



CORPORATION OF THE TOWNSHIP OF PRINCE

AGENDA

January 10, 2023

6:45 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86077050722?pwd=ZmdsdnBreG1talJOajUxdXhpSXBjdz09>

Meeting ID: 860 7705 0722

Passcode: 411318

1. Call to Order
2. Approve Agenda
3. Disclosure of Pecuniary Interest
4. Minutes of Previous Meetings
 - a) Minutes of Regular Meetings Nov 8, 2022.
 - b) Minutes of Special Meeting Dec 6, 2022.
5. Questions and information arising out of the minutes.
6. Petitions and/or delegations
 - a) Prince Township Council Chambers – Councillor Christenson
7. Staff Reports
 - a) November Treasurer Expenditure Report
 - b) November Treasurer Revenue Report
 - c) December Treasurer Expenditure Report
 - d) December Treasurer Revenue Report
 - e) Fire Report
8. Planning – None
9. By-Laws
 - a) Boards and Committee’s Bylaw 2023- 01
10. Notice and Notice of Motions
11. Correspondence



CORPORATION OF THE TOWNSHIP OF PRINCE

AGENDA

January 10, 2023

6:45 PM

- a) NDMNRF Municipal Forest Fire Management Update
- b) MMAH Letter from Minister Clark Update on Bill 3, Bill 23 Bill 39, Bill 109
- c) MPAC Municipal Levy update
- d) MNRF Letter Legislative Changes Conservations Authorities and participating Municipalities
- e) 2023 OCIF funding update
- f) MMAH Letter from Minister Clark – Building Inspectors, Modernizing Quarts, Building Code Compendium
- g) Friends of Prince Library CSJ Application Letter to Terry Sheehan MP
- h) Ministry of Environment letter re Blue Box from Minister Piccini

12. Minutes of Boards and Committees

- a) Rec Committee Minutes Dec 2022

13. New Business

- a) Duane Wenmann requests to use hall for karate classes
- b) City of SSM agreement to provide Building Inspection Services
- c) Ombudsman Letter re March 2022 closed meeting
- d) Pay Equity Review update request
- e) Information Only Proposals for Council Electronic Meetings software

14. Old Business

15. Closed Session

- a) Personal matters about an identifiable individual, including municipal employees [s. 239(2)(b)]

16. Confirmatory By-Law-

17. Adjournment



CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING
Minutes
November 8, 2022
Township Hall, 3042 Second Line West, Prince TWP
6:45 p.m

Present: Council: K. Lamming, E.Caputo, M. Matthews, E. Palumbo, I. Chambers

Staff: A.Nowlan, L, Bagg,

Public: M. Christensen, M.Mick, R. Christensen, R.Zaraja, J.Weir, G. Russell, M. Moore, T. Baxter, B. Holmes

Media: M. LaHay

1. Call to Order 6:45 p.m.

2. Approve Agenda

Resolution 2022-206

Moved by: Councillor E. Palumbo

Seconded by: Councillor M. Matthews

Be it resolved that this council hereby approves the November 8, 2022, agenda, and any addendum, as presented. (cd)

3. Disclosure of interest -None

4. Minutes of Previous meeting

a) Minutes of Regular Meeting on October 11, 2022 and Closed Meeting October 27, 2022.

Resolution 2022-207

Moved by: Councillor E. Palumbo

Seconded by: Councillor M. Matthews

Be it resolved that this Council hereby approves the minutes of the Regular meeting of October 11, 2022 And minutes of Closed meeting October 27, 2022 as presented. (cd)

5. Questions and information arising out of the minutes -none

6. Petition and delegations

a) BDO present 2021 Financial Statements

Resolution 2022-208

Moved by: Councillor E. Palumbo

Seconded by: Councillor M. Matthews

Be it resolved that this Council hereby approves the 2021 Financial Statements presented to Council by BDO as presented. (cd)

7. Staff Reports

a) Fire Chief report

Resolution 2022-209

Moved by: Councillor E. Palumbo

Seconded by: Councillor M. Matthews

Be it resolved that this Council hereby accepts the Fire Chief's report as presented. (cd)

b) Road Superintendent Report - none

c) Treasurer's Report – Revenue and Expenditure Reports from September 2022.

Resolution 2022-210

Moved by: Councillor E. Palumbo

Seconded by: Councillor M. Matthews

Be it resolved that this Council hereby accepts the Treasurer's Revenue and Expenditure Reports: October 2022 revenue report in the amount of **\$306400.63** and the October 2022 expenditure report in the amount of **\$248913.68**. (cd)

8. Planning - None

9. By-laws - None

10. Motions and notice of motions -none

11. Correspondence

a) SSMCA Proposed Budget and Levy for Municipal Consultation

Resolution 2022- 211

Moved by: Councillor M. Matthews

Seconded by: Councillor I. Chambers

Be it resolved that this Council hereby receives the SSMCA Proposed Budget and Levy for Municipal Consultation as information. (cd)

b) CEMC Letter of Resignation Information only – no discussion

Resolution 2022-212

Moved by: Councillor I. Chambers

Seconded by: Councillor M. Matthews

Be it resolved that this Council accepts the CEMC letter of Resignation as information. (cd)

c) DSSMSSAB Correspondance

Resolution 2022- 213

Moved by: Councillor M. Matthews

Seconded by: Councillor I. Chambers

Be it resolved that this Council accepts the DSSMSSAB letter with regards to their General Operating Grant as information. (cd).

d) Ontario Wildlife Damage Compensation Correspondance

Resolution 2022- 214

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this Council accepts the Ontario Wildlife Damage Compensation correspondence as information. (cd)

e) MMAH letter from Minister Steve Clark

Resolution 2022- 215

Moved by: Councillor M. Matthews

Seconded by: Councillor I. Chambers

Be it resolved that this Council accepts the Letter from MMAH Minister Steve Clark as information. (cd)

12. Minutes of Boards and Committees - none

13. New Business

a) Township of Perry – Resolution of Support Healthcare connect system – Canadian Armed Forces

Resolution 2022- 216

Moved by: Councillor E. Palumbo

Seconded by: Councillor I. Chambers

Be it resolved that this Council supports the Township of Perry Letter of Resolution of Support Healthcare Connect System – Canadian Armed Forces (def).

b) Huron Shores Request for Support Streamlining Government legislation for Physicians in Ontario

Resolution 2022- 217

Moved by: Councillor I. Chambers

Seconded by: Councillor M. Matthews

Be it resolved that this Council supports Huron Shores Request for Support Streamlining Governing Legislation for Physicians in Ontario. (cd)

c) East Ferris Letter for support RECE's – Child Care Workforce Shortage

Resolution 2022- 218

Moved by: Councillor M. Matthews

Seconded by: Councillor I. Chambers

Be it resolved that this Council supports East Ferris support for RECE's Child Care workforce shortage. (cd)

d) Renew Agreement between City Sault Ste. Marie and Prince Township re: Building Inspection Services

Resolution 2022- 219

Moved by: Councillor E. Palumbo

Seconded by: Councillor I. Chambers

Be it resolved that this Council approves the renewal Agreement between City of Sault Ste. Marie and Prince Township re: Building Inspection Services until Dec 31, 2026. (cd).

14. Old Business - None

15. Closed Session - None

16. Confirmatory By-law

Resolution 2022-220

Moved by: Councillor M. Matthews

Seconded by: Councillor I. Chambers

Be it resolved that this Council hereby adopts By-Law 2022-26, being a by-law to adopt, ratify, and confirm the action of Council for November 8, 2022. (cd)

17. **Adjournment**

Resolution 2022-221

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this Council hereby adjourns at 7:22 p.m. until December 13, 2022, or the call of the chair. (cd)

Mayor, E. Palumbo

Clerk, A. Nowlan



**CORPORATION OF THE TOWNSHIP OF PRINCE
SPECIAL MEETING
Minutes
December 6, 2022
Township Hall, 3042 Second Line West, Prince TWP
6p.m**

**Present: Council: E. Plaumbo, E. Caputo, M. Mick, J. Weir Regrets: M. Christenson
Staff: A. Nowlan,
Public: None
Media: M. LaHay**

1. Call to Order 6 p.m.

2. Approve Agenda

Resolution 2022-222

Moved by: Councillor M. Mick

Seconded by: Councillor J. Weir

Be it resolved that this council hereby approves the December 6, 2022, agenda, and any addendum, as presented. (cd)

3. Disclosure of interest -None

4. Minutes of Previous meeting – None

5. Questions and information arising out of the minutes -None

6. Petition and delegations - None

7. Staff Reports - None

8. Planning - None

9. By-laws - None

10. Motions and notice of motions -None

11. Correspondence - None

12. Minutes of Boards and Committees - none

13. New Business

- a) New Council Training Options
 - 1) MMAH Laird Town Hall 3 Hours

Resolution 2022- 223

Moved by: Councillor M. Mick

Seconded by: Councillor J. Weir

Be it resolved that this Council approves the Ministry of Municipal Affairs and Housing Training at the Laird Town Hall in January for Council and Municipal Administrator (cd).

- 2) Summit New Council Media Training 3 hours

Resolution 2022- 224

Moved by: Councillor J. Weir

Seconded by: Councillor E. Caputo

Be it resolved that this Council approves the Summit New Council Media training for Council and Municipal Administrator. (cd)

- 3) AMCTO ½ Session Council relations

Resolution 2022- 225

Moved by: Councillor J. Weir

Seconded by: Councillor E. Caputo

Be it resolved that this Council approves the AMCTO ½ session during the day for Council and Municipal Administrator. (def)

- 4) MPAC Training

Resolution 2022- 226

Moved by: Councillor M. Mick

Seconded by: Councillor J. Weir

Be it resolved that this Council approves the MPAC Training session for Council and Municipal Administrator (cd).

5) Wishart E4M Training over 3 Years

Resolution 2022- 227

Moved by: Councillor J. Weir

Seconded by: Councillor E. Caputo

Be it resolved that this Council approves the Wishart E4M Training Program over 3 years. (def)

6) Council Training Provided by Sault Ste. Marie City Clerk R. Tyczinski

Resolution 2022- 228

Moved by: Councillor M. Mick

Seconded by: Councillor J.Weir

Be it resolved that this Council approves Council Training provided by SSM City Clerk R. Tyczinski. (cd).

b) Outdoor Rink Volunteers Meeting December 12 , 2022

Resolution 2022- 229

Moved by: Councillor J.Weir

Seconded by: Councillor E.Caputo

Be it resolved that this Council approves of volunteers to run the Township rink this winter.(cd)

c) Request to Hire for CEMC

Resolution 2022- 230

Moved by: Councillor M. Mick

Seconded by: Councillor E.Caputo

Be it resolved that this Council approves of hiring a new Community Emergency Management Coordinator. (cd).

Resolution 2022- 231

Moved by: Councillor E.Caputo

Seconded by: Councillor J.Weir

Be it resolved that this Council approves to purchase for outgoing CEMC Bruce Gregoire a gift certificate for \$200.00 to thank him for his service to the Community. (cd).

d) 2023 ROMA Conference in Toronto, Mayor Palumbo Request to Attend.

Resolution 2022- 232

Moved by: Councillor M. Mick

Seconded by: Councillor E.Caputo

Be it resolved that this Council approves of Mayor Palumbo attending the ROMA Conference in Toronto and approving costs associated with attendance. (cd)

e) Name Members to Various Committees and Deputy Mayor

Resolution 2022- 233

Moved by: Councillor M. Mick

Seconded by: Councillor J.Weir

Be it resolved that this Council approves By-Law 2022 -27, being a By-Law to appoint members to Committees, Boards, Agencies and to Appoint a Deputy Mayor for 2023. (cd).

f) Treasurer to obtain NCU Credit Card to Conduct Township Business \$20k limit (same as last card).

Resolution 2022- 234

Moved by: Councillor E.Caputo

Seconded by: Councillor M.Mick

Be it resolved that this Council approves of Prince Township Treasurer to obtain a Credit Card from Northern Credit Union to conduct Township Business with a \$20,000 limit (to replace closed card of same limit). (cd).

g) DSSAB Agreement Amendment CWELCC Funding

Resolution 2022- 235

Moved by: Councillor E.Caputo

Seconded by: Councillor J.Weir

Be it resolved that this Council approves of DSSAB Agreement amendment on CWELCC funding. (cd)

h) Add Councillor Eugene Caputo as Signor to Prince Township and Parent Child Resource accounts

Resolution 2022- 236

Moved by: Councillor M.Mick

Seconded by: Councillor J.Weir

Be it resolved that this Council approves of adding signing authority to all Prince Township and Parent Child Resource accounts to Councillor Eugene Caputo. (cd).

i) Township Complaint Process Review

Resolution 2022- 237

Moved by: Councillor E.Caputo

Seconded by: Councillor M.Mick

Be it resolved that this Council agrees to use Registered Complaint Form as presented. (cd).

