



**CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING AGENDA – TUESDAY DECEMBER 12TH 2023 – 6:45 PM
COMMUNITY HALL**

YouTube Stream

<https://www.youtube.com/channel/UCXfSxlYppiNWde85MELeuQ>

Land Acknowledgement

It is important that we acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of the Garden River First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Metis Council. We should and will honor and respect these Indigenous people as the ancestors and traditional stewards of the land upon which we stand today. May our relationships with the land teach us to live and work in good relationship with one another.

AGENDA

- 1. Call to order**
- 2. Approve Agenda**
Resolution 2023-252
Be it resolved that council hereby accepts the agenda, and any addendum, as presented.
- 3. Disclosure of Pecuniary Interest**
- 4. Minutes of Previous Meeting:**
Resolution 2023-253
Be it resolved that council hereby accepts the open minutes of Council meetings on November 14th and Special meeting of November 20th, 2023
- 5. Questions and Information Arising out of Minutes not Otherwise on Agenda**
- 6. Petitions and/or delegations**
- 7. Staff Reports**
Resolution 2023-254
Be it resolved that the following staff reports be accepted as information:
 - a) Fire Chief November 2023 Report
Resolution 2023-255
Be it resolved that this council accepts the following report:
 - b) CAO Report – Revenue and Expenditure Reports November 2023

Resolution 2023-256

Be it resolved that council hereby shall fulfill the Algoma University Donation

- c) Administrative Report –Algoma University Donation Contribution

Resolution 2023-257

- d) Be it resolved council approves the application to submit funding to the NOHFC for the Prince Township Firehall Interior Project 7500188 valued at \$32,995.00; and

Further that this Council hereby accepts the financial commitment to this project and will cover any cost overruns;

Further, this council confirms that the Fire Hall belongs to the Township of Prince.

Resolution 2023-258

- e) Be it resolved council accepts the CAO Gagnon Bridge Report as information

Resolution 2023-259

- f) Be it resolved council accepts the Honorarium Renumeration Expenses for Council, Boards and Committees as information.

8. Planning

9. By-Laws

Resolution 2023-260

Be it resolved that the following by-laws be approved by Council:

- a. By-law 2023-31 HR Policy Update; December Holiday Amendment

Resolution 2023-261

Be it resolved that council approves:

- b. By-law 2023-32 Asset Management Policy

Resolution 2023-262

Be it resolved that council hereby approves:

- c. By-law 2023-33 Transfer Payment Agreement with the Ministry of Natural Resources and Forestry

Resolution 2023-263

Be it resolved that council hereby approves:

- d. By-law 2023-34 To Establish Fees and Charges

Resolution 2023-264

Be it resolved that council hereby approves

- e. By-Law 2023-36 Honorariums and Renumeration of Expenses for Council, Boards and Committees

10. Notice and Notice of Motions

11. Correspondence

Resolution 2023-265

- a) Be it resolved that council hereby accepts the 2024 APH Municipal Levy Notice as information.

Resolution 2023-266

- b) Be it resolved that council accepts the SSM Conservation Authority Fee Policy and Schedule for Consultation

Resolution 2023-267

- c) Be it resolved that council accepts the SSM Conservation Authority Agenda be accepted as information.

12. Minutes of Boards and Committee

Resolution 2023-268

Be it resolved that the minutes of the Recreation Committee Meeting of November 15th, 2023, be accepted as information.

13. New Business

Resolution 2023-269

Be it resolved that this council supports the following:

- a) Project Ontario Echo Skin and Wound; Virtual Wound Care & Training for Regional Complex Wound Care Teams

Resolution 2023-270

- b) Support for Shuniah's Resolution 399-23 Excessive Noise from Engine Brakes

Resolution 2023-271

- c) Support for Halton Hills Resolution 2023-0222 Guaranteed Livable Income

Resolution 2023-272

- d) Support for Shuniah's Resolution 440-23 Long Term Care Amendment Act (Till Death Do Us Part)

14. Closed Session

Resolution 2023-273

Be it resolved that this council hereby accepts the closed meeting minutes of Nov 14th and November 20th, 2023, and any addendums, as information

MOVE INTO CLOSED SESSION - ADJOURNMENT TO FOLLOW.

15. Resolution 2023-274

Be it resolved that this Council move into the Closed Session at _____ to consider:

Pursuant to the Municipal Act, section 239 (2).

(b) personal matters about an identifiable individual, including municipal or local board employees;

(d) labour relations or employee negotiations;

Further be it resolved that should the said Closed Session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

For the consideration of:

- a) Administrative Staff Composition

ENTERING BACK IN OPEN SESSION

Resolution 2023-275

Be it resolved council left closed session and enters back into open session at _____ pm.

16. Administrative Staff Composition

Resolution 2023-276

- a) Be it resolved that council hereby approves the recruitment of _____ (title to be announced in open session)

16. Confirmatory By-Law- 2023-35

Resolution 2023 – 277

Be it resolved that the confirmatory bylaw be approved as follows:

BEING A BY-LAW to confirm proceedings of the meetings of Council, December 12th 2023

WHEREAS Section 5(3) of the Municipal Act, R.S.O. 2001, as amended requires a municipal council to exercise its power by bylaw except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual by-law;

THE COUNCIL of THE CORPORATION of PRINCE HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meetings of December 12th ,2023 in respect to each motion, resolution and other action passed and taken by the Council at its said meetings, are, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.

1. THAT the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed in open Council this 12th day of December 2023.

17. Adjournment.

Resolution 2023 – 278

Be it resolved that this Council hereby adjourns at ____ p.m. until Tuesday January 9th, 2024, or at the call of the chair.

basketball court for \$3,300 (+ applicable taxes) as a donation. Tax receipt to be provided.
(Carried)

7. Staff Reports

a) **Resolution 2023-228**

Moved by: Councillor M. Mageran

Seconded by: Councillor M. Christenson

Be it resolved that the following Staff Reports be accepted as information: Fire Chief Report October 2023 be accepted as information. (Carried)

b) **Resolution 2023-229**

Moved by: Councillor J. Weir

Seconded by: Councillor M. Mageran

Be it resolved that the CAO Expenditure and Revenue Reports for October 2023 be accepted as information. (Carried)

8. Planning

9. By-Laws

a) **Resolution 2023-230**

Moved by: Councillor J. Weir

Seconded by: Councillor M. Mageran

Be it resolved that this Council hereby approves by-law 2023-24 Bullying and Harassment Policy. (Carried)

b) **Resolution 2023-231**

Moved by: Councillor M. Christenson

Seconded by: Councillor M. Mageran

Be it resolved that this Council hereby approves by-law 2023-25 Conservation Authority Agreement

c) **Resolution 2023-232**

Moved by: Councillor J. Weir

Seconded by: Councillor M. Mageran

Be it resolved that this council hereby approves Fire Department Regulating by-law 2023-26

d) **Resolution 2023-233**

Moved by: Councillor M. Christenson

Seconded by: Councillor M. Mageran

Be it resolved that this council hereby approves by-law 2023-27 Citizen Grievances Policy.

e) **Resolution 2023-234**

Moved by: Councillor J. Weir

Seconded by: Councillor M. Mageran

Be it resolved

10. Notice and Notice of Motions

11. Correspondence

12. Minutes of Boards and Committee

Resolution 2023-220

Moved by: Jane Weir

Seconded by: Melanie Mick

Be it resolved that this Council hereby accepts the Recreation Committee Meeting Minutes of September 18th, 2023, as presented. (Carried)

13. New Business

14. Closed Sessions

Resolution 2023-221

Moved by: Melanie Mick

Seconded by: Margaret Christenson

Be it resolved that this Council hereby accepts the matters discussed at the Closed Sessions of Council held on September 19th and September 26th, 2023, as information. (Carried)

15. Closed Sessions

Resolution 2023-222

Be it resolved that this Council moved into Closed Session to consider items concerning labour relations or employee negotiations, (*Municipal Act*, section 239 (2)).

Further be it resolved that should the said Closed Session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution. (Carried)

16. Confirmatory By-Law- 2023-23

Resolution 2023 – 223

Moved by: Melanie Mick

Seconded by: Margaret Christenson

Be it resolved that the confirmatory bylaw be approved as follows:

BEING A BY-LAW to confirm proceedings of the meetings of Council, October 10th 2023

WHEREAS Section 5(3) of the Municipal Act, R.S.O. 2001, as amended requires a municipal council to exercise its power by bylaw except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual by-law;

THE COUNCIL of THE CORPORATION of PRINCE HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meetings of October 10th 2023, in respect to each motion, resolution and other action passed and taken by the Council at its said meetings, are,

except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.

1. THAT the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed in open Council this 10th day of October 2023. (Carried)

17. Adjournment.
Resolution 2023 – 224

Moved by: Melanie Mick

Seconded by: Jane Weir

Be it resolved that this Council hereby adjourns at 7:20 p.m. until Tuesday November 14th, 2023, or at the call of the chair. (Carried)

Mayor, Enzo Palumbo

CAO/Clerk, Steve Hemsworth



**CORPORATION OF THE TOWNSHIP OF PRINCE
SPECIAL MEETING MINUTES – NOVEMBER 20th 2023 AT 5:00 PM
COMMUNITY HALL**

Present:

Council:	Melanie Mick Jane Weir Margaret Christensen Eugene Caputo
Mayor:	Enzo Palumbo
Clerk:	Steve Hemsworth
Staff:	Sam Carolei
Media:	Margaret LaHaye
Public:	Rose Zgarja, Lorraine Mousseau, Nathan Dool from BDO

1. Call to order
2. Approve Agenda
Resolution 2023-247
Moved by: Councillor M. Christenson Seconded by: Councillor E. Caputo

Be it resolved that council hereby accepts this agenda (Carried)
3. Disclosure of Pecuniary Interest
4. Minutes of Previous Meeting
5. Questions and Information Arising out of Minutes not Otherwise on Agenda
6. Petitions and/or delegations
7. Staff Reports
8. Planning
9. By-Laws

10. Notice and Notice of Motions

11. Correspondence

12. Minutes of Boards and Committee

13. New Business

Resolution 2023-248

Moved by: Councillor M. Christenson

Seconded by: Councillor J. Wier

Be it resolved that this council hereby accepts BDO's 2022 Audited Financial Statements as information.

14. Closed Sessions

15. Closed Sessions

a) Resolution 2023-249

Be it resolved that this Council move into closed session at 6:15 to consider:

Pursuant to the Municipal Act, section 239 (2).

(b) personal matters about an identifiable individual, including municipal or local board employees;

(d) labour relations or employee negotiations;

Further be it resolved that should the said Closed Session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

For the consideration of:

a) Administrative Staff Composition

b) Resolution 2023-250

Moved by: Councillor M. Mageran

Seconded by: Councillor M. Christenson

Be it resolved council hereby moves out of closed session at: 6:50 pm to go back into open session.

16. Confirmatory By-Law- 2023-30

Resolution 2023 – 251

Moved by: Councillor E. Caputo

Seconded by: Councillor M. Mageran

Be it resolved that the confirmatory bylaw be approved as follows:

BEING A BY-LAW to confirm proceedings of the meetings of Council, November 20th 2023

WHEREAS Section 5(3) of the Municipal Act, R.S.O. 2001, as amended requires a municipal council to exercise its power by bylaw except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual by-law;

THE COUNCIL of THE CORPORATION of PRINCE HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting, **November 20th, 2023:**

1. in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.
2. **THAT** the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed in open Council this 20th day of November 2023. (Carried)

17. Adjournment.

Mayor, Enzo Palumbo

CAO/Clerk, Steve Hemsworth



COUNCIL REPORT

Date: December 3, 2023	Date Presented: December 12, 2023
Prepared By: Steve Hemsworth	Rank: Fire Chief

Operations

Responses for October	2023 Total
Medical – 1	9
Fires – 0	4
MVA – 0	4
Other- 0	2

Personnel

No change.

Training

During the month of November training has mostly been suspended due to the ongoing installation of the new flooring in the fire hall.

Equipment

The Township Office has applied for funding through NOHFC to cover 90% of the cost of the floor sealing project that was passed by Council last month. We have made it through Phase 1 of the program and have moved on to Phase 2. A Resolution from Council is required to be submitted with the final information which the Township Office is compiling.

Prince Township Fire Department applied to, and has been selected as a recipient of the 2023-2025 Ontario FireSmart Communities Transfer Payment Program. We will initially receive \$7500.00 (half of the payment) for Hazard Forest Mapping and producing a Community Wildfire Fire Protection Plan. We will spend 2024 on the project with the final payment to be received in February of 2025. See attached resolution.

Fire Prevention

The Fire Department participated in the tree lighting ceremony on November 30, lighting and maintaining the fires that were used to make smores. We also were part of the Gros Cap Christmas Parade on December 1.

Fire safety and prevention messaging is continuing to be distributed on the departments Facebook and Instagram social media accounts.

