



**CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING AGENDA – TUESDAY JANUARY 9TH 2024 – 6:45 PM
COMMUNITY HALL**

YouTube Stream

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

Land Acknowledgement

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

AGENDA

- 1. Call to order**
- 2. Approve Agenda**
Resolution 2024-01
Be it resolved that council hereby accepts the agenda, and any addendum, as presented.
- 3. Disclosure of Pecuniary Interest**
- 4. Minutes of Previous Meeting:**
Resolution 2024-02
Be it resolved that council hereby accepts the open minutes of Council meeting on Dec 12th 2023, and any addendums, as presented.
- 5. Questions and Information Arising out of Minutes not Otherwise on Agenda**
- 6. Petitions and/or delegations**
- 7. Staff Reports**
Resolution 2024-03
Be it resolved that the following staff reports be accepted as information:
 - a) Fire Chief December 2023 Report
Resolution 2024-04
Be it resolved that this council accepts the following report:
 - b) Revenue and Expenditure Reports December 2023

8. Planning

9. By-Laws

Resolution 2024-05

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

- a. By-law 2024-01 Naming Boards and Committees

Resolution 2024-06

Be it resolved that council approves:

- b. By-law 2024-02 Interim Tax Levy 2024

Resolution 2024-07

Be it resolved that council hereby approves:

- c. By-law 2024-03 Borrowing By-law 2024

Resolution 2024-08

Be it resolved that council hereby approves:

- d. By-law 2024-04 Licensing Dogs 2024

Resolution 2024-09

Be it resolved that council hereby approves:

- e. By-law 2024-05 Establishing User Fees and Charges

10. Notice and Notice of Motions

11. Correspondence

12. Minutes of Boards and Committee

13. New Business

a) Resolution 2024-10

Be it resolved that council hereby accepts Clearview Townships Cemetery Transfer/Abandonment Administration & Management Support Report LS032-2023

b) Resolution 2024-11

Be it resolved that this council hereby agrees to purchase “Every Child Matters” and “Remembrance Day – Legion “flags and pins for each, as well as to fly them during their respective holidays.

c) Resolution 2024-12

Be it resolved that this council hereby accepts the Marsh Insurance Policy Proposal for the policy period of Feb 15 2024 to Feb 15 2025.

14. Closed Session

Resolution 2024-13

Be it resolved that this council hereby accepts the closed meeting minutes of December 12th, 2023, as presented.

15. Confirmatory By-Law- 2024-06

Resolution 2024-14

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

BEING A BY-LAW to confirm proceedings of the meetings of Council, January 9th 2024

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

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

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

THAT the action of the Council at its meetings of January 9th, 2024, in respect to each motion, resolution and other action passed and taken by the Council at its said meetings, are, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.

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

READ and passed in open Council this 9th day of January 2024.

16. Adjournment.

Resolution 2024-15

Be it resolved that this Council hereby adjourns at ___ p.m. until Tuesday February 13th, 2024, or at the call of the chair.

b) CAO November 2023 Expenditure and Revenue Reports

Resolution 2023-255

Moved by: Councillor E. Caputo

Seconded by: Councillor M. Christenson

Be it resolved that this council hereby accepts the CAO November 2023 Expenditure and Revenue Reports as presented. (Carried)

c) Administrative Report –Algoma University Donation Contribution

Resolution 2023-256

Moved by: Councillor J. Weir

Seconded by: Councillor M. Mageran

Be it resolved that this council hereby shall fulfill the Algoma University Donation. (Carried)

d) Application to submit funding to the NOHFC for the Prince Township Firehall Interior Project 7500188 valued at \$32,995.00;

Resolution 2023-257

Moved by: Councillor J. Weir

Seconded by: Councillor M. Christenson

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

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

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

e) CAO Gagnon Bridge Report

Resolution 2023-258

Moved by: Councillor J. Weir

Seconded by: Councillor E. Caputo

Be it resolved Council hereby accepts the CAO Gagnon Bridge Report as information. (Carried)

f) Honorarium Renumeration Expenses for Council, Boards and Committees as information

Resolution 2023-259

Moved by: Councillor J. Weir

Seconded by: Councillor M. Christenson

Be it resolved council hereby accepts the Honorarium Renumeration Expenses for Council, Boards and Committees as presented. (Carried)

8. Planning

9. By-Laws

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

Resolution 2023-260

Moved by: Councillor M. Mageran

Seconded by: Councillor J. Weir

Be it resolved that this council hereby approves By-law 2023-31 HR Policy Update; December Holiday Amendment. (Carried)

- b) By-law 2023-32 Asset Management Policy
Resolution 2023-261
Moved by: Councillor M. Christenson **Seconded by: Councillor J. Weir**
Be it resolved that this council hereby approves By-law 2023-32 Asset Management Policy. (Carried)
- c) By-law 2023-33 Transfer Payment Agreement with MNR
Resolution 2023-262
Moved by: Councillor J. Weir **Seconded by: Councillor M. Mageran**
Be it resolved that council hereby approves By-law 2023-33 Transfer Payment Agreement with the Ministry of Natural Resources and Forestry. (Carried)
- d) By-law 2023-34 To Establish Fees and Charges
Resolution 2023-263
Moved by: Councillor E. Caputo **Seconded by: Councillor M. Mageran**
Be it resolved that council hereby approves By-law 2023-34 To Establish Fees and Charges. (Carried)
- e) By-law 2023-36 Honorariums and Renumeration of Expenses for Council, Boards and Committees
Resolution 2023-264
Moved by: Councillor E. Caputo **Seconded by: Councillor M. Mageran**
Resolution 2023-264 was introduced and discussed. After deliberation and vote, the resolution was defeated. (Defeated)
10. Notice and Notice of Motions
11. Correspondence
- a) 2024 APH Municipal Levy Notice
Resolution 2023-265
Moved by: Councillor M. Mageran **Seconded by: Councillor J. Weir**
Be it resolved that council hereby accepts the 2024 APH Municipal Levy Notice as information. (Carried)
- b) SSM Conservation Authority Fee Policy and Schedule for Consultation
Resolution 2023-266
Moved by: Councillor J. Weir **Seconded by: Councillor M. Mageran**
Be it resolved that this council hereby accepts the SSM Conservation Authority Fee Policy and Schedule for Consultation. (Carried)
- c) SSM Conservation Authority Agenda
Resolution 2023-267
Moved by: Councillor J. Weir **Seconded by: Councillor M. Christenson**
Be it resolved that this council hereby accepts the SSM Conservation Authority Agenda be accepted as information. (Carried)

