



**The Corporation of the
Municipality of St.-Charles**

AGENDA

Regular Meeting of Council

January 20, 2021 at 6:00 PM
Electronic Meeting (via Zoom)
St.-Charles, Ontario

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1. Resolution to open the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on January 20, 2021.

2.0 ADOPTION OF AGENDA

2.1. Resolution to adopt the agenda

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held January 20, 2021 be adopted as presented.

3.0 DISCLOSURES OF PECUNIARY INTEREST

4.0 PRESENTATIONS AND DELEGATIONS

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on January 20, 2021)

6.0 NOTICE OF MOTIONS

7.0 CLOSED SESSION

7.1. Resolution to enter into closed session

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at _____ p.m. this 20th day of January, 2021 to discuss:

____ personal matters about an identifiable individual, including municipal or local board employees, as authorized under Section 239 (2) (b) of the *Municipal Act, 2001*, as amended;

Topic #1 - Director of Finance / Treasurer Probation End

Topic #2 - Firefighter Recruit

Topic #3 - Arena Worker

Topic #4 - Fire Chief Disregard of Council Directive

____ labour relations or employee negotiations, as authorized under Section 239 (2) (d) of the *Municipal Act, 2001*, as amended;

Topic #1 - Director of Finance / Treasurer Probation End

Topic #2 - Arena Worker

Topic #3 - Fire Chief Disregard of Council Directive

7.2. Resolution to adopt the minutes of closed session meetings

BE IT RESOLVED THAT the minutes of the following closed sessions be adopted as presented:

- Minutes of the closed session of July 15, 2020
- Minutes of the closed session of August 19, 2020
- Minutes of the closed session of October 21, 2020

7.3. Resolution to reconvene to open session

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at _____ p.m.

8.0 ADOPTION OF MINUTES

8.1. Resolution to adopt the minutes of meetings

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Regular Meeting of Council held October 21, 2020

9.0 CORRESPONDENCE FOR INFORMATION

9.1. Resolution to receive correspondence for information

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Email from Manitoulin-Sudbury District Services Board dated November 26, 2020, regarding 2021 DSB Approved Budget & 2020 3rd Quarter Financial Report;
2. Email from Hamilton dated December 5, 2020, regarding Interim Cap on Gas Plant and Greenhouse Gas Pollution;
3. Email from Hamilton dated December 5, 2020, regarding Temporary Cap on Food Delivery Service Charges
4. Email from Southwest Middlesex dated December 7, 2020, regarding Municipal Drainage and CN Rail Resolution;
5. Email from Leamington dated December 7, 2020, regarding Cannabis Resolution;
6. Email from Orangeville dated December 8, 2020, regarding Bill 229;
7. Email from Puslinch dated December 8, 2020, regarding Bill 229;
8. Letter from Caisse Alliance dated December 10, 2020, regarding donation;
9. Email from Marmora and Lake dated December 11, 2020, regarding Bill 229;
10. Email from Chatham-Kent dated December 14, 2020, regarding Bill 229;
11. Email from Dufferin County dated December 14, 2020, regarding Aggregate Resource Property Valuation Assessment Criteria;
12. Email from Matachewan dated December 14, 2020, regarding Grants;
13. Email from Carleton Place dated December 15, 2020, regarding COVID-19 and Childcare Funding Impacts;
14. Email from Perth South dated December 16, 2020, regarding Municipal Drainage and CN Rail Resolution;
15. Email from Ministry of Children, Community and Social Services dated December 16, 2020, regarding Building a Strong Foundation for Success: Reducing Poverty in Ontario;
16. Email from Lake of Bays dated December 17, 2020, regarding AODA Website Compliance Extension Request;
17. Email from Kitchener dated December 18, 2020, regarding Cannabis Retail;
18. Letter from Public Health Sudbury & Districts dated December 21, 2020, regarding 2021 Operating Budget;
19. Email from Kingsville dated December 21, 2020, regarding Small Business;
20. Copy of letter from Black River - Matheson dated December 22, 2020, regarding Insurance Renewals;
21. Email from Amherstburg dated December 22, 2020, regarding Development Approval Requirements for Landfills;
22. Email from Lincoln dated December 23, 2020, regarding Cannabis Retail;
23. Email from Lincoln dated December 23, 2020, regarding Greenhouse Gas Pollution;
24. Copy of letter from Sudbury East Planning Board dated January 7, 2021,

- regarding Consent Application B/07/21/SC;
25. Copy of letter from Sudbury East Planning Board dated January 7, 2021, regarding Consent Application B/08/21/SC;
 26. Email from Huron-Kinloss dated January 7, 2021, regarding Veterans Property Tax Exemption;
 27. Email from Charlton and Dack dated January 7, 2021, regarding Insurance Premiums;
 28. Copy of letter from Sudbury East Planning Board dated January 11, 2021, regarding Consent Application B/09/21/SC;
 29. Copy of letter from Sudbury East Planning Board dated January 12, 2021, regarding Consent Application B/06/21/SC and Zoning By-Law Amendment Application ZBA 21-02SC;
 30. Email from West Gray dated January 13, 2021, regarding Bill 229.

and directs staff to:

- draft a report on items ____, ____, ____
- draft a Resolution in support on items ____, ____, ____
- respond with a letter on items ____, ____, ____
- include on the next Committee of the Whole items ____, ____, ____.

10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

10.1 ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

- 10.2.1 Resolution stemming from December 9, 2020 Regular Meeting of Council - Records Management Software

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves the purchase of The Ontario Municipal Records Management System (TOMRMS) through The Information Professionals with an initial set up fee of including a full-day of training at a cost of \$4,000.00 plus HST and an annual subscription of \$350.00 plus HST.

- 10.2.2 Resolution to receive the Cash Disbursement Register for the month of December 2020

BE IT RESOLVED THAT the Cash Disbursement Register for the month of December 2020 be received in the amount of:

- \$365,712.22

- 10.2.3 Report to Council - 2019 Financial Indicator Review

- 10.2.4 Report to Council - 2021 Budget

WHEREAS the Corporation of the Municipality of St.-Charles finalizes the annual budget providing for expenditure from year to year;

AND WHEREAS expenditures will continue prior to the budget being finalized in a fiscal year;

NOW THEREFORE BE IT RESOLVED THAT:

1. Until such time as Council gives final passage to the Corporation of the Municipality of St.-Charles 2021 Budget, municipal departments are hereby authorized to incur up to 25% of the previous year's approved expenditures for operating costs.
2. Capital expenditures sought prior to Council's setting of the 2021 Budget shall be brought forward for Council approval.
3. Municipal Department Heads be advised of this direction from Council.

10.2.5 Resolution stemming from December 9, 2020 Regular Meeting of Council - Cemetery Software

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves the purchase of Managed Cemeteries software through The Managed Municipality with an initial set up cost of \$11,600.00 plus HST and an annual subscription of 15% plus HST.

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

10.3.1 Report to Council - Grants - United Way and CTAf

10.3.2 Report to Council - Additional Help

10.3.3 Report to Council - COVID Update

10.3.4 Report to Council - 2021 Summer Students

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

10.6.1 Report to Council - SEBBS Shared Services

10.6.2 Report to Council - EDO Request for Budget Funds

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 4th Quarter Report to Council - Fire Department

10.7.2 Report to Council - Firefighter Resignations and Roster Clean-Up

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles accepts the resignations of and approves the removal of the following individuals as volunteer firefighters with the St.-Charles Fire Department:

- Pam Laroque
- Pierre Laroque
- Scott Lauber
- Gary Wiggins
- Jean Lafleur
- Jason St. Jean
- Brad Pother
- Jordan Lemieux
- Scott Simon
- Rory Hilts
- Dan Pothier

10.7.3 Report to Council - Appointment of Volunteer Firefighters - Vaillant, Dawson & Frappier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following members to the St.-Charles Fire Department as volunteer firefighters:

- Jessica Vaillant
- Keith Dawson
- Caitlin Frappier

10.7.4 Canine Control Report for the month of December 2020

10.7.5 Report to Council - Appoint Representative to the Community Safety and Well-Being Planning Committee

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.9.1 Report to Council - Propane Furnace Installation Public Works Garage

10.9.2 Report to Council - OGRA Delegation Request

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

12.1. St.-Charles Public Library Board minutes of November 12, 2020

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

15.0 BY-LAWS

15.1. First and second reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Laws:

- By-Law 2021-01 - Being A By-Law To Appoint The Committee Of Adjustment For The Corporation Of The Municipality Of St.-Charles
- By-Law 2021-02 - Being A By-Law To Provide For An Interim Tax Levy For The Year 2021
- By-Law 2021-03 - Being A By-Law To Authorize Borrowing From Time To Time To Meet Current Expenditures During The Fiscal Year Ending December 31st, 2021

15.2. Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-01.

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby give third reading to and finally passes By-Law 2021-02.

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby give third reading to and finally passes By-Law 2021-03.

16.0 ADDENDUM (if required and by resolution)

17.0 ADJOURNMENT

17.1. Confirmation By-Law

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2021-04 - Being A By-Law To Confirm The Proceedings Of Council At Its Special Meeting Of Council Held December 21st, 2020 And At Its Regular Meeting Of Council Held January 20th, 2021

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-04.

17.2. Resolution to adjourn the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at _____ p.m. on January 20, 2021.



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

**October 21, 2020 at 6:00 PM
Electronic Meeting (via Zoom)
St.-Charles, Ontario**

MEMBERS PRESENT:	Mayor:	Paul Schoppmann
	Councillor:	Monica Loftus
	Councillor:	Paul Branconnier
	Councillor:	Jackie Lafleur
MEMBERS ABSENT:	Councillor:	Richard Lemieux
ALSO PRESENT:	Chief Administrative Officer:	Denis Turcot
	Clerk:	Tammy Godden
	Director of Finance / Treasurer:	Pamela McCracken
	Director of Operations:	Travis De Benedet
	Fire Chief	James Bertoia
PUBLIC PRESENT:	3 (electronically)	

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2020-204

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.- Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on October 21, 2020.

Carried

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2020-205

Moved by: Councillor Branconnier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held October 21, 2020 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

4.1 Delegation by Barry & Shelley Quibell - regarding Island Road West

Mr. Barry Quibell presented a delegation to Council for the Municipality to consider taking over a section of Island Road West. The residents on this portion of the road would like direction as to what would need to be done by them for the Municipality to take over the currently private road. Mr. Quibell advised that the portion in question is currently 280 feet long and is 13 feet wide at its narrowest part. The landowners at 50 D & E Island Road West have agreed to grant sufficient land so that a turn around can be created. Following discussion, Council agreed that they would look into taking over this portion of the road.

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

Nil.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

2020-206

Moved by: Councillor Lafleur

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:16 p.m. this 21st day of October, 2020 to discuss:

____ personal matters about an identifiable individual, including municipal or local board employees, as authorized under Section 239 (2) (b) of the *Municipal Act, 2001*, as amended;
Topic - Probation End for Fire Chief

____ labour relations or employee negotiations, as authorized under Section 239 (2) (d) of the *Municipal Act, 2001*, as amended;
Topic - Probation End for Fire Chief

____ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, as authorized under Section 239 (2) (e) of the *Municipal Act, 2001*, as amended;
Topic - Update on Ongoing Litigation Matters

Carried

7.2 Resolution to reconvene to open session

2020-207

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at 6:41 p.m.

Carried

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

2020-208

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Regular Meeting of Council held July 15, 2020

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

2020-209

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Email from Loyalist, dated September 15, 2020, regarding Ferries;
2. Email from Gravenhurst, dated September 16, 2020, regarding National Designation of August 1st as Emancipation Day;
3. Email from North Glengarry, dated September 16, 2020, regarding Long-Term Care Homes;
4. Email from Wollaston, dated September 16, 2020, regarding Requesting Changes to Municipal Elections Act;
5. Email from Ministry of the Solicitor General, dated September 19, 2020, regarding Enforcement and Amendments under the Reopening Ontario Act;
6. Email from Amherstburg, dated September 21, 2020, regarding AODA Website Compliance Extension Request;
7. Email from Amherstburg, dated September 21, 2020, regarding Amendments to Bill 108 re The Ontario Heritage Act;
8. Email from OPP MPB Financial Services Unit, dated September 29, 2020, regarding 2021 OPP Annual Billing Statement;
9. Letter from Solicitor General, dated October 2, 2020, regarding Anti-Racism Directorate;
10. Email from Ontario Fire Marshall, dated October 6, 2020, regarding Staffing Levels and Firefighter Safety;
11. Email from Asphodel-Norwood, dated October 7, 2020, regarding Request for More Support for Municipalities with respect to a Governing Body in Cannabis Production;
12. Email from Wellington, dated October 8, 2020, regarding Aggregate Resources;
13. Email from Lake of Bays, dated October 9, 2020, regarding Reform to the Municipal Insurance Policy;
14. Email from Loyalist, dated October 9, 2020, regarding Funding for Community Groups and Service Clubs;
15. Email from Plympton-Wyoming, dated October 13, 2020, regarding Requesting Changes to Municipal Elections Act;
16. Email from Plympton-Wyoming, dated October 13, 2020, regarding Cannabis Production.

and directs staff to:

- draft a report on items
- draft a Resolution in support on items #16

- respond with a letter on items
- include on the next Committee of the Whole items

Carried

10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

10.1 ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.1.1 Report to Council - Sale of Scrap Metal at the Landfill

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to sell the stockpiled scrap metal at the Municipal Landfill site.

2020-210

Moved by: Councillor Lafleur

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles authorizes the sale of stockpiled scrap metal at the Municipal Landfill site to SLM Recycling at a price of \$143.00 per tonne.

Carried

10.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Resolution to receive the Cash Disbursement Register for the month of September 2020

2020-211

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the Cash Disbursement Register for the month of September 2020 be received in the amount of:

- \$393,701.29

Carried

10.2.2 Report to Council - Wastewater Exemption

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The Director of Finance presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to reverse the 2020 wastewater fees on property 5204 00000 206600 and supported the preparation of a By-Law to exempt the property from any further wastewater fees.

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

10.3.1 Resolution stemming from August 19, 2020 Regular Meeting of Council regarding Smoking Policy

2020-212

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

WHEREAS Council for the Corporation of the Municipality of St.-Charles has read the proposed Smoke Free Grounds Policy;

AND WHEREAS the Policy has been written to ensure compliance with the *Smoke Free Ontario Act*, (2017), as amended, and Ontario Regulation 269/18, and to reduce the risk of fire and health hazards which smoking may cause to staff, members of Council, residents and visitors;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adopts Policy HR-003 Smoke Free Grounds Policy as attached.

Carried

10.3.2 Report to Council - National Francophone Immigration Week

2020-213

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby authorizes the Mayor to sign the National Francophone Immigration Week proclamation, proclaiming the week of November 1 to 7, 2020 as the National Francophone Immigration Week in the Municipality of St. Charles.

Carried

10.3.3 Report to Council - Louis Riel Day

2020-214

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby authorizes the Mayor to sign the Louis Riel Day proclamation, proclaiming November 16, 2020 as Louis Riel Day in the Municipality of St.-Charles.

Carried

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.4.1 Report to Council - Sudbury East Transportation Service - Update

Councillor Lafleur requested that this matter be deferred as there are still corrections required to be made to the Transportation Fees schedule. All members of Council agreed to defer the matter and instructed the Chief Administrative Officer to inquire about the required changes to the fee schedule.

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.5.1 3rd Quarter Report to Council - Parks, Recreation and Facilities Department

The Director of Operations presented the report as provided in the agenda package.

10.5.2 Report to Council - Installation of Propane Heating / Cooling Units at Community Centre

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to contract B&M Heating and Air Conditioning to install propane heating and cooling units at the Community Centre and to disconnect two (2) of the geothermal units.

10.5.3 Resolution stemming from October 7, 2020 Committee of the Whole Meeting regarding Financial Assistance for Recreational Programing

2020-215

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

WHEREAS the Corporation of the Municipality of St.-Charles has decided to not

open the St.-Charles Arena for the 2020-21 season due to the ongoing pandemic;

AND WHEREAS this will cause the local Minor Hockey Association teams to travel to a neighboring Arena and pay additional fees as non-residents;

AND WHEREAS the Council for the Corporation of the Municipality of St.-Charles deems it important to support this local youth sporting group that was affected by the arena closure;

BE IT THEREFORE RESOLVED THAT Council authorizes financial assistance of \$25.00 per hour rented up to \$400.00 per month to a maximum of \$2,000.00 for the 2020-21 season;

AND BE IT FURTHER RESOLVED THAT the financial assistance be paid on a monthly basis upon verification of ice rental hours.

Carried

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

10.6.1 Report to Council - Clarification of SEPB Minutes of July 9, 2020

The Clerk presented the report as provided in the agenda package.

10.6.2 3rd Quarter Report to Council - Building Controls and By-Law Department

Council received the Building Controls and By-Law Department 3rd Quarter report.

10.6.3 Item for Discussion (Mayor Schoppmann) - Osprey Court - Additional severences without Plan of Subdivision

Before discussion commenced, Council generally agreed that they would like more information and particulars to be provided before discussing this matter. The Chief Administrative Officer will obtain some additional information and will bring back to Council for discussion.

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 Report to Council - Rescue 1204 Disposal

The Fire Chief presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to deem Rescue 1204 as surplus equipment and instructed the Fire Chief to proceed to list it for sale on GovDeals.ca.

2020-216

Moved by: Councillor Lafleur

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby declares the Rescue Van 1204 as surplus equipment.

Carried

10.7.2 Canine Control Report for the month of September 2020

Council received the Canine Control Report for the month of September 2020.

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.9.1 3rd Quarter Report to Council - Public Works and Environmental Services

A correction to the report was made on page 3, 2nd bullet the 2nd sentence should read - "The replacement of 3 road culverts were also done on Musky Island Road in St.-Charles."

The Director of Operations presented the report as provided in the agenda package.

10.9.2 Report to Council - Island Road West Southwest Extension and Constructions Standards

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to adopt a By-Law for the minimum standards for road construction and instructed staff to return a draft By-Law to Council for consideration.

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

Nil.

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

12.1 St.-Charles Public Library Board Minutes of September 10, 2020

Council received the St.-Charles Public Library Board Minutes of September 10, 2020.

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

Nil.

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

Nil.

15.0 BY-LAWS

15.1 First and second reading

2020-217

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Laws:

- By-Law 2020-42 - Being A By-Law To Amend By-Law Number 2018-44 (Fees And Charge By-Law)

Deferred

16.0 ADDENDUM (if required and by resolution)

17.0 ADJOURNMENT

17.1 Confirmation By-Law

2020-218

Moved by: Councillor Lafleur

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

By-Law 2020-43, Being A By-Law To Confirm The Proceedings Of Council At Its Special Meeting Of Council Held October 1st, 2020, At Its Committee Of The Whole Meeting Held October 7th, 2020 And At Its Regular Meeting Of Council Held October 21st, 2020

Carried

2020-219

Moved by: Councillor Branconnier

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2020-43.

Carried

17.2 Resolution to adjourn the meeting

2020-220

Moved by: Councillor Lafleur

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 8:02 p.m. on October 21, 2020.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK

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From: Denis Turcot
Sent: Thursday, November 26, 2020 11:37 AM
To: Pamela McCracken
Cc: Tammy Godden
Subject: FW: 2021 DSB Approved Budget & 2020 3rd Quarter Financial Report
Attachments: 2021_Budget_Summary.pdf;
3rd_Quarter_Financial_Report_unaudited_2020.pdf;
CAO_Third_Quarter_2020_Activity_Report.pdf

From: Dominelli, Fern <fern.dominelli@msdsb.net>
Sent: November 26, 2020 11:36 AM
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Cc: z.All Board Members, CAO and EA <z.AllBoardMembers_CAOandEA@msdsb.net>
Subject: 2021 DSB Approved Budget & 2020 3rd Quarter Financial Report

At today's Board meeting the Board approved:

2021 DSB Budget.

By [Resolution 20-86](#) the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendations and approves the [2021 Operating Budget](#) in the amount of **\$40,252,248 gross and municipal share in the amount of \$10,664,361 which represents an increase of \$53,114 or 0.50% in the municipal share.**

2021 Net Municipal Share Summary

Program	Increase / Decrease	Percentage
Ontario Works	\$17,426	0.16%
Children's Services	\$0	0%
Social Housing	\$27,018	0.25%
Paramedic Services	\$8,670	.08%
Total Municipal Variance	\$53,114	.50%

Due to MPAC not completing current value assessment until December 2020, apportionment will not be available until the new year.

Third Quarter Reports

Please find attached the [CAO 2020 Third Quarter Activity Report](#).

We have attempted to create a document which is concise enough **to be included in Council agenda packages** if you so desire.

The [2020 Third Quarter Unaudited Financial Report](#) is also attached for your review.

This Quarterly Report includes an overview report from me and concise high-level reports from each program. More detail on all of the issues mentioned in these reports can be found on the Board's website at: www.msdsb.net

If you have any questions in relation to the Budget or these reports or would like the DSB to speak at your Council meeting regarding any of these matters, please feel free to contact me directly.

Thanks

Fern Dominelli

Chief Administrative Officer
Manitoulin-Sudbury District Services Board
Direct Line: 705-222-7777

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2021 TOTAL BUDGET

Cost Centre	2021 Total Budget	2020 Total Budget	% Variance Gross Program	2021 Fed/Prov Share	2020 Fed/Prov Share	2021 Municipal Share	2020 Municipal Share	Municipal Variance	% Variance Program	% Variance of Total Municipal
Ontario Works Programs	8,553,712	8,450,389	1.22%	7,835,828	7,740,068	717,884	710,321	7,563		0.07%
OW Program Support	659,085	639,358		329,543	319,679	329,542	319,679	9,863		
Net Ontario Works	9,212,797	9,089,747		8,165,371	8,059,747	1,047,426	1,030,000	17,426	1.69%	0.16%
Children's Services	9,253,447	7,986,171	15.87%	8,963,651	7,696,375	289,796	289,796	0		
CS Program Support	400,811	393,512		22,569	15,270	378,242	378,242	0		
Net Children's Services	9,654,258	8,379,683		8,986,220	7,711,645	668,038	668,038	0	0.00%	0.00%
Community Housing	2,480,479	2,573,332	-3.61%	715,274	824,520	1,765,205	1,748,812	16,393		0.15%
Housing Program Support	489,473	478,848		0	0	489,473	478,848	10,625		
	2,969,952	3,052,180		715,274	824,520	2,254,678	2,227,660	27,018		
Investment in Affordable Housing Program	402,123	509,870		402,123	509,870	0	0	0		
Net Community Housing	3,372,075	3,562,050		1,117,397	1,334,390	2,254,678	2,227,660	27,018	1.21%	0.25%
Paramedic Services	17,225,575	16,597,333	3.79%	11,318,899	10,669,024	5,906,676	5,928,309	-21,633		-0.20%
Paramedic Services Program Support	886,706	856,403				886,706	856,403	30,303		
Net Paramedic Services	18,112,281	17,453,736		11,318,899	10,669,024	6,793,382	6,784,712	8,670	0.13%	0.08%
Program Budget	37,915,336	36,117,095		29,235,775	27,439,857	8,679,561	8,677,238	2,323		0.02%
Program Support	2,436,075	2,368,121	2.87%	352,112	334,949	2,083,963	2,033,172	50,791		
Subtotal	40,351,411	38,485,216		29,587,887	27,774,806	10,763,524	10,710,410	53,114		
Interest Revenue	-99,163	-99,163		0	0	-99,163	-99,163	0		
Net Budget	40,252,248	38,386,053		29,587,887	27,774,806	10,664,361	10,611,247	53,114		0.50%
Total Budget Increase (Decrease)	4.86%	1,866,195		6.53%	1,813,081	Total Municipal Variance	53,114	0.50%		

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Ontario Works Budget

	page #	2021 Budget	2021 Municipal Share	2021 Provincial Share	2020 Budget	2020 Municipal Share	2020 Provincial Share	Municipal Variance	2020 Forecast	2019 Actual
Program Allowances	35	5,428,927	-	5,428,927	5,369,686	-	5,369,686	-	5,008,853	4,695,888
Discretionary Benefits	35	187,937	-	187,937	184,160	-	184,160	-	141,170	169,698
Social Assistance Restructuring		120,400	120,400	-	120,400	120,400	-	-	120,400	120,386
Program Delivery	36	2,341,326	927,026	1,414,300	2,323,899	909,600	1,414,299	17,426	2,324,011	2,323,910
Employment Ontario	39	368,024	-	368,024	368,024	-	368,024	-	368,024	316,564
Community Homelessness Prevention Initiative (CHPI)	40	766,183	-	766,183	723,578	-	723,578	-	771,212	518,158
Total		9,212,797	1,047,426	8,165,371	9,089,747	1,030,000	8,059,747	17,426	8,733,670	8,144,604
								OW Program Municipal Share Change	1.69%	
								Impact on Municipal Share of Total DSB Budget	0.16%	

Public Document

Children's Services Budget

	2021 Budget	2021 Municipal Share	2021 Subsidy	2020 Budget	2020 Municipal Share	2020 Subsidy	Municipal Variance	2020 Forecast	2019 Actual
Fee Subsidy	655,362	38,994	616,368	655,361	38,994	616,367	-	382,530	598,311
OW Formal / Informal	121,424	24,285	97,139	121,424	24,285	97,139	-	77,511	121,424
Wage Enhancement	432,832	-	432,832	432,832	-	432,832	-	432,862	432,834
Operating Grant	2,606,538	62,136	2,544,402	2,442,358	62,136	2,380,222	-	1,547,532	3,108,035
Special Needs Resourcing	665,000	42,300	622,700	665,000	42,300	622,700	-	508,500	633,459
Capacity Building	328,400		328,400	328,400		328,400	-	232,617	298,000
Play Based	85,000		85,000	85,000		85,000	-	85,000	170,782
Expansion	2,393,482	150,000	2,243,482	1,330,921	150,000	1,180,921	-	664,679	1,389,800
Repairs and Maintenance	85,000		85,000	85,000		85,000	-	85,000	171,912
EarlyON	1,663,098	-	1,663,098	1,628,603	-	1,628,603	-	1,663,098	1,751,805
EarlyON Administration	137,386		137,386	133,856		133,856	-	137,386	118,654
Administration	480,736	350,323	130,413	470,928	350,323	120,605	-	467,408	474,615
Total	9,654,258	668,038	8,986,220	8,379,683	668,038	7,711,645	-	6,284,123	9,269,631
Child Care Program Municipal Share Change							0.00%		
Impact on Municipal Share of Total DSB Budget							0.00%		

Public Document

Community Housing Budget

	page #	2021 Budget	2021 Municipal Share	2021 Provincial Share	2020 Budget	2020 Municipal Share	2020 Provincial Share	Budget Variance	Municipal Variance	Provincial Variance	2020 Forecast	2019 Actual
Public Housing	45	1,879,139	1,827,849	51,290	1,793,756	1,742,466	51,290	85,383	85,383	-	1,591,925	1,694,124
Non-Profit Providers	47	637,916	199,732	438,184	826,523	279,093	547,430	(188,607)	(79,361)	(109,246)	824,096	804,978
Transfer to Reserve	49	452,897	227,097	225,800	431,901	206,101	225,800	20,996	20,996	-	431,901	560,335
Community Housing		2,969,952	2,254,678	715,274	3,052,180	2,227,660	824,520	(82,228)	27,018	(109,246)	2,847,922	3,059,437
100% Prov Funding	48	402,123	-	402,123	509,870	-	509,870	(107,747)	-	(107,747)	427,996	379,345
Total		3,372,075	2,254,678	1,117,397	3,562,050	2,227,660	1,334,390	(189,975)	27,018	(216,993)	3,275,918	3,438,782
									Community Housing Municipal Share Change		1.21%	
									Impact on Municipal Share of Total DSB Budget		0.25%	

Public Document

Paramedic Services

	page #	2021 Budget	2020 Budget	Variance	2020 Forecast	2019 Actual
Salaries & Wages	52	9,930,981	9,104,164	826,817	9,070,781	9,064,605
Employee Benefits	52	3,072,504	3,164,335	(91,831)	2,937,848	2,802,529
Transportation & Communication	53	318,287	406,033	(87,746)	411,669	316,318
Services & Rentals	54	1,331,086	1,306,046	25,040	1,368,047	1,450,091
Supplies & Equipment	57	193,509	193,509	-	231,263	281,844
Vehicles	58	542,071	526,283	15,788	526,283	521,072
Medical Equipment	59	186,715	181,277	5,438	181,277	175,997
Community Paramedicine Revenue		(28,000)	(28,000)	-	(28,000)	-
		15,547,153	14,853,647	693,506	14,699,168	14,612,456
Patient Transfer Service	60	519,979	399,979	120,000	343,752	349,555
Wiwemikong Paramedic Services	61	2,045,149	2,200,110	(154,961)	2,200,110	1,949,940
Total		18,112,281	17,453,736	658,545	17,243,030	16,911,951

Paramedic Services Municipal Share	8,670
Paramedic Services Program Municipal Share Change	0.13%
Impact on Municipal Share of Total DSB Budget	0.08%

Public Document

Manitoulin-Sudbury DSB								
3rd Quarter Report (Unaudited)								
AS AT 9/30/2020								
Total Gross Budget					Municipal Share Budget			
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						Forecast	BUDGET	Forecast
Ontario Works	\$ 1,335,684	\$ 1,814,810	\$ (479,126)	\$ 2,444,299	\$ 681,186	\$ 1,030,000	\$ 1,030,000	\$ -
100% Funded	\$ 4,820,978	\$ 4,984,086	\$ (163,108)	\$ 6,645,448				
Child Care	\$ 4,714,231	\$ 6,277,992	\$ (1,563,761)	\$ 8,379,683	\$ 501,029	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 1,896,961	\$ 2,326,144	\$ (429,183)	\$ 3,052,180	\$ 1,896,961	\$ 1,945,056	\$ 2,227,660	\$ (282,604)
100% Funded	\$ 307,715	\$ 382,402	\$ (74,687)	\$ 509,870				
Paramedic Services	\$ 10,684,095	\$ 11,250,881	\$ (566,786)	\$ 14,856,047	\$ 4,331,590	\$ 6,683,922	\$ 6,784,712	\$ (100,790)
100% Funded	\$ 1,978,379	\$ 1,950,066	\$ 28,313	\$ 2,600,089				
TOTAL EXPENSES	\$ 25,738,042	\$ 28,986,381	\$ (3,248,339)	\$ 38,487,616	\$ 7,410,765	\$ 10,327,017	\$ 10,710,410	\$ (383,393)
Interest Revenue	\$ (88,106)	\$ (49,583)	\$ (38,524)	\$ (99,163)	\$ (88,106)	\$ (109,106)	\$ (99,163)	\$ (9,943)
TOTAL EXPENSES	\$ 25,649,935	\$ 28,936,799	\$ (3,286,862)	\$ 38,388,453	\$ 7,322,658	\$ 10,217,910	\$ 10,611,247	\$ (393,337)

Variance Analysis September 30, 2020		
Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share
Ontario Works	\$ -	Municipal share of administration expenses are forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses is forecasted to be on budget.
Community Housing	\$ (282,604)	<p>(\$103,180) + (\$154,850) + (\$24,574) = (\$282,604) surplus</p> <p>Federal Funding is forecasted to be (\$103,180) more than budgeted.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$154,850) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$13,902) more than budgeted. - Direct operating expenses are forecasted to be under budget due to: <ul style="list-style-type: none"> utilities (\$37,237) under budget, salaries & benefits for custodians (\$7,339) over budget, maintenance expenses over budget \$16,820, administration wages & benefits are forecasted to be (\$94,826) under budget due to a vacant position - Program Support Allocation is forecasted to be (\$18,366) under budget. <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$24,574) under budget.</p>
Paramedic Services	\$ (100,790)	<p>Paramedic Services is forecasted to be (\$324,782) + \$223,992 = (\$100,790) under budget.</p> <p>The MOHLTC funding is forecasted to be more than budgeted by \$324,782 surplus, all of the 2020 Funding has been announced and the actual funding is forecasted to the year-end.</p> <p>Total expenses are over budget by \$223,992</p> <p>Staffing is forecasted to be over budget due to:</p> <ul style="list-style-type: none"> - Regular Wages are forecasted to be over budget by \$48,527; Covid related wages are forecasted to be \$386,976 (this assumes no provincial funding); Other Wages and Severance are forecasted to be over budget by \$147,920: Replacement wages are forecasted to be under budget by (\$162,057). - Benefits are forecasted to be under budget due to WSIB premium rate reduction of \$1.87 per \$100 resulting in (\$149,744); NEER forecast to be (\$331,780) under budget; Other Benefits are forecasted to be over budget by \$89,968. <p>Non Wages are forecasted to be over budget due to:</p> <ul style="list-style-type: none"> - Program Support is forecasted to be (\$15,301) under budget - COVID supplies and PPE is forecasted to be \$127,846 over budget (this assumes no provincial funding). - Trans, Vehicles, Repairs & Supplies is forecasted to be \$81,637 under budget
Interest Revenue	\$ (9,943)	Interest Revenue is forecasted to be (\$9,943) more than budgeted which results in a municipal surplus.
	\$ (393,337)	



2020 Third Quarter Activity Report November 26, 2020

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2020 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$393,337**. This surplus includes Ontario Works forecasted to be on budget. Children's Services is forecasted to be on budget. Community Housing is forecasted to be under budget by \$282,604. Paramedic Services is forecasted to be under budget by \$100,790. Interest revenue on non-reserve accounts is forecasted to be a \$9,943 surplus over budget.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

Paramedic Services

COVID-19 Pandemic Response

Paramedics continue to play an integral role in all things COVID-19 across our service area. A redesign of team deployment was visited and operationalized based on current state and forecasted activities. The redesign involves deploying the COVID-19 Paramedic Response Team three 12-hour shifts per week (Mondays, Wednesdays, and Fridays) versus the existing Monday to Friday 8-hour model. This simple redesign of our delivery model has proven to be most effective in being able to service the DSB's entire service area within a reasonable timeframe.

The Paramedic Memorial Bell visits Manitoulin-Sudbury DSB.

The Paramedic Ride was incorporated in 2013 is a not-for-profit organization dedicated to strengthening the Paramedic community. The mission is to raise funds in support of the Canadian Paramedic Memorial Foundation. The funds will support the construction of a monument in the nations' Capital to commemorate those Paramedics who have lost their lives in the line-of-duty. Every year, Paramedics from all over Ontario assemble in

downtown Toronto and ride their bicycles to Parliament Hill in Ottawa. The journey is a grueling 4-day trek that ends with a ceremony in Ottawa to honour the 50 Paramedics that have lost their lives in the line of duty. Due to the COVID-19 pandemic, the 2020 Paramedic Ride had to be cancelled but the mission would go on with the Paramedic memorial bell travelling across the province. Manitoulin-Sudbury DSB marked one of 52 stops for the Ontario Paramedic Association and the Paramedic Memorial Bell. Members of the Manitoulin-Sudbury Paramedic Ride team escorted the bell from the 10-mile bluffs on Manitoulin Island all the way to Espanola. The names of 50 paramedics inscribed on the bell were each read aloud at a ceremony followed by a ring for each individual that has fallen.

Community Naloxone Program

Discussions have begun between the Paramedic Services and Public Health Sudbury & Districts on exploring the opportunity to begin a Community Paramedicine Naloxone Program. The program involves at risk community members being referred to the CP program and the Paramedics would set up an appointment to deliver a Naloxone kit and provide some education on use and safety.

Children's Services

As of July 27th, 2020, 13 of the 15 centre based child care programs in the Manitoulin-Sudbury DSB reopened at partial capacity. The remaining two centres reopened in September when school resumed. Child Care staff have responded positively to the reopening of the system and have adapted well to the many changes.

Enrolment is lower than it was before the closure period, staff are reviewing enrolment this fall to determine impacts to the system. As of September 1, families were required to confirm if they would like to keep their child care space or not. As expected, some families chose to not return to child care at this time, the same has been seen within the school setting with families choosing online options for their children.

Staffing has been challenging given the current health and safety requirements and the lack of supply staff in the system, it has been difficult to replace staff when they are awaiting a COVID-19 test. Each time a staff or child is excluded from a program pending a negative COVID-19 test, a Serious Occurrence Report (SOR) is submitted to the Ministry of Education (MEDU), in the period July 1-September 30th, 2020, 51 SOR's were submitted.

Staff continue to work with providers and public health to revise local plans in response to MEDU direction, while ensuring the plans protect children, staff, and families throughout the reopening. New policies were developed, which continue to be modified

as required, focusing on screening, disinfecting, staff training, prioritization of children and health and safety.

Staff prepared funding reports for the Ministry of Education identifying the costs associated with both the closure and reopening period and await approval of the submission. Once the submission is approved staff will be better positioned to plan for the system for the remainder of the year.

Access to quality and timely childcare is critical for the local, provincial, and national economic recovery plan. Staff will continue to work closely with providers to ensure the safety of children, families, and staff.

Ministry of Education

On August 13, 2020 staff received a [memo](#) confirming the release of the [Operational Guidance for the Re-Opening of EarlyON Child and Family Centres](#). Staff worked with providers and Public Health Sudbury and Districts to develop local reopening plans. It was determined that EarlyON would resume indoor in person programming in late fall and would continue with virtual and outdoor programming.

Staff received confirmation in August that the Manitoulin-Sudbury District Services Board would be receiving [Federal Safe Restart Funding](#). The purpose of the funding is to ensure a safe, sufficient and adequate supply of child care is available to support the gradual return to work as the economy reopens.

The Manitoulin-Sudbury DSB allocation is \$894,181. It is expected funds will be received in early October. Staff are in the process of finalizing plans to distribute the funds to providers, allocations will be based on provider licence capacity.

MEDU has also advised of [Public Reporting of Confirmed Cases of Covid-19 in Licenced Child Care](#) will begin as of September 11, 2020.

Ontario Works

Ontario Works Caseload

In the third quarter of 2020, the Ontario Works/Temporary Care caseload average is 519. Compared to last year at this time, the caseload has decreased by 1%.

Social Assistance Recovery and Renewal Update

On September 30, 2020, the government [announced](#) its plan to support economic recovery and employment through a new recovery and renewal plan for social assistance.

The government has recognized the need to change ways of delivering services and the first phase of the social assistance recovery and renewal plan will roll out over the next few months. There are four key areas:

- Accelerated digital delivery solutions, including the launch of a new and easy-to-use Social Assistance Digital Application and expansion of the MyBenefits digital platform to improve access for people receiving social assistance and allow two-way digital messaging between clients and caseworkers.
- Centralized and automated delivery, beginning with centralized intake pilots across several municipalities and centralization of benefits in several ODSP offices that reduce paperwork, giving caseworkers more time to support clients through crisis and helping them get back to work.
- Risk-based eligibility review, to be developed alongside the centralized intake pilots, that uses provincial, federal, and third-party sources to make financial assistance processing faster, while strengthening program integrity.
- Access to employment and training, partnering with the Ministry of Labour, Training and Skills Development to support people to get back to work, including people with disabilities who have been particularly hard hit by job losses during the COVID-19 outbreak.

Vulnerable Persons Registry

The Manitoulin-Sudbury DSB residents who are at greater risk during emergencies and who have registered as vulnerable, will have their key information placed into Computer Aided Dispatch systems of emergency response agencies. This voluntary, confidential service will allow those with mobility, vision/hearing challenges, or those with cognitive challenges, those who require electricity for life-sustaining equipment such as life support, oxygen, dialysis, etc. to receive the supports they require. This information would be disseminated to agency personnel during either an emergency incident, or an extended/widespread community event such as electrical outage, flooding, or forest fires.

The Manitoulin-Sudbury DSB received a [letter](#) from the Vulnerable Persons Registry Coordinator with the next steps in the implementation and expanding the Vulnerable Persons Registry (VPR) to cover all communities within our catchment area. The program is fully funded by the Manitoulin-Sudbury DSB.

Community Mobilization Tables

Community Mobilization tables use an integrated team approach based on collaboration across agency mandates to respond rapidly to emerging crisis situations, develop solutions within a circle of care, identify needs and gaps, and build on an engaged and caring community.

The purpose of the program is to provide a venue for multi-agency collaboration in the identification of situations of acutely elevated risk and to serve as the foundation for collaborative response planning and intervention implementation. The program reduces

risk, prevents crime, and increases community safety by working together to ensure that those who are vulnerable in our community are offered appropriate and available supports.

Since the launch in October 2018, ten referrals have been brought forward to Espanola and Area Situation Table (EAST), nine of which (90%) met the threshold for Acutely Elevated Risk (AER).

The Canadian Mental Health Association Sudbury/Manitoulin Situation Table [report](#) provides a summary of EAST activities to date, including agency engagement, referral demographics and risk information. Note: data is only captured for situations that meet the AER threshold; this report primarily contains data related to January to June 2020 where one case was brought forward to EAST. The number of risk factors identified for the referral brought forward in June 2020 was nine.

Sudbury East Mobilization Table (SEMT) is the newest of the tables which began October 22, 2019 to support the municipalities of French River, St. Charles, Markstay-Warren, and Killarney. SEMT has 16 partner agencies.

Employment Ontario

We continue to work hard in promoting Employment Services, Youth Job Connect and Youth Job Connect Summer programs. This year was more challenging due to COVID.

Youth Job Connection Summer program, which is a program geared to high school students facing challenging life circumstances was delivered through the summer months for youths between the ages of 15 to 18. This summer, 14 students were successfully placed and completed the program.

Community Housing

Waiting list (Applicants)

As of September 30, 2020, the number of waiting applicants increased by 1%. The applicant breakdown is as follows: Total applications to end of quarter is 528.

1 Bedroom	421	(+18)	2 Bedroom	50	(-4)
3 Bedroom	35	(-10)	4 bedroom	22	(0)

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 229 active DSS recipients.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows, to mix the Community Housing buildings with rent-geared-to-income, affordable and market rent tenants. We have secured 10 full market rent tenants and 56 affordable rent tenants throughout the portfolio as of the end of the third quarter.

Smoke Free Housing – Unit Count-down

As of the end of the third quarter of 2020, 163/275 of the portfolio's units are designated as smoke-free. This represents **59%** of the full portfolio currently. Units are designated as turn-over occurs.

Protecting Tenants and Strengthening Community Housing Act, 2020

On July 22, 2020, the [Protecting Tenants and Strengthening Community Housing Act](#) received Royal Assent. The amendments to the Acts are a part of the following:

The legislative amendments are broad and enabling. The government is committed to working with sector partners to develop proposed regulations setting out the details on how the new legislative provisions would work on the ground in communities.

The new provisions in the legislation are planned to come into force incrementally over time, as regulatory details are developed. This will help give communities and housing providers the time they need to make important business decisions and to plan for implementation.

The changes outlined will depend on the approval of future regulations to be developed over the coming years. The ministry is committed to continuing to work with its municipal partners and sector stakeholders in all areas of regulation development as we enter this period of transformational change.

Ministry of Municipal Affairs and Housing - Social Services Relief Fund (SSRF) Phase 2

[SSRF Phase 2](#) brings the total SSRF investment for Service Managers and Indigenous Program Administrators to \$510 million (\$148 million in initial SSRF announced on March 23, 2020, \$150 million in SSRF announced on July 2, 2020, and \$212 million in additional SSRF announced on August 12, 2020).

SSRF Phase 2 builds on the support being delivered as part of the COVID-19 Action Plan to Protect Vulnerable Ontarians and will help Ontario safely restart its economy and become more resilient to future waves of COVID-19, which are key priorities of the federal funding under the Safe Restart Agreement.

The objectives for SSRF Phase 2 as are follows:

Mitigate ongoing risk for vulnerable people, especially in congregate care settings:

- Where appropriate, support changes to the physical design of congregate spaces, permit physical distancing and other modifications based on public health guidance; and
- Provide ongoing services and supports to address immediate pandemic needs of vulnerable people.

Encourage longer-term housing-based solutions to homelessness post-COVID-19:

- Use funding in ways that create longer-term housing solutions, move towards client service models that are innovative, and support client and organizational readiness for potential future outbreaks or emergencies.

Enhance rent assistance provided to households in rent arrears due to COVID-19:

- Consider using funding to support renter households who may be in rental arrears and at a high risk of becoming homeless.

All Service Managers were provided with an initial planning allocation. The Manitoulin-Sudbury DSB received \$897,838.

The Manitoulin-Sudbury DSB staff reached out to Manitoulin Family Resources (MFR) agency to discuss the SSRF Phase 2 funding and whether or not they would have any need for the funding for potential shelter, food bank and/or thrift store demands.

- MFR indicated that capital funding for retrofit of the Violent Against Women (VAW) shelter would be required.
- They further indicated that funding would allow them to build an expansion which allows for community-based counsellors to provide safe service to both VAW shelter residents and those still in the community who may need to be linked to VAW shelter service.
- Lastly indicated a need for funding for a new food bank/thrift store would allow the resumption of needed services of making inexpensive household goods and clothing available to the public as well as meeting the needs of the food banks expanded client base.

DSB staff will continue to work closely with MFR to ensure that the business case, if approved, will be implemented accordingly.

Infrastructure & Asset Management

Work Orders

During the quarter (July - September 2020) a total of 251 Work Orders were generated: 183 for Community Housing; 16 for Administration Offices, and 52 for Paramedic Services. There was a total of 169 Work Orders closed or resolved during that time.

Maintenance Department Update

Custodian Staff continue to ensure that Housing Buildings and ISS Offices receive daily sanitizing to assist with helping to stop the spread of Covid-19. Staff throughout have been provided with sufficient personal protective equipment and sanitization supplies to ensure that common areas in all DSB locations are sanitized daily.

All winter snow contracts have been secured and signed with the exception of Gogama. This location has lost our contractor for the area this past Spring and staff are working diligently in partnership with the Local Services Board to secure a vendor for this area.

Sites have had or are currently having their generators serviced to ensure continuity of power in case of emergency. Sites are all equipped with a back up generator for emergency power supply. Sites have had their HVAC systems serviced for the heating season.

Summary

The DSB had a very busy third quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me at the address below.

Fern Dominelli

Chief Administrative Officer
Manitoulin-Sudbury District Services Board
Phone: 705-222-7777
E mail: fern.dominelli@msdsb.net
Website: www.msdsb.net

From:
Sent:
To:

Paparella, Stephanie <Stephanie.Paparella@hamilton.ca>
Saturday, December 5, 2020 9:17 AM

[REDACTED]

[REDACTED]

Subject:

Request for an Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation

Attachments: Cap on Gas Plant and Greenhouse Gas Pollution - All Ontario Municipalities.pdf

At its meeting of November 11, 2020, Hamilton City Council approved Item 10 of the General Issues Committee Report 20-018, respecting a Request for an Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation.

A copy of the letter that was sent to The Honourable Greg Rickford, Minister of Energy, Northern Development & Mines and Minister of Indigenous Affairs is attached for your review and support.

Thank you for your consideration.

Stephanie Paparella

Legislative Coordinator
Office of the City Clerk
71 Main Street West, 1st Floor
Hamilton, ON L8P 4Y5

Phone: (905) 546-2424 Ext. 3993

E-mail: stephanie.paparella@hamilton.ca

Fax: (905) 546-2095

The City of Hamilton encourages physical distancing and increased handwashing. Learn more about the City's response to COVID-19 www.hamilton.ca/coronavirus.

Vision:

The Legislative Division is Dedicated to Excellence in the Provision of Service to the Community, Corporation & Council with Integrity, Accuracy and Transparency.

Mission:

The Legislative Division aims to strengthen and promote local government by facilitating the proceedings of City Council and its Committees, fulfilling the requirements of various Provincial statutes and educating the public to make it understandable and accessible.

November 24, 2020

The Honourable Greg Rickford
Minister of Energy, Northern Development
& Mines and Minister of Indigenous Affairs
Whitney Block, Room 5630
5th Floor, 99 Wellesley St. W.
Toronto, ON M7A 1W1

Dear Minister Rickford:

At its meeting of November 11, 2020, Hamilton City Council approved Item 10 of the General Issues Committee Report 20-018, which reads as follows:

10. Request for an Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation (Item 10.2)

WHEREAS, the Government of Ontario is planning to increase reliance on gas-fired electricity generation from Ontario's gas-fired power plants, which is anticipated to increase greenhouse gas (GHG) pollution by more than 300% by 2025 and by more than 400% by 2040;

WHEREAS, Canada's temperature is rising more than double the rate of the rest of the world (which is in alignment with climate models and projections impacting northern climates most significantly);

WHEREAS, the Province of Ontario will adversely impact more than a third of the greenhouse gas reductions it achieved by phasing-out its dirty coal-fired power plants, due to a power plan built around ramping up gas-fired generation to replace the output of the Pickering Nuclear Station (scheduled to close in 2024);

WHEREAS, alternative options are available to reversing short sighted cuts to energy efficiency programs and stop under-investing in this quick to deploy and low-cost resource, which include maximizing our energy efficiency efforts by paying up to the same price per kilowatt-hour (kWh) for energy efficiency measures as we are currently paying for power from nuclear plants (e.g., up to 9.5 cents per kWh);

WHEREAS, the Province of Ontario should continue to support renewable energy projects that have costs that are below what we are paying for nuclear power and work with communities to make the most of these economic opportunities;

WHEREAS, the Province of Ontario has alternative options to increasing gas-fired electricity generation, such as the Province of Quebec's offer to receive low-cost 24/7 power from its water powered reservoir system as a possible alternative;

Cap on Gas Plant and Greenhouse Gas Pollution
Page 2 of 2

WHEREAS, a fossil-free electricity system is critically important to Hamilton's efforts to reduce GHG emissions by replacing fossil fuel use with electric vehicles, electric buses, electric heat pumps, and other steps dependent on a fossil-free electricity supply; and,

WHEREAS, our staff have noted this problem in their report on Updated Timelines and SMART Corporate Goals and Areas of Focus for Climate Mitigation and Adaptation where they warn that "Unless the Province of Ontario changes direction on Ontario's fuel supply mix, it is expected natural gas, and therefore GHG emissions, may continue to increase as the nuclear facilities are refurbished and the Province of Ontario further supplements the electricity grid with natural gas inputs";

THEREFORE, BE IT RESOLVED:

- (a) That the City of Hamilton request the Government of Ontario to place an interim cap of 2.5 mega tonnes per year on our gas plant and greenhouse gas pollution and develop and implement a plan to phase-out all gas-fired electricity generation by 2030 to ensure that Ontario meets its climate targets; and,
- (b) That a copy of this resolution be sent to the Premier of Ontario, to the local MPP's, to the Region of Waterloo and local area municipalities.

Therefore, there City of Hamilton respectfully requests your consideration of this matter and looks forward to your response.

Sincerely,

Fred Eisenberger
Mayor

Copied: The Honourable Doug Ford, Premier of Ontario
Andrea Horwath, Opposition Party Leader, New Democratic Party of Ontario,
M.P.P Hamilton Centre
Monique Taylor, M.P.P. Hamilton Mountain
Paul Miller, M.P.P. Hamilton East-Stoney Creek
Donna Skelly, M.P.P. Flamborough-Glanbrook
Sandy Shaw, M.P.P. Hamilton West-Ancaster-Dundas
Region of Waterloo
Ontario Municipalities
Association of Municipalities of Ontario

From: Paparella, Stephanie <Stephanie.Paparella@hamilton.ca>
Sent: Saturday, December 5, 2020 9:25 AM
To:

[Redacted content]

[REDACTED]

Subject:

Temporary Cap on Food Delivery Service Charges

Attachments:

Temporary Cap on Food Delivery Service Charges.pdf

At its meeting of November 11, 2020, Hamilton City Council approved Item 8 of the General Issues Committee Report 20-018, respecting a Temporary Cap on Food Delivery Service Charges. A copy of the letter that was sent to Premier Ford and Members of Provincial Parliament is attached for your review and support.

Thank you for your consideration.

Stephanie Paparella

Legislative Coordinator

Office of the City Clerk

71 Main Street West, 1st Floor

Hamilton, ON L8P 4Y5

Phone: (905) 546-2424 Ext. 3993

E-mail: stephanie.paparella@hamilton.ca

Fax: (905) 546-2095

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November 24, 2020

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Paul Miller
M.P.P. Hamilton East-Stoney Creek
289 Queenston Road
Hamilton, Ontario L8K 1H2

Andrea Horwath
Opposition Party Leader
New Democratic Party of Ontario
M.P.P. Hamilton Centre
20 Hughson St. S., Suite 200
Hamilton ON L8N 2A1

Donna Skelly
M.P.P. Flamborough-Glanbrook
2000 Garth Street, Suite 104
Hamilton, ON L9B 0C1

Monique Taylor
M.P.P. Hamilton Mountain
2-555 Concession Street
(Royal Bank Building)
Hamilton, Ontario L8V 1G2

Sandy Shaw
M.P.P. Hamilton West-Ancaster-Dundas
177 King Street West
Dundas, ON L9H 1V3

Dear Premier Ford and Members of Provincial Parliament,

At its meeting of November 11, 2020, Hamilton City Council approved Item 8 of the General Issues Committee Report 20-018, which reads as follows:

9. Temporary Cap on Food Delivery Service Charges (Item 10.1)

WHEREAS, the restaurant industry plays a crucial role in the City's economy, as well as the livelihoods of residents, families and communities;

WHEREAS, the restaurant industry has been severely impacted throughout the COVID-19 pandemic, particularly due to substantially decreased indoor dining;

WHEREAS, restaurant owners have become increasingly dependent on delivery and take-out services for the viability of their businesses;

WHEREAS, restaurants are under pressure from high commission fees being charged by the major food delivery service apps;

WHEREAS, major cities throughout the United States have implemented temporary caps on the fees charged by food delivery service apps, as an option to assist the restaurant industry throughout the COVID-19 pandemic; and,

WHEREAS, the City of Hamilton does not have the authority to regulate food delivery service company fees or cap the fees that they charge;

THEREFORE, BE IT RESOLVED:

- (a) That the Mayor correspond with the Premier of Ontario, and local Members of Provincial Parliament to ask that the Province implement a temporary cap on commissions for food service delivery companies; and,
- (b) That a copy of that request be sent to other municipalities in Ontario and the Association of Municipalities of Ontario for their endorsement.

Therefore, the City of Hamilton respectfully requests your timely consideration to this matter.

Sincerely,

Fred Eisenberger
Mayor

Copied: Municipalities of Ontario
Association of Municipalities of Ontario

From:
Sent:
To:

Kendra Kettler <KKettler@southwestmiddlesex.ca>
Monday, December 7, 2020 10:42 AM

[REDACTED]

Subject:

[REDACTED]
[REDACTED]
SWM Municipal Drainage & CN Rail Resolution - November 25 Meeting

Attachments:

SWM-CNDrainageResolution.pdf

Good morning,

Please find attached, the Municipality of Southwest Middlesex Resolution regarding Drainage Matters on Canadian National Railway lands.

Thank you,
Kendra

Kendra Kettler
Deputy Clerk
Municipality of Southwest Middlesex
519.287.2015 ext. 8120



Municipality of Southwest Middlesex

December 7, 2020

Please be advised that the Council of Southwest Middlesex passed the following resolution at its November 25, 2020 Council meeting:

Drainage Matters: CN Rail

Moved by Councillor McGill

Seconded by Councillor Vink

“WHEREAS municipalities are facilitators of the provincial process under the *Drainage Act* providing land owners to enter into agreements to construct or improve drains, and for the democratic procedure for the construction, improvement and maintenance of drainage works; and

WHEREAS municipal drain infrastructure and railway track infrastructure intersect in many areas in Ontario; and

WHEREAS coordination with national railways is required for the construction or improvement of drains that benefit or intersect with national railways; and

WHEREAS the national railways have historically participated in the process for construction, improvement and maintenance of drainage works; and

WHEREAS currently municipalities are experiencing a lack of coordination with national railways on drainage projects; and

WHEREAS the lack of coordination is resulting in projects being significantly delayed or cancelled within a year; and

WHEREAS municipal drains remove excess water to support public and private infrastructure and agricultural operations;

THEREFORE be it resolved that the Province of Ontario work with the Federal Minister of Transportation to address concerns regarding municipal drainage matters and need for coordination with the national railways; and

THAT Council circulate the resolution to the Provincial Ministers of Agriculture, Food, and Rural Affairs, and Municipal Affairs and Housing, and the Federal Minister of Transportation, the local MP and MPP, the Association of Municipalities of Ontario, and all municipalities.”

Municipality of Southwest Middlesex Resolution #2020-274

Carried

Sincerely,

A handwritten signature in cursive script, reading "Bellchamber-Glazier".

Jillene Bellchamber-Glazier
CAO-Clerk

Cc: The Honorable Marc Gardeau, Minister of Transport
The Honorable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Monte McNaughton, MPP Lambton-Middlesex-London
Lianne Rood, MP Lambton-Kent-Middlesex
The Association of Municipalities of Ontario
All Ontario Municipalities

From: Alison Dillon <adillon@leamington.ca>
Sent: Monday, December 7, 2020 2:32 PM
To:

[Redacted content]

[REDACTED]

Subject: Leamington Cannabis Resolution- November 17, 2020
Attachments: Resolution C-355-20.pdf

Good Afternoon,

Please find attached, the Municipality of Leamington Resolution regarding Support of Municipality of Tweed Resolution 343 regarding Cannabis Production Facilities, the Cannabis Act, and Health Canada Guidelines.