November 2023 Expenditure Report				
CHQ #	Date	Vendor	Description	Amount
14304-14287		Payroll	November 2023 Payroll	20960.65
10837	11/1/2023	Bell Canada	Phone Service	144.83
10838	11/1/2023	Airways General Store	Fuel for chevy, dodge and pumper 2	697.75
10839	11/1/2023	Receiver General	Payroll liabilities for Oct 2023	7366.06
10840	11/1/2023	Orkin Canada Corporation	Pest Control	166.16
10841	11/1/2023	Donald Mousseau	Painting, reinstalling and adjusting basement doors	180.00
10842	11/1/2023	ENBRIDGE GAS INC.	Fire station fuel	33.42
10843	11/1/2023	TIFFANY BAXTER	space heater and change room door handles	133.91
10844	11/8/2023	City of Sault Ste Marie	November Police services	18504.89
10845	11/8/2023	Public Utilities Corporation	Streetlights and LED Gateway	623.81
10846	11/8/2023	Spectrum Group	Prince Lake Tower Rental	367.25
10847	11/8/2023	WirelessCom Ca Inc.	1 yr Domain name (website) laptops, docking stations, phone & internet	2261.35
10848	11/8/2023	Ironside Consulting Services Inc	Attending Council Meeting Oct 10th	282.50
10849	11/8/2023	GFL Environmental Inc.	Garbage Disposal	4081.05
10850	11/8/2023	Vulcan Fire & Safety Systems Lt	Fire Department tank testing	164.98
10851	11/8/2023	ENBRIDGE GAS INC.	Community Centre Fuel	183.76
10852	11/8/2023	TIFFANY BAXTER	Snow shovel, batteries, keys	86.32
10853	11/10/2023	Archibald Bros.	Grading, ditching, marina work	2621.60
10854	11/10/2023	Lyons TIM-BR Mart	Duct tape, rope, PVC conduit	129.71
10855	11/10/2023	Petty Cash- Lorraine Mousseau	office supplies, reciprocating blades, wood	70.15
10856	11/10/2023	Lorraine Mousseau	July-Nov Mileage - bank runs, etc.	335.16
10857	11/10/2023	Enzo Palumbo	Jan-Nov mileage	1068.18
10858	11/10/2023	Collabria Visa	Interest on visa	12.16
10859	11/10/2023	TIFFANY BAXTER	Paint, rollers, trays, drop sheets	634.08
10860	11/20/2023	Public Utilities Corporation	Management of water system, hydro, hydrant charges	2214.58
10861	11/20/2023	ADAPTIVE SECURITY TRAINING	10 CPR-HCP with AED Re-certifications	1130.00
10862	11/20/2023	CAREY WHALEN	Hall Rental deposit return	100.00
10863	11/20/2023	MARGERY ASH	Hall Rental deposit return	100.00
10864	11/20/2023	CHRISTA MANARY	Hall Rental deposit return	100.00
10865	11/20/2023	THE EPOXY CO.	1st installment for Firehall garage bay floor epoxy	11225.65
10866	11/22/2023	Airways General Store	Chevy fuel	41.45
10867	11/22/2023	Pioneer Construction Inc.	Patching Baseline and Gagnon Road	322.93
10868	11/22/2023	Algoma Public Health	3rd and 4th 2023 levy	19714.00
10869	11/22/2023	Sani Gear	Firefighter suit cleaning and repairs	191.79
10870	11/22/2023	Sling-Choker Mfg (Sault) Ltd.	Pin screw and shackles for marina docks	22.65
10871	11/22/2023	Orkin Canada Corporation	Pest Control	166.16
10872	11/22/2023	ENBRIDGE GAS INC.	Community Centre Fuel	465.39
10873	11/22/2023	DE LAGE LANDEN FINANCIAL SE	Copier lease,mailing system lease	538.20
10874	11/22/2023	TIFFANY BAXTER	Door stoppers, trim paint and rollers	89.08
10875	11/22/2023	LAURA AGLIANI-FATA	Hall Rental deposit return	100.00
10876	11/28/2023	Bell Canada	Phone and Internet services	144.83
10877	11/28/2023	City of Sault Ste Marie	Oct 2023 snowplowing	455.74
10878	11/28/2023	Airways General Store	dodge fuel	175.01
10879	11/28/2023	Receiver General	Nov 2023 Payroll liabilities	8698.33
10880	11/28/2023	ATS - Alarm and Telecom Servic	Alarm System	1467.80
10881	11/28/2023	The Royal Canadian Legion Ont	Advertising in annual military service recognition book	395.00
10882	11/28/2023	Xerox Canada Inc.	Photocopies	98.88
10883	11/28/2023	ENBRIDGE GAS INC.	Fire station fuel	86.11
10884	11/28/2023	Adam Lyons	Hall Rental deposit return	100.00
10885	11/30/2023	Receiver General for Canada	2022,2023 & 2024 Marina lease payments	3573.55
			Total	112826.86

November 2023 Revenue Report	
Description	Amount
2023 AMO - Gas Tax	\$33,425.01
Building Permits - Civic number sign	\$30.00
Cemetery - Opening/Closing & perpetual care	\$875.00
Donation - Fire Department	\$60.00
Hall Rentals	\$762.00
Marina	\$12.16
OMERS - Parent/Child Resource	\$3,663.70
Service Charges - US funds	\$75.00
Tax Certificates	\$50.00
<u>Subtotal</u>	<u>\$38,952.87</u>
Property Taxes	\$138,445.15
Total	\$177,398.02



CORPORATION OF THE TOWNSHIP OF PRINCE

November 29th, 2023

Change in Contribution for Algoma University Donations

Prince Township along with the Prince Township's Women's Institute have historically been providing donations to Algoma University totaling \$500 each year. We recently received a thank you letter and receipt for our most recent donation. The Township provides \$250 and the Women's Institute donate the remaining \$250.

The Prince Township's Women's Institute has decided that they will no longer be able to contribute their half (\$250) of the \$500 donation toward Algoma University. While they have been honored to participate in this initiative in the past, due to evolving circumstances, they will no longer have the resources to do so in the future.

Despite this change, we would like to move forward with the full donation amount of \$500 and would like to proceed with the full donation amount in the future. We make this same \$500 donation to Sault College without additional contributions. We believe in the importance of education and community involvement and making this donation is our way of upholding our commitment to such.

We kindly request guidance from the council on how to proceed, shall we proceed with covering the full donation amount without the Women's Institute's participation or decrease it to the \$250 we have been contributing to in the past? Is there another approach that is preferred.

We appreciate your guidance on the matter.

Sincerely,

A handwritten signature in black ink that reads "Sam Carolei". The signature is written in a cursive style with a prominent "S" and "C".

Sam Carolei, Administrative Assistant



Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie, Ontario P6A 6V8
Tel: 705 945-6700 or 1 800 461-8329 [@nohfc](https://twitter.com/nohfc) nohfc.ca



Place Roberta Bondar, 70, promenade Foster, bureau 200, Sault Ste. Marie (Ontario) P6A 6V8
Tél: 705 945-6700 ou 1 800 461-8329 [@sgfpno](https://twitter.com/sgfpno) sgfpno.ca

NOHFC File No: 7500188

November 29, 2023

Steve Hemsworth
CAO/Clerk
Corporation of the Township of Prince
3042 Second Line West
Sault Ste. Marie ON P6A 6K4

Dear Steve Hemsworth:

This is further to your application requesting funding from the Northern Ontario Heritage Fund Corporation (NOHFC) under the Community Enhancement Program - Rural Enhancement stream toward the *Firehall Interior* project. Please quote the above file number in future correspondence.

The NOHFC has determined that your project is potentially eligible and will proceed for further review and evaluation. Please note that although your application is proceeding, it does not mean that it will be approved for funding. The NOHFC's programs are non-entitlement, discretionary programs and not all projects meeting the program eligibility criteria will be approved.

You will be required to submit a more detailed proposal for your project, including supporting documentation, within 60 days from the receipt of this letter.

To assist you, your application has been assigned to Tony Avati, Sault Ste. Marie Area Team Manager with the Ministry of Northern Development - Regional Economic Development Branch. Within five (5) business days of this letter, a Northern Development Advisor on their team will be assigned to support you in the development of your detailed project proposal. In the interim, you can reach Tony Avati at 705-256-9248 or tony.avati@ontario.ca should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Kunnas".

Scott Kunnas
Manager, Program Services

**The Corporation of the Township of Prince**

3042 Second Line West,
Prince Township, Ontario P6A 6K4

Phone 705-779-2992 Fax 705-779-2725

Mayor: E. Palumbo

Council Report – Gagnon Rd. Bridge

Issue:

In January of 2014, Tulloch Engineering completed a 10-year Asset Management Plan with an overview of Roads, Structures (bridges and culverts) and Road Maintenance Vehicle and Equipment. This plan expires at the end of 2023.

As part of the plan, the Gagnon Rd. bridge was identified as being built in 1930. In general, the life expectancy of a bridge is 50 to 75 years. It was noted to be in poor condition. There was a list of updates that included placing proper end treatment, repairing guiderail bolts and posts, rebar cleaning and concrete repair. The recommended load limit for the bridge was placed at 16 tonnes and signs were installed indicating such. The plan shows the bridge was scheduled to be replaced in 2021 at an estimated cost of \$820,200.00.

The City of Sault Ste. Marie provides snow removal on township roadways and has plowed Gagnon Rd. for many years. At the beginning of November, the city advised because of the load limit it would no longer send snowplows over the bridge. As there is no turn around at the bridge, the city will no longer plow or sand Gagnon Rd. Jerry Archibald has agreed to step in and plow the road until the situation can be rectified.

Inspection

As part of the provinces Ontario Structure Inspection Manual (OSIM), bridges are to be inspected every two years using the OSIM format. This was outlined in Tulloch's 2014 Asset Management Plan. It would appear the bridge has not been inspected since 2014.

Tulloch has been hired to complete an OSIM bridge inspection and will hopefully have it completed in the next two weeks, with the report submitted in January. While doing the inspection, Tulloch will do a preliminary assessment as to whether a new bridge must be installed, or the soil conditions permit the installation of a culvert.

Moving Forward

Replacement of the Gagnon Rd. bridge will be brought forward in the 2024 budget. Tulloch will be providing an estimate to provide a new Asset Management Plan that will outline a schedule of improvements and will include the addition of township buildings to meet our upcoming requirements under OREG 588-17.



MEMORANDUM

TO: Mayor Enzo Palumbo and Council
The Corporation of the Township of Prince

FROM: Antoinette Blunt MPA, CHRL, CHRE, FHRPA
Ironsides Consulting Services Inc.

Date: 6 December 2023

SUBJECT: Report and Recommendations for Council and Members of Local Board Remuneration

BACKGROUND

The Council of the Township of Prince engaged the services of ICS Inc. to undertake a review of the remuneration for Councillors and the Mayor. The consultant researched the Prince Township website to locate the most recent version of the Township's Remuneration By-Law and found By-Law No. 85-6, dated the 11th day of June 1986 ([Appendix A](#)). There have been no updates to this by-Law in thirty-seven years. This By-Law addresses only the conditions for reimbursement of expenses of Council members and officers and servants of the municipality for attending conventions and seminars and meetings held outside of municipal boundaries. A By-Law for Council remuneration nor honorarium could not be located.

The consultant initially contacted Rachel Tyczinski, City Clerk, City of Sault Ste. Marie to find out if there were any sources that could be contacted for some current consolidated information regarding remuneration for Councillors and the Mayor. The consultant was advised that there were no specific criteria for Council remuneration and, that under the Municipal Act, there was a requirement for itemizing a statement on remuneration and expenses paid each year to members of Council and Board and Committee members ([Appendix B](#)).

A sample of a report to the Mayor and Council of the City of Sault Ste. Marie Was also provided. ([Appendix C](#)). In addition to the legally mandated report, the City of Sault Ste. Marie passed a resolution to also provide the public with a summary of employee travel expenses in conjunction with the required Council remuneration and expenses reporting. Ms. Tyczinski provided a copy of the City's 2023 report for information and reference. A copy will be provided to the CAO/Clerk.

Earlier this year, the consultant spoke with Lori Lepage at Municipal Affairs and she spoke with colleagues and advised the consultant that there is no guidance or guidelines for honorariums in the

Municipal Act, 2001, and indicated that it is up to each individual municipality to determine what would be an appropriate honorarium for its council members, taking into consideration such things as size of council, council workload, number of meetings, impact on annual budget, population, etc. The consultant also contacted Paul Prospero, (then Municipal Advisor for Algoma), from the Ministry of Municipal Affairs and Housing (MMAH), and Mr. Prospero advised the consultant that the MMAH does not collect information related to council remuneration. Mr. Prospero suggested reaching out to a sample of neighbouring municipalities of similar size to obtain comparable information.

METHODOLOGY

The consultant then considered information from the Municipal Act and from the Municipal Councillors Guide, Section 5.¹ In the guide it is noted that, “The [Municipal Act, 2001](#) (referred to throughout this section as the Act) distinguishes between the following three types of municipalities:

- *upper-tier municipalities, found within a two-tier municipal structure.*
- *lower-tier municipalities, found within a two-tier municipal structure.*
- *single-tier municipalities.*

The legal powers and responsibilities of these three types of municipalities vary from one another.”

By definition, and as noted in this guide, Prince Township is a single-tier municipality, as are all townships in northern Ontario.

The consultant contacted several Tier 1 Townships in Ontario, ranging in size from 1,000 to 3,000 in population (2016 +/- 20). Of ten responses received, three did not have current By-Laws or information to share and two Townships were deemed outliers as current honorariums were lower than those at Prince Township. Five of these Townships were deemed to be the comparators ([Appendix D](#)). The information was analyzed and then utilized to develop this report of recommendations considering all these factors and parameters.

CONSIDERATIONS

1. Honorarium for Mayor and Council:

The honorarium includes preparation time (review of meeting materials provided and research as needed), as well as the time spent attending at all Council Regular, Closed and Special meetings.

The recommendations and new By-Law should include the 60th percentile ([Appendix E](#)). Percentiles provide the relative standing of an individual Township in a group of relative comparable Townships. Percentiles are essentially normalized ranks. For example, the 60th percentile is a value where you will find 60% of the values lower and 40% of the values higher. Percentiles are expressed in the same units as the data.

¹ [5. Municipal organization | The Ontario municipal councillor's guide | ontario.ca](#)

The City of Sat Ste. Marie and several Townships include annual increases to honorariums at the same percentage increase provided to employees. This concept should be included in the new By-Law.

2. **Remuneration for Board, Committee or Other Meetings and Work:**

The monthly amount for each Board or Committee meeting the Mayor or Councillor attends or attending at the Township office for additional meetings or working on projects, proposals, meeting with constituents, etc., except where the member is already being provided with an honorarium such as with the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB), and the Conservation Authority. This remuneration includes preparation time for the meeting, including research and the development and/or submission of any reports or documents to the Board or Committee. Annual increases to remuneration for Board and Committee meetings should be at the same percentage increase provided to employees. This concept should be included in the new By-Law.

3. **Reimbursement of Expenses:**

A search of the website come up with Bylaw 1985-6, approved on June 11, 1985 ([Appendix A](#)). It appears as if this bylaw has not been updated since. This bylaw determines the conditions for reimbursement for attendance at conventions, seminars, and other meetings held outside of municipal boundaries.

Expenses include but are not limited to hotel and/or accommodations charges, meals, registration fees, travel expenses and loss in wages. Receipts are required for expenses. It is also noted that such expenses are also reimbursed for attendance at council meetings within municipal boundaries. This bylaw is out of date and needs revision.

4. **Remuneration and Expenses Report:**

Council is required under the Municipal Act, to produce and publish on their website, a Remuneration and Expenses Report annually ([Appendix B](#)). It appears as if this has not occurred. This requirement will be included in the new By-Law.