14. Old Business - None

15. Closed Session

- a) Personal Matters about an Identifiable Individual s. 239(2)(b)
Contract Discussion
- b) Personal Matters About an Identifiable Individual s.239(2)(b)
Recreation Committee
- c) Personal Matters About an Identifiable Individual s.239(2)(b)
Hiring
- d) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality s. 239(2)(e)
Marshall Drive

Resolution 2022-238

Moved by: Councillor M.Mick

Seconded by: Councillor E. Caputo

Be it resolved that this Council hereby agrees to move into Closed Session @ 7:25pm. (cd)

Resolution 2022-239

Moved by: Councillor M.Mick

Seconded by: Councillor J.Weir

Be it resolved that this Council hereby agrees to move out of Closed Session @ 8:50pm. (cd)

Resolution 2022-240

Moved by: Councillor M.Mick

Seconded by: Councillor E. Caputo

Be it resolved that this Council hereby agrees to extend and re-engage Peggy Greco's contract to be prepared by E4M. To continue training the Municipal Administrator and work through the backlog of administrative duties. (cd)

16. Confirmatory By-law - None

17. Adjournment

Resolution 2022-241

Moved by: Councillor M.Mick

Seconded by: Councillor J. Weir

Be it resolved that this Council hereby adjourns at 8:53pm p.m. until December 13, 2022, or the call of the chair. (cd)

Mayor, E. Palumbo

Clerk, A. Nowlan

Agenda item 7 Treasurer Expenditure report Nov 2022

CheckNumber CheckID	Date	VName	CheckRegister Amount
chq 14024-14041	Nov payroll		\$14,189.01
10294	2022-11-02	Receiver General	\$5,165.39
10295	2022-11-02	Orkin Canada Corporation	\$67.01
10296	2022-11-02	Steve Hemsworth	\$1,055.42
10297	2022-11-02	Hannah Horner	\$221.75
10298	2022-11-07	Archibald Bros.	\$1,627.20
10299	2022-11-07	Lyons TIM-BR Mart	\$41.14
10300	2022-11-07	Spectrum Group	\$367.25
10301	2022-11-07	WirelessCom Ca Inc.	\$496.58
10302	2022-11-07	Airways General Store	\$100.02
10303	2022-11-07	Lorraine Mousseau	\$57.39
10304	2022-11-07	UAP INC.	\$46.83
10305	2022-11-07	GFL Environmental Inc.	\$6,789.04
10306	2022-11-07	Collabria Visa	\$1,427.95
10307	2022-11-07	TIFFANY BAXTER	\$18.07
10308	2022-11-07	Hannah Horner	\$110.91
10309	2022-11-10	Ken Lamming	\$200.00
10310	2022-11-10	Eugene Caputo	\$100.00
10311	2022-11-10	Enzo Palumbo	\$200.00
10312	2022-11-10	Jane Weir	\$100.00
10313	2022-11-10	Michael Matthews	\$100.00
10314	2022-11-10	MARGARET CHRISTENSON	\$100.00
10315	2022-11-10	MELANIE MICK	\$100.00
10316	2022-11-17	Public Utilities Corporation	\$787.00
10317	2022-11-17	WirelessCom Ca Inc.	\$181.37
10318	2022-11-17	Petty Cash- LeeAnn Bagg	\$121.20
10319	2022-11-17	Reliance Home Comfort	\$63.00
10320	2022-11-17	Steve Rouble	\$150.00

Agenda item 7 Treasurer Expenditure report Nov 2022

10321	2022-11-17	Frankie's Automotive & Body Shop	\$279.60
10322	2022-11-17	Ketchum Manufacturing Inc.	\$178.01
10323	2022-11-17	City of Sault Ste. Marie	\$7,142.92
10324	2022-11-17	Nor-Therm Refrigeration Ltd.	\$750.77
10325	2022-11-17	Orkin Canada Corporation	\$63.45
10326	2022-11-17	Krown Rust Control & Lube Centre	\$327.70
10327	2022-11-17	Xerox Canada Inc.	\$53.77
10328	2022-11-17	ENBRIDGE GAS INC.	\$51.63
10329	2022-11-17	DE LAGE LANDEN FINANCIAL SERVICES CANADA INC.	\$532.70
10330	2022-11-17	Andrew Nowlan	\$90.00
10331	2022-11-17	Adam Paci	\$110.91
10332	2022-11-17	Tyler Sehovic	\$146.50
10333	2022-11-17	Mario Taranto	\$272.25
10334	2022-11-17	Alex Morin	\$122.75
10335	2022-11-17	Paul MacPherson	\$20.00
10336	2022-11-17	Stacey Eddy	\$225.00
10337	2022-11-17	Donna MacDonald	\$250.00
10338	2022-11-23	City of Sault Ste Marie	\$17,457.44
10339	2022-11-23	Spectrum Group	\$389.86
10340	2022-11-23	Lorraine Mousseau	\$15.47
10341	2022-11-23	Commercial Heating	\$870.10
10342	2022-11-23	Municipal Finance Officers' Association	\$310.75
10343	2022-11-23	Johnson Township	\$25.00
10344	2022-11-23	SPI Health and Safety Inc.	\$96.05
10345	2022-11-23	Fire Marshal's Public Fire Safety Council	\$167.31
10346	2022-11-23	Steve Hemsworth	\$319.03
10347	2022-11-23	ADAPTIVE SECURITY TRAINING	\$1,469.00
10348	2022-11-23	Samantha Pigeau	\$179.43

Agenda item 7 Treasurer Expenditure report Nov 2022

10349	2022-11-24	Receiver General	\$4,852.84
10350	2022-11-24	Huron Superior Catholic School Board	\$18,159.69
10351	2022-11-24	LeCounsel Scolaire de District Catholique	\$1,660.37
10352	2022-11-24	Conseil Scolaire de District du Grand Nord	\$1,119.68
10353	2022-11-24	Algoma District School Board	\$66,836.47
10354	2022-11-28	Bell Canada	\$142.91
10355	2022-11-28	Pioneer Construction Inc.	\$160.41
10356	2022-11-28	Equipment World	\$144.64
10357	2022-11-28	Topline Electric Limited	\$198.03
10358	2022-11-28	Xerox Canada Inc.	\$36.80
10359	2022-11-28	Borealis Planning Services (Use Stephen Turco)	\$0.00
10360	2022-11-28	ENBRIDGE GAS INC.	\$679.64
10361	2022-11-28	Andrew Nowlan	\$271.20
			\$160,163.61

Agenda item 7c)

November 2022 Prince Township Revenue Report	
Recreation Revenue	966
Tax Certificate	50
Perpetual Care	480
Parent/Child Revenue (Omers) October	4014.72
Trans Canada Trail Funding	900
Opening & Closing	496
Fire Donations and Miscellaneous	100
Address Sign	30
CCBF Gas Tax	32032.30
Hall Rental	89
Service Charge	45
Sub-total	39203.02
Property Tax	92721.71
	131924.73

Agenda item 7c Dec 2022 Prince Township Expenditure report

CheckNumbereCh eckID	Date	VName	CheckRegisterAmo unt
chqs 14042-14078	DEC	payroll / Honorariums	32387.5
10362	2022-12-02	Public Utilities Corporation	\$37.46
10363	2022-12-02	Spectrum Group	\$367.25
10364	2022-12-02	WirelessCom Ca Inc.	\$471.27
10365	2022-12-02	Township of St Joseph	\$1,000.00
10366	2022-12-02	TIFFANY BAXTER	\$755.07
10367	2022-12-02	Andrew Nowlan	\$17.43
10369	2022-12-06	Algoma Public Health	\$10,158.50
10370	2022-12-06	Stone's Office Supply Inc.	\$153.28
10371	2022-12-06	GFL Environmental Inc.	\$8,642.24
10372	2022-12-06	Steve Hemsworth	\$340.99
10373	2022-12-08	Orkin Canada Corporation	\$153.85
10374	2022-12-08	Bobbi-Jo Holmes	\$566.79
10375	2022-12-08	TIFFANY BAXTER	\$35.31
10376	2022-12-08	Paul MacPherson	\$40.00
10377	2022-12-08	Adam Lyons	\$240.00
10378	2022-12-09	Public Utilities Corporation	\$1,339.11
10379	2022-12-09	Stephen Turco, RPP	\$800.00
10380	2022-12-09	Andrew Nowlan	\$1,458.18
10381	2022-12-12	Christmas Cheer	\$302.10
10382	2022-12-15	Archibald Bros.	\$830.55
10383	2022-12-15	Public Utilities Corporation	\$695.49
10384	2022-12-15	Lorraine Mousseau	\$123.02
10385	2022-12-15	Andrew Nowlan	\$262.00
10386	2022-12-15	Bernardi Human Resource Laws LLP	\$5,338.12
10387	2022-12-21	Petty Cash- LeeAnn Bagg	\$28.75
10388	2022-12-21	City of Sault Ste. Marie	\$17,457.44
10389	2022-12-21	ENBRIDGE GAS INC.	\$781.60

Agenda item 7c Dec 2022 Prince Township Expenditure report

10390	2022-12-21	GERALD MARSHALL	\$208.00
10391	2022-12-21	HUCKSON'S WATER DEPOT	\$311.74
10392	2022-12-21	Andrew Nowlan	\$13.51
10393	2022-12-21	Made by Shirley	\$260.00
10394	2022-12-21	Dawn Allard	\$520.00
10395	2022-12-23	Scotia Bank	\$1,833.72
10396	2022-12-23	Orkin Canada Corporation	\$153.85
10397	2022-12-23	Xerox Canada Inc.	\$31.62
Northern Credit Union	2022-12-02	Northern Credit Union	\$15.00
			\$88,130.74

Agenda item 7 d

December 2022 Prince Township Revenue Report	
Recreation Revenue	1267.50
Tax Certificate	50
Perpetual Care	200
Parent/Child Revenue (Omers)	4468.06
Parent Child Revenue Rent	4595.00
Q3 Stewardship Ontario	5615.39
Opening & Closing	26
Dog tags	37.5
Donation	100
Fire Permits	20
Overpayment on training Pryor learning	15.92
Hall Rental	168
Sub-total	16563.37
Property Tax	31154.33
	47717.70



COUNCIL REPORT

Date: January 10, 2022	Date Presented: January 18, 2022
Prepared By: Steve Hemsworth	Rank: Fire Chief

Fire Department Budget Highlights 2023

New Apparatus and Equipment - \$12000.00

- New hose and appliances for new truck \$7000.00
- New boots and gloves to replace expired and damaged gear \$2000.00
- One new set of turnout gear to replace gear expiring this year as per NFPA 1971 and Ontario OHSA- \$3000.00.

Fire Licenses and Permits - \$7500.00

This includes \$3968.64 for use of Spectrum's Prince Lake Radio Tower, \$1289.66 for Edispatches firefighter notification application and \$456.84 to the Receiver General of Canada for radio authorization renewal (all 2022 numbers). The remainder of the \$7000.00 budgeted is for DZ drivers license renewal testing and physical exams.

Training - \$6800.00

In June of last year the province initiated mandatory minimum training for the fire service. We still have three firefighters that will require NFPA 1001 Firefighter 1, Firefighter 2 and NFPA 1071 Hazmat Operations. Also includes annual Health Care Provider re-certification for all firefighters and first response personnel.

Fire Station - \$9200.00

This includes electricity, natural gas, hydro, pest control, cleaning supplies and building maintenance and repair. Includes \$1175.00 paid to CACC for fire dispatch services. Starting in 2023 the Township Office will be charging the Township Fire Department \$1200.00 per year for internet services which has been added to the budget.

Painting - \$8000.00

Not included in the fire department budget. With the installation of the new heating system, some drywall had to be removed within the hall in 2021. It was repaired and primed but the entire interior of the hall needs to have further drywall repair and painting. By itself painting not eligible for infrastructure funding.

Floor Sealing - \$15000.00

The entire building is built on concrete slab. The floors in the fire hall, both within the bay and the classroom / office area are concrete and are deteriorating. The bay floor has large cracks that need to be repaired and sealed to prevent further damage. The tile in the office and classroom area are peeling and creating a health and safety concern. As such a tender was requested to repair, seal and epoxy the bay floor and remove the old flooring in the classroom / office area, repair the concrete, seal and epoxy the floor.

Both the painting and floor sealing is eligible for funding under the Canada Community Building Fund.