Thank you,



Alison Dillon
Council Services Assistant

111 Erie Street N | Leamington ON | N8H 2Z9
P: 519-326-5761 ext. 1121
leamington.ca

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November 23, 2020

SENT VIA EMAIL

RE: Support of Municipality of Tweed Resolution 343 regarding Cannabis Production Facilities, the Cannabis Act, and Health Canada Guidelines

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, November 17, 2020 enacted the following resolution:

No. C-355-20

WHEREAS federal parliament passed the Cannabis Act S.C. 2018, c. 16; and

WHEREAS pharmaceutical companies and industries are required to follow strict regulations and governing legislation including Narcotic Control Regulations C.R.C., c 1041 and Controlled Drugs and Substances Act (Police Enforcement) Regulations SOR/9-234 in order to produce medicinal products pursuant to a licence issued by Health Canada; and

WHEREAS Health Canada issues registrations and certificates for individual medicinal cannabis production without municipal consultation and regardless of land use planning regulations or other municipal regulations that may be in place; and

WHEREAS municipalities are authorized under the Planning Act, R.S.O. 1990, C. P 13 to pass a comprehensive zoning by-law that is in compliance with the appropriate County Official Plan which must be in compliance with the Provincial Policy Statement; and

WHEREAS the Provincial Policy Statement, Official Plan and Zoning By-Law in effect for each area is designed to secure the long-term safety and best use of the land, water and other natural resources found in that area's natural landscape; and

WHEREAS section 128 of the Municipal Act, 2001, S.O. 2001, c. 25 authorizes a municipality to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances; and

WHEREAS The Corporation of the Municipality of Leamington has passed Comprehensive Zoning By-Law 890-09 and By-law 35-18, regulating certain matters related to cannabis which limits Part II Cannabis Facilities to Industrial Zones; and

www.leamington.ca

WHEREAS The Corporation of the Municipality of Leamington has not been consulted by Health Canada prior to the issuance of registrations or certificates for the production of cannabis by individuals within the Municipality; and

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Municipality of Leamington requests that immediate action be taken by all levels of government to require that those individuals who may be issued a registration or certificate to produce medical cannabis adhere to the same strict regulations and legislation as licensed pharmaceutical companies and industries;

AND FURTHER, that the Association of Municipalities of Ontario advocate with the Federation of Canadian Municipalities to the Government of Canada that similar regulations and guidelines for medical cannabis licensing in alignment with other pharmaceutical industries;

AND FURTHER, that the distribution of medical cannabis be controlled through pharmacies in consistent with other medications;

AND FURTHER, that all properties which are the subject of an application to produce cannabis be disclosed in advance to the municipalities within which the property is situated; and

AND FURTHER, that this resolution be circulated to the Prime Minister of Canada, Health Canada, the Premier of the Province of Ontario, the Minister of Municipal Affairs and Housing, the Ontario Provincial Police, the Association of Municipalities of Ontario, and all upper, lower and single tier municipalities within the Province of Ontario.

Carried



Sincerely,
Brenda M. Percy, Clerk

cc: The Right Honourable Justin Trudeau, Prime Minister
Health Canada
Honourable Doug Ford, Premier
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Ontario Provincial Police
Association of Municipalities of Ontario
All Ontario Municipalities

www.learmington.ca

From: Tracy MacDonald <tmacdonald@orangeville.ca>

Sent: Tuesday, December 8, 2020 9:26 AM

To: [REDACTED]

Cc: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED];

[REDACTED]

Subject: Orangeville Council Resolution

Please see the resolution below that was passed by Orangeville Council last night.

Resolution 2020-426
Moved by Councillor Peters
Seconded by Mayor Brown

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act;
AND WHEREAS the Legislation introduces several changes and new sections that could remove and/or significantly hinder conservation authorities’ role in regulating development, permit appeal process and engaging in review and appeal of planning applications;
AND WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property, and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act;

AND WHEREAS the changes allow the Minister to make decisions without conservation authority watershed data and expertise;

AND WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs;

AND WHEREAS the budget that Orangeville spends on conservation authority work is a bargain for the services provided;

AND WHEREAS municipalities believe that the appointment of municipal representatives on conservation authority boards should be a municipal decision; and the Chair and Vice Chair of the conservation authority boards should be duly elected;

AND WHEREAS it has been the Town of Orangeville's experience with the Credit Valley Conservation Authority that having a chair or vice-chair serve for more than one year has produced experienced individuals;

AND WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a conservation authority board member to represent the best interests of the conservation authority and its responsibility to the watershed;

AND WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative;

AND WHEREAS municipalities value and rely on the natural habitats and water resources within conservation authority jurisdictions for the health and well-being of residents; municipalities value conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value conservation authorities' work to ensure safe drinking water;

THEREFORE, BE IT RESOLVED THAT: (i) the Province of Ontario repeal Section 6 of the Budget Measures Act (Bill 229), and (ii) that the Province continue to work with conservation authorities to find workable solutions to reduce red tape; AND

THAT this resolution be circulated to Premier Doug Ford, MPP Sylvia Jones, the Minister of the Environment, Conservation, and Parks Jeff Yurek, the Minister of Finance Rod Philips, all Conservation authorities throughout Credit Valley, and all Ontario Municipalities

Carried

Thanks,

Tracy Macdonald | Assistant Clerk | Corporate Services
Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256
tmacdonald@orangeville.ca | www.orangeville.ca

[Redacted text block]

Subject: Puslinch Resolution No. 2020-362 - Bill 229
Attachments: Puslinch Resolution No. 2020-362 - Bill 229.pdf

Good afternoon,
Please find Township of Puslinch Council Resolution No. 2020-362 regarding proposed changes to the Conservation Authorities Act –Bill 229 Schedule 6, attached for your consideration.

Kind regards,



PUSLINCH

Courtenay Hoytfox
Deputy Clerk
Township of Puslinch
7404 Wellington Rd 34, Puslinch, ON N0B 2J0
P: 519-763-1226 ext. 227 F: 519-763-5846 www.puslinch.ca

Township of Puslinch
7404 Wellington Rd 34, Puslinch, ON N0B 2J0
P 519 763-1226 F 519-763-5846
www.puslinch.ca

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RE: Propose Changes to the Conservation Authorities Act: Schedule 6 of Bill 229

Please be advised that Township of Puslinch Council, at its meeting held on December 2, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-362: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receive Correspondence items 10.5, 10.6, 10.7, and 10.8 and Consent Agenda item 6.4 regarding the Proposed Amendments to the Conservation Authorities Act through Bill 229 be received; and

Whereas the Township of Puslinch Council has been copied on the following correspondence related to proposed amendments to the Conservation Authorities Act (CA Act), contained in Schedule 6, Bill 229

- (a) Conservation Halton Letter to Ontario Premier dated Nov. 17, 2020**
- (b) Hamilton Conservation Authority to Ontario Premier and Ministers dated Nov. 23, 2020**
- (c) Grand River Conservation Authority to Ontario Premier dated Nov. 24, 2020; and**

Whereas Council at it's meeting of Nov. 18 passed the following motion:

GIVEN THAT The Township of Puslinch does not want to see an increased risk to public safety, or increased liabilities to the Province, municipalities, and conservation authorities. Nor does the Township of Puslinch want more red tape, disruption and ultimately delays in helping the government achieve its goal of economic recovery; and

GIVEN the time sensitive nature of this Bill, we encourage the Province to consult with Municipalities and Conservation Authorities in an expedient manner; and

GIVEN that the Township of Puslinch feels that there are better solutions to deal with actual and perceived issues.

BE IT RESOLVED THAT The Township of Puslinch respectfully requests the Province to



withdraw Schedule 6 from Bill 229 until a more thorough analysis of the appropriate solutions can take place, with more clarity on what problems were identified through the consultation process. The Township of Puslinch also encourage the Province to engage with municipalities and Conservation Authorities as the Province works on regulations that will eventually define the various Conservation Authorities Act clauses. The Township of Puslinch feels this is critical to ensure that the focus and performance of Conservation Authorities is actually improved where required.

FURTHER that this resolution be forwarded to the Premier, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Minister of Natural Resources and Forestry, Minister of Finance, Conservation Ontario, MPP Ted Arnott, and all Ontario Municipalities.

Be it resolved that the Township of Puslinch Council supports the views expressed in the above noted letters from Conservation Halton, the Hamilton Conservation Authority and the Grand River Conservation Authority who provide vital services to the Township of Puslinch; and

FURTHER that this resolution be forwarded to the Premier, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Minister of Natural Resources and Forestry, Minister of Finance, Conservation Ontario, MPP Ted Arnott, AMO, ROMA and all Ontario Municipalities.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Deputy Clerk

Grand River Conservation Authority

Report number: GM-11-20-85
Date: November 23, 2020
To: Members of the Grand River Conservation Authority
Subject: Proposed Amendments to the Conservation Authorities Act through Bill 229

Recommendation:

THAT Report Number GM-11-20-85 – Proposed Amendments to the Conservation Authorities Act through Bill 229 be approved as amended;

AND THAT Grand River Conservation Authority Report GM-11-20-85 be submitted to the Premier, Ministers of Environment, Conservation and Parks, Natural Resources, Municipal Housing and Affairs and Finance, watershed MPPs, Association of Municipalities of Ontario, Rural Ontario Municipalities Association, and circulated to watershed municipalities;

AND THAT staff be directed to draft a cover letter which highlights the GRCA's key concerns with the proposed changes to the Conservation Authorities Act which will accompany the report to be distributed.

Summary:

On November 5, 2020, through Bill 229 Protect, Support and Recover from COVID-19 Act (Budget Measures), the province introduced amendments to the *Conservation Authorities Act* (Schedule 6) and the *Planning Act*. If enacted, some changes will significantly impact the role of a conservation authority board to establish programs and services. As well, the proposed amendments will enable Regulations that will either limit or completely change the role of conservation authorities to protect Ontario's environment and ensure people and property are safe from natural hazards.

Report:

Background:

A provincial review of the *Conservation Authorities Act* has been ongoing since 2015. Amendments were approved in 2017, a minor change in 2018 and these were followed by further amendments in 2019. In 2019, the province indicated the proposed amendments were to help conservation authorities focus and deliver on the core mandate and to improve governance. The Grand River Conservation Authority (GRCA) provided comments on the Environmental Registry Posting through GM-04-19-41-Environmental Registry Posting 013-5018- Modernizing Conservation Authority Operations. The amendments were later passed through Bill 108, More Homes, More Choice Act. At that time, the scope of the changes to conservation authority board

governance and composition; mandatory, municipal and other programs and services; natural hazard permits and other areas were to come out through various regulations.

In the fall of 2019, the Minister of Environment, Conservation and Parks (MECP) hosted meetings with each individual conservation authority (CA) to gain a better understanding of the programs and services provided by each Authority. In the early winter of 2020, the MECP also hosted stakeholder consultation sessions across the province to gain feedback from the various groups, agencies and organizations who deal with, or work with CAs. The Vice-Chair and senior staff attended the South-western session and submitted formal written comments in response to questions posed by the MECP. MECP has confirmed that they received over 2,500 submissions in response to these consultation sessions; however, the results of these sessions have not been publicly shared.

Bill 229

On November 5, 2020, the province introduced Bill 229 Protect, Support and Recover from COVID-19 Act which includes amendments to the *Conservation Authorities Act* (Schedule 6). The province identified these changes as necessary to improve transparency and consistency in conservation authority operations, strengthen municipal and provincial oversight and streamline conservation authority roles in permitting and land use planning.

While previously proposed changes to the Act have been posted to the Environmental Registry of Ontario (ERO) for a period of public comment; these new changes are posted on the ERO for information only. Under Section 33 of the Environmental Bill of Rights (1993), public consultation is not required if the proposal forms part of or gives effect to a budget or economic statement that is presented to the Legislative Assembly. It is anticipated that Bill 229 will be passed in the next few weeks as the legislature is due to rise on December 10th.

On November 9, 2020, MECP hosted an information session with all 36 Conservation Authority General Managers to provide additional information on the proposed amendments and timelines. MECP has indicated that regulations to implement the Act will be released for public comment in the coming weeks and a second set of regulations will be released for public comment in early 2021.

Proposed Amendments:

Attached as appendix 1 is a summary chart of the proposed amendments to the *Conservation Authorities Act* and comments on the effects of those changes. This document was prepared by Conservation Ontario and circulated to the Board on November 13, 2020.

The changes to *Conservation Authorities Act* can be categorized into 5 sections:

- 1. Objects, Powers and Duties**
- 2. Regulatory**
- 3. Enforcement**
- 4. Governance**
- 5. Other**

Key changes to the Act under each of these categories are discussed below:

1. **Objects, Powers and Duties**

- Narrows the objects of a conservation authority from providing “programs and services designated to further conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals” (*Conservation Authorities Act*, s20(1)) to: (i) mandatory programs and services, (ii) municipal programs and services, and (iii) other program and services.
- A number of proposed clauses that would enable the Minister to make regulations that would prescribe standards and requirements for Municipal Programs and Services (i.e. Service agreements between municipalities and CAs) and Other Programs and Services (i.e. as determined by the Board and if municipal levy is used would require municipal agreements)
- Proposed amendment of the *Planning Act* to include conservation authorities to subsection 1(2) which would remove CAs as a public body and name CAs under the one window approach of MMAH for the purposes of appeals only. This may remove conservation authorities, who are private landowners, from the right of appeal.
- Removal of power for CAs to expropriate lands for existing and future projects

GRCA Comments:

The purpose of the *Conservation Authorities Act* remains the same. “The purpose of the Act is to provide for the organisation and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watershed in Ontario.” 2017, c.23. Sched. 4, s.1. The objects within the *Conservation Authorities Act* have been amended to reflect the mandatory program and services that will be prescribed by regulations. At this time, it is anticipated that the changes to the objects would not impact the way in which the organization operates. In the next few weeks, the province has indicated that it will be releasing regulations that will further define the mandatory programs and services which could potentially have an impact on the scope and scale of current programs.

Although clauses related to non-mandatory programs already exist in the previously amended Act through Bill 108, the province has proposed additional wording that allows the Minister to dictate the standards and requirements for municipal or other programs and services agreed upon through service level agreements (non-mandatory programs). Historically, GRCA has negotiated directly with municipalities to tailor agreements to the need of the service for that specific municipality. Local autonomy in these program and services could be compromised with prescribed provincial standards and requirements. The non-mandatory, municipal and other local programs, do not receive funding from the province and through agreement, may be funded by municipal levy or other sources.

The proposed consequential changes to the *Planning Act* are still being clarified with the Ministry, however it is anticipated that it would remove conservation authorities ability to appeal a municipal planning decision to the Local Planning Appeal Tribunal (LPAT), unless it is through the Minister of Municipal Affairs and Housing. It is unclear if a conservation authority can participate in an appeal to support a municipality upon request or when this is included in an agreement between the conservation authority and municipality.

The ability to appeal is a tool that is a necessary but seldom used tool in our toolbox. The Ministry staff stated that this change only affects the role of the conservation authority in an appeal process and that participation in reviewing land use planning applications would still be occurring. Conservation Authorities participation in land use

planning and the ability to appeal a decision ensures that key issues are identified and addressed early in the approval process so the landowner may proceed with other approvals such as the conservation authority permit in an efficient manner. It also ensures that the watershed lens is being applied to planning and land use decisions and that people and their property in or near new development or redevelopment are protected from natural hazards such as flooding.

When necessary GRCA attends LPAT hearings to support the municipality and to ensure that policies and development conditions are imposed to reduce flood risks and to ensure mitigation and setbacks are in place to address other natural hazards such as erosion hazards or along the Lake Erie shoreline. Extreme weather events and changing climate increase the importance of our role in the planning process.

The 2019 Provincial Flood Advisor's report notes the important role that conservation authorities play in the land use planning process. The main legislative tools used to manage flood risk, the report states, include the *Planning Act* together with the Provincial Policy Statement (PPS) and the *Conservation Authorities Act*. As a result of the Flood Advisor's recommendations, the 2020 PPS was revised to state that mitigating natural hazard risks, including those associated with climate change, will require the province, planning authorities, and conservation authorities to work together. Similarly, the Made-in-Ontario Environment Plan asserts that within the context of environmental planning, conservation authorities' core mandate is protection from natural hazards and conserving natural resources.

Another significant concern is that this change may also remove our right to appeal planning decisions as a landowner. This is of significant concern as GRCA owns and manages over 48,000 acres of property throughout the watershed to support flood hazard management, to maintain a reliable water supply, to protect natural areas and biodiversity, to provide community recreation/education and to manage other environmentally sensitive natural lands. Conservation authorities are considered private landowners (not public lands) and the potential removal of the right to appeal a land use planning decision is a significant concern.

The amendments to the Act also removes the ability to utilize the *Expropriation Act* for existing and future projects. MECP has recommended that should this be required for a CA project that the municipality or the province could expropriate the lands necessary.

2. Regulatory

- Allow an applicant, within 120 days of a conservation authority receiving a permit application, to appeal to the LPAT if no decisions by the conservation authority has been made.
- Authorize the Minister of Natural Resources and Forestry to issue an order to take over and decide an application for a permit under section 28 of the Conservation Authorities Act in place of the conservation authority (i.e. before the conservation authority has made a decision on the application).
- Allows an applicant, within 30 days of a conservation authority issuing a permit, with or without conditions, or denying a permit, to request the minister to review the conservation authority's decision.
- Where the minister has taken over a permit application or is reviewing a permit decision by a conservation authority, allow an applicant to appeal

directly to LPAT where the minister fails to make a decision within 90 days.

- In addition to the provision to seek a minister's review, provide the applicant with the ability to appeal a permit decision to LPAT within 90 days after the conservation authority has made a decision.

GRCA Comments:

The proposed 120 day timeline for a CA to make a decision on permit applications may be problematic since there is no indication from the province when the 120 day timeline is triggered (submission of application) or if there will be a requirement for complete applications. There is a broad spectrum and complexity of applications that CAs deal with and the majority of permits that are submitted with satisfactory construction or development plans and technical reports can be reviewed in a timely manner. For complex files, there may be additional time required for the applicant and/or their consultants to address GRCA technical comments on the proposal e.g. floodplain mapping analysis. The proposed timeline of 120 days for a decision oversimplifies the permitting process.

Over the past several years, and again in 2019 Conservation Ontario and CAs have worked with the province, AMO, landowners groups and the building industry to develop the recently CA wide adopted 'Client Service Standards for Conservation Authority Plan and Permit Review'. This document sets forth industry standards and procedures to ensure CA plan and permit review process are transparent, predictable and fair. GRCA permit application decisions are consistently made within the current client service standards. The current standards exclude the time period the applicant or their consultants are preparing responses to GRCA technical or policy comments which can take several weeks or in limited cases a few months.

The current appeal process for permits has been administered through the Mining and Lands Tribunal. With these proposed amendments, all permit appeals will be processed through LPAT. There is concern regarding the change in tribunals; the Mining and Lands Tribunal has the history and natural hazard technical experience in adjudicating *Conservation Authorities Act* cases for decades. Due to the volume of appeals at LPAT, it is anticipated that there could be lengthy delays for hearings and inconsistent decisions across the province. This also has the potential to redirect staffs' time to focus more on managing the appeal process for permit applications than what was previously required.

Under these proposed amendments, the Minister will be able to step in and take over the issuance or denial of a permit under Section 28 without consultation with the CA. A significant concern with this is a decision is made without watershed specific technical information required to make the decisions and the precedent that could be set for future application similar in nature.

Many of the amendments to this section of the legislation provide the Minister with significant additional powers to intervene in the permit process.

3. Enforcement

- Eliminated the (not yet proclaimed) powers for officers appointed by conservation authorities to issue stop orders (*Conservation Authorities Act* provision 30.4)

- Clarified conditions for officers appointed by conservation authorities to enter lands without a warrant for the purposes of:
 - determining whether to issue a permit (amendment to unproclaimed *Conservation Authorities Act* provision 30.2(1))
 - ensuring compliance with the prohibitions, regulations, or permit conditions, only when the officer has “reasonable grounds to believe that a contravention of a provision of the Act or a regulation...is causing or likely to have significant effects...” (*Conservation Authorities Act* provision 30.2(1.1))

GRCA Comments:

In previous updates to the Act, the province recognized that many compliance tools were outdated. The legislation prior to 2017 was not a deterrent for illegal activities and rapid response tools were not available to stop ongoing illegal activities. Although the fines have been substantially increased in 2017 (not yet enacted), the current proposal would remove a much needed compliance tool – the Stop (work) Order. The Made-In-Ontario Plan also recognized the role of conservation authorities in enforcement and it includes the provincial action “Work with municipalities, conservation authorities, other law enforcement agencies and stakeholders to increase enforcement on illegal dumping of excess soil.” Although not yet enacted, the Stop Order provision would have provided another tool to use when managing enforcement challenges and could have helped to avoid a time consuming and costly injunction process.

Obtaining injunctions takes further staff time and conservation authorities will incur significant costs for legal and court fees. Given the lack of provincial funding this cost will continue to be borne by municipalities and ultimately the taxpayers. The time needed to obtain such an order can be lengthy resulting in unnecessary and significant damage to the environment, impacts to natural hazard areas such as development in a floodplain which then puts people and property at risk.

Removing an officer’s ability to enter lands (s. 30.2) within the authority’s jurisdiction is inconsistent with similar municipal and provincial legislation. Coupled with the removal of a Stop Order provision (s. 30.4), these amendments do not afford officers an ability to “prevent or reduce the effects or risks” associated with illegal and egregious activities. Examples of other provincial legislation with Stop Orders include *Building Code Act* S.14, *Environmental Protection Act* S.8, *Planning Act* S. 49.

4. Governance

- Removing the power to define in regulation the composition, appointment or minimum qualifications for a Board member (S.40 (1)(a) and replaced it with:
 - Mandate that the municipal councillors appointed by a particular municipalities as members of a conservation authority be selected from that municipality’s own councillors only S.14 (1.1)
 - Enabling the Minister to appoint an additional member to the Board to represent the agricultural sector (new *Conservation Authorities Act* provision 14(4)).
- Limit the term of the Chair and Vice-Chair to one year and to no more than two consecutive terms (new *Conservation Authorities Act* provision 17 (1.1))

- Amending the duties of members to act on behalf of their respective municipalities rather than the Conservation Authority

GRCA Comments:

As previously mentioned in formal comments provided to the province in April 2019 and comments provided to the province during stakeholder consultation in 2020, the GRCA is supportive of changes that increase transparency and accountability of conservation authorities. GRCA is also supportive of the province's intent to clearly define mandatory programs and services provided by the conservation authorities and we look forward to the opportunity to provide input on the regulations that will be posted for public input.

There are a number of proposed amendments that require the posting of documents, board agendas and minutes, financial audits and standard accounting practices that are already undertaken by the GRCA.

Municipalities will no longer be able to appoint a member of the public to the Board. Over the years, the GRCA has benefited from having citizen appointments to the Board. This has helped to incorporate a diverse perspectives for watershed decision making. In order to ensure that a municipal Mayor may participate on a conservation authority board it is recommended that the specification of 'municipal councillor' in the proposed amendments be changed to "municipally elected official".

In the event that the Minister appoints a member to represent the agricultural sector, the appointment process has not been specified, and it is assumed that these appointments would have the same voting privileges as all members and would be entitled to receive per diems and to be appointed as the chair or vice-chair. It is unclear how the change to fiduciary duty would affect this member.

The current legislation deferred board composition to a future Regulation. The proposed amendment removed this clause and replaced it with clauses that specify who can be a members of the board so there will be no opportunity for further input on determining who is eligible to be a member of the Board.

The proposed amendments have set a limit to the Chair and Vice-chair to hold office for one year term and no more than two consecutive terms. Under GRCA By-law 3-2020, the by-law states, "The individuals elected shall hold office until their successors are elected and will be eligible for re-election to the same office for up to a maximum of five one-year terms."

Conservation Authorities are corporate entities. Good governance dictates that the Board acts on behalf of the organization and in the public interest. By changing the duty of members to act on behalf of their respective municipalities, it contradicts the concept of fiduciary duty of a Board Member to represent the best interests of the corporation they are overseeing. It puts an individual municipal interest above the broader watershed interests further to the purpose of the Act. The standards of care for directors are set out under the *Business Corporations Act*.

'Every director and officer of a corporation in exercising his or her powers and discharging his or her duties to the corporation shall, (a) act honestly and in good faith with a view to the best interests of the corporation...; and (b) exercise the care, diligence and skill that a responsible prudent person would exercise in comparable circumstances'

Additionally, the Auditor General of Ontario recommended in their report on the Niagara Peninsula Conservation Authority that, " to ensure effective oversight of conservation authorities' activities through boards of directors, we recommend that the Ministry of the Environment, Conservation and Parks clarify board members' accountability to the conservation authority" to which the ministry response was in agreement.

5. Other

The amendments to the Act also include the requirement for a transition plan to be developed and implemented to ensure compliance with the regulations for mandatory programs and services and agreements or MOUs with municipal partners. Through discussions with MECP staff, it has been stated that the transition plan should be completed and implemented in time to support the 2022 budget process.

It has been GRCA's experience that it can take one to two years to negotiating and finalizing a municipal agreement or MOU given the complexity of the agreement and the number of stakeholders involved (municipal and CAs).

The development and implementation of the transition plan will require a change to GRCA's budget model, an assessment of all programs and services to ensure compliance with the regulations and development and negotiation with municipalities for MOU for non-mandatory programs and services (up to 26).

It is unknown when regulations will be posted for public input and approved.

Summary of GRCA's Response to Proposed Amendments to the Conservation Authorities Act:

- GRCA requests that the clause be edited to remove the ability for the Minister to prescribe standards and requirements for non-mandatory, municipal and local programs and services.
- GRCA requests that the amendment to the *Planning Act* be removed from Schedule 6 of Bill 229.
- GRCA requests that Bill 229 Schedule 6 clauses in S.28 be amended by removing references to LPAT and replacing it with the Mining and Lands Tribunal.
- GRCA requests that the existing unproclaimed clauses in the *Conservation Authorities Act 2019* related to Powers of Entry (30.2) and Stop Order (30.4) remain in the *Conservation Authorities Act* and proposed amendments related to these clauses be removed from Bill 229 Schedule 6.
- GRCA requests that the wording for fiduciary responsibilities in the *Conservation Authorities Act* be amended back to: "Every member of an authority shall act honestly and in good faith with a view to furthering the objects of the authority."
- GRCA requests that a future regulation regarding the transition plan have an implementation date that is 18-24 months after the regulation is approved.

Most of the amendments proposed would be implemented through new or amended legal instruments or policies. The GRCA will contact MECP and MNRF to offer assistance and technical expertise on any working groups/technical committees

established to review future changes to the regulations, policy and/or provincial standards related to the implementation of the *Conservation Authorities Act*.

Financial implications:

Without the details of the proposed regulations, it is difficult to determine the financial implications for the amendments to the *Conservation Authorities Act*. Additional reports will come to the Board regarding updates to the program and services of the GRCA as they are posted to the Environmental Bill of Rights.

Other department considerations:

Operations, Administration, Resource Management and Engineering Divisions were consulted on the preparation of this report.

Prepared by:

Samantha Lawson
Chief Administrative Officer



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Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

November 24, 2020

BY EMAIL

To: Grand River Watershed Member Municipalities

Re: Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures)

I am writing on behalf of the Grand River Conservation Authority (GRCA) to provide you with an update on our concerns regarding the Province's proposed changes to the Conservation Authorities Act and the Planning Act under Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures).

On Monday, November 23, 2020, the GRCA General Membership held a special board meeting to review and discuss the Province's proposed changes to the Conservation Authorities Act and the Planning Act through Schedule 6 in Bill 229.

While the GRCA board expressed support for the Province's stated objectives to modernize the Conservation Authorities Act, and enhance transparency and accountability, the board also voiced deep concern that some of the proposed changes may have a considerable impact on conservation authorities, their watershed management responsibilities, and consequently, on the health and wellness of the Grand River watershed and its residents.

At the meeting, board members passed a motion requesting staff to send *GRCA Report GM-11-20-85 Proposed Amendments to the Conservation Authorities Act through Bill 229* to the Premier of Ontario, the Ministers of Environment, Conservation and Parks, Natural Resources and Forestry, Municipal Affairs and Housing, and Finance, as well as all watershed MPPs, watershed municipalities, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association. The report outlines the proposed changes in five key areas of concern for the GRCA: Objects, Powers and Duties; Regulatory; Enforcement; Governance and Other.

Please find attached the GRCA board report, as well as a letter that has been sent to the Province detailing our concerns. The GRCA is requesting that:

- the clause in S.21.1.2 of Bill 229 be edited to remove the ability for the Minister to prescribe standards and requirements for non-mandatory, municipal and local programs and services;
- the amendment to the Planning Act be removed from Schedule 6 of Bill 229;
- Bill 229 Schedule 6 clauses in S.28 be amended by removing references to the Local Planning Appeal Tribunal and replacing it with the Mining and Lands Tribunal;
- the existing un-proclaimed clauses in the Conservation Authorities Act 2019 related to Powers of entry (30.2) and Stop Order (30.4) remain in the Conservation Authorities Act and proposed amendments related to these clauses be removed from Bill 229 Schedule 6;

- the wording for fiduciary responsibilities in the CA Act be amended back to: “Every member of an authority shall act honestly and in good faith with a view to furthering the objects of the authority”; and that
- a future regulation regarding the transition plan have an implementation date that is 18-24 months after the regulation is approved.

We would encourage our watershed municipalities to contact their local MPPs and ask that the Province of Ontario work with conservation authorities to address these concerns, before the changes are enacted.

We look forward to continuing our productive partnership with our watershed municipalities, as we work together to address local issues and opportunities that benefit the entire watershed.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Helen Jowett', written in a cursive style.

Helen Jowett, Chair
Grand River Conservation Authority

cc Association of Municipalities of Ontario, Rural Ontario Municipalities Association



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

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November 24, 2020

BY EMAIL

The Honourable Doug Ford, Premier of Ontario
Office of the Premier
Legislative Building, Queens Park
Toronto, ON M7A 1A1

Dear Premier Ford,

Re: Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures)

I am writing on behalf of the Grand River Conservation Authority (GRCA) to express our concerns regarding the Province's proposed changes to the Conservation Authorities Act and the Planning Act under Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures).

The GRCA is governed through a partnership of 38 watershed municipalities, which work together to address local issues and opportunities that benefit the entire watershed. Elected or appointed representatives from these municipalities form the membership of the GRCA board, making us directly accountable to our member municipalities and the people that live in the watershed. We work closely with our municipal partners to deliver programs and services that mitigate flood damage, provide access to outdoor spaces, share information about the natural environment and make the watershed more resilient to climate change.

For example, through the Rural Water Quality Program, the GRCA has built strong relationships with the farming community. The GRCA delivers this voluntary program on behalf of 6 Upper Tier municipalities in the watershed to help farmers implement best practices to improve and protect surface and groundwater quality. Since 1998, more than \$56 million has been invested by municipalities and landowners – an investment that supports the rural economy and source water protection, builds green infrastructure and climate change resiliency on the landscape, and helps to improve the quality of the Grand River.

While we support the Province's stated objectives to modernize the Conservation Authorities Act, and enhance transparency and accountability, we are also concerned that some of the proposed changes will have a considerable impact on conservation authorities, their watershed management responsibilities, and consequently, on the health and wellness of the Grand River watershed and its residents.

The GRCA is requesting that:

- the clause in S.21.1.2 of Bill 229 be edited to remove the ability for the Minister to prescribe standards and requirements for non-mandatory, municipal and local programs and services;
- the amendment to the Planning Act be removed from Schedule 6 of Bill 229;
- Bill 229 Schedule 6 clauses in S.28 be amended by removing references to the Local Planning Appeal Tribunal and replacing it with the Mining and Lands Tribunal;

- the existing un-proclaimed clauses in the Conservation Authorities Act 2019 related to Powers of entry (30.2) and Stop Order (30.4) remain in the Conservation Authorities Act and proposed amendments related to these clauses be removed from Bill 229 Schedule 6;
- the wording for fiduciary responsibilities in the CA Act be amended back to: “Every member of an authority shall act honestly and in good faith with a view to furthering the objects of the authority”; and that
- a future regulation regarding the transition plan have an implementation date that is 18-24 months after the regulation is approved.

Please find attached *GRCA Report GM-11-20-85 Proposed Amendments to the Conservation Authorities Act through Bill 229*, which outlines our key areas of concern. We are asking that the Province work with conservation authorities to address these concerns before Bill 229 is passed. We would also like to offer our assistance and technical expertise to the Ministry of the Environment, Conservation and Parks and the Ministry of Natural Resources and Forestry on any working groups or technical committees established to review future changes to the regulations, policies or provincial standards related to the implementation of the Conservation Authorities Act.

We look forward to continuing our productive relationship with the Province, and supporting your government's effort to improve the governance and accountability of conservation authorities.

Yours sincerely,



Helen Jowett, Chair
Grand River Conservation Authority

- c. Hon. Jeff Yurek, Minister of Environment, Conservation and Parks; Hon. John Yakabuski, Minister of Natural Resources and Forestry; Hon. Steve Clark, Minister of Municipal Housing and Affairs, Hon. Rod Phillips, Minister of Finance; Grand River watershed Members of Provincial Parliament

Grand River Conservation Authority

Report number: GM-11-20-85
Date: November 23, 2020
To: Members of the Grand River Conservation Authority
Subject: Proposed Amendments to the Conservation Authorities Act through Bill 229

Recommendation:

THAT Report Number GM-11-20-85 – Proposed Amendments to the Conservation Authorities Act through Bill 229 be approved as amended;

AND THAT Grand River Conservation Authority Report GM-11-20-85 be submitted to the Premier, Ministers of Environment, Conservation and Parks, Natural Resources, Municipal Housing and Affairs and Finance, watershed MPPs, Association of Municipalities of Ontario, Rural Ontario Municipalities Association, and circulated to watershed municipalities;

AND THAT staff be directed to draft a cover letter which highlights the GRCA's key concerns with the proposed changes to the Conservation Authorities Act which will accompany the report to be distributed.

Summary:

On November 5, 2020, through Bill 229 Protect, Support and Recover from COVID-19 Act (Budget Measures), the province introduced amendments to the *Conservation Authorities Act* (Schedule 6) and the *Planning Act*. If enacted, some changes will significantly impact the role of a conservation authority board to establish programs and services. As well, the proposed amendments will enable Regulations that will either limit or completely change the role of conservation authorities to protect Ontario's environment and ensure people and property are safe from natural hazards.

Report:

Background:

A provincial review of the *Conservation Authorities Act* has been ongoing since 2015. Amendments were approved in 2017, a minor change in 2018 and these were followed by further amendments in 2019. In 2019, the province indicated the proposed amendments were to help conservation authorities focus and deliver on the core mandate and to improve governance. The Grand River Conservation Authority (GRCA) provided comments on the Environmental Registry Posting through GM-04-19-41- Environmental Registry Posting 013-5018- Modernizing Conservation Authority Operations. The amendments were later passed through Bill 108, More Homes, More Choice Act. At that time, the scope of the changes to conservation authority board

governance and composition; mandatory, municipal and other programs and services; natural hazard permits and other areas were to come out through various regulations.

In the fall of 2019, the Minister of Environment, Conservation and Parks (MECP) hosted meetings with each individual conservation authority (CA) to gain a better understanding of the programs and services provided by each Authority. In the early winter of 2020, the MECP also hosted stakeholder consultation sessions across the province to gain feedback from the various groups, agencies and organizations who deal with, or work with CAs. The Vice-Chair and senior staff attended the South-western session and submitted formal written comments in response to questions posed by the MECP. MECP has confirmed that they received over 2,500 submissions in response to these consultation sessions; however, the results of these sessions have not been publicly shared.

Bill 229

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Proposed Amendments:

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GRCA Comments:

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The ability to appeal is a tool that is a necessary but seldom used tool in our toolbox. The Ministry staff stated that this change only affects the role of the conservation authority in an appeal process and that participation in reviewing land use planning applications would still be occurring. Conservation Authorities participation in land use

planning and the ability to appeal a decision ensures that key issues are identified and addressed early in the approval process so the landowner may proceed with other approvals such as the conservation authority permit in an efficient manner. It also ensures that the watershed lens is being applied to planning and land use decisions and that people and their property in or near new development or redevelopment are protected from natural hazards such as flooding.

When necessary GRCA attends LPAT hearings to support the municipality and to ensure that policies and development conditions are imposed to reduce flood risks and to ensure mitigation and setbacks are in place to address other natural hazards such as erosion hazards or along the Lake Erie shoreline. Extreme weather events and changing climate increase the importance of our role in the planning process.

The 2019 Provincial Flood Advisor's report notes the important role that conservation authorities play in the land use planning process. The main legislative tools used to manage flood risk, the report states, include the *Planning Act* together with the Provincial Policy Statement (PPS) and the *Conservation Authorities Act*. As a result of the Flood Advisor's recommendations, the 2020 PPS was revised to state that mitigating natural hazard risks, including those associated with climate change, will require the province, planning authorities, and conservation authorities to work together. Similarly, the Made-in-Ontario Environment Plan asserts that within the context of environmental planning, conservation authorities' core mandate is protection from natural hazards and conserving natural resources.

Another significant concern is that this change may also remove our right to appeal planning decisions as a landowner. This is of significant concern as GRCA owns and manages over 48,000 acres of property throughout the watershed to support flood hazard management, to maintain a reliable water supply, to protect natural areas and biodiversity, to provide community recreation/education and to manage other environmentally sensitive natural lands. Conservation authorities are considered private landowners (not public lands) and the potential removal of the right to appeal a land use planning decision is a significant concern.

The amendments to the Act also removes the ability to utilize the *Expropriation Act* for existing and future projects. MECP has recommended that should this be required for a CA project that the municipality or the province could expropriate the lands necessary.

2. Regulatory

- Allow an applicant, within 120 days of a conservation authority receiving a permit application, to appeal to the LPAT if no decisions by the conservation authority has been made.
- Authorize the Minister of Natural Resources and Forestry to issue an order to take over and decide an application for a permit under section 28 of the Conservation Authorities Act in place of the conservation authority (i.e. before the conservation authority has made a decision on the application).
- Allows an applicant, within 30 days of a conservation authority issuing a permit, with or without conditions, or denying a permit, to request the minister to review the conservation authority's decision.
- Where the minister has taken over a permit application or is reviewing a permit decision by a conservation authority, allow an applicant to appeal

directly to LPAT where the minister fails to make a decision within 90 days.

- In addition to the provision to seek a minister's review, provide the applicant with the ability to appeal a permit decision to LPAT within 90 days after the conservation authority has made a decision.

GRCA Comments:

The proposed 120 day timeline for a CA to make a decision on permit applications may be problematic since there is no indication from the province when the 120 day timeline is triggered (submission of application) or if there will be a requirement for complete applications. There is a broad spectrum and complexity of applications that CAs deal with and the majority of permits that are submitted with satisfactory construction or development plans and technical reports can be reviewed in a timely manner. For complex files, there may be additional time required for the applicant and/or their consultants to address GRCA technical comments on the proposal e.g. floodplain mapping analysis. The proposed timeline of 120 days for a decision oversimplifies the permitting process.

Over the past several years, and again in 2019 Conservation Ontario and CAs have worked with the province, AMO, landowners groups and the building industry to develop the recently CA wide adopted 'Client Service Standards for Conservation Authority Plan and Permit Review'. This document sets forth industry standards and procedures to ensure CA plan and permit review process are transparent, predictable and fair. GRCA permit application decisions are consistently made within the current client service standards. The current standards exclude the time period the applicant or their consultants are preparing responses to GRCA technical or policy comments which can take several weeks or in limited cases a few months.

The current appeal process for permits has been administered through the Mining and Lands Tribunal. With these proposed amendments, all permit appeals will be processed through LPAT. There is concern regarding the change in tribunals; the Mining and Lands Tribunal has the history and natural hazard technical experience in adjudicating *Conservation Authorities Act* cases for decades. Due to the volume of appeals at LPAT, it is anticipated that there could be lengthy delays for hearings and inconsistent decisions across the province. This also has the potential to redirect staffs' time to focus more on managing the appeal process for permit applications than what was previously required.

Under these proposed amendments, the Minister will be able to step in and take over the issuance or denial of a permit under Section 28 without consultation with the CA. A significant concern with this is a decision is made without watershed specific technical information required to make the decisions and the precedent that could be set for future application similar in nature.

Many of the amendments to this section of the legislation provide the Minister with significant additional powers to intervene in the permit process.

3. Enforcement

- Eliminated the (not yet proclaimed) powers for officers appointed by conservation authorities to issue stop orders (*Conservation Authorities Act* provision 30.4)

- Clarified conditions for officers appointed by conservation authorities to enter lands without a warrant for the purposes of:
 - determining whether to issue a permit (amendment to unproclaimed *Conservation Authorities Act* provision 30.2(1))
 - ensuring compliance with the prohibitions, regulations, or permit conditions, only when the officer has “reasonable grounds to believe that a contravention of a provision of the Act or a regulation...is causing or likely to have significant effects...” (*Conservation Authorities Act* provision 30.2(1.1))

GRCA Comments:

In previous updates to the Act, the province recognized that many compliance tools were outdated. The legislation prior to 2017 was not a deterrent for illegal activities and rapid response tools were not available to stop ongoing illegal activities. Although the fines have been substantially increased in 2017 (not yet enacted), the current proposal would remove a much needed compliance tool – the Stop (work) Order. The Made-In-Ontario Plan also recognized the role of conservation authorities in enforcement and it includes the provincial action “Work with municipalities, conservation authorities, other law enforcement agencies and stakeholders to increase enforcement on illegal dumping of excess soil.” Although not yet enacted, the Stop Order provision would have provided another tool to use when managing enforcement challenges and could have helped to avoid a time consuming and costly injunction process.

Obtaining injunctions takes further staff time and conservation authorities will incur significant costs for legal and court fees. Given the lack of provincial funding this cost will continue to be borne by municipalities and ultimately the taxpayers. The time needed to obtain such an order can be lengthy resulting in unnecessary and significant damage to the environment, impacts to natural hazard areas such as development in a floodplain which then puts people and property at risk.

Removing an officer’s ability to enter lands (s. 30.2) within the authority’s jurisdiction is inconsistent with similar municipal and provincial legislation. Coupled with the removal of a Stop Order provision (s. 30.4), these amendments do not afford officers an ability to “prevent or reduce the effects or risks” associated with illegal and egregious activities. Examples of other provincial legislation with Stop Orders include *Building Code Act* S.14, *Environmental Protection Act* S.8, *Planning Act* S. 49.

4. Governance

- Removing the power to define in regulation the composition, appointment or minimum qualifications for a Board member (S.40 (1)(a) and replaced it with:
 - Mandate that the municipal councillors appointed by a particular municipalities as members of a conservation authority be selected from that municipality’s own councillors only S.14 (1.1)
 - Enabling the Minister to appoint an additional member to the Board to represent the agricultural sector (new *Conservation Authorities Act* provision 14(4)).
- Limit the term of the Chair and Vice-Chair to one year and to no more than two consecutive terms (new *Conservation Authorities Act* provision 17 (1.1))

- Amending the duties of members to act on behalf of their respective municipalities rather than the Conservation Authority

GRCA Comments:

As previously mentioned in formal comments provided to the province in April 2019 and comments provided to the province during stakeholder consultation in 2020, the GRCA is supportive of changes that increase transparency and accountability of conservation authorities. GRCA is also supportive of the province's intent to clearly define mandatory programs and services provided by the conservation authorities and we look forward to the opportunity to provide input on the regulations that will be posted for public input.

There are a number of proposed amendments that require the posting of documents, board agendas and minutes, financial audits and standard accounting practices that are already undertaken by the GRCA.

Municipalities will no longer be able to appoint a member of the public to the Board. Over the years, the GRCA has benefited from having citizen appointments to the Board. This has helped to incorporate a diverse perspectives for watershed decision making. In order to ensure that a municipal Mayor may participate on a conservation authority board it is recommended that the specification of 'municipal councillor' in the proposed amendments be changed to "municipally elected official".

In the event that the Minister appoints a member to represent the agricultural sector, the appointment process has not been specified, and it is assumed that these appointments would have the same voting privileges as all members and would be entitled to receive per diems and to be appointed as the chair or vice-chair. It is unclear how the change to fiduciary duty would affect this member.

The current legislation deferred board composition to a future Regulation. The proposed amendment removed this clause and replaced it with clauses that specify who can be a members of the board so there will be no opportunity for further input on determining who is eligible to be a member of the Board.

The proposed amendments have set a limit to the Chair and Vice-chair to hold office for one year term and no more than two consecutive terms. Under GRCA By-law 3-2020, the by-law states, "The individuals elected shall hold office until their successors are elected and will be eligible for re-election to the same office for up to a maximum of five one-year terms."

Conservation Authorities are corporate entities. Good governance dictates that the Board acts on behalf of the organization and in the public interest. By changing the duty of members to act on behalf of their respective municipalities, it contradicts the concept of fiduciary duty of a Board Member to represent the best interests of the corporation they are overseeing. It puts an individual municipal interest above the broader watershed interests further to the purpose of the Act. The standards of care for directors are set out under the *Business Corporations Act*.

'Every director and officer of a corporation in exercising his or her powers and discharging his or her duties to the corporation shall, (a) act honestly and in good faith with a view to the best interests of the corporation...; and (b) exercise the care, diligence and skill that a responsible prudent person would exercise in comparable circumstances'

Additionally, the Auditor General of Ontario recommended in their report on the Niagara Peninsula Conservation Authority that, " to ensure effective oversight of conservation authorities' activities through boards of directors, we recommend that the Ministry of the Environment, Conservation and Parks clarify board members' accountability to the conservation authority" to which the ministry response was in agreement.

5. Other

The amendments to the Act also include the requirement for a transition plan to be developed and implemented to ensure compliance with the regulations for mandatory programs and services and agreements or MOUs with municipal partners. Through discussions with MECP staff, it has been stated that the transition plan should be completed and implemented in time to support the 2022 budget process.

It has been GRCA's experience that it can take one to two years to negotiating and finalizing a municipal agreement or MOU given the complexity of the agreement and the number of stakeholders involved (municipal and CAs).

The development and implementation of the transition plan will require a change to GRCA's budget model, an assessment of all programs and services to ensure compliance with the regulations and development and negotiation with municipalities for MOU for non-mandatory programs and services (up to 26).

It is unknown when regulations will be posted for public input and approved.

Summary of GRCA's Response to Proposed Amendments to the Conservation Authorities Act:

- GRCA requests that the clause be edited to remove the ability for the Minister to prescribe standards and requirements for non-mandatory, municipal and local programs and services.
- GRCA requests that the amendment to the *Planning Act* be removed from Schedule 6 of Bill 229.
- GRCA requests that Bill 229 Schedule 6 clauses in S.28 be amended by removing references to LPAT and replacing it with the Mining and Lands Tribunal.
- GRCA requests that the existing unproclaimed clauses in the *Conservation Authorities Act 2019* related to Powers of Entry (30.2) and Stop Order (30.4) remain in the *Conservation Authorities Act* and proposed amendments related to these clauses be removed from Bill 229 Schedule 6.
- GRCA requests that the wording for fiduciary responsibilities in the *Conservation Authorities Act* be amended back to: "Every member of an authority shall act honestly and in good faith with a view to furthering the objects of the authority."
- GRCA requests that a future regulation regarding the transition plan have an implementation date that is 18-24 months after the regulation is approved.

Most of the amendments proposed would be implemented through new or amended legal instruments or policies. The GRCA will contact MECP and MNRF to offer assistance and technical expertise on any working groups/technical committees

established to review future changes to the regulations, policy and/or provincial standards related to the implementation of the *Conservation Authorities Act*.

Financial implications:

Without the details of the proposed regulations, it is difficult to determine the financial implications for the amendments to the *Conservation Authorities Act*. Additional reports will come to the Board regarding updates to the program and services of the GRCA as they are posted to the Environmental Bill of Rights.

Other department considerations:

Operations, Administration, Resource Management and Engineering Divisions were consulted on the preparation of this report.

Prepared by:

Samantha Lawson
Chief Administrative Officer



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

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November 24, 2020

BY EMAIL

The Honourable Doug Ford, Premier of Ontario
Office of the Premier
Legislative Building, Queens Park
Toronto, ON M7A 1A1

Dear Premier Ford,

Re: Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures)

I am writing on behalf of the Grand River Conservation Authority (GRCA) to express our concerns regarding the Province's proposed changes to the Conservation Authorities Act and the Planning Act under Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures).

The GRCA is governed through a partnership of 38 watershed municipalities, which work together to address local issues and opportunities that benefit the entire watershed. Elected or appointed representatives from these municipalities form the membership of the GRCA board, making us directly accountable to our member municipalities and the people that live in the watershed. We work closely with our municipal partners to deliver programs and services that mitigate flood damage, provide access to outdoor spaces, share information about the natural environment and make the watershed more resilient to climate change.

For example, through the Rural Water Quality Program, the GRCA has built strong relationships with the farming community. The GRCA delivers this voluntary program on behalf of 6 Upper Tier municipalities in the watershed to help farmers implement best practices to improve and protect surface and groundwater quality. Since 1998, more than \$56 million has been invested by municipalities and landowners – an investment that supports the rural economy and source water protection, builds green infrastructure and climate change resiliency on the landscape, and helps to improve the quality of the Grand River.

While we support the Province's stated objectives to modernize the Conservation Authorities Act, and enhance transparency and accountability, we are also concerned that some of the proposed changes will have a considerable impact on conservation authorities, their watershed management responsibilities, and consequently, on the health and wellness of the Grand River watershed and its residents.

The GRCA is requesting that:

- the clause in S.21.1.2 of Bill 229 be edited to remove the ability for the Minister to prescribe standards and requirements for non-mandatory, municipal and local programs and services;
- the amendment to the Planning Act be removed from Schedule 6 of Bill 229;
- Bill 229 Schedule 6 clauses in S.28 be amended by removing references to the Local Planning Appeal Tribunal and replacing it with the Mining and Lands Tribunal;

- the existing un-proclaimed clauses in the Conservation Authorities Act 2019 related to Powers of entry (30.2) and Stop Order (30.4) remain in the Conservation Authorities Act and proposed amendments related to these clauses be removed from Bill 229 Schedule 6;
- the wording for fiduciary responsibilities in the CA Act be amended back to: “Every member of an authority shall act honestly and in good faith with a view to furthering the objects of the authority”; and that
- a future regulation regarding the transition plan have an implementation date that is 18-24 months after the regulation is approved.

Please find attached *GRCA Report GM-11-20-85 Proposed Amendments to the Conservation Authorities Act through Bill 229*, which outlines our key areas of concern. We are asking that the Province work with conservation authorities to address these concerns before Bill 229 is passed. We would also like to offer our assistance and technical expertise to the Ministry of the Environment, Conservation and Parks and the Ministry of Natural Resources and Forestry on any working groups or technical committees established to review future changes to the regulations, policies or provincial standards related to the implementation of the Conservation Authorities Act.

We look forward to continuing our productive relationship with the Province, and supporting your government's effort to improve the governance and accountability of conservation authorities.

Yours sincerely,



Helen Jowett, Chair
Grand River Conservation Authority

- c. Hon. Jeff Yurek, Minister of Environment, Conservation and Parks; Hon. John Yakabuski, Minister of Natural Resources and Forestry; Hon. Steve Clark, Minister of Municipal Housing and Affairs, Hon. Rod Phillips, Minister of Finance; Grand River watershed Members of Provincial Parliament



Hamilton
Conservation
Authority

A Healthy Watershed for Everyone

November 23, 2020

Via Email

Honourable Doug Ford, Premier of Ontario
Honourable Rod Phillips, Minister of Finance
Honourable Jeff Yurek, Minister of Minister of Environment, Conservation and Parks
Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing

Re: Concerns with *Bill 229: Protect, Support and Recover from COVID 19 Act (Budget Measures Act) - Schedule 6 – Conservation Authorities Act*

On November 5th, the Province released proposed changes to the Conservation Authorities Act as part of its omnibus bill announced with the provincial budget. The Province has stated they are amending the Act to improve transparency and consistency in conservation authority operations, strengthen municipal oversight and streamline conservation authority roles in permitting and land use planning. Additional regulations under the Act are still to be provided later this fall to provide a more complete understanding of how the changes are to be implemented and what their full impact will be.

We feel it is important to highlight that conservation authorities were originally created to address concerns regarding the poor state of the natural environment and the need to establish programs based on watershed boundaries for natural resource management. Conservation authorities bring the local watershed science and information into decision making to ensure that Ontario's communities are protected.

While we are encouraged that the purpose of the Act to provide for the organization and delivery of programs and services that further conservation, restoration, development, and management of natural resources in Ontario watersheds remains the same, Hamilton Conservation Authority (HCA) is very concerned that proposed changes to the Conservation Authorities Act and the Planning Act if passed, would reduce our ability to protect the natural environment and our watershed, and remove citizen representation and their most valuable insight and input to our Board.

The legislative changes appear to be an excessive intervention in local matters in an area where the Province makes little financial contribution. In the case of HCA, the Province contributes just 2% of the annual revenues for the operating budget. The remaining 98% of our funding comes from our municipal partners (38%) and self generated funds (60%).

Proposed changes provide new appeal avenues for permit applications to go to the Local Planning Appeal Tribunal (LPAT) and even the ability of the Minister of Natural Resources and Forestry to issue certain permits, in place of the conservation authority. It must be stressed that an appeal process already exists to applicants allowing them access directly to the HCA Board, a Board that is built with municipal oversight imbedded. Conservation authorities are important agencies which help protect Ontario's environment. Their science-based watershed information helps to steer development to appropriate places where it will not harm the environment or create safety risks to people. HCA already issues the vast majority of minor and major permits with efficiency and high service standards. HCA is committed to providing excellent client service, and we have a strong history of working cooperatively with our watershed municipalities, residents and businesses to ensure efficient and timely planning and regulatory review processes. Through a review of the current permit review process, Conservation Ontario estimates that the new changes to the permitting appeals process could delay development approvals by as much as 200 days. As well, costs can be expected to increase due to more staff time being required for permit appeals processes rather than time being spent on actually issuing permits.

Changes have been proposed to the Planning Act that create a gap in the land use planning system. Currently, conservation authority participation in the planning appeals process ensures that watershed science and data is being applied to planning and land use decisions. This input would be lost and it is an important tool for HCA to have when needed. Additionally, though unintentional, this change could also impact our right to appeal planning decisions as a landowner. This is a concern as our conservation lands, made up of 11,000 acres of forests, 145 km of trails, fields, streams, wildlife and plant life, are under HCA's care and protection, as they have been for over 60 years.

Conservation authorities have long requested the ability to issue stop work orders to protect environmentally sensitive areas. The proposed changes to the Act remove unproclaimed provisions for this enhanced enforcement and only retain the current tools such as prosecution, injunctions and fines; these existing tools do not provide the ability to effectively stop, on a timely basis, any significant threats and impacts and prevent damage.

As briefly mentioned, if passed, HCA would lose citizen representatives on its board who currently make up half the board of directors. The citizen members come from diverse backgrounds with experience in a number of fields, and are active members of their communities. They bring a wide array of knowledge, governance experience and expertise to their positions. These members provide valuable input on HCA programs and services from a citizen's point of view.

Of equal importance, HCA has only two participating municipalities with 10 members from Hamilton and 1 from the Township of Puslinch, which represents the unique situation of 99% of our watershed being within the City of Hamilton and the City of Hamilton being our major funder. With the new proposed requirements to rotate the Chair and Vice Chair role, there would be no democratic election process given the

representative from Puslinch would simply be appointed as the Vice Chair or Chair every 2 years. And finally, the proposed amendments would also require municipally appointed councillors to make decisions in the best interest of the municipality they represent and not the conservation authority and its watershed, the organization that they are supposed to represent when sitting as a Board member of the Authority. This is contrary to proper board governance.

In these stressful times, nature and the outdoors play an important role in people's mental and physical health. After this year, we have seen just how important these spaces - and that protection - is for our community. We will continue promoting our vision of a healthy watershed for everyone.

We do not want to see an increased risk to public safety, or increased liabilities to the Province, municipalities, and conservation authorities. Nor do we want more red tape, disruption and ultimately delays in helping the government achieve its goal of economic recovery. As such I respectfully ask that as a result of our concerns:

- the Province of Ontario withdraw Schedule 6 of the Budget Measures Act (Bill 229)
- the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth
- the Province respect the current conservation authority/municipal relationships
- the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

If there are any actual and/or perceived issues pertaining to certain conservation authorities, they might best be addressed through area-specific solutions created to resolve them that can be identified through local analysis and consultation.

Sincerely,



Councillor Lloyd Ferguson
Chair, Hamilton Conservation Authority

Cc:
HCA Board of Directors
City of Hamilton Mayor and Council
Township of Puslinch Mayor and Council
Ted Arnott, MPP Wellington – Halton Hills
Andrea Horwath, MPP Hamilton Centre
Paul Miller, MPP Hamilton East – Stoney Creek
Sandy Shaw, MPP Hamilton West – Ancaster – Dundas
Donna Skelly, MPP Flamborough – Glanbrook
Monique Taylor, MPP Hamilton Mountain



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Protecting the Natural
Environment from
Lake to Escarpment

The Honourable Doug Ford
Premier of Ontario

The Honourable Jeff Yurek
Minister of the Environment, Conservation, and Parks
Ministry of the Environment, Conservation, and Parks

The Honourable Rod Phillips
Minister of Finance
Ministry of Finance

November 17, 2020

Dear Premier Ford, Minister Yurek and Minister Phillips,

We are writing to you today in response to the proposed amendments to the *Conservation Authorities Act* (CA Act), contained in Schedule 6, Bill 229. **We anticipate that some of the more prescriptive changes proposed in Bill 229 will lead to the opposite of your government's stated desire to help conservation authorities (CA) modernize and operate with greater focus, transparency and efficiency.**

The Progressive Conservative Government under the leadership of George Drew passed the *Conservation Authorities Act* and the *Planning Act*. He recognized that Ontario needed to invest in a sound transformative strategy to help Ontarians recover from the devastation of World War Two, not just economically, but also emotionally, as a community. These progressive actions were further strengthened by Premier Frost. Today, as the Province faces unprecedented pressures from both, a global pandemic and climate change, we need to strengthen the cooperative role played by CAs.