5. **Travel expenses:**

Travel expenses including conference fees and training or workshop expenses and all out of pocket expenses should be reimbursed at cost, including meals, hotels, (at a reasonable rate set by the conference or training event guideline). Expense reimbursement should not include alcohol. Reimbursement should be consistent with what employees are reimbursed according to the Employee Human Resources Policies and Procedures which are currently being updated.

6. **Mileage Rate:**

The consultant reviewed what Revenue Canada has indicated as the reasonable allowance rates for employees. The same allowance should be provided to the Mayor and Council for their travel on business of the Township.

7. **Reimbursement for Lost Wages:**

Members of Council should be provided some remuneration for lost wages from their employment, for attending at various conventions, seminars or other meetings held outside the municipality. This practice has been in place since 1985 and is noted in By-Law No. 85-6.

RECOMMENDATIONS

1. **Honorarium for Mayor and Council:**

That Members of Council (Mayor and Councillors), be compensated for their honorariums at the 60th percentile, effective for the 2023 budget, and that Members of Council (Mayor and Councillors), receive annual increases to their honorarium in January of each year at the same percentage applied to employee wage increases (5%/year for 2024, 2025, 2026 and 2027. The rates effective retroactive to January 1, 2023, are as follows:

Monthly Remuneration for Mayor:	\$1,040.35
Monthly Remuneration for Councillor:	\$745.83
Annual Remuneration for Mayor:	\$10,972.22
Annual Remuneration for Councillor:	\$7,509.91

2. **Remuneration for Board, Committee or other Meetings and Work:**

That Members of Council (Mayor and Councillors), be compensated for their Board and Committee Meetings including attending at the Township office for additional meetings or working on projects, except where the member is already being provided with an honorarium such as with the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB), and the Conservation Authority, and for additional meetings held at the Township office or for working on projects, proposals, meeting with constituents, etc. and that Members of Council (Mayor and Councillors), receive annual increases to their remuneration for Boards and Committee Meetings, in January of each year at the same percentage applied to employee wage increases (5%/year for 2025, 2026 and 2027. The rates effective January 1, 2024, are as follows:

Mayor:	\$200.00/full day \$100/half day
Councillor:	\$150.00/full day \$75.00/half day

3. **Travel expenses:**

That Members of Council (Mayor and Councillors), be compensated for Travel expenses including conference fees and training or workshop expenses and all out of pocket expenses should be reimbursed at cost, including meals, hotels, hotels (at a reasonable rate set by the conference or training event guideline). The amount of the reimbursement effective January 1, 2024, will be the same as for employees.

4. **Mileage Rate:**

That Members of Council (Mayor and Councillors), be reimbursed at the Revenue Canada rate for 2023, is \$0.68/km. for the first 5,000 kilometres driven and \$.062/km. for kilometers driven about 5,000, unless the rate is increased by Revenue Canada for 2024. Every year thereafter, the mileage rate will be increased to the Revenue Canada rate and the amount of the reimbursement effective January 1, 2024, will be the same as for employees.

5. **Remuneration for Lost Wages:**

That effective January 1, 2024, Members of Council (Mayor and Councillors), will receive remuneration for lost wages from their regular employment if attending at various conventions, seminars or other meetings held outside the municipality at the rate of \$400.00/day and \$200.00/half day.

Excerpts from the Municipal Act, 2001

Remuneration and expenses

283 (1) A municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board. 2001, c. 25, s. 283 (1).

Limitation

(2) Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred. 2001, c. 25, s. 283 (2).

Local boards

(3) A local board of a municipality may pay remuneration to and the expenses incurred by its members, officers and employees to the extent that the municipality is able to do so under this Act. 2001, c. 25, s. 283 (3).

Limitation

(4) No part of the remuneration of a member of a council or local board paid under this section is deemed to be for expenses incidental to his or her duties as a member and a municipality or local board shall not provide that any part of the remuneration is for such deemed expenses. 2001, c. 25, s. 283 (4).

Former by-law

(5) Despite subsection (4), if a resolution of a municipality under subsection 255 (2) or (3) of the old Act is not revoked before January 1, 2003, the resolution shall be deemed to be a by-law of the municipality and one-third of the remuneration paid to the elected members of the council and its local boards is deemed as expenses incidental to the discharge of their duties as members of the council or local board. 2001, c. 25, s. 283 (5); 2002, c. 17, Sched. A, s. 46 (1).

Repeal

(6) A council may repeal a by-law under subsection (5) and the repealing by-law shall be effective on January 1 of the year after the year in which it is passed. 2001, c. 25, s. 283 (6).

Review

(7) On or after December 1, 2003, a council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election. 2001, c. 25, s. 283 (7); 2002, c. 17, Sched. A, s. 46 (2); 2006, c. 9, Sched. H, s. 5 (4).

If by-law passed under subs. 255 (2) of old Act

(8) If the City of Mississauga or the Town of Markham, as the case may be, passes a resolution under subsection 255 (2) of the old Act and, as of January 1, 2003, is deemed to have passed a by-law under subsection (5), then, despite subsection (6), the by-law shall not be repealed by the City of Mississauga or the Town of Markham, as the case may be, unless the municipality proposing to repeal the by-law first ceases to provide any pension benefits under the *City of Mississauga Act, 1988* or the *Town of Markham Act, 1989*, respectively. 2002, c. 17, Sched. A, s. 46 (3); 2006, c. 11, Sched. B, s. 9 (3); 2006, c. 32, Sched. A, s. 116 (1).

If by-law not passed under subs. 255 (2) of old Act

- (9) If the City of Mississauga or the Town of Markham, as the case may be, does not pass a resolution under subsection 255 (2) of the old Act,
- (a) despite the *City of Mississauga Act, 1988* or the *Town of Markham Act, 1989*, the City of Mississauga or the Town of Markham, as the case may be, shall not provide a contribution for a pension under those provisions and no calculation of a pension or combination of a pension with another pension shall be made under those provisions in respect of service of a council member after that date; and
 - (b) any pension benefit earned or accruing under those provisions with respect to service on or before December 31, 2002 shall continue. 2002, c. 17, Sched. A, s. 46 (3); 2006, c. 11, Sched. B, s. 9 (4); 2006, c. 32, Sched. A, s. 116 (2).

Regulation

(10) The Minister may, by regulation, prescribe transition rules in respect of the matters set out in subsections (8) and (9). 2002, c. 17, Sched. A, s. 46 (3).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. A, s. 46 (1-3) - 01/01/2003

2006, c. 9, Sched. H, s. 5 (4) - 18/05/2006; 2006, c. 11, Sched. B, s. 9 (3, 4) - 01/01/2007; 2006, c. 32, Sched. A, s. 116 (1, 2) - 01/01/2007

Statement

284 (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

Statement to be provided to municipality

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284 (3).

Public records

(4) Despite the *Municipal Freedom of Information and Protection of Privacy Act*, statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284 (4).

REVIEW OR APPEAL RE DELEGATED AUTHORITY

Power to authorize review or appeal

284.1 (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to provide for a review or appeal of a decision made by a person or body in the exercise or intended exercise of a power or the performance or intended performance of a duty delegated to him, her or it by the municipality under this Act. 2006, c. 32, Sched. A, s. 117.

Scope of power

(2) Without limiting sections 9, 10 and 11, the power described in subsection (1) includes the power,

- (a) to designate the person or body, including council, that will conduct the review or appeal, but the municipality cannot designate a person or body without his, her or its consent;
- (b) to provide for the powers the person or body conducting the review or appeal may exercise;
- (c) to establish procedures with respect to the review or appeal;
- (d) to provide for rules for authorizing the person or body conducting the review or appeal to determine when decisions subject to review or appeal come into force, including a retroactive date not earlier than the day on which the by-law was passed. 2006, c. 32, Sched. A, s. 117.

Restriction

(3) A municipality shall not provide for a review or appeal of such decisions as may be prescribed. 2006, c. 32, Sched. A, s. 117.

Reconsideration of decisions

(4) Nothing in this section affects the authority of the person or body to reconsider his, her or its own decisions. 2006, c. 32, Sched. A, s. 117.

Regulations re review or appeal

(5) The Minister may make regulations prescribing decisions for the purposes of subsection (3). 2006, c. 32, Sched. A, s. 117.

Section Amendments with date in force (d/m/y)

2006, c. 32, Sched. A, s. 117 - 01/01/2007

February 21, 2023

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Shelley J. Schell, CPA, CA Chief Financial Officer & Treasurer
DEPARTMENT: Corporate Services
RE: [Subject of Report – Will become Title in Agenda]

Purpose

The purpose of this report is to provide a summary of 2022 Council Remuneration, Benefits and Expenses along with employee travel expenses.

Background

Pursuant to Section 284(1) of the Municipal Act each year the Treasurer shall provide an itemized statement on remuneration and expenses paid in the previous year to:

- Mayor and Council, and
- Board and Committee Members

Council remuneration and expenses are authorized by By-law 2022-49: Remuneration of members of Council and Local Boards and By-law 2022-106: Membership Fees, Registration Fees and Travel Expenses.

On March 29, 2021, Council passed a resolution to report a summary of employee travel expenses in conjunction with the required Council remuneration and expense reporting.

Analysis

Council remuneration and expenses for 2022 are provided in Appendix A.

Employee travel expenses for 2022 are provided in Appendix B.

Financial Implications

Council remuneration and expenses are provided in the approved operating budget. Employee travel expenses are accommodated within departmental operating budgets.

Strategic Plan / Policy Impact / Climate Impact

This is an operational matter not articulated in the strategic plan.

Recommendation

It is therefore recommended that Council take the following action:

Resolved that the report of the Chief Financial Officer and Treasurer dated February 21, 2023, regarding the 2022 Council Remuneration and Expenses and employee travel expenses be received as information.

Respectfully submitted,

Shelley J. Schell, CPA, CA Chief
Financial Officer & Treasurer
705.759.5355
s.schell@cityssm.on.ca

Single Tier Townships in Ontario – Remuneration of Members of Council and Local Boards

#	Township	Pop. (2016)	Information Received	Mayor (monthly or annually)	Councillors (Monthly or annually)	Members Local Boards	Expenses	Travel	Other
	Prince	1000+		\$570/month \$6,840/year	\$435/month \$5,220/year				
1	Armour	1414	By-Law 41-2023	\$1,740.58/mo. \$20,887/yr.	\$1,293.58/mo. \$15,523/yr.	Not Stated	Meals as per employee policy	As per current employee policy	Accommodations as per employee policy; Reasonable expenses for hospitality
2	Atikokan	2753	By-Law 42-22 Nov. 2022	\$1,200/mo. plus 4% vacation pay \$14,400.00/yr. plus 4% vacation pay	\$800/mo. plus 4% vacation pay \$9,600.00/yr. plus 4% vacation pay	Not Stated			Paid for lost wages to max \$500/day. Deductions of \$40/mo. after 2 missed Council meetings; \$35 for missed Comm. of Whole – see exceptions
3	Chapleau	1964	By-Law 2022-10	\$885.00/mo. \$10,020/yr.	\$498.70/mo. \$5,984.34/yr.	Not Stated		By Travel Expense policy	Council rates increase annually by same % as staff
4	Emo	1252	Outdated By-Law	\$700/mo. \$8,400.00/yr.	\$500/mo. \$6,000/yr.	None	No alcohol covered; meals covered	Mileage \$.50/km	
5	MacDonald, Meredith, Aberdeen	1464	By-Law 07-1564	\$933.92/mo. \$11,207.04/yr.	\$709.71/mo. \$8,516.56/yr.	Incl. Comm. Meetings	Reimbursed for accommodation and registration fees; Mileage at \$.55/km		For lost wages from work \$200/day

Comparisons

<u>Mayor</u>		
Township	Monthly	Annually
Prince	\$570.00	\$6,840.00
Armour	\$1,740.58	\$20,886.96
Atikokan	\$1,200.00	\$14,400.00
Chapleau	\$835.00	\$10,020.00
Emo	\$700.00	\$8,400.00
MMAA	\$933.92	\$11,207.04

<u>Councillors</u>		
Township	Monthly	Annually
Prince	\$435.00	\$5,220.00
Armour	\$1,293.58	\$15,522.96
Atikokan	\$800.00	\$9,600.00
Chapleau	\$498.70	\$5,984.40
Emo	\$500.00	\$6,000.00
MMAA	\$709.71	\$8,516.52

<u>Mayor</u>		
	Monthly	Annually
Highest	\$1,740.58	\$20,886.96
Lowest	\$700.00	\$8,400.00
Mean/Average	\$1,081.90	\$12,982.80

<u>Councillors</u>		
	Monthly	Annually
Highest	\$1,293.58	\$15,522.96
Lowest	\$500.00	\$6,000.00
Mean/Average	\$760.40	\$9,124.80

50th Percentile	\$933.92	\$10,620.00	50th Percentile	\$709.71	\$6,000.00
60th Percentile	\$1,040.35	\$10,972.22	60th Percentile	\$745.83	\$7,509.91
70th Percentile	\$1,146.78	\$11,845.63	70th Percentile	\$781.94	\$8,733.22



THE CORPORATION OF THE TOWNSHIP OF PRINCE

Bylaw No 2023-31

Being a By-law to amend By-law 2018-08, amending the Human Resources Manual – Vacation Page

WHEREAS page 83 Section 5 of Bylaw 2015-35 of the Township of Prince outlines the Public and Designated holidays for employees.

WHEREAS By-law 2018-08 was passed amending the last paragraph on page 83 of the Human Resources Manual.

WHEREAS the Township Human Resources Committee met and agreed the last two paragraphs of the of this page should be amended.

Now THEREFORE the Council for the Corporation of the Township of Prince hereby **ENACTS AS FOLLOWS:**

That the last two paragraphs on page 83 of the Human Resources Manual be amended to read.

The office will be closed between Christmas and New Years Day. Employees are to be paid regular wages and will not be required to use accumulated hours or vacation days for their days off.

Mayor E. Palumbo

Clerk /CAO S.Hemsworth

SECTION 5: BENEFITS
PUBLIC AND DESIGNATED HOLIDAYS

DATE APPROVED:

DATE LAST REVISED: DECEMBER 2015

DATE LAST REVIEWED: DECEMBER 2015

POLICY:

Employees are entitled to public holidays as established by the [Employment Standards Act, 2000](#)²⁴.