12. Minutes of Boards and Committees

Resolution 2023-268

Moved by: Councillor M. Mageran

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby approves the minutes of the Recreation Committee Meeting of November 15th, 2023, as presented. (Carried)

13. New Business

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

Resolution 2023-269

Moved by: Councillor M. Mageran

Seconded by: Councillor M. Christenson

Be it resolved that this council hereby supports the Project Ontario Echo Skin and Wound; Virtual Wound Care & Training for Regional Complex Wound Care Teams. (Carried)

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

Resolution 2023-270

Moved by: Councillor E. Caputo

Seconded by: Councillor J. Wier

Be it resolved that this council hereby supports Shuniah's Resolution 399-23 Excessive Noise from Engine Brakes. (Defeated)

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

Resolution 2023-271

Moved by: Councillor M. Mageran

Seconded by: Councillor M. Christenson

Be it resolved that this council hereby Supports Halton Hills Resolution 2023-0222 for a Guaranteed Livable Income. (Carried)

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

Resolution 2023-272

Moved by: Councillor J. Weir

Seconded by: Councillor M. Mageran

Be it resolved that this council hereby supports Shuniah's Resolution 440-23 Long Term Care Amendment Act (Till Death Do Us Part). (Carried)

14. Closed Session

Resolution 2023-273

Moved by: Councillor J. Weir

Seconded by: Councillor E. Caputo

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

MOVE INTO CLOSED SESSION - ADJOURNMENT TO FOLLOW.

15. Resolution 2023-274

Moved by: Councillor E. Caputo

Seconded by: Councillor M. Christenson

Be it resolved that this council move into the Closed Session at 7:28 pm to consider:

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

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

(d) labour relations or employee negotiations;

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

For the consideration of:

a) Administrative Staff Composition. (Carried)

ENTERING BACK IN OPEN SESSION

b) Resolution 2023-275

Moved by: Councillor M. Mageran

Seconded by: Councillor M. Christenson

Be it resolved council left closed session and enters back into open session at 8:06 pm. (Carried)

16. Administrative Staff Composition

Resolution 2023-276

Moved by: Councillor M. Mageran

Seconded by: Councillor E. Caputo

Be it resolved that council hereby approves the recruitment of Treasurer.

(Carried)

17. Confirmatory By-Law- 2023-35

Resolution 2023 – 277

Moved by: Councillor M. Mageran

Seconded by: Councillor J. Weir

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

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

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

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

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

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

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

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

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

16. Adjournment.

Resolution 2023 – 278

Moved by: Councillor M. Christenson

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby adjourns at 8:09 p.m. until Tuesday January 9th, 2024, or at the call of the chair. (Carried)

Mayor, E Palumbo

CAO/Clerk, Steve Hemsworth

COUNCIL REPORT

Date: December 30, 2023	Date Presented: January 9, 2024
Prepared By: Steve Hemsworth	Rank: Fire Chief

Operations

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

Personnel

No change.

Training

During December training nights firefighters organized equipment and re-assembled the training room that had been moved for the installation of the new floors. Training was suspended for the last two Wednesdays of December due to the Christmas holidays.

Equipment

In 2022 an application was made to TC Energy Benevity Grants program. A request was made for an in kind donation of a used 4 x 4 pickup truck for the firefighters to use as a remote response vehicle into areas of the township that normal fire trucks cannot reach. As a result of that application TC Energy made a \$2500.00 donation to the fire department for that purpose. In 2023 the fire department again made an application to TC Energy and this year a \$10,000.00 donation was made to further our progress towards purchasing a remote response vehicle. The fire department has reached out to another corporation that makes local donations and has asked them to match the TC Energy grant. There will be more information provided in the near future regarding this project.