For over 60 years, Conservation Halton (CH) has served the interests of its residents and stayed true to those founding principles – conserving the environment to enable watershed communities to prosper socially and economically while ensuring resilience and safety for generations to come. From planting four million trees, to managing 11,000 acres of land, teaching millions of children, ensuring people build their homes and businesses in safe places and constantly checking the pulse of our environment through monitoring and restoration, CH has been a trusted, accountable partner to the Province and our municipalities. Today, CH serves over one million residents in one of the fastest growing areas in Ontario. Our residents and municipalities depend on us to deliver cost-effective services that ensure growth and development support sustainable and vibrant communities.

CH has played a collaborative role in the previous consultations regarding the modernization of the CA Act. While it was unexpected to see further proposed changes to the Act in Bill 229, we are encouraged that the purpose of the Act to provide for the organization and delivery of programs and services that

Member of Conservation Ontario

further conservation, restoration, development, and management of natural resources in Ontario watersheds remains the same.

It is our view that several of the proposed amendments will increase the risk to life and property from natural hazards and the degradation of the environment. **We respectfully request you withdraw Schedule 6 from Bill 229 until a more thorough analysis of the appropriate solutions can take place, with more clarity on what problems were identified through the consultation process.** We also encourage you to engage with CAs as you work on regulations that will eventually define the limits of the various CA Act clauses. We feel this is critical to ensure that the focus and performance of CAs is actually improved.

Several changes, such as those related to governance, ministerial authority to issue permits, the removal of our ability to appeal decisions at LPAT, and the removal of enforcement tools will lead to increased administrative costs, red tape, delays, and above all bring into question the integrity and transparency of the permitting and planning process. **These changes will also result in a more uncertain, litigious and discordant atmosphere, which will hinder our ability to work with applicants to find practical solutions for safe development. These changes will undo the hard work CH has done over the last five years to ensure we are customer-centric, accountable, efficient and solutions oriented.** Specifically:

- **There is no duplication, red tape or going beyond our mandate**
CH and our municipal partners work in a complementary way, avoid duplication of effort and remain focused on our core responsibilities through detailed MOUs and workplans. CH worked with our partners and customers to develop clear, quantifiable service delivery targets, which we have achieved, and publicly reported on with consistency. We track all permitting and plan review metrics on a quarterly basis to ensure nothing is slipping.
- **Our permit/planning fees only cover the cost to review and we have high service standards**
CH works with the development industry to ensure there is transparency on how our fees are determined, what costs are included and what standard of service we deliver in exchange. This approach is highly appreciated by our BILD chapter and they have encouraged other agencies to adopt our approach. We will be happy to share correspondence to this effect with you. We work on a cost-recovery model to ensure we keep the cost to taxpayers as low as possible.
- **The integrity of the permitting process will be compromised – these amendments will increase risk, liability, delays, and lead to inconsistency**
CH currently issues 95% of minor permits and 98% of major permits within 30 and 90 review days respectively (not calendar days). We value the process as much as we value the output of our services in this area. It is our view that the proposed amendments that would allow the Minister of Natural Resources and Forestry jurisdiction over certain permit applications and the appeal process has the potential to allow individuals to circumvent checks and balances that exist to protect the communities in our watersheds. It is unclear whether the minister would have regard for local conditions, technical input or Board-approved policies. These proposed changes may inadvertently cause more people in the community to be at risk, rather than protected, from natural hazards.
- **The amendments introduce a “stakeholder governance model” that has no legal precedence**
The proposed changes to the composition of CA boards negatively disrupts what is currently a relatively apolitical structure. This will significantly reduce the capacity of boards to make

decisions on a watershed basis. Our Board of Directors carry out their fiduciary responsibilities, guide strategy, approve policies in support of our Provincial and municipal responsibilities and track performance. They ensure CH makes decisions with integrity, based solely on our core responsibilities. It is our view that changing the composition to reflect elected officials that represent the interests of their respective municipalities creates a setting ripe for conflict of interest. It runs counter to all governance principles.

- **These amendments compromise our ability to create jobs & deliver services without tax dollars**
Conservation Halton is focused on our core programs. We are equally competent and resourceful in providing further opportunities for Ontarians in recreation and education on our conservation lands—especially during the pandemic when the need for safe and accessible greenspace is at an all-time high—and we are even more proud that we are able to fund these opportunities 100% self-sufficiently. Our responsible monetization of assets and generation of revenue creates value for the community as well as employment opportunities. We are concerned that should the Ministry set fees or other limits on non-mandatory programs and services—particularly those that we already successfully run without the support of tax dollars—our ability to provide important recreational, educational, and employment opportunities that allow our community to interact with conservation will be significantly diminished. Our municipal levy for 2021 is under 28% and the provincial contribution is close to 2% of our total budget. We have worked hard to achieve such low reliance on taxpayer funding. At the same time, we have expanded access to our parks by 35% this season, giving Ontario families a safe place to visit during the COVID-19 pandemic.

In conclusion, we do not want to see an increased risk to public safety, or increased liabilities to the Province, municipalities, and conservation authorities. Nor do we want more red tape, disruption and ultimately delays in helping the government achieve its goal of economic recovery. Given the time sensitive nature of this Bill, we encourage the Province to consult with Conservation Halton and other CAs in an expedient manner. We have attached a more detailed (Board) report on our key concerns.

We appreciate you taking the time to consider our concerns. **We feel there are better solutions to deal with actual and perceived issues.** We would be pleased to discuss these and our desire to work with you to define the governing regulations at your earliest convenience. Please contact Conservation Halton CEO, Hassaan Basit (CEOoffice@hrca.on.ca) so we can help support your mandate while ensuring success for all stakeholders.

Regards,

Gerry Smallegange



Chair, Conservation Halton Board of Directors

Mayor Rob Burton, BA, MS



Town of Oakville

Mayor Gordon Krantz



Town of Milton

Mayor Marianne Meed Ward



City of Burlington

Mayor Rick Bonnette



Town of Halton Hills

Cc:

The Honourable John Yakabuski, Minister of Natural Resources and Forestry
Ministry of Natural Resources and Forestry

The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Minister of Municipal Affairs and Housing

Ted Arnott
MPP Wellington—Halton Hills

Jane McKenna
MPP Burlington

Effie J. Triantafilopoulos
MPP Oakville North—Burlington

Stephen Crawford
MPP Oakville

Parm Gill
MPP Milton

Andrea Horwath
MPP Hamilton Centre

Sandy Shaw
MPP Hamilton West—Ancaster—Dundas

Rudy Cuzzetto
MPP Mississauga—Lakeshore

Donna Skelly
MPP Flamborough-Glanbrook



Votre bonheur est capital
Your happiness is capital

Le 10 décembre 2020

La Banque alimentaire de St-Charles
2, rue King Est
St-Charles ON P0M 2W0

Sujet: Don

A qui de droit,

Les employés du siège social de la Caisse Populaire Alliance limitée contribuent individuellement et volontairement à un fonds destiné aux activités du personnel. À chaque année, à la période des fêtes, le groupe d'employés décide d'un montant à remettre à une ou plusieurs œuvres de charité ou causes humanitaires.

Cette année, les employés ont choisi de remettre une somme de 400 \$ à la banque alimentaire de St-Charles.

Vous trouverez un chèque au montant de 400 \$ à cet effet.

Nous sommes heureux de pouvoir participer à cette cause et nous apprécions les efforts que vous y consacrez également.

Veuillez accepter, monsieur, madame, l'expression de nos sentiments les meilleurs.

A handwritten signature in black ink that reads 'Jacqueline Robeneau'.

Comité de gestion
Club Fortune

p.j.

▼
Siège social/Head office

1870, rue Bond Street
North Bay ON P1B 4V6

Tél./Tel.: 705 474-5634
Télééc./Fax: 705 474-5326

A decorative graphic in the bottom right corner consisting of a dark green triangle pointing upwards and a lighter green trapezoid below it.

caissealliance.com

From:
Sent:
To:

Jennifer Bennett <jbennett@marmoraandlake.ca>
Friday, December 11, 2020 1:02 PM

[Redacted content]

[REDACTED]

Subject: RE: Letter of Resolution Re: Bill 229
Attachments: 2020-12 LOR_Bill 229.pdf

Sorry, please replace with this letter of resolution.

Jennifer Bennett
Deputy Clerk
Municipality of Marmora and Lake
Office: 613-472-2629 x 2232
Cell: 613-921-1391

[REDACTED]

Subject: Letter of Resolution Re: Bill 229

Please find the attached Letter of Resolution regarding Bill 229 from the Municipality of Marmora and Lake.

Jenn

Jennifer Bennett
Deputy Clerk
Municipality of Marmora and Lake
Office: 613-472-2629 x 2232
Cell: 613-921-1391
jbennett@marmoraandlake.ca
marmoraandlake.ca



Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1
Premier@ontario.ca

SENT BY EMAIL

December 11, 2020

Re: Council Resolution – Bill 229

Further to the Meeting of Council on December 1, 2020 Council of the Corporation of the Municipality of Marmora and Lake passed the following motion:

MOTION2020DEC01-276

Moved by Deputy Mayor Mike Stevens
Seconded by Councillor Ron Derry

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act.

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications.

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act.

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise.

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs.

MUNICIPALITY OF MARMORA AND LAKE
PO BOX 459, 12 Bursthall Street, Marmora, ON, K0K 2M0
PH. 613-472-2629 FAX 613-472-5330
www.marmoraandlake.ca



WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice-Chair of the CA Board should be duly elected.

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed.

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative.

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process.

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water.

THEREFORE BE IT RESOLVED:

THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229).

THAT the Province continues to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth.

THAT the Province respects the current conservation authority/municipal relationships.

THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

THAT Council supports the resolution of the Town of Mono passed on November 24, 2020, regarding Schedule 6 of Bill 229.

AND THAT Council supports the resolution of the City of Quinte West passed on November 16, 2020, regarding Schedule 6 of Bill 229.



FURTHER THAT this resolution is forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, Minister of Natural Resources and Forestry, Minister of Municipal Affairs & Housing, Bay of Quinte MPP Todd Smith, AMO, Conservation Ontario, CVCA and Quinte Conservation.

Carried

I trust this is the information you require, however, should additional information or clarification be required do not hesitate to contact me at your convenience.

Sincerely,

Jennifer Bennett,
Deputy Clerk
613-472-2629 ext. 2232
jbennett@marmoraandlake.ca

cc: The Honourable Doug Ford
Todd Smith, MPP Prince Edward-Hastings
Minister of the Environment, Conservation and Parks
Minister of Natural Resources and Forestry
Minister of Municipal Affairs & Housing
Conservation Ontario
Crowe Valley Conservation Authority
Quinte Conservation
Association of Municipalities of Ontario
All Municipalities within the Province of Ontario

From:
Sent:
To:

Maggie Downey <MAGGIED@chatham-kent.ca>
Monday, December 14, 2020 10:22 AM

[REDACTED]

Subject: FW: Resolution re Bill 229 and the Conservation Authorities
Attachments: 2020 Bill 229 LTVCA.pdf; 2020 Bill 229 St Clair Region CA.pdf

To Ontario Municipalities

See the attached correspondence.

Kind regards,
Maggie Downey
Municipal Governance Administrative Assistant
Municipality of Chatham-Kent

P 519.360.1998 x 3014
E maggied@chatham-kent.ca
www.chatham-kent.ca



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December 8, 2020

Via email: admin@ltvca.ca

Mark Peacock, P.Eng
Lower Thames Conservation
100 Thames Street
Chatham ON N7I 2Y8

Re: Resolution Bill 229 and the Conservation Authorities

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on December 7, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Faas, Seconded by Councillor Thompson

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs

WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water

THEREFORE BE IT RESOLVED

THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)

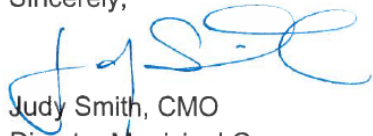
THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth

THAT the Province respect the current conservation authority/municipal relationships

AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

Honourable Premier of Ontario
Hon. Rod Phillips, Minister of Finance (rod.phillips@pc.ola.org)
Hon. Jeff Yurek, Minister of Environment Conservation and Parks
(jeff.yurek@pc.ola.org)
Hon. John Yakabuski, Minister of Natural Resources and Forestry
(john.yakabuski@pc.ols.org)
Local Members of Provincial Parliament
All Ontario Municipalities

December 8, 2020

Via email: stclair@scrca.on.ca

Brian McDougall, General Manger
St Clair Region Conservation Authority
205 Mill Pond Cres.
Strathroy ON N7G 3P9

Re: Resolution Bill 229 and the Conservation Authorities

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on December 7, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Faas, Seconded by Councillor Thompson

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs

WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water

THEREFORE BE IT RESOLVED

THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)

THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth

THAT the Province respect the current conservation authority/municipal relationships

AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

Honourable Premier of Ontario
Hon. Rod Phillips, Minister of Finance (rod.phillips@pc.ola.org)
Hon. Jeff Yurek, Minister of Environment Conservation and Parks
(jeff.yurek@pc.ola.org)
Hon. John Yakabuski, Minister of Natural Resources and Forestry
(john.yakabuski@pc.ols.org)
Local Members of Provincial Parliament
All Ontario Municipalities

From: Michelle Hargrave <mhargrave@dufferincounty.ca>
Sent: Monday, December 14, 2020 10:54 AM
To:

[REDACTED]

Cc:

[REDACTED]

[Redacted text block]

Subject: Aggregate Resolution
Attachments: 2020-12-14 Resolution regarding Aggregate Resource Property Valuation Assessment Criteria.pdf

Good Morning,

Please find attached Dufferin County's resolution regarding changes to the aggregate resource property valuation assessment criteria.

Thank you,
Michelle Dunne

Deputy Clerk

Michelle Hargrave | Administrative Support Specialist | Corporate Services

County of Dufferin|Phone: 519-941-2816 Ext. 2506| mhargrave@dufferincounty.ca |55

Zina Street, Orangeville, ON L9W 1E5

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December 14, 2020

Sent via email to all Ontario Municipal Clerks

Dear Municipal Clerks,

At its meeting held on December 10, 2020, Dufferin County Council approved the following recommendation from the General Government Services Committee:

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands;

AND WHEREAS Dufferin County Council supports a fair and equitable assessment system for all aggregate resource properties;

AND WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties;

AND WHEREAS Dufferin County Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED THAT Dufferin County Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties;

AND THAT Dufferin County Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values;

AND THAT Dufferin County Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value;



AND THAT Dufferin County Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).

Regards,

Michelle Dunne
Deputy Clerk

Cc Minister of Finance
Minister of Municipal Affairs and Housing
Minister of Natural Resources and Forestry
AMO
ROMA
Kyle Seeback, MP
Sylvia Jones, MPP



From:
Sent:
To:
Cc:

Barbara Knauth <deputyclerktreasurer@matachewan.ca>
Monday, December 14, 2020 4:33 PM

[Redacted content]

[REDACTED]

Subject: Matachewan Resolution 2020-257 - Grants
Attachments: Resolution 2020-257.pdf

Good afternoon Honourable Clark

Attached is Resolution 2020-257 from The Corporation of the Township of Matachewan in regards to grant application deadlines.

Thank you.

Barbara Knauth
Deputy Clerk -Treasurer

The Corporation of the Township of Matachewan

P.O. Box 177 | 283 Moyneur Avenue | Matachewan, Ontario, Canada | P0K 1M0
☎:705-565-2274 | 📠:705-545-2564 | ✉:deputyclerktreasurer@matachewan.ca | www.matachewan.com |

Matachewan strives to preserve its friendliness and to create a progressive community that will have economic growth and bring wealth to all through strong leadership and community involvement.





**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

December 14, 2020

Honourable Steve Clark
Office of the Minister
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Dear Honourable Clark:

There have been numerous announcements of available grants for municipalities. We acknowledge and are very appreciative of the opportunity to apply for these grants. For small municipalities with few employees, the turn around time for applications is very short and restrictive.

We would like to request that the application deadline on any further grants have a longer turn around time.

A copy of Resolution 2020-257 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Knauth", is written over a large, stylized flourish.

Barbara Knauth
Deputy Clerk Treasurer

Cc: Association of Municipalities of Ontario (A.M.O.)
Federation of Northern Ontario Municipalities (F.O.N.O.M.)
All Municipalities in Ontario

P.O. Box 177, Matachewan, ON P0K 1M0
deputyclerktreasurer@matachewan.ca
www.matachewan.com

Phone: 705-565-2274
Fax: 705-565-2564



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN
P.O. Box 177, Matachewan, Ontario P0K 1M0

DATE: November 25, 2020

RESOLUTION #: 2020-257

Moved by: *Ms. A. Commando-Dubé*
Seconded by: *Mr. N. Costello*

WHEREAS we have been getting numerous announcements of available grants; and
WHEREAS we are very appreciative of the opportunity to apply for these grants; however, the
turn around time for applications is very short and restrictive for small municipalities with few
employees;

NOW THEREFORE we, the Corporation of the Township of Matachewan, send a letter to the Hon.
Steve Clarke, Minister of Municipal Affairs and Housing acknowledging the appreciation of the
grants but requesting that the application deadline on any further grants have a longer turn around
time; and

FURTHER THAT a copy of this resolution be forwarded to A.M.O., F.O.N.O.M. and all
municipalities in Ontario.

	COUNCILLOR	YEA	NAY	PID
CARRIED	<input checked="" type="checkbox"/> Ms. A. Commando-Dubé Mayor			
AMENDED	Mr. N. Costello Mayor			
DEFEATED	Mr. G. Dubé Councillor			
TABLED	Ms. S. Ruck Councillor			
	Mr. A. Durand Councillor			

Anne Commando-Dubé
Anne Commando-Dubé
Mayor
Janet Gore
Janet Gore
Clerk

**Certified to be a true
copy of the original.**
[Signature]

[REDACTED]

Subject: RE: COVID-19 and Childcare Funding Impacts
Attachments: COVID 19 Childcare Funding 2020 12 08.pdf

Good morning,

Please find attached Town of Carleton Place's resolution from the December 8th, 2020 Council meeting regarding COVID-19 and Childcare Funding Impacts.
Please delete our earlier email on this topic.

Kind regards,

Stacey Blair

Stacey Blair, B.A., Dipl. M.A.
Clerk, Town of Carleton Place
T: 613-257-6212 E:sblair@carletonplace.ca



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Corporation of the Town of Carleton Place

175 Bridge Street, Carleton Place, ON, K7C 2V8, Phone: (613) 257-6200 Fax (613) 257-8170



December 14, 2020

The Honourable Ahmed Hussien
Minister of Families, Children and Social Development
48 Rosemount Avenue
Unit B
York, Ontario
M9N 3B3

VIA EMAIL

Dear Honourable Minister:

At the December 8th, 2020 session of The Town of Carleton Place Council, Resolution 1-132-10 was adopted as follows:

WHEREAS the COVID-19 pandemic has negatively impacted childcare options for nearly every family in our community and has profoundly increased the cost to operate safe childcare forcing childcare spaces or centres to close.

AND WHEREAS Ontario has among the highest average childcare fees of any Canadian province and while costs vary regionally for licensed childcare, families are paying between \$9,000 and \$20,000+ per year for each child and these costs continue to rise steadily which makes passing the associated COVID-19 costs to families not possible;

AND WHEREAS a 2012 study identified that in Ontario, public investment in the early years and childcare has a ripple effect in positive economic benefits resulting in an economic output of \$2.27 for every dollar invested in childcare;

AND WHEREAS the economic recovery of Carleton Place, Lanark County and Ontario is dependent on families having access to safe, reliable, and affordable childcare that incorporates early learning principles;

AND WHEREAS we are committed to working with the provincial government and childcare service managers to deliver positive and affordable options for our families;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Town of Carleton Place request the Government of Ontario:
 - a. prioritize children and childcare as part of its overall post pandemic recovery plan;



- b. develop, adequately fund and release publicly a comprehensive plan that can support facilities through the provision of licensed childcare and early learning education; and
 - c. provide increased funding to childcare providers reflective of COVID-19 operating cost increases to ensure a safe reopening and long-term sustainability for the sector; and
2. this resolution be circulated to all municipalities in Ontario, Randy Hillier MPP, Scott Reid, MP, the Federal Minister of Families, Children and Social Development and the provincial Minister of Education.

CARRIED

We look forward to hearing back from you with respect to any opportunities for funding to ensure the long-term sustainability of the childcare services sector.

Sincerely,

Stacey Blair

Town Clerk

sblair@carletonplace.ca

- cc. Federal Minister of Families, Children and Social Development
Provincial Minister of Education
MP Scott Reid
MPP Randy Hillier
All municipalities within the Province of Ontario

From:
Sent:
To:

Lizet Scott <LScott@perthsouth.ca>
Wednesday, December 16, 2020 11:01 AM

[Redacted content]

[Redacted]

Subject: RE: SWM Municipal Drainage & CN Rail Resolution - November 25 Meeting
Attachments: CA - SWM-CNDrainageResolution.pdf; December 16 - SWM Support re Drainage & CN.pdf

Good morning,

At last night's council meeting for the Township of Perth South the attached resolution from Southwest Middlesex was discussed and Perth South council directed staff to send a letter of support which is also attached.

Have a great day,

Lizet Scott
Clerk
Township of Perth South
519-271-0619 x224

 [Twitter](#)  [Facebook](#)

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From: Kendra Kettler <KKettler@southwestmiddlesex.ca>

Sent: December 7, 2020 10:42 AM

To: [Redacted]

[REDACTED]

Subject: SWM Municipal Drainage & CN Rail Resolution - November 25 Meeting

Good morning,

Please find attached, the Municipality of Southwest Middlesex Resolution regarding Drainage Matters on Canadian National Railway lands.

Thank you,
Kendra

Kendra Kettler
Deputy Clerk
Municipality of Southwest Middlesex
519.287.2015 ext. 8120



Municipality of Southwest Middlesex

December 7, 2020

Please be advised that the Council of Southwest Middlesex passed the following resolution at its November 25, 2020 Council meeting:

Drainage Matters: CN Rail

Moved by Councillor McGill

Seconded by Councillor Vink

“WHEREAS municipalities are facilitators of the provincial process under the *Drainage Act* providing land owners to enter into agreements to construct or improve drains, and for the democratic procedure for the construction, improvement and maintenance of drainage works; and

WHEREAS municipal drain infrastructure and railway track infrastructure intersect in many areas in Ontario; and

WHEREAS coordination with national railways is required for the construction or improvement of drains that benefit or intersect with national railways; and

WHEREAS the national railways have historically participated in the process for construction, improvement and maintenance of drainage works; and

WHEREAS currently municipalities are experiencing a lack of coordination with national railways on drainage projects; and

WHEREAS the lack of coordination is resulting in projects being significantly delayed or cancelled within a year; and

WHEREAS municipal drains remove excess water to support public and private infrastructure and agricultural operations;

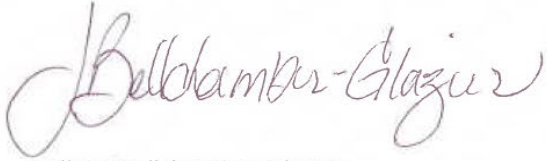
THEREFORE be it resolved that the Province of Ontario work with the Federal Minister of Transportation to address concerns regarding municipal drainage matters and need for coordination with the national railways; and

THAT Council circulate the resolution to the Provincial Ministers of Agriculture, Food, and Rural Affairs, and Municipal Affairs and Housing, and the Federal Minister of Transportation, the local MP and MPP, the Association of Municipalities of Ontario, and all municipalities.”

Municipality of Southwest Middlesex Resolution #2020-274

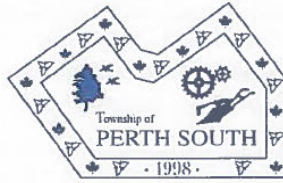
Carried

Sincerely,

A handwritten signature in cursive script that reads "Bellchamber-Glazier".

Jillene Bellchamber-Glazier
CAO-Clerk

Cc: The Honorable Marc Gardeau, Minister of Transport
The Honorable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Monte McNaughton, MPP Lambton-Middlesex-London
Lianne Rood, MP Lambton-Kent-Middlesex
The Association of Municipalities of Ontario
All Ontario Municipalities



Corporation of the Township of Perth South

3191 Road 122
St. Pauls, ON N0K 1V0
Telephone 519-271-0619
Fax 519-271-0647
lscott@perthsouth.ca

December 16, 2020

Municipality of Southwest Middlesex
Jillene Bellchamber-Glazier, CAO-Clerk

Sent by email

RE: Drainage Matters & CN Rail

At the regular meeting of the Township of Perth South council held December 15, 2020 council received the resolution sent December 7, 2020 in regards to drainage matters and the current working relationship with CN Rail. The Township has experienced similar delays with drainage projects and agrees that the situation needs to improve. Council directed staff to send a letter of support for your resolution.

If you require any additional information please contact me.

Regards,



Lizet Scott
Clerk

Cc: The Honourable Marc Garneau, Minister of Transport
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Randy Pettapiece, MPP Perth Wellington
John Nater, MP Perth Wellington
The Association of Municipalities of Ontario
All Ontario Municipalities

From: Ministry of Children, Community and Social Services
<MinisterMCCSS@ontario.ca>
Sent: Wednesday, December 16, 2020 2:43 PM
Subject: Building a Strong Foundation for Success: Reducing Poverty in Ontario /
Établir une base solide pour la réussite : Réduire la pauvreté en Ontario
Attachments: 14553 municipal partners.pdf; 14553 partenaires municipaux.pdf

Please see the attached message from the Honourable Todd Smith, Minister of Children, Community and Social Services, about the province's new poverty reduction strategy.

Voir le message ci-joint de l'honorable Todd Smith, ministre des Services à l'enfance et des Services sociaux et communautaires, au sujet de la nouvelle stratégie de réduction de la pauvreté de la province.

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**Ministry of Children,
Community and Social
Services**

Minister's Office

7th Floor
438 University Avenue
Toronto ON M5G 2K8

Tel.: 416 325-5225
Fax: 416 325-5240

**Ministère des Services à
l'enfance et des Services
sociaux et communautaires**

Bureau du ministre

7^e étage
438, avenue University
Toronto ON M5G 2K8

Tél. : 416 325-5225
Télec. : 416 325-5240



127-2020-14553

December 16, 2020

Dear Municipal Partner:

Last December, I invited stakeholders to participate in consultations to inform the development of a new five-year poverty reduction strategy.

I am pleased to announce the release of [*Building a Strong Foundation for Success: Reducing Poverty in Ontario \(2020-2025\)*](#). In this new five-year strategy, we set out a vision for an Ontario where everyone can participate to their full potential in their communities and achieve greater independence, stability and, wherever possible, long-term job success to support themselves and their families. I want to extend my sincere thanks to those who contributed to the development of our strategy to reduce poverty in Ontario.

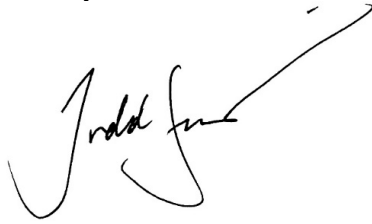
Through the consultation process, we heard from people across the province about their community's experiences with poverty. We received more than 2,500 survey responses and over 280 submissions and had additional engagement with Indigenous partners and municipal committees. As our consultations came to a close, Ontario was faced with one of its greatest challenges, the COVID-19 outbreak that led to an unprecedented economic downturn that continues to deeply impact our communities.

Reducing and preventing poverty is a goal that is even more important in the context of the health, social and economic challenges resulting from COVID-19. Building on the government's COVID-19 response, the strategy connects initiatives across government, identifying actions that will help stabilize peoples' lives, connect them with employment, training, health, mental health and housing supports to set them on a pathway to jobs and financial stability. The Social Assistance Recovery and Renewal Plan and Employment Services Transformation are the cornerstone initiatives of the strategy, supported by others like the *Roadmap to Wellness*, Ontario's mental health and addictions strategy.

.../cont'd

As we move forward with the strategy's implementation over the next five years, I look forward to listening to and working with municipalities, community partners, the federal government, the private sector and Indigenous partners to create an Ontario where everyone can participate in their communities to their full potential.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith". The signature is fluid and cursive, with a long, sweeping horizontal stroke extending to the right.

Todd Smith
Minister

**Ministry of Children,
Community and Social
Services**

Minister's Office

7th Floor
438 University Avenue
Toronto ON M5G 2K8

Tel.: 416 325-5225
Fax: 416 325-5240

**Ministère des Services à
l'enfance et des Services
sociaux et communautaires**

Bureau du ministre

7^e étage
438, avenue University
Toronto ON M5G 2K8

Tél. : 416 325-5225
Télec. : 416 325-5240



127-2020-14553

Le 16 décembre 2020

À l'attention de tous les partenaires municipaux

Madame,
Monsieur,

En décembre dernier, j'ai invité les parties prenantes à participer à des consultations en vue de l'élaboration d'une nouvelle stratégie quinquennale de réduction de la pauvreté.

C'est avec plaisir que je vous annonce le lancement de la stratégie [Établir une base solide pour la réussite : Réduire la pauvreté en Ontario \(2020-2025\)](#). Dans le cadre de cette nouvelle stratégie quinquennale, nous avons défini une vision pour un Ontario où chacun peut participer à son plein potentiel à la vie de sa communauté et atteindre une plus grande autonomie, une stabilité accrue et, dans la mesure du possible, une réussite professionnelle à long terme pour subvenir à ses besoins et à ceux de sa famille. Je tiens à offrir mes plus sincères remerciements à ceux et celles qui ont contribué à l'élaboration de notre stratégie de réduction de la pauvreté en Ontario.

Dans le cadre du processus de consultation, nous avons entendu des gens d'un coin à l'autre de la province parler de l'expérience de leur communauté à l'égard de la pauvreté. Nous avons reçu plus de 2 500 réponses à notre questionnaire et plus de 280 propositions, et nous avons entretenu en outre des échanges avec les partenaires autochtones et les comités municipaux. Au terme de nos consultations, l'Ontario a dû affronter l'un de ses plus grands défis, l'épidémie de COVID-19 qui a entraîné un ralentissement économique sans précédent et qui continue de provoquer de profondes répercussions sur nos communautés.

... (suite)

La réduction et la prévention de la pauvreté sont des objectifs qui revêtent une importance encore plus grande dans le contexte des enjeux sanitaires, sociaux et économiques engendrés par la COVID-19. En s'appuyant sur la réponse du gouvernement relativement à la COVID-19, la stratégie établit des liens entre les initiatives de l'ensemble du gouvernement, définissant les mesures qui contribueront à stabiliser la vie des gens, à les mettre en relation avec les aides à l'emploi, à la formation, à la santé, à la santé mentale ainsi qu'au logement pour les aider à s'engager sur la voie de l'emploi et de la stabilité financière. Le plan de rétablissement et de renouvellement de l'aide sociale ainsi que la transformation des services d'emploi constituent les pierres angulaires de cette stratégie, appuyée par d'autres initiatives dont Vers le mieux-être, la Stratégie ontarienne de santé mentale et de lutte contre les dépendances.

Au fur et à mesure que nous avancerons dans la mise en œuvre de la stratégie au cours des cinq prochaines années, je me réjouis d'écouter et de travailler avec les municipalités, les partenaires communautaires, le gouvernement fédéral, le secteur privé et les partenaires autochtones en vue de créer un Ontario où chacun peut participer à la vie de sa communauté à son plein potentiel.

Je vous prie d'agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

Le ministre,

A handwritten signature in black ink, appearing to read 'Todd Smith', with a long, sweeping horizontal stroke extending to the right.

Todd Smith

From: Chelsea Ward <cward@lakeofbays.on.ca>
Sent: Thursday, December 17, 2020 2:42 PM
To:

[Redacted content]

Subject: Correspondence from the Township of Lake of Bays
Attachments: 20 12 16 - Letter to Town of Amherstburg - AODA Website Compliance Extension Request.pdf; 20 12 16 - Letter to Essa Township - Bill 229.pdf

Good Afternoon,

Please see the attached correspondence sent on behalf of the Director of Corporate Services/Clerk, Carrie Sykes. If you have any difficulty opening this attachment, or would like a hard copy by mail, please contact me directly.

Kind regards,

CHELSEA WARD

Deputy Clerk – Corporate Services

Township of Lake of Bays | 1012 Dwight Beach Road, Dwight, ON P0A 1H0

T: 705-635-2272 ext.224 | TF: 1-877-566-0005 | F: 705-635-2132

E: cward@lakeofbays.on.ca | lakeofbays.on.ca | facebook.com/lobtownship | twitter.com/LakeofBaysTwp



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Please Note: As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.



T 705-635-2272 TOWNSHIP OF LAKE OF BAYS
TF 1-877-566-0005 1012 Dwight Beach Rd
F 705-635-2132 Dwight, ON P0A 1H0

December 16, 2020

Via email: tfowkes@amherstburg.ca

Town of Amherstburg
Attention: Tammy Fowkes, Deputy Clerk
271 Sandwich Street South
Amherstburg, ON N9V 2A5

Dear Ms. Fowkes:

RE: Correspondence – AODA Website Compliance Extension Request

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on December 15, 2020, and the following was passed:

“Resolution #7(a)/12/15/20

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the Resolution received by the Township of Amherstburg regarding Support for the AODA Compliance Extension Request, dated September 21, 2020;

AND FURTHER THAT this resolution be forwarded to the Town of Amherstburg, Minister of Seniors and Accessibility, Premier Doug Ford, AMO, and all municipalities in Ontario.

Carried.”

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,


Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk.

CS/cw

Encl.

Copy to: Hon. Doug Ford, Premier of Ontario
Hon. Raymond Cho, Minister of Seniors and Accessibility
Association of Municipalities of Ontario
All Ontario Municipalities



The Corporation of The Town of Amherstburg

September 21, 2020

VIA EMAIL

The Right Honourable Raymond Cho, Minister for Seniors and Accessibility
College Park 5th Flr, 777 Bay St,
Toronto, ON
M7A 1S5

Re: AODA Website Compliance Extension Request

At its meeting of September 14, 2020, Council passed the following for your consideration:

Resolution # 20200914-281

- “1. **WHEREAS** Section 14(4) of O.Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021;
2. **AND WHEREAS** the municipality remains committed to the provision of accessible goods and services;
3. **AND WHEREAS** the municipality provides accommodations to meet any stated accessibility need, where possible;
4. **AND WHEREAS** the declared pandemic, COVID-19, has impacted the finances and other resources of the municipality;
5. **AND WHEREAS** the Accessibility for Ontarians with Disabilities Act contemplates the need to consider the technical or economic considerations in the implementation of Accessibility Standards;
6. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario extend the compliance deadline stated in Section 14(4) of O.Reg 191/11 to require designated public sector organizations to meet the compliance standards, by a minimum of one (1) year to at least January 1, 2022; **AND**,
7. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario consider providing funding support and training resources to meet these compliance standards.”

Website: www.amherstburg.ca
271 SANDWICH ST. SOUTH, AMHERSTBURG, ONTARIO N9V 2A5
Phone: (519) 736-0012 Fax: (519) 736-5403 TTY: (519)736-9860

The impacts of the pandemic on municipal finances and resources affect the ability of municipalities to meet the January 1, 2021 deadline for full compliance with WCAG 2.0 Level AA.

We humbly request the Ontario government consider an extension request, in addition to financial support and training due to the unprecedented impacts of the global pandemic.

Regards,



Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

The Right Honourable Doug Ford, Premier of Ontario
The Association of Municipalities of Ontario
All Ontario Municipalities



T 705-635-2272 TOWNSHIP OF LAKE OF BAYS
TF 1-877-566-0005 1012 Dwight Beach Rd
F 705-635-2132 Dwight, ON P0A 1H0

December 16, 2020

Via email: llehr@essatownship.on.ca

Township of Essa
Attention: Lisa Lehr, Clerk
5786 County Road 21
Utopia, ON L0M 1T0

Dear Ms. Lehr:

**RE: Correspondence – Bill 229 “Protect, Support and Recover from COVID-19 Act –
Schedule 6 – Conservation Authorities Act”**

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on December 15, 2020, and the following was passed.

“Resolution #7(e)/12/15/20

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the resolution from the Town of Essa requesting support to Amend Bill 229, Protect, Support and Recover from COVID-19 Act under Schedule 6 - Conservation Authorities Act, dated November 19, 2020;

AND FURTHER THAT this resolution be forwarded to the Town of Essa, Premier Doug Ford, the Minister of Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Minister of Natural Resources and Forestry, Minister of Finance, Conservation Ontario, and all Ontario municipalities.

Carried.”

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Sykes', is written over the word 'Sincerely,'.

Carrie Sykes, *Dipl. M.A., CMO, AOMC,*
Director of Corporate Services/Clerk.

CS/cw

Encl.

Copy to:

Hon. Doug Ford, Premier of Ontario
Hon. Jeff Yurek, Minister of Environment, Conservation and Parks
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. John Yakabuski, Minister of Natural Resources and Forestry
Hon. Rod Phillips, Minister of Finance
Conservation Ontario
All Ontario Municipalities

100 LAKES TO EXPLORE

Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
LOM 1T0



Telephone: (705) 424-9917
Fax: (705) 424-2367
Web Site: www.essatownship.on.ca

November 19, 2020

Nottawasaga Valley Conservation Authority
8195 8th Line
Utopia, ON
LOM 1T0

Sent by email

Attention: Doug Hevenor, Chief Administrative Officer NVCA
Keith White, NVCA Board Chair
Mariane McLeod, NVCA Vice Chair

Re: Township of Essa Council Resolution No. CR204-2020
Bill 229 "Protect, Support and Recover from COVID19 Act – Schedule 6 –
Conservation Authorities Act"

Please be advised that at its meeting of November 18, 2020, Council of the Township of Essa received a copy of information in relation to Bill 229 in addition to a verbal report from the NVCA Board Chair on the impacts to Conservation Authorities and the trickle effect to municipalities and citizens in Ontario should the Bill pass

As a result of the discussions, Council of the Township of Essa passed the following Resolution:

Resolution No: CR204-2020 Moved by: White Seconded by: Sander

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act; and

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications; and

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act; and

WHEREAS the changes allow the Minister to make decisions without conservation authority watershed data and expertise; and

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs; and

WHEREAS municipalities believe that the appointment of municipal representatives on Conservation Authority Boards should be a municipal decision, and the Chair and Vice Chair of the Conservation Authority Board should be duly elected; and

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a Conservation Authority Board member to represent the best interests of the conservation authority and its responsibility to the watershed; and

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative; and

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process; and

WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;

NOW THEREFORE BE IT RESOLVED:

- *THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)*
- *THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth*
- *THAT the Province respect the current conservation authority and municipal relationships; and*
- *THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.*

---Carried---

Sincerely,



per, Lisa Lehr, CMO
Clerk

cc. Conservation Ontario – Kim Gavine, General Manager
Conservation Ontario – Wayne Emmerson, Chair
Honourable Doug Ford, Premier of Ontario
Honourable Rod Phillips, Minister of Finance
Honourable Jeff Yurek, Minister of Environment, Conservation and Parks
Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing

From: Siobhan Delaney <Siobhan.Delaney@kitchener.ca>
Sent: Friday, December 18, 2020 10:41 AM
To: Siobhan Delaney
Subject: City of Kitchener Resolution - Cannabis Retail
Attachments: Cannabis Retail.pdf

Good Morning,

Please see attached for a resolution regarding cannabis retail. This resolution is being sent to you as you may have an interest in this matter.

Sincerely,

Siobhan Delaney

Administrative Clerk | Corporate Services | City of Kitchener
519-741-2200 ext. 7274 | TTY 1-866-969-9994 | siobhan.delaney@kitchener.ca





CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

December 18, 2020

Monika Turner
Director of Policy
Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, Ontario M5H 3C6

Dear Ms. Turner:

This is to advise that City Council, at a meeting held on December 14, 2020, passed the following resolution regarding cannabis retail in Ontario:

“WHEREAS the regulator for private cannabis retail in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) has the authority to license, regulate and enforce the sale of recreational cannabis in privately run stores in Ontario; and

WHEREAS on January 14, 2019 Kitchener City Council agreed to ‘opt-in’ to the Provincial direction to allow Cannabis Retail to occur in the City of Kitchener; and

WHEREAS the AGCO criteria does not take into consideration radial distance separation from other Licensed Cannabis Stores when considering applications for new Licensed Cannabis Stores; and

WHEREAS the City of Kitchener currently has two open retail locations and 12 active applications for Licensed Cannabis Stores, several within a three block radius; and

WHEREAS Council considers it a matter of public interest to include a 500 metre distance separation from other Licensed Cannabis Stores, as excessive clustering and geographic concentration of cannabis retail outlets may encourage undesirable health outcomes, and over-concentration may cause undesirable impacts on the economic diversity of a retail streetscape including the distortion of lease rates, economic speculation, and the removal of opportunity for other commercial businesses; and

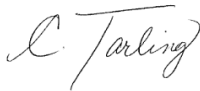
WHEREAS cannabis retail is a new and unproven market, and no studies or precedent exists to determine the number or distribution of stores that

can reasonably be supported by the local economy, and it is therefore prudent to establish the means by which the AGCO, with input from a municipality, can regulate over-concentration as the cannabis retail market evolves;

THEREFORE BE IT RESOLVED THAT Council directs the Mayor, on behalf of Council, to write the Premier of Ontario, the Honourable Rod Phillips, Minister of Finance of Ontario, and the Honourable Doug Downey, Attorney General of Ontario, requesting the Province modify the regulations governing the establishment of cannabis retail stores to consider over-concentration as an evaluation criteria, require a 500 metre distance separation between locations, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores; and

BE IT RESOLVED THAT a copy of this resolution be forwarded to the Association of Municipalities of Ontario, Federation of Canadian Municipalities, and other municipalities in Ontario.”

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Garth Frizzell, Federation of Canadian Municipalities
Berry Vrbanovic, Mayor, City of Kitchener
Helen Fylactou, Manager of Licensing, City of Kitchener
Ontario Municipalities



December 21, 2020

Tammy Godden
Corporation of the Municipality of St. Charles
2 King Street East, P.O. Box 70
St. Charles, ON P0M 2W0

Dear Tammy Godden:

On November 19, 2020, the Board of Health approved a 2021 operating budget for the cost-shared programs of \$27,419,472. The Board of Health motion is as follows:

“THAT the Board of Health for the Sudbury & District Health Unit approve the 2021 operating budget for cost-shared programs and services in the amount of \$27,419,472.”

In accordance with the Health Protection and Promotion Act, the municipalities will be billed a total of \$8,484,189 as their share of the Board of Health approved operating budget for cost-shared programs. The 2021 per capita rate based on a population base of 164,271 is \$51.65. Given the population in your municipality, your share of the municipal levy for 2021 is \$59,733.

Public Health Sudbury & Districts values its close relationships with area municipalities and the work we do in partnership with you to promote and protect health for all. At this time of the global COVID-19 pandemic these strong relationships are never more important. Thank you for all you do to protect your communities from COVID-19 and to pave the way to a stronger future.

Sincerely,

France Quirion, B.A., M.B.A.
Director, Corporate Services

Enclosure

Sudbury

1300 rue Paris Street
Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place

10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est

1 rue King Street
Box / Boîte 58
St.-Charles ON POM 2W0
t: 705.222.9201
f: 705.867.0474

Espanola

800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island

6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON POP 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau

101 rue Pine Street E
Box / Boîte 485
Chapleau ON POM 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais

1.866.522.9200

phsd.ca



From: Jennifer Setterington <jsetterington@kingsville.ca>
Sent: Monday, December 21, 2020 3:38 PM
To: premier@ontario.ca; christine.elliott@pc.ola.org; ldamphouse@wechu.org; wahmed@wechu.org
Cc: tnatyshak-qp@ndp.on.ca; vic.fedeli@pc.ola.org; prabmeet.sarkaria@pc.ola.org; rod.phillips@pc.ola.org; michael.tibolloCO@pc.ola.org; Sandy Kitchen
Subject: Town of Kingsville
Attachments: LT Premier Ford re Small Business.pdf

Please find attached a letter from the Town of Kingsville RE: Letter of Support for Small Businesses. The Town of Kingsville passed Resolution 704-2020 at its Regular Meeting of Council held on December 14, 2020.



Jennifer Setterington
Office Support
Legislative Services Department
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
Web: www.kingsville.ca

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2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

December 21, 2020

TO:
The Honourable Doug Ford (premier@ontario.ca)
Premier of Ontario

AND TO:
Minister of Health Hon. Christine Elliott (christine.elliott@pc.ola.org)

Board of Health for the Windsor-Essex County Health Unit
Attention: Lee Anne Damphouse, Executive Assistant to the Medical Officer of Health,
CEO, and Board of Health (ldamphouse@wechu.org)

The Windsor-Essex County Health Unit (wahmed@wechu.org)
Attention: Dr. Wajid Ahmed
Medical Officer of Health, Windsor-Essex County Health Unit

Dear Premier:

RE: Letter of Support for Small Businesses

At its Regular Meeting held on December 14, 2020 Kingsville Council passed the following Resolution:

"704-2020
Moved By Councillor Kimberly DeYong
Seconded By Councillor Larry Patterson

Attention: Premier Doug Ford

WHEREAS the health and safety of Ontarians is the number one priority and health is a state of physical, mental and social well-being, not merely the absence of disease;

AND WHEREAS many businesses rely on the holiday season for their financial strength and whereby these businesses have faced unprecedented difficult times throughout 2020 due to the COVID-19 pandemic restrictions;

AND WHEREAS closing our small local businesses during the holiday season means many will not survive and business owners and their employees will lose their livelihoods;

AND WHEREAS the Town of Kingsville's commercial businesses are predominately made up of small independently owned businesses and closing them will force residents to travel out of town into larger crowds increasing their exposure to COVID-19;

AND WHEREAS our small independent businesses have every reason to keep customers safe and are able to ensure limited capacity, customer contact tracing and disinfecting in-between customers and may be able to offer curbside and delivery.

NOW THEREFORE BE IT RESOLVED that the Town of Kingsville calls upon the Premier of Ontario, Doug Ford, as well as the Ontario cabinet and Health officials, to protect the health of Ontarians and our small businesses by allowing them to remain open to in-store sales and service with limited capacity and increased safety measures;

AND THAT this resolution be forwarded to: All Ontario municipalities; Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli; Associate Minister of Small Business and Red Tape Reduction Hon. Prabmeet Singh Sarkaria; Minister of Health Hon. Christine Elliott; Minister of Finance Hon. Rod Phillips; Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo; MPP Taras Natyshak; the Windsor-Essex County Health Unit Board of Health; and the Windsor-Essex County Health Unit Medical Officer of Health Dr. Wajid Ahmed.

CARRIED"

Yours very truly,



Sandra Kitchen, Deputy Clerk-Council Services
Legislative Services Department
skitchen@kingsville.ca

cc:

Taras Natyshak, MPP - Essex
Email: tnatyshak-qp@ndp.on.ca

Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli
Email vic.fedeli@pc.ola.org

Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh
Sarkaria
Email: prabmeet.sarkaria@pc.ola.org

Minister of Finance Hon. Rod Phillips
Email: rod.phillips@pc.ola.org

Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo
Email: michael.tibolloCO@pc.ola.org

All Ontario Municipalities



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON

CHRIS WRAY AMCT – TOWN MANAGER

429 PARK LANE, P.O. BOX 601, MATHESON, ON P0K 1N0

TELEPHONE (705) 273-2313 (EXT. 321) MOBILE (705) 914-0551 EMAIL: townmanager@blackriver-matheson.com

WEBSITE: www.blackriver-matheson.com

**The Ministry of Municipal Affairs and Housing
Office of the Deputy Minister
College Park 17th Floor, 777 Bay St
Toronto, ON M7A 2J3**

Via Email - kate.manson-smith@ontario.ca

Attention: Ms. Kate Manson-Smith – Deputy Minister

December 22, 2020

Dear Ms. Manson-Smith:

Re: Insurance Renewals

I hope that this letter finds you well.

In November, the Township of Black River-Matheson, like many municipalities, received the annual renewal for its insurance coverage.

What shocked us was the amount of the increase; from \$105,000 in 2020 to \$227,000 in 2021 or 116%. By switching carriers, we were able to reduce our premium to \$217,000 or an increase of 107%. Upon digging into this matter further, we find that the reasoning is a combination of a “hardening” of the insurance market and claims experience in the past ten (10) years.

A small survey of other municipalities shows increases that range from 2% to 53%, many of them, smaller communities that will have great difficulty in managing such increases. Those on the smaller end of the increase likely have renewal dates well into 2021 and will then see increases on the large size upon renewing.

While the Township is trying to deal with a number of negative influences, like everybody else, we also have to deal with the difficulties that have been brought about through COVID-19. We do appreciate the assistance that has been provided by your Ministry and will continue to inform our local Ministry Representatives on any developing issues.

We are very concerned that the factors at play in the insurance market will cause additional increases in the coming years, increases that will need to be passed on to our ratepayers. In 2021 alone, the increase in our premium will result in an increase of about 2.5%. The largest increase was in the area of liability and it is our fear that unless the Province deals with the matter of Joint and Several, rising insurance rates will be an ongoing matter.

We would appreciate whatever assistance that your Ministry might provide in trying to alleviate this issue.

If you require further information, please call.

Best Regards and Safe & Happy Holidays,



**Chris Wray
Town Manager**

Cc: Kathy Horgan – MMAH (kathy.horgan@ontario.ca)
Lise Roy – MMAH (lise.roy@ontario.ca)
C. Child – Clerk-Treasurer
Council

From: Anisa Bala <abala@amherstburg.ca>
Sent: Tuesday, December 22, 2020 1:09 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Development Approval Requirements for Landfills – (Bill 197) - Town of Amherstburg Support
Attachments: 2020 12 22 -Development Approval Requirements for Landfills (Bill 197) - Town of Amherstburg Support.pdf

Good afternoon,

Please see the attached correspondence from the Town of Amherstburg in support of the City of St.Catharines resolution to amend Bill 197, COVID-19 Economic Recovery Act 2020.

Kind regards,

Anisa Bala

Anisa Bala
Records Retention Clerk
Town of Amherstburg
271 Sandwich St. South, Amherstburg, ON, N9V 2A5
Tel: 519-736-0012 x2250 Fax: 519-736-5403 TTY: 519-736-9860



The information in this e-mail is confidential, privileged and is subject to copyright and authorized solely for the addressee(s) named. The Town of Amherstburg is not responsible for any loss or damage arising from the use of this email or attachments.



The Corporation of The Town of Amherstburg

December 22, 2020

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr,
777 Bay St, Toronto, ON M7A 2J3
Sent via email: minister.mecp@ontario.ca

RE: Development Approval Requirements for Landfills – (Bill 197)

At its meeting of December 14, 2020, Council passed the following resolution for your consideration:

“That Administration BE DIRECTED to send correspondence in support of the City of St. Catharines request to amend Bill 197, COVID-19 Economic Recovery Act, 2020 to eliminate the development approval requirement provisions from adjacent municipalities and that the ‘host’ municipality be empowered to render final approval for landfills within their jurisdiction.”

Enclosed is a copy of the City of St. Catharines correspondence for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

Website: www.amherstburg.ca
271 SANDWICH ST. SOUTH, AMHERSTBURG, ONTARIO N9V 2A5
Phone: (519) 736-0012 Fax: (519) 736-5403 TTY: (519)736-9860

CC:

Hon. Premier Doug Ford
Email: premier@ontario.ca

Hon. Steve Clark, Minister of Municipal Affairs,
Email: Housing minister.mah@ontario.ca

Taras Natyshak, MPP, Essex
Email: tnatyshak-qp@ndp.on.ca

Chris Lewis, MP
Email: chris.lewis@parl.gc.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

Robert Cook
Email: robertcookconsulting@gmail.com

Association of Municipalities of Ontario (AMO)
Email: amo@amo.on.ca

All Ontario Municipalities

Website: www.amherstburg.ca
271 SANDWICH ST. SOUTH, AMHERSTBURG, ONTARIO N9V 2A5
Phone: (519) 736-0012 Fax: (519) 736-5403 TTY: (519)736-9860



October 7, 2020

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr,
777 Bay St, Toronto, ON M7A 2J3

Sent via email: minister.mecp@ontario.ca

**Re: Development Approval Requirements for Landfills - (Bill 197)
Our File 35.2.2**

Honourable and Dear Sir,

At its meeting held on October 5, 2020, St. Catharines City Council approved the following motion:

WHEREAS Schedule 6 of Bill 197, COVID-19 Economic Recovery Act, 2020 considers amendments to the Environmental Assessment Act relating to municipal autonomy and the principle that municipalities can veto a development outside their municipal boundary in an adjacent municipality; and

WHEREAS Bill 197 empowers multiple municipalities to 'veto' development of a landfilling site within a 3.5 km zone inside the boundary of an adjacent municipality; and

WHEREAS Bill 197 establishes a dangerous precedent that could be expanded to other types of development; and

WHEREAS Bill 197 compromises municipal autonomy and the authority of municipal councils to make informed decisions in the best interest of their communities and municipal taxpayers; and

WHEREAS amendments in Schedule 6 could cause conflict in the effective management of landfill sites, put significant pressure on existing landfill capacity, and threaten the economic activity associated with these sites;

THEREFORE BE IT RESOLVED That the City of St. Catharines calls upon the Government of Ontario (Ministry of the Environment, Conservation and Parks (MOECP) to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval requirement provisions from adjacent municipalities and that the 'host' municipality be empowered to render final approval for landfills within their jurisdiction; and

PO Box 3012, 50 Church St., St. Catharines, ON L2R 7C2
Tel: 905.688.5600 | TTY: 905.688.4889 | www.stcatharines.ca



BE IT FURTHER RESOLVED that a copy of this motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, local MPP's., the Association of Ontario Municipalities (AMO) and Ontario's Big City Mayors (formerly Large Urban Mayors Caucus of Ontario-LUMCO)

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Ontario municipalities with a request for supporting motions to be passed by respective Councils and copies of the supporting motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, the local MPP's, the Association of Ontario Municipalities (AMO).

If you have any questions, please contact the Office of the City Clerk at extension 1506.

A handwritten signature in blue ink, appearing to read "Bonnie Nistico-Dunk".

Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

- Cc. Hon. Premier Doug Ford premier@ontario.ca
Hon. Steve Clark, Minister of Municipal Affairs, Housing minister.mah@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Association of Municipalities of Ontario amo@amo.on.ca
Chair of Ontario's Big City Mayors, Cam Guthrie mayor@quelph.ca
All Ontario Municipalities (via email)

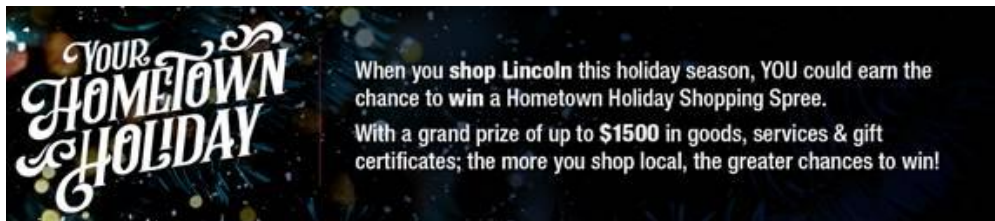
From: Clerks <clerks@lincoln.ca>
Sent: Wednesday, December 23, 2020 3:52 PM
Subject: Town of Lincoln Correspondence
Attachments: TOL Resolution RE City of Hamilton Amending AGCO Application Process Cannabis Retail Stores.pdf; TOL Resolution RE Town fo Plympton Wyoming funding for community groups affected by pandemic.pdf; TOL Resolution RE Loyalist Township funding for community groups, service clubs affected by pandemic Nov 17 2020.pdf; TOL Resolution RE City of Belleville - Accessibility for Ontarians with Disabilities Act.pdf

Please be guided by the attached.

Happy holidays.

Julie Kirkelos
Town Clerk
Town of Lincoln
Direct: 905-563-2799 ext. 225
Tel: 905-563-8205
JKirkelos@lincoln.ca

lincoln.ca
 @TownofLincolnON





4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

City of Hamilton
71 Main Street West
Hamilton, ON L8P 4Y5

Attention: Andrea Holland, City Clerk (andrea.holland@hamilton.ca)

**RE: SUPPORT RESOLUTION FROM THE CITY OF HAMILTON, AMENDING THE
AGCO LICENSING AND APPLICATION PROCESS FOR CANNABIS RETAIL
STORES TO CONSIDER RADIAL SEPARATION FROM OTHER CANNABIS
LOCATIONS**

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of City of Hamilton's motion (attached) that was passed on August 21, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Adam Russell

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the City of Hamilton, regarding Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations.

CARRIED

Regards,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca



OFFICE OF THE MAYOR
CITY OF HAMILTON

September 8, 2020

Honourable Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Honourable Doug Downey
Attorney General
Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Subject: **Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations**

Dear Premier & Attorney General,

Hamilton City Council, at its meeting held on August 21, 2020, approved a motion, Item 6.1, which reads as follows:

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO has continued to send Cannabis Retail Store applications to the City of Hamilton for the required 15-day comment period,

WHEREAS the City has reviewed 61 Cannabis Retail Store applications for comment since January 2020;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores.

THEREFORE, BE IT RESOLVED:

.../3

- (a) That the Mayor contact the Premier of Ontario, Ministry of Attorney General, and local Members of Parliament to ask that the Province consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.
- (b) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.
- (c) That Staff be requested to submit heat maps outlining the location of all proposed AGCO Cannabis Retail Store in the City on all AGCO Cannabis Retail Store applications.

As per the above, we write to request, on behalf of the City of Hamilton, that the appropriate legislative and regulatory changes be made and implemented to the AGCO licensing and application process to take into consideration radial separation for Cannabis Retail Stores as a condition of approval for a license.

Currently the City of Hamilton has reviewed 61 cannabis retail location applications since January 2020. Approximately 12 of these potential locations are within 50m (or less) of each other.

The City of Hamilton appreciates that the AGCO conducts a background search prior to approving any licenses, however the lack of separation between locations poses a community safety issue, as the over saturation in specific area(s)/wards, can negatively impact the surrounding community with increased traffic flow, and an overall "clustering" of stores within a small dense area.