RATIONALE:

The Township complies with legislation by providing the public holidays as well as additional designated holidays.

PROCEDURE:

1. The [Employment Standards Act, 2000](#) states that if an employee is required to work on a public holiday, the employee will be granted an alternate day off with pay instead of the holiday. Alternate days are scheduled at the CAO's discretion.
2. For Part-time hourly, seasonal/contract/temporary employees who are required to work a public holiday, they will be paid at one-and-half times their regular hourly rate for each hour worked on the public holiday.
3. In addition to the public holidays of:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

The following designated holidays are provided to full-time employees:

- a) Easter Monday
- b) Civic Holiday
- c) Remembrance Day

The office will be closed between Christmas and New Year's Day. However, employees wishing to take these days off must use accumulated hours or vacation days.

The current CAO/Clerk-Treasurer and the Deputy Clerk-Treasurer, at the date of adopting this by-law, are not required to use accumulated hours or vacation days as per their contract and past practice.

²⁴ Employment Standards Act, 2000, S.O. 2000, CHAPTER 41



By-Law 2023-32

The Corporation of the Township of Prince

3042 Second Line West,
 Prince Township, Ontario P6A 6K4
 Phone 705-779-2992 Fax 705-779-2725

Mayor: Enzo Palumbo

Deputy Clerk: Lorraine Mousseau

POLICY TITLE:	Asset Management Policy
SUBJECT:	Management of Municipal Asset Program
POLICY NO.	2023-32
EFFECTIVE DATE:	Dec 15 th 2023
ENACTED BY:	By-Law No. 2023-32 – Repealing and replacing any previous versions

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1. Purpose

- 1.1 The purpose of this policy is to ensure the development of Prince Township's asset management program, including roles and responsibilities, to facilitate logical and informed decision-making for the management of the Municipality's infrastructure, and to support the delivery of sustainable community services.
- 1.2 By using sound asset management practices, the Municipality can ensure that all infrastructure assets meet performance levels and continue to provide desired service levels in the most efficient and effective manner.
- 1.3 This policy demonstrates an organization-wide commitment to the good stewardship of infrastructure assets, and the adoption of best practices regarding asset management planning.

2. Definitions

- 2.1 Unless otherwise noted, the definitions provided in this document align with those outlined in Ontario Regulation 588/17 (O. Reg. 588/17), Asset Management Planning for Municipal Infrastructure, under the Infrastructure for Jobs and Prosperity Act, 2015.
 - a) **Asset Management (AM):** The coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities, and performance benefits to achieve the total lowest lifecycle cost for each asset (ISO 55000).
 - b) **Asset Management Plan (AMP):** Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives (ISO 55000). Under O. Reg. 588/17, by 2021 AMPs for core municipal infrastructure assets will be required to include the current levels of service being provided; the current performance of each asset category; a summary of assets in each asset category, their replacement cost, average age, condition information, and condition assessment protocols; lifecycle activities required to maintain current levels of service; discussion of population and economic forecasts; and documentation of processes to make inventory- and condition-related background information available to the public.
 - c) **Capitalization Threshold:** The value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it.

- d) **Level of Service:** Parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability (ISO 55000).
- e) **Lifecycle Activities:** Activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities..
- f) **Operating Costs:** The aggregate of costs, including energy costs, of operating a municipal infrastructure asset over its service life.
- g) **Service Life:** The total period during which a municipal infrastructure asset is in use or is available to be used.

3. Background

- 3.1 Asset management refers to the policies, practices and procedures that combine to make the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets. Asset management is an organization-wide process that involves the coordination of activities across multiple departments. As such, it is useful to implement a structured and coordinated approach to outlining the activities, roles and responsibilities required and the key principles that should guide all asset management decision-making.
- 3.2 A comprehensive approach to asset management will ensure service levels are being delivered in the most efficient and effective manner, and that due regard and process are applied to the long-term management and stewardship of the Municipality's capital infrastructure assets. In addition, it will align the Municipality with provincial and national standards and regulations enabling the organization to take full advantage of available grant funding opportunities.
- 3.3 The approval of this policy is an important step towards integrating the Municipality's strategic mission, vision and goals with its asset management program, and ensures that vital services and critical infrastructure are maintained and provided to the community at all times.

4. Policy Statement

- 4.1 The Municipality will implement a municipal asset management program through all departments. The program will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of services.

- 4.2 The Municipality will develop and maintain an asset inventory of all capital assets which includes unique id, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date, and estimated cost for the repair, rehabilitation, or replacement.
- 4.3 The Municipality will develop an asset management plan that incorporates all infrastructure categories and assets that meet the capitalization threshold, and it will be updated at least every five years to promote, document and communicate continuous improvement.
- 4.4 The Municipality will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
 - a. Complete and Accurate Asset Data
 - b. Condition Assessment Protocols
 - c. Risk and Criticality Models
 - d. Lifecycle Management
 - e. Financial Strategy Development
 - f. Level of Service Framework
- 4.5 The Municipality will integrate asset management practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew assets based on full lifecycle costing.
- 4.6 The Municipality will consider the risks and vulnerabilities of infrastructure assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding.
- 4.7 The Municipality will align all asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the *Planning Act*; shall conform with the provincial plans that are in effect on that date; and shall be consistent with all municipal plans.
- 4.8 The Municipality will coordinate planning between interrelated infrastructure assets with separate ownership structure by pursuing collaborative opportunities with neighbouring municipalities and jointly owned municipal bodies wherever viable and beneficial.

5. Alignment with the Municipality's Strategic Direction

- 5.1 This policy aligns with the organization objectives and key strategic documents of the Municipality, including:
- Community and corporate strategic plans,
 - Official plans and land-use by-laws,
 - Financial plans,
 - Financial plans relating to water and wastewater assets,
 - Other municipal plans, documents and policies that have an impact on asset management planning.

6. Roles and Responsibilities

6.1 **Council** is responsible for:

- a) Approving the Strategic Asset Management Policy and future updates;
- b) Approving other items related to the Asset Management Plan such as Levels of Service and acceptable risk;
- c) Approving the spending levels on capital assets through the annual operating and capital budgets.

6.2 **CAO and Treasurer** are responsible for:

- a) Developing asset management strategies, plans, and procedures, in consultation with Mayor and Council;
- b) Reporting to Council and updating the community on the status, effectiveness, and performance of work related to the implementation of this Asset Management Policy;
- c) Development of policy and policy updates;
- d) Considering and incorporating Asset Management in all other corporate plans (e.g. Strategic Plans).
- e) Providing overall direction throughout the corporation to ensure that the asset management goals are achieved and that this plan aligns with other corporate plans;
- f) Establishing operations and maintenance policies to deliver Levels of Service and extending the useful life of assets;
- g) Monitoring Levels of Service and making recommendations to Council;

- h) Ensuring that adequate resources are available to implement and maintain core asset management practices.

7. Key Principles

- 7.1 The Municipality shall consider the following principles as outlined in section 3 of the Infrastructure for Jobs and Prosperity Act, 2015, when making decisions regarding asset management:
- a) Infrastructure planning and investment should take a long-term view, and decision-makers should consider the needs of citizens by being mindful of, among other things, demographic and economic trends.
 - b) Infrastructure planning and investment should consider any applicable budgets or fiscal plans.
 - c) Infrastructure priorities should be clearly identified to better inform investment decisions respecting infrastructure.
 - d) Infrastructure planning and investment should ensure the continued provision of core public services.
 - e) Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.
 - f) Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
 - g) Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
 - h) Infrastructure planning and investment should be evidence-based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,
 - i. investment decisions respecting infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and
 - ii. information with implications for infrastructure planning should be shared between the Municipality and broader public sector entities, and should factor into investment decisions respecting infrastructure.

- i) Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Municipality, as the case may be, the Municipality should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant.
- j) Infrastructure planning and investment should promote barrier-free accessibility.
- k) Infrastructure planning and investment should minimize the adverse impacts of infrastructure on the environment and strive to respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change.
- l) Infrastructure planning and investment should endeavor to make use of acceptable recycled aggregates.
- m) Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public space within the community, and any specific benefits identified by the community.

8. Policy Adoption and Review Guidelines

- 8.1 The Municipality shall review and, if necessary, update this policy as necessary, after its initial date of adoption by Council.

Date of Adoption by Council	By-Law No.	Date of Most Recent Review by Council	Changes Made Yes/No

References to Other Policies or By-laws

Policy Title	Policy Number	By-Law

Mayor, Enzo Palumbo

CAO/Clerk, Steve Hemsworth

By-Law 2023-33

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the _____ day of _____, 2023___ (the “**Effective Date**”)

B E T W E E N :

**His Majesty the King in right of Ontario
as represented by the Honourable Graydon Smith, Minister of Natural
Resources and Forestry**

(the “**Province**”)

- and -

The Corporation of the Township of Prince

(the “**Recipient**”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule “A” - General Terms and Conditions
Schedule “B” - Project Specific Information and Additional Provisions
Schedule “C” - Project
Schedule “D” - Budget
Schedule “E” - Reports, and
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule “A”, the Additional Provisions will prevail.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO as
represented by the Honourable Graydon Smith**

Date

Name: Chris Cuthbertson

Title: Director, Aviation, Forest Fire and Emergency Services

Date

Name:

Title:

I have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 DEFINITIONS

A1.1 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Indemnified Parties" means His Majesty the King in right of Ontario, His ministers, agents, appointees and employees.

"Maximum Funds" means the maximum Funds set out in Schedule "B".

"Notice" means any communication given or required to be given pursuant to the Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

"Parties" means the Province and the Recipient.

"Party" means either the Province or the Recipient.

"Project" means the undertaking described in Schedule "C".

"Reports" means the reports described in Schedule "E".

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;
- (c) it has, and will continue to have the experience and expertise necessary to carry out the Project;
- (d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully; and
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A10.0, Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;

- (b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule “D”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (b) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A6.1; or
- (c) if the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province may reduce the amount of Funds accordingly.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

A5.0 CONFLICT OF INTEREST

A5.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A6.0 REPORTING, ACCOUNTING AND REVIEW

A6.1 Preparation and Submission. The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the timelines and content requirements provided for in Schedule “E”, or in a form as specified by the Province from time to time.

A6.2 Record Maintenance. The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection

and copying:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.0 COMMUNICATIONS REQUIREMENTS

- A7.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.
- A7.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A8.0 INDEMNITY

- A8.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A9.0 INSURANCE

- A9.1 **Recipient's Insurance.** The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:
- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
 - (b) a cross-liability clause;
 - (c) contractual liability coverage; and
 - (d) a 30 day written notice of cancellation.
- A9.2 **Proof of Insurance.** If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance

coverage as provided for in section A9.1.

A10.0 TERMINATION ON NOTICE

A10.1 **Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least 30 days' Notice to the Recipient.

A10.2 **Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A10.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds; and
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient.

A11.0 TERMINATION WHERE NO APPROPRIATION

A11.1 **Termination Where No Appropriation.** If, as provided for in section A4.2(c), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

A11.2 **Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds; and
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A12.1 **Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program

under which the Province provides the Funds;

- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A12.3 When Termination Effective. Termination under this Article will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient the payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any

Funds remaining in its possession or under its control.

A15.0 NOTICE

A15.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule “B”, or as either Party later designates to the other by Notice.

A15.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

A16.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A16.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A17.0 INDEPENDENT PARTIES

A17.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A18.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A18.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties’ permitted assigns.

A19.0 GOVERNING LAW

A19.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over

such proceedings.

A20.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A20.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A21.0 SURVIVAL

A21.1 **Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article A1.0 and any other applicable definitions, section A2.1(a), section A4.2(c), section A6.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), section A6.2, Article A7.0, Article A8.0, section A10.2, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g) and (h), Article A14.0, Article A15.0, Article A18.0, Article A19.0, section A20.0 and Article A21.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$15,000.00
Expiry Date	
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Position: Ministry of Natural Resources and Forestry</p> <p>Address: 70 Foster Drive, Suite 400, Sault Ste. Marie, ON. P6A 6V5</p> <p>Attention: Sarah Allen</p> <p>Phone: (705) 945-5875 Fax: 705-945-5785</p> <p>Email: sarah.allen@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position: Fire Chief</p> <p>Address: 3042 Second Line West, Sault Ste Marie, ON P6A 6K4</p> <p>Attention: Steve Hemsworth</p> <p>Phone: (705) 779-2992</p> <p>Email: firechief@princetwp.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position: Acting Chief Administrative Officer</p> <p>Address: 3042 Second Line West, Sault Ste Marie, ON P6A 6K4</p> <p>Fax: (705) 779-2725</p> <p>Email: clerk@twp.prince.on.ca</p>

Additional Provisions:

(None)

SCHEDULE “C”

PROJECT

The FireSmart Communities program is a hazard loss reduction planning process that communities can use to develop mitigation strategies for wildland fire hazards. As communities expand into undeveloped forest areas and climate change impacts increase the wildland fire risk, it is important for communities to plan, complete a wildland fire hazard risk assessment and design achievable mitigation strategies to be able to prevent wildland fire disasters.

The FireSmart Communities Grant is a program that provides funding assistance to communities to help with the development of a Community Wildland Fire Protection Plan (CWPP). The CWPP will identify; the level of risk in all areas of a community, identify the level of fire hazard associated with each forest stand and establish a mitigation strategy to alleviate those risks.

The strategic goals of the FireSmart Communities Transfer Payment program are for funds to be utilized to complete the following projects:

Community Wildland Fire Protection Plan: Direction on CWPP development is provided with the Ministry of Natural Resources and Forestry (MNRF) FireSmart Community Wildland Fire Planning Guidance Document. CWPP plans can be adopted into an existing community Emergency Management Plan or developed as a standalone plan. The MNRF’s Guidance Document outlines areas of concern for wildland fire planning.

Hazard Forest Mapping for Wildland Fire: the MNRF’s document, Wildland Fire Hazards – A Handbook for Risk Assessment and Mitigation outlines requirements for Hazard Forest Mapping. Using the Handbook, the Recipient will have forest assessments completed to map out wildland forest hazards in the community.

Mitigation Strategies: Mitigation strategies can be developed following the recommended processes identified in the Partners in Protection – “FireSmart Protecting Your Community from Wildfire” manual.

The MNRF’s Wildland Fire Hazards – A Handbook for Risk Assessment and Mitigation will also provide direction on developing mitigation strategies.