Community Risk Assessment

Under O/Reg 378/18 the township must complete a Community Risk Assessment by July 1, 2024. I have no idea how much it would cost to have one completed however I have budgeted \$10,000.00 to have this done.







**The Corporation of the Township of Prince
By-Law 2023-01**

**A By-Law to Name Members
and Council to Various
Committees and as Acting Mayor**

WHEREAS the Council of the Township of Prince has established various committees and is also subject to participation on Committees, Boards and Agencies external to its own operations; and

WHEREAS it is desirable to name Council Members to these Committees! Boards and Agencies; and

WHEREAS during the absence of the Mayor it is desirable to name a Deputy Mayor to attend to the duties and responsibilities of the Mayor:

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE
ENACTS AS FOLLOWS:**

- 1) That Township of Prince will be represented on the following Committees, Boards and Agencies by the member(s) of Council or its representative as so named;

a. Algoma District Municipal Association

- Mayor E. Palumbo
- Councillor E. Caputo

b. District of S. S. M. Social Services Administration Board

- Mayor E. Palumbo

c. S. S. M. Region Conservation Authority

- Councillor E. Palumbo

d. Human Resources Committee

- Mayor E. Palumbo
- Councillor E. Captuo
- Councillor M. Christenson
- Deputy -Clerk L. Mousseau

e. CEMC Officer

- TBD
- Councillor M.Mick Alternate

f. Parent/Child Resource Centre

- Councillor J. Weir

g. Recreation Committee

- | | | |
|-----------------------------|-------------------|-------------------|
| - Councillor M. Christenson | Bruce Gregoire | - Melissa Parniak |
| - Jane Weir | - Bobbi-Jo Holmes | - Sarah Bonin |
| - Marcie Nowlan | - Mark Carnston | - Nick Lesyshen |
| - Jessica Carnston | - Hayley Howe | - Ava Engel |
| - Frank DeMarco | - Liz Ubaldi | - Steff Ubaldi |
| - Tiffany Baxter | - Sean O'Dell | - Trisha Walls |
| - Adam Lyons | - Mary Moore | - Gayle Russell |
| - Autumn McLean | -Vernon Lucas | |

By-Law 2023-01 (continued)

h. Library Board

- | | | |
|-------------------------|-----------------|-----------------|
| - Councillor Jane Weir | - Rita Wagner | - Sandy Fulcher |
| - Brittany-Anne Agliani | - Hal McGonigal | - Bev Couch |
| - Liz Lamming | - Vicky Taylor | |
| Michael Matthews | Helen Mackay | |

i. Heritage Committee/Museum Board

- | | | |
|---------------------------|------------------|--------------------|
| - Councillor Melanie Mick | - Diane Marshall | - Gayle Russell |
| - Margaret Christenson | - Michael Reed | - Michael Landmark |
| Lindsay Ackland | | |

j. Prince Township Fire Department - Liaison

- Councillor Eugene Caputo

k. Township of Prince Volunteer Fire Department

- | | | |
|--------------------------|--------------------------------|-------------------------|
| - Steve Hemsworth: Chief | - Jim Boissineau: Deputy Chief | |
| - Nick Delavalle | - Rob Larkin | - Dani Buckner |
| - Rob Charette | - Hannah Horner | - Aaron Marshall-Savage |
| - Ann Marcon | - Chanel Fall | - Issac Belsito |
| - Jerry Marshall | - Ethan Johnson | - Mario Taranto |
| - John Marshall | - Noah Sartoretto | - Leslie Cassidy-Amadio |
| - Adam Paci | -Blake Mitchell | - Alex Morin |
| -Tyler Sehovic | - Phil Hoover | |

l. Prince Assisted Living Senior Services Committee

- | | |
|----------------------|------------------------|
| - Councillor M. Mick | |
| - Hal McGonigal | - Margaret Christenson |
| - Rhonda Matthews | - Anna Maria Wallenius |

- 2) That in the absence of the Mayor, Councillor Eugene Caputo will stand as the Deputy Mayor.
- 3) That no further remuneration will be applicable to the Councillor while carrying out the duties of the Acting Mayor other than that which is received in the position of Councillor, unless authorized by a resolution of Council.
- 4) That in the event changes to article 1, 2 or 3 are necessary during the term of Council they shall be completed by resolution of Council.

Read a first, second and third time and passed this 10th day of January, 2023

Mayor, E. Palumbo

Clerk, A. Nowlan

NDMNR
Aviation, Forest Fire and
Emergency Services

Chapleau Fire Management
Headquarters
PO Box 460
190 Cherry Street
Chapleau, ON P0M 1K0
Tel: 705-864-1710
Fax: 705-864-1376

DNMRNF
Services d'urgences, d'aviation et de
lutte contre les feux de forêt

Quartier général de la lutte
contre les incendies - Chapleau
PO Box 460
190 Chemin Cherry
Chapleau, ON P0M 1K0
Tel: 705-864-1710
Fax: 705-864-1376



January 4th, 2023

The Township of Prince
3042 Second Line West
Prince Township, ON
P6A 6K4

ATTENTION: Andrew Nowlan, CAO

Dear CAO Nowlan:

This is a reminder of the scheduled change to the Comprehensive Protection Charge (CPC) rate, in the Municipal Forest Fire Management Agreement that will be implemented in 2023. With the CPI increase of 4% the 2023 rate is \$1.48/ha. To aid you in your budgeting process I have attached an updated Appendix "A" from our agreement with the total amount listed at the bottom in bold.

As you will note, the Municipality owes the Crown for the Comprehensive Protection Charge for 2023 and as such the Crown will invoice your office on or after April 1st 2023. If any difficulties arise during this process please let us know.

Attached you will also find the Appendix "C" Municipal Fire Agreement Rates to/from Municipalities, which outlines the 2023 response rates. The Form 210 is also attached to this e-mail as a template in order to track costs when responding to wildfires if needed.

Should you have any questions, please call my office line at (705) 864-3126.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tony Gianni', with a long horizontal flourish extending to the right.

Tony Gianni
Fire Management Supervisor
Chapleau Fire Management Headquarters

Fire Information Report for Municipalities 2023
(This section completed by Municipality only)

Issued to _____ Date: _____
yyyy-mm-dd

Address _____

Fire Number _____ Municipal # _____ MNRF # _____

Fire Reported to Municipality Date: _____ Time: _____
yyyy-mm-dd hh:mm

Fire Reported to MNRF Date: _____ Time: _____
yyyy-mm-dd hh:mm

Zone _____ Basemap _____ Block _____ or

Lot _____ Concession _____ Surveyed Township _____

Initial Response Group _____ Fire Cause _____

Assistance Requested by _____ To _____

Fuel Type _____ MPA/CPA/Border Fire _____

Hectares Burned _____ Crown land _____ Private land _____

Source of ignition _____ Responsible Group _____

Fire Start: Date: _____ Time: _____
yyyy-mm-dd hh:mm

Initial Fire Size (ha): _____ Final Fire Size (ha): _____

Fire Out: Date: _____ Time: _____
yyyy-mm-dd hh:mm

Incident Commander _____ Phone Number _____

Municipal Fire Information Description Codes Page 4

Municipal Fire Agreement Cost Report Form 210

Part I

Fire Number	MNRF/Municipal	Start Date	Out Date
		yyyy-mm-dd	yyyy-mm-dd
Fire Cause		Municipality	
Zn-Basemap-Block or lot and conc		MPA/CPA or Border Fire	Final Size (ha)
<u>Enter Ha only if Border Fire</u>	CPA (Ha)		MPA (Ha)
Assistance Requested by		To	

A. Personnel / Apparatus

(i.) Flat Rate for Response/False Alarm <i>(min. amount paid out for a response)</i>	\$881.50			
(ii.) Half hour per number of apparatus <i>input max. number of units on fire at one time</i>		# apparatus units	x	\$257.87 =
Half hour on fire per units of 8 or less people <i>input max. number of units on fire at one time</i>		# personnel units	x	\$257.87 =
<i>People must be assigned to apparatus prior to forming personnel units (4staff/apparatus)</i>		Sub-total must be >\$881.50	Sub-total	
Reimbursement claimed (greater of i or ii)		Total		

B. Aircraft

Air fees only for time over fire. No helitak fee for delivery, pick up or servicing of fire crews

CL215 / 415	Dispatch Fee	\$2,762.83	x # of Aircraft		=	
	Flying Rate	\$5,525.65	x Total Hours		=	
Twin Otter	Dispatch Fee	\$1,516.73	x # of Aircraft		=	
	Flying Rate	\$3,033.45	x Total Hours		=	
Birddog	Flying Rate	\$2,662.68	x Total Hours		=	
Helicopters	# of Light		x Total Hours		=	
		ACIMS				
	# of Intermediate	\$1,442.65	x Total Hours		=	
	# of Medium	\$2,731.05	x Total Hours		=	
	# of Heavy		x Total Hours		=	
		ACIMS				
<i>See Appendix C in municipal agreement documents for detailed aircraft information or Refer to Guidelines for Fire Information and Costing in Municipalities</i>						Total Aircraft Costs

**C. Other Expenditures Approved in Suppression Plan (Appendix C descriptions)
(Attach description of expenses and invoices)**

Total Other Expenditures	
Municipalities process invoice using total of A,B and C	Grand Total (A+ B + C)
(For joint Fire Operations Enter MNRF + Municipal Costs Non-border fire only)	MNRF Municipal

Municipal Fire Information Descriptions**Fire Cause - use the following:**

LTG	Lightning	REC	Recreation
RES	Resident	MIS	Miscellaneous
RWY	Railway	IDF	Industrial Forest
IDO	Industrial Other	INC	Incendiary
UNK	Unknown		

Fuel Type at Point of Attack - use the following

GRA	Grass	SLA	Slash
SHW	Shrubs, Hardwood Bush	CON	Conifer
IKC	Insect Killed Conifer	MIX	Mixed Wood
HWD	Hardwood	BLO	Blowdown
PLA	Plantation	OTH	Other

Source of Ignition - use the following

LTG	Lightning	SMM	Smoking Materials
CAM	Campfire	GRA	Grass Burn
INC	Incinerator	RUB	Rubbish Burning
MAT	Matches	BRU	Brush Burn
GAR	Garbage Dump Burn	STR	Structural Fires
LOC	Locomotive	SFC	Sparks from Chimney
POW	Power Line Short	SAW	Powersaw
FIR	Fireworks	OME	Operating Mechanical Equipment
VEH	Vehicle Exhaust System	SPA	Spark from Burner
EQU	Equipment Fires	DLC	Dumped Live Coals or Ashes
MIS	Miscellaneous	UNK	Unknown
SPB	Slash Pile Burning		

Responsible Group - use the following

LTG	Lightning	CAM	Camper
HUN	Hunter	CAN	Canoeist
HIK	Hiker	BER	Berry Picker
CHI	Children	RER	Res Rural
REU	Resident Urban	COT	Private Cottager
TRA	Trapper	CAR	Car Passenger
MIE	Mining Industry Employee	CRO	Commercial Resort Owner
POE	Power Industry Employee	PRO	Prospector
ANG	Angler	RTC	RR Train Crew
MIS	Miscellaneous	UNK	Unknown

Appendix C

Municipal Fire Agreement Rates to / from Municipalities
Valid for 2023

	Assistance Under Agreement
<p>Comprehensive Protection Charges (CPC)</p> <p>The new CPC rate system started April 1, 2013</p> <p>CPI rates are capped to a maximum increase of 4%</p> <p>CPC Invoices must be sent in after April 1 for the current fire year</p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates increase Sept 2021 – Sept 2022 = 6.7% which is reduced to 4.0%</p> <p>2023 CPC fee = 1.48</p>
<p>Ground Suppression Services</p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> • Flat Rate/False Alarm • \$881.50 per fire or • \$257.87 per half hour (30 min) for each unit; • Personnel Unit = max. 8 staff plus suppression gear • Apparatus Unit = Fire service vehicle with <u>maximum</u> 4 staff, includes suppression gear. Must assign staff to vehicle first before forming personnel units. <p><u>Personnel must be affixed to an Apparatus Unit</u> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver, pickup or service crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p>Air tankers and Birddog</p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p>2023 Rates</p> <p>CL415 Dispatch Fee = \$2762.83 Hourly rate = \$5,525.65</p> <p>Twin Otter Dispatch Fee = \$1,516.73 Hourly rate = \$3,033.45</p> <p>Birddog Hourly rate = \$2,662.68</p>
<p>Helicopter</p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p>2023 Helicopters Rates</p> <p>Light \$As per invoice Intermediate \$1,442.65 per hour, Medium \$2,731.05 per hour, Heavy (calculated at time of hire) (flying calculated as "time over fire" only)</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p>Section C: Other Expenses Approved in the Suppression Plan</p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> • Heavy equipment • Base camp operations and infrastructure support, accommodations • Incident Command Trailers • Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus <p>Form 210 Part 2</p>

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2022-6136

December 22, 2022

Dear Head of Council:

Ontario's housing supply crisis is a problem which has been decades in the making. It will take both short-term strategies and long-term commitment from all levels of government, the private sector, and not-for-profits to drive change. Each entity will have to do their part to be part of the solution.