The City of Hamilton is confident that radial separations from cannabis retail locations will have a significant positive impact on the community and allow for its residents to continue to enjoy a safe and healthy community lifestyle.

Sincerely,



Fred Eisenberger
Mayor

C: Hon. Donna Skelly, MPP, Flamborough-Glanbrook

Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre
Hon. Paul Miller, MPP, Hamilton East-Stoney Creek
Hon. Monique Taylor, MPP, Hamilton Mountain
Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

The Town of Plympton-Wyoming
P.O. Box 70, 263 Main Street
Odessa, ON K0H 2H0

Attention: Erin Kwarciak, Town Clerk

**RE: SUPPORT RESOLUTION FROM TOWN OF PLYMPTON-WYOMING,
FUNDING FOR COMMUNITY GROUPS AND SERVICE CLUBS AFFECTED
BY PANDEMIC**

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of Town of Plympton-Wyoming (attached) that was passed on September 28, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Paul MacPherson

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the Town of Plympton-Wyoming, regarding funding for community groups and service clubs affected by pandemic.

CARRIED

Regards,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Sam Oosterhoff, MPP
Dean Allison, MP
All Ontario Municipalities



The Corporation of Loyalist Township (via e-mail)
P.O. Box 70, 263 Main Street,
Odessa, ON K0H 2H0

November 3, 2020

Re: Support of Resolution from Loyalist Township regarding funding for community groups and service clubs affected by pandemic

Please be advised that on October 28th 2020 the Town of Plympton-Wyoming Council passed the following motion to support the Council of Loyalist Township motion (attached) regarding funding for community groups and service clubs affected by pandemic that was passed on September 28th 2020:

Motion #13 – *Moved by Bob Woolvett, Seconded by Netty McEwen that Council supports item 'n' regarding funding for community groups and service clubs affected by pandemic.*

Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak
Clerk
Town of Plympton-Wyoming

Cc: (all sent via e-mail)
MP Marilyn Gladu – Sarnia-Lambton
MPP Bob Bailey- Sarnia-Lambton
Premier of Ontario
Prime Minister of Canada
Association of Municipalities Ontario
Rural Ontario Municipalities Association
All Ontario Municipalities

The Corporation of the Town of Plympton-Wyoming
P.O. Box 250, 546 Niagara Street, Wyoming Ontario N0N 1T0
Tel: 519-845-3939 Ontario Toll Free: 1-877-313-3939
www.plympton-wyoming.com



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

The Corporation of Loyalist Township
P.O. Box 70, 263 Main Street
Odessa, ON K0H 2H0

Attention: Brandi Teeple, Deputy Clerk

**RE: SUPPORT RESOLUTION FROM LOYALIST TOWNSHIP RE: FUNDING FOR
COMMUNITY GROUPS AND SERVICE CLUBS AFFECTED BY PANDEMIC**

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of Loyalist Township (attached) that was passed on September 28, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Paul MacPherson

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the Loyalist Township, regarding funding for community groups and service clubs affected by pandemic.

CARRIED

Regards,



Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Sam Oosterhoff, MPP
Dean Allison, MP
All Ontario Municipalities



October 9, 2020

The Right Honourable Justin Trudeau
Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Email: premier@ontario.ca

Re: Funding for community groups and service clubs affected by pandemic

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

Resolution No. 2020.35.16

Moved by: Deputy Mayor Hegadorn

Seconded by: Councillor Porter

"Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

And whereas these charities, community groups and service clubs provide vital resources and support critical to community members

And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,



Brandi Teeple
Deputy Clerk
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington
MPP Daryl Kramp- Hastings- Lennox and Addington
Association of Municipalities Ontario
Rural Ontario Municipalities Association
All Ontario Municipalities



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

City of Belleville
169 Front Street
Belleville, ON K8N 2Y8

Attention: Matt MacDonald, City Clerk (mtmacdonald@city.belleville.on.ca)

RE: SUPPORT RESOLUTION FROM THE CITY OF BELLEVILLE, ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT – WEBSITE SUPPORT

Please be advised that Council for the Corporation of the Town of Lincoln at Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of City of Belleville's motion (attached) regarding Accessibility for Ontarians with Disabilities Act – Website Support that was passed on October 26, 2020.

Moved by: Councillor Dianne Rintjema; Seconded by: Councillor J.D. Pachereva

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the City of Belleville dated October 26, regarding Accessibility for Ontarians with Disabilities Act – Website Support

CARRIED

Regards,



Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Honourable Doug Ford, Premier of the Province of Ontario
Sam Oosterhoff, MPP
Dean Allison, MP
All Ontario Municipalities



CORPORATE SERVICES DEPARTMENT
TELEPHONE 613-968-6481
FAX 613-967-3206

City of Belleville

169 FRONT STREET
BELLEVILLE, ONTARIO
K8N 2Y8

October 28, 2020

The Honourable Doug Ford
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1.

Dear Premier Ford:

**RE: Accessibility for Ontarians with Disabilities Act – Web-site Support
New Business
10, Belleville City Council Meeting, October 26, 2020**

This is to advise you that at the Council Meeting of October 26, 2020, the following resolution was approved.

“WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the City remains committed to the provision of accessible goods and services; and

WHEREAS the City provides accommodations to meet any stated accessibility need, where possible; and

WHEREAS the declared pandemic, COVID-19, has impacted the finances and other resources of the City; and

WHEREAS the Accessibility for Ontarians with Disabilities Act contemplates the need to consider technical or economic considerations in the implementation of Accessibility Standards;

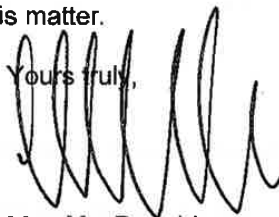
..2

BE IT THEREFORE RESOLVED THAT the Corporation of the City of Belleville requests that the Province of Ontario consider providing funding support and training resources to municipalities to meet these compliance standards; and

THAT this resolution be forwarded to the Premier of the Province of Ontario, Prince Edward-Hastings M.P.P., Todd Smith, Hastings – Lennox & Addington M.P.P., Daryl Kramp, the Association of Municipalities of Ontario and all municipalities within the Province of Ontario.”

Thank you for your attention to this matter.

Yours truly,



Matt MacDonald
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Todd Smith, MPP Prince Edward-Hastings
Daryl Kramp, MPP Hastings – Lennox & Addington
Councillor Thompson, City of Belleville
Ontario Municipalities

From: Clerks <clerks@lincoln.ca>
Sent: Wednesday, December 23, 2020 4:59 PM
Subject: Town of Lincoln Correspondence re: City of Hamilton Cap on Gas Plant and Greenhouse Gas Pollution
Attachments: TOL Resolution RE City of Hamilton Cap on Gas Plant and Greenhouse Gas Pollution.pdf

Please be guided by the attached.

Happy holidays.

Julie Kirkelos

Town Clerk

Town of Lincoln

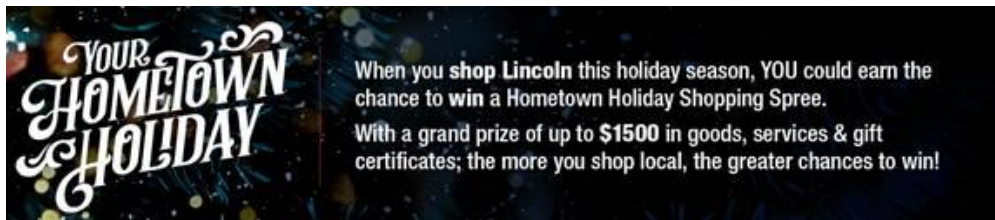
Direct: 905-563-2799 ext. 225

Tel: 905-563-8205

JKirkelos@lincoln.ca

lincoln.ca

 @TownofLincolnON





4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

December 22, 2020

SENT VIA EMAIL

City of Hamilton
71 Main Street West
Hamilton, ON L8P 4Y5

Attention: Andrea Holland, City Clerk (andrea.holland@hamilton.ca)

RE: SUPPORT RESOLUTION FROM THE CITY OF HAMILTON, REQUEST FOR INTERIM CAP ON GAS PLANT AND GREENHOUSE GAS POLLUTION AND THE DEVELOPMENT AND IMPLEMENTATION OF A PLAN TO PHASE-OUT GAS-FIRED ELECTRICITY GENERATION

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on December 21, 2020, endorsed and passed the following motion in support of City of Hamilton's motion (attached) that was passed on November 11, 2020.

Moved by: Councillor Paul MacPherson; Seconded by: Councillor Dianne Rintjema

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the City of Hamilton, regarding Request for Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation.

CARRIED

Regards,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Sam Oosterhoff, MPP
Dean Allison, MP
The Honourable Doug Ford, Premier of Ontario

Andrea Horwath, Opposition Party Leader, New Democratic Party of Ontario,
M.P.P Hamilton Centre
Monique Taylor, M.P.P. Hamilton Mountain
Paul Miller, M.P.P. Hamilton East-Stoney Creek
Donna Skelly, M.P.P. Flamborough-Glanbrook
Sandy Shaw, M.P.P. Hamilton West-Ancaster-Dundas
Region of Waterloo
Ontario Municipalities
Association of Municipalities of Ontario

November 24, 2020

The Honourable Greg Rickford
Minister of Energy, Northern Development
& Mines and Minister of Indigenous Affairs
Whitney Block, Room 5630
5th Floor, 99 Wellesley St. W.
Toronto, ON M7A 1W1

Dear Minister Rickford:

At its meeting of November 11, 2020, Hamilton City Council approved Item 10 of the General Issues Committee Report 20-018, which reads as follows:

10. Request for an Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation (Item 10.2)

WHEREAS, the Government of Ontario is planning to increase reliance on gas-fired electricity generation from Ontario's gas-fired power plants, which is anticipated to increase greenhouse gas (GHG) pollution by more than 300% by 2025 and by more than 400% by 2040;

WHEREAS, Canada's temperature is rising more than double the rate of the rest of the world (which is in alignment with climate models and projections impacting northern climates most significantly);

WHEREAS, the Province of Ontario will adversely impact more than a third of the greenhouse gas reductions it achieved by phasing-out its dirty coal-fired power plants, due to a power plan built around ramping up gas-fired generation to replace the output of the Pickering Nuclear Station (scheduled to close in 2024);

WHEREAS, alternative options are available to reversing short sighted cuts to energy efficiency programs and stop under-investing in this quick to deploy and low-cost resource, which include maximizing our energy efficiency efforts by paying up to the same price per kilowatt-hour (kWh) for energy efficiency measures as we are currently paying for power from nuclear plants (e.g., up to 9.5 cents per kWh);

WHEREAS, the Province of Ontario should continue to support renewable energy projects that have costs that are below what we are paying for nuclear power and work with communities to make the most of these economic opportunities;

WHEREAS, the Province of Ontario has alternative options to increasing gas-fired electricity generation, such as the Province of Quebec's offer to receive low-cost 24/7 power from its water powered reservoir system as a possible alternative;

Cap on Gas Plant and Greenhouse Gas Pollution
Page 2 of 2

WHEREAS, a fossil-free electricity system is critically important to Hamilton's efforts to reduce GHG emissions by replacing fossil fuel use with electric vehicles, electric buses, electric heat pumps, and other steps dependent on a fossil-free electricity supply; and,

WHEREAS, our staff have noted this problem in their report on Updated Timelines and SMART Corporate Goals and Areas of Focus for Climate Mitigation and Adaptation where they warn that "Unless the Province of Ontario changes direction on Ontario's fuel supply mix, it is expected natural gas, and therefore GHG emissions, may continue to increase as the nuclear facilities are refurbished and the Province of Ontario further supplements the electricity grid with natural gas inputs";

THEREFORE, BE IT RESOLVED:

- (a) That the City of Hamilton request the Government of Ontario to place an interim cap of 2.5 mega tonnes per year on our gas plant and greenhouse gas pollution and develop and implement a plan to phase-out all gas-fired electricity generation by 2030 to ensure that Ontario meets its climate targets; and,
- (b) That a copy of this resolution be sent to the Premier of Ontario, to the local MPP's, to the Region of Waterloo and local area municipalities.

Therefore, there City of Hamilton respectfully requests your consideration of this matter and looks forward to your response.

Sincerely,

Fred Eisenberger
Mayor

Copied: The Honourable Doug Ford, Premier of Ontario
Andrea Horwath, Opposition Party Leader, New Democratic Party of Ontario,
M.P.P Hamilton Centre
Monique Taylor, M.P.P. Hamilton Mountain
Paul Miller, M.P.P. Hamilton East-Stoney Creek
Donna Skelly, M.P.P. Flamborough-Glanbrook
Sandy Shaw, M.P.P. Hamilton West-Ancaster-Dundas
Region of Waterloo
Ontario Municipalities
Association of Municipalities of Ontario



January 7th, 2020

Alexandra Linnen
722 Pothier Road
St. Charles ON P0M 2W0

Dear: Alexandra Linnen:

Re: **Consent Application – SEPB File No. B/07/21/SC**
Owner: Alexandra Linnen
East Part of Lot 5, Concession 4
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 3207 Sudbury East Section
(Roll No. 5204-000-003-205-00)

This will acknowledge receipt of your request for a consent, received by this office on **January 5th, 2021**. The file has been assigned **Application number B/07/21/SC**.

A summary review of the application would indicate that it contains all of the prescribed information and material under the Planning Act, R.S.O. 1990, Chapter P.13. As such, the Planning Board will begin processing the application as soon as possible. You will be advised of the date when the application will be considered as soon as it is set.

Please quote both the application number and the assessment roll number on any correspondence with this office.

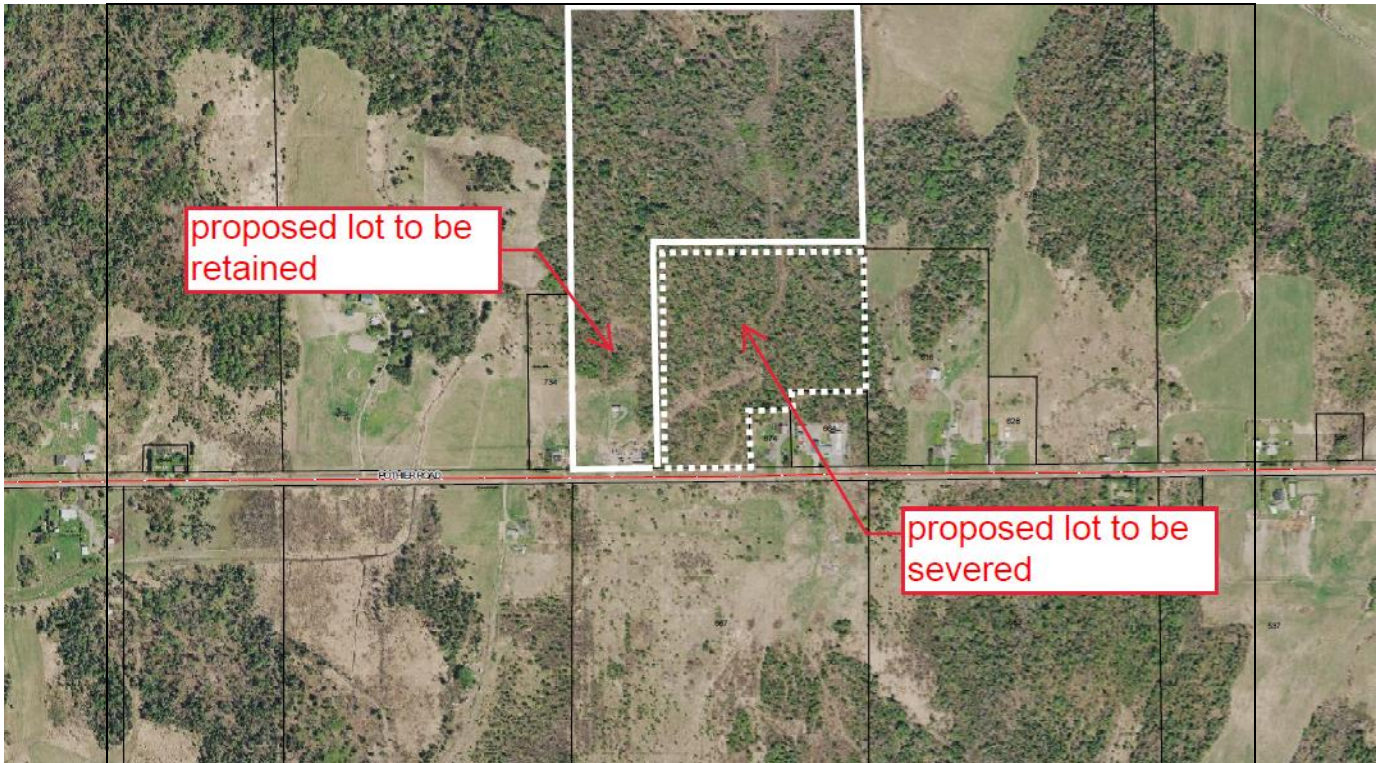
Should you have any questions, please do not hesitate to contact our office.

Yours truly,

Matthew Dumont, MCIP, RPP
Director of Planning

MD:nr
Encl.

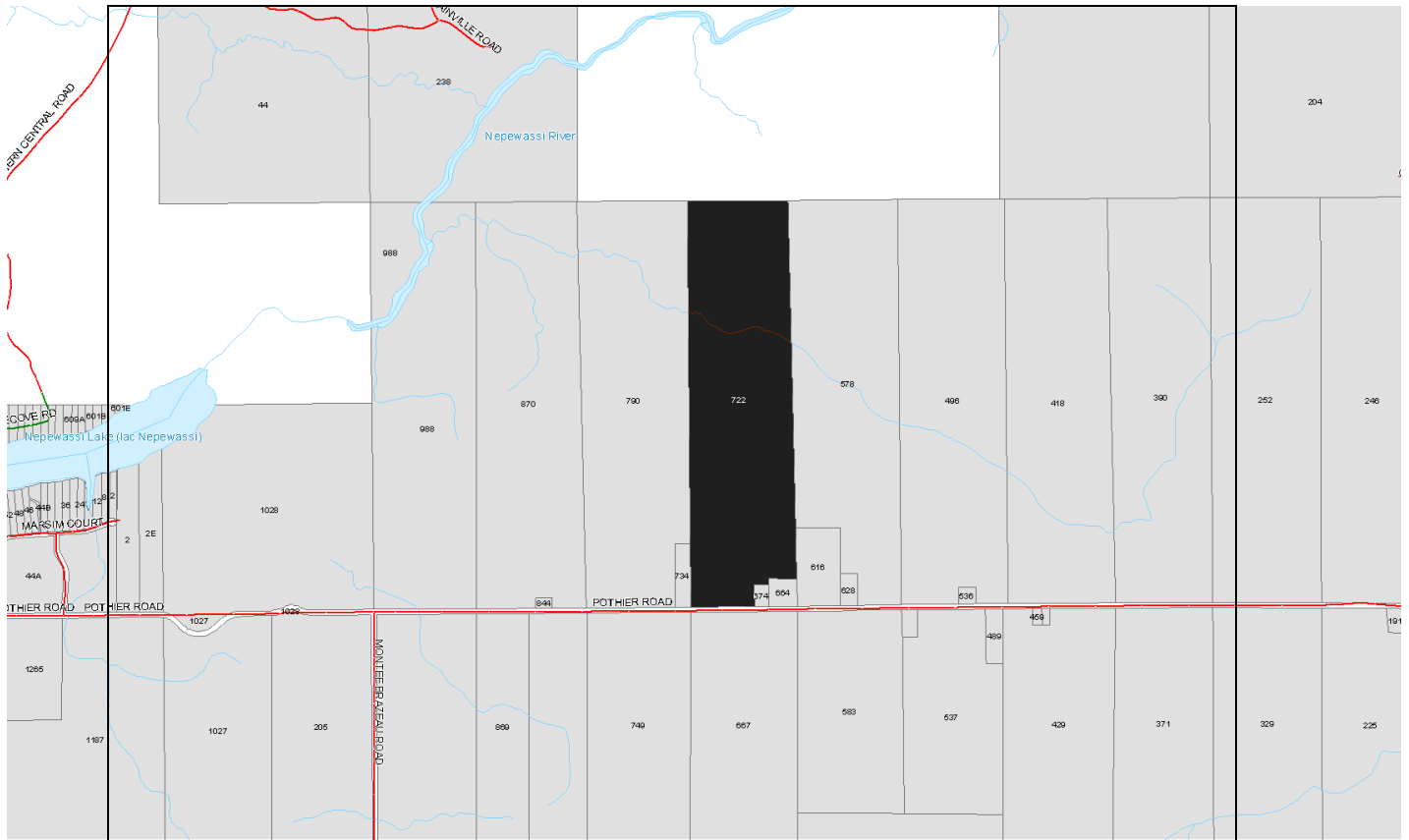
Copy: Municipality of St. Charles



AERIAL PHOTOGRAPHY

Consent Application
(Alexandra Linnen)

E Part of Lot 5, Concession 4
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 3207 S.E.S.
(Roll No. 5204-000-003-205-00)
(SEPB File No. B/07/21/SC)



KEY MAP

Consent Application
 (Alexandra Linnen)
 E Part of Lot 5, Concession 4
 in the Township of Appleby
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 3207 S.E.S.
 (Roll No. 5204-000-003-205-00)
 (SEPB File No. B/07/21/SC)



CONSENT APPLICATION FORM

FOR OFFICE USE ONLY:	DATE STAMP - RECEIVED
Application No. <u>B/07/21/SC</u>	RECEIVED JUN 05 2011
Application Fee: <u>350.00</u>	
Received by: <u>MO</u>	
Assigned to:	
Assessment Roll No. <u>5204-000-003-205-00</u>	
Official Plan Designation: <u>Rural Policy Area</u>	
Zoning Classification: <u>R1 (Rural)</u>	

*All application questions must be answered.
Incomplete applications shall be returned to the applicant (please type or print in ink).*

- Registered Owner(s): Alexandra Linnen
- Address: 722 Pothier Road, St. Charles P.O. Box 250
- Tel Nos.: 705.562.3249 E-mail: mrs.a.linnen@gmail.com
- Agent: (if applicable) /
- Address: _____
- Tel Nos.: _____ E-mail: _____
- The type and the purpose of the proposed transaction (i.e. - transfer for the creation of a new lot, a lot addition, a right-of-way, an easement, a charge, a lease, or a correction of title):
creation of a new lot
- If known, the name of the person to whom the subject lands or an interest in the lands is to be transferred, charged, or leased:
Alexandra Linnen & James Dean F. Linnen (spouse)
- Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)
E Part of Lot 5, Concession 4, Township of Appleby, St Charles
722 Pothier Road
- Are there any easements or restrictive covenants affecting the subject lands and a description of each easement or covenant and its effect:
no
- Description of subject lands: (severed and retained) *(please use metric units)*

39 Lafontaine Street Unit 4 P.O. Box 250 Warren, Ontario POH 2N0
Telephone: (705) 967-2174 Fax: (705) 967-2177 Watts: 1-877-540-7372
www.sepb.org

	Severed 1	Severed 2	Retained
Area	73625 m ³		562512 m ³
Frontage (road & water)	127m		118 m
Depth	290m		~2000m
Existing Use	rural		rural
Proposed Use	rural		rural
Existing Building(s) (date of construction)	none		house - 1970s shop - unknown barn - unknown
Proposed Building(s)	none		no change
Access (provincial highway, municipal road, private road, etc.)	municipal road		municipal road
Name of Access Road	Pothier Rd		Pothier Rd.
Road Maintenance (year-round or seasonal)	year-round		year-round
Water access (parking & docking facilities and distance of such facilities from subject lands & nearest public road)	none		none
Water supply (municipal, private well, communal well, lake or other water body)	} will be same as retained		private well
Sewage disposal (municipal, septic tank & tile bed, communal septic system, pit privy, other (please specify))			septic hydro garbage
Other services (electricity, school busing, garbage collection, fire protection, etc.) (please specify)			Fire hall - St Charles

12. The current designation of the subject land in the applicable official plans and an explanation of how the application conforms with the official plans.

rural - meets rural requirements

13. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance		✓	
Zoning Amendment		✓	
Official Plan Amendment		✓	
Deeming By-law		✓	
Site Plan Agreement		✓	
Shore Road/Road Closing		✓	
Plan of Subdivision/Condominium		✓	
Severance/Consent	✓		B27114/sc - closed
Building Permit	✓		for house maintenance several years ago - approved

14. Has any land been severed from the parcel originally acquired by the owner of the subject lands: (please provide the date of transfer, the name of the transferee, and the land use on the severed land)

April 2017 Linda Lachance Rural Residential - Lot addition to 664 Pothier Road re encroachment

15. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn		
A waste disposal site, including landfill, wood waste (operating or closed)		
A sewage treatment plant, waste stabilization plant, or sewage lagoon		
A provincially significant wetland (Class 1, 2, or 3 Wetland)		
A provincially significant wetland within 120 metres of the subject lands		
Flood plain		
A rehabilitated mine site		
A non-operating or abandoned mine site within 1 kilometre of the subject lands		
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)		
An industrial or commercial use (please specify)		
A railway line		
A private, municipal, or federal airport		
A designated heritage site		
A known archaeological site		
A utility corridor (i.e. - gas, hydro, etc.) (please specify)		
Within 100 metres of a major watercourse (i.e. - river, lakeshore, large creek, or confluence of 2 or more watercourses)		

16. An explanation of how the application is consistent with policy statements issued under subsection 3(1) of The Planning Act:

yes - consistent

17. Is the subject land within an area of land designated under any provincial plan or plans:

no

18. If the answer to Section 17 is yes, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

n/a

19. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

NOTE:

As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Sudbury and District Health Unit or the Ministry of the Environment and Energy, whichever is applicable, where the proposed consent is on private services. Furthermore, the Sudbury East Planning Board also requires approvals from the Ministry of Transportation where access to the proposed consent is by or there is a potential impact on a provincial highway. These pre-consultation reports are required as part of the application form submission; failure to submit these reports may delay or restrict the Sudbury East Planning Board's ability to make a decision on the proposal.

AUTHORIZED AGENT

I/We _____ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date

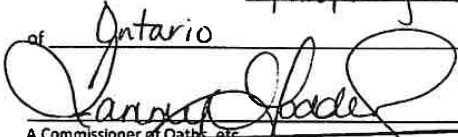
Signature of Registered Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

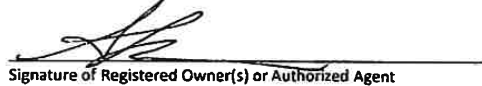
I/We Alexandra Linnen of the municipality
of St. Charles in the district
of West Nipissing

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me at the Municipality of St. Charles in the Province
of Ontario this 21st day of October 2020.


A Commissioner of Oaths, etc.

Tammy J. Godden
Clerk / Greffier
The Corporation of the Municipality of St. Charles
La corporation de la municipalité de St. Charles

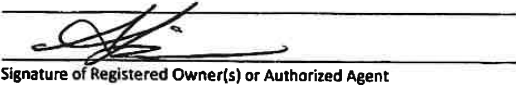

Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, PDH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13, and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

PERMISSION TO ENTER

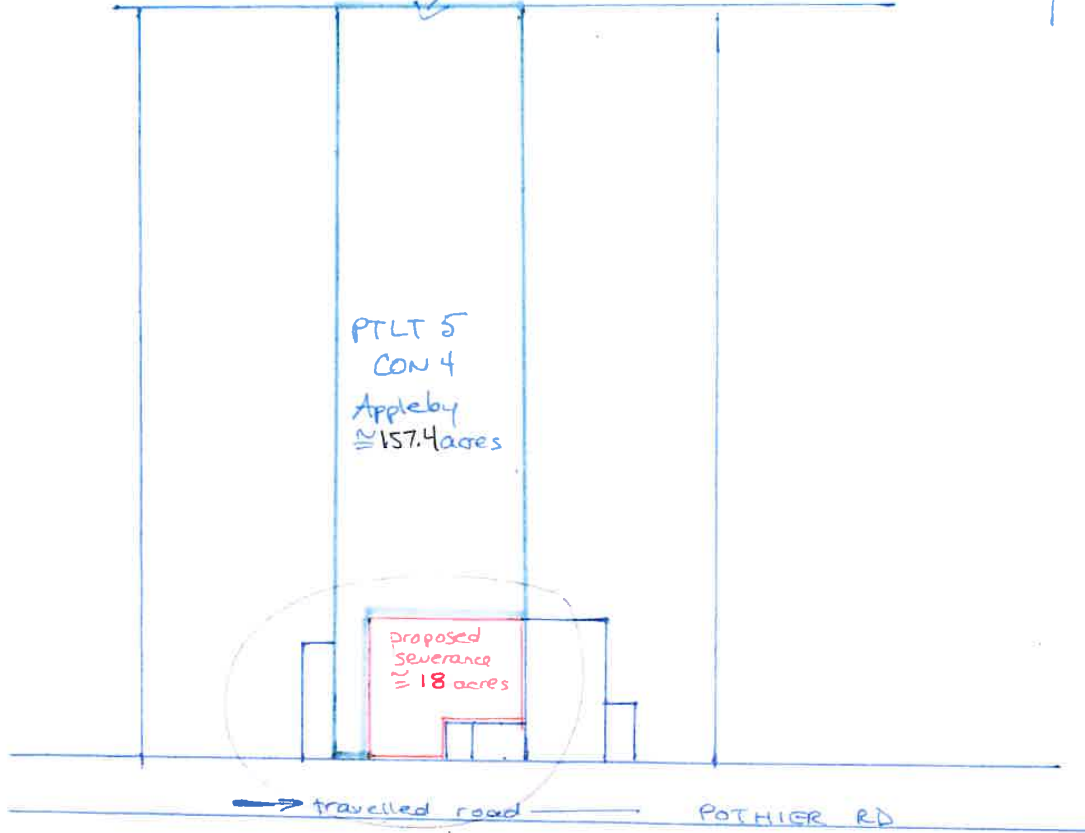
I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.


Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

SKETCH #1

722 POTHIER RD
subject lands ST CHARLES



PTLT 5
CON 4
Appleby
≈ 157.4 acres

proposed
severance
≈ 18 acres

→ travelled road ← POTHIER RD

Enlarged on sketch #2

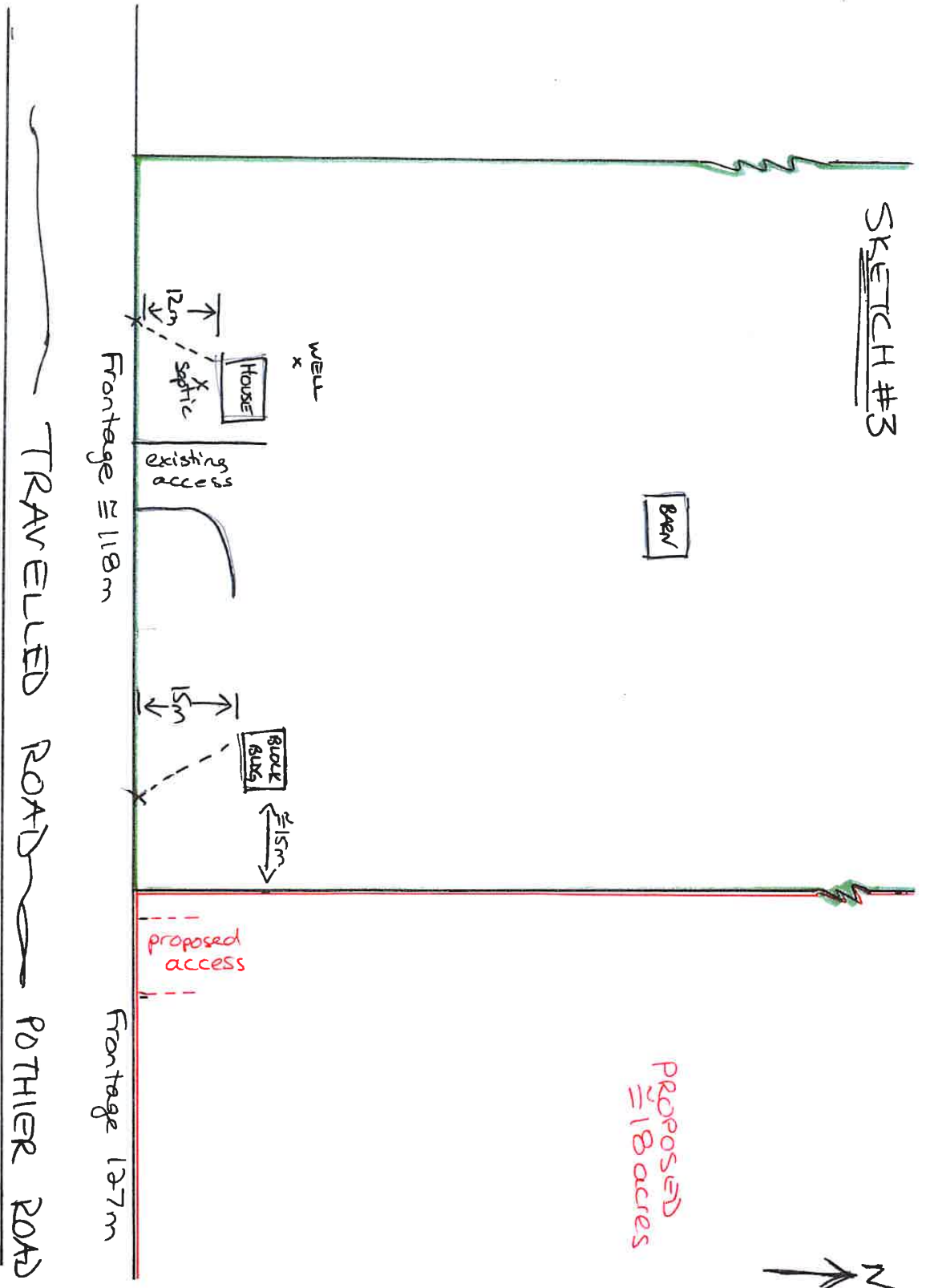
SKETCH #2

SUBJECT LANDS
722 POTHIER RD
PTLTS CON 4 APPLEBY
≈ 139 acres



ENLARGED ON
SKETCH #3

SKETCH #3



SUBJECT LANDS TO POTHIER RD
 PT LOTS CAN APPLY



January 7th, 2021

Paul and Lise Branconnier
492 Casimir Road
St. Charles ON P0M 2W0

Dear Mr. & Mrs. Branconnier:

Re: **Consent Application – SEPB File No. B/08/21/SC**
Owners: Paul and Lise Branconnier
Part of Lot 11, Concession 5
in the Township of Casimir
now in the Municipality of St.-Charles
Territorial District of Sudbury
Being Part 2 & Part of PT 1, Plan 53R-6998
(Roll No. 5204-000-002-017-02)

This will acknowledge receipt of your request for a consent, received by this office on January 5th, 2021. The file has been assigned **Application number B/08/21/SC**.

A summary review of the application would indicate that it contains all of the prescribed information and material under the Planning Act, R.S.O. 1990, Chapter P.13. As such, the Planning Board will begin processing the application as soon as possible. You will be advised of the date when the application will be considered as soon as it is set.

Please quote both the application number and the assessment roll number on any correspondence with this office.

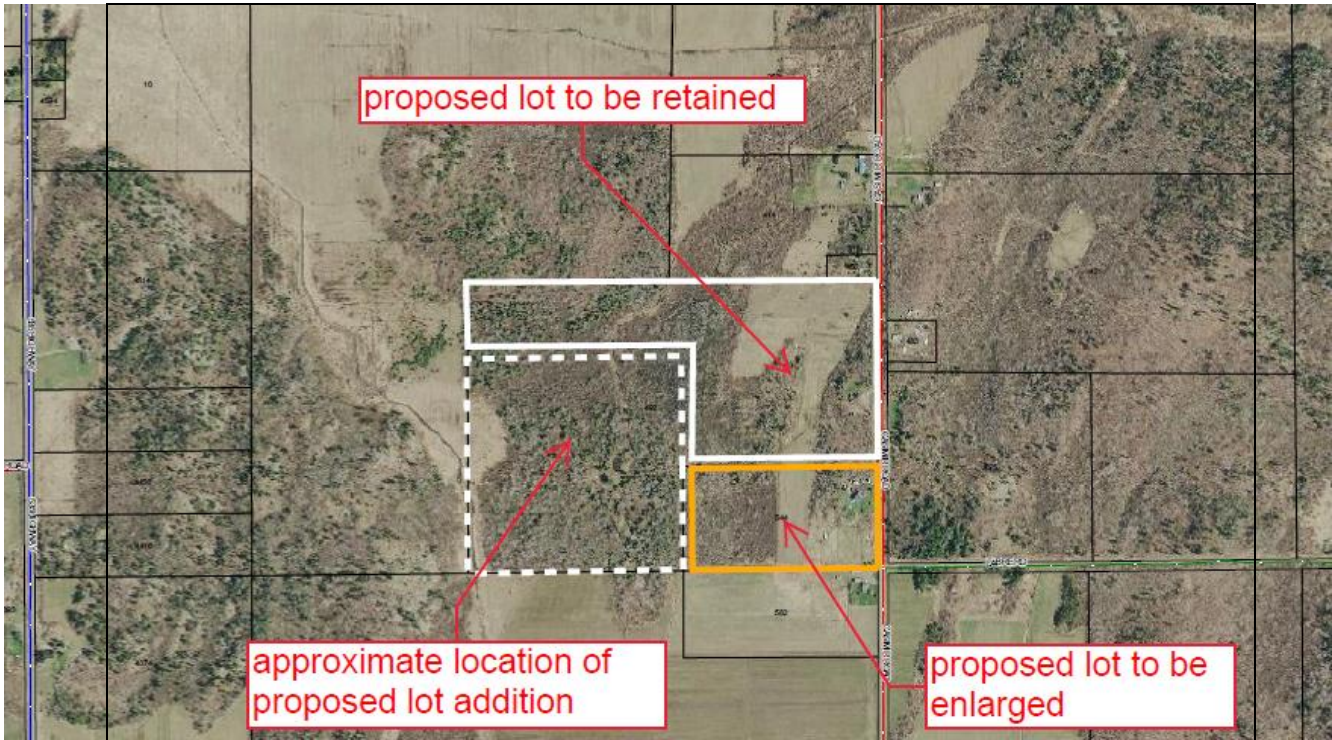
Should you have any questions, please do not hesitate to contact our office.

Yours truly,

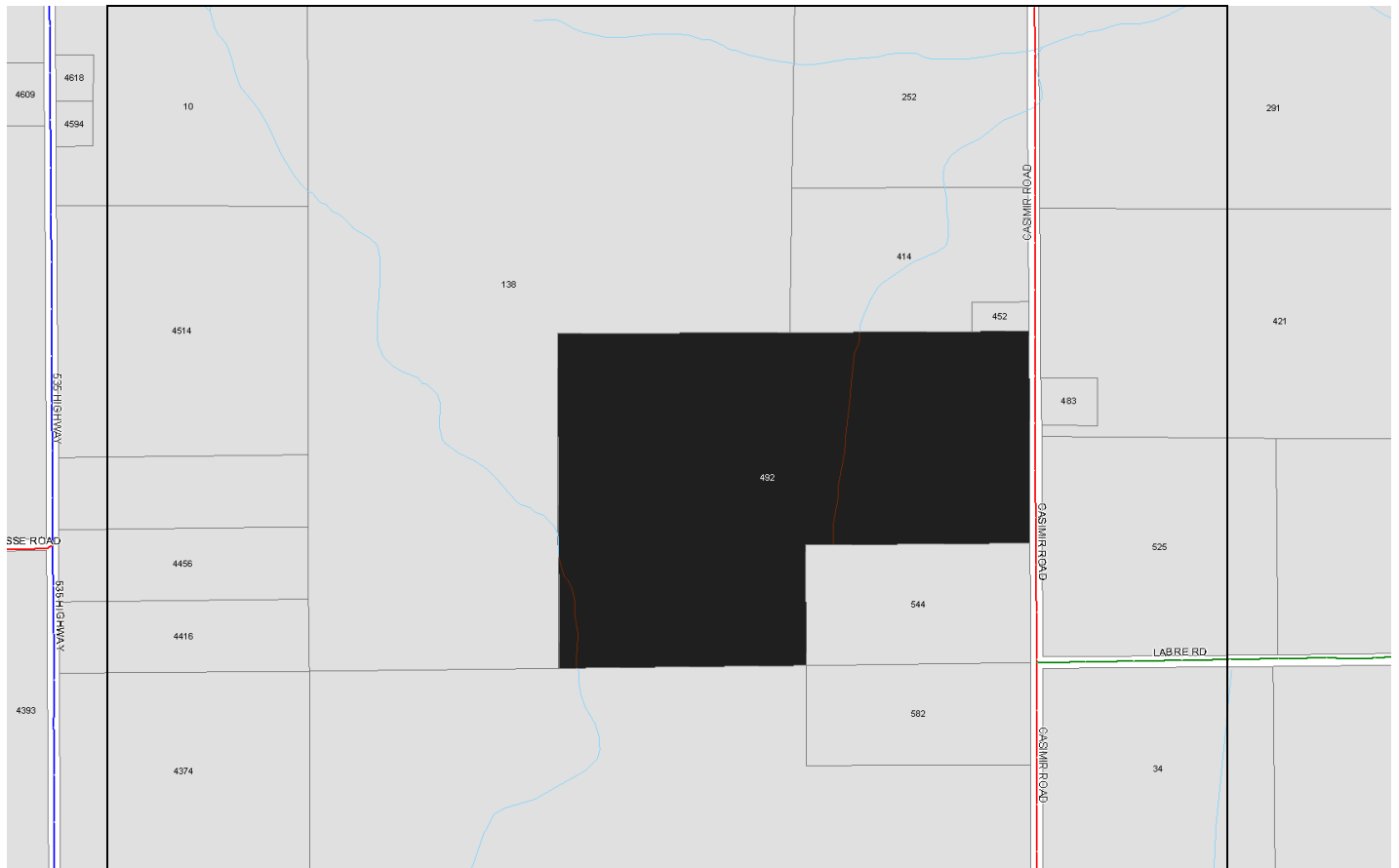
Matthew Dumont, MCIP, RPP
Director of Planning

MD:nr
Encl.

Copy: Municipality of St. Charles



AERIAL PHOTOGRAPHY
Consent Application
(Paul and Lise Branconnier)
Part of Lot 11, Concession 5
in the Township of Casimir
now in the Municipality of St.-Charles
Territorial District of Sudbury
being Part 2 & Part of PT 1, Plan 53R-6998
(Roll No. 5204-000-002-017-02)
(SEPB File No. B/08/21/SC)



KEY MAP

Consent Application
 (Paul and Lise Branconnier)
 Part of Lot 11, Concession 5
 in the Township of Casimir
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 being Part 2 & Part of PT 1, Plan 53R-6998
 (Roll No. 5204-000-002-017-02)
 (SEPB File No. B/08/21/SC)



CONSENT APPLICATION FORM

FOR OFFICE USE ONLY: Application No. <u>B/08/21/SC</u> Application Fee: <u>850.00</u> Received by: <u>MD</u> Assigned to: _____ Assessment Roll No. <u>5204-000-002-017-03</u> Official Plan Designation: <u>Rural Policy Area</u> Zoning Classification: <u>Rural (RU)</u>	DATE STAMP - RECEIVED <div style="color: blue; font-weight: bold; font-size: 1.2em;">RECEIVED</div> <div style="color: red; font-weight: bold; font-size: 1.2em;">JAN 05 2011</div>
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*All application questions must be answered.
Incomplete applications shall be returned to the applicant (please type or print in ink).*

1. Registered Owner(s): Paul Branconnier & Lise Branconnier
2. Address: 492 Casimir Rd, St-Charles, ON, P0M 2W0
3. Tel Nos.: 705-626-9944 & 705-867-2418 E-mail: paulbranconnier5@gmail.com
4. Agent: (if applicable) _____
5. Address: _____
6. Tel Nos.: _____ E-mail: _____
7. The type and the purpose of the proposed transaction (i.e. - transfer for the creation of a new lot, a lot addition, a right-of-way, an easement, a charge, a lease, or a correction of title):
a transfer of ownership to south end of property for a lot addition
8. If known, the name of the person to whom the subject lands or an interest in the lands is to be transferred, charged, or leased:
Transfer of property to south neighbour -Nathan Sckopke
9. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)
Lot 11 concession 5 Casimir Plan 53R-6998 being Part 2 and Part of Part 1 Municipality of St-Charles 5204-000-002-017-03
10. Are there any easements or restrictive covenants affecting the subject lands and a description of each easement or covenant and its effect:
No

39 Lafontaine Street Unit 4 P.O. Box 250 Warren, Ontario P0H 2N0
 Telephone: (705) 967-2174 Fax: (705) 967-2177 Watts: 1-877-540-7372
 www.sepb.org

11. Description of subject lands: (severed and retained) (please use metric units)

	Severed 1		Severed 2	Retained
Area	(2) 8.4 Hct	(3) 9.8 Hct	= 18.2 Hct	20 Hct
Frontage (road & water)	0 m			35 m
Depth	406.0 m			795 m
Existing Use	bush land	vacant		fields and bush house
Proposed Use	hoarse trails			None
Existing Building(s) (date of construction)	none			House
Proposed Building(s)	unknown			None
Access (provincial highway, municipal road, private road, etc.)	none			municip Rd
Name of Access Road	butting land to buyer			Casimir Rd
Road Maintenance (year-round or seasonal)	None			yes
Water access (parking & docking facilities and distance of such facilities from subject lands & nearest public road)	NA			NA
Water supply (municipal, private well, communal well, lake or other water body)	NA			private well
Sewage disposal (municipal, septic tank & tile bed, communal septic system, pit privy, other (please specify))	NA			septic tank & tile bed
Other services (electricity, school busing, garbage collection, fire protection, etc.) (please specify)	All			elect, school bus grb collectn, fire deptmt

12. The current designation of the subject land in the applicable official plans and an explanation of how the application conforms with the official plans.

Rural Policy Area permits Single

13. If known, have these lands been subject to any of the following development applications:

Family Home & Farms

	Yes	No	File No. / Status
Minor Variance		X	
Zoning Amendment		X	
Official Plan Amendment		X	
Deeming By-law		X	
Site Plan Agreement		X	
Shore Road/Road Closing		X	
Plan of Subdivision/Condominium		X	
Severance/Consent	✓		B/53/11/10
Building Permit	✓		

14. Has any land been severed from the parcel originally acquired by the owner of the subject lands: (please provide the date of transfer, the name of the transferee, and the land use on the severed land)

Yes Lot sold in 2011

15. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn	<u>yes</u>	<u>yes</u>
A waste disposal site, including landfill, wood waste (operating or closed)	<u>no</u>	<u>no</u>
A sewage treatment plant, waste stabilization plant, or sewage lagoon	<u>no</u>	<u>no</u>
A provincially significant wetland (Class 1, 2, or 3 Wetland)	<u>no</u>	<u>no</u>
A provincially significant wetland within 120 metres of the subject lands	<u>no</u>	<u>no</u>
Flood plain	<u>no</u>	<u>no</u>
A rehabilitated mine site	<u>no</u>	<u>no</u>
A non-operating or abandoned mine site within 1 kilometre of the subject lands	<u>no</u>	<u>no</u>
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)	<u>no</u>	<u>no</u>
An industrial or commercial use (please specify)	<u>no</u>	<u>no</u>
A railway line	<u>no</u>	<u>no</u>
A private, municipal, or federal airport	<u>no</u>	<u>no</u>
A designated heritage site	<u>no</u>	<u>no</u>
A known archaeological site	<u>no</u>	<u>no</u>
A utility corridor (i.e. – gas, hydro, etc.) (please specify)	<u>no</u>	<u>no</u>
Within 100 metres of a major watercourse (i.e. – river, lakeshore, large creek, or confluence of 2 or more watercourses)	<u>no</u>	<u>no</u>

16. An explanation of how the application is consistent with policy statements issued under subsection 3(1) of The Planning Act:

Conforms to Section 1.1.5.2c

17. Is the subject land within an area of land designated under any provincial plan or plans:

yes

18. If the answer to Section 17 is yes, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

Conforms to infrastructure investments
& planning

19. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

Site of farm
& road sheep housing, proposed
acres & road

NOTE:

As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Sudbury and District Health Unit or the Ministry of the Environment and Energy, whichever is applicable, where the proposed consent is on private services. Furthermore, the Sudbury East Planning Board also requires approvals from the Ministry of Transportation where access to the proposed consent is by or there is a potential impact on a provincial highway. These pre-consultation reports are required as part of the application form submission; failure to submit these reports may delay or restrict the Sudbury East Planning Board's ability to make a decision on the proposal.

AUTHORIZED AGENT

I/We _____ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date _____

Signature of Registered Owner(s) _____

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We Paul & Rise Brancornier of the Township of
of Casimir in the District
of Sudbury

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me at the SEPB in the Community
of Warren this 5th day of January 2021

A Commissioner of Oaths, etc.

Matthew Dumont

Paul Brancornier
Rise Brancornier
Signature of Registered Owner(s) or Authorized Agent

**Matthew Alexander Dumont, a
Commissioner, etc.,**

This information has been collected pursuant to Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, POH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Expires December 12, 2020.

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13. and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

PERMISSION TO ENTER

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Paul Brancornier
Rise Brancornier
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.



	meter	feet		hectare	Acres	
	1	3,28084		1	2,47105	
	frontage		depth			
	meters	feet	meters	feet	Hectares	Acres
entire proprty	581,6	1908,0	805,0	2641,0	46,8	115,7
Area 1	206,0	675,9	399,0	1309,1	8,2	20,3
Area 2	206,0	675,9	406,0	1331,9	8,4	20,7
Area 3	275,6	904,1	355,0	1164,6	9,8	24,2
Area 4	100,0	328,1	805,0	2641,0	8,0	19,9
Area 5	275,6	904,1	450,0	1476,4	12,4	30,6
	375,6				-----	-----
					46,8	115,7

- Area 1 Neighbor's property sold with old house
- Area 2 Back of neighbours property (to be transferred to neighbour)
- Area 3 Back of retained property (to be transferred to neighbour)
- Area 4 Right of property (to be sold)
- Area 5 To be retained

Order of priority

- Area 4 Sever 100 m all the way to the back of property
- Area 5 Area to be retained must be between 30 and 32 acres
- Area 2 and 3 Remainder to be transferred to neighbour

From: Kelly Lush <klush@huronkinloss.com>
Sent: Thursday, January 7, 2021 8:40 AM
To: MPP Lisa Thompson
Cc:

[Redacted content]

[Redacted text block]

Subject: Township of Huron-Kinloss Resolution - Support of Property Tax Exemption Veterans Clubs
Attachments: Region of Peel - Veterans Property Tax Exemption.pdf; Resolution - Property Tax Exemptions for Veterans Clubs.pdf

Hello,

Please find attached the resolution passed at the Township of Huron-Kinloss December 21, 2020 Council meeting.

Thank you,

Kelly Lush
Deputy Clerk
Township of Huron-Kinloss

Nando Iannicca
Regional Chair & CEO

10 Peel Centre Dr.
Suite A, 5th Floor
Brampton, ON L6T 4B9
905-791-7800 ext. 4310

November 26, 2020

The Honourable Rod Phillips
Minister of Finance
95 Grosvenor St.
Toronto, ON M7A 1Y8

Dear Minister Phillips:

Re: Motion Regarding Property Tax Exemptions for Veteran Clubs

Each year on November 11th we pause to remember the heroic efforts of Canadians who fought in wars and military conflicts and served in peacekeeping missions around the world to defend our freedoms and secure our peace and prosperity. One way that the Province and Ontario municipalities have recognized veterans and veteran groups is by exempting their properties from property taxation.

In late 2018, your government introduced a change to the *Assessment Act* that exempted Royal Canadian Legion Ontario branches from property taxes effective January 1, 2019. Veterans clubs however were not included under this exemption. While veterans' clubs in Peel are already exempt from Regional and local property taxes, they still pay the education portion of property taxes.

To address this gap, your government has proposed in the 2020 budget bill (*Bill 229*) to amend the *Assessment Act* that would provide a full property tax exemption to veterans' clubs retroactive to January 1, 2019. The Region of Peel thanks you for introducing this change in recognition of our veterans.

At its November 12, 2020 meeting, Peel Regional Council approved the attached resolution regarding this exemption and look forward to this change coming into effect as soon as possible after Bill 229 is passed. This would ensure that veteran clubs benefit from the exemption in a timely way.

I thank your government for moving quickly to address this gap and for your support of veterans.

Kindest personal regards,



Nando Iannicca,
Regional Chair and CEO

CC: Peel-area MPPs
Ontario Municipalities
Stephen Van Ofwegen, Commissioner of Finance and CFO

Resolution Number 2020-939

Whereas each year on November 11, Canadians pause to remember the heroic efforts of Canadian veterans who fought in wars and military conflicts, and served in peacekeeping missions around the world to defend our freedoms and democracy so that we can live in peace and prosperity;

And whereas, it is important to appreciate and recognize the achievements and sacrifices of those armed forces veterans who served Canada in times of war, military conflict and peace;

And whereas, Section 6.1 of the Assessment Act, R.S.O. 1990, c. A31 as amended, Regional Council may exempt from Regional taxation land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any war;

And whereas, through By-Law Number 62-2017 Regional Council has provided an exemption from Regional taxation to Royal Canadian Legions and the Army, Navy and Air Force Veterans Clubs that have qualified properties used and occupied as a memorial home, clubhouse or athletic grounds;

And whereas, local municipal councils in Peel have provided a similar exemption for local property taxes;

And whereas, Royal Canadian Legion branches in Ontario are exempt from all property taxation, including the education portion of property taxes, under Section 3 (1) paragraph 15.1 of the Assessment Act, and that a municipal by-law is not required to provide such an exemption;

And whereas, the 2020 Ontario Budget provides for amendments to the Assessment Act to apply the existing property tax exemption for Ontario branches of the Royal Canadian Legion, for 2019 and subsequent tax years, to Ontario units of the Army, Navy and Air Force Veterans in Canada;

Therefore, be it resolved, that the Regional Chair write to the Minister of Finance, on behalf of Regional Council, to request that upon passage of the 2020 Ontario Budget, the amendment to the Assessment Act be implemented as soon as possible;

And further, that copies of this resolution be sent to Peel-area Members of Provincial Parliament as well as to all Ontario municipalities for consideration and action.



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

Lisa Thompson, MPP
Unit 2, 807 Queen Street
Kincardine, ON N2Z 2Y2
lisa.thompsonco@pc.ola.org

January 6, 2021

Dear Lisa Thompson,

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on December 21, 2020 passed the following resolution;

Re: Copy of Resolution #788

Property Tax Exemptions for Veteran Clubs

Resolution No.: 788

Moved by: Jeff Elliott

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Council support the Region of Peel in their support for Property Tax Exemptions for Veteran Clubs and the proposed amendment to the 2020 budget bill (Bill 229) to amend the Assessment Act that would provide a full property tax exemption to veterans' clubs retroactive to January 1, 2019 AND FURTHER directs staff to forward a copy of this resolution to local members of Parliament and all Ontario Municipalities.

Carried

Sincerely,

Kelly Lush
Deputy Clerk

c.c Ontario Municipalities

From: Dan Thibeault <dthibeault@charltonanddack.com>
Sent: Thursday, January 7, 2021 1:45 PM
To: doug.fordco@pc.ola.org
Cc: peter.bethlenfalvy@pc.ola.org; doug.downey@pc.ola.org; 'jvanthof-qp@ndp.on.ca'
Subject: Resolution: Insurance Premiums
Attachments: 5446-210107-Insurance Rates.pdf

Good Afternoon,
Please find attached a resolution from the Council for the Municipality of Charlton and Dack from December 18th, 2020 regarding Insurance Premiums.
Thanks,

Dan Thibeault
Clerk/ Treasurer CAO
Municipality of Charlton and Dack
P:705.544.7525
F:705.544.2369
www.charltonanddack.com



MUNICIPALITY OF CHARLTON AND DACK

TEL: (705)-544-7525
FAX: (705)-544-2369
info@charltonanddack.com
www.charltonanddack.com

January 7th, 2021

**The Honourable Doug Ford
Premier of Ontario**

Sent by email: doug.fordco@pc.ola.org

RE: MOTION REGARDING - Insurance

The following resolution was passed by the Council for the Municipality of Charlton and Dack on December 18th, 2020:

WHEREAS the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021.

AND WHEREAS Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault;

AND WHEREAS these increases are unsustainable and unfair and eat at critical municipal services;

AND WHEREAS the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

- 1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.*
- 2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10 day rule on slip and fall cases given recent judicial interpretations and whether a 1 year limitation period may be beneficial.*
- 3. Implement a cap for economic loss awards.*
- 4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third party liability coverage to \$2 million in government regulated automobile insurance plans.*
- 5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non profit insurance reciprocals.*
- 6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its*

287237 Sprucegrove Road
Englehart, ON
POJ 1H0



and municipal arguments as to the fiscal impact of joint and several liability.

7. *Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.*

THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Charlton and Dack call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities.

AND FURTHER BE IT RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Rod Phillips, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable John Vanthof, MPP for Timiskaming- Cochrane, and all Ontario municipalities.

Yours Truly,

Dan Thibeault
Clerk Treasurer CAO
Municipality of Charlton and Dack

CC: Honourable Peter Bethlenfalvy, Minister of Finance
Honourable Doug Downey, Attorney General of Ontario
Honourable John Vanthof, MPP for Timiskaming- Cochrane
All Ontario Municipalities



January 11th, 2021

Paul and Lise Branconnier
492 Casimir Road
St. Charles ON P0M 2W0

Dear Mr. & Mrs. Branconnier:

Re: **Consent Application – SEPB File No. B/09/21/SC**
Owners: Paul and Lise Branconnier
Part of Lot 11, Concession 5
in the Township of Casimir
now in the Municipality of St.-Charles
Territorial District of Sudbury
Being Part 2 & Part of PT 1, Plan 53R-6998
(Roll No. 5204-000-002-017-02)

This will acknowledge receipt of your request for a consent, received by this office on January 11th, 2021. The file has been assigned **Application number B/09/21/SC**.