Fire Prevention

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

December 2023 Expenditure Report			
Cheque #	Vendor	Description	Amount
14305-1433	Payroll	Staff payroll, council honorarims, CEMC payments	\$25,954.10
14319-1433	Fire Honorariums	Fire Honorariums	\$18,429.44
10886	Public Utilities Corporation	LED gateway, Streetlighting Hydro	\$681.04
10887	Spectrum Group	Monthly Tower Rental - Prince Lake	\$367.25
10888	WirelessCom Ca Inc.	Internet Services	\$484.71
10889	Airways General Store	Pumper 1 fuel	\$103.79
10890	GFL Environmental Inc.	Garbage Pick-up and Disposal	\$3,962.91
10891	Steve Hemsworth	Microwave for kitchen	\$101.68
10892	Collabria Visa	Food for emergency management meeting	\$57.17
10893	DNM Plumbing & Heating Ltd.	Repair washroom toilet	\$244.98
10894	City of Sault Ste Marie	Nov 2023 Policing services	\$18,504.89
10895	Airways General Store	Pumper 2 fuel	\$90.37
10896	Archibald Bros.	Grading, plowing and sanding	\$3,717.70
10897	Public Utilities Corporation	Pavillion Hydro	\$78.22
10898	Ironside Consulting Services Inc.	Consulting Services Nov 2023	\$1,130.00
10899	Lorraine Mousseau	Registered letters	\$48.92
10900	AMCTO	AMCTO membership	\$270.07
10901	Ketchum Manufacturing Inc.	Dog tags	\$184.27
10902	Barbie Rudnicki	Oct-Dec mileage	\$25.20
10903	Stephen Turco, RPP	Planning services	\$440.00
10904	Jane Weir	Rec committee - three christmas trees & lights	\$133.90
10905	City of Sault Ste Marie	Nov 2023 Snow plowing	\$571.93
10906	Huron Superior Catholic School Board	4th quarter 2023 payment	\$15,824.12
10907	LeConseil Scolaire de District Catholique	4th quarter 2023 payment	\$2,234.47
10908	Conseil Scolaire de District du Grand Nord	4th quarter 2023 payment	\$563.50
10909	Wishart Law Firm	Solicitor gold package - 2nd installment 2023 & 2024 gold package	\$11,723.75
10910	Algoma District School Board	4th quarter 2023 payment	\$24,851.24
10911	Algoma Public Health	1st quarter levy 2024	\$10,448.25
10912	BDO Canada LLP	Professional services, administration and technology fees	\$21,159.25
10913	THE EPOXY CO.	remaining 40% og garage floor, fire hall office, washrooms	\$18,628.72
10914	Sarah Thibert	Damage deposit refund	\$100.00
10915	Public Utilities Corporation	Museum hydro, quonset hydro, community centre hydro, fire station hydro	\$781.74
10916	Wishart Law Firm	Audit Letter	\$84.75
10917	Minister of Finance - Ontario	Nov 30th 2023 Fire Training	\$3.17
10918	Reliable Maintenance Products	Garbage bags	\$39.01
10919	ENBRIDGE GAS INC.	Community centre fuel	\$720.20
10920	Maverick and Son Exteriors & Consulting Services	Repair to seal roof & prevent water leaks	\$1,570.70
		Total	\$184,315.41

December 2023 Revenue Report

Item	Description	Account	Total
Hall Rentals	Hall Rentals for Dec 2023	Hall Rentals	400.00
TransCanada PipLines Limited	Donation to Fire Department	Fire Donations	10,000.00
Planning	Planning - Rezoning, consent, minor variances x2	Planning	2,200.00
Dog Tags	Dog Tag Purchases	Dog tags	22.50
Parent Child Resource	Parent/Child Resource Centre	Rent for Dec 2023	4,595.00
Parent Child Resource Centre	Parent/Child Resource Centre	Dec 2023 OMERS Reimbursement	3,908.36
Parent Child Resource Centre	Parent/Child Resource Centre	Audit Fee for 2022 audit	2,544.00
		Subtotal	23,669.86
<u>Property Taxation</u>	<u>Property Taxes</u>		<u>43,003.74</u>
		Total	66,673.60

CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law 2024-01**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 it's 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 THEREFOR THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE ENACTS AS FOLLOWS:

- 1) That the Township of Prince will be represented by the following Committees, Boards, and Agencies by the member(s) of Council or its representatives as so named;
 - a. **Algoma District of Municipal Association**
 - Mayor E. Palumbo
 - Councillor E. Caputo
 - b. **District of S.S.M Social Services**
 - Mayor E. Palumbo
 - c. **S.S.M Region Conservation Authority**
 - Councillor E. Palumbo
 - d. **Human Resources Committee**
 - Mayor E. Palumbo
 - Councillor E. Caputo
 - CAO/Clerk S. Hemsworth
 - e. **CEMC Officer**
 - Jasmin Bryson
 - Councillor M. Mageran

f. Parent/Child Resource Centre

- Councillor J. Weir

g. Recreation Committee

- Councillor M. Christenson: Council Rep
- Mary Moore: Vice Chair
- Sam Pigeau: Secretary
- Tiffany Baxter
- Councillor J. Weir
- Kristi Laforrest: Chair
- Adam Lyons: Treasurer
- Tiana Trutenko: Social Media
- Serena Madonna

h. Library Board

- Rita Wagner: CEO
- Councillor J. Weir
- Brittany Anne Agliani
- Vicky Taylor
- Micheal Matthews
- Bev Couch
- Sandy Fulcher
- Hal McGonigal
- Jodi LeFleur
- Helen Mackay

i. Heritage Committees/Museum

- Councillor M. Mageran
- Councillor M. Christenson
- Lindsay Ackland
- Diane Marshall
- Micheal Reed
- Gayle Russell

j. Prince Township Fire Department – Liaison

- Councillor E. Caputo

k. Prince Township Volunteer Fire Department

- Steve Hemsworth: Fire Chief
- Blake Mitchell
- Phil Hoover
- Cooper Williams
- Ethan Johnson
- Tyler Sehovic
- Aaron Savage
- Austin Montgomery
- Rob Charette
- John Marshall
- Jim Boissineau: Deputy Chief
- Hannah Horner
- Adam Paci
- Issac Belsito
- Chanel Fall
- Dani Buckner
- Noah Sartoretto
- Ann Marcon
- Nick Delavalle
- Jerry Marshall

l. Prince Assisted Living Senior Services Committee

- Councillor M. Mageran
- Hal McGonigal
- Councillor M. Christenson
- Anna Marina Wallenius
- Rhonda Matthews

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 articles 1, 2 or 3 are necessary during the term of Council they shall be completed by resolution of Council.