To help support this important priority, I am pleased to provide you with an update on recent legislative and regulatory changes our government has made to help get 1.5 million homes built over the next 10 years.

Bill 109, the *More Homes for Everyone Act, 2022*

Bill 109, the More Homes for Everyone Act, 2022, was introduced on March 30, 2022 and received Royal Assent on April 14, 2022.

As part of the government's More Homes for Everyone Plan, Schedule 5 of Bill 109 made changes to the Planning Act. Consequential changes were also made to the City of Toronto Act, 2006.

Most of the Planning Act changes are now in effect except for the zoning and site plan control fee refund provisions, which are due to come into force on January 1, 2023. However, I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement.

You can find more information about Bill 109 on the Environmental Registry of Ontario ([019-5284](#)), and the Ontario Legislative Assembly [website](#).

Bill 23, More Homes Built Faster, 2022

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022, and received Royal Assent on November 28, 2022.

To support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022–2023, Schedule 9 of Bill 23 made changes to the Planning Act. Schedule 1 of Bill 23 also made similar changes to the City of Toronto Act, 2006 related to site plan provisions. Schedule 3 of Bill 23 made changes to the Development Charges Act.

The planning-related and municipal development-related charges changes came into force on November 28, 2022, except for provisions related to removal of planning responsibilities from certain upper-tier municipalities, certain provisions related to parkland dedication, and exemptions from municipal development-related charges for affordable and attainable housing, which will come into force on a day in the future to be named by proclamation. Provisions related to Conservation Authorities will take effect January 1, 2023.

Bill 23 also made changes to legislation led by other ministries. Please see Appendix A for an overview of the effective dates of the Bill 23 changes by schedule.

You can find more information about Bill 23 on the Environmental Registry of Ontario ([019-6163](tel:019-6163)), and the Ontario Legislative Assembly [website](#).

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

Bill 3, the Strong Mayors, Building Homes Act, 2022, was introduced on August 10, 2022, and received Royal Assent on September 8, 2022. Bill 3 and associated regulations ([O. Reg. 529/22](#) and [O. Reg. 530/22](#)) came into force on November 23, 2022.

Bill 39, the Better Municipal Governance Act, 2022, was introduced on November 16, 2022, and received Royal Assent on December 8, 2022. Bill 39, amendments to associated regulations ([O. Reg. 581/22](#) and [O. Reg. 583/22](#)), and additional regulations to prescribe provincial priorities ([O. Reg. 580/22](#) and [O. Reg. 582/22](#)) came into force on December 20, 2022. Additional details can be found in Appendix B and on the Ontario Legislative Assembly's website ([Bill 3](#) and [Bill 39](#)).

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

Appendix A

Effective Dates for Bill 23, the More Homes Built Faster Act, 2022

Schedule	Effective Date
Schedule 1: City of Toronto Act, 2006	<p>All of the changes in Schedule 1 (City of Toronto Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the City of Toronto Act include amendments that give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 2: Conservation Authorities Act	<p>Changes in Schedule 2 (Conservation Authorities Act) came into force the day the bill received Royal Assent, except for:</p> <ul style="list-style-type: none"> • On January 1, sections related to streamlining disposition of lands for CAs comes into force which would allow CAs to sell or lease land without Minister’s approval provided they follow rules around public consultation and notifications. • Also on January 1, sections that enable the Minister’s ability to issue direction to freeze fees and ability to scope CA commenting on development applications and land use planning policies through regulation, would come into force but only have effect when the Minister issues direction on fees or if a regulation prescribing Act under which CA commenting roles is restricted is made. • Changes related to CA permitting (including removal of “conservation of land” and “pollution”, adding “unstable soil and bedrock”, regulation making powers to exempt development from a CA permit where it has been authorized under the Planning Act, etc.) take effect on a later date (upon proclamation) once a new regulation under Section 28 of the CA Act is in effect. MNRF continues to consult on that regulation through the Environmental Registry (#019-2927).
Schedule 3: Development Charges Act, 1997	<p>All of the changes in Schedule 3 (Development Charges Act) came into force on the day the bill received Royal Assent, with the exception of provisions relating to development charge exemptions for affordable and attainable housing units, which would take effect upon proclamation.</p>
Schedule 4: Municipal Act, 2001	<p>All of the changes in Schedule 4 (Municipal Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the Municipal Act give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 5: New Home Construction Licensing Act, 2017	<p>Many of the amendments in Schedule 5 (New Home Construction Licensing Act) came into force on the day the bill received Royal Assent.</p> <p>The amendments regarding the maximum fine that a court may impose for a subsequent conviction, as well as most of the amendments related</p>

Schedule	Effective Date
<p>Schedule 6: Ontario Heritage Act</p>	<p>to administrative penalties, will come into force on February 1, 2023.</p> <p>Most of the amendments to the Ontario Heritage Act (OHA) made through the bill will be proclaimed into force on January 1, 2023. These include:</p> <ul style="list-style-type: none"> • The new authorities under Part III.1 of the Act that relate to the Standards and Guidelines for Conservation of Provincial Heritage Properties. • Most of the changes to procedures related to municipal registers, including the process and requirements around inclusion of non-designated properties on the municipal registers. However, the requirement for municipalities to make their municipal registers available on a publicly accessible website will not come into force until July 1, 2023 to provide municipalities with time to ensure compliance. • Limiting the ability to issue a Notice of Intention to Designate a property subject to a prescribed event to only those properties included on a municipal register. • The authority to prescribe criteria for determining cultural heritage value or interest for the purposes of including non-designated properties on the municipal register and designating a Heritage Conservation District (HCD). • The authority to set out processes to amend and repeal HCD bylaw in regulation. Note, the Ministry of Citizenship and Multiculturalism will consult on the development of these processes to be set out in regulation in 2023. <p>Regulatory amendments to O.Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest will also come into force on January 1, 2023. These changes establish that non-designated properties included on a register must meet one or more of the criteria outlined in the regulation, and that individual properties and HCDs must meet two or more of the criteria included in the regulation in order to be designated. The regulation also includes transitional provisions to address matters underway at the time of the changes coming into force.</p> <p>The outstanding amendments to the OHA made through Bill 108, the More Homes, More Choice Act, 2019, will also be proclaimed into force on January 1, 2023. The amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD.</p> <p>Regulatory amendments to O.Reg. 358/21: General will come into force on January 1, 2023. These amendments include consequential housekeeping amendments and transition provisions related to the above legislative amendments coming into force.</p> <p>Bill 23 included some minor housekeeping amendments to the OHA that came into force upon Royal Assent. These included repealing the alternative definition of “alter”.</p>
<p>Schedule 7: Ontario Land Tribunal Act, 2001</p>	<p>The changes in Schedule 7 (More Homes Built Faster Act, 2022) will come into force on proclamation.</p>

Schedule	Effective Date
Schedule 8: Ontario Underground Infrastructure Notification System Act, 2012	The changes in Schedule 8 (Ontario Underground Infrastructure Notification System Act, 2012) came into force on the day the bill received Royal Assent.
Schedule 9: Planning Act	<p>The changes in Schedule 9 (Planning Act) all came into force on the day the bill received Royal Assent, with the following exceptions:</p> <ul style="list-style-type: none"> • provisions related to removal of planning responsibilities from certain upper-tier municipalities, which would come into force on a day to be named by proclamation. • provisions related to the exemption of community benefits charge and parkland dedication requirements for affordable and attainable housing units • provisions related encumbered land to be conveyed to municipalities by developers for park or other recreational purposes • provisions related to Conservation Authorities (linked to the changes in Schedule 2) will take effect January 1, 2023
Schedule 10: Supporting Growth and Housing in York and Durham Regions Act, 2022	<p>Except as otherwise provided, the Act set out in Schedule 10 came into force on the day bill received Royal Assent.</p> <ul style="list-style-type: none"> • Sections 7 to 10, subsection 11 (5) and section 14 come into force on a day to be named by proclamation of the Lieutenant Governor. Once in force, these sections will require a prescribed municipality to develop, construct, and operate the Lake Simcoe phosphorus reduction project and allow the Ontario Clean Water Agency to undertake some or all of that project if ordered to do so by the Lieutenant Governor in Council. The project will also be exempt from the Environmental Assessment Act. • Subsection 85 (1) comes into force on the later of the day subsection 44 (1) of this Act comes into force and the day section 2 of Schedule 5 to the Accelerating Access to Justice Act, 2021 comes into force. Subsection 85 (1) makes consequential changes to the Act arising out of changes to the Expropriations Act in respect of alternative hearings processes. • Subsection 85 (2) comes into force on the later of the day section 61 of this Act comes into force and the day section 42 of Schedule 4 to the Comprehensive Ontario Police Services Act, 2019 comes into force. Subsection 85 (2) makes consequential changes to the Act arising out of the Comprehensive Ontario Police Services Act, 2019 consistent with other Ministry of the Environment, Conservation and Parks legislation. The change would allow a person undertaking an inspection to obtain the assistance of the local police force rather than the Ontario Provincial Police Force.

Appendix B

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

As a result of Bills 3 and 39, changes were made to the Municipal Act, 2001, City of Toronto Act, 2006 and the Municipal Conflict of Interest Act, and regulations were established to give the mayors in Toronto and Ottawa strong mayor powers to help advance shared provincial-municipal priorities, including building new homes. These powers include:

- Choosing to appoint the municipality's chief administrative officer,
- Hiring certain municipal department heads, and establish and re-organize departments,
- Creating committees of council, assigning their functions and appointing the Chairs and Vice-Chairs of committees of council, and
- Proposing the municipal budget, subject to council amendments and a head of council veto and council override process.

The mayors of Toronto and Ottawa can also use strong mayor powers related to provincial priorities. These include:

- Vetoing certain by-laws if the mayor is of the opinion that all or part of the by-law could potentially interfere with a provincial priority,
- Bringing forward matters for council consideration if the mayor is of the opinion that considering the matter could potentially advance a provincial priority, and
- Proposing certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

The provincial priorities for the purposes of strong mayor powers are prescribed in O. Reg. 580/22 and O. Reg. 582/22 and they are:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities, and servicing.

2023 MPAC Municipal Levy

1 message

Nicole McNeill <Nicole.Mcneill@mpac.ca>
Reply-To: mia.cho@mpac.ca
To: "clerk@twp.prince.on.ca" <clerk@twp.prince.on.ca>

Wed, Dec 14, 2022 at 2:35 PM



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

December 14, 2022

Andrew Nowlan
CAO/Municipal Administrator
Township of Prince

Subject: 2023 Municipal Levy

As we look to the year ahead, we are pleased to let you know that MPAC's Board of Directors approved the 2023 operating budget with no overall increase to the municipal levy.

MPAC has been controlling expenses through the strategic management of financial and business operations, including efforts to modernize existing services and increase commercial revenues. While this focus has allowed MPAC to hold the municipal levy steady for three years, we will need to take into consideration the impact of rising inflation, labour and other costs for future budgets.

Your municipality's annual 2023 levy amount will be \$20,423.65 or a 0.09% increase.

Under the *Municipal Property Assessment Corporation Act*, funding requirements are distributed to each municipal billing partner based on their total assessed values and property counts, compared to all of Ontario. An explanation of how each municipality's levy is calculated is available here: <https://www.mpac.ca/sites/default/files/2022-12/2023%20Municipal%20Levy%20ENG.pdf>.

Additional information about your municipality's specific 2023 levy calculation is available here: <https://workdrive.mpac.ca/external/ae07ced283521f344e36ef39e8032a9a7dbc465b4e6fde35a7f12267e4f6190a>.

Your first bill will be mailed in early January 2023, followed by equal quarterly installments. You will soon receive your Assessment Change Summary from your local MPAC account management team, which provides a high-level summary of the assessment changes within your municipality.

We encourage you to read our 2022 Municipal Partnerships Report <https://news.mpac.ca/2022-municipal-partnerships-report> to see the highlights of our work together this year.