Mitigation strategies are developed based on the wildfire risk assessment process and work programming is designed to lower the threat to public safety and risk to community infrastructure.

Timelines: For the purposes of the FireSmart Community Grant the operational period runs from Date of signing in 2023 to March 31, 2025

Project Plan: Submitted at time of application. Project plans are approved if a municipality has been selected to receive a Transfer Payment Grant.

Hazard Forest Maps for Wildland Fire Hazards and Community Wildland Fire Protection Plan:

The Recipient agrees to provide hazard forest maps and a draft of the CWFPP by the end of February 2025.

SCHEDULE “D”

BUDGET

The Recipient has been awarded a conditional total of \$ 15,000.00 under the FireSmart Communities Grant program.

Milestone payments are based upon the completion and approval of the following:

1. Approved project plan will be awarded (50% of TP grant) \$7500.00
2. Completion of Hazard Forest Mapping for wildland fire risk and an approved draft or final copy of a Community Wildland Fire Protection Plan and mitigation strategy (50% of TP grant) \$7500.00.

The final cost breakdown is as follows;

- Hazard Forest Mapping - \$2500.00
- Community Wildland Fire Protection Plan - \$5000.00

The Ministry of Natural Resources and Forestry (the Ministry) must approve the completed projects within the specified time frame.

Payments may be forfeited if the Recipient does not meet the established project timelines or the developed materials do not follow FireSmart standards.

Approved funding is based on the Ministry approving the TP budget within any given fiscal year. For approved Transfer Payments recipients, funding is available for the year the TP is signed. Funding for the next year may not be available if the Ministry's budget is not approved.

SCHEDULE “E”

REPORTS

Milestones:

Description of Deliverable		Amount	Payment Date
Approved project plan		50%	May – Dec 2024
Completion of Hazard Forest Mapping Completion Draft or Final copy of the CWPP		50%	February 2025

Timelines:

Hazard Forest Mapping can be completed at any time of the project as the maps are a requirement for the completion of a CWPP.

If the draft or final copy of the CWPP is completed earlier than the milestone date, payment can only be made in the second year of the TP grant. The Transfer Payment year runs from April 1 of the current year to March 31 of the next year.

Processing:

For the Recipient to receive a milestone payment, the milestone documentation must be submitted to the Ministry for review at the following address;

Ministry of Natural Resources and Forestry

70 Foster Dr. Suite 400

Sault Ste. Marie, ON

P6A 6V5

Attention: Chelsea Osesky, Mitigation and Partnerships Lead

Email: chelsea.osesky@ontario.ca

The Recipient will be notified when the documentation has been received. When the Ministry completes the review the Recipient will be notified whether the milestone objectives have been met.

If the documentation is not approved the Ministry will return the documentation and discuss with the Recipient what is required to have the documentation approved.

When an application is approved the Recipient will be notified and they can submit an invoice to the contact listed above. The invoice must identify which payment is being processed according to the terms listed in Schedule D.

The Recipient agrees to the following reporting schedule:

1. First reporting period: Project Status Update (January 2024) after signing the agreement
2. Second reporting period: (March 2024) Project Status Update.

3. Third reporting period: Project Status Update (June 2024) to review hazard assessment process
4. Fourth reporting period: (October 2024) Hazard map and CWPP status review
5. Fifth reporting period: Hazard map and CWPP (2nd week of February 2025) draft review and approval for final payment – Milestone payment period.

Note: All timelines can be adjusted if the Recipient completes the work programming ahead of schedule. If the Recipient will not meet project deadlines a meeting must be scheduled to discuss with the Ministry. Failure to do so may result in the loss of a milestone payment.

Reporting Contacts:

Primary, Sarah Allen (705) 690-0756 or Email: sarah.allen@ontario.ca

Secondary, Chelsea Osesky (705) 255-8096 or email: chelsea.osesky@ontario.ca



CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW # 2023-34

**Being a by-law to establish and require payment
of various fees and charges**

WHEREAS by-laws imposing fees and charges are authorized under Part XII of the Municipal Act 2001, section 69 of the Planning Act, R.S.O. 1990, as amended, and the Building Code Act, as amended

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF PRINCE ENACTS THE FOLLOWING:

1. A tariff of fees and charges is hereby established as set out on the attached Schedule "A".
2. No request by any person for documentary, written or printed information relating to any land, building or structure in the municipality, or any application described in Schedule "A" will be processed, nor will any other municipal business be acknowledged unless and until the person requesting the information or submitting the application has paid the applicable fee in the prescribed amount as set out in Schedule "A" to this by-law.
2. Notwithstanding the tariff of fees prescribed in paragraph 1 of this by-law and contained in Schedule "A" hereto, Council may at its discretion, reduce the amount of or waive the requirement for the payment of the fee in respect of the application or service where the Council is satisfied that it would be unreasonable to require payment in accordance with the tariff of fees described in the attached Schedule "A".
3. Schedule "A" forms part of this by-law.
4. Should any part of this by-law, including any part of Schedule "A" be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedule "A" as applicable shall continue to operate and to be in force and effect.
5. By-law 2019-11 is hereby repealed.
- 6.. This by-law takes effect on January 1st, 2024.

PASSED in open Council this 12th day of December 2023.

Mayor, Enzo Palumbo

CAO/Clerk, Steve Hemsworth

Description of Fee or Charge	Fee
<u>Fees imposed under s. 69 of the Planning Act</u>	
Application for Consent	\$500
Application for Minor Variance	\$500
Application for Zoning Amendment	\$700
Application for Official Plan Amendment	\$1000
Combined Zoning & Official Plan Amendment	\$1000
Subdivision Applications - initial fee	\$1000
Plus: fee for each lot created	100.00
<p>*In addition to the above fees for land use planning matters; where it is necessary to advertise in a newspaper having general circulation within the municipality, the applicant shall, in addition to the fees prescribed above, pay the cost of any newspaper advertising to the municipality prior to the placement of the advertisement.</p>	
<u>Dog Licenses</u>	
For each spayed or neutered dog	\$10
For each unaltered dog	\$20
For a kennel of purebred dogs	\$37.50
Penalty for late renewal	\$15
Kennel fee for impounded dogs - per day	\$10
Surcharge for transporting dog to kennel	\$20
<u>Tax Certificates</u>	
	\$50
<u>Certificates of Zoning Conformity</u>	
	\$30
<u>Rental of Premises</u>	
Banquet Hall per day	\$250
Banquet Hall per day, where revenue is to be donated to charity	\$87.50
Refundable damage deposit for facilities	\$100
Pavilion for events per day	\$500
Pavilion for events – 4 hr rentals	\$250
Pavilion/Rink Rental for ice time – per hour	\$60
Vendors' Market – Table Rental (on site only)	10.00
Classroom per day (Council Chambers) (Upon approval)	25.00
Community clubs, recreational classes, etc. (after hours)	10.00

Description of Fee or Charge	Fee
Community Groups during office hours (exercise, quilters, EarlyON, library, etc.)	by donation
Community clubs, recreational classes, etc., per event - where food and/or beverages are served	40.00
Cemetery	
One grave - resident - care and maintenance fee	\$500
One grave – non-resident - includes care & maintenance fee	\$800
Opening, closing and survey of grave for burial	\$750
Opening, closing and survey of grave for burial of cremated remains	\$500
No charge for flat marker less than 173 sq. ins - care & maintenance fee	
Monument fee - flat marker over 173 sq. ins. - care & maintenance fee	50.00
Monument fee - marker 4' x 4' or less - care & maintenance fee	100.00
Monument fee - marker over 4' x 4' - care & maintenance fee	200.00
Miscellaneous Charges	
Photocopies - each	0.25
Colour printing - per page	1.00
Scanning - colour up to 5 x 7	2.00
Scanning - colour over 5 x 7	2.00
Facsimile - per page	2.00
Newsletter ads - business card size	5.00
Service charge for NSF cheques	35.00
Service charge for exchange of US cheques	25.00
Fire Permits – Full Season	20.00
Recycling Carts	175.00

Description of Fee or Charge	Fee
<u>Freedom of Information Requests</u>	
To initiate request	5.00
Overdue audio books per day - maximum \$10	2.00
Copies and computer printouts	.20
<u>Freedom of Information Requests</u>	
For manually searching a record each 15 mins. spent	7.50
For preparing a record for disclosure, including, severing a part of the record - for each 15 mins. spent by a person	7.50
<u>Building & Demolition permits</u>	
Culvert permits	\$20
Civic numbering signs (911)	\$35
Lottery Licenses - 3% of prizes	
<u>Building & Demolition permits</u>	
Culvert permits	
Civic numbering signs (911)	



CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law No. 2023 - 36

Being a By-Law to establish Honorariums and Remuneration of Expenses for Members of Council, Boards and Committees

WHEREAS the *Municipal Act, 2001*, S. O. 2001, c. 25 as amended, Section 8 provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority to enable the Municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the *Municipal Act, 2001*, S. O. 2001 c. 25 as amended, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 283 (1) provides that a municipality may pass by- laws with respect to the paying of remuneration to the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS Section 283 (7) requires Council to review a by-law passed under subsection 283 (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Prince enacts as follows:

That By-Law No. 2023-36 being a By-Law to provide for the reimbursement of expenses to members of council and Officers and servants of the municipality and any amendments thereto are hereby repealed in their entirety.

That By-Law No. 2023-36 and accompanying Schedules, attached to and forming part of this by-law are hereby adopted.

That this By-Law shall be deemed to have come into force and take effect on the 1st day of January 2023.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 12th day of December 2023.

Mayor Enzo Palumbo

Steve Hemsworth, CAO/Clerk

**Schedule A to By-Law 2023-36 Honorariums and Remuneration of Expenses for Members of Council,
Boards and Committees**

Definitions in this By-Law

1. Interpretation

- a) "Corporation" shall mean the Corporation of the Township of Prince.
- b) "Council" shall mean the Council of the Corporation of the Township of Prince.
- c) "Council Member" means a member of the Council, including the Head of Council of the Corporation of the Township of Prince or his/her successor.
- d) "Council Appointee" means a member of a "Local Board" or other body who is appointed by the Council of the Corporation of the Township of Prince and includes any persons appointed by Council.
- e) "Head of Council" shall refer to the Mayor of the Corporation of the Township of Prince or his/her successor.
- f) "Local Board" means a local board of a municipality as defined by the Municipal Affairs Act, but does not include any school board, public utilities commission, hydro-electric commission or board of trustees.
- g) "Local Board Appointee" means a member of a "Local Board" who has been appointed by the Council of any Municipality.
- h) "Other Body" means an association, organization, society or other body to which a person is appointed, whether by statute or by Council, or which Council authorizes a person to belong to, or to serve on, for the purpose of representing the interests of the municipality; provided, however, that "other body" does not include a "local board" as defined in clause 1 (g) nor any public utilities commission, a hydro-electric commission or a conservation authority.

2. Effective Dates:

- a) The Treasurer shall, in accordance with provisions Section 3 of this By-Law, make payment of honorariums and remuneration to Council Members of the Corporation of the Township of Prince effective upon the first day of the term of office.
- b) The payment of honorariums and remuneration to Council Members will continue until the last day of the term of office or until such a time as the member ceases to be a Member of Council.
- c) Effective January 1st 2024 the honorarium and remuneration rates for Council shall be adjusted annually in accordance with the percentage increases applied to employee wage increases.

3. a) Honorarium for Mayor and Council:

Members of Council (Mayor and Councillors), shall receive an honorarium effective January 1, 2023, as follows:

Remuneration for Mayor: \$1,040.35/month

Remuneration for Councillor: \$745.83/month

b) Remuneration for Board, Committee, Other Meetings and Work:

Members of Council (Mayor and Councillors), are compensated for their Board and Committee Meetings, except where the member is already being provided with an honorarium such as with the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB), and the Conservation Authority, and for additional meetings held at the Township office or for working on projects, proposals, meeting with constituents, etc., as follows:

Mayor:	\$200.00/full day \$100/half day
Councillor:	\$150.00/full day &75.00/half day

c) Travel expenses:

Members of Council (Mayor and Councillors), are compensated for Travel expenses including conference fees and training or workshop expenses and all out of pocket expenses should be reimbursed at cost, including meals, hotels, hotels (at a reasonable rate set by the conference or training event guideline). The amount of the reimbursement is the same as for employees.

d) Mileage Rate:

Members of Council (Mayor and Councillors), are reimbursed at the Revenue Canada rate for 2023, is \$0.68/km. for the first 5,000 kilometres driven and \$.062/km. for kilometers driven about 5,000, unless the rate is increased by Revenue Canada for 2024. Every year thereafter, the mileage rate will be increased to the Revenue Canada rate and the amount of the reimbursement effective January 1, 2024, will be the same as for employees.

e) Remuneration for Lost Wages:

Effective January 1, 2024, Members of Council (Mayor and Councillors), receive remuneration for lost wages from their regular employment if attending at various conventions, seminars or other meetings held outside the municipality at the rate of \$400.00/day and \$200.00/half day.

4. Treasurer's Statement:

- a. The Treasurer shall on or before the 1st day of March in each year submit to the council an itemized statement of the remuneration and expenses paid in the previous year to:

- i. each Council Member in respect of his or her services as a member of council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- ii. each Council Member in respect of his or her services as an officer or employee of the Township or other body described in clause (a); and
- iii. each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.
- iv. In preparing any statement under Clause 5(a), the Treasurer shall not include therein any payments received from another municipality by a Council Appointee in respect of a joint appointment by this council and any other Council or Councils to a Local Board or Other Body.
- v. In addition to the information required by law to be included in the statement prepared pursuant to Clause 5(a), the Treasurer shall include therein a record of all remuneration, salary, expenses, and allowances received by a "Council Member" from any local board as defined in the *Municipal Act 2001, S.O 2000, c.25*, as amended.



November 24, 2023

Dear Mayor and Council,

RE: 2024 Municipal Levy Notice

Please find enclosed your municipality's share of the Algoma Public Health (APH) 2024 levy assessment for mandatory cost-shared public health programs.

The total 2024 levy amount for the Township of Prince is \$41,793.00. This amount is due and payable in four equal installments on the first day of each quarter. APH strives to provide quality public health services in an efficient and cost-effective manner. We greatly appreciate and thank you for your support.

Municipalities in Ontario have a long history of supporting a strong, publicly funded public health system. Your levy assessment helps to support the delivery of public health programs and services throughout the District of Algoma.