A summary review of the application would indicate that it contains all of the prescribed information and material under the Planning Act, R.S.O. 1990, Chapter P.13. As such, the Planning Board will begin processing the application as soon as possible. You will be advised of the date when the application will be considered as soon as it is set.

Please quote both the application number and the assessment roll number on any correspondence with this office.

Should you have any questions, please do not hesitate to contact our office.

Yours truly,

Matthew Dumont, MCIP, RPP
Director of Planning

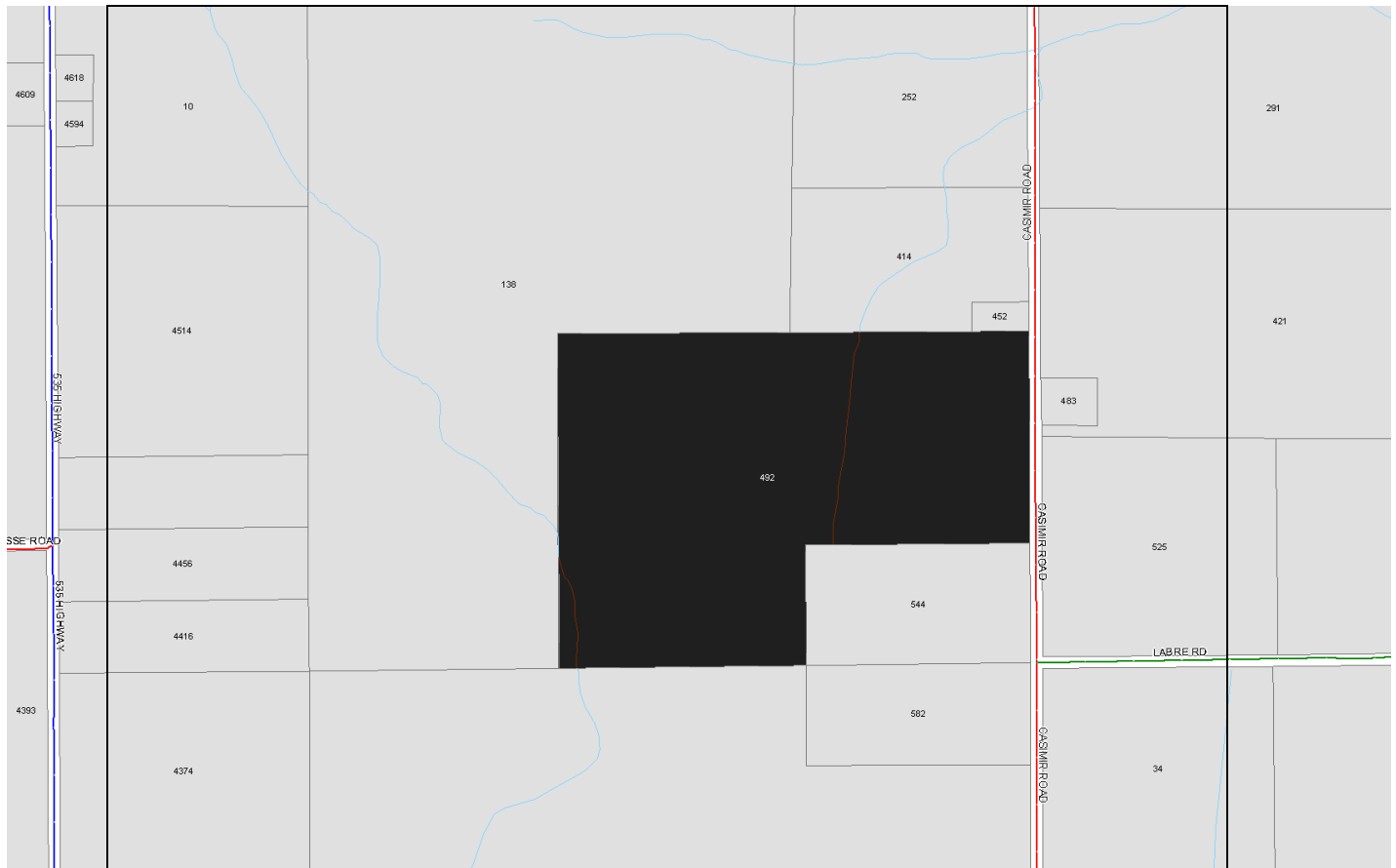
MD:nr

Encl.

Copy: Municipality of St. Charles



AERIAL PHOTOGRAPHY
Consent Application
(Paul and Lise Branconnier)
Part of Lot 11, Concession 5
in the Township of Casimir
now in the Municipality of St.-Charles
Territorial District of Sudbury
being Part 2 & Part of PT 1, Plan 53R-6998
(Roll No. 5204-000-002-017-02)
(SEPB File No. B/09/21/SC)



KEY MAP

Consent Application
 (Paul and Lise Branconnier)
 Part of Lot 11, Concession 5
 in the Township of Casimir
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 being Part 2 & Part of PT 1, Plan 53R-6998
 (Roll No. 5204-000-002-017-02)
 (SEPB File No. B/09/21/SC)



CONSENT APPLICATION FORM

FOR OFFICE USE ONLY:	DATE STAMP - RECEIVED
Application No. <u>B/09/21/SC</u>	
Application Fee: <u>\$850.00</u>	
Received by: <u>MO</u>	
Assigned to: _____	
Assessment Roll No. <u>5204-000-002-017-02</u>	
Official Plan Designation: <u>Rural Policy Area</u>	
Zoning Classification: <u>Rural (RU)</u>	

*All application questions must be answered.
Incomplete applications shall be returned to the applicant (please type or print in ink).*

1. Registered Owner(s): Paul Branconnier & Lise Branconnier
2. Address: 492 Casimir Rd, St-Charles, ON, P0M 2W0
3. Tel Nos.: 705-626-9944 & 705-867-2418 E-mail: paulbranconnier5@gmail.com
4. Agent: (if applicable) _____
5. Address: _____
6. Tel Nos.: _____ E-mail: _____
7. The type and the purpose of the proposed transaction (i.e. - transfer for the creation of a new lot, a lot addition, a right-of-way, an easement, a charge, a lease, or a correction of title):
Creation of new lot on north end of property
8. If known, the name of the person to whom the subject lands or an interest in the lands is to be transferred, charged, or leased:
Purchase by Jason Mador
9. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)
Lot 11 concession 5 Casimir Plan 53R-6998 being part 2 and part of Part1 Municipality of St-Charles 5204-000-002-017-02
10. Are there any easements or restrictive covenants affecting the subject lands and a description of each easement or covenant and its effect:
No



39 Lafontaine Street Unit 4 P.O. Box 250 Warren, Ontario P0H 2N0
 Telephone: (705) 967-2174 Fax: (705) 967-2177 Watts: 1-877-540-7372
 www.sepb.org

11. Description of subject lands: (severed and retained) *(please use metric units)*

	Severed 1	Severed 2	Retained
Area	_____	8.0 hect	12.4 hect
Frontage (road & water)	_____	100 m	275.6 m
Depth	_____	805 m	450.0 m
Existing Use	_____	fields and bush	fields and bush
Proposed Use	_____	Sale (future construction)	_____
Existing Building(s) (date of construction)	_____	none	House
Proposed Building(s)	_____	house	_____
Access (provincial highway, municipal road, private road, etc.)	_____	municip Rd	municip Rd
Name of Access Road	_____	Casimir Rd	Casimir Rd
Road Maintenance (year-round or seasonal)	_____	yes	yes
Water access (parking & docking facilities and distance of such facilities from subject lands & nearest public road)	_____	private well (not drilled)	private well
Water supply (municipal, private well, communal well, lake or other water body)	_____	septic tank & tile bed	septic tank & tile bed
Sewage disposal (municipal, septic tank & tile bed, communal septic system, pit privy, other (please specify))	_____	_____	_____
Other services (electricity, school busing, garbage collection, fire protection, etc.) (please specify)	_____	elect, school bus grb collectn, fire deptmt	_____

12. The current designation of the subject land in the applicable official plans and an explanation of how the application conforms with the official plans. Rural Policy Area permits Single Family homes & Farms

13. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance	_____	X	_____
Zoning Amendment	_____	X	_____
Official Plan Amendment	_____	X	_____
Deeming By-law	_____	X	_____
Site Plan Agreement	_____	X	_____
Shore Road/Road Closing	_____	X	_____
Plan of Subdivision/Condominium	_____	X	_____
Severance/Consent		_____	B 153/11 /sc + 8/08/21/sc
Building Permit		_____	_____

14. Has any land been severed from the parcel originally acquired by the owner of the subject lands: (please provide the date of transfer, the name of the transferee, and the land use on the severed land)

Yes Lot sold in 2011

15. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn	yes	yes
A waste disposal site, including landfill, wood waste (operating or closed)	no	no
A sewage treatment plant, waste stabilization plant, or sewage lagoon	no	no
A provincially significant wetland (Class 1, 2, or 3 Wetland)	no	no
A provincially significant wetland within 120 metres of the subject lands	no	no
Flood plain	no	no
A rehabilitated mine site	no	no
A non-operating or abandoned mine site within 1 kilometre of the subject lands	no	no
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)	no	no
An industrial or commercial use (please specify)	no	no
A railway line	no	no
A private, municipal, or federal airport	no	no
A designated heritage site	no	no
A known archaeological site	no	no
A utility corridor (i.e. – gas, hydro, etc.) (please specify)	no	no
Within 100 metres of a major watercourse (i.e. – river, lakeshore, large creek, or confluence of 2 or more watercourses)	no	no

16. An explanation of how the application is consistent with policy statements issued under subsection 3(1) of The Planning Act:

Appropriate development with respect to PPS

17. Is the subject land within an area of land designated under any provincial plan or plans:

Yes

18. If the answer to Section 17 is yes, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

Conforms to infrastructure investments and Planning

19. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

Site Plan

Excel sheet showing proposed acreage & frontage

Section 1 = Neighbor

Section 2 & 3 = Lots being sold to neighbor on south side of property (section 1)

Section 4 = New lot requested in this application

Section 5 = Retained property

NOTE:

As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Sudbury and District Health Unit or the Ministry of the Environment and Energy, whichever is applicable, where the proposed consent is on private services. Furthermore, the Sudbury East Planning Board also requires approvals from the Ministry of Transportation where access to the proposed consent is by or there is a potential impact on a provincial highway. These pre-consultation reports are required as part of the application form submission; failure to submit these reports may delay or restrict the Sudbury East Planning Board's ability to make a decision on the proposal.

AUTHORIZED AGENT

I/We _____ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date _____

Signature of Registered Owner(s) _____

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We Paul & Lise Brancorner of the Township
of Casimir in the Municipality
of St Charles

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me at the SEPB in the Community
of Warren this 11th day of January 2021

Matthew Dumont
A Commissioner of Oaths, etc.

Lise Brancorner
Signature of Registered Owner(s) or Authorized Agent

**Matthew Alexander Dumont, a
Commissioner, etc.,
Province of Ontario, for
Sudbury East Planning Board**

This information has been submitted pursuant to Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, P0H 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177). Expires December 12, 2020

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13. and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

PERMISSION TO ENTER

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Lise Brancorner
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

Hello Matthew

The following is an image taken from Google maps.



- 1 – Current neighbor’s property
- 2 – Owned by myself but want to sell and transfer ownership to neighbor
- 3 – Owned by myself but want to sell and transfer ownership to neighbor

At the end he would own property marked as 1,2 and 3

4 – A severance that I would like to sell and maintain Rural (100 Frontage and above 12,5 acres)

Estimated Measurements

Area #	Frontage (m)	Depth (m)	Hectares	Acres
2	206,01	425	8,755425	21,6350929
3	272	381	10,3632	25,6079854
		Total	19.118625	47.2430783
4 -front	100	831	8,31	20,53
		Total	5,75512	
5 Retain	272	450	12,24	30,245652

I want to try and complete these severances this year if possible.

Thank You

Paul



January 12th, 2021

Franklin and Margaret Mckay
616 313 13th Line RR #6
Woodstock ON N45 7W1

Dear Mr. Mrs. Mckay:

Re: **Consent and Zoning By-law Amendment Applications –
SEPB File No. B/06/21/SC & ZBA 20-02SC**
Owners: Franklin and Margaret Mckay
Lot 1, Concession 1
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Being Part 2, Plan 53R-4056
Parcel 26290A Sudbury East Section
(Roll No. 5204-000-003-096-00)

This will acknowledge receipt of your request for consent and zoning by-law amendment applications, received by this office on January 5th, 2021. The files have been assigned **Application numbers B/06/21/SC and ZBA 21-02SC.**

A summary review of the applications would indicate that it contains all of the prescribed information and material under the Planning Act, R.S.O. 1990, Chapter P.13. As such, the Planning Board will begin processing the applications as soon as possible. You will be advised of the date when the applications will be considered as soon as it is set.

Please quote both the application number and the assessment roll number on any correspondence with this office.

Should you have any questions, please do not hesitate to contact our office.

Yours truly,

Matthew Dumont, MCIP, RPP
Director of Planning

MD:nr

Encl.

Copy: Municipality of St. Charles

**NOTICE OF RECEIPT OF COMPLETE APPLICATION
CONCERNING A PROPOSED
ZONE CHANGE TO ZONING BY-LAW 2014-26 FOR
THE MUNICIPALITY OF ST. CHARLES**

Respecting application by Franklin and Margaret McKay
to rezone lands described as
Lot 1, Concession 1
in the Township of Appleby
now in the Municipality of St. Charles
Territorial District of Sudbury
Sudbury East Section
(Roll No. 5204-000-003-096-00) (SEPB File No. ZBA 21-02SC)

Pursuant to Section 34 (10.7) – Zoning Amendments, of the Planning Act, R.S.O. 1990, as amended

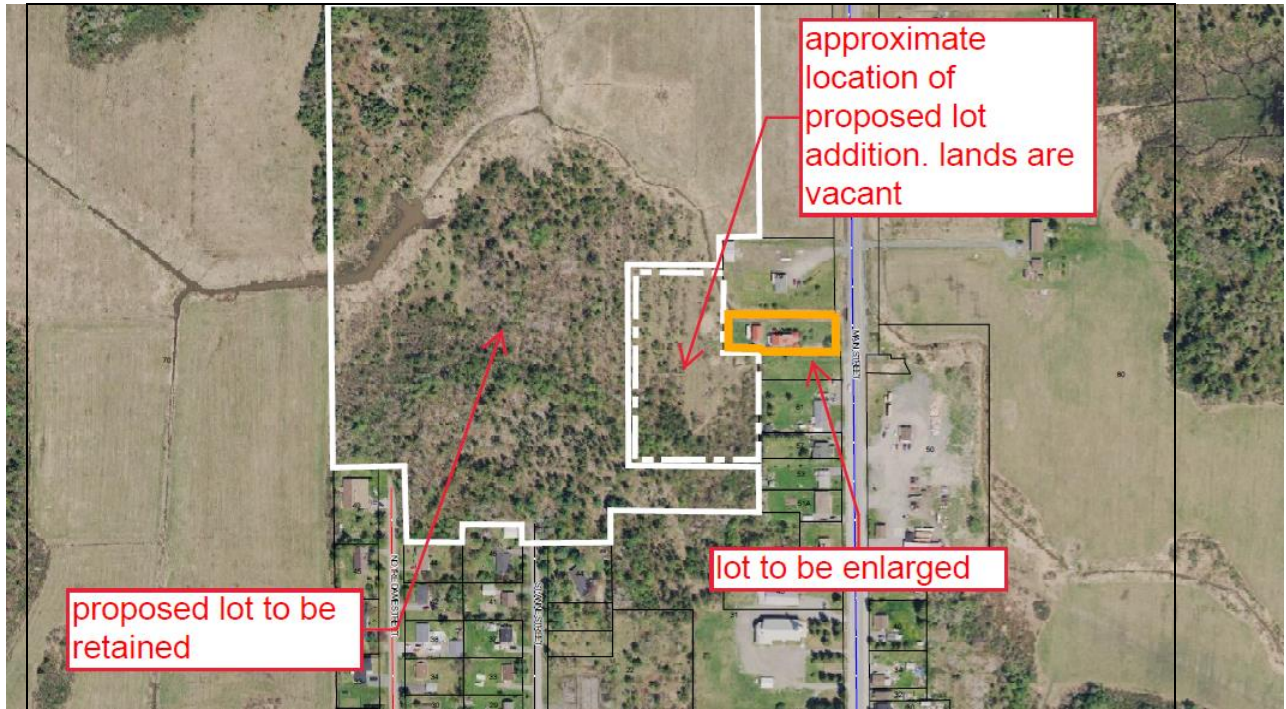
DESCRIPTION OF THE APPLICATION: The subject property is presently zoned ‘Rural (RU)’ under Zoning By-law 2014-26 of the Municipality of St. Charles. A portion of the subject land (proposed lot to be severed through consent application **B/06/21/SC**) is proposed to be rezoned to ‘Residential One (R1)’.

Please note this is not a notice of Public Hearing. Prior to the Public Meeting, you will receive a “Public Notice” informing you of the date, time and location of the public hearing, together with a description of the proposal.

ADDITIONAL INFORMATION is available for public review or a written copy of this Notice can be obtained Monday to Friday (8:30 a.m. to 4:00 p.m.) at the Sudbury East Planning Board Office, 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, P0H 2N0. If you have any questions regarding this application, please contact this office to arrange an appointment with Matthew Dumont. Please include the applicant’s name and file number on all correspondence.

Dated at Warren, this 12th, day of January 2021.

Matthew Dumont, MCIP, RPP
Director of Planning



AERIAL PHOTOGRAPHY

Consent and Zoning By-law Amendment Applications
(Franklin & Margaret McKay)

Lot 1, Concession 1

in the Township of Appleby

now in the Municipality of St.-Charles

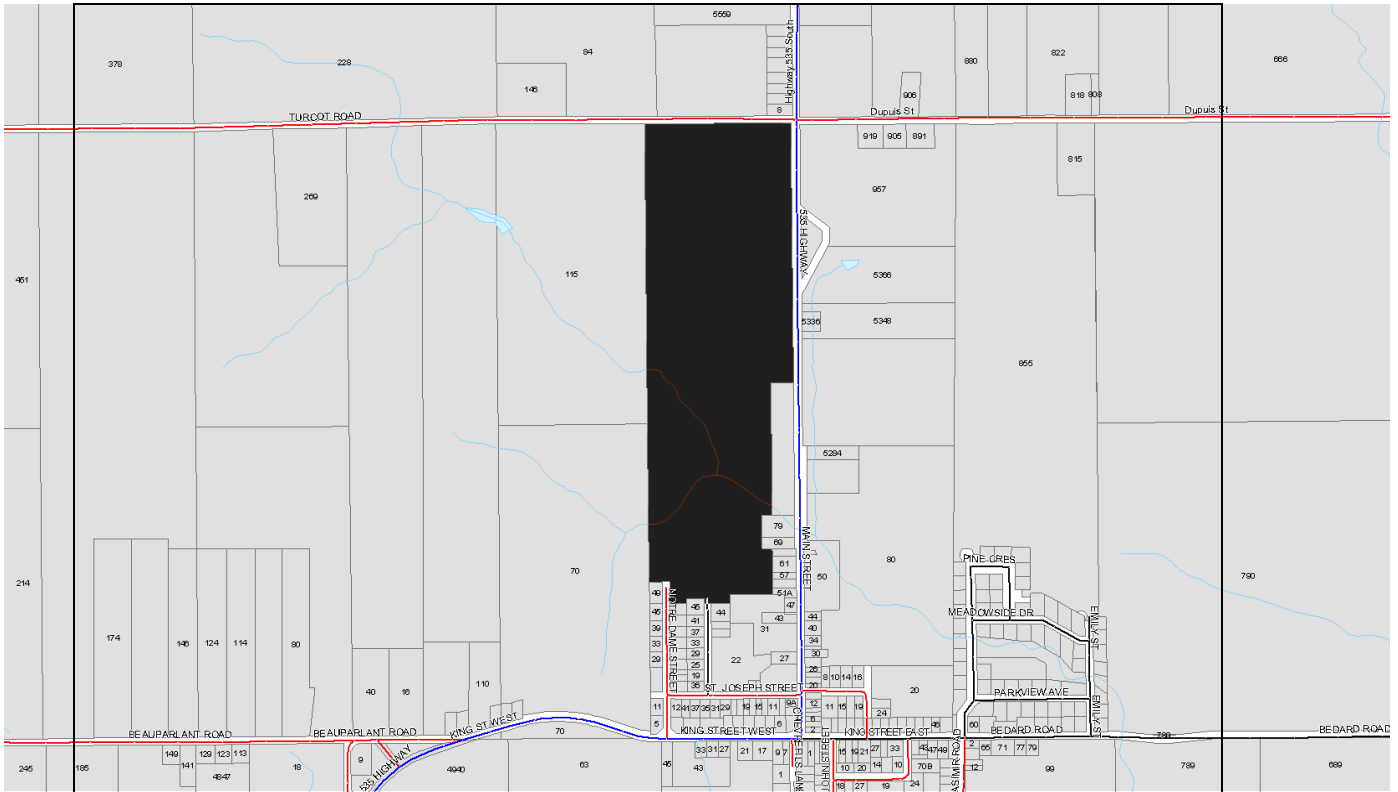
Territorial District of Sudbury

being Part 2, Plan 53R-4056

Parcel 26290A S.E.S.

(Roll No. 5204-000-003-096-00)

(SEPB File No. B/06/21/SC & ZBA 21-02SC)



KEY MAP

Consent and Zoning By-law Amendment Applications
 (Franklin & Margaret McKay)
 Lot 1, Concession 1
 in the Township of Appleby
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 being Part 2, Plan 53R-4056
 Parcel 26290A S.E.S.
 (Roll No. 5204-000-003-096-00)
 (SEPB File No. B/06/21/SC & ZBA 21-02SC)



ZONING BY-LAW AMENDMENT APPLICATION FORM

FOR OFFICE USE ONLY:	DATE STAMP - RECEIVED
Application No. <u>ZBA-21-02SC</u>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> RECEIVED 2021 10 11 </div>
Application Fee: <u>850.00</u>	
Received by: <u>MD</u>	
Assigned to: _____	
Assessment Roll No. <u>5204-000-003-096-00</u>	
Official Plan Designation: <u>Rural Policy Area</u>	
Zoning Classification: <u>Rural (CA)</u>	

*All application questions must be answered.
 Incomplete applications shall be returned to the applicant (please type or print in ink).*

1. Registered Owner(s): Margaret + Franklin McKay
2. Address: 616-313 13th Line RR#6 Woodstock ON N4S 7W1
3. Tel. Nos.: 519-537-0715 E-mail: FBmckay excavating@gmail.com
4. Agent: (if applicable) Dennis Sobey
5. Address: 69 main ST. ST. Charles on, Pom ZWO
6. Tel. Nos.: 249-885-1314 E-mail: DSobey@DeToorgold.com
7. Name of any mortgages, charges, or other encumbrances in respect of the subject lands:
NONE
8. Address: _____
9. The current designation of the subject land in the applicable official plans, and an explanation of how the application conforms with the official plans
Rural Policy Area
10. The Rural ^{current} zoning of the subject land
11. Nature and extent of the rezoning being requested:
Proposing To change Zoning From Rural To Residential.
12. Reason why rezoning is being requested:
-sewerage application for lot addition
13. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)
Appleby Con 1 Lot 1, Pcl 26290A Plan 53R 4056
Part 2 - 5204-000-003-096-00

39 Lafontaine Street Unit 4 P.O. Box 250 Warren, Ontario P0H 2N0
 Telephone: (705) 967-2174 Fax: (705) 967-2177 Watts: 1-877-540-7372
 www.sepb.org

14. Dimensions of the subject lands: *(please use metric units)*

Area 1.61 HA Frontage Ø Depth 117 M

15. Access to the subject lands and road maintenance: (i.e. – name of access road and year-round or seasonal road maintenance)

NONE

16. If access is by water: (parking and docking facilities used or to be used **and** distance of such facilities from the subject lands & the nearest public road)

N/A

17. Existing use(s) of the subject lands:

VACANT

18. Particulars of existing building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) *(this information may be indicated on a site plan - please use metric units)*

NONE

19. Proposed use(s) of the subject lands:

GARAGE

20. Particulars of proposed building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) *(this information may be indicated on a site plan - please use metric units)*

NONE

21. Date the subject lands were acquired by the current owner:

N/A

22. Date the existing building(s) was/were constructed on the subject lands:

N/A

23. Length of time the existing use(s) on the subject lands have continued:

N/A

24. Municipal services provided: (please state water source, sewage disposal system, and storm drainage system)

NONE

25. If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent/day would be produced/day as a result of the development being completed, please provide a copy of: servicing options statement and hydrogeological report.

N/A

26. Other services provided: (electricity, school busing, garbage collection, fire protection, etc.) (please specify)

All

27. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Zoning Amendment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Application
Official Plan Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Deeming By-law	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Site Plan Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Shore Road/Road Closing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Plan of Subdivision/Condominium	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Severance/Consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Application
Building Permit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

28. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn	YES	YES
A waste disposal site, including landfill, wood waste (operating or closed)	NO	NO
A sewage treatment plant, waste stabilization plant, or sewage lagoon		
A provincially significant wetland (Class 1, 2, or 3 Wetland)		
A provincially significant wetland within 120 metres of the subject lands		
Flood plain		
A rehabilitated mine site		
A non-operating or abandoned mine site within 1 kilometre of the subject lands		
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)		NO
An industrial or commercial use (please specify)		YES
A railway line		NO
A private, municipal, or federal airport		
A designated heritage site		
A known archaeological site		
A utility corridor (i.e. – gas, hydro, etc.) (please specify)		
Within 100 metres of a major watercourse (i.e. – river, lakeshore, large creek, or confluence of 2 or more watercourses)	NO	NO

29. An explanation of how the application for an amendment to the zoning by-law is consistent with policy statements issued under subsection 3(1) of The Planning Act:

P.P.S. 2020 - lot Boundary Adjustment in Appropriate

30. Is the subject land within an area of land designated under any provincial plan or plans:

Yes

31. If YES to Section 30 above, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

Conforms because it is Appropriate Land development

32. If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, please provide details of the official plan or official plan amendment that deals with the matter:

N/A

33. If the application is to remove land from an area of employment, please provide details of the official plan or official plan amendment that deals with the matter:

N/A

34. If the subject land is within an area where zoning with conditions may apply, please provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions:

Not required

35. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

Site Plan + Survey

NOTE:

As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Ministry of Transportation where access to the subject lands is by or there is a potential impact on a provincial highway. This pre-consultation report is required as part of the application form submission; failure to submit this report may delay or restrict the Sudbury East Planning Board's or the Municipal Council's ability to make a decision on the proposal.

AUTHORIZED AGENT

I/We Margaret + Franklin McKay am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to Dennis Sobey to act on my/our behalf in regard to this application.

Date Sept 20 / 2020

* M.C. McKay

* Frank E McKay
Signature of Registered Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We Margaret + Franklin McKay of the Township of East Zorra-Tavistock in the County of Oxford

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me at the Township of East Zorra - Tavistock in the County of Oxford this 21 day of September 2020

Will Jaques
A Commissioner of Oaths, etc.

**WILL JAQUES, a Commissioner, etc.,
Clerk of the Corporation of the
Township of East Zorra - Tavistock**

* M.C. McKay / F.E. McKay
Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, POH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13 and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

PERMISSION TO ENTER

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

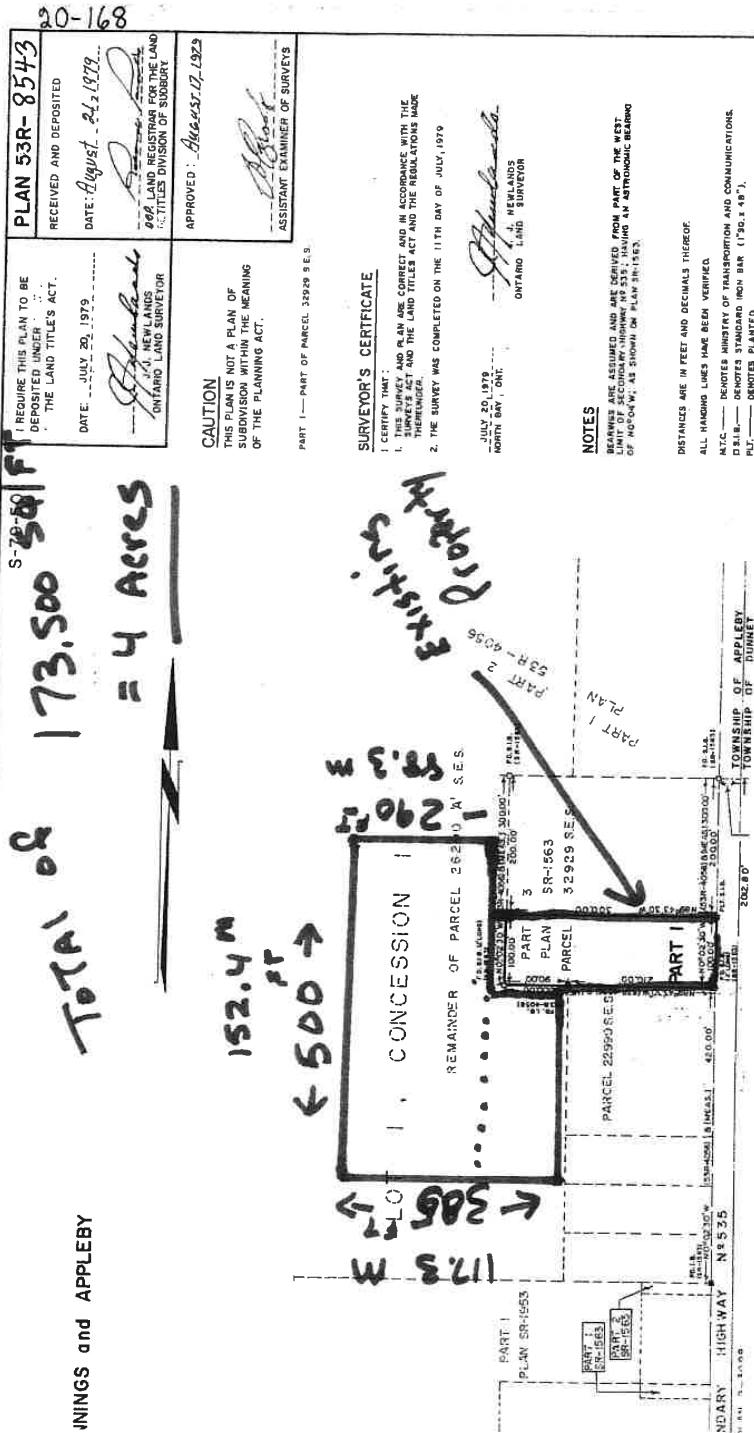
* M.C. McKay
* Frank E McKay
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

ATT: MATT

RE: 69 main ST. ST. Charles

- looking To buy some of
 Acreage behind us. Owner
 is Frank + Betty McKay.





CONSENT APPLICATION FORM

FOR OFFICE USE ONLY:	DATE STAMP - RECEIVED
Application No. <u>B108/21/SC</u>	RECEIVED JUN 05 2011
Application Fee: <u>850.00</u>	
Received by: <u>MID</u>	
Assessment Roll No. <u>5204-600-003-096-00</u>	
Official Plan Designation: <u>Rural Policy Area</u>	
Zoning Classification: <u>Rural (RA)</u>	

*All application questions must be answered.
Incomplete applications shall be returned to the applicant (please type or print in ink).*

- Registered Owner(s): Margaret + Franklin McKan
- Address: 616 313 13th Line RR#6 Woodstock ON N4S 7W1
- Tel Nos.: 519-537-0715 E-mail: FbMcKayscavating@gmail.com
- Agent: (if applicable) Dennis Sobey
- Address: 69 main ST. ST Charles on Pom 2W0
- Tel Nos.: 249-885-1314 E-mail: DSobey@Detourgold.com
- The type and the purpose of the proposed transaction (i.e. - transfer for the creation of a new lot, a lot addition, a right-of-way, an easement, a charge, a lease, or a correction of title):
a lot addition to 69 main ST. ST. Charles.
- If known, the name of the person to whom the subject lands or an interest in the lands is to be transferred, charged, or leased:
Tammy Fortin
- Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)
Appleby Con 1 Lot 1 PCL 2629/A Plan 53 R 4056
PART 2 - 5204-000-003-096-00
- Are there any easements or restrictive covenants affecting the subject lands and a description of each easement or covenant and its effect:
NO

11. Description of subject lands: (severed and retained) (please use metric units)

	Severed 1	Severed 2	Retained
Area	1.61 HA		45 HA
Frontage (road & water)	0		400m, 710m 42m
Depth	117 M		1.25 Km
Existing Use	VACANT.		VACANT
Proposed Use	GARAGE		NONE
Existing Building(s) (date of construction)	NONE		NONE
Proposed Building(s)	GARAGE		NONE
Access (provincial highway, municipal road, private road, etc.)	NONE		Provincial / municipal
Name of Access Road	NONE		Hwy 535
Road Maintenance (year-round or seasonal)	NONE		Furcot, Notre Dame Year round
Water access (parking & docking facilities and distance of such facilities from subject lands & nearest public road)	NONE		NONE
Water supply (municipal, private well, communal well, lake or other water body)	NONE		NONE
Sewage disposal (municipal, septic tank & tile bed, communal septic system, pit privy, other (please specify))	NONE		NONE
Other services (electricity, school busing, garbage collection, fire protection, etc.) (please specify)	NONE		All

12. The current designation of the subject land in the applicable official plans and an explanation of how the application conforms with the official plans.

Rural Policy Area

13. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance		✓	
Zoning Amendment	✓		Current Application
Official Plan Amendment		✓	
Deeming By-law		✓	
Site Plan Agreement		✓	
Shore Road/Road Closing		✓	
Plan of Subdivision/Condominium		✓	
Severance/Consent	✓		Current Application
Building Permit		✓	

14. Has any land been severed from the parcel originally acquired by the owner of the subject lands: (please provide the date of transfer, the name of the transferee, and the land use on the severed land)

NO

15. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn	<u>YES</u>	<u>YES</u>
A waste disposal site, including landfill, wood waste (operating or closed)	<u>NO</u>	<u>NO</u>
A sewage treatment plant, waste stabilization plant, or sewage lagoon		
A provincially significant wetland (Class 1, 2, or 3 Wetland)		
A provincially significant wetland within 120 metres of the subject lands		
Flood plain		
A rehabilitated mine site		
A non-operating or abandoned mine site within 1 kilometre of the subject lands		
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)		<u>NO</u>
An industrial or commercial use (please specify)		<u>YES</u>
A railway line		<u>NO</u>
A private, municipal, or federal airport		
A designated heritage site		
A known archaeological site		
A utility corridor (i.e. – gas, hydro, etc.) (please specify)		
Within 100 metres of a major watercourse (i.e. – river, lakeshore, large creek, or confluence of 2 or more watercourses)	<u>NO</u>	<u>NO</u>

16. An explanation of how the application is consistent with policy statements issued under subsection 3(1) of The Planning Act:

P.P.S. 2020 - lot boundary Adjustment is appropriate.

17. Is the subject land within an area of land designated under any provincial plan or plans:

yes

18. If the answer to Section 17 is yes, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

Appropriate Land Development

19. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

- Site plan + Survey

NOTE:

As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Sudbury and District Health Unit or the Ministry of the Environment and Energy, whichever is applicable, where the proposed consent is on private services. Furthermore, the Sudbury East Planning Board also requires approvals from the Ministry of Transportation where access to the proposed consent is by or there is a potential impact on a provincial highway. These pre-consultation reports are required as part of the application form submission; failure to submit these reports may delay or restrict the Sudbury East Planning Board's ability to make a decision on the proposal.

AUTHORIZED AGENT

I/We Margaret + Franklin McKay am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to Dennis Sobey to act on my/our behalf in regard to this application.

Date Sept 20 / 2020

* M. E. McKay
* Frank E McKay
Signature of Registered Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We Margaret + Franklin McKay of the Township
of East Zorra-Tavistock in the County
of Oxford

I solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me at the Township of East Zorra - Tavistock in the County
of Oxford this 21 day of September 2020

Will Jaques
A Commissioner of Oaths, etc.
**WILL JAQUES, a Commissioner, etc.,
Clerk of the Corporation of the
Township of East Zorra - Tavistock**

* M. E. McKay / Frank E McKay
Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, POH 2N0 (Office: Tel: (705) 967-2174 & Fax (705) 967-2177).

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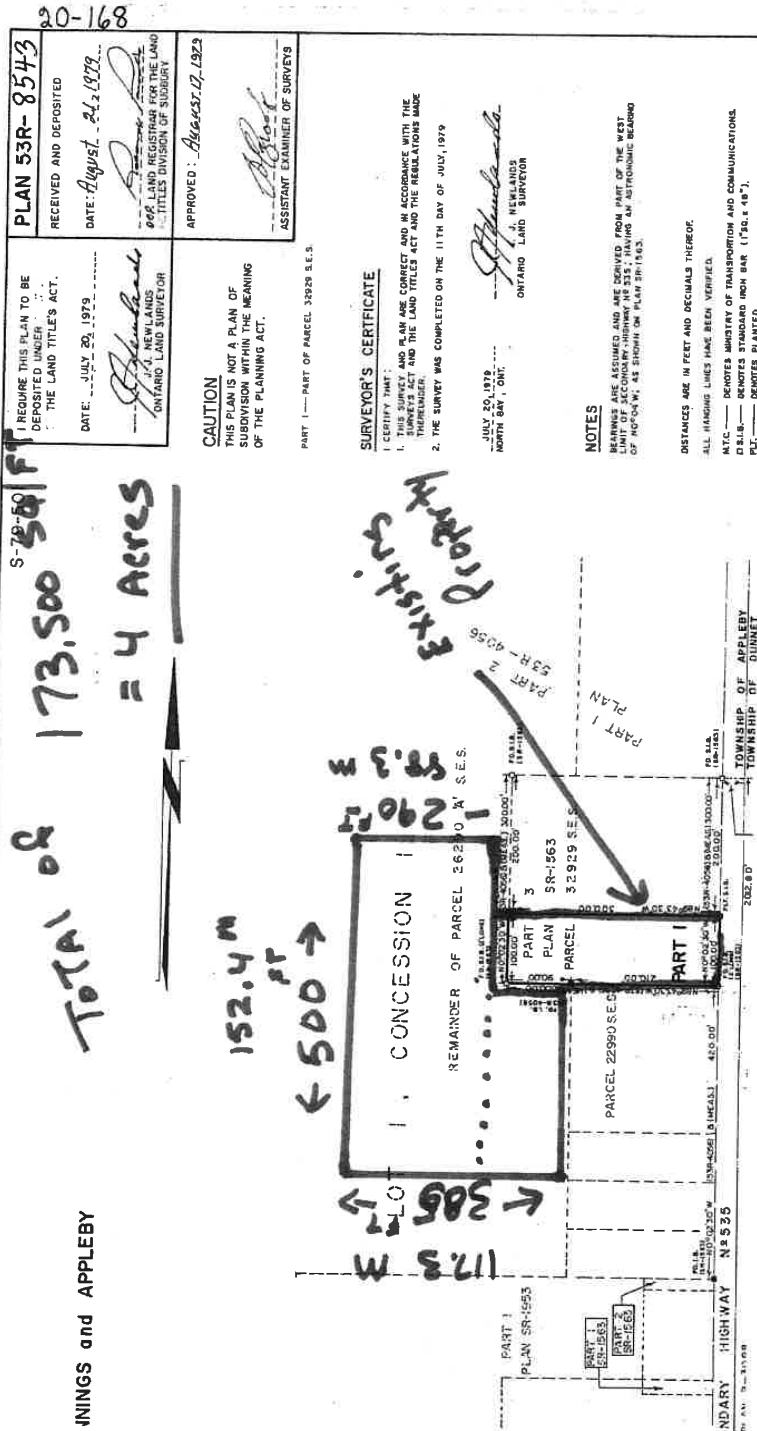
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Att: MATT

RE: 69 main st. ST. Charles

- looking To buy some of
Acreage behind us. Owner
is Frank + Betty McKay.



PLAN 53R-8543
RECEIVED AND DEPOSITED
DATE: August 24, 1979
APPROVED: August 17, 1979
ASSISTANT EXAMINER OF SURVEYS

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.
DATE: JULY 20, 1979
J. H. NEWLANDS
ONTARIO LAND SURVEYOR

CAUTION
THIS PLAN IS NOT A PLAN OF SUBDIVISION AND THE MEANING OF THE PLANNING ACT.

PART 1 — PART OF PARCEL 32929 S.E.S.

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE THEREUNDER.
2. THE SURVEY WAS COMPLETED ON THE 11TH DAY OF JULY, 1979

JULY 20, 1979
MONTREAL, QUE.
J. H. NEWLANDS
ONTARIO LAND SURVEYOR

NOTES
BEARINGS ARE ASSUMED TO BE TRUE UNLESS INDICATED FROM PART OF THE WEST LIMIT OF SECONDARY HIGHWAY N 8 S 25 AND METEOROLOGICAL BEARING OF 40° 00' W, AS SHOWN ON PLAN SR-1563.
DISTANCES ARE IN FEET AND DECIMALS THEREOF.
ALL HANGING LINES HAVE BEEN VERIFIED.
M.T.C. — PROPOSED MINISTRY OF TRANSPORTATION AND COMMUNICATIONS DESIGN ORIGINATOR AND HIGHWAY (170.4 19').
P.L.T. — QUOTES PLANTED.

[Redacted text block]

Subject: West Grey council resolution regarding Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act
Attachments: West Grey resolution re Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act.pdf

Good afternoon,

Please find attached a resolution passed on December 15, 2020 by the Council of the Municipality of West Grey regarding Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act.

Sincerely,

Lindsey Glazier
Legislative Coordinator

Municipality of West Grey
402813 Grey Road 4
RR 2 Durham, ON N0G 1R0
519-369-2200 ext. 221
www.westgrey.com || @OurWestGrey

The Municipality of West Grey is currently under a state of emergency due to the COVID-19 pandemic.

Municipal facilities remain closed until further notice. Staff is responding to email and phone enquiries. Updates will be posted to our website (www.westgrey.com) and through our Facebook and Twitter accounts (@OurWestGrey). For accurate information on COVID-19 please visit: www.ontario.ca/COVID-19.

Confidentiality notice: this email message and attachments, if any, are sent by a third-party administrator for the sole use of the intended recipient(s). It may contain information that is privileged and/or confidential. If you are not the intended recipient, please notify the sender immediately by reply email and destroy this communication. Thank you.



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4
RR 2 Durham, ON N0G 1R0
519-369-2200

January 13, 2021

Re: Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act

WHEREAS the Ontario Government proposes amendments to the Crown Forest Sustainability Act in Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020;

WHEREAS the Crown Forest Sustainability Act applies to almost two thirds of Ontario's land base which amounts to over 70 million hectares of land that is habitat for many species at risk;

WHEREAS Bill 229 schedule 8 amends the Crown Forest Sustainability Act in order to exempt all forestry operations from mandatory consideration of species at risk protection and recovery as mandated by the Endangered Species Act;

WHEREAS Bill 229 schedule 8 removes the ability to issue orders in circumstances when there is imminent danger to a species at risk;

THEREFORE BE IT RESOLVED THAT West Grey council requests the Province of Ontario repeal schedule 8 of Bill 229 and that a copy of this resolution be forwarded to:

Premier Ford

Minister Philips, Minister of Finance

Minister Yakabuski, Minister of Natural Resources and Forestry

Minister Yurek, Minister of the Environment, Conservation and Parks

MPP Bill Walker, Bruce-Grey-Owen Sound

MPP Ian Arthur, NDP Environment Critic

Grey County Council
Ontario municipalities
Association of Municipalities of Ontario
Conservation Ontario
Saugeen Valley Conservation Authority
Grey Sauble Conservation Authority

Respectfully,

Genevieve Scharback,
Director of Administration / Clerk
Municipality of West Grey

www.westgrey.com

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AP5060

Page : 1

Date : Jan 14, 2021

Time : 11:05 am

Vendor : 1114127 To ZOO01

Batch : All

Cash Requirement Date : Dec 31, 2020

Bank : 1 To 1

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
132948	R & D RECYCLING 1329483 ONT LTD							
137800	NOVEMBER RECYCLING SERVICES	582 T	30-Nov-2020 30-Dec-2020	12,381.20	12,381.20	0.00	0.00	0.00
AIRDBE	AIRD & BERLIS LLP							
39737-154336	MATTER NO. 154336	582 T	16-Nov-2020 16-Nov-2020	6,664.42	6,664.42	0.00	0.00	0.00
BBTMACHIN	BBT MACHINING INC							
22580	TELESCOPIC CYLINDER TO REPAIR	620 C	14-Dec-2020 14-Dec-2020	1,299.50	1,299.50	0.00	0.00	0.00
BELL09	BELL CANADA							
7058671100	NOV NOV 2020 S/O LANDLINE	582 E	22-Nov-2020 22-Nov-2020	93.88	93.88	0.00	0.00	0.00
7058672181	NOV NOV 2020 FD LANDLINE	582 E	22-Nov-2020 22-Nov-2020	160.42	160.42	0.00	0.00	0.00
7058675789	NOV NOV 2020 MUN FAX	582 E	22-Nov-2020 22-Nov-2020	158.51	158.51	0.00	0.00	0.00
7058675513	NOV NOV 2020 GARAGE LANDLINE	582 E	22-Nov-2020 22-Nov-2020	98.14	98.14	0.00	0.00	0.00
7058672032	NOV NOV 2020 MUN LANDLINE	582 E	22-Nov-2020 22-Nov-2020	342.18	342.18	0.00	0.00	0.00
7058670990	NOV NOV 2020 ELEVATOR LINE	582 E	22-Nov-2020 22-Nov-2020	80.21	80.21	0.00	0.00	0.00
7058675332	NOV NOV 2020 LIB LANDLINE	582 E	22-Nov-2020 22-Nov-2020	146.42	146.42	0.00	0.00	0.00
7058672899	NOV NOV 2020 COM CTR LANDLINE	582 E	22-Nov-2020 22-Nov-2020	84.39	84.39	0.00	0.00	0.00
BELL10	BELL CANADA							
7058672032	NOV OCTOBER 2020 TOLL FREE LINE	582 E	30-Nov-2020 30-Nov-2020	17.38	17.38	0.00	0.00	0.00
BENSON	BENSON							
93257571	METAL CUT-OFF DISC	582 T	27-Nov-2020 27-Nov-2020	70.92	70.92	0.00	0.00	0.00
BOBSERV	BOB'S SERVICE CENTRE							
54345	PICK UP & DELIVER TO CANADIAN SHIELD	582 C	20-Nov-2020 20-Nov-2020	268.38	268.38	0.00	0.00	0.00
51977	PICK UP & DELIVER TO TRACKS & WHEELS	582 C	23-Nov-2020 23-Nov-2020	348.89	348.89	0.00	0.00	0.00
CANASH	CANADIAN SHIELD CONSULTANTS							
5386	RENTAL EXCAVATOR 305 NOV 9-12	582 T	23-Nov-2020 23-Nov-2020	5,650.00	5,650.00	0.00	0.00	0.00
	RENTAL KABOTA 121 NOV 16-19							
5406	ST CHARLES LANDFILL STUDY	620 T	11-Dec-2020 11-Dec-2020	4,022.80	4,022.80	0.00	0.00	0.00
5412	DECEMBER 2020 - AS PER BYLAW 2019-10	620 T	15-Dec-2020 15-Dec-2020	1,665.09	1,665.09	0.00	0.00	0.00
5411	DECEMBER 2020 - AS PER BYLAW 2019-09	620 T	15-Dec-2020 15-Dec-2020	1,347.90	1,347.90	0.00	0.00	0.00
CGIS1	CGIS SPATIAL SOLUTIONS							

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44166	SLIMS CONTRACTED SERVICES	620 T	01-Dec-2020 01-Dec-2020	859.47	859.47	0.00	0.00	0.00
CONS02 Conseil scolaire catholique du Nouvel-On								
DECEMBER 2020	4th QUARTER DECEMBER 2020	620 T	08-Dec-2020 08-Dec-2020	21,684.10	21,684.10	0.00	0.00	0.00
CONS03 CONSEIL SCOLAIRE DU DISTRICT GRAND NORD DE L'								
DECEMBER 2020	4th QUARTER DECEMBER 2020	620 C	08-Dec-2020 08-Dec-2020	4,022.32	4,022.32	0.00	0.00	0.00
COOP01 CO OPERATIVE REGIONALE DE NIPISSING SUDBURY LTEE								
00000470136	FURNACE OIL @ GARAGE	582 E	25-Nov-2020 25-Nov-2020	1,355.42	1,355.42	0.00	0.00	0.00
SF22428	SERVICE CALL-OIL FURNACE @ GARAGE	620 E	02-Dec-2020 02-Dec-2020	282.50	282.50	0.00	0.00	0.00
CULLIGAN CULLIGAN								
DEC 7 2020	WATER @ OFFICE	620 C	07-Dec-2020 07-Dec-2020	46.46	46.46	0.00	0.00	0.00
DARCH DARCH FIRE								
CI30002118	ORDER NO. 579814	582 T	27-Nov-2020 27-Nov-2020	663.74	663.74	0.00	0.00	0.00
W030000539	REPAIRS TO RESCUE UNIT - 2020 FORD F250	620 T	11-Dec-2020 11-Dec-2020	27,020.72	27,020.72	0.00	0.00	0.00
DISCOU DISCOUNT HAND CAR WASH								
216-0 DEC 2, 2020	DEF FLUID 208 LITER DRUM	620 C	02-Dec-2020 02-Dec-2020	251.99	251.99	0.00	0.00	0.00
DUNN01 DUNNET CONSTRUCTION LTD								
48	TICKET: 5126, 5127, 5125	639 T	30-Oct-2020 30-Oct-2020	1,350.78	1,350.78	0.00	0.00	0.00
49	PIT RUN AND FILL PER TONNE	582 T	30-Nov-2020 30-Nov-2020	1,222.90	1,222.90	0.00	0.00	0.00
ENCOMP ENCOMPASS IT.CA								
IN-08025	DECEMBER SUPPORT & BACK UP	620 T	01-Dec-2020 01-Dec-2020	762.75	762.75	0.00	0.00	0.00
IN-08042	DECEMBER 2020 FOR OFFICE 365	620 T	09-Dec-2020 09-Dec-2020	503.42	503.42	0.00	0.00	0.00
FIREHALLBO FIREHALL BOOKSTORE								
BK0005470	STANDARD FOR VENTILATION CONTROL & FIRE PROT	620 T	14-Dec-2020 14-Dec-2020	266.09	266.09	0.00	0.00	0.00
FISHE FISHER'S REGALIA								
46547	SHIRTS, SEW ON CRESTS	643 T	23-Sep-2020 23-Oct-2020	967.61	967.61	0.00	0.00	0.00
FRANK FRANK COWAN COMPANY LTD								
IN000014154	CLAIM #P3000340	582 T	30-Nov-2020 30-Nov-2020	399.75	399.75	0.00	0.00	0.00
HYDRO HYDRO ONE NETWORKS INC.								
200041969645	OCT 3 - NOV 4, 2020 ARENA	634 E	03-Oct-2020 03-Oct-2020	1,721.13	1,721.13	0.00	0.00	0.00

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200033095054NC	OCTOBER 29 - NOVEMBER 27, 2020 CRAFT RM	582 E	27-Nov-2020 27-Nov-2020	145.41	145.41	0.00	0.00	0.00
200069022945NC	OCTOBER 29 - NOVEMBER 27, 2020 PHARMACY	582 E	27-Nov-2020 27-Nov-2020	323.28	323.28	0.00	0.00	0.00
200075029265NC	OCTOBER 29 - NOVEMBER 27, 2020 MED BLDG	582 E	27-Nov-2020 27-Nov-2020	341.85	341.85	0.00	0.00	0.00
200091319811NC	OCTOBER 28 - NOVEMBER 25, 2020 STREET LIGHTS	582 E	25-Nov-2020 25-Nov-2020	143.51	143.51	0.00	0.00	0.00
200001768704NC	OCTOBER 29 - NOVEMBER 27, 2020 FITNESS	582 E	27-Nov-2020 27-Nov-2020	147.83	147.83	0.00	0.00	0.00
200028774514NC	OCTOBER 29 - NOVEMBER 27, 2020 MENTAL HEALTH	582 E	27-Nov-2020 27-Nov-2020	102.01	102.01	0.00	0.00	0.00
200006917380NC	OCTOBER 29 - NOVEMBER 27, 2020 HEALTH UNIT	582 E	27-Nov-2020 27-Nov-2020	314.36	314.36	0.00	0.00	0.00
200087315731NC	OCTOBER 29 - NOVEMBER 27, 2020 UPPER CLINIC	582 E	27-Nov-2020 27-Nov-2020	82.82	82.82	0.00	0.00	0.00
200021822745NC	OCTOBER 29 - NOVEMBER 27, 2020 LOWER CLINIC	582 E	27-Nov-2020 27-Nov-2020	234.46	234.46	0.00	0.00	0.00
200097749089NC	OCTOBER 29 - NOVEMBER 27, 2020 PARKS	582 E	27-Nov-2020 27-Nov-2020	27.86	27.86	0.00	0.00	0.00
200097719686NC	OCTOBER 29 - NOVEMBER 27, 2020 GARAGE	582 E	27-Nov-2020 27-Nov-2020	413.81	413.81	0.00	0.00	0.00
200130951886NC	OCTOBER 29 - NOVEMBER 27, 2020 FD	582 E	27-Nov-2020 27-Nov-2020	304.42	304.42	0.00	0.00	0.00
200098493868NC	OCTOBER 29 - NOVEMBER 27, 2020 DUNNET SEWERS	582 E	27-Nov-2020 27-Nov-2020	73.47	73.47	0.00	0.00	0.00
200075308343NC	OCTOBER 29 - NOVEMBER 27, 2020 CASIMIR SEWERS	582 E	27-Nov-2020 27-Nov-2020	354.77	354.77	0.00	0.00	0.00
200072312760NC	OCTOBER 29 - NOVEMBER 27, 2020 MUN OFFICE	582 E	27-Nov-2020 27-Nov-2020	240.54	240.54	0.00	0.00	0.00
INFRA	INFRASTRUCTURE SOLUTIONS (SOFTWARE) INC.							
1984	SOFTWARE ASSET MANAGEMENT	60 C	28-Jan-2020 28-Jan-2020	3,390.00	3,390.00	0.00	0.00	0.00
INSERV	INSERVUS MANAGEMENT SYSTEMS							
3973	CLEANING PROTECTIVE EQUIPMENT	620 T	11-Dec-2020 11-Dec-2020	432.86	432.86	0.00	0.00	0.00
JANI01	JANIX SUPPLIES							

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Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
20242001	CENTER PULL HAND TOWELS	582 T	24-Nov-2020 24-Nov-2020	48.42	48.42	0.00	0.00	0.00
20242451	CLEANING SUPPLIES, SCHOOL, GARAGE & ADMIN	620 T	09-Dec-2020 09-Dec-2020	332.49	332.49	0.00	0.00	0.00
20242445	CREDIT FOR 20236959	620 T	09-Dec-2020 09-Dec-2020	-45.04	-45.04	0.00	0.00	0.00
202426664	FLOOR WAXING FOR ADMIN OFFICE	620 T	17-Dec-2020 17-Dec-2020	53.63	53.63	0.00	0.00	0.00
KSMAR K.SMART ASSOCIATES LTD.								
32003	DRAINAGE SUPERINTENDENT FROM AUG 1-SEP 30, 2020	532 T	30-Sep-2020 30-Sep-2020	4,569.02	4,569.02	0.00	0.00	0.00
32237	DRAINAGE SUPERINTENDENT SERVICES FROM OCT 1-31, 2020	639 T	31-Oct-2020 31-Oct-2020	1,288.20	1,288.20	0.00	0.00	0.00
32265	TO INSPECT 8 STUCTURES	620 T	11-Dec-2020 11-Dec-2020	4,294.00	4,294.00	0.00	0.00	0.00
LABO01 LABOURER'S INTERNATIONAL LIUNA								
NOVEMBER 2020	NOVEMBER 2020 BENEFITS	582 E	30-Nov-2020 30-Nov-2020	2,295.87	2,295.87	0.00	0.00	0.00
LAURENTIAN LAURENTIAN BUSINESS PRODUCTS								
347892	billing 11/13-12/12/2020	620 T	12-Dec-2020 11-Jan-2021	328.60	328.60	0.00	0.00	0.00
LBPC LBPC Leasing Limited								
26877	DECEMBER 2020 CANON LEASE #532	620 E	20-Dec-2020 20-Dec-2020	262.93	262.93	0.00	0.00	0.00
LENCLE LEN'S CLEAN AIR 1552438 INC								
16894	ONTARIO DRIVE CLEAN ON #11 FORD	620 T	09-Dec-2020 09-Dec-2020	254.25	254.25	0.00	0.00	0.00
MANI01 MANITOULIN-SUDBURY DSSAB								
IN000018264	DSAB FEES FOR DECEMBER2020	620 T	01-Dec-2020 16-Dec-2020	32,744.00	32,744.00	0.00	0.00	0.00
MASL01 MASLACK SUPPLY LTD								
4756936	HYD CART	582 T	30-Nov-2020 30-Nov-2020	76.04	76.04	0.00	0.00	0.00
4749775	PRESSURIZED COOLAN' RESERVOIR, RAIDATOR, DEX-COOL	582 T	24-Nov-2020 24-Nov-2020	426.35	426.35	0.00	0.00	0.00
4754020	RETURN OF RADIATOR	582 T	26-Nov-2020 26-Nov-2020	-308.75	-308.75	0.00	0.00	0.00
4752267	HOSE FOR GMC SIERRA	582 T	25-Nov-2020 25-Nov-2020	60.96	60.96	0.00	0.00	0.00
4752218	COMPLETE RADIATOR	582 T	25-Nov-2020 25-Nov-2020	308.75	308.75	0.00	0.00	0.00
4764642	QUALISORB FLOORDRY GOLD	620 T	04-Dec-2020 04-Dec-2020	84.86	84.86	0.00	0.00	0.00
MAXIM MAXIMUM SIGNS								
88999	HIDDEN DRIVEWAY SIGN	620 T	07-Dec-2020 07-Dec-2020	60.33	60.33	0.00	0.00	0.00