If you have questions about MPAC's funding requirements, please contact:

Mary Meffe

Vice-President, Corporate and Information Services

and Chief Financial Officer

289-539-0306

Mary.Meffe@mpac.ca

For information about the assessment services available to your municipality, please contact:

Carmelo Lipsi

Vice-President, Valuation and Customer Relations

and Chief Operating Officer

289-317-0881

Carmelo.Lipsi@mpac.ca

Yours Truly,

Alan Spacek

Chair, MPAC Board of Director

Nicole McNeill
President and Chief Administrative Officer, MPAC

Copy MPAC Board of Directors
Executive Management Group, MPAC
Director and Regional Managers, Municipal and Stakeholder Relations, MPAC

Ministry of Natural Resources and Forestry

Ministère des Richesses naturelles et des Forêts

Resources Planning and Development Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

To: Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

From: Jennifer Keyes, Director

Date: December 28, 2022

Subject: Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

Legislative Amendments

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30th on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.](#)

New Regulatory Requirements

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- *The Aggregate Resources Act*
- *The Condominium Act, 1998*
- *The Drainage Act*
- *The Endangered Species Act, 2007*
- *The Environmental Assessment Act*
- *The Environmental Protection Act*
- *The Niagara Escarpment Planning and Development Act*
- *The Ontario Heritage Act*
- *The Ontario Water Resources Act*
- *The Planning Act*

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

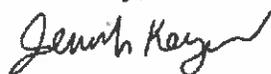
An administrative update to the "Determination of Amounts Owing Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at ca.office@ontario.ca. I look forward to working with you in the coming year.

Sincerely,



Jennifer Keyes

Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

Ministry of Infrastructure

Ministère de l'Infrastructure

777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

777, rue Bay, 4 étage, Suite 425
Toronto (Ontario) M5G 2E5



December 2022

File #: OCIF FC2-M-0315

Peggy Greco, CAO/Administrator
Township of Prince
3042 Second Line West, RR 6
Prince Township, Ontario
P6A 6K4

Dear Peggy Greco:

RE: Ontario Community Infrastructure Fund Formula-Based Component Agreement Between His Majesty the King in Right of Ontario and The Corporation of the Township of Prince effective November 09, 2016 (the "Agreement")

IMPORTANT - This enclosed funding allocation should be kept confidential and should not be shared in any public forums (except for your municipal council) or communicated to the media. The Province will provide information and a date when the funding for all municipalities will be publicly communicated.

Pursuant to section F1.2 of the Agreement, enclosed please find an Allocation Notice which sets out the amount of Funds the municipality named in the subject line of this letter is eligible to receive under the Agreement in the 2023 Funding Year. Subject to the terms and conditions of the Agreement, the Province will provide the Funds in accordance with section F2.1 of the Agreement. Capitalized terms used but not defined in this letter and the Revised Allocation Notice have the meanings ascribed to them in the Agreement.

Staff will be contacting you in the near future on reporting required to meet the conditions of the Agreement in respect of the amount of Funds received in 2022.

2023 Ontario Community Infrastructure Fund (OCIF) Formula Funding:

As noted in your 2022 allocation notice (last year's notice), starting with the 2023 allocations, the formula is being calculated using forward-looking Current Replacement Values (CRVs) and CRV estimates to approximate requirements to maintain municipal core infrastructure assets, instead of closing cost balance values from the Financial Information Return.

To fill in any gaps in cases where CRVs for OCIF eligible core infrastructure are not included in a municipality's asset management plan, or not complete, the Ministry is using its own CRV estimates for those assets.

A smoothing mechanism has been implemented to generally limit year-over-year changes in funding within ± 15 percent of the 2022 allocations.

From 2024 and onwards, the Ministry of Infrastructure will continue to explore opportunities to improve data collection methods for CRVs and other data from asset management plans, and to minimize administrative burden. CRVs will be used to inform future OCIF allocations, and data from asset management plans will be used to gain insights on municipalities' level of asset management investments and the state of good repair across core infrastructure.

These changes will address eligible communities' needs to renew and rehabilitate their core infrastructure and better support small and medium sized municipalities. The implementation of the changes to OCIF ensure that funding is targeted to address core infrastructure needs while also providing stability and certainty.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Joseph Dubonnet, directly at 519-400-6184 or via email at joseph.dubonnet@ontario.ca.

Sincerely,

Trevor Fleck
Director, Infrastructure Program Design Branch

Attachment: Revised Allocation Notice – 2023 Funding Year



Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of Prince

December 2022

Disponible en français

Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

The Corporation of the Township of Prince

2023 OCIF Funding

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2023 Funding Year is as follows:

2023 formula allocation	\$100,000
2022 formula allocation	\$100,000

Previous years' OCIF allocations can be found at: [Ontario Community Infrastructure Fund recipients - Datasets - Ontario Data Catalogue](#)

Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2021 Financial Information Return, etc.), recipients are required to report on funding twice each year; providing information on how program funding is or will be used; and again at year-end on how funding was actually used.

In the spring, generally in April, prior to the start of the construction season, an **initial report** providing information on planned/proposed projects in which OCIF funding will be used/utilized should be submitted. The initial report is then later updated, to become a **final report for the year**, with actual annual expenditures and is to include a status update indicating whether each project is still in progress or completed. The final report is expected to be submitted starting the following January when interest earned amounts become available from financial institutions.

Standard reporting forms will be sent out close to each reporting timeline.

Payments

Subject to the submission and acceptance of all required financial reporting, the Province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.



OCIF Communication Update

1 message

OCIF (MOI) <OCIF@ontario.ca>

Fri, Dec 16, 2022 at 10:28 AM

To: "OCIF (MOI)" <OCIF@ontario.ca>

Cc: "Dubonnet, Joseph (MOI)" <joseph.dubonnet@ontario.ca>, "Akumu, Molly (MOI)" <Molly.Akumu@ontario.ca>

Dear OCIF Recipient

Please be advised that with the recent [news release](#) the Ontario Community Infrastructure Fund (OCIF), recipients are no longer required to keep their 2023 funding allocations confidential.

Thank you for your cooperation.

The OCIF Team

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2022-5422

January 4, 2023

Dear Heads of Council,

I'm pleased to share an update on key initiatives underway at my ministry to help meet our government's goal of building 1.5 million new homes over the next 10 years.

The legislature recently passed our government's *More Homes Built Faster Act, 2022* which takes bold action to ensure that all communities can grow with a mix of ownership and rental housing types to meet the needs of all Ontarians.

Our government knows that building inspectors play a critical role in ensuring that new homes meet the public safety requirements set out in Ontario's Building Code. However, the capacity of municipal building departments has been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession. That's why, earlier this year, we took action to help municipalities address labour supply shortages in the building sector by amending the Building Code to provide a new model for municipal building departments to design and administer internship programs for building inspectors.

Effective July 1, 2022, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs. This new internship model supports public safety by continuing to require that a qualified building inspector or Chief Building Official supervises the work of interns. The interns must also pass ministry technical and legal exams before being able to practice independently as building inspectors.

In the coming months, the ministry will develop guidance materials to support municipalities that are interesting in launching local programs to recruit new intern building inspectors. We look forward to working with municipalities to implement local internships.

Additionally, the ministry has engaged a consultant to identify opportunities for enhancements to the qualification program for building practitioners. We are seeking input from the public, including municipalities, building inspectors, designers, septic installers and building professionals not regulated by the ministry. This feedback will help guide future decisions on new approaches to qualification.

For more information and to review the discussion paper, please visit the Environmental Registry of Ontario (ERO) website at <https://ero.ontario.ca/notice/019-6433>.

In addition to this ongoing work, the ministry is modernizing the provincial Qualification and Registration Tracking System (QuARTS). QuARTS is used by over 7,000 building practitioners to update their qualification and registration information online and to help the government regulate safety and compliance in the Ontario building industry.

Modernizing QuARTS will create a more efficient and user-friendly system, allowing building officials to spend more time on the important task of reviewing and issuing building permits to support the government's key priority of increasing housing stock.

Finally, the ministry made the 2012 Building Code Compendium freely available in Adobe PDF format through the website (<https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium>). Since its launch in March 2022, the ministry has provided free copies to over 5,000 building professionals to reduce barriers and help accelerate the construction of new homes across the province. This initiative has enabled inspectors to access Building Code requirements while performing their work onsite in a more convenient format. Additionally, candidates studying for the ministry's exams are able to access and learn Building Code content in an easy to navigate, user-friendly manner.

As part of the plan to build 1.5 million homes over the next 10 years, the government looks forward to continuing consultations with municipalities, the building industry and the public to investigate further changes to Ontario's Building Code in order to create more housing and support public safety.

If you are interested in learning more about any of the ministry's initiatives related to the transformation of Building Code services in Ontario, please contact us at BuildingTransformation@ontario.ca.

Thank you for your continued partnership as we work together to get more homes built faster for all Ontarians.

Sincerely,



Steve Clark
Minister

c: Municipal Clerks

Friends of The Prince Township Library

c/o Brittany Agliani
1308 Second Line W
Sault Ste. Marie, ON P6C 2M2
705-206-3982/brittagliani@gmail.com

January 2, 2023

Terry Sheehan MP
369 Queen Street E, Suite 102
Sault Ste. Marie, ON P6A 1Z4

Re: Canada Summer Jobs Application (Confirmation no. A000907045)

Hello Mr. Terry Sheehan,

My name is Brittany Agliani and I am the Treasurer of the Friends of the Prince Township Library, a Registered Charity. We have had a library clerk funded under the Canada Summer Jobs program for the past 19 years and we request your support for this year's application which was submitted online on January 2, 2023.

The following is an excerpt from the application outlining the student's work tasks and responsibilities:

The candidate will develop transferable skills including client service, teamwork, communication, digital and leadership. The tasks and responsibilities as detailed in the application are:

The candidate will enable the Library, which is staffed entirely by volunteers and located in a rural area west of Sault Ste. Marie with no public transportation available, to extend its hours of operation and to continue to provide services throughout the summer when the volunteers are unavailable. The candidate will encourage literacy by planning and developing programs for seniors, children and youth along with their guardians and provide story-telling programs for younger children attending Prince's EarlyON Centre. The programs will be tailored to the meet the needs of the participants and focus on themes for each session. The candidate will use collection management software and equipment to control our inventory through cataloging and circulating library materials and submit inter-library loan requests as needed. The candidate will provide training and assistance to patrons and users of the Library, which are mostly seniors, regarding tablets, Wifi, and digital databases. Many patrons do not have high speed internet due to the rural properties of the area and as such, many frequent the library to download e-books, update their devices and complete and print documents. Additionally, the candidate will assist Library patrons of all ages; including those with special needs, those with visual difficulties, and seniors who need assistance and technical advice for set up or use of devices such as i-Pads or Androids or use of digital programs such as OverDrive.

Our experience with the library clerks funded under this program has been positive for both the successful candidates and our community. We appreciate the opportunity to provide a career-oriented work experience for an individual and to continue delivering the library programs and services throughout the summer. We thank you for your support, it is greatly appreciated.

Sincerely,



Brittany Agliani, Treasurer
cc Prince Township Council

**Ministry of the Environment,
Conservation and Parks**

**Ministère de l'Environnement,
de la Protection de la nature et des
Parcs**



Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

777, rue Bay, 5^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416.314.6790

357-2022-2960

December 16, 2022

His Worship Enzo Palumbo
Mayor
Township of Prince
Email: epalumbo@princetwp.ca

Dear Mayor Palumbo:

To begin, I would like to congratulate you on your recent election. I look forward to working with you and your Council to protect our environment for generations to come.

Thank you for your commitment to your community and our province.

I am writing to reaffirm my government's commitment to the transition of municipal blue box programs to producer responsibility between July 1, 2023 and the end of 2025. As you know, your municipality is one of those slated to transition to the new framework in 2023.

Our new blue box regulation was filed in June 2021 after extensive consultation with municipalities, producers, and the waste sector. It is expected to save municipalities \$171 million per year once fully transitioned while expanding services to more communities and locations and expanding what is collected across Ontario.

Simply put, we know Ontarians want to recycle more and expect us to do our part in the roles that we hold. For decades, Ontario's diversion rates have been stalled at 30%. We can and must do better. That is why we are implementing one standardized blue box program across Ontario and working with municipalities and producers to set the highest recycling targets in North America. Thank you and your staff for being part of this historic transformation to reduce waste.

The first step will be for producers to develop one common collection system across Ontario. There are currently two Producer Responsibility Organizations (PROs) doing this work on behalf of producers – Circular Materials and Ryse Solutions. These two PROs have submitted a joint plan that sets out how they will establish a collection system. Circular Materials is taking the lead in organizing the necessary contracts for setting up the collection system, including working with municipalities on how services will be provided in their communities.

Some municipalities will have already informed Circular Materials of their intent to have Circular Materials provide collection services in their community, with no role for the municipality. If this is the case for your municipality, thank you for your timely consideration of this matter.

His Worship Enzo Palumbo
Page 2.