Section 72 (1) of the Health Protection and Promotion Act (HPPA) states that the obligated municipalities in a health unit shall pay,

- a) The expenses incurred by or on behalf of the board of health of the health unit in the performance of its functions and duties under the Act or any other Act; and
- b) The expenses incurred by or on behalf of the medical officer of health of the board of health in the performance of their functions and duties under the Act or any other Act.

APH's 2024 operating and capital budget report was prepared concentrating on revitalizing our public health workforce and restoring and rebuilding our local public health programs, as prioritized based on community needs in Algoma. The Board has approved an operating budget in the amount of \$17,242,178, which incorporates a 6% increase to the total municipal levy, as compared to 2023. Your apportionment of the levy is based on 2021 Census data provided by Statistics Canada and represents an annual rate for public health services of \$42.87 per capita. For further context and reference please refer to [APH's Capital and Operating Budget Report](#) for 2024.

Please feel free to contact Leslie Dunseath, Manager of Accounting Services, at ldunseath@algomapublichealth.com or phone 705-942-4646 x 3199 if you have any further questions.

Yours truly,

Dr. Jennifer Loo, MD, MSc, CCFP, FRCPC
Medical Officer of Health & CEO
jloo@algomapublichealth.com

Blind River
P.O. Box 194
9B Lawton Street
Blind River, ON P0R 1B0
Tel: 705-356-2551
TF: 1 (888) 356-2551
Fax: 705-356-2494

Elliot Lake
ELNOS Building
302-31 Nova Scotia Walk
Elliot Lake, ON P5A 1Y9
Tel: 705-848-2314
TF: 1 (877) 748-2314
Fax: 705-848-1911

Sault Ste. Marie
294 Willow Avenue
Sault Ste. Marie, ON P6B 0A9
Tel: 705-942-4646
TF: 1 (866) 892-0172
Fax: 705-759-1534

Wawa
18 Ganley Street
Wawa, ON P0S 1K0
Tel: 705-856-7208
TF: 1 (888) 211-8074
Fax: 705-856-1752



Sault Ste. Marie Region Conservation Authority

Fee Policy and Schedules For Consultation

*This manual outlines SSMRCA's policies for setting
and charging fees*

Approved by SSMRCA's Board of Directors –
November 21, 2023

Effective Date:
Upon Minister's Decision

Sault Ste. Marie Region Conservation Authority
Administration Office
1100 Fifth Line East
Sault Ste. Marie, ON
P6A 6J8
Tel: 705-946-8530
Fax: 705-946-8533
Web: <https://ssmrca.ca/>



Section	Fee Policy and Schedule
Title	Corporate Services
Resolution #	104/22
Approval Date	December 13, 2022
Revisions	

Revision Version #	Date	Description of Changes	Adopted by Full Authority Resolution #
1.1	2022/10/04	Original Issue: For consultation	84/22
1.1	2022/12/13	Original Issue: Approved for Implementation	104/22

1.0 Purpose

The purpose of the Fee Policy and Schedules is to inform the public and our municipal partners of the fees charged for programs and services delivered by the Sault Ste. Marie Region Conservation Authority (SSMRCA).

2.0 Legislative Framework

The *Conservation Authorities Act (CAA)* Section 21.2 allows for conservation authorities to charge fees for services.

The CAA Section 21.1 Mandatory programs and services and Ontario Regulation (O. Reg.) 686/21 Mandatory Programs and Services outline mandatory (Category 1) programs that may be funded by municipal apportionment, provincial grants, or self-generated revenue with the user pay principal as appropriate.

Section 21.1.1 of the CAA outlines Category 2 Municipal programs and services, “An authority may provide, within its area of jurisdiction, municipal programs and services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services”.

Section 21.1.2 of the CAA defines Category 3 Other programs and services, “In addition to programs and services described in sections 21.1 and 21.1.1, an authority may provide, within its area of jurisdiction, any other programs and services that it determines are advisable to further the purposes of this Act.”

Category 1 Mandatory Programs and Services include:

- Administration of *Conservation Authorities Act (CAA)* Section 28 and 28.1 including technical advice and studies;
- Response to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the *Planning Act*;
- Activities requiring a permit made pursuant to section 29 of the CAA;

- Review and commenting on applications under other legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries.
- Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.

Category 2 Municipal programs and services include but are not limited to:

- Commenting on Planning Act applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality, county, corporation or individual.

Category 3 Other programs and services include but are not limited to:

- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.
- Community relations to help establish, maintain, or improve relationships between the authority and community members.
- Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.
- The provision of information to the public.
- The sale of products by the authority.

3.0 Policy Principles

This Fee Policy and associated Schedules have been prepared in conformity with the *Conservation Authorities Act*. The Fee Schedules are based on the user-pay principle. The fees and revenues for planning and permitting services are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees do not exceed the cost of the service.

4.0 Process and Public Notification

The Fee Policy and Schedules has been established by the SSMRCA Board of Directors following consultation with local stakeholders and the public.

Consultation includes direct e-mail to key stakeholders (e.g., municipalities) and posting the notice for comment for review and/or revisions to the Fee Policy and Schedules on the SSMRCA website for a minimum of 30 days. Comments received will be presented to the Board of Directors prior to any approval.

5.0 Implementation

It is the objective of SSMRCA to provide an effective and efficient delivery of services. To achieve this objective:

- Land use proposals will be reviewed in a timely fashion.
- Comments on applications under the *Planning Act* will be provided in time for the legislated public meeting or hearing.
- Permit applications under the *CAA* generally will be processed within timelines outlined in Conservation Ontario's "Annual Reporting on Timelines Template for permissions under Section 28 of the Conservation Authorities Act". These timelines were developed by the Timely Review and Approvals Taskforce and received endorsement by the CO Council in December 2019.
- Fees will not exceed the costs to deliver the service.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, such as Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH) for permit applications, *Planning Act* applications, inquiries, and site assessments;
- SSMRCA municipalities forming part of the permit applications, inquiries, and site assessments (excluding exceptional circumstances where considerable staff time is required to conduct major technical reviews and enforcement matters).

6.0 Refunds

SSMRCA does not issue refunds for services or products once the application or order is submitted and the payment has been processed. Under exceptional circumstances, refund requests will be considered and may be approved by the General Manager. If a refund is approved, a 10% refund fee will apply.

7.0 Appeal

The fee appeal process will be based on the principles of fairness, opportunity, and notification. The only fees that would be considered for an appeal are those found under planning and permitting.

Consideration of appeals will be directed to the General Manager (GM). The appellant must submit in writing to the GM the reasons for the appeal request. The GM will review the request, consult with staff and the proponent. The appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. The applicant will be notified of the GM's decision.

If the applicant is dissatisfied with the decision from the GM an appeal to the SSMRCA Board of Directors can be requested.

The appellant must submit in writing to the GM the reasons for the appeal request to the Board of Directors. The written request must identify a request to present the appeal before the Board of Directors. Once heard, the appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be

waived or varied from the original amount. Any appeal decision requires a resolution passed by the Board of Directors. The appellant will be notified of the Board's decision.

8.0 Date of Effect

The Fee Policy and Schedules becomes effective as of the date set by the SSMRCA Board of Directors.

9.0 Transition

The establishment of this Fee Policy and Schedules supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

10.0 Review Process

This Fee Policy and Schedules will be reviewed annually by SSMRCA staff to monitor effectiveness and any changes will be brought forward to the Board of Directors for consideration. Consultation is required if changes are applied to the Policy or Schedules (as noted under Process and Public Notification) prior to Board approval. Approval of the updated Fee Policy and Schedule will require passage of a resolution by the Board of Directors.

11.0 Administration

Review Schedule:	Annual	Next Review Date:	October 2024
Related Legislation, Regulations and Guidelines:	Conservation Authorities Act Section 21.1 Mandatory programs and services Ontario Regulation (O. Reg.) 686/21 Mandatory Programs and Services		
Related Policies and Policy Tools:	Schedule 1: SSMRCA Regulation and Permitting Fees Schedule 2: SSMRCA General Service Fees		

12.0 Fee Schedules

Schedule 1: SSMRCA Regulation and Permitting Fees
Schedule 2: SSMRCA General Service Fees

SCHEDULE 1 – Regulation and Permitting Fees

FEE TYPE	2023 Fees	PROPOSED 2024 Fee	NOTES
Permit Fees			
Small Works	\$ 256.00	\$ 264.00	3% increase
Standard Works	\$ 385.00	\$ 397.00	3% increase
Large Works	\$ 635.00	\$ 654.00	3% increase
Major Works	\$ 1,024.00	\$ 1,055.00	3% increase
Decks			
under 500 square feet (non-drilled / drilled)	\$ 182 / 201	\$ 187 / 207	3% increase
over 500 square feet (non-drilled / drilled)	\$ 201 / 256	\$ 207 / 264	3% increase
Other – activities not included under Small Works	\$ 92	\$ 95	3% increase
Development Reviews (Additional)			
Residential development applications involving a regulated activity which requires review of an engineering study/design, environmental study or other study	up to \$1,964/study + HST (based on time for review)	up to \$2,023/study + HST (based on time for review)	3% increase
Commercial/Industrial/Institutional developments where storm water management or engineering evaluations are required	up to \$3,228/study + HST (based on time for review)	up to \$3,325/study + HST (based on time for review)	3% increase
Subdivision Plan Review			
Initial Review Phase	\$249 (plus \$122/lot/phase)	\$257 (plus \$126/lot/phase)	3% increase
Development proposals involving multiple dwelling units (more than 4 lots) where storm water management or other engineering evaluations are required.	up to \$1,347/study (based on time for review)	up to \$1,387/study (based on time for review)	3% increase
Other Fees			
Informal Inquiry	No Charge	No Charge	No change
Formal Inquiry	\$ 87.00 + HST	\$ 90.00 + HST	3% increase
Consultation On-Site			
Preliminary Development Technical Assessment or On Site Consultation	\$ 122 minimum + HST (\$75/hr after one hour on site)	\$ 126 minimum + HST (\$77/hr after one hour on site)	3% increase
Permit Revisions	50% surcharge	50% surcharge	No change
Permit Extensions	25% surcharge	25% surcharge	No change
Violations	100% surcharge	100% surcharge	No change
<i>Note: No fees apply to applications for submissions from levying municipalities on municipal initiatives (excluding major technical reviews and enforcement matters).</i>			

SCHEDULE 2 – General Service Fees

FEE TYPE	2023 Fees	PROPOSED 2024 Fees	NOTES
Staff Charge-Out Rates			
<i>Note: staff hourly rates are in place for developing costs for proposals and for occasional requests for information or work that is beyond our regular services.</i>			
Management / Project Management	\$ 85/hour + HST	\$ 88/hour + HST	3% increase
Engineer	\$ 75/hour + HST	\$ 77/hour + HST	3% increase
Specialists: GIS / Comms / Operations / RMI	\$ 55/hour + HST	\$ 57/hour + HST	3% increase
Administration	\$ 50/hour + HST	\$ 52/hour + HST	3% increase
Conservation Lands			
Sugar Shack Event Space Rental*	\$ 118.50 + HST	\$ 122.00 + HST	3% increase
Conservation Area Event Agreement	\$ 237.00 + HST	\$ 244.00 + HST	3% increase
Unique uses requiring additional considerations (e.g., photography, filming, training)	Staff charge out rate for consultation / site visits. Additional fees for services on case-by-case basis.	Staff charge out rate for consultation / site visits. Additional fees for services on case-by-case basis.	No change
<i>* Note: Reduced fees may be applied for use of the SSMRCA's Event Space by youth groups, at the discretion of the General Manager.</i>			
Administrative Services			
NSF Cheque	\$ 50 + HST	\$ 50 + HST	No change
Map Printing Services			
A – Letter size (8.5x11) in colour	\$ 11.59 + HST	\$ 11.94 + HST	3% increase
B – Tabloid (11x17) in colour	\$ 14.50 + HST	\$ 14.94 + HST	3% increase
Photocopying in black & white	\$ 0.43 + HST	\$ 0.44 + HST	3% increase
Custom, photo paper and digital images	The cost will be negotiated based on the above schedule plus the requested layers and the cost of a CD. The map will be provided in a PDF format.	The cost will be negotiated based on the above schedule plus the requested layers and the cost of a CD. The map will be provided in a PDF format.	No change
<i>* Map products A and B do not include the orthophotography.</i>			



SSMRCA Regular Board Meeting (ADDENDUM)

Sault Ste. Marie Region Conservation Authority
December 13, 2023, at 4:45 PM EDT
1100 Fifth Line East / ZOOM

Agenda

I. Call to Order

II. Declaration of a Conflict of Interest

III. Adoption of Agenda

RECOMMENDED:

THAT the agenda be adopted as presented.

IV. Delegations

There are no requests for delegations received for this meeting.

V. Public Input (3 minutes per speaker)

None.

VI. Finance and Administration

A. Adoption of Regular Meeting Minutes of November 21, 2023

RECOMMENDED:

THAT the Regular Meeting Minutes of November 21, 2023, be adopted.

B. Accounts Payable

RECOMMENDED:

THAT the list of accounts payable be received as information, be approved.

C. 2024 Draft Budget Approval

RECOMMENDED:

a) Levy (matching MNRF funding under S.39 of the Conservation Authorities Act): simple majority vote

THAT the matching 2024 Municipal General Levy amount of \$68,113.00 be approved.

b) Levy (non-matching): weighted vote

Note – a recorded vote is required in accordance with Provincial Regulations to establish the Nonmatching Municipal Levy. The vote is weighted based on each Municipality's Assessment within the SSMRCA watershed.

THAT the non-matching 2024 Municipal General Levy amount of \$521,331.46 be approved.

c) Budget: simple majority vote
THAT the 2024 SSMRCA Budget in the amount of \$865,607.46 (Operating amount of \$853,107.46 and Capital amount of \$12,500) be approved.

D. 2023 Property Inquiry Stats

RECOMMENDED:

THAT the staff memo titled “Property Inquiries – 2023 3rd Quarter Statistics” dated December 13, 2023, be received as information, be approved.

E. Parking Lot Sander Purchase

RECOMMENDED:

THAT the staff memo titled “Parking Lot Sander Purchase” dated December 13, 2023, be received as information, and

Further THAT the Board approve the purchase of a vehicle mounted Salt and Sand Spreader from Canadian Tire for \$3999.99 + HST, be approved.