Read a first, second, third time and passed on this 9th day of January 2024

Mayor, E. Plumbo

CAO/Clerk, Steve Hemsworth



CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law 2024-02

Being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest of 2 per cent.

WHEREAS Section 317(2) of The Municipal Act 2001, as amended provides that the Council of a local municipality may, before the adoption of the estimate for the year, pass a by-law to levy amounts on the assessment of property in the local municipality rateable for local municipality purposes, a sum not to exceed that which would be produced by applying the prescribed percentage (or 50 % if no percentage is otherwise prescribed) of the total 2023 taxes for municipal and school purposes levied on the property; and

NOW THEREFORE the Council of the Corporation of the Township of Prince enacts as follows:

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year and shall be in the amount equal to fifty per cent (50%) of the final 2023 taxes on the property.
2. When calculating the total amount of taxes for the year 2023 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The said interim tax levy shall become due and payable in two instalments as follows: February 25, 2024, and May 25, 2024.
4. Penalties and interest shall continue to be calculated at the rate of one and one-half percent per month as provided for in By-law 2023-22.

PASSED in open Council on this 9th day of January 2024.

Mayor, E. Palumbo

CAO/Clerk, Steve Hemsworth

CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law 2024-03**A BY-LAW AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE TOWNSHIP OF PRINCE**

- A. In accordance with subsection 407 (1) of the Ontario Municipal Act (the 'Act'), the Municipality considers it necessary to borrow the amount of \$300,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year.
- B. Pursuant to subsection 407 (1) of the Act, the total amount borrowed pursuant to this by-law together with the total of any similar borrowings is not to exceed the limits set forth in that subsection.
- C. The total amount previously borrowed by the Municipality pursuant to section 407 that has not been repaid is \$0.00.

THEREFORE, THE COUNCIL OF PRINCE ENACTS AS FOLLOWS:

1. The Head and the Chief Administrative Officer (CAO) are authorized on behalf of the Municipality to borrow from time to time by way of promissory note or bankers' acceptance from Northern Credit Union (NCU), a sum or sums not exceeding in the aggregate \$300,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year (including the amounts required for the purposes mentioned in subsection 407 (1) of the Act) and to give to NCU promissory notes or bankers' acceptances, as the case may be, sealed with the Corporate Seal of the Municipality and signed by the Head and CAO for the sums borrowed plus interest at a rate to be agreed upon from time to time with NCU.
2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act In this year and in previous years from NCU for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect to taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. The CAO is authorized to furnish to NCU a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.

READ AND PASSED IN OPEN COUNCIL ON THIS 9TH DAY OF JANUARY 2024.

Mayor, E. Palumbo

CAO/Clerk, Steve Hemsworth

CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law 2024-04**Licensing: A by-law for licensing dogs, requiring the registration for dogs and for prohibiting the running of at large of dogs and cats**

THE COUNCIL of the Corporation of the Township of Prince pursuant to The Municipal Act, S.O. 2001, c.25 as amended, ENACTS as follows:

1. INTERPRETATION

In this by-law:

- (1) "Kennel" means an establishment where a kennel of purebred dogs are registered with the Canadian Kennel Club under the owner's name
- (2) "Dog" means a dog of any age, gender or breed.
- (3) "Owner" of a dog or cat includes a person who possesses or harbors a dog or cat and, where the owner is a minor, the person responsible for the custody of the minor
- (4) "Poundkeeper" means the shelter operated by the Sault Ste. Marie Humane Society on behalf of the Corporation of the Township of Prince
- (5) "By-law Enforcement Officer" means the by-law enforcement officer of the Township of Prince.
- (6) "Animal Control Officer" means the staff responsible for the observance, collection and transfer to Owner/ Poundkeeper, etc, for the Township of Prince.

2. POUNDKEEPER

For the purpose of this by-law, the Sault Ste. Marie Human Society shall be deemed to be the Poundkeeper of the City of Sault Ste. Marie and the Animal Shelter operated by the Society shall be deemed to be the Pound.

3. LICENSE REQUIREMENT

- (1) On or before the first day of March each year, every person who owns a dog and cat shall:
 - (a) register every dog and cat owned with the Township; and

(b) obtain a license and tag for every dog and cat owned from the Township

(2) New dog and cat owners shall comply with section 3, subsection {1)(a) and (b) within seven

{7} days of acquiring the dog

4. PENALTY FOR NON-RENEWAL

Any person who fails to renew a dog license on or before March 1st of each year shall be subject to a penalty of Fifteen Dollars (\$15.00) on renewal.

5. LICENCE FEE AND REGULATION

The Township shall not issue a license or tag to any person for any dog unless: (1) a certificate signed by a Doctor of Veterinary Medicine is provided to the Township or Animal Control Officer that indicates that such dog has been inoculated against rabies within 24 months of the 1st day of January of the year in which the application is made; and

(2) the following fees are paid in office:

For each neutered/spayed dog or cat:	\$10.00
For each unaltered dog or cat:	\$20.00
Penalty for late renewal:	\$15.00
Kennel Fee for impounded dogs – per day:	\$10.00
Kennel Fee for Purebred dogs :	\$37.50
Surcharge for transporting a pet to kennel:	\$20.00

(3) Failure to comply will result in the following fines:

Fail to treat animal in a humane way:	\$250.00
Fail to provide animal with adequate/appropriate water:	\$250.00
Fail to provide animal with adequate/appropriate shelter:	\$250.00
Fail to provide animal with veterinary medical care:	\$500.00
Fail to provide animal with sufficient physical activity:	\$250.00
Fail to provide animal with raised shelter:	\$150.00
Fail to provide animal with sufficient shade:	\$300.00

Fail to provide animal with area dry and free from standing water:	\$150.00
Improper tethering of an animal - tether less than four (4) meters Improper tethering of an animal - failing to give animal unrestricted Or unobstructed movement within a range of tether:	\$150.00
Improper tethering of an animal - no access to food/water/shelter Improper tethering of an animal tether causing pain or distress Improper collar restrict breathing or cause distress:	\$300.00
Improper tethering of an animal (cats) left outside unsupervised:	\$200.00
Fail to keep animal in sanitary conditions:	\$250.00
Fail to register dog	\$250.00
Fail to renew registration:	\$100.00
Fail to obtain a replacement dog identification tag:	\$50.00
Fail to display identification tag on collar:	\$50.00
Use improper tag/ providing false identification:	\$250.00
Remove identification tag:	\$100.00
Permit dog to bite or attack - a person or domestic animal:	\$500.00
Fail to comply with a Dangerous Dog Notice:	\$400.00
Fail to muzzle a dangerous dog:	\$400.00
Fail to securely tether a dangerous dog:	\$400.00
Fail to securely confine a dangerous dog with appropriate fence OR enclosure:	\$400.00
Fail to display Dangerous Dog warning sign:	\$200.00
Use leash more than 2m on dangerous dog:	\$400.00
Fail to notify of change of address or ownership:	\$300.00
Fail to notify running at large of dangerous dog:	\$400.00
Failing to notify attacking or biting by dangerous dog:	\$400.00
Permit dog or cat to damage public or private property:	\$150.00
Permit dog or cat to chase persons, vehicles, domestic animals, Livestock, or poultry:	\$150.00

Permit dog or cat to run at large:	\$200.00
Permit Dangerous Dog to run at large:	\$400.00
Fail to properly control a dog on a leash:	\$100.00
Fail to turn over a found cat or dog to Pound or Owner:	\$200.00
Fail to confine a dog or cat that is in heat:	\$150.00
Keep more than 4 dogs on premises:	\$250.00
Keep more than 5 cats on premises:	\$250.00
Keeping an animal in enclosed space or car without adequate ventilation:	\$400.00
Improper Transportation of animal:	\$250.00
Fail to notify Pound Keeper of injuring an animal while operating a motor vehicle:	\$300.00
Fail to turn over an injured animal to Owner:	\$500.00
Fail to turn over an injured animal to Officer or Pound Keeper:	\$300.00
Annoy or assault or batter or torment or willfully and recklessly kill or cause injury or cause pain or cause suffering to an animal:	\$5000.00
Trap an animal causing pain injury and suffering:	\$150.00
Keep livestock in area not zoned for keeping of livestock:	\$250.00
Permit livestock to run at large:	\$300.00
Fail to turn over livestock to its Owner or Officer or Pound:	\$200.00
Remove a wild animal from Township Property:	\$150.00
Keep or cause to be kept a wild animal:	\$150.00
Feed a wild animal or leave food or attractant out:	\$200.00
Keep a prohibited animal:	\$300.00
Keep more than ten (10) animals - Breeding Kennel:	\$250.00
Fail to permit an Officer to inspect premises:	\$300.00

Obstructing an Officer in the execution of their duties: \$300.00

Furnish false information to an Officer: \$300.00

(4) If a kennel license is issued for a kennel of purebred dogs or cats registered in the register of the Canadian Kennel Club, no further license fee is required to be paid in respect of such purebred dogs or cats, while they are part of the kennel.

(5) If an application is made for a license for a dog which at the time of the application is less than 8 months old, subsection 1 of section 5 shall not prevent the issue of a license for such dog if the owner undertakes to file with the Animal Control or By-law Enforcement Officer, in a form satisfactory to them, a certificate signed by a Doctor of Veterinary Medicine providing that the dog has been inoculated for rabies when the dog attains the age of 8 months.

(6) No female dog shall be licensed as a spayed female dog and no male dog shall be licensed as a neutered male dog unless a certificate signed by a Doctor of Veterinary Medicine is provided to the Township or By-law Enforcement Officer certifying that such female dog has been spayed or that such male dog has been neutered.

(7) With respect to a dog that is less than 8 months old, subsection 5 is satisfactorily complied with if the owner of such dog or cat files with the Township a certificate signed by a Doctor of Veterinary Medicine that an appointment has been made with them, to spay the said dog or cat at some time prior to the day on which such dog will be 8 months old.

(8) If a person becomes an owner of a dog after the first day of July in each year, the fee payable for each license applied for in that year shall be one-half the yearly license fee required by this by law.

(9) A blind owner of a guide dog shall be issued a dog **license free of charge** upon production of a card from the Canadian National Institute for the Blind issued to such owner and provided that all other provisions of this by-law are satisfied.

(10) A hearing-impaired owner of a hearing ear dog shall be issued **a dog license free of charge** upon production of a card from the Hearing Ear Dogs of Canada issued to such owner and provided that all other provisions of this by-law are satisfied.

6. PROHIBITIONS

(1) Every owner shall procure a tag for each dog or cat owned and shall keep the tag affixed to the dog or cat for which it was procured at all times during the year and until such time as he procures a tag for each dog for the following year.

(2) No owner shall use a tag upon a dog other than that for which the tag was issued.

(3) Every owner shall cause each dog or cat owned to be inoculated for rabies before each dog is 8 months old

(4) No person shall procure a license for a female dog as a male dog.