For some, however, we understand that further discussions may be needed with Circular Materials and municipal staff. It is important that all parties continue to work collaboratively on the transfer of responsibility away from municipalities. An orderly and well-planned implementation of the regulation is critical to avoid any disruption to blue box services for Ontarians and will set up all parties for success in the future.

I strongly encourage you to work closely with Circular Materials, and where applicable, finalize any needed commercial agreements in a timely manner that will support a smooth transition to producer responsibility. I expect that your municipal staff will have already been engaged in discussion with Circular Materials about how they want to proceed. If they have not, I strongly encourage you to direct them to do so.

The Blue Box Transition Schedule outlines the date that eligible communities will start transitioning to producer run blue box services between July 1, 2023 and December 31, 2025. As laid out in the schedule, the Township of Prince is set to transition on 7/1/2023.

If your municipality has any questions about the role for municipalities in implementing the blue box regulation, I encourage you to contact Circular Materials directly. Circular Materials has established a Municipal Working Group and it is likely that your municipal staff are already directly engaged in that process. Circular Materials can be contacted by email at info@circularmaterials.ca or by phone at (844) 328-7149.

Your municipality can also contact the Resource Productivity and Recovery Authority (RPRA) for questions about the blue box regulation. RPRA is the organization responsible for overseeing compliance with Ontario's producer responsibility framework for recycling. RPRA's Compliance and Registry team can be reached by email at registry@rpri.ca or by phone at (833) 600-0530.

Finally, if you would like to speak with me directly about this, please send an email to david.piccini@ontario.ca and I will get back to you at my earliest convenience. I am confident that working together, we can have a successful transition to the producer responsibility framework and build a better blue box program that will benefit the people of Ontario, for today and for future generations.

Thank you for your continued engagement and support on this important initiative.

Sincerely,



David Piccini
Minister of the Environment, Conservation and Parks

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Colin Best, President, Association of Municipalities of Ontario
Frank Denton, CEO, Resource Productivity and Recovery Authority

Prince Twp - Recreational Committee

Meeting Minutes

Attendees

Andrew Nowlan (Clerk), Enzo Palumbo (Mayor), Margaret Christenson (Council Representative)

Rec Members: Tiffany Baxter, Kristi LaForrest, Mary Jin-Moore, Samantha Pigeau, Bobbi Jo Holmes, and Jane Weir

Purpose of the Meeting

Prince Township Recreational Committee meeting to discuss with members of Council and the Office questions the committee had regarding finances, policies and procedures.

Summary of Discussion

Township is opening a new bank account under the umbrella of the Prince Township office. The treasurer will have access to view this account once it has been created. Expenses that the recreation committee has paid for can be reimbursed by the office with proper receipts. Andrew is going to look into the square that recreation has and see if the office can connect this to the new bank account that the recreation committee will have under the Prince Township office. The committee can make the guideline as to what the spending cap is before the purchase needs to be brought up to council (i.e. purchases over \$500).

Liquor license is considering being renewed under the township (it was under the township before), and liability for the township and insurance is a big factor. The renewal of the liquor license is coming up to council in February. The Recreation Committee should explore the option of getting special occasion permits for events we want to run that will have liquor. People with their Smart Serve will be the only ones involved with the distribution of alcohol, just like previous events. Lottery License will also need to be looked into by the recreation committee for future events.

The recreation committee will not be involved in rentals. The responsibility of securing rentals, setting up and cleaning up for rentals will be established by the office and not the responsibility of the recreation committee.



The Recreation committee is able to use the watershed land that is next to the fire hall for events. Andrew is going to check in with the insurance provider to make sure we are insured at that property as well as all other township property (i.e. the parks and marina).

Grants should be brought to the attention of Andrew when there is a grant available that the recreation committee would be interested in applying for and the committee meets the guidelines for that grant.

The library has its own board and is able to choose when and if their space is able to be used by other groups, like the recreation committee. The early on center has ownership over the room downstairs as per their rental agreement.

Next Meeting

Date: February 18th (tentatively)

On the agenda:

- Vote on positions (chair, vice chair, secretary, treasurer)
- Define the roles of responsibilities for each position
- Determine a Quorum (usually 50% + 1)
- Determine who are committee members vs committee volunteers
- Establish a mission statement for a recreation committee
- Determine our fundraising goals for the year

Duane Wenmann

750 Walls Side Rd
Prince Township, ON
P6A5K6
705-450-0753
wenmannssm@gmail.com

December 20, 2022

Prince Township Mayor & Council

Re: Use of Municipal Facilities (Meeting Hall)

Dear Sirs & Madams:

I would like to investigate the possible use of floor space at the Prince Township Municipal facilities to startup a free weekly karate class for people of all ages.

Let me provide a bit of background about the Shintani Wado Kai Karate Federation, and my personal qualifications.

In 2012, I retired as a sergeant with the Ontario Provincial Police after 30 great years in a policing. Prior to joining the OPP, I served as a police officer with the Wawa Police and before that, with the Ottawa Police services. During my married life, my wife dreamed of building a home on part of her parent's farm. With the severance of two additional parcels of land on Walls Road approximately 10 years ago, we finally realized that dream last year. We are almost complete.

During most of career and even before becoming a police officer, one of my hobbies and skills was a love for sport karate. I was enrolled in my first class at the age of 12 and apart from a few years during the busiest times of my career I have always trained in and used karate as a tool to aid in my own physical and mental wellness. I have been involved in karate for 50 years now.

Previously residing in Wawa, we found karate to be a great activity for our whole family. In addition to earning a black belt, my wife and two of three sons also achieved their black belt ranks. As a family, we eventually took over operation of one of the two Wawa clubs in 1997 and taught karate to many people young and old until we eventually sold our home and moved to Sault Ste Marie in 2013. Sometimes we had over 30 students enrolled at one time. For my wife and I, it was truly one of the most rewarding aspects of our life. We have lifetime friendships with many people through those connections.

I currently hold a sixth Dan black belt rank with a teaching certificate from the Shintani Wado Kai Karate Federation based in Welland Ontario. Our organization has two to three hundred member clubs throughout Canada with over 2000 black belts. We are affiliated with Karate Canada and our clubs are monitored and inspected to ensure the highest standards from our instructors and representatives. Our members and instructors must pay an annual registration fee of \$70 (incl tax) which are used to offset operational expenses and such things as clinics and tournaments at the national and provincial levels. Students are also covered under an all-inclusive sports insurance policy which extends to sanctioned off site activities. There is also a chance for hard working students to compete for a place on our National Team which travels to events worldwide and apply for an educational bursary awarded annually to college/university aged students.

In addition to the national fee, there is also a once annual regional fee of \$15 for members in the northwest region (Prince Twp would be part of that area geographically) to offset regional operation expenses. Member clubs are currently Thunder Bay, Ft.Frances, Hearst, Wawa, Michipicoten, Dubreuilville , and Sault Ste Marie.

FYI, Wado Kai is major Japanese karate style with similarities to a few of the established and well known Japanese karate styles in the Sault Ste Marie area but is quite unlike some of the Korean martial arts (ie; Kook Sool Won, Hapkido, Tae Kwon Do). We are definitely not a combat sport like Brazilian Ju Jitsu and some of the mixed martial arts clubs that have become popular in recent years. Although there may be some light physical contact between participants during a class, every effort is made to ensure students do not sustain physical harm during activities and that we always remain traditionally non-violent.

Most recently and prior to Covid19 shutting down many extra-curricular activities in the cities and towns, we had a small club operating out of the gymnasium at Ecole Notre Dame du Sault. In addition to training the body, our instructors emphasize self-discipline, mutual respect and kindness towards all persons, and mental focus.

As previously stated, I am offering to run these classes and teach free of charge. In addition to the mandatory national and regional fees, I would only be looking for reimbursement from students for equipment needs such as uniforms, grading certificates and belts. Most of those items can be supplied at the discounted rates I have access to. The costs for equipment are minimal considering current costs for many other sports and like activities. I would estimate the average cost for all equipment and incidentals throughout the year to be less than \$100 per student including tax and shipping.

Although I am flexible, my thoughts are to have no more than 15 students attending a once weekly class with a start time close to 6:30 pm and an end time close to 8:30 pm. I would work

with whatever days are amenable with the Township from Monday to Thursday but it would be preferable to have the class on the same evening each week except where special circumstances (ie; special Township meetings) dictate the class be moved to a different night. Of course, I would seek the courtesy of receiving 24 hrs minimum notice if possible in such cases.

No equipment, chairs, tables are required. Students would be barefoot or wearing approved non-marking martial arts footwear. The room would remain clean, free of damage, and untouched. If a broom or dust mop was left accessible, we could ensure the floor is cleaned prior to departure.

Classes normally run concurrent to the regular school year (September through end of June). However, as the warm weather tends to reduce attendance at extra-curricular indoor activities, it has been my experience that there is little to be gained by operating beyond the 3rd weekend in May.

If you have any questions or concerns, please feel free to contact me at your convenience and I will try to answer to the best of my ability.

Sincerest Regards

Duane D. Wenmann

THIS AGREEMENT (the "Agreement") made this 21st day of November, 2022.

BETWEEN:

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
(hereinafter referred to as the "City")

- and -

THE CORPORATION OF THE TOWNSHIP OF PRINCE
(hereinafter referred to as the "Township")

WHEREAS the Township, since 2005, has requested that the City provide technical assistance to the Township in administering the provisions of the Ontario Building Code and Township by-laws relating to construction of buildings;

AND WHEREAS the City has agreed to continue to provide such technical assistance subject to the terms and conditions as set out in this Agreement;

NOW THEREFORE in consideration of the rents, covenants and agreements herein contained and hereby assumed, the parties for themselves and their respective successors and assigns do hereby covenant and agree with one another as follows:

GENERAL PROVISIONS

1. The City shall provide plans examination and building inspection services (the "Plans Examination & Inspection Services") as follows:
 - a. Plans examination and review for compliance with the Ontario Building Code and the Township's building and zoning by-laws, excluding the Township's property standards by-law;
 - b. Written correspondence describing plan review and inspection deficiencies to applicant and associated parties;
 - c. Analyses of written responses or amended plans resulting from the plan review and inspection;
 - d. Written notices to the Township regarding matters that pertains to the building permits;
 - e. Inspections of buildings under construction as required upon notification by the applicant directly to the City of Sault Ste. Marie Building Division;
 - f. Attendance in court for the purpose of providing evidence on behalf of the Township in the event that the Township undertakes a prosecution arising from non-compliance;
 - g. Enforcement and prosecutorial services;
 - h. Building permit applications will be submitted directly to the Sault Ste. Marie Building Division;
 - i. Building permit and inspection statistical data will be submitted on a monthly basis to the Township.

2. The said Plans Examination & Inspection Services shall be performed by duly qualified City employees and City employees shall be subject to direction from the City only.
3. City employees providing Plans Examination & Inspection Services to the Township shall maintain a work log indicating the dates and lengths of time that such employees have performed Plans Examination & Inspection Services and the nature of such services.
4. The City, as employer, shall pay all salaries, wages and costs associated with its Building Division.
5. The Township shall appoint by by-law any person(s) employed by the City as its inspectors pursuant to the Building Code Act.

COST OF INSPECTION SERVICES

6. Permit fees to be provided to the City of Sault Ste. Marie Building Division by the permit applicant at the time of application. The fees for the required permit are based on the service index as listed in The City of Sault Ste. Marie Schedule "A" User Fees. This amount shall comprise the full cost of The Building Division Plans Examination & Inspection Services inclusive of enforcement and clerical duties, mileage and miscellaneous expenses for inspections related to all Building Classification.

COMMENCEMENT AND TERMINATION OF AGREEMENT

7. This Agreement shall be in force for four years commencing on the 1st day of January 2023 and shall conclude on the 31st day of December 2026 (the "Term").
8. Either party to this Agreement may terminate this Agreement at any time and for any reason upon thirty (30) days written notice of termination to the other party. Should a notice to terminate be given, the City shall continue to collect permit fees and provide the Plans Examination & Inspection Services outlined in this Agreement up to and including the date of such termination.

INDEMNITY AND INSURANCE

9. The Township shall completely indemnify and save harmless the City, its employees, officers and agents from any and all claims, demands, actions, losses, expenses, costs or damages of every kind and nature whatsoever and howsoever caused that the City, its employees, officers or agents may sustain or suffer as a consequence of the actions, inactions or omissions as a result of the performance of this Agreement, except for any negligent omission, actions or inactions by the City, its employees, agents or officers.
10. The Township agrees to maintain at all times during the currency of this licence hereinbefore described, a minimum of Five Million (\$5,000,000.00) Dollars comprehensive general liability insurance in respect of personal injury, death, loss or damage of or to any person or property of third parties, with insurers licenced to conduct business in Ontario. The City shall be added as an Additional Insured to the required liability insurance policy or policies and no such policy shall be cancelled or allowed to lapse without at least thirty (30) days written notice having been given to the City. An Insurance Certificate, on the C.S.I.O. form and satisfactory to the City's Risk Manager, shall be provided to the City prior to the commencement of the term in this Agreement.