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Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
MINIS MINISTRY OF FINANCE								
21201120105501	NEW PROGRAM REGISTRATION OFC FEES	582 C	20-Nov-2020 20-Nov-2020	520.00	520.00	0.00	0.00	0.00
20241120110306	LSR 2020 OCTOBER OPP LSR BILLING	639 C	31-Oct-2020 30-Nov-2020	23,786.00	23,786.00	0.00	0.00	0.00
20271120084712	LSR 2020 JUL - SEP REVENUES	643 C	30-Sep-2020 30-Oct-2020	-123.00	-123.00	0.00	0.00	0.00
MJEL01 M.J. ELECTRIC								
1430	LABOUR, SERVICE CALL & BULB-T8	620 T	01-Dec-2020 01-Dec-2020	163.85	163.85	0.00	0.00	0.00
MOOR03 MOORE PROPANE								
15001599	PROPANE @ MUNICIPAL OFFICE	620 T	02-Dec-2020 02-Dec-2020	929.43	929.43	0.00	0.00	0.00
15001601	PROPANE @ ARENA	620 T	02-Dec-2020 02-Dec-2020	39.73	39.73	0.00	0.00	0.00
15001728	PROPANE @ ARENA	620 T	11-Dec-2020 11-Dec-2020	210.69	210.69	0.00	0.00	0.00
015001855	PROPANE @ FD	620 T	18-Dec-2020 18-Dec-2020	1,910.66	1,910.66	0.00	0.00	0.00
NORBEA NORDIC BEARINGS INC.								
0446915	HOSE, FITTINGS, ADAPTERS	620 T	08-Dec-2020 08-Dec-2020	134.05	134.05	0.00	0.00	0.00
NORSER 510489 ONTARIO LIMITED O/A NORMS SERVICE CENTRE								
6257	OIL CHANGE	582 T	25-Nov-2020 25-Nov-2020	109.10	109.10	0.00	0.00	0.00
NORTHSTAR NORTHSTAR MAT & UNIFORM RENTALS								
23042	MATS @ WC & MUN OFFICE	582 T	20-Nov-2020 20-Nov-2020	54.81	54.81	0.00	0.00	0.00
23213	MATS @ WC & MUN OFFICE	620 T	08-Dec-2020 08-Dec-2020	54.81	54.81	0.00	0.00	0.00
23309	MATS @ MUN OFFICE & WC	620 T	15-Dec-2020 15-Dec-2020	54.81	54.81	0.00	0.00	0.00
23391	MAT RENTAL ADMIN & WC	620 T	22-Dec-2020 22-Dec-2020	54.81	54.81	0.00	0.00	0.00
NORTHSTARS NORTHSTAR STUCCO & STONE								
000061	INSTALLED BLOCKS ON SIDE OF MUNICIPAL BUILDING	620 T	02-Dec-2020 02-Dec-2020	1,695.00	1,695.00	0.00	0.00	0.00
OFFICE OFFICE CENTRAL								
1776050-1	SHARPIE X 12 FOR FD	582 T	19-Nov-2020 19-Nov-2020	28.34	28.34	0.00	0.00	0.00
1783465-0	MASKS, PACKING TAPE, TAPE DISPENSER	620 T	10-Dec-2020 10-Dec-2020	76.91	76.91	0.00	0.00	0.00
1776050-0	OFFICE SUPPLIES @ FD, PW & ADMIN	582 T	19-Nov-2020 19-Dec-2020	85.56	85.56	0.00	0.00	0.00
C1776050-0	CREDIT REC'D FOR INV 1776050-0	620 T	18-Dec-2020 18-Dec-2020	-38.59	-38.59	0.00	0.00	0.00

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1784795-0	PICTURE FRAME, SWIFFER, TAPE DISP	620 T	15-Dec-2020 15-Dec-2020	46.91	46.91	0.00	0.00	0.00
OMER01	OMERS ATTN. PENSION ACCOUNTING							
NOV 2020	OMERS MONTHLY CHARGE - November 2020	641 E	30-Nov-2020 02-Dec-2020	9,981.14	9,981.14	0.00	0.00	0.00
ONTHEALTH	ONTARIO EMPLOYER HEALTH TAX							
NOV 2020	EHT MONTHLY PAYMEN - NOV 2020	656 E	30-Nov-2020 08-Dec-2020	1,266.03	1,266.03	0.00	0.00	0.00
PETT01	PETTY CASH/ADM							
NOV-DEC 2020	REPLENISH PETTY CASH	620 C	01-Dec-2020 01-Dec-2020	369.10	369.10	0.00	0.00	0.00
PPESOL	PPE SOLUTIONS INC.							
8202	BOOTS X2 @ FD	582 T	25-Nov-2020 25-Nov-2020	588.04	588.04	0.00	0.00	0.00
QUIBELL	QUIBELL SHELLEY							
FOOD BANK NOV	FOOD BASICS X 2, GIANT TIGER, NO FRILLS	582 T	19-Nov-2020 19-Nov-2020	591.95	591.95	0.00	0.00	0.00
RAIN01	RAINBOW DISTRICT SCHOOL BOARD							
DECEMBER 2020	4th QUARTER DECEMBER 2020	620 T	08-Dec-2020 08-Dec-2020	48,298.12	48,298.12	0.00	0.00	0.00
RASTAL	RASTALL MINE SUPPLY LTD							
99713630	NUTS & BOLT	582 T	27-Nov-2020 27-Nov-2020	469.15	469.15	0.00	0.00	0.00
RECE03	RECEIVER GENERAL FOR CANADA TECHNOLOGY CENTRE							
RECE03 - 14428	Payroll Remittance BN:	652 E	30-Nov-2020 08-Dec-2020	510.90	510.90	0.00	0.00	0.00
RECE03 - 14429	Payroll Remittance BN: 108146390RP0001	652 E	30-Nov-2020 08-Dec-2020	14,642.33	14,642.33	0.00	0.00	0.00
ROGERS	ROGERS							
2244637026	NOVEMBER 2020 MUN CELL PHONE CHARGES	582 E	30-Nov-2020 30-Nov-2020	491.61	491.61	0.00	0.00	0.00
SHARON	SHARON GAUTHIER DENIS LEFEBVRE							
89	SERVICES RENDERED FOR HTE MONTH OF NOVEMBER 2020	582 T	30-Nov-2020 30-Nov-2020	515.00	515.00	0.00	0.00	0.00
SOFA	SOFA COMMUNICATIONS							
9662	50% DEPOSIT ON WEBSITE ADDITIONS	620 C	21-Dec-2020 21-Dec-2020	6,328.00	6,328.00	0.00	0.00	0.00
SPECTR	SPECTRUM GROUP							
C1157442	INTERNET @FD	620 T	01-Dec-2020 01-Dec-2020	56.44	56.44	0.00	0.00	0.00
SRVCE057758	MOB XPR2500 136-174 128F 45W AD	620 T	09-Dec-2020 09-Dec-2020	1,638.50	1,638.50	0.00	0.00	0.00
STFOOD	ST CHARLES FOOD MARKET							

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MUN FUEL NOV	NOVEMBER 2020 FUEL FOR MUN VEHICLES	582 T	30-Nov-2020 30-Nov-2020	1,661.58	1,661.58	0.00	0.00	0.00
FD FUEL NOV 20	NOVEMBER 2020 FD FUEL FOR VEHICLES	582 T	30-Nov-2020 30-Nov-2020	93.06	93.06	0.00	0.00	0.00
11515578324	PINESOL & 2 X BAGS OF SALT	582 T	03-Nov-2020 03-Nov-2020	18.05	18.05	0.00	0.00	0.00
11515578668	EXTENSION CORD & NUTS, BOLTS	582 T	04-Nov-2020 04-Nov-2020	35.93	35.93	0.00	0.00	0.00
11515581221	LIGHT BULBS	582 T	13-Nov-2020 13-Nov-2020	14.68	14.68	0.00	0.00	0.00
11515582556	COTTON SWABS	582 T	18-Nov-2020 18-Nov-2020	3.38	3.38	0.00	0.00	0.00
11515582540	CONSTRUCTION GLUE	582 T	18-Nov-2020 18-Nov-2020	8.58	8.58	0.00	0.00	0.00
11515583865	ANTI-FREEZE	582 T	23-Nov-2020 23-Nov-2020	42.92	42.92	0.00	0.00	0.00
11515584445	REMOVAL ADHESIVE	582 T	25-Nov-2020 25-Nov-2020	6.43	6.43	0.00	0.00	0.00
11515585819	WINDSOR SALT X 2	582 T	30-Nov-2020 30-Nov-2020	11.28	11.28	0.00	0.00	0.00
SUDB07	SUDBURY EAST PLANNING BOARD							
#013 OFFICIAL P	PROFESSIONAL SERVICES OCT 1-31, 2020	639 T	31-Oct-2020 31-Oct-2020	1,194.15	1,194.15	0.00	0.00	0.00
#014 OFFICIAL P	PROFESSIONAL SERVICES NOV 1-30, 2020	620 T	15-Dec-2020 15-Dec-2020	739.29	739.29	0.00	0.00	0.00
SUDB11	PUBLIC HEALTH SUDBURY & DISTRICTS							
RC020034880	MUNICIPAL LEVY DECEMBER 2020	620 T	01-Dec-2020 16-Dec-2020	4,741.00	4,741.00	0.00	0.00	0.00
SUDC01	SUDBURY CATHOLIC DISTRICT SCHOOL BOARD							
DECEMBER 2020	4th QUARTER DECEMBER 2020	620 T	08-Dec-2020 08-Dec-2020	7,455.74	7,455.74	0.00	0.00	0.00
SUNLIFE	SUN LIFE ASSURANCE COMPANY OF CANADA							
DECEMBER 2020	DECEMBER 2020 BENEFITS	620 E	01-Dec-2020 31-Dec-2020	5,327.54	5,327.54	0.00	0.00	0.00
TESTMA	TESTMARK LABORATORIES							
190208	LAGOON TESTING	582 T	27-Nov-2020 27-Nov-2020	115.98	115.98	0.00	0.00	0.00
TIMWISE	TIMWISE TILT-N-LOAD INC							
012040	PICK UP OF ELECTRONIC BIN @ LANDFILL	620 T	08-Dec-2020 08-Dec-2020	1,243.00	1,243.00	0.00	0.00	0.00
TRAC01	TRACKS & WHEELS EQUIP.							
KABOTA PURCH	TO RECORD THE PURCHASE OF THE KABOTA	620 C	11-Dec-2020 11-Dec-2020	60,511.50	60,511.50	0.00	0.00	0.00
TURBO	TURBO MOBILE SERVICES							
0001	UNIT 1201-AIR LEAK CHECK & CORRECT	582 T	29-Nov-2020 29-Nov-2020	370.97	370.97	0.00	0.00	0.00

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0003	UNIT 1202-ALIGN STEERING WHEEL & INSTALL AIR TANK DRAIN CORDS	582 T	29-Nov-2020 29-Nov-2020	231.53	231.53	0.00	0.00	0.00
VISA COLLABRIA								
JBERTOIA-NOV2	PAINT FOR BAY 1	582 E	30-Nov-2020 30-Nov-2020	64.38	64.38	0.00	0.00	0.00
TRAVIS-NOV2021		582 E	30-Nov-2020 30-Nov-2020	593.67	593.67	0.00	0.00	0.00
DTURCOT-NOV2		582 E	30-Nov-2020 30-Nov-2020	2,825.66	2,825.66	0.00	0.00	0.00
ATARINI-NOV202		582 E	30-Nov-2020 30-Nov-2020	685.73	685.73	0.00	0.00	0.00
DTURCOT-DEC2		620 E	31-Dec-2020 31-Dec-2020	13,753.20	2,906.05	0.00	0.00	10,847.15
Supplier Totals :				17,922.64	7,075.49	0.00	0.00	10,847.15
WESTNIP West Nipissing Sanitation								
5118	NOV 5, 9 & 10, 2020 VACUUM TRUCK FLUSHING SERVICES	582 T	12-Nov-2020 12-Nov-2020	6,215.00	6,215.00	0.00	0.00	0.00
YVEROY YVEROY ENTERPRISES								
123120	DECEMBER 2020 RECYCLING & GARBAGE PICK UP	620 T	08-Dec-2020 08-Dec-2020	565.00	565.00	0.00	0.00	0.00
Totals :				376,559.37	365,712.22	0.00	0.00	10,847.15

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: No	Priority: None
Direction Only: No	Type of Meeting: RMC

Report Title: 2019 Financial Indicator Review

Recommendation:

For informational use only.

Background:

The 2019 FIR was submitted by KPMG on December 21, 2020 after the Financial Statements were approved by Council.

The Ministry of Municipal Affairs and Housing (MMAH) analyzes this data and compares it to the Provincial threshold as well as similar size municipalities. These are used to determine the municipality's financial health.

MMAH has determined that The Municipality of St.-Charles has been assigned Moderate Risk in the following three (3) indicators:

- 1) Total Taxes Receivable as a % of Total Taxes Levied
- 2) Total Reserve & Discretionary Reserve funds as a % of Municipal Expense
- 3) Closing Amortization Balance as a % of Total Cost of Capital Assets

The remaining four (4) categories we remain in the low risk.

The CAO and the Treasurer had a call with Bryan Searle from MMAH to go over the results and discuss solutions on how to lower the Municipal risk in the future. In order to address the above three (3) indicators, the following will become a focus for the Treasury Department in 2021.

- 1) Review tax sale process and start the process on properties in arrears 2+ years. This may increase in 2020, as no tax sales were started during the year.



- 2) With the Asset Management Plan implemented in the 2020 budget, along with the 2021, we are now starting to place money in reserves for future projects.
- 3) It was suggested that we review our depreciation policies to ensure that the expected life of our assets is true. For example, if we have a piece of equipment that we amortize over a period of five (5) years, but we know in reality it will last ten (10), we are over amortizing our assets. If this is not the case, we need to review our Asset Management Plan to ensure that we are replacing assets in a timely manner.

Prepared by: Pamela McCracken – Treasurer

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

St-Charles M

Date Prepared:	04-Jan-21	2019 Households:	997	Median Household Income:	57,280
MSO Office:	Northeast	2019 Population:	1,120	Taxable Residential Assessment as a	
Prepared By:	Bryan Searte	2020 MFCL Index:	8.1	% of Total Taxable Assessment:	90.7%
Tier:	ST			Own Purpose Taxation:	2,304,549

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	North - Population >1000 <= 2500		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2015	16.6%	13.2%	13.7%	HIGH
		2016	15.5%	12.8%	13.5%	HIGH
		2017	9.0%	11.3%	12.7%	LOW
		2018	12.7%	11.5%	12.4%	MODERATE
		2019	13.7%	10.8%	12.1%	MODERATE
		2019	13.7%	10.8%	12.1%	MODERATE
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2015	-35.0%	32.2%	42.5%	LOW
		2016	-16.4%	37.6%	41.1%	LOW
		2017	-7.1%	33.0%	44.1%	LOW
		2018	7.8%	44.9%	45.9%	LOW
		2019	18.9%	57.7%	60.5%	LOW
		2019	18.9%	57.7%	60.5%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2015	21.0%	43.1%	53.2%	LOW
		2016	17.2%	43.0%	53.5%	MODERATE
		2017	19.3%	45.2%	54.6%	MODERATE
		2018	21.4%	49.2%	55.6%	LOW
		2019	14.1%	52.4%	61.9%	MODERATE
		2019	14.1%	52.4%	61.9%	MODERATE
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2015	0.58:1	3.55:1	5.41:1	LOW
		2016	0.95:1	2.94:1	5.39:1	LOW
		2017	1.49:1	4.01:1	5.65:1	LOW
		2018	2.19:1	4.04:1	5.3:1	LOW
		2019	3.66:1	5.25:1	6.71:1	LOW
		2019	3.66:1	5.25:1	6.71:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2015	4.9%	2.1%	2.5%	LOW
		2016	4.7%	2.5%	2.7%	LOW
		2017	3.8%	2.8%	2.9%	LOW
		2018	2.9%	2.6%	2.6%	LOW
		2019	2.9%	2.3%	2.2%	LOW
		2019	2.9%	2.3%	2.2%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2015	62.2%	47.4%	49.2%	MODERATE
		2016	64.7%	46.1%	49.6%	MODERATE
		2017	66.6%	46.9%	49.9%	MODERATE
		2018	67.1%	47.6%	50.3%	MODERATE
		2019	67.0%	50.5%	51.2%	MODERATE
		2019	67.0%	50.5%	51.2%	MODERATE
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2015	-5.1%	12.5%	16.3%	MODERATE
		2016	2.4%	7.1%	11.0%	LOW
		2017	3.8%	9.7%	14.3%	LOW
		2018	18.7%	12.6%	18.2%	LOW
		2019	13.9%	25.1%	28.3%	LOW
		2019	13.9%	25.1%	28.3%	LOW

 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

St-Charles M

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCl) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCl is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. (Note: the MFCl index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

St-Charles M

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)
St-Charles M

Date Prepared:

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MSO Office:

Northeast

Prepared By:

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2019 FIR Load Status:

Submitted Under Review

Last Updated:

December 21, 2020

2019 Households:

997

2019 Population:

1,120

2020 MFCL Index: *8

8.1

Median Household Income (2016) : *4

57,280

2020 Annual Repayment Limit:

515,750

Borrowing Capacity 7% over 10 yrs:

3,622,410

STATISTICAL INFORMATION

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Population *3	1,282	1,269	1,269	1,120	1,120	1,497	35,648	0.0%	-11.7%	0.0%	-1.0%
Households *3	963	991	885	997	997	1,102	14,369	0.0%	12.7%	-10.7%	2.9%
Municipal Expenses *7	\$ 3,228,306	\$ 3,196,958	\$ 3,358,259	\$ 3,224,606	\$ 3,529,968	\$ 4,571,876	\$ 116,977,983	9.5%	-4.0%	5.0%	-1.0%
Own Source Revenues	\$ 2,072,327	\$ 2,426,148	\$ 2,489,379	\$ 2,604,443	\$ 2,704,035	\$ 3,553,808	\$ 96,718,287	3.8%	4.6%	2.6%	17.1%
Own Source Revenue per Household	\$ 2,152	\$ 2,448	\$ 2,813	\$ 2,612	\$ 2,712	\$ 3,518	\$ 3,690	3.8%	-7.1%	14.9%	13.8%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	65.6%	73.8%	70.2%	66.9%	69.2%	63.9%	70.9%	3.4%	-4.7%	-4.8%	12.5%
Total Revenues	\$ 3,160,768	\$ 3,289,538	\$ 3,546,787	\$ 3,893,919	\$ 3,909,214	\$ 5,510,821	\$ 137,811,617	0.4%	9.8%	7.8%	4.1%
Annual Repayment Limit	\$ 274,449	\$ 288,643	\$ 321,435	\$ 403,131	\$ 446,773	\$ 821,786	\$ 16,235,087	10.8%	25.4%	11.4%	5.2%
Own Purpose Taxation	\$ 1,764,139	\$ 2,073,086	\$ 2,190,161	\$ 2,248,247	\$ 2,304,549	\$ 2,639,748	\$ 53,556,989	2.5%	2.7%	5.6%	17.5%
Direct Water Billings as % of Gross Water Expenditures	0.0%	0.0%	0.0%	0.0%	0.0%	51.7%	62.4%				
Taxable Res. Assessment as a % of Total Taxable Assessment	90.9%	91.1%	90.9%	90.8%	90.7%	83.9%	78.3%				

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:	
						North - Population >1000 <= 2500	PROVINCE
Taxable	163,995,316	180,683,690	176,831,811	180,425,509	185,263,682	267,113,145	7,615,860,798
PIL	2,161,507	2,331,615	1,720,413	1,757,337	1,821,980	3,406,560	106,305,091
Total	166,156,823	183,015,305	178,552,224	182,182,846	187,085,662	270,519,705	7,722,165,888

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)
St-Charles M

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Median Household Income (2016) : *4
2020 Annual Repayment Limit:
Borrowing Capacity 7% over 10 yrs:

RESIDENTIAL TAXES

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
# of Residential Households	942	951	955	959	959	1,075	11,624	0.0%	0.4%	0.4%	1.0%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 1,541	\$ 1,837	\$ 1,935	\$ 1,972	\$ 2,052	\$ 1,891	\$ 2,392	4.1%	1.9%	5.3%	19.2%
Avg Total Property Taxes per Avg Residential Household	\$ 1,833	\$ 2,145	\$ 2,220	\$ 2,248	\$ 2,319	\$ 2,161	\$ 2,781	3.2%	1.2%	3.5%	17.0%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.3%	3.7%	3.9%	3.9%	4.0%	3.4%	4.2%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	605	612	617	622	623	732	11,156	0.2%	0.8%	0.8%	1.2%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 1,609	\$ 1,927	\$ 2,032	\$ 2,078	\$ 2,174	\$ 1,872	\$ 2,371	4.6%	2.3%	5.5%	19.7%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 1,914	\$ 2,249	\$ 2,331	\$ 2,368	\$ 2,457	\$ 2,134	\$ 2,754	3.7%	1.6%	3.6%	17.5%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.5%	3.9%	4.1%	4.1%	4.3%	3.3%	4.2%				

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

	2015	2016	2017	2018	2019	19/18 %	18/17 %	17/16 %	16/15 %
Lower / Single-Tier General Rate	0.0103014	0.0112286	0.0121450	0.0121663	0.0123793	1.8%	0.2%	8.2%	9.0%
Upper-Tier General Rate	-	-	-	-	-	0.0%	0.0%	0.0%	0.0%
Education Rate	0.0019500	0.0018800	0.0017900	0.0017000	0.0016100	-5.3%	-5.0%	-4.8%	-3.6%

TAXES RECEIVABLE

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 349,856	\$ 376,701	\$ 226,550	\$ 327,051	\$ 361,066	\$ 351,045	\$ 3,560,556	10.4%	44.4%	-39.9%	7.7%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	16.6%	15.5%	9.0%	12.7%	13.7%	12.1%	9.0%				
Current Year Taxes Receivable as % of Total Taxes Receivable	63.0%	61.4%	32.1%	44.9%	38.3%	52.1%	57.0%				
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	24.8%	23.6%	75.1%	37.2%	39.5%	437.7%	292.7%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	30.0%	31.7%	53.5%	43.9%	47.4%	36.3%	32.1%				

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)
St-Charles M

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MSO Office:
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2019 Population:
2020 MFCI Index: *8

Median Household Income (2016) : *4
2020 Annual Repayment Limit:
Borrowing Capacity 7% over 10 yrs:

GRANTS

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Total Unconditional Grants	\$ 724,400	\$ 721,000	\$ 738,700	\$ 839,300	\$ 886,300	\$ 965,032	\$ 1,342,417	5.6%	13.6%	2.5%	-0.5%
Ontario Municipal Partnership Fund	\$ 724,400	\$ 721,000	\$ 738,700	\$ 839,300	\$ 871,300	\$ 845,213	\$ 1,179,850	3.8%	13.6%	2.5%	-0.5%
As a % of Municipal Expenses	22.4%	22.6%	22.0%	26.0%	24.7%	18.7%	10.0%				
Other	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 119,819	\$ 162,566	0.0%	0.0%	0.0%	0.0%
Total Ontario Conditional Grants	\$ 162,063	\$ 62,780	\$ 173,290	\$ 198,901	\$ 205,634	\$ 702,243	\$ 21,460,110	3.4%	14.8%	176.0%	-61.3%
As a % of Municipal Expenses	5.0%	2.0%	5.2%	6.2%	5.8%	17.0%	15.9%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	27.5%	24.5%	27.2%	32.2%	30.9%	36.5%	19.5%				

TOTAL DEBT BURDEN

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Total Debt Burden	\$ 849,576	\$ 725,909	\$ 619,001	\$ 529,306	\$ 435,775	\$ 791,557	\$ 56,369,744	-17.7%	-14.5%	-14.7%	-14.6%
Per Household	\$ 882	\$ 733	\$ 699	\$ 531	\$ 437	\$ 896	\$ 1,364	-17.7%	-24.1%	-4.5%	-17.0%
Debt Servicing Cost	\$ 155,771	\$ 155,041	\$ 134,064	\$ 113,490	\$ 113,491	\$ 123,448	\$ 5,622,147	0.0%	-15.3%	-13.5%	-0.5%
Per Household	\$ 162	\$ 156	\$ 151	\$ 114	\$ 114	\$ 132	\$ 180	0.0%	-24.9%	-3.2%	-3.3%
As a % of Municipal Expenses	4.8%	4.8%	4.0%	3.5%	3.2%	2.6%	3.9%				
As a % of Own Purpose Taxation	8.8%	7.5%	6.1%	5.0%	4.9%	5.1%	7.5%				
As a % of Own Source Revenue	7.5%	6.4%	5.4%	4.4%	4.2%	3.4%	4.5%				
As a % of Total Revenues (Less Donated TCAs)	4.9%	4.7%	3.8%	2.9%	2.9%	2.2%	3.3%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	1	2	3	7	6	22	39				

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)

St-Charles M

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MSO Office:
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2019 Population:
2020 MFCI Index: *8

Median Household Income (2016) : *4
2020 Annual Repayment Limit:
Borrowing Capacity 7% over 10 yrs:

LIABILITIES (Including Post-Employment Benefits)

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	18.3%	1.0%	0.0%	0.0%	0.0%	0.0%	0.2%				
Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,270	\$ 21,815,942	0.0%	0.0%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,502	\$ 3,577,884	0.0%	0.0%	0.0%	0.0%

RESERVES AND RESERVE FUNDS

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Total Reserves	\$ 54,644	\$ 54,644	\$ 54,644	\$ 54,644	\$ 54,644	\$ 2,064,347	\$ 25,876,184	0.0%	0.0%	0.0%	0.0%
Total Discretionary Reserve Funds	\$ 623,221	\$ 496,333	\$ 594,554	\$ 634,361	\$ 441,837	\$ 907,408	\$ 33,838,775	-30.3%	6.7%	19.8%	-20.4%
Total Reserves and Discretionary Reserve Funds	\$ 677,865	\$ 550,977	\$ 649,198	\$ 689,005	\$ 496,481	\$ 2,971,754	\$ 59,714,960	-27.9%	6.1%	17.8%	-18.7%
Per Household	\$ 704	\$ 556	\$ 734	\$ 691	\$ 498	\$ 2,912	\$ 2,710	-27.9%	-5.8%	31.9%	-21.0%
As a % of Total Taxes Receivable	193.8%	146.3%	286.6%	210.7%	137.5%	796.4%	1110.1%				
As a % of Municipal Expenses	21.0%	17.2%	19.3%	21.4%	14.1%	61.9%	65.0%				
As a % of Own Purpose Taxation	38.4%	26.6%	29.6%	30.6%	21.5%	109.9%	118.3%				

FINANCIAL ASSETS

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	-22.9%	-12.1%	-5.0%	5.2%	13.1%	38.6%	33.2%				
Net Financial Assets or Net Debt as a % of Own Source Revenues	-35.0%	-16.4%	-7.1%	7.8%	18.9%	60.5%	47.7%				
Net Working Capital as a % of Municipal Expenses	12.9%	16.1%	19.5%	36.9%	53.4%	65.4%	65.9%				
Net Book Value of Capital Assets as a % of Cost of Capital Assets	35.9%	33.2%	31.3%	30.8%	30.7%	48.7%	53.8%				
Asset Sustainability Ratio (Target: > 90%)	124.8%	16.4%	43.8%	117.7%	158.6%	190.8%	184.0%				
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	62.2%	64.7%	66.6%	67.1%	67.0%	51.2%	46.6%				

MUNICIPAL FINANCIAL PROFILES

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St-Charles M

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2019 Population:
2020 MFCI Index: *8

Median Household Income (2016) : *4
2020 Annual Repayment Limit:
Borrowing Capacity 7% over 10 yrs:

SURPLUS / DEFICIT

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						North - Population >1000 <= 2500	PROVINCE				
Annual Surplus / (Deficit) (Less Donated TCAs)	-\$ 105,974	\$ 57,266	\$ 94,157	\$ 488,284	\$ 376,064	\$ 907,111	\$ 14,674,585	-23.0%	418.6%	64.4%	-154.0%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	-\$ 277,271	\$ 148,425	\$ 218,103	\$ 624,517	\$ 611,255	\$ 1,531,457	\$ 27,358,537	-2.1%	186.3%	46.9%	-153.5%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	-5.1%	2.4%	3.8%	18.7%	13.9%	28.3%	24.9%				
Current Ratio (Target: >= 100%)	132.6%	241.5%	270.7%	467.9%	625.3%	903.3%	640.5%				

OTHER INDICATORS

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:	
						North - Population >1000 <= 2500	PROVINCE
Rates Coverage Ratio (Target: >=40%)	55.6%	66.2%	64.8%	67.2%	68.5%	69.4%	74.0%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	0.58:1	0.95:1	1.49:1	2.19:1	3.66:1	6.71:1	4.79:1
Operating Balance as a % of Total Revenues (Less Donated TCAs) ⁵	-3.4%	1.7%	2.7%	12.5%	9.6%	16.8%	16.1%
Cumulative Annual Growth Rate ⁶	0.3%	5.3%	4.1%	5.8%	2.9%	4.3%	3.5%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	1.1%	1.0%	0.8%	0.6%	0.5%	0.5%	0.8%

MUNICIPAL FINANCIAL PROFILES

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Median Household Income (2016) : *4
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Borrowing Capacity 7% over 10 yrs:

VULNERABILITY MEASURES

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:						
						North - Population >1000 <= 2500	PROVINCE					
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	65.6%	73.8%	70.2%	66.9%	69.2%	63.9%	70.9%		3.4%	-4.7%	-4.8%	12.5%
Own Source Revenue per Household	\$ 2,152	\$ 2,448	\$ 2,813	\$ 2,612	\$ 2,712	\$ 3,518	\$ 3,690		3.8%	-7.1%	14.9%	13.8%
Avg Municipal Property Taxes Per Avg Residential Household as a % of Median Household Income (Tax Effort)	\$ 1,541	\$ 1,837	\$ 1,935	\$ 1,972	\$ 2,052	\$ 1,891	\$ 2,392		4.1%	1.9%	5.3%	19.2%
	3.3%	3.7%	3.9%	3.9%	4.0%	3.4%	4.2%					

SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

Own Source Revenue as a % of Total Revenues (Less TCAs)

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

MUNICIPAL FINANCIAL PROFILES

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997

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1,120

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Borrowing Capacity 7% over 10 yrs:

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*The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.
This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.*

NOTES

- 1* 2015 and 2016 assessment use phase-in assessment based on 2012 property values. 2017 , 2018 and 2019 assessment uses phase-in assessment based on 2016 property values.
- 2* Average tax rates are calculated where necessary when amalgamations occur.
- 3* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4* Median Household Income - Source: Statistics Canada - 2016 Census - File: 98-402-X2016006-t1-CSD-ENG.
- 5* Total Revenues include revenues from other municipalities.
- 6* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7* Total Municipal Expenses exclude amounts for other municipalities
- 8* MFCI index - Source: Ministry of Finance. This index is available for northern and rural municipalities only.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	North - Population >1000 <= 2500	Province
2015	41	444
2016	41	444
2017	41	444
2018	41	444
2019	38	399

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CALCULATIONS

STATISTICAL INFORMATION

Population *3 Households *3 Municipal Expenses *7 Own Source Revenues Own Source Revenue per Household Own Source Revenue as a % of Total Revenues (Less Donated TCAs) Total Revenues Annual Repayment Limit Own Purpose Taxation Direct Water Billings as % of Gross Water Expenditures Taxable Res. Assessment as a % of Total Taxable Assessment	SLC 02 0041 01 SLC 02 0040 01 SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07 SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04 Own Source Revenues / SLC 02 0040 01 Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01) SLC 10 9910 01 The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm ARLs for all municipalities (except the City of Toronto) are posted here as they are made available. SLC 10 0299 01 (SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11) SLC 26 0010 17 / SLC 26 9199 17
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DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

Taxable PIL Total	SLC 26 9199 17 SLC 26 9299 17 SLC 26 9199 17 + SLC 26 9299 17
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RESIDENTIAL TAXES

# of Residential Households Avg Municipal Property Taxes Per Avg Residential Household Avg Total Property Taxes per Avg Residential Household Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort) # of Residential Households Excluding Recreational Properties (Excl. RDUs) Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs) Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes: Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land. If labeled (Excl. RDUs) Recreational units are excluded. An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households. An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier. (the estimated tax rates are provided by OPTA).
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MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)
St-Charles M

Date Prepared:
MSO Office:
Prepared By:

2019 FIR Load Status:
Last Updated:

2019 Households:
2019 Population:
2020 MFCI Index: *8

Median Household Income (2016) : *4
2020 Annual Repayment Limit:
Borrowing Capacity 7% over 10 yrs:

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

Lower / Single-Tier General Rate SLC 22 0010 12 / SLC 22 0010 16
Upper-Tier General Rate SLC 22 0010 13 / SLC 22 0010 16
Education Rate SLC 22 0010 14 / SLC 22 0010 16

TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles SLC 70 0699 01
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Current Year Taxes Receivable as % of Total Taxes Receivable SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec. (SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable (SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

GRANTS

Total Unconditional Grants SLC 10 0699 01
Ontario Municipal Partnership Fund SLC 10 0620 02
As a % of Municipal Expenses SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Other SLC 10 0699 01 - SLC 10 0620 01
Total Ontario Conditional Grants SLC 10 0810 01 + SLC 10 0815 01
As a % of Municipal Expenses (SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Total Ontario Conditional and Unconditional Grants
As a % of Municipal Expenses (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

TOTAL DEBT BURDEN

Total Debt Burden SLC 74 9910 01
Per Household SLC 74 9910 01 / SLC 02 0040 01
Debt Servicing Cost SLC 74 3099 01 + SLC 74 3099 02
Per Household (SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01
As a % of Municipal Expenses (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation (SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
As a % of Own Source Revenue (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
As a % of Total Revenues (Less Donated TCAs) (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Debt Service Coverage Ratio (Target: Ratio >= 2) (SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)

St-Charles M

Date Prepared:
 MSO Office:
 Prepared By:

2019 FIR Load Status:
 Last Updated:

2019 Households:
 2019 Population:
 2020 MFCI Index: *8

Median Household Income (2016) : *4
 2020 Annual Repayment Limit:
 Borrowing Capacity 7% over 10 yrs:

LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Post-Employment Benefits SLC 70 2899 01
 Total Reserves and Reserve Funds for Post-Employment Benefits SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

RESERVES AND RESERVE FUNDS

Total Reserves SLC 60 2099 03
 Total Discretionary Reserve Funds SLC 60 2099 02
 Total Reserves and Discretionary Reserve Funds SLC 60 2099 02 + SLC 60 2099 03
 Per Household (SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
 As a % of Total Taxes Receivable (SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
 As a % of Municipal Expenses (SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 As a % of Own Purpose Taxation (SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs) SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
 Net Financial Assets or Net Debt as a % of Own Source Revenues SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
 Net Working Capital as a % of Municipal Expenses (SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Net Book Value of Capital Assets as a % of Cost of Capital Assets (SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
 Asset Sustainability Ratio (Target: > 90%) SLC 51 9910 03 / SLC 51 9910 08
 Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) SLC 51 9910 10 / SLC 51 9910 06

SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs) SLC 10 2099 01 - SLC 10 1831 01
 Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09) SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY = PREVIOUS YEAR)
 Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues (SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
 Current Ratio (Target: >= 100%) (SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%) (SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
 Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
 Operating Balance as a % of Total Revenues (Less Donated TCAs)³ (SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
 Cumulative Annual Growth Rate ⁶ ((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY - 3) ^ (1/3) - 1))
 Interest Payments as a % of Total Revenues (Less Donated TCAs) SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RCM

Report Title: 2021 Budget

Recommendation:

That Council set a date to review the draft 2021 budget.

That until the 2021 budget is approved, Council set a 2021 limit on expenditure of 25% of last year budget and that no capital purchases unless Council approves.

Background:

The Treasurer has worked with the Department Heads to draft the 2021 budget which is now ready for initial Council review.

Since we are close to budget approval, I recommend the following resolution:

WHEREAS the Corporation of the Municipality of St.-Charles finalizes the annual budget providing for expenditure from year to year;

AND WHEREAS expenditures will continue prior to the budget being finalized in a fiscal year;

NOW THEREFORE BE IT RESOLVED THAT:

1. Until such time as Council gives final passage to the Corporation of the Municipality of St.-Charles 2021 Budget, municipal departments are hereby authorized to incur up to 25% of the previous year's approved expenditures for operating costs.
2. Capital expenditures sought prior to Council's setting of the 2021 Budget shall be brought forward for Council approval.



3. Municipal Department Heads be advised of this direction from Council.

Prepared by: Denis Turcot

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: No	Priority: None
Direction Only: Yes	Type of Meeting: RMC

Report Title: Grants – United Way and CTAF

Recommendation:

Approve the two (2) grant applications. As previously mentioned, the pandemic has seen many grant opportunities with short application deadlines. Two (2) grants have been applied for and are attached for review.

- 1- Website upgrades; and,
- 2- United Way – Programing would only start post pandemic emergency.

Background:

Council may remember at the November meeting; I had mentioned a CTAF grant that was possible for upgrades to technology to improve efficiency.

The grant did re-open and I submitted the application and was successful in getting a \$8,400 grant (funded at 75% our share \$2,700).

Attached is the letter of offer and the quoted proposed upgrades to the website.

In short, the website will enable residents to fill out certain forms online and have the ability to make some payments (e.g. fire permits, dog tags,,) an online complaint / comment form and which includes tracking of complaints, facilities booking and more.

Our cost of \$2,700 is less than what we were going to be requesting in the 2021 budget.

These upgrades must be completed by March 15. The only way to meet the March 15th deadline was to award the project as soon as possible. As such Sofa Communication was awarded the contract, they were the successful bidder to



rebuild the website and are able to complete the upgrades within the required timeline.

This grant does allow for single bid process and because it is for COVID relief, there is no exception to deadline.

In respect of the United Way Grant, this has been prepared by volunteers and is targeting youth and seniors to deal with the negative effects of the pandemic.

Prepared by: Denis Turcot, CAO



December 16, 2020

Denis Turcot
The Corporation of The Municipality of St. Charles
2 King Street E
St. Charles, ON P0M 2W0

Re: CTAF (COVID-19 Technology Adoption Fund)

Dear Denis,

Thank you for your application to the CTAF program. As you know eligible applicants may receive up to 75% of the eligible costs of design & technical work associated with digital technology and e-business marketing in the areas of productivity, financial management, social media marketing solutions, collaboration and learning, customer service, and mobile working commuting. **HST costs are not included and there are maximum levels depending on the project type.**

Supported costs do not include ongoing website maintenance costs, external marketing of the websites, social media ad costs, photography/video production, branding elements, site hosting, warranty fees or social media strategy for future work that will not be implemented within the three-month development period or domain registration.

Your application and vendor quotes have been carefully reviewed and we are pleased to approve a maximum amount of **\$8,400** based on your preferred vendor **eligible** items quote of **\$11,200**. The approved amount is based on the eligible costs for the upgrade of the municipal website to shift more services for residents online. Require fewer in-person transactions and to allow residence to pay or schedule services through the website.

The Corporation of The Municipality of St. Charles will be expected to pay at least 25% of the total project cost.

You must read and accept, by way of signature, the terms and conditions of the program included in this letter. Please provide a signed copy via return mail, email or fax. Only after this has been done can you commence work on your project.

Declaration

I declare that:

- I have read, understood and agree to comply with the terms and conditions of this program.
- To the best of my knowledge the information provided herein is complete and accurate.

I understand that:

- I must pay the full 100% cost of the project to the developer/vendor prior to reimbursement.
- HST costs are not eligible for reimbursement.
- Cash is not an accepted form of payment.
- Proof of full payment is required to receive reimbursement.

**Full
Name:**

Signature:

Date:

Disclosure and Release Content

We (“we” refers herein to the “Applicant”) hereby certify that the information shown in this application is a complete and true declaration. We also:

- Confirm that if any statement we have made herein or in accompanying materials proves to be incorrect in any way, we shall notify Blue Sky Net (Referred herein as “BSN”) upon discovery.
- Understand that BSN may request additional information in support of this application, and that additional information may be required before consideration of this application.
- Authorize BSN to retain this application and any related reports for records and reporting to FedNor/Industry Canada who oversee the program. We acknowledge that, as the operation of BSN is financially supported by the Government of Canada, representatives of FedNor/Industry Canada are permitted access to files for monitoring and evaluation purposes and that Applicants may be contacted by representatives of FedNor/Industry Canada and that, such information as is acquired by the Ministry will be treated in accordance with the Ministry’s privacy policy.
- Consent to BSN collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining eligibility for financial assistance of this program, and as is required by law, and by FedNor/Industry Canada. We understand that BSN will handle our personal information in strict confidence in accordance with the Federal Privacy law.
- Understand that the terms and conditions of any authorized financial contribution will be set forth in an approval letter, for which we must accept agreement of, by way of signature.
- Understand that as an ownership group, we are eligible for only one CTAF project. Persons/ownership groups that represent various businesses are not eligible for funding if they have already received CTAF funding for a different company or organization.

102-150 First Avenue West, North Bay, ON
www.bluesky.net.ca

- Acknowledge that we are solely responsible for the success or failure of our project, and that any information, which is provided to us, as the applicant, by representatives of BSN, is for our understanding only. It is our responsibility, as the applicant, to verify the accuracy of information or to seek additional information concerning any aspects of our proposed project.
- Agree to hold BSN harmless and hereby release and discharge from any actions, damages, claims or demands which may arise, directly or indirectly, as result of any act or omission by BSN in providing information to the Applicant, and to indemnify BSN from any such actions, damages, claims or demands which might be suffered by the Applicant in connection to the action.
- Consent to BSN publicizing our project, if we are successful in obtaining a financial contribution from BSN, which may or may not include personal information such as the name of the Applicant.

Initials: _____

Security

The Program encourages recipients to use E-Business solutions that are safe and secure. The responsibility of having a safe and secure solution is that of the recipient and their chosen developer/vendor. BSN encourages all applicants to ask questions about security and ensure any issues or concerns have been addressed prior to work being started. Ensure that the selected vendor's proposal describes how the solution will comply with safety and security best practices and appropriate legislation. Visit www.priv.gc.ca/en/for-businesses for legislation details.

Full

Name:

Signature:

Date:

The only acceptable forms of proof of payment include: cancelled cheque (or photocopy of both front and back), money order, proof of e-transfer, bank draft, or credit card payment receipt. Terms and Conditions (failure to comply with all stated terms and conditions may result in funds (partial funds) being withheld.

- I understand that **I have until March 15, 2021** to submit my claim.
- I will divulge any other public sector funding for the work and solutions proposed as part of our CTAF project.
- I understand that I am required to pay the full 100% cost of the project to the contracted developer/vendor before I will receive funding.
- I understand that this funding approval will support *up to* 75% to a maximum of \$10,000.00 of the total cost of the project for which I am applying. I also understand that I am responsible to pay the other 25%, and that in-kind contributions are not acceptable as my form of payment.
- I understand that proof of payment is required to receive funding. I am aware that the only acceptable forms of proof of payment includes cancelled cheque (or a photocopy/image of both front and back),

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www.blueskynet.ca

money order or bank draft copy, and or credit card payment receipt. Cash is not an acceptable form of payment for this program.

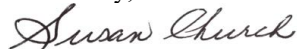
I further understand that I will be required to complete a minimum of (2) two survey questionnaires. The first of which will be submitted prior to the release of funding, after the project is completed at the six-month period post project completion.

- I understand that no vendor is to promote their own company on the website developed under this subsidy if there has been one developed, nor will I permit such promotion to take place. I will not accept any form of compensation for promotion of the vendor used in this project.
- It is covenant that I comply with all federal, provincial, territorial, municipal and other applicable laws governing myself or the activity for which I am funded, or both.
- I understand that Blue Sky Net, or Fednor as representatives of the Minister of Innovation, Science and Economic Development, have the right to audit my accounts and records, or have right to access the books and accounts pertaining to this project and as such I must maintain proper and accurate records.
- I shall be required to act as an agent to Blue Sky Net for the purpose of any inquiry undertaken by the Auditor General of Canada with respect to the use of funds under this agreement. Such action may include the release to the Auditor General of all records held by myself, or by my agent or contractor/vendor.
- I agree to execute stated performance targets from my application. It is my responsibility to ensure that my vendor completes all of my stated outcomes/goals or objectives as identified in my application.
- I understand that Blue Sky Net may from time to time request follow-up information to track the performance of the stated outcomes.
- I further understand and consent to Blue Sky Net publicizing our project which may or may not include personal information such as my name and name of my business.
- I also agree to acknowledge the federal government's role in the funding provided through this agreement.

Date:
Name of business:
Name of representative with signing authority:
Signature of representative:

After reading, signing, and submitting this approval agreement you may commence work on your project. The vendor(s) you have chosen to use is Sofa Communications. Upon the conclusion of your project and payment to your provider, **please forward proof of payment via e-mail to jerry.poliszczuk@blueskynet.ca** . Prior to the release of your funding you must complete a short service satisfaction questionnaire.

Yours truly,



Susan Church
Executive Director

102-150 First Avenue West, North Bay, ON
www.blueskynet.ca



St.-Charles Website Additions

Denis Turcot, Chief Administrative Officer
Municipality of St.-Charles / Municipalité de St-Charles

November 30th, 2020

Online Complaint Handling

Using an automated ticket system, users can submit their feedback directed to the appropriate department and begin the process of having their concern addressed. Internally, each department will receive the communication, act on and track the progress of its resolution. Training will be provided allowing your staff to navigate and respond to feedback in an efficient manner.

Your Investment\$2,000 +HST

Form Submission

During the COVID pandemic, the safety of social distancing should be practiced with your community. Your citizens will have the ability to submit forms from the convenience of their connected browser.

Suggested forms:

- Pre-authorized payment
- Change of address
- Information request
- Entrance permit
- Building application (discuss CGIS integration)

Your Investment\$2,500 +HST

Homepage Slider and Ticker

When pertinent information should be presented on the homepage, optionally, multiple sliders can be uploaded to the top section of the page.

Additionally, a text only (ticker) of scrolling information can be inserted below the animated slides.

Your Investment\$1,000 +HST

News Posts

An additional ability will be added to the website where you can add news posts that will have an organized feed on the homepage. These posts will be sorted by category, have an elegant layout and be easy to update.

Your Investment\$1,200 +HST



Online Payments

Payment processing for permits, licenses and certificates. Residents will have the option to pay electronically online from the comfort of their home for items that would in the past require a trip to the municipality office.

Suggested items to purchase online:

- Dog tags
- Fire permit
- Tax certificate
- Application to be firefighter
- 911 number application
- Fitness center subscription

Your Investment\$2,000 +HST

Booking System

Integrated with the payment system and fillable online forms, we will build the option to select dates using an online booking system. This will allow users to fill date criteria, pay for the rental and schedule an available booking for the St Charles arena.

Your Investment\$2,500 +HST

We generally secure 50% of the known costs at the start of work on a project.

Thanks very much,

Ben Dick - Web programmer
Sofa Communications

UWCNEO FUNDED PARTNER APPLICATION FORM DUE JANUARY 15, 2021

Name of Registered Charity, Municipality, or First Nation**Charitable registration number (if applicable)****Mission Statement:****Mailing Address:****Website:****Contact person:****Position:****Telephone number:****Email address:****Executive Director (if different from contact person)****Telephone number:****Email Address:****Board President/Chair:****Telephone number:****Email Address:****Indicate Appropriate District:**

- Cochrane
- Manitoulin
- Nipissing
- Parry Sound
- Sudbury

applications may be made up to \$50,000

Timiskaming

Should your application meet our criteria and be aligned with UWCNEO's strategic outcomes, you will be required to submit the following documents:

- **List of board of directors**
- **Financial Statements**

Financial statement requirements

All organizations including eligible First Nations and Municipalities, must submit their most recent completed financial statements, which must include comparative information for the prior fiscal year, as per the table below.

A complete set of financial statements includes:

- **A statement of revenues and expenditures**
- **A statement of assets and liabilities (balance sheet)**
- **Accompanying notes to the financial statements**

Based on the annual revenue for the most recent fiscal year, UWCNEO requires the following types of financial statements:

Annual revenue under \$249,999

- **Financial statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year.**

Annual revenue of \$250,000 and above

- **Audited financial statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year.**
- **These statements must be prepared by a licensed public accountant external to the organization and need to include an Auditor's Report and accompanying notes.**

- Please note: Additional financial information may be requested.

Type of funding:

- Equipment
- Subsidies
- Project (grant will support a project that is not a routine operation, but a specific set of operations designed to accomplish a singular goal and has a beginning and an end)

Name of Project

Being Mindful in St-Charles

Amount requested

12,154

Will the service be provided if awarded a lesser amount?

Yes No

Briefly describe the project and its core features.

As we continue to experience many changes during COVID-19 and adapt to new ways of doing things, practicing mindfulness, being positive and living in the moment will help children, youth and seniors become more resilient and improve their well-being. We will be providing children and youth with journals and a how to guide with a video

Describe the population target this is designed to reach and their greatest challenges

We will be teaching various mindful strategies, all while offering mindfulness resources to children, youth and seniors to empower them during these unusual times to be more resilient and adapting to new ways of doing things. COVID-19 has created new and unique challenges that these vulnerable populations have had to face. Children and youth have had to

Is this project:

Proactive (i.e. initiated before a specific problem has arisen, often within an "at-risk" community)

Yes No

Reactive (i.e. initiated after a problem has been identified)

Yes No

Will any portion of your allocated funds support administration/membership fees?

Yes No

How much?

Percentage:

0.05%

Dollar Amount:

\$607.70

Please list support services provided with these funds.

Will staffing dollars be allocated outside of Northern Ontario?

Yes No

What ages does your project serve?

- 0-4
- 5-12
- 13-17
- 18-29
- 30-54
- 55 and over

How does the agency collaborate with other qualified donees in the community?

The Municipality of St-Charles believes in the importance of working in partnerships for the well-being of our small rural community. We can achieve greater outcomes working together, all while maximizing on our resources and emphasizing on everyone's skills and expertise. This project will be delivered in partnership with the Municipality of St-Charles, our

Program (ongoing)

Please enter your proposed budget for April 01, 2021 to March 31, 2022 below. It must be balanced.

Revenues:

Federal

\$0.00

Provincial

\$0.00

Municipal

\$0.00

Client fees

\$0.00

United Way funding

\$11,154.00

Fundraising/donations/events

\$0.00

Other (please specify)

Sudbury East Family Service Providers \$1000

Total Revenue: *

\$12,154.00

Expenses:

Salaries/wages/benefits

\$3,960.00

Subsidies

\$0.00

Explain subsidies - specify number of clients supported times amount of subsidy per person and total e.g. 50 children supported x \$100.00 per client = \$5,000.00

Office Expenses

Program supplies

Equipment

Travel/transportation

Advertising

Contracted services

Overhead

Other (please specify)

Total expenses: *

Check the focus area(s) supported by your funded program/project/subsidiary/equipment

- Helping kids be all they can be

Do you work to help children and youth be more successful in their education?

- Yes No

Do you work to increase community connection and mental, emotional and physical wellbeing?

- Yes No

Identify which outcomes apply.

- Children and youth have increased confidence and build self esteem

Identify which activities apply and complete your proposed outputs.

- Providing physical activities

of activities

of children/youth

- Providing mental health/emotional support activities

of mental health/emotional support activities

of children/youth

- Providing coaching/mentoring on activities

of coaching/mentoring sessions

of children/youth

Complete proposed metrics for the indicators that apply.

of parents reporting their children have increased confidence/self-esteem

of reports completed

of staff reporting that the children/youth have increased confidence/self-esteem

of reports completed

of children/youth that report they have increased confidence/self-esteem

of reports completed

Children and youth have more awareness and understanding of how to make healthy choices

Children and youth have increased healthy relationships/coping skills

Identify which activities apply and complete your proposed outputs.

Providing mentors to youth

Providing training/supports to parents

of sessions

of parents trained/supported

Providing training/supports to children and youth

of sessions

of children/youth trained/supported

Complete proposed metrics for the indicators that apply.

of parents reporting that their child has increased healthy relationships

of reports completed

of staff/mentors reporting that the children/youth have increased healthy relationships

of reports completed

of children/youth reporting that they have increased healthy relationships with others

of reports completed

of parents reporting that their children have increased coping skills

12

of reports completed

20

of children/youth reporting that they have increased coping skills

45

of reports completed

75

Children/youth experience social inclusion

Identify which activities apply and complete your proposed outputs.

Providing opportunities for children/youth to socialize

of children/youth

120

of sessions

45

Complete proposed metrics for the indicators that apply.

of parents reporting their children are more included socially

0

of reports completed

0

of staff reporting that the children/youth are more socially included

0

of reports completed

0

of children/youth reporting feeling more socially included

45

of reports completed

75

Children and youth develop leadership skills

Clients have increased knowledge about available support

Poverty to possibility.

Building strong communities

Do you provide social and mental health supports and services?

Yes No

Identify which outcomes apply.

Clients have increased positive mental health and well being

Identify which activities apply and complete your proposed outputs.

Providing mental health and well-being support

of interactions

50

of sessions

18

of individual clients

75

Complete proposed metrics for the indicators that apply.

of clients reporting an increased sense of well-being

25

of reports

35

of clients reporting increased positive mental health

25

of reports

35

Clients experience increased early identification of mental health challenges and avoid escalation of crisis

Clients improve social supports/reduce loneliness

Identify which activities apply and complete your proposed outputs.

Providing healthy and active living sessions

of healthy and active living sessions

18

of participants (total number attending any of the sessions)

100

of individual clients

50

Providing social supports/opportunities

of social supports/opportunities

60

of participants (total number attending any of the sessions)

150

of individual clients

75

Providing outreach

Complete proposed metrics for the indicators that apply.

of clients reporting improved social supports

35

of reports

50

of clients reporting reduced loneliness

35

of reports

50

Clients increase life skills/coping skills

Identify which activities apply and complete your proposed outputs.

Providing training/support on life skills

of life skills sessions

60

of participants (total number attending any of the sessions)

150

of individual clients

- Providing training/support on coping skills

of coping skills sessions

of participants (total number attending any of the sessions)

of individual clients

- Providing training/support on parenting skills
- Providing training/support on relationship skills

Complete proposed metrics for the indicators that apply.

of clients reporting increased life skills

of reports

of clients reporting increased coping skills

of reports

of clients reporting increased parenting skills

of reports

of clients reporting increased relationship skills

of reports

- Clients develop more stability in their situation
- Clients increase knowledge about protecting their safety
- Clients have increased knowledge about supports available

Are you focused on increasing or creating community engagement?

- Yes No

Identify which outcomes apply.

- Clients increase volunteer engagement
- Clients increase belonging and inclusion

Identify which activities apply and complete your proposed outputs.

- Providing cultural/language training and supports

Complete proposed metrics for the indicators that apply.

of clients that report that they feel an increased sense of belonging and inclusion

of report forms

Items marked with an asterisk(*) are required

Save

Submit

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: Additional Help

Recommendation:

Pending the recent COVID Stay at Home Order, retain the employee, currently scheduled for reduction in hours to 20 hours per week, at 35 hours per week with the following conditions:

- Fix end date for full time position, no later that March 5, 2021 unless extension approved by Council. *** pending any COVID related layoff decision, this date could be extended by 30 days.
- Could coincide with financial review of Service Ontario to see if further cuts are required. This may help staff to claim full EI after if the conditions become necessary for a layoff and no part time position. ***Because of pandemic a proper financial review may not be reliable until summer 2021.
- Two (2) days per week strictly for scanning (no phone or data entry) for this project plus any other spare time during the three (3) regular days.

Background:

In discussion with the Clerk and the impending implementation of digitizing the municipal records, the hope is to complete the changeover quickly within a few months or so. In this regard additional help would be preferred.

We are still on course to reduce Service Ontario Hours and reducing one (1) office staff hours from 35 to 20 hours per week on January 4th. (operating (Wed-Thu-Friday 9 am to 4:30pm)

Following Council approval for the digitizing of municipal records, the proposal would be to keep the staff at 35 hours per weeks until the scanning is complete. That staff would be dedicated for two (2) days per week for scanning in documents (no phone, do data entry) strictly scanning.



Please note, that this staff is off on medical leave until mid January.

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RCM

Report Title: COVID Update

Recommendation:

That the following measures be adopted and / or continued:

- Suspension of indoor recreational or rental activities: to be continued at least until Summer 2021 or otherwise directed
- That staff that can work from home do so at least until the Provincial Stay at Home Order is lifted and where workable continue until Spring 2021
- At all municipal facilities, when indoors (or outdoors when six (6) foot distance cannot be maintained), all staff and visitors are to wear masks when not at their workstation and / or within six (6) feet of a co-worker / visitor.
- For Service Ontario, we are told that is a gray area in so far as an essential service (however all renewals continue to be extended), so far, we have remained opened. Since altering our current open days to Wednesday, Thursday & Friday we have seen some days with more line ups (>5 people). Possible options are:
 - reopen on the Monday and Tuesday to try to help reduce the line-ups, though we still have down time even with these reduced hours most likely because of the ongoing pandemic.
 - simply remain as is with continued monitoring for proper social distancing,
 - close for the duration of the Stay at Home Order to help reduce unnecessary traffic to the office and layoff one (1) staff (recommended option)
- Close the Municipal Office doors to foot traffic but encourage public to make appointments to meet with staff. This way the number of people can be controlled.
- Council could consider cancelling the February Committee of the Whole meeting and substitute for a budget meeting if ready. (separate report on budget included in this Agenda)



Background:

- Increased safety measures should be considered with the recent announcement from the Province declaring a 2nd State of Emergency and Stay at Home Order.
- We are still, as per past decision, not having indoor recreational or rental activities in municipal facilities other than the foodbank.