VII. Water and Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

RECOMMENDED:

THAT the summary of the site reports approved by staff pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

VIII. Correspondence

A. 2023-11-17 Letter from Catalina Blumenberg, Prince Edward County re: motion regarding support for the Province to stop the MECP proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities

RECOMMENDED:

THAT the correspondence received from Prince Edward County be received as information, be approved.

B. 2023-11-28 Letter from Bob Elliot, re: Ontario Professional Foresters 2024 Annual Conference Sponsorship

RECOMMENDED:

THAT the correspondence received from Bob Elliot, re: sponsorship of the Ontario Professional Foresters 2024 Annual Conference be received as information, be approved.

IX. New Business and Other

A. General Manager's Report

RECOMMENDED:

THAT the General Manager’s Report of December 13, 2023, be received as information, be approved.

B. Board direction for GM to submit a request to the Minister to approve an exception to allow the current Chair to continue as Chair in 2024, if so elected

RECOMMENDED:

THAT the General Manager be directed to send a request to the Minister to approve an exception to allow the current Chair to continue as Chair in 2024, if so elected, be approved.

C. Request by Prince Township regarding trail creation in Gros Cap

RECOMMENDED:

THAT the staff report titled “Request by Prince Township regarding trail creation in Gros Cap” be received as information, and

Further THAT the Board approve Prince Township’s moving forward with an investigation into the potential for trail creation in the Gros Cap Conservation Area, be approved.

D. Request by Prince Township regarding CA owned portion of the Prince Township Marina

RECOMMENDED:

THAT the staff report titled “Request by Prince Township regarding CA owned portion of the Prince Township Marina” be received as information, and

Further THAT the Board approve Prince Township’s moving forward with the placement of a convenience type structure on CA land at the Prince Township Marina provided that proof of 3rd party liability insurance and associated permits are obtained and shared ahead of time, be approved.

X. Closed Session

To discuss advice subject to solicitor-client privilege

XI. Adjournment

For members of the public interested in attending this meeting, please contact the General Manager, Corrina Barrett, at cbarrett@ssmrca.ca to make arrangements. Thank you in advance for your cooperation.

Date: November 15th, 2023

Prince Twp - Recreational Committee

Meeting Minutes

Attendees

Council Representative: Margaret Christenson

Rec Members: Samantha Pigeau, Kristi Laforrest, Tiffany Baxter

Other Attendees: Chris Gillespie

Regrets: Serena Madonna Jane Weir, Mary Jin-Moore, Tiana Trutenko, Adam Lyons

Purpose of the Meeting

1. Call to order
2. Approve minutes of meeting on October 11th, 2023
3. Business arising from previous meeting
 - a. Volunteer Shirts
 - b. Art classes with Mary
 - c. Tree Lighting
 - d. Pancake Breakfast
 - e. Movie Night in the Hall
4. New Business
 - a. Basketball court - revamp
 - b. Year End Report
5. Other business
6. Schedule next meeting
7. Adjournment

Summary of Discussion

Call To Order

- Meeting called to order 6:30 pm by Kristi

Approval of Meeting Minutes from October 11th, 2023

- Motion to approve minutes by Sam, M2C by Kristi - Carried
-

Business arising from minutes

a. Rec Committee Shirts

Adam is absent, he will provide an update at the next meeting.

b. Art Classes

Mary is absent, she will provide an update at the next meeting.

c. Tree Lighting

Jane is getting 3 trees from hotchkiss tree farm. Date is being switched from November 23rd to November 30th. Lighting will occur at 7pm. Kristi has some Christmas tree lights and there are some already here at the township. Tiffany will check the lights and make sure the outside outlet is working. S'more kits and hot chocolate will be available for free. Christmas music will be playing on the speaker under the pavilion. Tiffany will display wreaths and bows around the township buildings. Eugene was willing to be Santa for the pancake breakfast (this is getting canceled), so Serena will reach out if he could be Santa for the tree lighting. Tiana will create social media posts and flyer for the prince township newsletter, Sam willing to help if needed.

d. Pancake Breakfast.

No pancake breakfast this year. Lots of volunteers are needed for this event and many of our volunteers are busy during the holiday season.

e. Movie in the Community Hall

Movie in the hall & showing the Grinch (tentatively December 21st).

New Business

a. Event updates

Update Basketball court in Gros Cap presentation by Chris Gallespie

60x20ft (regular court is usually bigger). Grants for Jumpstart available and we would be eligible for it. Rec would need to put recommendation through council and the application is completed through the office. Consensus - rec committee would like to move forward with this project. Sam yay, tiffany yay, Kristi yay, Margaret yay.

- Look into Steel Speed for playground shelters.

b. Year End Report



Include:

- Summary of events
- Financial summary (what events did we make money on, which members did we lose)
- New executive

Next Meeting

Date: TBD

Meeting Adjourned: 7:25pm

Project Ontario ECHO Skin and Wound
Virtual Wound Care & training for Regional Complex Wound Care Teams

Goal:

To train teams in the Health Districts/ Ontario Health Regions in Advanced Wound Care to treat the 20% of patients that are high resource/ longstanding home care clients that make up 80% of the cost to the system.

- Physicians/ Nurse Practitioners
- Nursing
- Allied Health (Chiroprody/Footcare, Registered Dietitian, Rehab – OT, PT)

Project ECHO Ontario proposed plan to support the Limb Preservation Program by targeting all patients with leg and foot ulcers below the knee especially those with stalled, maintenance or non-healable wounds (> 3-6 months on home care), not demonstrating a positive wound healing trajectory and/or are high resource utilization.

1. Advocate for HbA1c for all leg and foot ulcer patients
2. Utilize the wound care toolkits For Indigenous, Northern, Remote, & Isolated Communities
 - Audible handheld Doppler- any Multiphasic Wave is equivalent to APBI > 0.9 and adequate blood supply to heal. The Doppler sound can be recorded on a smart phone and sent for confirmation.
 - Can be part of the medical record for verification & save unnecessary visits to vascular surgeons in remote, isolated communities.
3. Establish a Provincial Vascular Surgery team to support evidence and implement the COMPASS study results from MacMaster to prevent strokes, heart attacks and premature deaths in persons with Peripheral Vascular Disease (Apixaban 2.5 mg bid and ASA 100 mg daily improved outcomes) [Steffel J, et al. 2020]
4. Manage Infection: N.E.R.D.S. & S.T.O.N.E.E.S.- 3 or more criteria to treat superficial/local (covert) infection topically, or Deep & Surrounding infection (Overt) systemically (Woo, Sibbald, 2009).
 - 7 Infectious disease doctor team – 4 have completed the International Interprofessional Wound Care Course and 3 are partial completion, working towards completion.
 - Systematic review of oral antibiotics for osteomyelitis to facilitate treatment in low resource communities avoiding intravenous therapy.
5. Screen for the high-risk diabetic foot & provide simple plantar pressure redistribution devices for low resource and home care patients.
 - The validated simplified 60 second screen for the high-risk diabetic foot takes 1 minute vs. The Inlow tool that has numerous questions, 3 parts and is best for the trained foot care specialist to provide care.
 - This tool and the Guyana Diabetes and Foot Care program decreased amputations 68% and identified 48% of 1266 persons screened with a high-risk foot (Lowe et al. 2015)
 - Team comprising of 5-foot care specialists was assembled (4 chiropodists- 2 in the North, 1 Mitchener Professor, a community chiropodist with experience in Guyana & Ethiopia, and a Podiatrist from Punjab India with a PhD in Biomaterials to create a simple plantar pressure redistribution kit to facilitate training and implementation of footwear into the community.

Project Ontario ECHO Skin and Wound
Virtual Wound Care & training for Regional Complex Wound Care Teams

- Engaged 50 community wound care specialists in ECHO Limb Preservation series from Hamilton- Niagara and 24 from Northeast eligible for toolkits and the other kits will be distributed to other target clinicians in the 12 additional healthcare districts.

Current Project ECHO Skin and Wound Care Leg and Foot Ulcer (limb preservation) cycle has seen a tremendous increase in the number of participants for the regular sessions and the skills/toolkits sessions. Previous ECHO cohorts had approximately 60 – 80 participants on each session

Date	Attendance ECHO Session	Attendance Skills/toolkit session
Oct 4 th	177	142
Oct 11 th	171	133
Oct 18 th	186	137
Oct 25 th	173	133
Nov 1 st	200	148
Nov 8 th	185	150

Proposed Virtual Consults:

- Wound Bed Prep.2021 Format (Soon to be published in April 2024- WBP 2024 for resource limited settings)
 - Graduates of ECHO leg and foot cycles and IIWCC
 - For 100 + Toolkit recipients (Limb Preservation ECHO)
 - Patient Navigation for Home Care Districts (after Waterloo Wellington published Project) all districts would be eligible with appropriately trained staff.
 - Initial consult x1 hour – patient / family member in the home with NSWOC at home care on CHRIS and consultant (Dr. Sibbald or WoundPedia Team member – our team collectively has 200 years + of wound care experience) and follow up.
 - Patient navigation publication home care clients since 2012 on:
Sept 2022: 48 consults: 29% healed, 66% smaller, over 70% less supply use, decreased nursing visits, improved infection management and decreased pain.

Lowé J, Sibbald RG, Taha NY, Lebovic G, Martin C, Bhoj I, Kirton R, Ostrow B; Guyana Diabetes and Foot Care Project Team. The Guyana Diabetes and Foot Care Project: a complex quality improvement intervention to decrease diabetes-related major lower extremity amputations and improve diabetes care in a lower-middle-income country. *PLoS Med.* 2015 Apr 21;12(4):e1001814. doi: 10.1371/journal.pmed.1001814. PMID: 25898312; PMCID: PMC4405371.

Steffel J, Eikelboom JW, Anand SS, Shestakovska O, Yusuf S, Fox KAA. The COMPASS Trial: Net Clinical Benefit of Low-Dose Rivaroxaban Plus Aspirin as Compared With Aspirin in Patients With Chronic Vascular Disease. *Circulation.* 2020 Jul 7;142(1):40-48. doi: 10.1161/CIRCULATIONAHA.120.046048. Epub 2020 May 21. Erratum in: *Circulation.* 2020 Jul 7;142(1):e23. PMID: 32436455.

Woo KY, Sibbald RG. A cross-sectional validation study of using NERDS and STONEES to assess bacterial burden. *Ostomy Wound Manage.* 2009 Aug 1;55(8):40-8. PMID: 19717855.

Project Ontario ECHO Skin and Wound
Virtual Wound Care & training for Regional Complex Wound Care Teams

Background:

Project ECHO Ontario Skin and Wound is designed to train wound care teams (doctors, nurses, allied health) across the province of Ontario. We have a special target population of Indigenous, North, isolated and remote communities. Each ECHO cycle is 8 weeks with Cycle 1 (Leg & Foot Ulcers) and Cycle 2 (Pressure Injuries & Miscellaneous wounds).

Our official partners in Project ECHO are Nurses Specialized in Wound, Ostomy and Continence Canada (NSWOCC) and Queen's University (Health Sciences Professional Development and Educational Scholarship). To improve patient outcomes, Diabetes Action Canada will become a proposed partner to measure educational outcomes and create databases.

Our ECHO faculty includes:

WoundPedia (193 years of combined wound care experience):

- Professor Gary Sibbald, MD, M.Ed., D.SC (Hon), FRCPC (Med)(Derm):
ECHO Skin & Wound Project Lead, IIWCC Director
- Reneeka Jaimangal, MD, MScCH, IIWCC: Project Manager for ECHO Skin & Wound
- Laurie Goodman, RN, MHSn: Clinical Coordinator IIWCC and ECHO Skin & Wound
- Pat Coutts, RN, IIWCC: Nursing Consultant
- Sunita Coelho, RN: Nursing Consultant
- Xiu Zhao, MD, CCFP (COE): Primary Care Physician
- Laura Lee Kozody, B.Sc., DCh: Chiropodist
- Andrew Mohan, BJourn: Multimedia Coordinator
- Linda Dorrington: Administrative Assistant

NSWOCC:

- Cathy Harley, RN, CEO of NSWOCC
- Kim LeBlanc, RN, PhD, Academic Chair
- Erin Rajhathy, RN, Core Program Lead for Community Engagement

Queen's University:

- Karen Smith, MD, Psychiatrist, Rehab Specialist
- Jolene Heil, RN, NSWOCC, Nursing Consultant
- Nancy Dalgarno, PhD, Director of Education Scholarship
- Eleftherios Soleas, PhD, Director of Continuing Professional Development
- Richard van Wylick, MD, FRCPC, Vice-Dean of Health Sciences Education

Adjunct Faculty:

- Patrick Rainville, Chiropodist
- Jeremy Caul, MCISc-WH, NSWOCC, Nurse Advisor for First Nations and Inuit Home and Community Care (Ontario Region)
- Dale Kalina, MD, MBA, FRCPC(ID)

Diabetes Action Canada:

- Catharine Whiteside, MD, PhD, FRCP(C), FCAHS
- Valeria Rac, MD, PhD

Project ECHO Ontario Skin and Wound is designed to train wound care teams (doctors, nurses, allied health) across the province of Ontario. We have a special target population of Indigenous, North, isolated and remote communities. Each ECHO cycle is 8 weeks with Cycle 1 (Leg and Foot Ulcers) and Cycle 2 (Pressure Injuries and Miscellaneous wounds).

Our official partners in Project ECHO are Nurses Specialized in Wound, Ostomy and Continence Canada (NSWOCC) and Queen's University (Health Sciences Professional Development and Educational Scholarship). We are also collaborating with Sault College (microcredentials in skin and wound care, nursing curriculum and e-textbook). To improve patient outcomes, Diabetes Action Canada will become a proposed partner to measure educational outcomes and create databases.

Project ECHO Ontario Skin and Wound has had two funding cycles (2018-2021 and 2021-2024) and its renewal is scheduled for April 1, 2024. Our application is due at the Ministry of Health on November 30.

We are requesting two support letters for the following:

1. To continue ECHO Ontario Skin and Wound with evergreen funding (continuous funding guaranteed with annual budget negotiation), alongside additional support for educational outcomes and a collaboration with Diabetes Action Canada
2. To create a virtual identified patient consultation service utilizing Wound Bed Prep 2021 for patient navigation and clinician support for previous ECHO participants and to bring advanced wound care expertise to clinicians in Northern Ontario

We will be circulating 100 toolkits across Ontario with special target populations in the North (North-West and North-East) and Hamilton-Niagara Haldimand Brant (HNHB). These tool kits include 8MHz Dopplers and infrared thermometers, along with simple plantar pressure redistribution devices for application in the home care and community settings.