NOTICE

11. All correspondence or other notices related to the terms of the Agreement shall be delivered as set forth below:

Chief Administrative Officer
The Corporation of the City of Sault Ste. Marie
99 Foster Drive
Sault Ste. Marie ON P6A 5X6

Municipal Administrator
Corporation of the Township of Prince
3042 Second Line West
Prince Township, ON P6A 6K4

ENTIRE AGREEMENT

12. This Agreement constitutes the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have affixed their Corporate Seals attested by the signatures of their duly authorized signing officers to be effective as of the 21st day of November, 2022.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

Per:

Mayor – Matthew Shoemaker

City Clerk – Rachel Tyczinski

We have authority to bind the Corporation.

THE CORPORATION OF THE TOWNSHIP OF PRINCE

Per:

Mayor – Enzo Palumbo

Municipal Administrator – Andrew Nowlan

We have authority to bind the Corporation.



J. Paul Dubé, Ombudsman

BY EMAIL

January 3, 2023

RECEIVED JAN - 4 2023

Council for the Township of Prince
3042 Second Line West
Prince Township, ON P6A 6K4

Dear Members of Council for the Township of Prince:

Re: Closed meeting complaints

I am writing further to our telephone conversation on October 12, 2022 regarding the outcome of our Office's review of two complaints about an emergency closed meeting held by council for the Township of Prince (the "Township") on March 15, 2022. The complaints alleged that the Township failed to provide adequate notice of this meeting and that it was unlawfully closed to the public contrary to the open meeting rules in the *Municipal Act, 2001*.¹ One of the complaints also alleged that the Clerk did not attend the meeting and did not delegate their authority.

For the reasons set out below, I have determined that the Township of Prince did not contravene the open meeting rules in the *Municipal Act, 2001* when it discussed matters *in camera* on March 15, 2022. However, the Township did contravene its procedural by-law and the Act's open meeting requirements when it failed to make "a reasonable effort" to provide public notice for the March 15, 2022 emergency meeting. Regarding the Clerk's role, my investigation found that the Township resolved to appoint a temporary Clerk² for the March 15, 2022 meeting, but did not pass a confirming by-law to ratify this resolution.

¹ SO 2001 c 25.

² While the *Municipal Act, 2001* refers to a council's ability to appoint a "deputy clerk" who has all the powers and duties of the clerk, the term "temporary Clerk" will be used in this letter to avoid confusing this role at the March 15, 2022 meeting with the role of the Municipality's full-time Deputy Clerk, which is separate.

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Toronto, ON M5G 2C9

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www.ombudsman.on.ca

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Ombudsman's role and authority

Under the *Municipal Act, 2001* all meetings of a council, local board, and committee of either must be open to the public unless they fall within prescribed exceptions. As of January 1, 2008, the Act gives anyone the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public.³ Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own. My Office is the closed meeting investigator for the Township of Prince.

In investigating closed meeting complaints, we consider whether the open meeting requirements in the Act and the municipality's governing procedures have been observed.

My Office has investigated hundreds of closed meetings since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was created to provide easy access to the Ombudsman's decisions on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be discussed in closed session, as well as issues related to open meeting procedures. Summaries of the Ombudsman's previous decisions can be found in the digest: www.ombudsman.on.ca/digest.

Review

On April 19, 2022, my Office advised the Township of our intent to investigate this meeting. We reviewed relevant portions of the City's procedural by-law, as well as the Act. We also reviewed the meeting agendas, relevant documents, and the minutes from the open and closed sessions. We interviewed the Deputy Clerk, the temporary Clerk, all members of council, and the Township's solicitor.

According to our investigation, during the evening of March 14, 2022, the Mayor sent an email to all members of council advising that an emergency meeting would be held in closed session the following evening. We were told that council did not make any efforts to provide the public or staff with notice of the meeting.

The Mayor, two councillors, the temporary Clerk (who was appointed at the meeting), and the Township's solicitor attended the March 15, 2022 meeting in person. Another councillor attended the meeting by videoconference. One councillor did not attend the meeting.

³ *Ibid* at s 239. 1.

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Council passed a resolution to appoint a temporary Clerk for the meeting. The meeting minutes indicate that council then moved into closed session “to consider an urgent human resource matter.” The meeting agenda indicated that council was relying on the closed meeting exceptions in sub-sections 239(2)(b) and (f) regarding personal matters about an identifiable individual and advice subject to solicitor-client privilege.

Once *in camera*, council discussed a human resources matter and voted to direct legal counsel regarding this matter. Council then returned to open session and reported that it “discussed an urgent human resource matter and gave direction to the Township Lawyer.” Council then voted to adjourn the meeting.

Analysis

Public notice

Subsection 239(1) of the *Municipal Act, 2001* requires that all meetings of a municipal council, local board, or committee of either be open to the public, subject to prescribed exceptions. Section 238(2) of the Act requires municipalities to pass a procedure by-law that governs the calling, place, and proceedings of meetings. Accordingly, the Township has passed By-law No. 2019-14.

Section 5.1.2 of the Township's procedural by-law states that the Clerk shall post notice on the Township's website of all meetings. Under section 4.4.1 of the Township's procedural by-law, an emergency meeting “may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.” Section 4.4.3 of the procedural by-law states that for emergency meetings:

The Clerk-Treasurer will attempt to notify all Members, the Chief Administrative Officer and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. **The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.** [emphasis added]

We were told that the Township did not make any efforts to provide the public with notice of the meeting. Staff, including the Clerk, were not told about the meeting before it took place. Accordingly, the Clerk did not, and could not, make any efforts to advertise the meeting.

As no efforts were taken to provide public notice, the Township did not “make a reasonable effort” to advertise the meeting to the public, as required by section 4.4.3 of the Township's procedural by-law. Accordingly, the notice requirements were not met and the meeting was

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improperly closed to the public. Council should take care to ensure that it follows the notice requirements of its procedural by-law and the Act for all council meetings.

Applicability of cited exceptions

Council moved into closed session pursuant to the exception for personal matters about an identifiable individual under section 239(2)(b) and the exception for solicitor-client privilege under section 239(2)(f) of the Act.

The exception for personal matters applies to discussions that reveal personal information about an identifiable individual. In order to qualify as personal information, it must be reasonable to expect that an individual could be identified if the information were disclosed publicly.⁴

Our interviews and review of the meeting minutes confirmed that council discussed a human resources matter during closed session that included detailed personal information about an identifiable individual.

Regarding the exception for advice subject to solicitor-client privilege, a meeting or part of a meeting may be closed to the public if the discussion includes communications between the municipality and its solicitor in seeking or receiving legal advice intended to be confidential. The purpose of the exception is to ensure that municipal officials can speak freely about legal advice without fear of disclosure.

Our interviews and review of the meeting minutes confirmed that legal counsel was present throughout the closed session and provided council with legal advice.

Accordingly, council's discussions fit within both the exceptions for personal matters about an identifiable individual and solicitor-client privilege.

Appointment of temporary Clerk

One of the complaints alleged that the Clerk did not delegate their clerking powers for this meeting, in violation of the Act.

⁴ *Ontario (Correctional Services) v. Goodis*, 2008 CanLII 2603 (ON SCDC) at para 69, online: <https://canlii.ca/t/1vkb1>.

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Section 228(1) of the Act states that a municipality must appoint a clerk whose duty it is to record the proceedings of council. Section 228(2) of the Act states that a municipality may also appoint deputy clerks who have all the powers and duties of the clerk.

In this case, council passed a resolution to appoint a temporary Clerk for the meeting. It was clear from the interviews and our review of the minutes that council intended to appoint a temporary Clerk and took steps to do so. However, council did not pass a confirming by-law at this meeting, which would have ratified the resolution and given it legal effect. As set out in section 5(3) of the Act, municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise. In the future, the Township should ensure that it properly exercises its authority when appointing a clerk or deputy clerk under the Act.

Conclusion

My review has determined that council for the Township of Prince did not contravene the open meeting rules in the *Municipal Act, 2001* when it discussed a human resources matter *in camera* on March 15, 2022. However, the Township did not make “a reasonable effort” to provide public notice for the emergency meeting, contrary to its procedural by-law and the Act’s open meeting requirements. Finally, council resolved to appoint a temporary Clerk for this meeting, but did not pass a confirming by-law to ratify this resolution.

The Township of Prince was given the opportunity to review these findings and provide comments to my Office. All comments we received were considered in the preparation of this final letter. I would like to thank the Township of Prince for its co-operation during my review.

This letter will be published on my Office’s website, and should also be made public by the Township of Prince. In accordance with s. 239.2(12) of the *Municipal Act, 2001*, council is required to pass a resolution stating how it intends to address this letter.

Sincerely,



Paul Dubé
Ombudsman of Ontario

cc: Andrew Nowlan, Municipal Administrator, Township of Prince

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The Corporation of the Township of Prince
3042 Second Line West,
Prince Township, Ontario P6A 6K4
clerk@twp.prince.on.ca
Phone 705-779-2992 Fax 705-779-2725

Mayor: Enzo Palumbo

Municipal Administrator: Andrew Nowlan

Staff Report

January 10, 2023

Re: Pay Equity/Parity

It is staff recommendation to conduct a pay equity/parity review for the purpose of establishing job descriptions, pay scales, and job evaluation systems to bring the employees of Prince Township a fair wage in relation to their roles and to have a measure of how to move forward with raises and job expectations.

The following information is an overview of staff raises since the last pay equity maintenance was conducted in 2010. The chart outlines the difference between raises and the national inflation rate. It does not take into consideration the Cost-of-Living Allowance (COLA) or the rate of pay in relation to the position.

	Prince Raise%	StatCan Inflation Rate%
2023		
2022	3.0	6.8
2021	3.0	3.4
2020	0	0.7
2019	0	1.9
2018	0	2.3
2017	1.5	1.6
2016	1.0	1.4
2015	0	1.1
2014	1.0	1.9
2013	0	0.9
2012	2.0	1.5
	11.50%	23.5%

Respectfully,
Andrew Nowlan
Municipal Administrator



All-Net Meetings Proposal

Agendas in Minutes & Minutes in Seconds

PREPARED FOR:

Andrew Nowlan

Township of Prince
3042 Second Line West
Prince Township, ON P6A 6K4

PREPARED BY:

Janelle Warren

Regional Sales Manager – Eastern Canada
jwarren@catalisgov.com

PROPOSAL ISSUED
20.Dec.2022

PROPOSAL VALID UNTIL
20.Jan.2023



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About Our **Company**

All-Net.ca is a municipal communications company that employs a unique skillset of municipal experience, advanced programmers and creative minds. Our research and development is focused toward the development and use of municipal software.

One of the biggest advantages of our municipal products is the ability to integrate other products and services in the future. For example, you have the option to integrate your council meetings (All-Net Meetings) or a service request tracking program (Service Tracker) at any time in the future. Your smartphone apps can also be connected to your website data and your website content management system also acts as the content management system for your apps.

Our development is all done in Canada and your data is stored and backed up in Canada.

OUR PROFILE

- In business for 21 years learning and developing new technologies for municipal administrators.
- Our applications have been built with and for municipal administrators.