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: 2021 Summer Students

Recommendation:

Proceed with an application for up to four (4) summer students for 2021.

Background:

As with every year, the Canada Summer Job provides funding for Summer Students. 2021 funding will be at 75% funded compared to a normal 50% though last year was funded at 100% wage cost.

The normal request for summer students was always three (3) at 50% funded. Last year was too late to add student for the 100% but this year we do have until the end of January to submit our application.

The deadline to submit our application is January 29, 2021.

Prepared by: Denis Turcot, CAO



Sudbury East Building and By-law Services (SEBBS)

Report for the Consideration by Council

Shared Services in the Municipalities of French River, Killarney, Markstay-Warren and St.-Charles

RE: Shared Services Report

OBJECTIVE: To provide an overview of the shared services and to propose changes to the new agreement.

Contents

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Background / overview:

In January of 2017 KPMG provided a report to the Sudbury East Municipal Association (SEMA) regarding shared services between Municipalities which identified Building and By-law as two services that had a potential to be shared successfully across the region. The study noted that many municipalities already combined their Building and By-law services as part of their overall delivery of protective services.

On May 25th, 2017, the CAO's of the Municipalities of French River, Killarney, Markstay-Warren and St.-Charles had a meeting to detail the steps required to implement the Sudbury East Shared Services reports.

While each municipality had a building department, some municipalities were already participating in a shared service (St.-Charles and Killarney) and some had been having trouble keeping a Chief Building Official (CBO) full time or were dealing with CBO's that were only staying for short term contracts. Also, only one municipality had its own by-law enforcement officer.

In 2017, based on the KPMG study and the need for consistent building inspection services and for the addition of by-law services to some municipalities, a shared service agreement was signed by the Municipalities of French River, Killarney, Markstay-Warren and St.-Charles to form Sudbury East Building and By-law Services (SEBBS). This agreement included a budget that was approved up to 2020 with the understanding that the service would be reviewed in that year.

This report will review the past 3 years of service and proposed a budget and structure for 2021-2025.

What we have learned

Shared Building and By-law service can be provided successfully with the model proposed in 2017 to form SEBBS. While not all Municipalities recovered the same amount of cost, each Municipality showed either an increase in cost recovery and or an increase in the service level that they were able to provide their residents.

During the COVID-19 pandemic, the mobile nature of SEBBS made the department uniquely qualified to continue to offer services without making many changes to how business was done outside of making sure that safe social distancing was practiced when on site. Most interactions with residents were done over the phone or via email prior to the pandemic. Other than the delays put in place by the Ontario Provincial Government between March and May of 2020, there were no significant delays in the issuing of permits, or the inspection of authorized work.

As service providers, the Municipalities and SEBBS cannot afford to spread human resources too thinly. Additional administrative help in 2020 was key to providing timely and efficient service.

By-law complaints have increased each year of the Shared Service and will likely continue to increase with changes to the Travel Trailer Licensing By-law and other downloads from the Province including enforcing orders set out during the COVID-19 pandemic.

2017-2020 agreement budget:

The following table shows the initial agreement's budget for 2017-2020.

Table 1 Initial Shared Service Agreement Budget approved in 2017

	2017 (July - Dec)	2018	2019	2020
CBO/Bylaw	44,200	91,000.00	92,820	94,676
Building Inspector / By-law	vacant	71,500.00	72,930	74,389
PSC	29,250	Vacant	Vacant	Vacant
Part Time By-law officer	5,000	23,167.87	23,631	24,104
Supplies	1,000	1,000.00	1,020	1,040
Animal Control	N/A	30,000.00	30,600	31,212
Uniforms	5,000	1,000.00	1,020	1,040
Training & Membership	8,500	8,000.00	8,160	8,323
Equipment (Technology)	10,000	2,500.00	2,550	2,601
Pound Keeping Equipment	14,200	1,200.00	1,200.00	1,200.00
Mileage	24,000	30,000.00	30,600	31,212
TOTAL	141,150	259,368	264,531	269,798

The budget for this agreement was based on the best knowledge available at the time for the cost of providing building and by-law services and included a 2% increase from year to year for most line items to cover budget increases. No lines were included to cover the cost of the truck that was used from St.-Charles for building inspections or the French River truck used for By-law. No reserve funds were discussed to provide for the future replacement of either vehicle.

Animal control was never taken over by SEBBS. Each Municipality continues to provide their own Animal Control services. The following tables reflect the budgets from 2017-2020 with the line item for Animal Control removed.

Budget to Actual spending 2017 to 2019:

Table 2 Shared Service Budget and actual spending 2017

Line item	Actual Spending	2017 Budget	Difference (Budget- Actual)
Wages and benefits CBO and Permit Services Clerk	\$55,236.67		
Vehicle Cost	\$4,932.52		
Milage	\$7,223.21		
Seminars / Membership	\$109.00		
Training	\$0.00		
Cell Phone	\$3,027.40		
Office Supplies/ Hardware and Software	\$10,828.23		
By-Law Officer	\$8,236.42		
Total Actual Spending	\$88,993.45		
2017 Budget		\$141,150.00	
Difference			\$52,156.56

Total budget was adjusted to remove the Animal Control line item. All municipalities continued to provide their own Animal Control.

Underspending in 2017 was due to:

- late passing of budget in Municipality of St.-Charles – funds were not accessible until later in the year;
- change of a founding CAO in St.-Charles;
- delays in finalizing an agreement for the Permit Service Clerk Position;
- training budget was cancelled for all departments in the Municipality of St.-Charles; and
- pound keeping equipment was not purchased.

Table 3 Shared Service Budget and actual spending 2018

Line item	Actual Spending	2018 Budget	Difference (Budget- Actual)
Wages and benefits CBO and Building Inspector	\$ 162,781.77		
Vehicle costs	\$4,247.83		
Mileage	\$9,213.69		
Seminars / Membership	\$30.00		
Training	\$2,558.76		
Cell Phone	\$4,229.80		
Office Supplies/ Hardware and Software	\$3,493.88		
By-law Officer	\$29,852.60		
Total Actual Spending	\$216,408.33		
2018 Budget		\$229,368.00	
Difference			\$17,522.67

Total budget was adjusted to remove the Animal Control line item. All municipalities continued to provide their own Animal Control.

Underspending in 2018 was due to:

- the Permit Service Clerk position negotiated to be pay less than the agreement amount once the position was finalized; and
- some line items had been estimated to be higher than what was required (ex. mileage).

Table 4 Shared Service Budget and actual spending 2019

Line item	Actual Spending	2019 Budget	Difference (Budget- Actual)
Wages and benefits CBO and Building Inspector	\$133,740.65		
Vehicle Costs	\$4,112.29		
Mileage	\$6,151.10		
Seminars and Membership	\$163.29		
Training	\$3,983.10		
Cell Phone	\$2,514.58		
Office Supplies	\$2,106.68		
Hardware/Software	\$1,033.58		
By-Law Officer	\$31,056.96		
Total Actual Spending	\$ 184,862.23		
2019 Budget		\$233,931.00	
Difference			\$49,068.77

Total budget was adjusted to remove the Animal Control line item. All municipalities continued to provide their own Animal Control.

Underspending in 2019 was due to:

- lower negotiated wages for new CBO
- the hiring of a part time building inspector starting in April 2019; and
- line items were still not adjusted to account for over projection in spending (ex. mileage).

Current Budget 2020:

Table 5 Shared Service Budget 2020

CBO total wage including benefits	\$155,736.00
Inspector total wage including benefits	included above
Mileage/fuel	\$6,324.00
Membership	\$1,200.00
Training	\$2,800.00
Cell Phone	\$3,000.00
Office Supplies	\$1,500.00
Uniforms	\$3,000.00
Hardware/Software	\$1,500.00
By-Law Officer	\$25,834.17
Vehicle Repairs (to be put in reserve)	\$2,000.00
Vehicle Insurance	\$1,414.79
Vehicle Capital (SEBBS truck)	\$1,171.83
Vehicle Capital (by-law truck)	\$5,444.00
Usage costs (by-law truck)	\$2,640.00
Shared Professional fees (Lawyers, planners, etc. for by-law review)	\$5,000.00
Part time administrative support	\$20,000.00
Total expenses	\$238,564.79
Budget	\$238,586.00

2020 reflected a better understanding of what was required to run the department with two and a half years of experience and includes planning for future equipment replacement.

Line items were adjusted according to past spending and the following lines were added to help support the department and to replace aging equipment:

- addition of part time administrative support;
- addition of shared professional fees for legal review;
- purchasing a new truck for by-law; and
- reserve funds for future vehicle replacement.

The total budget remains in line with the agreement amount from 2020 without including Animal Control.

Cost recovery comparison 2014-2020:

The following table illustrates the cost recovery of each Municipality before the shared service was implemented and after. Cost recovery is calculated by dividing the total revenue of the department by the total expense.

Table 6 Cost recovery for Building Service Comparison 2014-2020*

	Actual cost recovery 2014	Actual cost recovery 2015	Actual cost recovery 2016	Actual cost recovery 2017	Actual cost recovery 2018	Actual cost recovery 2019	Actual cost recovery 2020**	Average cost recovery based on actuals 2014-2016	Avg cost recovery based on actuals 2018-2019	Average cost recovery based on budget 2018-2020
French River	55.06%	53.31%	106.66%	133.81%	71.43%	66.57%	NA	71.67%	69.46%	68.35%
Killarney	18.82%	42.69%	39.71%	345.86%	35.65%	97.77%	NA	33.74%	66.95%	61.32%
Markstay - Warren	164.45%	85.83%	97.89%	87.08%	100.20%	96.79%	NA	116.06%	99.14%	68.40%
St Charles	53.93%	68.34%	67.33%	109.90%	76.47%	65.50%	NA	63.20%	71.49%	84.82%

*breakdowns of data used for calculations can be reviewed in Appendix A

** Actual numbers for 2020 were not confirmed at the time that this report was completed.

***2017 values are not incorporated in calculation since it was half a year of shared service and half a year of separate services.

Municipality of French River – paid on average the same amount for Building and By-law services due to underspending in 2018 - 2019 but recovered less if the entire budget were considered. The Municipality did gain an inspector and was able to recover some funds by charging out a portion of the By-law officer employed by them.

Municipality of Killarney – recovered more cost on average based on the underspending of 2018 and 2019 and on the budgeted amount. The Municipality gained an extra inspector and a by-law officer.

Municipality of Markstay-Warren – recovered less cost on average, when considering the underspending in 2018-2019 and on the actual budget cost, but in 2018 and 2019 they were still near revenue neutral due in part to an increase in permit fees collected. The municipality gained an extra inspector and a by-law officer. They have also had a consistent service over the last three years compared to previous years where CBO's were working part time and on short contracts which had been the case in the years leading up to the shared service agreement. 2020 was a lower year of recovery due to a lower amount of building permits.

Municipality of St.-Charles – recovered more cost on average due to underspending in 2018 and 2019 and recovered similar cost when the entire budget was considered. The Municipality gained an extra inspector and a by-law officer.

The Building By-law fees will be reviewed in the winter of 2020-2021 to help to bring all municipalities closer to a revenue neutral department.

By-law Enforcement:

Table 7 By-law Complaints 2018-present

	2018*	2019	2020
French River	36	33	24
Killarney	0	7	11
Markstay-Warren	15	27	64
St.-Charles	4	10	15

*2017 values are not incorporated in calculation since it was a half year of shared service and a half year of separate services or no service.

Municipal by-laws are in place to keep the Municipality looking clean and presentable, are to keep residents safe, and are in place to promote a comfortable existence for all residents within their neighbours. They protect neighbours from loud noises, property damage, unsightly views, and the crossing of property lines. The department also works with the Public Works Departments to address issues around snow removal. Markstay-Warren, Killarney and St.-Charles did not have an official by-law department before the SEBBS agreement, and each municipality has seen some increase in each year in complaints that have been directed to the By-law department.

Initial changes to by-law enforcement 2017-present:

The first order of business starting in 2017 for the By-law department was to write a new Property Standards By-law to comply with changes to the Residential Tenancies Act. A new Clean Yard By-law was also implemented at the same time to implement Provincial Offences fines. Since that time, a Noise By-law has been passed by 3 of the four member Municipalities and the ongoing conversation regarding Travel Trailers is moving forward. 2021 will see the passing of this new Travel Trailer Licensing By-law. This by-law will ask for more time and review from the By-law department as well as site visits for permitted travel trailers. Permit fees will help to off set the cost of this permitting program.

The cost of by-law also includes work done in the review and coordination of by-laws. The CBO along with the By-law officer working in coordination with Municipal Clerks review, research, collect public opinion and make drafts of by laws as well as research new and existing by-laws and the best ways to handle issues like issuing Provincial Offences, Administrative Monetary Penalties. Top by-law issues dealt with through the By-law department include:

- Property Standards / Clean Yard issues including messy yards, drainage issues, derelict vehicles and services provided by landlords to tenants.
- Snow removal issues – pushing snow onto the road, blocking sidewalks and municipal laneways.
- Travel trailers.
- Zoning issues – businesses operating on improper zones, building too close to or on property lines, fence inquires, agricultural uses on improper zones.

During the COVID-19 pandemic, many municipalities have reported an increase in the number of by-law calls. Many have been attributed to the fact that during the pandemic, people are home and have more time to think about the issues that they are experiencing with their neighbours, mostly surrounding property standards issues. In addition to these calls, by-law officers were mandated by the province to help support emergency orders especially in the early days of the pandemic around larger group gatherings and the use of public facilities like parks. By-law officers spent time patrolling our municipalities in response to this mandate.

Future work for By-law department:

Complaint policies for all municipalities are to be aligned in the winter of 2020-2021 with the goal to have a uniform approach to collecting information from residents for complaints and to have a uniform response to complaints. There will be some training in each office regarding the complaint policy and the best way to communicate complaints to the SEBBS department.

Coming initiatives in the review process will include the addition of Administrative Monetary Penalties to existing by-laws, a review of back yard chicken allowances, parking by-laws and changes to the pool fencing by-law.

Forecasted Spending Proposal 2021-2025:

This budget forecast is based on the last three years of spending and estimates for increases on each line item with explanations for how the numbers were determined. The new SEBBS Shared Service Agreement Section 2.2 states that “Regardless the projected costs in Schedule A, SEBBS budget will be proposed and reviewed on a yearly basis and presented to all Municipality’s CAO’s, the Managing Municipality and their respective Councils.”

Table 8 Proposed Budget 2021-2025

#	Item	2021	2022	2023	2024	2025
1	CBO total wages including benefits	\$91,704.03	\$94,967.70	\$98,253.21	\$101,516.93	\$104,780.64
2	Building Inspector total wages including benefits	\$66,201.10	\$67,165.51	\$68,129.92	\$69,094.31	\$70,047.25
3	Administrative Support	\$31,389.00	\$31,960.00	\$32,654.20	\$33,307.28	\$33,973.25
4	Mileage/fuel	\$5,500.00	\$5,610.00	\$5,722.20	\$5,836.65	\$5,953.38
5	Membership	\$1,224.00	\$1,248.00	\$1,273.00	\$1,298.46	\$1,324.43
6	Training	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
7	Cell Phone	\$3,060.00	\$3,121.00	\$3,184.00	\$3,247.67	\$3,312.63
8	Office Supplies	\$1,530.00	\$1,560.60	\$1,591.81	\$1,623.65	\$1,656.12
9	Uniforms	\$1,530.00	\$1,560.60	\$1,591.81	\$1,623.65	\$1,656.12
10	Hardware/Software	\$1,500.00	\$1,530.00	\$1,560.00	\$1,590.00	\$1,623.00
11	ByLaw Officer	\$26,877.87	\$27,415.43	\$27,963.74	\$27,523.02	\$29,093.47
12	Vehicle Repairs	\$1,200.00	\$1,200.00	\$500.00	\$500.00	\$500.00
13	Vehicle Insurance	\$1,404.00	\$1,432.00	\$1,461.00	\$1,490.22	\$1,520.02
14	Vehicle Capital (SEBBS truck)	\$820.28	\$574.19	-	-	-
15	Vehicle Capital (By-law truck)	\$5,444.00	\$5,444.00	\$5,444.00	\$5,444.00	\$5,444.00
16	Useage costs (By-law truck)	\$2,640.00	\$2,640.00	\$2,640.00	\$2,640.00	\$2,640.00
17	Shared Professional fees (Lawyers, planners, etc bylaw review)	\$5,100.00	\$5,202.00	\$5,306.00	\$5,412.12	\$5,520.36
18	Reserve (future vehicle replacement)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
19	New SEBBS Vehicle	-	-	\$3,000.00	\$3,000.00	\$3,000.00
20	Total Projected Budget	\$253,124.28	\$258,631.03	\$266,274.89	\$271,147.96	\$278,044.67

- Administrative support will continue going forward to support the department.
- Training amounts have been brought down due to decreased cost and availability of distance learning opportunities due to COVID 19.
- New By-law truck to be 80% charged to SEBBS.
- New Building vehicle to be 100% charged to SEBBS.
- The addition of Shared Professional Fees ensures that proper review of new and amended bylaws are completed.
- Reserve funds to be created to ensure that all software, hardware, and vehicles can be replaced when required.

Proposed Staffing Levels 2020-2025:

Chief Building Official (CBO)

Detailed job descriptions for the following positions are included in the Shared Service Agreement.

The CBO will:

- oversee all administration, permitting, inspection and by-law investigations;
- perform any duties listed above in the absence of the administrator, inspector or by-law officer;
- review current by-laws and propose updates and changes as necessary to continue finding efficiencies and improvements in by-law enforcement;
- liaise with Planner, MTO, MNR, MOE, and other government agencies;
- perform duties related to legal issues and challenges;
- report on department activities and spending;
- interpret all applicable law as it pertains to building and by-law infractions; and
- attend meetings when required by council or staff.

Building Inspector (Inspector):

The inspector will perform inspections and review and approve plans and inspect properties that contain structures that have been built without permits issuing orders accordingly. The building inspector position is a part time position with an increased number of hours worked in the summer and less hours worked in the winter.

By law services

At this time the By-law Enforcement officer and CBO have received training in Municipal Law Enforcement. The CBO will focus on zoning issue primarily with support being offered to the by-law officer who will enforce all other applicable by-laws except for animal control in the municipalities of Markstay-Warren, St.-Charles and Killarney.

Administrative Assistant

The changes within the approved budget in 2020 brought about the addition of a part-time Administrative Assistant to act as the main point of contact for SEBBS. The Administrative Assistant took over the task of answering inquires to be directed to the proper authorities, answering frequently asked questions regarding permit application and building inquires, scheduling inspections and preparing documentation for permit applications and approvals. The administrative position will support the CBO and the Building Inspector.

Human Resources within SEBBS

One valid concern when first setting up this shared service agreement was that if one member of the team were to become ill or not be able to work, the department would come to a standstill without outside contracted support which is not guaranteed to be available when required. This was an issue earlier this year when the Building Inspector was off getting surgery. The department was able to handle the loss of a member since COVID-19 slowed the department from March until May, but it would have been a challenge to run the department with only the CBO performing all administrative duties, plans review and inspections without administrative support.

Adding the Administrative position further strengthens the department. In the absence of the CBO, applications will still be accepted and entered and brought to the inspector for review.

In the absence of either the CBO or the inspector, inspections and plans review can be performed by either position.

In the absence of the by-law officer, the CBO can step in to investigate by-law inquiries.

In addition, the CBO has discussed and is working with a neighboring Municipality to form an official mutual aid agreement in case there is a situation where the department requires inspection support.

Animal / Canine control service would continue with the current system in each municipality with separate contractors providing the service. If there is a possibility of a shared service framework for the service, then that could be discussed among the CAO's.

Each Municipality will have to continue to perform some administrative work with the initial intake for the building permits, fee collections and permit delivery at the front desk which will be comparable to the work levels that already exist in each office. All calls for building or by-law services will continue to be directed to a central phone number and or an email address.

Technology and vehicles:

Software:

For the past three years, SEBBS has been accessing the CGIS mapping system for all of its data input and reporting. When SEBBS was formed there was some cost savings due to the shared nature of the product. Layers were added to all municipalities to aid in tracking by-law complaints. The upgrades to the system did not lead to the paperless department that SEBBS was hoping to create and there is still not a workable system for uploading all building permits with plans and by-law complaints to have them easily accessible in the field. This continues to be an area that could be improved in the department, and we are working with our current GIS provider, as well as looking for alternatives to the services that we currently have that would provide better capabilities for the department.

It should be noted that each municipality pays for their own CGIS mapping system, and that SEBBS has only paid for improvements that were made for all municipalities. Since each municipality uses CGIS differently between all departments, this was the most fair way of dealing with the cost.

The SEBBS website is currently underutilized, but will be a focus for the winter of 2020-2021 to improve the information that is available and work to create an easy access for residents to answer frequently asked building related questions with links to applications, typical plans and common partners in the building process such as the MTO, MNR, etc. This change will be a minimally costed option to improving communication between residents and the department.

Vehicles:

In 2017, the Municipality of St.-Charles granted the use of an existing truck (2014 Chevy Silverado) from its fleet for the exclusive use of SEBBS with a portion of the cost of the truck and the insurance all charged to SEBBS.

The Municipality of French River allowed for a truck to be used by the By-law department with only charges for mileage billed to the SEBBS agreement, no cost of the truck.

The By-law truck has reached the end of its useable life and was ordered to be replaced in 2020. This truck has been delayed in being delivered due to manufacturers delays from COVID-19. It is recommended that the budgeted 2020 amount for the by-law truck be carried over into 2021 as a reserve fund to be drawn on to pay for this vehicle used by SEBBS.

The SEBBS truck is also reaching the end of its useful life and may be at a point where the sale of the truck would be beneficial to the department. A more fuel-efficient vehicle with 4 x 4 capability would be a better fit for the department. The current budget added a line to build up a vehicle reserve and took into account that the SEBBS truck could be used for the next three years at the mileage level that it is currently at.

As there was never a reserve fund set up to collect funds against replacing both vehicles, the cost of two new vehicles must be born by the next 5 years of budget and it is recommended that a reserve fund be built up at the same time to be ready for replacement in the future.

Changing Managing Municipality of SEBBS:

Currently, SEBBS operates between all four municipal offices, with the Municipality of St.-Charles acting as the managing municipality responsible for payroll, treasury, and other administrative duties.

For the year 2021 and beyond it is being proposed that SEBBS department administration be moved to the Municipality of French River making it the managing Municipality. Moving the department will necessitate the hiring of the CBO and inspector by the Municipality of French River.

Why this is being proposed:

- The Municipality of St.-Charles was chosen to be the administrator of SEBBS based on the fact that the CBO and Permit Services clerk were both employed by St.-Charles at the time. This decision was made based on convenience and not any other criteria.
- There is no office space for SEBBS in St.-Charles which is an issue for confidential meetings and conversations. The infrastructure to house the department is better suited to the Municipality of French River. Offices are available for both the CBO and inspector to conduct private conferences with residents and stakeholders, administrative support is housed in the French River and the office is centrally located to the entire region that is covered by SEBBS.

- While currently there is a fiscally responsible council in place in the Municipality of St.-Charles, this could change in the future and since St.-Charles pays one of the smallest percentages to the shared service, then the budget for the agreement would be finally decided by the Municipality with the least fiscal interest in the program.

SEBBS has been and will continue to operate between all four municipal offices, with payroll and other administrative duties for the SEBBS to be performed by the managing Municipality. All building files will stay in each municipality, but all will be accessible through CGIS software to the SEBBS. Each municipality will still have access to their GIS mapping system including access to all building files.

In addition, any complaints that the SEBBS may receive will continue to be directed to the CAO of the managing Municipality to be address by the CAO with the CBO.

Each winter some training will be offered by SEBBS to the administrative staff in each Municipality. Some suggested topics include: frequently asked questions, taking information for by-law complaints, an overview of the zoning by-law, and where to direct new business inquires.

Proposed Payment Structure:

Each municipality will continue to separately collect all building or by-law fees.

Each Municipality will pay for SEBBS expenditures on a percentage basis. This percentage for 2017-2020 was based on the following:

1. A base amount which is calculated based on **the prior year taxable assessment value** of each municipality excluding PIL's and Exempt assessment. (50% value)
2. A variable amount which is calculated on **the prior year average number of building permits and the area** of each municipality. (50% value).

This equation is detailed in the Shared Service Agreement.

Any service provided by a member municipality will be invoiced to the Managing Municipality on an annual basis by December of each year.

As well, each municipality will be billed on a quarterly basis throughout the year based on the annual budget. A year-end final invoice will be made in January of the following year for any over or underpayments made based on actual costs.

Proposed changes to Building Control By-law Fees:

SEBBS will be conducting a review of the building permit fees in the winter of 2020-2021 to bring the building fees in line with a structure that will maximize cost recovery for SEBBS and move towards the goal of revenue neutrality across Sudbury East.

The review of fees will include but not be limited to proposals to:

- bring in a decrease to small sheds, weeping tiles, siding and decks for residents who are making smaller improvements to their properties. This lower fee could make applying for permits more attractive for small projects helping us to make sure that these projects are built safely;
- add a commercial farm buildings line – making a distinction between hobby farmers and commercial farmers would allow for an increased fee collection on larger commercial projects while allowing residents who farm as a hobby to build structures for a lower cost; and
- increase the cost of house permits. There is a high demand for houses and cottages in the area, and our fees for new homes are comparatively low.

Conclusion:

Due to various circumstances, the Municipalities of French River, Killarney, Markstay-Warren and St.-Charles were able to move quickly to come to an agreement for shared services that has been a success. The feedback that we have received has been positive regarding the level of service and the ease of dealing with the department. The cost recovery has proven to be comparable in each municipality with increased levels of service provided to all. This shared service has shown benefits in each municipality.

Recommendations:

It is recommended that each Member Municipality:

1. Agrees to change the main CAO and Municipality who administers the program to the Municipality of French River.
2. Accepts the proposed changes to the Shared Service Agreement to come into effect December 31, 2020.

Respectfully submitted by:

Andrea Tarini, Chief Building Official
Date of Meeting: January 20, 2021

2014	calculated %	Permits	Cost of Construction (calculated differently in each municipality)	Fees	Actual Department Cost	Cost Recovery Based on Actual		FIR as reported Sched 22A Col 16
French River	Not Applicable	NA	NA	\$53,240.00	\$96,694.91	55.06%		Not Applicable
Killarney	Not Applicable	NA	NA	\$8,295.10	\$44,087.11	18.82%		Not Applicable
Markstay Warren	Not Applicable	NA	NA	\$39,380.00	\$23,947.00	164.45%		Not Applicable
St Charles	Not Applicable	NA	NA	\$48,261.45	\$89,483.62	53.93%		Not Applicable
2015		Permits	Cost of Construction (calculated differently in each municipality)	Fees	Actual Department Cost	Cost Recovery Based on Actual		FIR as reported Sched 22A Col 16
French River	Not Applicable	NA	NA	\$46,338.40	\$86,930.15	53.31%		Not Applicable
Killarney	Not Applicable	NA	NA	\$19,276.58	\$45,150.39	42.69%		Not Applicable
Markstay Warren	Not Applicable	NA	NA	\$41,546.00	\$48,405.00	85.83%		Not Applicable
St Charles	Not Applicable	NA	NA	\$54,115.00	\$79,180.00	68.34%		Not Applicable
2016		Permits	Cost of Construction (calculated differently in each municipality)	Fees	Actual Department Cost	Cost Recovery Based on Actual		FIR as reported Sched 22A Col 16
French River	Not Applicable	123	NA	\$65,259.00	\$61,186.78	106.66%		\$532,893,300
Killarney	Not Applicable	17	NA	\$14,039.86	\$35,360.22	39.71%		\$181,288,740
Markstay Warren	Not Applicable	76	NA	\$34,171.00	\$34,906.00	97.89%		\$214,784,500
St Charles	Not Applicable	30	NA	\$42,293.00	\$62,817.00	67.33%		\$175,806,200
2017 numbers are not useable since this was a half year of work	calculated % as per SEBBS agreement	Permits	Cost of Construction (calculated differently in each municipality)	Fees	Actual Department Cost	Cost Recovery Actual (this only takes half a year into account - not useable)	Cost Recovery Budget (this only takes half a year into account - not useable)	FIR as reported Sched 22A Col 16
French River	45.12%	107	NA	\$54,779.17	\$40,428.51			\$532,211,883
Killarney	17.40%	20	NA	\$53,489.31	\$15,588.85			\$183,644,566
Markstay Warren	23.54%	51	NA	\$19,012.00	\$21,092.70			\$220,989,883
St Charles	13.93%	33	NA	\$13,997.00	\$12,483.38			\$173,401,801

Budget (\$141,150.00)										
2018	calculated % as per SEBBS agreement	Permits	Cost of Construction	Fees	Actual Department Cost	Cost Recovery Based on Actual	Cost recovery based on budget	FIR as reported Sched 22A Col 16	# of Bylaw Complaints	%of bylaw complaints
French River	45.24%	102	\$5,828,029.00	\$70,843.34	\$97,903.13	72.36%	68.27%	\$546,302,230	36	65.45%
Killarney	18.43%	22	\$1,375,395.00	\$14,405.78	\$39,884.06	36.12%	34.08%	\$194,266,324	0	0.00%
Markstay Warren	21.25%	64	\$3,650,710.00	\$46,680.00	\$45,986.77	101.49%	95.76%	\$232,824,159	15	27.27%
St Charles	15.08%	42	\$2,023,216.00	\$25,282.00	\$32,634.38	77.48%	73.10%	\$178,820,559	4	7.27%
Totals	100.00%	230			\$216,408.34				55	100.00%
budget (\$229,368.00)										
2019	calculated % as per SEBBS agreement	Permits	Cost of Construction	Fees	Actual Department Cost	Cost Recovery Based on Actual	Cost recovery based on budget	FIR as reported Sched 22A Col 16 using 2018 numbers	# of Bylaw Complaints	%of bylaw complaints
French River	42.59%	107	\$4,495,964.00	\$51,358.10	\$77,149.22	66.57%	51.54%	\$546,302,230	33	42.86%
Killarney	18.62%	43	\$2,777,338.00	\$32,975.36	\$33,726.76	97.77%	75.70%	\$194,266,324	7	9.09%
Markstay Warren	22.77%	76	\$4,629,044.00	\$39,926.00	\$41,251.40	96.79%	74.94%	\$232,824,159	27	35.06%
St Charles	16.01%	35	\$1,394,669.00	\$18,996.00	\$29,000.85	65.50%	50.72%	\$178,820,559	10	12.99%
Totals	100.00%	261			\$181,128.23				77	100.00%
budget (\$233,931.00)										
2020	calculated % as per SEBBS agreement	Permits	Cost of Construction	Fees	Actual Deptment Cost (not available Jan 14, 2021)	Cost Recovery Based on Actual (not available as of Jan 14,2021)	Cost recovery based on budget	FIR as reported Sched 22A Col 16 using 2019 numbers	# of Bylaw Complaints	%of bylaw complaints
French River	41.34%	132	\$6,916,887.00	\$84,083.21			85.25%	\$565,599,446	24	21.05%
Killarney	21.21%	32	\$3,437,372.00	\$37,540.72			74.19%	\$202,334,457	11	9.65%
Markstay Warren	23.26%	58	\$1,450,369.00	\$19,146.50			34.50%	\$244,243,929	64	56.14%
St Charles	14.19%	47	\$3,648,315.00	\$44,226.15			130.63%	\$183,848,411	15	13.16%
Totals	100.00%	269							114	100.00%
budget (\$238,586.00)										

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

THIS AGREEMENT MADE:

BETWEEN:

**The Corporation of the Municipality of St.-Charles
The Corporation of the Municipality of Killarney
The Corporation of the Municipality of Markstay-Warren
(HEREINAFTER CALLED THE “Municipalities”)**

AND:

**The Corporation of the Municipality of French River
(HEREINAFTER CALLED THE “Managing Municipality”)**

WHEREAS the **Municipalities** and the Managing Municipality deem it desirable to share a Building Department and By-law Enforcement Department (henceforth known as Sudbury East Building and By-law Services (SEBBS));

AND WHEREAS the **Municipalities** contract the provision of Building Code administration and By-law enforcement from the Managing Municipality ;

NOW THEREFORE it is agreed between the parties as follows:

1. TERMS

1.1 The term of this Agreement shall be for a period of five (5) years commencing on January 1, 2021, with an option to renegotiate on terms acceptable to all Parties.

2. COSTS AND BILLING

2.1 The projected costs for SEBBS 2021-2025 are set out in Schedule ‘A’ of this By-law.

2.2 Regardless of the projected costs in Schedule ‘A’, SEBBS budget will be proposed and reviewed on a yearly basis and presented to all Municipality’s CAO’s, the Managing Municipality CAO and all respective Councils.

2.3 In the case that one or more council’s objects to the SEBBS budget as presented, a new budget will be drafted which may necessitate cuts to services.

2.4 In consideration of the provision of the services set out herein, the Managing Municipality shall be paid by the Municipalities using the formula set out in Schedule ‘B’ of this Agreement.

2.5 The percentages paid by each municipality for this shared service will vary from year to year based on the calculations described in Schedule ‘B’ of this Agreement.

2.6 Each Municipality will be billed on a quarterly basis (billed in April, July, October, and January of the following year) throughout the year based on a multiplication of the total weighted cost recovery rate times and the forecasted cost for the year in question.

- 2.7 The year-end adjustment invoice or refund will be made for any underpayments or overpayments made based on actual costs.
- 2.8 The year end adjustment invoice will be supplied to each Municipality by the end of January of the following calendar year.
- 2.9 The CBO will provide budget vs actual reporting to all Municipality CAO's and the Managing Municipality's CAO on a quarterly basis.
- 2.10 The Managing Municipality may subcontract any part of these services within expected service levels and budget.
- 2.11 If numbers are audited and found to be in error, any refund or additional costs will be immediately reported and added to the year end adjustment invoice of that current year. If errors are found after the following year's year end adjustment invoice, any cost is to be borne by the Managing Municipality or the Municipality that was to invoice the amount, depending on who is responsible for the error.

3. FEES COLLECTED

- 3.1 All building permit fees and by-law fines or administrative monetary penalties collected shall be collected by the Municipality having jurisdiction over the Building Permit fee or By-law fine.

4. TERMINATION

- 4.1 In the event that any of the Municipalities or Managing Municipality should choose to terminate the agreement, prior to the expiration of the agreement, that Municipality will reimburse all termination fees and return all shared equipment required to provide services supplied by the Managing Municipality.
- 4.2 This Agreement may be terminated by any Municipality without cause by providing the Managing Municipality with one hundred and eighty (180) days written notice before the anniversary date of the execution of this agreement and paying the termination fee.
- 4.3 The termination fee shall be 100% of the proportional remaining cost of the agreement as per the forecast in Schedule 'A' and the percentages calculated by the equation in Schedule 'B'.
- 4.4 In the case where the Managing Municipality chooses to terminate the agreement prior to the expiration of the agreement, the Managing Municipality must provide written notice as per section 4.2 to all of the Municipalities and must follow the provisions of section 4.1 and 4.3.

5. CONTRACTED SERVICES

The Managing Municipality shall supply the following:

- 5.1 **ADMINISTRATION:** The CAO of the Managing Municipality will be responsible for responding to any complaints directed toward SEBBS. All payroll and administration directly related to paying SEBBS staff will be performed by the staff of the Managing Municipality.

5.2 BUILDING SERVICES HUMAN RESOURCES:

The Chief Building Official (CBO) will oversee the administration and execution of SEBBS as per the job description in Schedule 'C'.

The Building Inspector will provide building department services as per the job description in Schedule 'D'.

The Administrative Assistant will provide administration services as per the job description in Schedule 'E'.

5.3 BY-LAW SERVICES: The CBO, and a Part-Time Municipal Law Enforcement Officer (MLEO) will provide By-Law Enforcement services for all municipal by-laws as outlined in each Municipality's By-law Officer Appointment By-law and as per the job description in Schedule 'F' of this agreement for the agreed upon term. The CBO will be responsible for overseeing the administration of By-Law Services.

5.4 ANIMAL CONTROL SERVICES: Will remain the responsibility of each Municipality.

5.5 UPDATES TO RELATED BY-LAWS AND USER FEES: The CBO will continue to review existing applicable bylaws as directed by council and new proposed bylaws as required and directed by council and will review building permit fees for the Building By-law every two years.

5.6 TECHNOLOGY: All calls for Building or By-law services will be directed to a central phone number and or email address allowing for an easy coordination of services. Any GIS mapping or like system will continue to be paid by each of the Municipalities and the Managing Municipality separately. All Municipalities will still have access to their GIS mapping or like system including access to all building files. Layers for By-law enforcement will be provided to each of the Municipalities. The Managing Municipality will pay for universal upgrades to the shared GIS system that directly relate to Building and By-law services. The Municipalities authorise SEBBS to have access to their GIS mapping or like system. A SEBBS website will continue to operate to take by-law complaints and building inspection intakes and to relay relevant building and by-law information. This website will be the responsibility of SEBBS to update. All Municipalities will link to the SEBBS website from their website.

5.7 MOBILE SERVICES: The CBO, the Building Inspector and the MLEO will visit each municipal office as required to deliver services in a manner satisfactory to the CBO.

5.8 RECORDS MANAGEMENT: All building and by-law files will stay in each Municipality along with an electronic version available through the GIS or like system. SEBBS will maintain accurate and dependable records.

5.9 LEVEL OF SERVICE: Normal hours of operations will be from 9 am to 4:30 pm. Should Municipalities or residents request services outside of those hours of operation it will be at the discretion of the CBO to approve/deny and schedule the request. All building permits will be issued as per Ontario Building Code (OBC) as amended standards. All building inspections will be scheduled as per OBC standards. All By-law complaints will be investigated as per each Municipality's Complaint Policy (attached for reference in Schedule 'G' - subject to change).

6. **MUNICIPALITIES RESPONSIBILITIES**

- 6.1 Under Section 7 of the Ontario Building Code Act (OBCA) as amended, all Ontario Municipalities are required to establish a Code of Conduct. It is the responsibility of each Municipality and the Managing Municipality to ensure that an established Code of Conduct is in place in their respective areas of jurisdiction. The requirements of a Code of Conduct shall be spelled out in the Municipality's Building By-Law as amended and shall be in compliance with the OBCA as amended.
- 6.2 All Municipalities will have to perform some administrative work for the initial intake of building permits, fee collections and permit delivery which will be comparable to the work levels that already exist in each office.

7. **GENERAL PROVISIONS**

- 7.1 The Managing Municipality provides the CAO as an operational contact that shall act as liaison between the Municipalities CAO's and SEBBS staff. This shall address daily and immediate needs and concerns of any operational situations.
- 7.2 The Municipality's and Managing Municipality's CAO's shall participate in at least one meeting per quarter chaired by the CBO. The objectives of these meetings will be to address issues arising from the performance of this Agreement, and degree of satisfaction of all parties. Other meetings may be called by any party by contacting the CBO.
- 7.3 The daily operation of SEBBS will be the responsibility of, and under the direction of, the CAO of the Managing Municipality.
- 7.4 The CBO will provide quarterly reporting to all councils and will provide quarterly budget reports to all CAO's.
- 7.5 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
- 7.6 In every clause of this Agreement, unless the contrary intention appears, words importing the singular number of the masculine gender only, include more persons, parties or things of the same kind than one, and females as well as males and the converse, and a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 7.7 Any notice required or permitted by this Agreement to be given by the parties hereto shall be in writing or electronic form (through email) to all of the Municipalities and the Managing Municipality's CAO's and shall be conclusively deemed to have been delivered on the date of mailing of such notice.
- 7.8 All clause headings are for ease of reference only and shall not affect the construction or interpretation of this Agreement.
- 7.9 If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severed from the remainder of this Agreement for the purpose only of the particular proceeding. This Agreement will, in every other respect, continue in full force and effect.

- 7.10 The invalidity or unenforceability of any provision or part of any provision of this Agreement shall not affect the validity or enforceability of any other provision or part of any provision hereof.
- 7.11 This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.
- 7.12 The parties hereto agree that any dispute, be it of fact, law or a mixed question of fact and law, which may arise as a result of this Agreement shall be referred to and resolved by a mutually agreeable single arbitrator, pursuant to the provisions of the Arbitration Act, 1991 and amendments thereto. The costs of such arbitration shall be borne equally by the parties unless otherwise ordered by the arbitrator. If a party herein commences a proceeding in respect of a matter to be submitted to arbitration under this Agreement, the court in which the proceeding is commenced shall, on the motion of the other party to this Agreement, stay the proceeding.

8. **RELEASE OF LIABILITY**

- 8.1 Each Municipality shall appoint by by-law a CBO, Building Inspectors and Bylaw Officers designated by SEBBS as the person(s) who will provide the services in their respective municipality under the OBC and for by-law enforcement. The CBO shall have issuing authority for all building permits issued in each municipality as per the OBCA as amended.
- 8.2 The parties agree that SEBBS is not a separate legal entity. The CBO, Building Inspectors and Bylaw Officers appointed within each respective municipality pursuant to the Agreement shall be responsible only for those acts taken within each member municipality.
- 8.3 The parties hereto agree to accept all liability for any costs, claims, judgments, suits, charges, or actions made or recovered against it resulting only from those acts occurring within each member municipality, by the separately appointed CBO, Building Inspectors and Bylaw Officers pursuant to the Agreement.
- 8.4 The parties hereto shall be held harmless and indemnified from any claims and costs occurring outside their municipality.
- 8.5 The parties further agree that each party accepts sole responsibility for any claims, demands or obligations for services performed under this Agreement within their separate municipal jurisdictions without expectation of contribution or indemnity from any other party.
- 8.6 Further, the Municipalities and Managing Municipality will ensure that they have sufficient insurance for the work done by the contracted services of SEBBS.

IN WITNESS WHEREOF the Municipalities and the Managing Municipality have hereunto affixed its Seal duly attested to by its proper officers in that behalf.

(SIGNATURES ON NEXT PAGE)

DATED AT THE **MUNICIPALITY OF FRENCH RIVER,**

THIS _____ DAY OF _____, 2021

Gisele Pageau, Mayor

Marc Gagnon, Chief Administrative Officer

DATED AT THE **MUNICIPALITY OF KILLARNEY,**

THIS _____ DAY OF _____, 2021

Nancy Wirtz, Mayor

Candy Beauvais, Clerk - Treasurer

DATED AT THE **MUNICIPALITY OF MARKSTAY-WARREN,**

THIS _____ DAY OF _____, 2021

Stephen Salonin, Mayor

Rheal Forgette, Chief Administrative Officer

DATED AT THE **MUNICIPALITY OF ST. CHARLES,**

THIS _____ DAY OF _____, 2021

Paul Schoppmann, Mayor

Denis Turcot, Chief Administrative Officer

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

Schedule 'A' – Projected Budget 2021-2025

Item	2021	2022	2023	2024	2025
CBO total wages including benefits	\$91,704.03	\$94,967.70	\$98,253.21	\$101,516.93	\$104,780.64
Building Inspector total wages including benefits	\$66,201.10	\$67,165.51	\$68,129.92	\$69,094.31	\$70,047.25
Administrative Support	\$31,389.00	\$31,960.00	\$32,654.20	\$33,307.28	\$33,973.25
Mileage/fuel	\$5,500.00	\$5,610.00	\$5,722.20	\$5,836.65	\$5,953.38
Membership	\$1,224.00	\$1,248.00	\$1,273.00	\$1,298.46	\$1,324.43
Training	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Cell Phone	\$3,060.00	\$3,121.00	\$3,184.00	\$3,247.67	\$3,312.63
Office Supplies	\$1,530.00	\$1,560.60	\$1,591.81	\$1,623.65	\$1,656.12
Uniforms	\$1,530.00	\$1,560.60	\$1,591.81	\$1,623.65	\$1,656.12
Hardware/Software	\$1,500.00	\$1,530.00	\$1,560.00	\$1,590.00	\$1,623.00
ByLaw Officer	\$26,877.87	\$27,415.43	\$27,963.74	\$27,523.02	\$29,093.47
Vehicle Repairs	\$1,200.00	\$1,200.00	\$500.00	\$500.00	\$500.00
Vehicle Insurance	\$1,404.00	\$1,432.00	\$1,461.00	\$1,490.22	\$1,520.02
Vehicle Capital (SEBBS truck)	\$820.28	\$574.19	-	-	-
Vehicle Capital (By-law truck)	\$5,444.00	\$5,444.00	\$5,444.00	\$5,444.00	\$5,444.00
Useage costs (By-law truck)	\$2,640.00	\$2,640.00	\$2,640.00	\$2,640.00	\$2,640.00
Shared Professional fees (Lawyers, planners, etc bylaw review)	\$5,100.00	\$5,202.00	\$5,306.00	\$5,412.12	\$5,520.36
Reserve (future vehicle replacement)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
New SEBBS Vehicle	-	-	\$3,000.00	\$3,000.00	\$3,000.00
Total Projected Budget	\$253,124.28	\$258,631.03	\$266,274.89	\$271,147.96	\$278,044.67

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

Schedule 'B' – Municipalities Payment Formula Calculations

The Municipalities' contribution to the costs of the services provided under this agreement shall be based on the following formula applicable to each Municipality:

$$(\text{Base Amount Percentage (BAP)} + \text{Variable Amount Percentage (VAP)}) * \text{SEBBS Total Costs} = \text{Total Weighted Cost Recovery (TWCR)}$$

Where: BAP is calculated as follows:

- a) The four Municipalities shall calculate the combined taxable assessment value for all Municipalities in the prior calendar year, excluding PIL's and Exempt Assessment;
- b) The percentage share of each Municipality's taxable assessment compared to the total assessment of all Municipalities shall be calculated and that percentage shall be multiplied by 0.5;

VAP includes the Permit Percentage and the Area Percentage where:

The Permit Percentage is calculated as follows:

- a) Permit percentage is calculated by obtaining the total number of building permits issued in the prior calendar year for all Municipalities and determining each Municipality's percentage share of the total permits issued;
- b) the Permit Percentage shall be multiplied by 0.75.

The Area Percentage is calculated as follows:

- a) Area percentage is calculated by determining the total land area of all Municipalities and determining each Municipality's percentage share of that total land area;
- b) the Area Percentage shall be multiplied by 0.25.

Variable Amount percentage is calculated as follows:

The Permit Percentage of each Municipality and the Area Percentage of each municipality will be added together and shall be multiplied by 0.5.

The Total Weighted Cost Recovery Rate shall be the Base Amount and the Variable Amount percentages for each Municipality added together. For greater certainty, a chart is included in this Agreement below to illustrate an example of this calculation.

Example from 2019:

2019												
Municipality	Taxable Assess. (SEPB) - 2018	Base Amount					Variable Amount					Total Weighted cost recovery rate
		% of assess. 2018	at 50%	# of Permits 2018	% of permits 2018	at 75%	Area (KM2)	% of area	25% of area	Total % of area and permit value	at 50%	
French River	\$546,302,230.00	47.41%	23.71%	102	44.35%	33.26%	517	18.05%	4.51%	37.77%	18.89%	42.59%
Killarney	\$194,266,324.00	16.86%	8.43%	22	9.57%	7.17%	1,514	52.83%	13.21%	20.38%	10.19%	18.62%
Markstay-Warren	\$232,824,159.00	20.21%	10.10%	64	27.83%	20.87%	513	17.89%	4.47%	25.34%	12.67%	22.77%
St.-Charles	\$178,820,559.00	15.52%	7.76%	42	18.26%	13.70%	322	11.23%	2.81%	16.50%	8.25%	16.01%
TOTAL	1,152,213,272	100.00%	50.00%	230	100.00%	75.00%	2,866	100.00%	25.00%	100.00%	50.00%	100.00%

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

Schedule 'C' – Chief Building Official Job Description

POSITION TITLE: Chief Building Official /By-law Officer

REPORTS TO: Managing Municipality CAO

SUBORDINATE POSITIONS: Administrative Assistant / Inspectors/ By-Law Officers

Position Summary:

To contribute to the safety and well-being of the residents and visitors to the Sudbury East through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, Property Standards By-Law, and other related By-Laws.

1. Responsibilities and Activities:

- a) Required by legislation (The Ontario Building Code Act and Regulations) to enforce the Ontario Building Code Act by conducting physical inspections of buildings.
- b) Processes building permit applications (Ontario Building Code Act and Municipal By-Laws); receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the Building code.
- c) Review building plans, conducts regular inspections, and/or directs the Building Inspector in inspection procedures/requirements.
- d) Performs detailed site inspections to ensure construction is in compliance with the Ontario Building Code Act and associated regulations and guidelines.
- e) Issues various Orders as required under the Code for non-compliance; prepares written orders, and documents the reasons for their issue.
- f) Review and comment on planning and development related applications (i.e. Site Plan, Minor Variance, Zoning By-Law Amendment, etc.) and responds to other requests for information such as special occasion permits, questionnaires, surveys, etc. related to Building Code Related matters.
- g) Assists Fire Chief and Deputy Fire Chiefs with respect to Fire Code inspections and enforcement.
- h) Prepares monthly written reports for Council, CMHC, MPAC and Statistics Canada.
- i) Responds to lawyer inquiries concerning building, zoning and drainage matters.
- j) Reviews all applicable By-Laws, agreements, regulations prior to issuance of permits.
- k) Review plans and specification for the issuing of building permits.
- l) Issue building permits.
- m) Issue final and occupancy certificates.

Plumbing Inspector Duties

- n) Inspection and enforcement of Ontario Building Code, Part 7 (Plumbing).
- o) Reviews plumbing plans for compliance with regulations of the Ontario Building Code.
- p) Conducts on-site inspection of plumbing installations.
- q) Conducts on-site inspection on in floor Hydronic installations.

- r) Issues various Orders as required under the Code for non-compliances; prepares written orders and documents the reasons for their issue.

By-Law Compliance Investigator Duties

- s) Provides support and investigative services to the Planning and Development Department.
- t) Appointed as Provincial Offences Officer for inspection and enforcement of Municipal By-Laws.
- u) Attends Court to present evidence, give testimony.
- v) Maintains accurate records of By-Law compliance activities.
- w) Issues tickets and summonses.
- x) Maintains training and education in By-Law investigative techniques, law of entry, etc.

Property Standards Officer Duties

- y) Designated as Property Standards Officer under legislation for purposes of enforcing the Municipality's Property Standards By-Law.
- z) Maintains accurate and detailed records and ensures adherence to all statutes, regulations, by-laws and other applicable policies and procedures.
- aa) Investigates property standards complaints
- bb) Investigate structural integrity of building versus occupancy
- cc) Issue orders relating to OBC

Zoning Officer Duties

- dd) Reviews and comments on planning applications when required.
- ee) Discusses and clarifies planning rules and regulations with ratepayers, builders, developers, etc.
- ff) Recommends policy procedures to Director of Planning and Development, Council, Planning and Development Department Staff on planning and development matters.

Other Duties

- gg) Supervise and provide general direction to department staff including Administrative Assistant, Inspectors and By-law Officers.
- hh) Works with the Director of Planning and Development, Fire Department and Chief Administration Officer to help ensure efficient and effective procedures and policies for new development and redevelopment within the Municipality.
- ii) Responsible for administration and liaison duties as they pertain to the foregoing responsibilities.
- jj) Develops and recommends policy on the performance of inspection and enforcement duties.
- kk) Provides input on Operating and Capital Budgets for areas of responsibility.
- ll) Reviews and recommends fees for areas of responsibility.
- mm) Maintains an effective liaison with other staff and various Ministry representatives in the performance of responsibilities.
- nn) Maintains knowledge, skills and expertise at a high level by attending appropriate courses, training seminars, conferences and by selected reading.
- oo) Provides assistance and direction to other Municipal staff and departments with respect to facility inspections, maintenance and capital improvements of Municipal facilities.
- pp) Attend regular OBOA meetings and training sessions.
- qq) Attend site visits to assure compliance with zoning By-Law and OBC's requirements.

- rr) Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.
- ss) Other related duties, as requested and required.

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

2. Qualifications:

- a) Post-secondary education in construction inspection techniques, Engineering or Architectural Technologist, plans examination combined with a minimum five (5) years relevant experience in building inspection and by-law enforcement or an acceptable combination of equivalent experience or education.
- b) Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories: General Legal / Process (Chief Building Official); House; Small Buildings; Plumbing House; Plumbing All Buildings; Large Buildings. Building services, Structural, and Legal duty of the CBO.
- c) Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal Laws.
- d) Membership in the Ontario Building Officials Association, Municipal Law Enforcement Officers Association and Wood Energy Technical Training Association.
- e) Knowledge of building construction and theory through technical training in engineering technology and survey techniques.
- f) Past record of effective communication and analytical skills dealing with clients, architects, engineers, other government agencies and contractors would be an asset.
- g) Ability to read and interpret construction drawings, engineering/surveyors' reports.
- h) General working knowledge of municipal operations and the working of other departments.
- i) Good analytical, organizational and communication skills.
- j) Ability to exercise good judgement in enforcement functions and decision-making.
- k) Mandatory to update training and knowledge required for the position in all areas.
- l) Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and working knowledge of computer programs including CGIS.
- m) Valid Class G Drivers License.

3. Working Conditions:

- a) Usual hours of work are Monday to Friday, 9:00 am to 4:30 pm (35 hours per week).
- b) Attend regular Council meetings and may be expected to undertake evening work.
- c) Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about inspection and enforcement.
- d) Work is often performed in potentially hostile and emotional environments.
- e) Physical risks exist on constructions sites. Some work must be carried out in inclement weather. Is required on occasion to enter hazardous environments.
- f) Must operate a vehicle on a regular basis, usually within the Municipality
- g) General office working conditions.

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

Schedule 'D' – Building Inspector Official Job Description

POSITION TITLE: Building Inspector

REPORTS TO: Chief Building Official

SUBORDINATE POSITIONS: None

- 1. Reports to:** Chief Administrative Officer (CAO) of the Managing Municipality with functional supervision provided by the Chief Building Official (CBO).
- 2. Scope of Position:** On behalf of Sudbury East Building and By-law Services (SEBBS) the inspector shall exercise powers and perform duties under the Ontario Building Code Act (OBCA) in connection with reviewing plans, inspecting construction, conducting maintenance inspections, and issuing orders in accordance with the OBCA.

3. Responsibilities:

- a) Required by the Ontario Building Code Act (OBCA) and Regulations to enforce the OBC by conducting physical inspections of buildings.
- b) Enter all inspection notes into CGIS mapping system in a timely basis to ensure proper reporting.
- c) Processes building permit applications and ensures compliance with the OBC and applicable Municipal Bylaws; receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the OBCs.
- d) Calculates building permit fees as per municipal bylaw.
- e) Reviews building plans.
- f) Obtain permit issuance from the CBO.
- g) Performs detailed site inspections to ensure construction is in compliance with the OBC and associated regulations and guidelines.
- h) Issues various orders as required under the OBC for non-compliance; prepares written orders and documents the reasons for their issue.
- i) Assists Fire Chief and Deputy Fire Chief with respect to Fire code inspections and enforcement.
- j) Reviews all applicable by-laws, agreements and regulations prior to issuance of permits.
- k) Issues orders and infractions as necessary to aid in compliance if voluntary compliance is not achieved.
- l) May be required to attend court if orders or infractions are challenged.

By-Law Compliance Investigator Duties

- m) Provides support and investigative services to the Planning and Development Department.
- n) Appointed as Provincial Offences Officer for inspection and enforcement of Municipal By-Laws.
- o) Attends Court to present evidence, give testimony.
- p) Maintains accurate records of By-Law compliance activities.

- q) Issues tickets and summonses.
- r) Maintains training and education in By-Law investigative techniques, law of entry, etc.

Property Standards Officer Duties

- s) Designated as Property Standards Officer under legislation for purposes of enforcing the Municipality's Property Standards By-Law.
- t) Maintains accurate and detailed records and ensures adherence to all statutes, regulations, by-laws and other applicable policies and procedures.
- u) Investigates property standards complaints
- v) Investigate structural integrity of building versus occupancy
- w) Issue orders relating to OBC

Zoning Officer Duties

- x) Reviews and comments on planning applications when required.
- y) Discusses and clarifies planning rules and regulations with ratepayers, builders, developers, etc.
- z) Recommends policy procedures to Director of Planning and Development, Council, Planning and Development Department Staff on planning and development matters.

4. Knowledge and Qualifications:

- a) General working knowledge of Municipal operations, administration; structure, bylaws and policies.
- b) Demonstrated use of computer software e.g. CGIS, Municipal Connect, word processing, excel to input data and produce reports.
- c) Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal Laws.
- d) Past record of effective communication and analytical skills dealing with clients, architects, engineers, other government agencies and contractors.
- e) Ability to read and interpret construction drawings, engineering/surveyors reports.
- f) Good analytical, organizational and communication skills.
- g) Ability to exercise good judgement in enforcement functions and decision-making.
- h) Willingness to update training and knowledge required for the position in all areas.
- i) Valid Class G Drivers License and clean driving record.

5. Working Conditions:

- a) Usual hours of work are Monday to Friday, 9:00 am to 4:30 pm (35 hours per week) but may change due to the seasonal nature of the workload. These changes will be approved by the CBO.
- b) May be expected to undertake evening work.
- c) Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about inspection and enforcement.
- d) Work is often performed in potentially hostile and emotional environments.
- e) Physical risks exist on constructions sites. Some work must be carried out in inclement weather. Is required on occasion to enter hazardous environments.
- f) Must operate a vehicle on a regular basis, usually within the Municipality.
- g) Some work will be performed under general office working conditions.