Our current ECHO Ontario Skin and Wound Care Cycle theme is leg and foot ulcers with a focus on limb preservation. The first 6 out of 8 sessions have had attendance rates of 173-200 participants from all 14 health districts in Ontario. Our target audiences have enhanced attendance (31 North-West, 21 in North-East, 71 in HNHB). **A new ECHO Cycle 1 (leg & foot limb preservation) will begin on January 10, 2024 (contact Linda Dorrington at linda@woundpedia.com).**

The Skills sessions are virtual and designed for use of the toolkit in the home care community setting. These are 1-hour long and added as a separate 3rd hour after our traditional 2-hour program. We have had an attendance of 133-150 healthcare professionals in these sessions with outstanding evaluations. There are educational follow-up assignments to facilitate practice of skills and improve community capacity.

Our funding will also include a request for collaboration with Diabetes Action Canada to collect data on educational and health care patient outcomes. This initiative will facilitate equal access to wound care specialist teams across Ontario for patients to receive quality care.

In addition to the de-identified patients in ECHO that moves knowledge and not patients, we need support for the newly trained professional teams. A virtual consult service that includes either patient navigation principles or direct clinician evidence-informed care planning will reinforce the education and set the stage to improve system and patient outcomes.

Please see supporting material in the attachments below.

One paragraph for email message

Project ECHO Ontario Skin and Wound is designed to train wound care teams (doctors, nurses, allied health) across the province of Ontario. We have a special target population of Indigenous, North, isolated and remote communities. Each ECHO cycle is 8 weeks with Cycle 1 (Leg and Foot Ulcers) and Cycle 2 (Pressure Injuries and Miscellaneous wounds). Our current ECHO Ontario Skin and Wound Care Cycle theme is leg and foot ulcers with a focus on limb preservation. The first 6 out of 8 sessions have had attendance rates of 173-200 participants from all 14 health districts in Ontario. Our target audiences have enhanced attendance (31 North-West, 21 in North-East, 71 in HNHB). **A new ECHO Cycle 1 (leg & foot limb preservation) will begin on January 10, 2024 (contact Linda Dorrington at linda@woundpedia.com).**



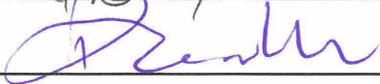
MUNICIPALITY OF SHUNIAH

COUNCIL RESOLUTION

Resolution No.: 399-23

Date: Nov 14, 2023

Moved By: 

Seconded By: 

WHEREAS excessive noise resulting from the operation of moving vehicles falls under the jurisdiction of the Highway Traffic Act, R.S.O. 1990, c. H.8. ("Highway Traffic Act") which is enforced by provincially appointed officers;

AND WHEREAS municipalities, including the Municipality of Shuniah, have received complaints from residents regarding noises associated with the use of engine retarder brakes on heavy vehicles;

AND WHEREAS the Ministry of Transportation recommends the use of engine braking in certain circumstances, such as the downgrade located on Spruce River Road to avoid overheating brakes, and as a form of backup brake if brakes fail;

AND WHEREAS a higher engine noise is typically emitted for a short period of time (e.g., ten (10) to thirty (30) seconds), depending on the vehicle's speed and vehicles may make a loud "chattering" or "jackhammer" exhaust noise when this braking system is engaged;

AND WHEREAS this noise can be amplified if the vehicle has no muffler or an improper muffling system;

AND WHEREAS noise emissions from commercial vehicles form part of the Ministry of Transportation's inspection process;

AND WHEREAS installation of "courtesy" signs that request the drivers to limit the use of loud compression style brakes are difficult to enforce and there is evidence of these types of signs not being beneficial;

BE IT RESOLVED THAT the Province of Ontario be requested to enhance enforcement for deficient muffler systems to address concerns around excessive and unnecessary noise from engine brakes.

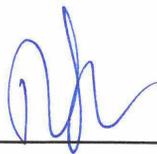
FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Transportation Prabmeet Sarkaria, MPP Kevin Holland, MP Marcus Powlowski, MPP Lise Vaugeois, and MP Patty Hajdu.

Carried

Defeated

Amended

Deferred


Signature



1 Halton Hills Drive, Halton Hills, L7G 5G2
905-873-2600 | 1-877-712-2205
haltonhills.ca

November 23, 2023

The Right Honourable Justin Trudeau, Prime Minister of Canada
Via Email

Re: Support for Town of Grimsby resolution on Guaranteed Livable Income

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, November 20, 2023, adopted Resolution No. 2023-0222 regarding Support for Town of Grimsby resolution on Guaranteed Livable Income.

Attached for your information is a copy of Resolution No. 2023-0222.

Respectfully,

A handwritten signature in blue ink, appearing to read 'M Lawr'.

Melissa Lawr, AMP
Deputy Clerk – Legislation

cc. Hon. Doug Ford, Premier of Ontario
Hon. Michael Parsa, Minister of Children, Community and Social Services
Hon. Michael Chong, MP – Wellington – Halton Hills
Hon. Ted Arnott, MPP – Wellington – Halton Hills
Association of Municipalities of Ontario (AMO)
Halton Region
All Ontario Municipalities



TOWN OF
HALTON HILLS

THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2023-0222

Title: Support for Town of Grimsby resolution on Guaranteed Livable Income

Date: November 20, 2023

Moved by: Councillor A. Hilson

Seconded by: Councillor C. Garneau

Item No. 13.1

WHEREAS the Canadian livable wage for the Greater Toronto Area for 2023 was determined to be \$25.05. This was \$16,511.25 above the annual income of a minimum wage employee;

AND WHEREAS Town of Halton Hills residents on programs such as Ontario Works receive targeted fixed monthly incomes of up to \$733, and ODSP recipients receive up to \$1308;

AND WHEREAS at the current Ontario minimum wage rate, a person working 37.5 hours per week will earn approximately \$2,679.03 monthly (before tax);

AND WHEREAS the median rent (MMR) for a one bedroom apartment in the Town of Halton Hills as of 2022 was \$1100.00 a month, and average market rent (AMR) for the same was \$1215.00;

AND WHEREAS rent is considered affordable when it is less than 30% of income. In the Town of Halton Hills, rent is approximately 150% of Ontario Works, 84% of Ontario Disability Support Services, 41% of minimum wage full-time (before tax), and 82% of minimum wage part time;

AND WHEREAS an annual 2.5% allowable rent increase can be combined with an additional 3% capital investment increase, raising the cost of rental housing another minimum of \$60.50 monthly;

AND WHEREAS the recent 2022 State of Housing Report from the Region of Halton determined that the Region of Halton has serious shortfalls in both affordable and attainable housing supply;

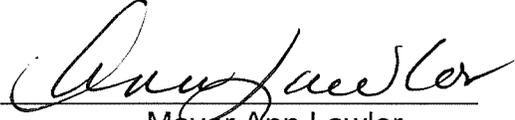
AND WHEREAS this resolution is in support of the September 5th resolution passed by the Town of Grimsby on Guaranteed Livable Income.

NOW THEREFORE BE IT RESOLVED that the Town of Halton Hills circulates correspondence to all Ontario municipalities encouraging them not only to collect data of their housing and poverty statistics, but also to examine their pending economic vulnerability as a result;

AND FURTHER THAT the Town of Halton Hills encourage these same municipalities to join the Town of Halton Hills in advocating on behalf of our communities with this data,

AND FURTHER THAT other levels of government continue to promote affordability and work to align government support programs, such as Ontario Works and ODSP, with the cost of living and average market rent (AMR), including looking into a Guaranteed Livable Income Program;

AND FURTHER THAT this Resolution be forwarded to the Region of Halton, the Association of Municipalities of Ontario (AMO), MPP Ted Arnott, MP Michael Chong, Minister of Children, Community and Social Services Michael Parsa, Premier Doug Ford and Prime Minister Justin Trudeau.


Mayor Ann Lawlor



COUNCIL RESOLUTION

Resolution No.: 440-23

Date: Nov 28, 2023

Moved By: 

Seconded By: 

THAT Council hereby receives the resolution from North Perth supporting Catherine Fife, Waterloo MPP - Request for support for Bill 21, Fixing Long Term Care Amendment Act (Till Death Do Us Part), 2022 and same be filed in the Clerk's Office;

AND THAT Council directs the clerk to forward a copy of this resolution to Premier Doug Ford, Minister of Long Term Care Stan Cho, MP Marcus Powlowski, MP Patty Hajdu, MPP Kevin Holland and MPP Lise Vaugeois, and all Ontario Municipalities.

Carried

Defeated

Amended

Deferred


Signature



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

October 26th, 2023

Minister of Long-Term Care
438 University Avenue, 8th Floor
Toronto, ON M5G 2K8

To Whom It May Concern,

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 16th, 2023 regarding a request for support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022 from Catherine Fife, Waterloo MPP.

Moved By: Lee Anne Andriessen **Seconded By:** Sarah Blazek

THAT: The Council of the Municipality of North Perth supports Consent Agenda Item 7.11 *Catherine Fife, Waterloo MPP – Request for Support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022.*

AND THAT: Staff be directed to forward the resolution to other provincial entities and other Council counterparts across Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,

Sarah Carter
Acting Clerk/Legislative Services Supervisor
Municipality of North Perth
330 Wallace Ave. N., Listowel ON N4W 1L3
519-292-2062
scarter@northperth.ca

Cc: Catherine Fife, Waterloo MPP
Perth Wellington MPP, Matthew Rae
All Ontario Municipalities



Catherine Fife

MPP Waterloo

Todd Kasenberg
Mayor of Municipality of North Perth

RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

September 25, 2023

Dear Mayor Kasenberg,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,

A handwritten signature in black ink that reads "Catherine Fife".

Catherine Fife, Waterloo MPP
Finance & Treasury Board Critic

Constituency Office
100 Regina St. S., Suite 220
Waterloo, ON N2J 4A8
Ph: 519-725-3477 | Fax: 519-725-3667
Email: cfife-co@ndp.on.ca

Queen's Park Office
Room 154, Main Legislative Bldg.
Queen's Park, Toronto ON M7A 1A5
Ph: 416-325-6913 | Fax: 416-325-6942
Email: cfife-qp@ndp.on.ca

BACKGROUND:

On November 15, 2022, the Till Death Do Us Part Act, passed second reading in the Ontario legislature after being [introduced for the third time in September 2022](#). The bill was then referred to the Ontario Legislature's Social Policy Committee. You can view highlights of the second reading debate here: <https://www.youtube.com/watch?v=mYRlgQgDe2k>

I have been pushing for the Standing Committee on Social Policy to schedule a time to begin the work of reviewing Bill 21 since November 2022. **Today marks 286 days since the Act passed second reading at the Legislative Assembly of Ontario.** Unfortunately, the Bill has yet to be called to committee.

Bill 21, which was formerly Bill 153 and 95, respectively, had passed second reading and was sent to the Justice Committee in December 2019, but was wiped off the order paper when Premier Ford prorogued the house in 2021. It was reintroduced early 2022 but did not have time to progress before the election.

Since I first introduced this Bill in 2019, the number of people who've reached out to my offices with heartbreaking stories of couples entering long-term care who are torn apart has skyrocketed. Simply put, Ontario seniors deserve dignity in care and should have the right to live with their partner as they age. Of note, Nova Scotia passed similar legislation, titled the [Life Partners in Long-Term Care Act](#) in 2021.

Following many meetings with stakeholders, it's clear that "care campuses" which offer different levels of care (independent, assisted living and long-term care) are the progressive model for investing in quality care for Ontario's aging population. Care campuses are an essential element to keeping couples together as they often age at different rates. This level of choice has been brought to my attention as especially important to rural and northern municipal leaders across Ontario. The care campus model for seniors housing that builds different levels of care has unique financial savings that will be critical as we grapple with a rapidly aging province.

We need the Bill to be called to the Standing Committee on Social Policy as soon as possible. We know that couples who are separated across Ontario cannot wait any longer for this legislative change to be made.

Here are the links to recent media coverage of the Till Death Do Us Part Act, which provide more specific insights into the lived experiences of older adults who are separated from their spouses:

- [CTV News Kitchener: Ontario seniors separated in long-term care pushing for the right to remain together](#)
- [CityNews Kitchener: Waterloo MPP appeals for seniors bill to be brought forward](#)
- [Waterloo Region Record: Cambridge senior calls for end to separating couples in long-term care](#)

Constituency Office
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Waterloo, ON N2J 4A8
Ph: 519-725-3477 | Fax: 519-725-3667
Email: cfife-co@ndp.on.ca

Queen's Park Office
Room 154, Main Legislative Bldg.
Queen's Park, Toronto ON M7A 1A5
Ph: 416-325-6913 | Fax: 416-325-6942
Email: cfife-qp@ndp.on.ca



**CORPORATION OF THE TOWNSHIP OF PRINCE
CLOSED SESSION AGENDA –COUNCIL MEETING DECEMBER 12TH 2023,
COMMUNITY HALL**

Agenda

Be it resolved that this Council move into the Closed Session to consider items concerning labour relations or employee negotiations, (*Municipal Act*, section 239 (2)).

1. (b) personal matters about an identifiable individual, including municipal or local board employees -

2. (d) labour relations or employee negotiations

Further be it resolved that should the said Closed Session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

1.0 Discussion Administrative Staff Composition

- a. Discussion RE: CAO Report; Municipal Advisor recommendations
- b. Direction from Council to proceed with recruitment.

2.0 Conclude closed session at ___ pm and return to open meeting to adjourn.



CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law 2023-35

Being a BY-LAW to confirm proceedings of the meeting of Council December 12th 2023.

WHEREAS Section 5(3) of the Municipal Act, R.S.O 2001 as amended requires a municipal council to exercise its power by bylaw except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw;

THE COUNCIL of THE CORPORATION of PRINCE HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting, **December 12th 2023**

1. In respect to each motion, resolution, and other action passed and taken by the Council at it's said meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.

2. **THAT** the Mayor and the proper officers of the Township are hereby authorized to and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed in open Council on this 12th day of December 2023.

Enzo Palumbo, Mayor

Steve Hemsworth, CAO Clerk

SEAL