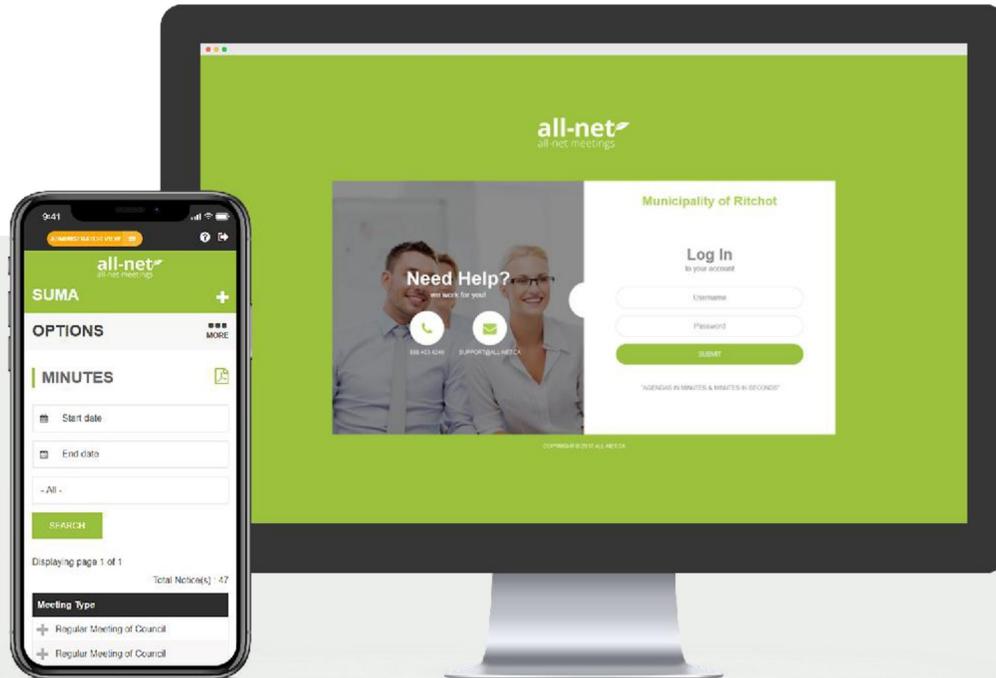
WHAT WE DO

- Research the needs of municipal governments.
- Develop innovative programs to meet the needs of municipal governments.
- Provide our municipal clients with ongoing support.

Our **Objective**

Our objective is to research, develop and deploy municipal applications that assist municipal governments in their goal to provide the best possible service in the most efficient manner possible.

About All-Net Meetings



All-Net Meetings combines years of administrator features developed to save you time and money in the management of your meetings.

All-Net Meetings is the most user-friendly meeting and document management system available for public administrators.

The easy to use interface makes the application great for the most novice user while providing advanced features such as interactive document management, task tracking and complete meeting management features.

Your All-Net Meetings account can be set-up in a few days, and you are ready for our training sessions. Training is conducted with a few brief remote sessions where we work with you on the creation of your first agenda.

Individual Features

Mobile/Responsive: All-Net meetings is 100% responsive to any mobile computing device. This means you can access all your account features on any mobile device including a smartphone. There is no need to install an additional app with limited features. All-Net Meetings will respond accordingly to your device and your needs.

Windows / Mac Compatible: All-Net Meetings will run on both Windows and Apple devices. While we recommend iPads for your regular users, you can use any device of your choosing.

100% Cloud Based: You and your users will have access to your information from any location 24/7 since all your information is stored in a secured data Centre in central Canada.

Permission Based Settings: Your users will only have access to the information your administrator grants them access to. This means you can use your account for both council, board and staff meetings and then grant users access to only the agendas they require.

PDF Document Conversion: All documents you add to your meeting agendas become converted to PDF format automatically. Simply add a Word or Excel file and they will be converted to PDF format so your users can easily open and access the files without waiting for additional software to load.

Public & Private File Access: You can lock individual agenda documents or items from public view. You simply lock an item and it will only be available to your users and not the general public.

Instant Messaging & Shared Notes: Share private notes and messages with users on individual agenda items.

Task Management and Tracking: Send individual tasks and track items directly from any meeting. You can also generate reports of all actioned items from a meeting to track for progress and further action.

Project Tracking: Post updates, documents and shared information amongst users for internal projects. Users can provide status updates with automated notifications sent to each user. Projects can also be attached to any future meeting agenda item.

Issue Tracking: Post updates, documents and shared information amongst users for internal issue management. Users can provide status updates with automated notifications sent to each user. Issues can also be attached to any future meeting agenda item.

Private Notes: Maintain private notes on any agenda item for meeting preparation or future reference.

Individual Features

User Schedules: Add items to users schedules and each event is sent to a user with the ability to confirm and add an event to their private calendars with a simple click.

Document and Resolution Searches: All documents and decisions are now searchable.

Resolution Management: Access all your meeting decisions through one centralized resolution manager. Search, filter and print out any decision along with the voting record.

Minute Merge: Create your meeting minutes after the meeting with a single click. All recorded council decisions become merged into a set of meeting minutes.

Customized Administrator Accounts: Customize your permissions for any administrator to allow access to specific features or meeting types.

External User Accounts: Create user accounts for people outside your organization where they only have access to the meetings you allow them to access.

Administrator Features



All-Net Meetings is built with the administrator in mind to save you time and resources while ensuring your team has access to the information they need.

An overview of the features in All-Net Meetings from an administrator's perspective can be accessed online at the following link or scanning the QR code above:

<https://vimeo.com/256333214/d5a6b675e6>

The greatest features within All-Net Meetings are the administration features that save you time and money and ensure that your staff and all users have the information they require to make informed decisions.

Some of the administrator features include:

- Easily manage and access all user account information
- Set individual file permissions allowing document access to specific users
- Make files public or private with the click of a button
- Post your agenda packages and meeting minutes to your website with a single click
- Set and manage tasks for staff and council
- Drag and drop items to make changes to your agenda
- Access your files from any location with an Internet connection
- Have peace of mind in knowing all users have access to the information they need

START SAVING TODAY!

All-Net Meetings will begin saving you time and money immediately. Simply enter your meeting details and calculate your cost savings online at www.allnetmeetings.com.

Getting Started

We walk with you through the entire process to get started and running your first meeting. Once you are up and running, we are available 24/7 with support and assistance where required.



1. INFORMATION GATHERING

We begin the process on our end by becoming familiar with your current processes and procedures. We will access and review your recent agendas and ensure we have a thorough understanding of your process and needs.

By working with hundreds of municipal governments we realize that no two municipalities are exactly alike, and we will adapt to your own unique processes where possible.



2. ACCOUNT SET-UP

In this stage we create all your templates and user accounts, so you can hit the ground running as soon as we begin training. Templates include your agendas, minutes and the wording of your resolutions based on your current formatting.



3. TRAINING AND TUTORIALS

Once your templates are created, we provide you with six remote sessions where we walk through a small part of the program each day.

Each session is brief to ensure you are not overwhelmed with a lot of detail. We work toward creating your first agenda with you.



4. HOSTING AND ONGOING SUPPORT

Our services don't end after your first meeting. We continue to be here to assist you in any way of if you have any questions or new staff that require new training. Your data is backed up nightly and we notify you when new features and updates are made available on your account.

Starting Timeline

We will work backward in scheduling our training session two weeks prior to your first meeting. This will give you plenty of time to work at your own pace at creating your first agenda package. Once we create your account and templates your training is provided over one week with brief 30-minute sessions each day.

WEEKS	1	2	3	ONGOING
INFORMATION GATHERING				
ACCOUNT SET-UP				
TRAINING & TUTORIALS				
HOSTING & SUPPORT				

ONGOING SUPPORT

We always have someone available 24/7 for after hour support and you do not pay any additional fees. We understand the importance of your meeting process and are always available with any assistance you may require. We are available to provide training to new staff to ensure users have a great understanding of all the program features. We are available by phone or email.

Cost Savings

Time is money and All-Net Meetings is proven to save you time and money by recovering your initial investment in year one and saving you approximately \$3,475/year each year after.

The following calculations are based on the following assumptions:

- 24 meetings per year (Regular and committee)
- Printing 10 agenda packages at 75 pages per meeting
- Cost for a ream of paper at \$6.50
- Printing cost of 2.5 cents per page
- Labor costs of \$24/hr

YOUR SAVINGS	ANNUAL
Paper & Printing 18000 Pages/ Year * \$0.035/Page	\$630.00
Time - Average 5 hours of Prep Time per Meetings 5 Hours @ \$24/Hr = \$120 * 24 Meetings	\$2,880.00
Time - Minute preparations 2.5 Hours @ \$24/Hr = \$60 * 24 Meetings	\$1,440.00
Time - Distributing Participant Packages 20 Min/Pkg * 240 Pkgs = 80 Hrs @ 24/Hr	\$1,920.00
Time - Public Inquiries for Agenda Items 25 Hrs @ 24/Hr	\$600.00
Total Annual Savings (Before support fees)	\$7,470.00

Our Price Estimate

FEATURE COSTS	1ST YEAR	ANNUAL
All-Net Meetings program use license	\$3,995.00	\$3,995.00
Account set-up	\$500.00	N/A
Remote training session	\$1,000.00	N/A
Data hosting and back-ups (In Canada)	Incl	Incl
Automated system updates	Incl	Incl
Access to new features	Incl	Incl
Total Cost	\$5,495.00	\$3,995.00

All pricing and services above are in Canadian dollars and subject to a signed license agreement.

Reproduction or distribution of the above proposal, in whole or in part, outside of the recipient organization is prohibited without the consent of All-Net.ca

What Our Clients Say

Our business has been built on the word of mouth referrals from our municipal clients. We are grateful for every opportunity and working for you is something we will never take for granted.

Michele Sorensen

Town of Nipawin, SK

"Love All-Net Meetings! This program has made my life so much easier! An added benefit is that our office is now helping to save trees!"

Laurent Mougeot

SUMAssure, SK

*"Makes our life and work so much easier.
THANKS for a great product!"*

Sandi Dunne

RM of Wolverine, SK

"Great product and service. Would not want to go back to the way we did things before All-Net Meetings."

Dale Toews

RM of Stanley, MB

"Vern and his qualified team have proven their dedication to ensuring our satisfaction with the All-Net product."

Tammy Parobec

City of Thompson, MB

"If you do have any questions the customer service is amazing. Well done All-Net and thank you for the awesome years of service"

Tracey French

Municipality of Emerson-Franklin, MB

"All-Net listens and understands municipal clients and continues to provide superior products and customer service. Great job All-Net!!"

Questions About Your proposal?

Contact Us Today!

OUR OFFICE

4-350 Keewatin Street
Winnipeg, MB R2X 2R9

CALL OR EMAIL US

Phone: 204-421-9314
Toll Free: 888-403-4240
Email: info@all-net.ca

OUR HOURS

8:30 AM - 4:30 PM
Mon - Fri CST



eScribe Proposal

Township of Prince - ON
Contact: Andrew Nowlan
Title: Municipal Administrator
Email: clerk@twp.prince.on.ca

By: Sandy Mann
Email: smann@escribemeetings.com
Phone: +1-647-680-0663
Date Prepared: January 6, 2023
Expiration Date: March 30, 2023



Situational Analysis

The Township of Prince is looking for ways to streamline and automate their manual processes. Being a small municipality, administrators wear multiple hats and are responsible for several projects. With a meeting management solution, they would like to strengthen their local coverage, improve deadline management and improve transparency.

Project Goals

Based on our discussions to date, it is understood that the Township of Prince is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Improve citizen transparency with Web-streaming and ADA compliant documents
- Efficiently create and distribute paperless agendas to meeting attendees

Pricing

Efficiency Bundle

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Efficiency Bundle	Annual	\$ 5,410	1	\$ 5,410
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 5,410
Implementation Fees		Service Fee	Quantity	Cost
eScribe Accessibility Setup/Training	One time	\$ 1,623	1	\$ 1,623
2 Meeting Types		INCL		
eScribe Academy Licence	One Time			
Total - One-time Implementation Fees				\$ 1,623



Digital Readiness Bundle

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Digital Readiness Bundle	Annual	\$ 8,725	1	\$ 8,725
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 8,725
Implementation Fees		Service Fee	Quantity	Cost
eScribe Digital Readiness Setup/Training	One time	\$ 2,617	1	\$ 2,617
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
eScribe Academy Licence	One Time	INCL	2	
Total - One-time Implementation Fees				\$ 2,617

Pricing Notes:

- All fees are in \$CAD (exclusive of taxes), based on a three (3) year term and are valid for sixty (60) days from the date of this response.
- Implementation fees are for remote support. Onsite personnel can be arranged. Additional travel and living expenses would apply in addition to the Implementation Fees.
- Year 1 Subscription and Implementation Services Fees are invoiced upon commencement of the project.
- Subsequent year(s) Subscription Fees will be due on the anniversary date and will increase from the previous years Subscription Fees by six (6%).
- Payment Terms are Net 30 from date of invoice.
- Fees do not include the migration of any existing meeting content. Should you wish to migrate legacy data, eSCRIBE would be happy to provide a separate statement of work and costs based on specific requirements.
- ADFS or Azure-AD single sign on capability can be provided – additional costs apply.
- Automatic Closed Captioning of the webcasting stream is optionally available for an additional annual fee.
- eSCRIBE Meetings Standard app for iOS is included in the bundle price (unlimited users). Meetings Professional for iPad and Windows 10 are available for download at the following annual rates (per user) for a feature comparison of Professional and Standard please visit www.escribemeetings.com/mobile-apps.
 - \$100 (1 – 10 users)
 - \$75 (11 – 50 users)
 - \$50 (51 – 100 users)
 - \$35 (100+ users)