(5) No person shall remove a license tag from a licensed dog.

7. TAGS

A tag shall bear a serial number and the year to which it applies; a license shall state the name of the owner, the amount paid, the name of the person who paid the fee, the year for which the receipt is issued and a description of the dog for which the license is issued, which particulars shall be entered in the records kept in the Municipal Office.

8. RUNNING AT LARGE

(1) No person shall cause or permit a dog or cat owned by a resident to run at large in the Township of Prince.

(2) For the purpose of this section, a dog or cat shall be deemed to be running at large:

(a) when found in any place other than the premises of the owner of the dog or cat not on a leash held by a responsible person;

(b) when found on any private property without the consent of the person apparently in possession or having ownership of the property or

(c) when although chained up or fastened to a particular μ. on private property, if the chain or other means of fastening is of sufficient length so that the dog or cat is found on a highway, other public place, or other private property not owned by the owner of a dog or cat.

(3) No person shall keep a dog or cat within the Township of Prince tethered on a chain rope or restraining device of less than ten feet in length.

9. IMPOUNDING AND DESTRUCTION

(1) A dog or cat which is found running at large contrary to the provisions of this by-law may be seized and impounded in the Pound for a period of 5 days after which time, the township can make decisions on their custody, as deemed appropriate by the Township.

(2) Where three charges are laid under this section against the owner of a dog or cat and result in conviction, the Animal Control or By-law Enforcement Officer shall be entitled to retrieve the dog or cat from the owner and keep the dog or cat in the animal shelter for a period of ten days or until the Township is satisfied that the owner of the dog or cat has taken proper and effective steps to restrain the animal whichever is the lesser.

(4) A dog or cat so impounded shall not be released until the owner thereof has paid to the Township the sum of ten dollars (\$10.00) for each twenty-four hours or part thereof during which the dog or cat has been impounded plus a \$20.00 surcharge to be forwarded to the municipality to cover the costs of mileage, plus any administrative fee approved by the Board of the Society

(5) Where a dog or cat is adopted under this by-law, the proceeds of the adoption shall be paid to the Pound keeper.

10. INJURED DOGS AND CATS

(1) Where, in the opinion of the constable, peace officer, Animal Control Officer, Poundkeeper, or By-law Enforcement Officer, a dog or cat under this by-law is injured or should be euthanized without delay for humane reasons; or for safety to persons, such person may euthanize the animal as soon after the seizure as they see fit without permitting any person to reclaim the animal or without offering it by public auction or otherwise for sale, and no damages or compensation shall be recovered by the owner.

(2) Where a dog or cat seized or impounded by the Animal Control Officer, Poundkeeper or By-law Enforcement Officer under section 9 subsection (1) is injured or ill and is treated by a veterinary surgeon, the Poundkeeper shall, in addition to any amount charged under section 9 subsection (4) be entitled to charge the person claiming the dog or cat the cost for veterinary treatment.

11. ATTACKING DOGS AND CATS

(1) Where a constable, animal control officer or other peace officer or the By-law Enforcement Officer finds a dog or cat running at large contrary to the provisions of this by-law and he or she believes that before the dog or cat can be seized it may attack a human being, they may euthanize IF needed.

(2) Where a person finds a dog or cat running at large contrary to the provisions of this by-law and the dog or cat is in the act of attacking or threatening to attack a human being, that person must contact the humane society.

(3) No damage or compensation shall be recovered for the killing of a dog or cat under this section.

12. CONFINEMENT OF FEMALE DOGS AND CATS IN HEAT

The owner of a female dog or cat in heat shall confine such dog in a building or enclosed pen or kennel until such heat has ended.

13. KENNEL LICENCES

All kennel licensees shall abide by the provisions of this by-law, including being a member in good standing of the Canadian Kennel Club.

14. POTENTIALLY DANGEROUS AND DANGEROUS DOGS

(1) In this section,

(a) "potentially dangerous dog" means

(i) a dog that in the absence of any mitigating factor, chases or approaches any person or domestic animal, anywhere other than on the property of its owner in a menacing fashion or apparent attitude of attack including, but not limited to, behaviour such as growling or snarling; or

(ii) a dog that has been impounded or for whom the owner has been convicted on a total of three occasions within a 24 month period for such dog being at large in the municipality.

(b) "dangerous dog" means:

i) a dog that, in the absence of any mitigating factor, has attacked, bitten, or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so

ii) a dog that, in the absence of any mitigating factor, has significantly injured a domestic animal; or

(iii) a dog, previously designated as a potentially dangerous dog, that is kept or permitted to be kept by its owner in violation of the requirements for such dog

(c) "mitigating factor" means a circumstance which excuses aggressive behaviour of a dog and, without limiting the generality of the foregoing, may include circumstances where:

(i) the dog was at the time of the aggressive behaviour, acting in defense to an attack from a person or domestic animal;

(ii) the dog was, at the time of the aggressive behaviour, acting in defense of its young or to a person or domestic animal trespassing on the property of its owner; or

(iii) the dog was, at the time of the aggressive behaviour, being teased, provoked, or tormented.

(d) "muzzle" means a humane fastening or covering device of adequate strength placed over a dog's mouth to prevent it from biting.