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

Schedule 'E' – Administrative Assistant Job Description

POSITION TITLE: Administrative Assistant – Building Department

REPORTS TO: Chief Building Official (for Building and Bylaw related issues)

Permit Services Clerk responsibilities:

- a) Assists the CBO in processing building permit applications and reviewing plans to calculate fees; arranges for applicant(s) to meet with the CBO; receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the Building Code under supervision of the Chief Building Official.
- b) Coordinates and tracks the payment of building fees.
- c) Assists the CBO in reviewing plot plans and building plans to ensure compliance with Zoning Bylaws.
- d) Provides information on planning rules and regulations and building permit application processes with ratepayers, builders and developers.
- e) Directs builders and rate payers to other agencies as required (ex. Sudbury East Planning Board, Sudbury and District Health Unit, Ministry of Transportation, Ministry of Environment)
- f) Prepares various types of correspondence and or Orders under supervision and approval of the CBO as required under the Ontario Building Code and other bylaws for non-compliance, conducts research, prepares written orders, and documents the reasons for their issue.
- g) Assists the CBO in reviewing and providing comments on planning and development related applications (i.e. Minor Variance, Zoning Bylaw Amendments).
- h) Stamps applications and confirms zoning for septic system applications.
- i) Prepares monthly reports or supplies information as requested to agencies such as MPAC, CMHC, Stats Canada and to Council on behalf of the department and as directed by the CBO.
- j) Distributes and submits completed documents and all incoming correspondence to appropriate staff and agencies (example – Sudbury East Planning Board, Ministry of Transportation, administration of each Municipality)
- k) Schedules inspections for the CBO and Inspector and may provide information in relation to those inspections to the applicant.
- l) Maintains accurate records relating to building permits and to the Department including entering data into the municipal GIS database and communicating with software provider to constantly improve and tailor the system to the Department's needs.
- m) Prepares Property Searches to be reviewed and approved by the CBO.
- n) Orders office supplies and equipment required by the department under the direction of the CBO.
- o) Assists the CBO to maintain uniformity in the Department and Member Municipalities to strive for consistent and accurate information to the public with respect forms, applications, website updates, correspondence, policies, regulations, and provision of services.
- p) Assists with a variety of other initiatives, tasks and duties as assigned by the CBO within the general scope of the job description.

Qualifications:

Successful completion of a Community College Program in a related field. Good communication skills demonstrated both verbally and in writing. Proven organizational abilities. Demonstrated interpersonal skills in dealing with the public. Bilingual (French and English) is strongly preferred. Knowledge in building codes and planning is an asset.

Working Conditions:

- a) Works in general office conditions and is subject to constant interruption.
- b) Normal work week is 37 ½ hours and must be prepared to work nights and weekends when necessary.

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

Schedule 'F' – Municipal Law Enforcement Officer (By-law Officer) Job Description

- a) Acts as By-law officer in the shared services agreements. (SEBBS)
- b) Enforces Municipal By-Laws and the Provincial Offences Act, including laying of charges and serving summons and subpoenas.
- c) Conducts property inspection relating to municipal By-Laws and property standards.
- d) Coordinates the prosecution of By-Law violations.
- e) Administers tree harvesting and topsoil removal licensing and advises public on municipal policies and by-laws regarding tree harvesting.
- f) Provides regular reports to the Director of Operations and CAO on the general operations under his/her control.
- g) Recommends to Council in conjunction with SEBBS, through the CAO the drafting of municipal policies, By-Laws, and set fines.
- h) Maintains knowledge and skill at a high level by taking advantage of training opportunities offered through seminars, conferences, briefing sessions and selected reading.
- i) Acts as the Municipal Livestock Valuer under the Livestock, Poultry and Honey Bee Protection Act (where appointed).
- j) Acts as Municipal weed inspector (where appointed).
- k) Performs other related duties as assigned within the general scope of the job description.

2. Qualifications

- a) Minimum two (2) years college diploma in Law and Security or related field, and a minimum of two (2) years field experience as an enforcement officer in a municipal setting or other government agency.
- b) Possesses the following professional qualifications; Certified Municipal Law Enforcement Officer (MLEO).
- c) Possesses a working knowledge of the standard practices and procedures of the Ministry of the Environment approvals and inspection process, best practices for landfill site operations, and of the Ontario Environmental Protection Act.
- d) Possesses a working knowledge of the standard practices and procedures of the Ontario Court System, the Provincial Offences Act, the Building Code Act, the Municipal Act and other acts as deemed necessary.

- e) High level of managerial and technical skills acquired through training and municipal experience to coordinate municipal By-Law Enforcement, Environmental Services.
- f) Leadership and communication skills; the ability to analyze problems and provide advice; a thorough understanding of management practices and the use of equipment and material; and the ability to control budgets.
- g) Ability to respond quickly and decisively to emergency situations.
- h) Must possess a valid class G drivers' license and acceptable driving record.

3. Working Conditions:

- a) Partly public office conditions; partly fieldwork. Some exposure to physical hazards and to severe weather conditions.
- b) Normal business hours with a minimum of 40 hours a week, evening, or weekends in case of emergencies.

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

Schedule 'G' – Municipal Complaint Policies

Municipality of French River - Complaint Policy (Policy # A1)

Policy Statement:

The Municipality of French River is committed to a consistent, fair and uniform complaint process and to provide opportunities for feedback about the programs, services, facilities and employees of the Municipality.

The Municipality recognizes that concerns from the public are at times brought forward and dealt with informally, however not all concerns can be dealt with informally. The Policy ensures a consistent and uniform approach to formal complaints with a fair and accountable level of service delivery.

Definitions:

'Complaint' means an expression of dissatisfaction relating to the Municipality's program, service, facility and employees and/or by-law complaints. Anonymous complaints or complaints made on behalf of an unidentified third party will not be entertained or investigated. A complaint is different from a request for service, enquiry, feedback, compliment, or suggestion. Only written complaints shall be considered formal complaints.

'Complainant' means the person who is dissatisfied and filing a complaint.

'Compliment' means an expression of appreciation relating to the Municipality's program, service, facility and employees. This type of communication does not require a response.

'Enquiry' means a general or specific request for information relating to the Municipality's program, service, facility and employees.

'Feedback' or 'Suggestion' means an opinion, comment and expression of interest relating to the Municipality's program, service, facility and employees or an idea submitted to the Municipality with the aim of improving programs, services or facilities. This type of communication does not require a response.

'Request for Service' means a request made by a member of the public for a specific service provided by the Municipality. For example, a request for services may include a request to repair/maintain a street surface, report an issue relating to municipal services, report damage to a facility or park, or report a lost/found dog. This type of communication does not require a response.

Scope and Responsibility:

This policy applies to communication received from members of the public such as complaints, compliments, feedback and suggestions relating to the Municipality's programs, services, facilities and employees.

Compliments, Enquiries, Feedback, Suggestions and Requests for Service made by a member of the public should be submitted in writing and should be resolved at the point of service delivery and may be tracked to identify issues, trends, areas of concern and opportunities for improvement.

The municipality will make every effort to resolve complaints received in a timely, courteous, impartial and professional manner.

All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

Complaints will be tracked and regularly monitored and reviewed to identify issues, trends, areas of concern and opportunities for improvement.

The CAO and/or Council shall be consulted only as deemed appropriate by the Department Head or depending on the nature of the complaint.

Procedure for Submitting a Complaint

Prior to submitting a complaint, members of the public are encouraged to determine whether the subject is either a request for service, enquiry, compliment, feedback, suggestion or complaint. Written complaints shall be considered formal complaints.

All complaints will be dealt with in a confidential manner according to the *Municipal Freedom of Information and Protection of Privacy Act*. Information will be collected, used and disclosed in accordance with the *Act*. The identity of the complainant shall be kept confidential, however, if the matter becomes legal, the complainant could be called to testify and give evidence to substantiate the Municipality's position. The personal information will only be shared with those who need to know in order to consider the complaint. All participants in the complaints process shall keep the details of the complaint confidential except as may be required. Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department. All By-law complaints shall be submitted in writing to the Municipality by the complainant on the prescribed 'Complaint Form' (attached to Policy) and signed by the complainant.

A complaint shall be submitted in writing to the Municipality, in person at the Municipal Office at 44 St. Christophe Street, Noëlville, by email, by fax at 705-898-2181 or online through the Municipal Website www.frenchriver.ca. Complainants are encouraged to use the prescribed "Complaint Form" available on the Municipality's website or at the Municipal Office.

Complaints must include the following information:

- Specific details of what happened;
- Details of, where it occur, who was involved (if applicable);
- Date and time of occurrence;
- What outcome is being sought, if any; and
- Contact information of the complainant.

The complaint will be tracked and forwarded to the appropriate department. Within five (5) business days of receipt of the complaint, an acknowledgement letter will be sent in writing that the complaint was received.

Within thirty (30) business days of receipt of a complaint, a response in writing will be provided to the complainant and will include:

- Whether the complaint was validated,
- If the complaint is not validated, provide reason(s) for their decision; and,
- Any actions the municipality has or will take as a result of the complaint.

If a response is unable to be provided within thirty (30) business days, they shall be notified of the delay and an estimate of when a response will be provided.

Complaints that can be resolved quickly or easily may combine the acknowledgement and final response in a single letter within the five (5) business day time period. Once the Municipality has communicated the decision to the complainant, there is no appeal process at the municipal level. Complainants that are dissatisfied with the outcome or process may submit a complaint to the Office of the Ombudsman at www.ombudsman.on.ca.

Municipality of Killarney

Policy Statement:

The Municipality of Killarney is committed to a consistent, fair and uniform complaint process and to provide opportunities for feedback about the programs, services, facilities and employees of the Municipality.

The Municipality recognizes that concerns from the public are at times brought forward and dealt with informally, however not all concerns can be dealt with informally. The Policy ensures a consistent and uniform approach to formal complaints with a fair and accountable level of service delivery.

The Municipality of Killarney will only respond to formal written complaints where the complainants name and contact information are identified.

Should the Department Head observe and/or believe there is an immediate health and safety concern, they may investigate without written complaint and report findings to the CAO/Clerk immediately.

Definitions:

'Complaint' means an expression of dissatisfaction relating to the Municipality's program, service, facility and employees and/or by-law complaints. Anonymous complaints or complaints made on behalf of an unidentified third party will not be entertained or investigated. A complaint is different from a request for service, enquiry, feedback, compliment, or suggestion. Only written complaints shall be considered formal complaints. A formal complaint shall include the complainants full name, address and phone number.

'Complainant' means the person who is dissatisfied and filing a complaint.

'Compliment' means an expression of appreciation relating to the Municipality's program, service, facility and employees. This type of communication does not require a response.

'Enquiry' means a general or specific request for information relating to the Municipality's program, service, facility and employees.

'Feedback' or 'Suggestion' means an opinion, comment and expression of interest relating to the Municipality's program, service, facility and employees or an idea submitted to the Municipality with the aim of improving programs, services or facilities. This type of communication does not require a response.

'Investigator' means a person appointed by the Council of the Municipality of Killamey for the purposes of municipal by-law enforcement, including, but not limited to a Municipal By-Law

Enforcement Officer, a Building Inspector, a Property Standards Officer, etc. The Clerk and/or a Department Head can also be the Investigator if the matter does not deal with an enforcement of by-laws.

'Request for Service' means a request made by a member of the public for a specific service provided by the Municipality. For example, a request for service may include a request to repair/maintain a street surface, report an issue relating to municipal services, report damage to a facility or park. This type of communication may or may not require a response.

"Spite, Frivolous, Vexatious Complaint" means a complaint filed in ill will or with the perception of malice towards another person and may include retaliatory or repetitive complaints.

Scope and Responsibility

This policy applies to communication received from members of the public such as complaints, compliments, feedback and suggestions relating to the Municipality's programs, services, facilities and employees.

Compliments, Enquiries, Feedback, Suggestions and Requests for Service made by a member of the public should be submitted in writing and should be resolved at the point of service delivery and may be tracked to identify issues, trends, areas of concern and opportunities for improvement.

The municipality will make every effort to resolve complaints received in a timely, courteous, impartial and professional manner.

All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

The CAO/Clerk and/or Council shall be consulted only as deemed appropriate by the Department Head or depending on the nature of the complaint.

Procedure for Submitting a Complaint

Prior to submitting a complaint, members of the public are encouraged to determine whether the subject is either a request for service, enquiry, compliment, feedback, suggestion or complaint. Written complaints including full name, address and phone number shall be considered formal complaints.

All complaints will be dealt with in a confidential manner according to the *Municipal Freedom of Information and Protection of Privacy Act*. Information will be collected, used and disclosed in accordance with the *Act*. The identity of the complainant shall be kept confidential, however, if the matter becomes legal, the complainant could be called to testify and give evidence to substantiate the Municipality's position. The personal information will only be shared with those who need to know in order to consider the complaint. All participants in the complaints process shall keep the details of the complaint confidential except as may be required. Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department.

All By-law complaints shall be submitted in writing to the Municipality by the complainant on the prescribed 'Complaint Form' (attached to Policy) and signed by the complainant.

A complaint shall be submitted in writing to the Municipality, in person at the Municipal Office at 32 Commissioner Street, Killamey, ON, P0M 2A0, by email or by fax at 705-287-2660. Complainants are encouraged to use the prescribed "Complaint Form" available on the Municipality's website at www.municipalityofkillarney.ca or at the Municipal Office.

Complaints must include the following information:

- Specific details of what happened;
- Details of, where it occurred, who was involved (if applicable);
- Date and time of occurrence;
- What outcome is being sought, if any; and
- Contact information of the complainant.

The complaint will be copied and kept in a confidential binder for tracking purposes and forwarded to the appropriate department within seven (7) business days of receipt of the complaint, an acknowledgement will be sent in writing that the complaint was received. The appropriate municipal staff will provide a copy to the Investigator by email, fax or in person. The Investigator will conduct a preliminary investigation including reviewing municipal records, by-laws, verifying information and conduct any necessary research.

Spite, Frivolous or Vexatious Complaints

Complaints which are spiteful; frivolous and/or vexatious which consume a disproportionate amount of staff time and resources and impede staff from attending to other essential issues. This section will establish the process to use when handling such complaints.

Pattern of Conduct

In order for a complaint to be deemed spiteful, the complaint must show a pattern of conduct. This will be deemed to be the case when, on two or more occasions, a complainant engages in one or more of the following:

- Brings complaints concerning an issue, or substantially similar to one, which staff have already investigated and determined to be groundless;
- Engages in unreasonable conduct which is abusive of the complaints process, including: harassing, verbally or otherwise seeking to intimidate staff dealing with their complaint, making excessive or multiple lines of enquiry regarding the same issue, repeatedly challenging the outcome of an investigation or encouraging others to, make unreasonable demands to staff or seek special treatment, making statements or providing representations that the complainant knows or ought to know are incorrect or persuading others to do so, or failure to clearly identify the precise issues of the complaint.

Responsibility

If an employee suspects a complaint may be deemed spiteful the employee should consult with the Department Head and/or Clerk.

By-Law Violations

If a contravention of a by-law is deemed to be occurring the Investigator shall provide written notice to the property owner tenant if appropriate, of the violation.

Although, in case of situations where set fines have been established for violations, an Investigator may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket.

Responding to the Complaint

Within thirty (30) business days of receipt of a complaint, a response in writing will be provided to the complainant and will include:

- Whether the complaint was validated,
- If the complaint is not validated, provide reason(s) for the decision; and,
- Any actions the municipality has or will take as a result of the complaint.

If a response is unable to be provided within thirty (30) business days, the complainant shall be notified of the delay and given an estimate of when a response will be provided.

Complaints that can be resolved quickly or easily may combine the acknowledgement and final response in a single letter within the seven (7) business day time period.

Once the Municipality has communicated the decision to the complainant, there is no appeal process at the municipal level. Complainants that are dissatisfied with the outcome or process may submit a complaint to the Office of the Ombudsman at www.ombudsman.on.ca.

Municipality of Markstay-Warren

Policy Statement

The Municipality of Markstay-Warren is committed to a consistent and uniform process to respond to complaints received from members of the public regarding programs, facilities, Municipal services, staff or operational procedures. This policy and the accompanying procedures outline the process to be followed and service standards for the handling of public complaints.

Purpose

The Municipality of Markstay-Warren recognises the importance of public feedback and welcomes complaints as a valuable form of feedback regarding our services, operations and facilities. The information gained from complaints helps improve the quality of the services provided by the Municipality and the client experience of residents.

Application

This policy **applies to**:

- Municipal employees, with the following exceptions: This policy **does not** apply to:
 - a) Outside boards and agencies, including the Public Library.
 - b) The Municipality's Elected Officials.

This policy applies to complaints that are received online, by phone, at the service desk, by email, by mail or by fax.

This policy **does not** apply to:

- Requests for service
- Feedback
- Compliments

- Inquiries
- Anonymous complaints
- Request for accommodations

These communications and requests are all handled through other mechanisms and processes.

Policy Requirements

The Municipality of Markstay-Warren will deal with all complaints promptly, courteously, impartially and professionally. All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

All complaints will be dealt with in accordance with *the Municipal Freedom of Information and Protection of Privacy Act* and other applicable legislation. The identity of the complainant will be made known only to those who need to know in order to consider the complaint. All participants in the complaints process shall keep the details of the complaint confidential except as may be required by law. If the matter goes to arbitration, it may be necessary to release the complainant's name and contact information during the resolution process.

Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department. Generally, Department A will not be able to view complaints received by Department B unless operationally required to address the complaint.

What is a complaint?

A complaint is any expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services provided by the Municipality of Markstay-Warren or by a person or body acting on behalf of the Municipality of Markstay-Warren.

All complaints filed necessitate a response.

Who can make a complaint?

Anyone who uses or is affected by Municipal services can make a complaint. This includes:

- residents
- people who work in or visit the Municipality
- local businesses
- community groups

Some individuals may require assistance to make a complaint, and complaints can be made on their behalf, provided that the person affected has given their consent. A consent form for this purpose can be requested from the Clerk Office.

Complaints can be submitted:

- Online via the Municipality's website; (not available at this time)
- By telephone at 705-853-4536;
- By email; info@markstay-warren.ca
- By mail; 21 Main Street South, Markstay, ON, P0M 2G0
- By fax at 705-853-4964;
- In person at 21 Main Street South, Markstay, ON.

Service Standards

The following Service Standards will be adhered to in the handling of all complaints received.

- Complainants must receive an acknowledgement of receipt of their complaint and an assigned tracking number within three business days. This acknowledgement must identify who will be following up on the complaint as well as their contact information.
- A final response or update must be sent to the complainant within 20 business days, barring exceptional circumstances.

Compliance

Senior management is responsible for implementation and ongoing compliance with the Corporate Complaints Handling Policy.

Responsibilities

Employees: All employees are to have knowledge and awareness of the Municipality's requirement to receive complaints, the process through which a complaint can be made and the service standards that apply to complaints.

Supervisors: Supervisors are responsible for facilitating prompt response to all complaints by their staff to ensure that service standards are achieved.

Department Heads: Department Heads are responsible for the receipt and response of all complaints according to the service standards set out. Department Heads hold responsibility for departmental compliance to the Complaints Policy.

Monitoring/Contraventions

The CAO/Clerk will monitor corporate compliance with this policy and will follow up with appropriate departments as required. The CAO will be notified to follow up whenever a complaint is forwarded between departments more than once. The CAO will be notified whenever a complaint is forwarded between departments more than twice in order to follow up directly with the department responsible.

Legislative and Administrative Authorities

Bill 8, the Public Sector and MPP Accountability and Transparency Act
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Definitions:

Complaint – any expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services provided by the Municipality or by a person or body acting on behalf of the Municipality. The term “dissatisfaction” is key to the definition of a complaint. Feedback of a positive or general nature, comments on a service or facility that do not require a response, or requests for service, are not complaints. Complaints imply that the complainant is unhappy with the service received and that they require a follow-up response in regards to the issue.

Complainant – the person who is dissatisfied and filing the complaint. Anyone who uses or is affected by Municipality services can make a complaint including: residents, people who work in or visit the Municipality, local businesses or community groups.

Compliment – an expression of appreciation for satisfactory or above-satisfactory service.

Feedback – Input from client that is neither positive, nor negative, but provides input or ideas.

Service Request – a request for a specific service provided by the Municipality. See the list online at www.markstay-warren.ca.

Enquiries

For more information on this policy please contact: The Municipal Clerk at 705-853-4536 x202

Municipality of St.-Charles

Policy Statement

The Municipality of St.-Charles is committed to a consistent, fair and uniform complaint process and to provide opportunities for feedback about the programs, services, facilities and employees of the Municipality.

The Municipality recognizes that concerns from the public are at times brought forward and dealt with informally, however not all concerns can be dealt with informally. This policy ensures a consistent and uniform approach to formal complaints with a fair and accountable level of service delivery.

Definitions

“Complaint” means an expression of dissatisfaction relating to the Municipality’s programs, services, facilities and employees and/or by-law complaints. Anonymous complaints or complaints made on behalf of an unidentified third party will not be entertained or investigated. A complaint is different from a request for service, enquiry, feedback, compliment, or suggestion. Only written complaints shall be considered formal complaints.

“Complainant” means the person who is dissatisfied and filing a complaint.

“Compliment” means an expression of appreciation relating to the Municipality’s programs, services, facilities and employees. This type of communication does not require a response.

“Enquiry” means a general or specific request for information relating to the Municipality’s programs, services, facilities and employees.

“Feedback” or **“Suggestion”** means an opinion, comment and expression of interest relating to the Municipality’s programs, services, facilities and employees or an idea submitted to the Municipality with the aim of improving programs, services or facilities. This type of communication does not require a response.

“Request for Service” means a request made by a member of the public for a specific service provided by the Municipality. For example, a request for service may include a request to repair/maintain a street surface, report an issue relating to municipal services, report damage to a facility or park, or report a lost/found dog. This type of communication does not require a response.

Scope and Responsibility

This policy applies to communication received from members of the public such as complaints, compliments, feedback and suggestions relating to the Municipality’s programs, services, facilities and employees.

Compliments, enquiries, feedback, suggestions and requests for service made by a member of the public should be submitted in writing and should be resolved at the point of service delivery and may be tracked to identify issues, trends, areas of concern and opportunities for improvement.

The municipality will make every effort to resolve complaints received in a timely, courteous, impartial and professional manner.

All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

Complaints will be tracked and regularly monitored and reviewed to identify issues, trends, areas of concern and opportunities for improvement.

The Chief Administrative Officer and/or Council shall be consulted only as deemed appropriate by the Department Head or depending on the nature of the complaint.

Procedure for Submitting a Complaint

Prior to submitting a complaint, members of the public are encouraged to determine whether the subject is either a request for service, enquiry, compliment, feedback, suggestion or complaint. Written complaints shall be considered formal complaints.

All complaints will be dealt with in a confidential manner according to the *Municipal Freedom of Information and Protection of Privacy Act*. Information will be collected, used and disclosed in accordance with the *Act*. The identity of the complainant shall be kept confidential, however, if the matter becomes legal, the complainant could be called to testify and give evidence to substantiate the Municipality's position. The personal information will only be shared with those who need to know in order to consider the complaint. All participants in the complaints process shall keep the details of the complaint confidential except as otherwise required. Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department.

All By-law complaints shall be submitted in writing to the Municipality by the complainant on the prescribed "Complaint Form" (attached to this policy) and signed by the complainant.

A complaint shall be submitted in writing to the Municipality, in person at the Municipal Office at 2 King Street East, St.-Charles, Ontario, by e-mail, by fax at 705-867-5789. A complaint may also be received through other electronic means on a website or webpage established for that purpose.

Complainants are encouraged to use the prescribed "Complaint Form" available on the Municipality's website or at the Municipal Office.

Complaints must include the following information:

- Specific details of what happened;
- Details of, where it occurred, who was involved (if applicable);
- Date and time of occurrence;
- What outcome is being sought, if any; and
- Contact information of the complainant.

The complaint will be tracked and forwarded to the appropriate department. Within two (2) business days of receipt of the complaint, an acknowledgement letter will be sent in writing to inform that the complaint was received. The acknowledgment letter may either be sent in paper format or through electronic means. Complaints received in person may be acknowledged at the point of service by the staff member receiving the form or will be acknowledged by letter. Complaints received electronically,

will be acknowledged by e-mail.

Within twenty (20) business days of receipt of a complaint, a response in writing will be provided to the complainant and will include:

- Whether the complaint was validated;
- If the complaint is not validated, provide reason(s) for their decision; and
- Any actions the Municipality has or will take as a result of the complaint.

The response may either be sent in paper format or through electronic means.

If a response is unable to be provided within twenty (20) business days, the complainant shall be notified of the delay and an estimate of when a response will be provided.

Complaints that can be resolved quickly or easily may combine the acknowledgement and final response in a single letter within the two (2) business days time period.

Once the Municipality has communicated the decision to the complainant, there is no appeal process at the municipal level. Complainants that are dissatisfied with the outcome or process may submit a complaint to the Office of the Ombudsman at www.ombudsman.on.ca.

Report to Municipal Council



Meeting Date: December 9, 2020	Report Date: December 3, 2020
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RCM

Report Title: SEBBS Shared Service Agreement

Recommendation:

Support a move to a centralized managing municipality for all SEBBS staff. French River being the favored municipality both because of capacity and two (2) half-time staff that cannot be relocated.

Such a move would not have an impact on department deliverables / services but would ultimately reduce both our cost in administration and office staff time.

Analysis:

This subject was mentioned to Council prior but since then additional information has come to light. Council should consider all the following:

- Current employees are: CBO and Building Inspector employed by St.-Charles and a half-time By-Law Enforcement Officer and seasonal administrative help are in French River.
- No one Council can direct matters of the Building Code. Council in reality can only direct these staff by enacted By-Laws, these staff will enforce such as directed. In regard to Property Standards the appeals process is to a local board of at least three (3) members appointed by Council.
- Regular quarterly reports are brought to Council to give a snapshot of the department activities.
- Additional reports can be and have been requested by any one (1) municipality and often these are shared among the Sudbury East Municipalities as we have often common goals i.e. Travel Trailer By-Law.
- The direct implication of a lead municipality and arguably the only one, is



managing Human Resources for which there has not been any compensation, and none are being planned.

- Payroll: receive, review and process timesheets on a by-weekly basis, managing vacation, issuing ROI, etc.
 - Budget: annual preparation of budget per Agreement, periodic monitoring and assist in preparing variance reports for all municipalities.
 - Expenses: Ongoing processing and reconciliation of invoices.
 - Municipal Billing: Quarterly reconciliation of expense and municipal billing. We have had past issues of invoices not being fully claimed that thankfully the new treasurer was mostly able to correct, otherwise we would bare the consequences of errors (The new Agreement does give some time leeway, but staff must be vigilante in making sure that all invoices that are attributable to SEBBS are captured otherwise we will be responsible for such.)
 - Human resources (employee performance): This is mostly the responsibility of the managing municipality, though if it would involve issues in another municipality, then coordination of possible sanction would have to be discussed.
 - Staff recruitment when there is staff turnover.
- All capital assets would be managed by one (1) entity
 - The Shared Building Department was established on a consensus model where municipalities sit down as a group and work out an Agreement that is acceptable by all. No one municipality from past and current negotiation has been overruled or left aside and it is the ongoing belief that this type of model will persist. This is unlike Council decisions where a simple majority of votes rules the issue.
 - Discussed future goals for the department as it matures would be to look at a board structure or similar, this can only really occur if we start grouping this department under one (1) administration.

Advantages of being the lead municipality:

- We get to contribute our services to Sudbury East, mostly in the form of administering Human Resources. St.-Charles has been in a shared



service for CBO services for over 15 years, it relatively has been a long and successful experience.

- We have pride of “Ownership”, making a difference among our peers.

Disadvantage of being the lead municipality:

- The cost of administration, our smaller staff compared to neighboring municipality is relatively more impacted as adjoining municipality have twice the staff and budget.
- Possible consideration that Council should consider is future streamlining of office staff compliment.
- Office staff time can be compounded with issues not necessarily related to this municipality. i.e. issues relating to abuse, lawsuit, injuries (please note that the new Agreement does provide new financial protection language, but still would not eliminate staff time in dealing with issues e.g. and injury sustained in another municipality would still be administered by us, though the Agreement does have improved language to protect us financially).
- We relatively only have 14% of the shared service budget but would have to deal with 100% of complaints (other than By-Law and Building Code violations). So far these have been few and far between, but from past experience we can see that they can become time consuming to investigate.

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: Yes	Priority: None
Direction Only: No	Type of Meeting: RMC

Report Title: EDO Request for Budget Funds

Recommendation:

Consider the proposal from the EDO to include \$11,960.10 in our 2021 budget for such services.

I would recommend this as long as the goals identified mostly from the Strategic Plan are to be delivered. In a bigger picture, was or is the Strategic Plan relevant or misguided? A revised Strategic Plan should be envisioned within the next few years (normally revised every 10 years or so).

Background:

This shared EDO program is in its last year of a 3-year program ending mid year. The two (2) other municipalities intend to continue this shared service past 2021. I had a conversation with the EDO explaining to him that we did not see much concrete results and the emphasis on attracting business and may not be as feasible for us as for the neighboring municipalities which are on major highways. Activities 9 (help guide people for severance for hopefully more housing), 10 and 11 were as a result of our conversation and would be directly relevant to our needs.

Prepared by: Denis Turcot, CAO

2021 Economic Development
Budget Request

Municipality of St.-Charles

Overview

The annual economic development budget request is presented to municipal councils in Sudbury East to cover the associated costs of assisting them with the implementation of economic opportunities identified in community and/or regional economic development plans that demonstrate strong achievable economic results.

These budget proposals are presented every year to help the St.-Charles build resiliency through community development, and to provide council with opportunities to build prosperity through a commitment to economic development.



The previous budget proposals have focused on actions that helped in:

- Liaising with funders & the local community futures development corporation
- Maintaining linkages with non-local government and other outside agencies to ensure that st.-charles is fully abreast of programs, initiatives and funding sources that support economic and community development.
- Identifying key projects and funding sources, such as the economic concierge program through the red grant
- Bringing efficiency to public administration of assets, processes and governance.
- Exploring flexible planning that could fast track the redevelopment of vacant commercial buildings for other purposes
- Elevating building permitting efficiencies
- Joining an immigration program to attract young, new farmers to Canada (NRIPP)

This year's funding request continues to follow a similar path with the proposed activities listed below.

Activity	Plan	Reference to
1. Monitor economic programs/ initiatives in other communities	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	Action item 4, In Objective 1 (Keep Residents Engaged), within Goal 1 of Community Development
2. Acquire an internal client/business management platform	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	Action item 6, In Objective 1 (Keep Residents Engaged), within Goal 1 of Community Development
3. Provide a community-based WIFI service	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	Action item 3, In Objective 4 (Continue to Push for Better Wireless and High Speed Coverage), within Goal 1 of Community Development
4. Provide tax relief to commercial ratepayers	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	Action item #3, In Objective 5 (Position St.-Charles for New Commercial Retail Investment), within Goal 2 of Economic Development
5. Address a lack of curb appeal and explore opportunities for a façade improvement program	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	Action item #6, In Objective 5 (Position St.-Charles for New Commercial Retail Investment), within Goal 2 of Economic Development
6. Leverage agri-tourism and develop a marketing strategy (With NeOnt)	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	Action item #3, In Objective 6 (Play to Local Strengths in Agriculture), within Goal 2 of Economic Development
7. Present private sector businesses with youth funding applications	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	ENVIRONMENTAL SCAN - S.W.O.T. ANALYSIS. Regarding "Youth" in both sections of "Weaknesses" and "Threats"
8. Adopt a new Public Utility zoning by-law to allow solar production	<i>Building our Future, Municipality of St.-Charles. Strategic Plan 2014-2019</i>	Objective 8 (Promote Renewal Community Energy Micro-fit Programs), within Goal 2 of Economic Development
9. Develop a planning and building guide		Direct Municipal Request
10. Explore Small farm business, greenhouse, agri-tourism ideas		Direct Municipal Request
11. Verify that the school and grocery store remain viable		Direct Municipal Request

Projects with associated costs

(#1) AirCall for Business	2645
(#2) ZenDesk Software for Business	4320
(#3) Community Wifi Hotspots	TBD at project
(#5) Address the lack of curb appeal and a façade improvement program	750
Other costs:	TBD at project
(#6) NeOnt Membership and Local Photography (Marketing Assets)	3,945.10
<i>Itemized:</i>	
<i>Equipment to produce marketing assets (Agri-tourism)</i>	
<i>Northeastern Ontario Tourism Membership</i>	
(#8) Any potential application fees associated with the planning board	TBD at project
(#9) Development Guide - Document Templates	300

2021 Budget Operational Request

(known, upfront costs)

\$ 11,960.10

Report to Municipal Council



Meeting Date: January 20 th 2021	Report Date: January 4 th 2021
Decision Requested:	Priority: Medium
Direction Only: Yes	Type of Meeting: RMC

Report Title: 2020 Q4 Fire Department Report

Recommendations: N/A

Emergency Response(s):

Q4 2020 was well above the 5-year average for this period. The Department was very busy. We responded to 9 events, with 7 occurring in the second half of December.

A variety of emergencies were attended, including vehicle extrication, ambulance assistance / forcible entry, CO, and fire (structure and vehicle).

All calls were well attended by the department, and the renewed focus on training, organization, and professionalism is apparent. We had the opportunity to work with the Markstay-Warren Fire Department on three (3) of the aforementioned events, through our Automatic Aid Agreement.

Training:

Training continued with 11 of the 11 scheduled sessions. Attendance continues with the high attendance level seen in Q3. We completed our 2-year training cycle with the NFPA 1001 standards. The Q4 focus was on skill refinement and small group training to address topics that were previously missed. Driver training continues to be a major focus for us both in and out of scheduled time. This training cycle will begin again in January 2021.

Online Training through the Ontario Fire College was completed as follows:

- Three (3) firefighters completed Firefighter Legislation & HazMat Awareness training.
- Two (2) firefighters completed NFPA 1021 Fire Officer 1
- One (1) firefighter completed NFPA 1041 Fire Instructor 1



- One (1) firefighter completed training in Part 2 & 6 of the Ontario Fire Code.

Prevention and Public Education:

Prevention and public education continued electronically through the municipal website and Facebook. This quarters newsletter was sent to all residents with pertinent season specific information ahead of the holiday season.

General Activities:

We are in the final stage of overhauling our Operating Guidelines and Procedures. They were reviewed by our OFM advisor and I am finalizing his recommendations.

Recruiting continued in Q4 with three (3) new firefighters being put forward at the January meeting of Council. Additionally, we had two (2) resignations occur this quarter. A separate report is attached.

The new truck was shipped to 1200 Darch in early December for upfitting. It was returned December 23rd in a functional state, with 90% of the work completed. The vendors returned our truck because of a concern for work stalling due to COVID-19. It will return for two (2) days in the new year for final work.

The old Rescue Van was sold for \$1,525.00.

Creation of department documentation (vehicle logs, personnel file audits, sizing guides, maintenance logs).

Updated Fire Permit has been developed and deployed for the 2021 permit year.

2021 budget development

Vendor meetings with the departments key suppliers to ensure that the best possible pricing is in place for the products and services we use regularly. Some cost savings were identified with our principal service vendors.

Prepared by: James D. Bertoia, Fire Chief

Report to Municipal Council



Meeting Date: January 20 th 2021	Report Date: January 6 th 2021
Decision Requested: Yes	Priority: Medium
Direction Only:	Type of Meeting: RMC

Report Title: Firefighter Resignations & Roster Clean-Up

Recommendations:

Accept resignations from and agree to remove from the roster the firefighters listed below.

Background:

It appears that some resignations have not been filed or approved by Council since 2015. This report is to advise of recent resignations as well as clean-up of outstanding members on the roster.

Analysis:

Resignations since 2015 include:

2015

- Pam Laroque & Pierre Laroque – No information regarding departure or presence within the department. Apparently, they have moved from the area.

2017

- Scott Lauber – Non-attendance

2018

- Gary Wiggins – Non-attendance
- Jean Lafleur – Resignation on file, moved out of town

2019

- Jason St. Jean – Resignation on file, moved out of town
- Brad Pothier – Non-attendance

2020

- Jordan Lemieux – Non-Attendance
- Scott Simon – Resignation on file, time commitment
- Rory Hilts – Resignation on file, moving out of town
- Dan Pothier – Resignation filed, time commitment

Prepared by: James D. Bertoia, Fire Chief

Report to Municipal Council



Meeting Date: January 20 th 2021	Report Date: January 6 th 2021
Decision Requested: Yes	Priority: Medium
Direction Only:	Type of Meeting: RMC

Report Title: Appointment of Volunteer Firefighters – Vaillant, Dawson, Frappier

Recommendation:

Appoint Ms. J. Valliant, Mr. K. Dawson, and Ms. C. Frappier to the position of Probationary Firefighter for a period of one (1) year at which point, through the Fire Chiefs discretion, the probationary title will be dropped.

Background:

Ms. Vaillant is a St.-Charles native who spent several years away from the municipality. Returning this year, she has begun a career working in the area. Living within walking distance of the fire hall and having a semi-flexible schedule will make her an asset to the department.

Mr. Dawson recently moved to the St.-Charles area after work had taken him away from northern Ontario for several years. Having worked in the trades all his life he brings excellent mechanical knowledge with him to the department.

Ms. Frappier comes to us from a Fire Department within the region, bringing four (4) years of firefighting experience to our department. She is a community-oriented individual believing in community involvement and volunteerism. Her previous firefighting experience will make her an exceptional asset to our department.

Analysis:

These individuals have fulfilled the hiring requirements and are eager and able to serve the community. They have predictable work schedules with good availability. Their previous experience will aid in their training and I expect them to become contributive members of this department very quickly.

Prepared by: James D. Bertoia, Fire Chief

Report to Municipal Council



Meeting Date:	Report Date:
Decision Requested:	Priority: Low
Direction Only:	Type of Meeting: Open

Canine Control Report for the month of December 2020

Feline Complaints	<ul style="list-style-type: none"> • I received 1 feline complaint during this month. • I informed of my duties and informed the complainant of an local agency that deals with felines. • Elder was very appreciative.
Dog complaint – Trespassing Canines - Aggressive dogs	<ul style="list-style-type: none"> • I travelled to the area and spoke with complainant and recorded all the information and viewed the pictures taken. • I travelled to the dog owner’s home but nobody was home. • The next day, I travelled to dog owner’s home and spoke with female dog owner. She admitted to the dogs running at large and informed me that she will continue to work on keeping the dogs in her yard. • Total Travel: 24 km
Barking Complaint	<ul style="list-style-type: none"> • Barking dog complaint. I called the owner of the dog and informed them of the complaint received. I was informed that they will try to stop the dog from continuously barking at night. • I was satisfied with the conversation and I feel that the owner will do as advised.
Past Complaints Check-in	<ul style="list-style-type: none"> • Check in with past complainant - One complaint received of trespassing dog but was satisfied when informed of positive attempts to keep the canine in the owner’s yard. • I will continue to monitor the progress. • 6 km
Kilometers Incurred in October	<ul style="list-style-type: none"> • Total kilometers for the month = 30 Kilometers
OTHER	<ul style="list-style-type: none"> • Report and invoice for December 2020 submitted on January 5, 2021 • Awaiting contract information with Rainbow District Animal Services and Bylaw Enforcement, as per Denis Turcot.

Sharon Gauthier and Denis Lefebvre

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: Appoint Representative to the Community Safety and Well-Being Planning Committee

Recommendation:

Council is to appoint one (1) member to the Sudbury East Municipal Association Community Safety Planning Committee. The member can be either a member of Council or a staff member.

Background:

Below is the draft Terms of Reference that provide some understanding of the requirement of the position. This plan was to have been in effect on January 1, 2021 but has since been delayed until July 2021.

Sudbury East Municipal Association Community Safety Planning Committee

Terms of Reference (Draft)

Overview

The Communities of Sudbury East have initiated a program to develop a single Community Safety and Well-Being Plan as required by the new legislative amendments to the *Police Services Act*. This will be undertaken in a collaborative manner with the Ontario Provincial Police, a Steering Committee representing participating municipalities, community partners and members of the public. The Chief of Paramedic Services for Manitoulin-Sudbury DSB will assist staff in moving this initiative forward to meet the legislated deadline of January 1, 2021.



Role

The Sudbury East Community Safety Planning Committee reports to the Sudbury East Municipal Association, each of the member Municipal Councils, through a defined Committee of each Council. While it is the legislative mandate of each Municipal Council to make the final decision on all matters that affect that municipality, the role of the Community Safety and Wellness Planning Committee is to provide recommendations, advice and information to Councils on related specialized matters, and to facilitate public input to Councils on programs and ideas intended to assist in enhancing the quality of life of the community members.

The advisory role includes facilitation of awareness through the identification of emerging and existing issues, provision of advice, and stimulation of strategic and tactical action plans in order to facilitate the mitigation of community safety related matters across the communities of Sudbury East, through prevention and reduction.

The Planning Committee will collaborate to ensure municipal government, police services, community-based organizations and other sector representatives work collaboratively to find solutions for issues related to health and well-being, crime, victimization and community safety. Planning committee focus will include identified local priority risk factors, and shall be evidence-based with measurable performance outcomes.

The Planning Committee recognizes its role as a partner working to create a safer community for all. To ensure an integrated approach and streamline operations, the Planning Committee's efforts shall complement efforts in place by partner agencies to ensure collaboration in areas of social factors that contribute to crime, victimization, addiction, drug overdose and suicide.

Scope

Within the responsibilities and direct control of each municipality and Plan members, the following focus areas shall be explored with the objective of identifying and/or developing evidence based immediate, intermediate, and long-term outcomes:



- Health and Mental Wellness System Design and Delivery
- Substance Abuse Recognition, Mitigation and Education
- Road Safety
- Crime Prevention Through Environmental Design
- Social Development for Upstream Crime Prevention
- Public Education and Awareness
- Resource and Service Accessibility

Success will be achieved through specific activates listed below.

Raising Awareness

Identify SEMA specific priority community safety issues through evidence based information and community input;

Evaluate both the reactive and proactive strategic opportunities through multiple lenses with a focus to improve community safety;

Identify system opportunities and gaps in a manner intended to ensure all segments of the population are considered;

Encourage and promote awareness of community safety issues and initiatives; and,

Promote public awareness regarding legislation and policies relating to the Committee's mandate.

Advocacy

Promote partnerships to encourage an integrated approach to solving local issues with an emphasis on high risk conditions; and

Advocate through Municipal and Community Councils to other legislative bodies for necessary community safety legislation and policies.

Stimulate Action

Liaise with other levels of government and community safety partners to effectively use resources and share information relating to community safety; and

Work with assigned municipal and community staff to meet the mandate of the Committee by developing an achievable annual work plan including communications and alignment within any approved budget(s); and

Initiate and facilitate working groups as may be necessary to assist in the development, encouragement and promotion of community safety



initiatives.

Composition:

The Sudbury East Community Safety Planning Committee will be comprised of no less than one (1) representative from each member community and no more than 12 voting members including, but not limited to:

- One (1) Member of the Planning Committee serving as the Chair, with one (1) alternate Chair
- A minimum of three (3) citizen representatives, capturing the geographic and unique social makeup of the community members.
- One (1) representative from the Ontario Provincial Police
- One (1) representative from Manitoulin-Sudbury DSB ISS
- One (1) School Board representative, capturing the various School Boards
- One (1) representative from Sudbury and District's Public Health Unit
- One (1) representative from the Northeast LHIN, or the representative OHT

The Planning Committee will engage mandatory non-voting resources that will serve in an advisory and support capacity and shall include the following:

- One (1) representative from area Fire Services
- One (1) representative from Canadian Mental Health Association
- One (1) representative from Health Sciences North Hospital.
- One (1) representative from Manitoulin-Sudbury DSB Paramedic Services

Member municipalities shall assist in the provision of meeting management support and communications activities.

The Planning Committee will also engage additional non-voting resources that will serve solely in an advisory capacity.

- Seniors advocacy groups.
- Representatives of the Long term care facilities within the geography
- Youth representation
- Community groups submitting a desire to engage on a variety, or individual topics.



Committee Design/Authority

The Sudbury East Municipal Association Community Safety Planning Committee has been established by Councils Resolution listed herein

(Listing of Council Resolution Numbers)

Committee Meetings

Meetings will be held quarterly, or at the call of the Chair in consultation with staff liaisons, and scheduled by the Chair or designate. Length of meetings will vary depending on the agenda, but shall be minimally 3 hours.

Reporting Structure

The Planning Committee reports directly to the Sudbury East Municipal Association, and any other Municipal or Community Council deemed necessary.

Support

Meeting support, and citizen appointments for the Committee will be supported by member municipalities, in accordance with existing Council Procedure Bylaw pertaining to Citizen-based Planning Committee Procedure. Subject matter expertise for the Planning Committee will be provided by designated persons as related to topics of concern in a manner to assist with Planning Committee objectives. The Manitoulin-Sudbury DSB Paramedic Chief will assist in the facilitation of the Community Safety and Wellness Plan design and development as deemed necessary by the Planning Committee.

Planning Committee Reporting

The Community Safety and Planning Committee shall prepare and submit to all member agencies reports as follows;

Pertaining to Legislation proposed by any tier of government

Immediate, intermediate and long-term expenditure plans, and implementation efficacy;

Annual analysis of the initiative success measures as compared with identified objectives



Term of Office

Appointments to the Planning Committee will be concurrent with the term of Council, ending November 14, 2022, or until successors are appointed.

Current Members (2020-2022 term) (TBD)

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: January 20 th 2021	Report Date: January 11 th 2021
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: RMC

Report Title: Propane Furnace Installation Public Works Garage

Background:

The oil furnace at the Public Works garage failed its annual inspection on December 2nd, 2020 and was locked and tagged out of service. A replacement heater was rented and used to keep the water lines from freezing until a new propane heating system could be installed. B&M Heating was contracted to install the system. B&M also installed the propane heating and cooling units at the Wellness Centre, the Fire Hall and was chosen to do the Community Centre as well.

As of January 6th, 2021, the new propane heating system and propane tank were installed and working well. An inspection was done by Moore Propane on January 11th and no issues were identified. Final cost for this new system is \$12,260.50 including HST. Since we switched from oil to propane this cost will be put through the efficiency grant.

Prepared by: Travis De Benedet, Director of Operations

Report to Municipal Council



Meeting Date: January 20, 2021	Report Date: January 11, 2021
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: OGRA Delegation Request

Recommendation:

That Council request a delegation with the Minister responsible for infrastructure funding for two (2) major impending projects being the cleaning of the lagoon sludge accumulation and re-building of Lake Road base.

Background:

The annual OGRA Conference is being held virtually from February 22 to 25, 2021. The Mayor, by virtue of his position on the OGRA Board, will be attending the conference. The deadline for submission of delegation requests is January 22, 2021.

Lagoon: As the lagoon system is funded only by the users and past fees charged to these same users had not taken into consideration the cost of sludge removal which is now limiting the lagoon capacity and increasing treatment cost, request the Province to reconsider the grant that was applied for to rehabilitate the lagoon and pump station. If no grant is received, the impending project costs will significantly increase sewer fees.

Lake Road: We have been receiving multiple complaints over the last year regarding Lake Road. What has been noticed is that the road base is subsiding under the weight of ever-increasing heavy vehicles (this is also true for Casimir and Musky Bay Rd). To properly fix this type of damage is very expensive and was not considered when setting aside funding. Again, here we should request the Province to reconsider the grant that was applied for to rehabilitate Casimir, Musky Bay and Lake Roads.

Prepared by: Denis Turcot, CAO

BIBLIOTHEQUE PUBLIQUE ST-CHARLES PUBLIC LIBRARY

November 12, 2020

Minutes of the regular Library Board meeting held at 7:00 p.m., November 12, 2020

Present: Sheila Mehes (Chairperson)
Monica Loftus (Councillor)
Jennifer Allan
Suzanne Dzimidowicz
Monique Kadlec

Absent: Noëlla Lafleur
Ron Morck

Staff: Nicole Lafontaine CEO

1. Call to order: 7:00 p.m.
2. Approval of the agenda:
20-32 Moved by: Sheila Mehes That the agenda be approved as presented.
Seconded by: Monica Loftus
Carried
3. Pecuniary interests: none
4. Approval of the minutes:
20-33 Moved by: Jennifer Allan That the minutes of the meeting of October 8,
Seconded by: Sue Dzimidowicz 2020, be approved as presented.
Carried
5. Delegation:
6. Standing Business:
7. Unfinished business:
8. New Business:
20-34 Moved by: Monique Kadlec That the annual salary increase of \$0.50 per hour
Seconded by: Sheila Mehes be given to the Chief Librarian and the Assistant
Carried Librarian effective January 1, 2021.
20-35 Moved by: Monica Loftus That the Library Board awards Christmas Bonuses at
Seconded by: Jennifer Allan a net level of \$100.00 to the CEO and \$50.00 to the
Carried Assistant Librarian for 2020.

The library will close December 24, 2020 for Christmas and reopen on January 4, 2021 .

CEO will apply to the Day-Use Permit Lending Program from Ontario Parks.

9. Reports:

Chairperson Report:

- Final budget and accompanying letter was signed and sent to the Municipality.

CEO Report:

- Connectivity grant application for 2020-21 in the amount of \$2,141.76 was sent on October 15.
- Application was sent to CRA to renew the Tax Preparation number. Lorraine Dubé has agreed to fill out client taxes again this year.

10. Budget Variance Report:

20-36 Moved by: Sue Dzimidowicz That the Budget Variance Report for the month of
Seconded by: Monique Kadlec October, 2020, be accepted as presented.
Carried

11. Trustee Comments:

12. Next meeting is to be held December 10, 2020 at 7:00 p.m.

13. Adjournment:

20-37 Moved by: Sheila Mehes That the regular Board Meeting of
Seconded by: Monica Loftus November 12, 2020 be adjourned at 7:50 pm.
Carried

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

BY-LAW 2021-01

**BEING A BY-LAW TO APPOINT THE COMMITTEE OF ADJUSTMENT FOR
THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES**

WHEREAS, under Section 44(1) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, the Council of a municipality may appoint a Committee of Adjustment for the municipality;

AND WHEREAS the powers of the Committee of Adjustment are set out under Section 45 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;

AND WHEREAS the composition and terms of office of the members of the Committee of Adjustment are defined under Section 44 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;

AND WHEREAS Section 44(3) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, states that the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS it is deemed expedient to appoint the Committee of Adjustment, as provided for under Section 44(1) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE
MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:**

1. THAT the Committee of Adjustment for the Corporation of the Municipality of St.-Charles shall have all statutory duties listed under Sections 44 and 45 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;
2. THAT the following persons be appointed to the Committee of Adjustment for the Corporation of the Municipality of St.-Charles for the term of office indicated:

<u>Name</u>	<u>Term of Office</u>
Paul Schoppmann, Mayor	January 1, 2021 to December 31, 2021
Monica Loftus, Councillor	January 1, 2021 to December 31, 2021
Paul Branconnier, Councillor	January 1, 2021 to December 31, 2021
Richard Lemieux, Councillor	January 1, 2021 to December 31, 2021
Jacqueline Lafleur, Councillor	January 1, 2021 to December 31, 2021

3. THAT the Clerk of the Corporation of the Municipality of St.-Charles be appointed to act as Secretary-Treasurer for the Committee of Adjustment for the Corporation of the Municipality of St.-Charles;
4. That all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed;
5. THAT this By-Law shall come into force and take effect on the day it is passed.

READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF JANUARY 2021.

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

BY-LAW 2021-02

BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY FOR THE YEAR 2021

WHEREAS under Section 317(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year under the Section 290, may pass a By-Law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS Section 317(3) of the *Municipal Act*, 2011, S.O. 2001, c.25, as amended, provides that that the amount levied on a property shall not exceed the prescribed percentage, or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:

1.0 Interim Levy

1.1 That an interim tax levy for the year 2021 be levied on all classes of taxable properties in the Municipality, and that the amount levied on each property shall not exceed 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

2.0 Due Dates

2.1 The said interim tax levy rate shall become due and payable in 2 installments as follows:

- | | | |
|-------|-----------------------------------|---|
| 2.1.1 | February 23 rd , 2021- | 50% of the interim levy rounded upwards to the nearest dollar |
| 2.1.2 | March 23 rd , 2021 - | the balance of the interim levy |

3.0 Notice of Taxes

- 3.1 The Treasurer shall send out a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.

4.0 Payment and Collection

- 4.1 Immediately after the due dates stated in Section 2.0 of this By-Law, the Treasurer shall immediately collect at once, by distress or otherwise under the provisions of the statutes, all such installments or parts thereof that have not been paid on or before the respective dates provided, together with the said percentage penalty charges as they are incurred.
- 4.2 The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due, and to give a receipt for such part payment provided that acceptance of any such payment shall not reflect the collection of any percentage penalty charge imposed and collectable under this by-law with respect to non-payment of taxes or of any installment thereof.

5.0 Method of Payment

- 5.1 Taxes shall be payable to **The Corporation of the Municipality of St.-Charles** and are payable:
- 5.1.1 at the Municipal Office, 2 King Street East, St.-Charles, Ontario
- 5.1.2 by First Class Mail to P.O. Box 70, St.-Charles Ontario, P0M 2W0
- 5.1.3 in person by Interac
- 5.1.4 by Pre-Authorized payment by registration only
- 5.1.5 Internet banking (for those who have access to the service) for banks listed:
- Caisse Populaire
 - Bank of Montreal
 - Scotia Bank
 - Royal Bank

- TD
- CIBC

6.0 Default of Payment

- 6.1 Non-payment of any part of the installment, due by the dates stated in Section 2.0 shall constitute a default.
- 6.2.0 In default of payment of any part of the installment by the day named for payment thereof, the subsequent installment or installments shall forthwith become due and payable.

7.0 Penalty of Payment

- 7.1 On all taxes of the interim levy, which are due and payable on February 23rd, 2021, a penalty of 1.25% shall be added on March 4th, 2021 and on the fourth of every month thereafter that the taxes remain in default until December 31st, 2021.
- 7.2 On all taxes of the interim tax levy, which are due and payable on March 23rd, 2021, a penalty of 1.25% shall be added on April 4th, 2021 and on the fourth of every month thereafter that the taxes remain in default until December 31st, 2021.
- 7.3 Interest charges, not to exceed 1.25% each month of the amount of taxes due and unpaid, will be imposed for the non-payment of taxes on January 1st, 2022 and on the fourth day of each and every month the default continues.
- 7.4 Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.

8.0 Force and Effect

- 8.1 This By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF JANUARY 2021.**

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

BY-LAW 2021-03

**BEING A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO TIME TO
MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING
DECEMBER 31st, 2021**

WHEREAS Section 407 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides authority for a Council by By-Law to authorize the Head of Council and the Treasurer to borrow from time to time, by way of promissory note, such sums as the Council considers necessary to meet, until taxes are collected, the current expenditures of the Corporation of the year;

AND WHEREAS the total amount, which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Ontario Municipal Board, is limited to Section 407 of the *Municipal Act*, 2001, as amended;

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE
MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:**

1. That the Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note during the year 2021 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, the current expenditures of the Corporation and the other amounts that are set out in subsection 407(2) of the *Municipal Act*, 2001, as amended.
2. That the lender(s) from whom amounts may be borrowed under authority of this By-Law shall be the Caisse Populaire Alliance – St.-Charles Branch, of 15 King Street East, in St.-Charles, Ontario; and such other lender(s) as may be determined from time to time by resolution of Council.
3. That Section 407(2) of the *Municipal Act* provides that the amount borrowed and not repaid under subsection (1), together with the total of any similar borrowings that have not been repaid, shall not at any point in time exceed:
 - a) from January 1 to September 30 in the year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the year;

AND

- b) from October 1 to December 31 in the year, 25 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the year.
4. That the Treasurer shall, at the time when any amount is borrowed under this By-Law, ensure that the lender is or has been furnished with a certified copy of this By-Law, (a certified copy of this resolution mentioned in Section 2 of this By-Law, determining the lender), if applicable, and a statement showing the nature and amount of the estimated revenues for the current year not yet collected and also showing the total of any other amounts borrowed from any and all sources under the authority of section 407 of the *Municipal Act* that have not been repaid.
5. That until the budget is adopted in the year, the limits upon borrowing under Section 407(2) of the *Municipal Act*, shall temporarily be calculated using the estimated revenues of the Municipality set out in the budget adopted for the previous year.
6. That all or any sums borrowed under this By-Law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received, provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favor of any other lender.
7. That the Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-Law, together with interest thereon, all or any of the moneys hereafter collected or received, whether on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
8. That Promissory notes made under Section 1 of this By-Law shall be sealed with the seal of the Corporation and signed by the Head of Council or such other person as is authorized by by-law to sign it, and by the Treasurer.
9. That all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.

10. This By-Law shall come into force and take effect on the day it is passed.

READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF JANUARY 2021.

MAYOR

CLERK

**THE CORPORATION OF THE MUNICIPALITY
OF ST.-CHARLES**

BY-LAW 2021-04

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
SPECIAL MEETING OF COUNCIL HELD DECEMBER 21ST, 2020 AND AT ITS
REGULAR MEETING OF COUNCIL HELD JANUARY 20TH, 2020**

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9 shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council deems it expedient that proceedings of the Council of the Corporation of the Municipality of St.-Charles as herein set forth be confirmed and adopted by By-Law;

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE
MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:**

1. THAT each motion, resolution, and other action passed and taken by the Council at its Special Meeting of Council held on December 21st, 2020 and at its Regular Meeting of Council held on January 20th, 2021 are, except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.
2. THAT the Mayor and proper officials of the Corporation of the Municipality of St.-Charles are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk are hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.
3. THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF JANUARY 2021.**

MAYOR

CLERK