(2) Potentially Dog - Notice and Owner Requirements

Where the Animal Control Officer, Poundkeeper or By-law Enforcement Officer designates a dog as a potentially dangerous dog, the Animal Control officer, By-law Enforcement Officer or Poundkeeper shall serve notice upon the owner of such dog requiring the owner, upon receipt of such notice, to comply with any or all of the following requirements:

(a) to keep such dog, when it is on the lands and premises of the owner, confined

(i) within the owner's dwelling; or

(ii) in an enclosed pen of sufficient dimension and construction to provide humane shelter for the dog while preventing it from escaping therefrom and preventing the entry therein of unsupervised children;

(b) to securely attach a muzzle to such dog at all times when it is not on the property of the owner or on the property of another person with such person's consent;

(c) to permit the Poundkeeper to insert a microchip implantation in such dog, at the owner's expense for the purpose of identifying such dog as a potentially dangerous dog

(3) Dangerous; Dogs - Notice and Owner Requirement.

Where the Animal Control officer, By-law Enforcement Officer or Poundkeeper designates a dog as a dangerous dog, the By-law Enforcement Officer or Poundkeeper shall serve notice upon the owner of such dog requiring the owner upon receipt of such notice to comply with the following requirements:

(a) to keep such dog confined

(i) within the owner's dwelling, or

(ii) in an enclosed pen of sufficient dimension and construction to provide humane shelter for the dog while preventing it from escaping therefrom and preventing the entry therein of unsupervised children;

(b) to securely attach a muzzle to such dog at all times when it's not confined in accordance with Section 15, subsection 3(a)

(c) to permit the Poundkeeper to insert a microchip implantation in such dog, at the owner's expense for the purpose of identifying such dog as a dangerous dog.

(d) to permit the Animal Control officer, By-law Enforcement Officer or Poundkeeper to deliver the dog for spaying or neutering, if unaltered, at the owner's expense.

(4) Notice Requirements

The notice referred to in Section 15, subsections (2) and (3) shall be served by hand delivery or registered mail. In the event of service by registered mail, it shall be deemed received on the fifth working day after the date of mailing. Such notices shall include:

(a) a statement that the Animal Control Officer, Poundkeeper or By-law Enforcement Officer has reason to believe that the dog is a potentially dangerous or dangerous dog, as the case may be;

(b) the requirements that the owner must comply with in accordance with this Section and when such requirements take effect; and

(c) a statement that the Owner may request, within three working days of receipt of the notice, and is entitled to, a hearing by the Council of the Township of Prince which may affirm or rescind the By law Enforcement Officer's or Animal Control Officer or Poundkeeper's designation of the dog as potentially dangerous or dangerous, as the case may be, and which Council may substitute its own designation or its own requirements of the owner of a potentially dangerous dog pursuant to Section 15 subsections (a) to (c).

(5) Notice Received - Hearing Requested

Where the owner of a dog receives a notice from the By-law Enforcement Officer, Animal Control Officer or Poundkeeper designating such dog as a potentially dangerous dog or as a dangerous dog, he may request an appeal hearing. Such requests must be made in writing to the Administrator of the Township of Prince within five working days of receipt of such notice. Hearing requests shall be served by hand

delivery or prepaid registered mail. In the event of service by registered mail, it shall be deemed received on the tenth working day after the date of mailing. The Council shall hold a hearing pursuant to the provisions of the Statutory Powers Procedure Act within fifteen working days of the Administrator's receipt of the request for a hearing and the Council may:

(a) affirm or rescind the By-law Enforcement Officers, Animal Control Officers, or Poundkeeper's designation of the dog as a potentially dangerous dog or as a dangerous dog, as the case may be

(b) substitute its own designation of the dog as a potentially dangerous dog or as a dangerous dog, as the case may be, and/or

(c) substitute its own requirements of the owner of a potentially dangerous dog pursuant to section 15 subsections 2 (a) and (c)

(6) Complaint Inquiry by By-law Enforcement Officer or Animal Control Officer

The Animal Control Officer, By-law Enforcement Officer may either on his or her own initiative or as a result of a complaint received by him or her from the public conduct an inquiry into whether a dog should be designated a potentially dangerous dog or a dangerous dog, as the case may be

(7) Compliance Deadline of Owner

The requirements of section 15 subsections 2(c) and 3(c) and (d) which may be imposed on a dog owner by the By-law Enforcement Officer, Animal Control Officer, or Poundkeeper pursuant to such sections shall not be required until either the time for appeal under section 15 subsection 5 has elapsed without the dog owner requesting an appeal pursuant to that section or the Council has ordered such requirement, whichever occurs earlier

(8) Change of Ownership

An owner of a dog which has been designated a potentially dangerous dog or a dangerous dog pursuant to this Section shall advise the Township immediately if he or she transfers ownership of such dog to another person or changes the address at which such dog is kept and furnish the Township with particulars of same

(9) Dog Owner's Liability Act

Where it is alleged that a dog has bitten or attacked a person or domestic animal. such dog may be impounded on the order of the Chief of Police and held by the Pound keeper until the proceedings provided in the Dog Owner's Liability Act R.S.O. 1990 cD 16 have been followed provided that no dog shall be so impounded for a period in excess of twenty-one days unless otherwise ordered by an Ontario Court (Criminal Division) or Provincial Offences Court

15. PENALTY

Any person who contravenes any of the provisions of this by-law is guilty of an offence and is liable to a penalty in accordance with the provisions of the Provincial Offences Act as amended.

16 BY-LAWS REPEALED

By-law 2023-06 of the Township of Prince is hereby repealed.

17. EFFECTIVE DATE

This by-law comes into force on the date of its final passing.

PASSED in Open Council this 9th day of January 2024.

Mayor, E. Palumbo

CAO/Clerk, Steve Hemsworth



CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW # 2024-05

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

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

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

1. A tariff of fees and charges is hereby established as set out on the attached Schedule "A".
2. No request by any person for documentary, written or printed information relating to any land, building or structure in the municipality, or any application described in Schedule "A" will be processed, nor will any other municipal business be acknowledged unless and until the person requesting the information or submitting the application has paid the applicable fee in the prescribed amount as set out in Schedule "A" to this by-law.
2. Notwithstanding the tariff of fees prescribed in paragraph 1 of this by-law and contained in Schedule "A" hereto, Council may at its discretion, reduce the amount of or waive the requirement for the payment of the fee in respect of the application or service where the Council is satisfied that it would be unreasonable to require payment in accordance with the tariff of fees described in the attached Schedule "A".
3. Schedule "A" forms part of this by-law.
4. Should any part of this by-law, including any part of Schedule "A" be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedule "A" as applicable shall continue to operate and to be in force and effect.
5. By-law 2019-11 is hereby repealed.
- 6.. This by-law takes effect on January 9th, 2024.

PASSED in open Council this 9th day of January 2024.

Mayor, Enzo Palumbo

CAO/Clerk, Steve Hemsworth

Description of Fee or Charge	Fee
<u>Fees imposed under s. 69 of the Planning Act</u>	
Application for Consent	\$500
Application for Minor Variance	\$500
Application for Zoning Amendment	\$700
Application for Official Plan Amendment	\$1000
Combined Zoning & Official Plan Amendment	\$1000
Subdivision Applications - initial fee	\$1000
Plus: fee for each lot created	100.00
*In addition to the above fees for land use planning matters; where it is necessary to advertise in a newspaper having general circulation within the municipality, the applicant shall, in addition to the fees prescribed above, pay the cost of any newspaper advertising to the municipality prior to the placement of the advertisement.	
<u>Dog Licenses</u>	
For each spayed or neutered dog	\$10
For each unaltered dog	\$20
For a kennel of purebred dogs	\$37.50
Penalty for late renewal	\$15
Kennel fee for impounded dogs - per day	\$10
Surcharge for transporting dog to kennel	\$25
<u>Tax Certificates</u>	\$50
<u>Certificates of Zoning Conformity</u>	\$30
<u>Rental of Premises</u>	
Banquet Hall per day	\$250
Banquet Hall 4 hrs	\$75
Banquet Hall per day, where revenue is to be donated to charity	\$87.50
Refundable damage deposit for facilities	\$100
Pavilion for events per day	\$500
Pavilion for events – 4 hr rentals	\$250
Pavilion/Rink Rental for ice time – per hour	\$60
Vendors' Market – Table Rental (on site only)	10.00
Classroom per day (Council Chambers) (Upon approval)	25.00
Community clubs, recreational classes, etc. (after hours)	10.00

Description of Fee or Charge	Fee
Community Groups during office hours (exercise, quilters, EarlyON, library, etc.)	by donation
Community clubs, recreational classes, etc., per event - where food and/or beverages are served	40.00
Museum Church Rentals – Per Day	250
Cemetery	
One grave - resident - care and maintenance fee	\$500
One grave – non-resident - includes care & maintenance fee	\$800
Opening, closing and survey of grave for burial	\$750
Opening, closing and survey of grave for burial of cremated remains	\$500
No charge for flat marker less than 173 sq. ins - care & maintenance fee	
Monument fee - flat marker over 173 sq. ins. - care & maintenance fee	50.00
Monument fee - marker 4' x 4' or less - care & maintenance fee	100.00
Monument fee - marker over 4' x 4' - care & maintenance fee	200.00
Miscellaneous Charges	
Photocopies - each	0.50
Colour printing - per page	1.00
Scanning - colour up to 5 x 7	2.00
Scanning - colour over 5 x 7	2.50
Facsimile - per page	2.00
Newsletter ads - business card size	5.00
Service charge for NSF cheques	35.00
Service charge for exchange of US cheques	25.00
Fire Permits – Full Season	20.00
Recycling Carts	175.00

Description of Fee or Charge	Fee
<u>Freedom of Information Requests</u>	
To initiate request	5.00
Research Costs per hour	35
Copies and computer printouts	.20
For manually searching a record each 15 mins. spent	7.50
For manually searching a record each 15 mins. spent	7.50
For preparing a record for disclosure, including, severing a	7.50
For preparing a record for disclosure, including, severing a part of the record - for each 15 mins. spent by a person	7.50
Lottery Licenses - 3% of prizes	20
<u>Building & Demolition permits</u>	35
Culvert permits	40
Civic numbering signs (911)	50



CORPORATION OF THE TOWNSHIP OF PRINCE

Price Comparison Report – Dec 2023

This report aims to provide a comprehensive overview of rental rates across various locations, offering insights into the cost differentials and additional charges associated with renting halls and pavilions. The analysis delves into the pricing structures of Prince Township, comparing them with neighbouring local townships and the city’s offerings. By examining these rates side by side, this report aims to assist with making informed decisions regarding the potential for increase in our rates while staying affordable for our residents.

Location	Cost (4hrs)	Cost (8hrs)	Additional Costs/Charges
Laird	\$120	\$120	\$50 refundable deposit
Echo Bay	\$100	\$100	Includes hall and kitchen; Hall alone is \$60
St. Joe's (Community)	\$57	\$57	\$50 damage deposit
St Joe's (Private/Commercial)	\$141	\$141	\$100 damage deposit
SSM Museum (Commercial)	\$425	\$750	\$23/hr for staffing, \$23/hr for museum setup/tear down
SSM Museum (not for profit)	\$600	\$1,000	\$23/hr for staffing, \$23/hr for museum setup/tear down
SSM City - Halls (Commercial)	\$400	\$800	Photography fees, supervisory fees. Weddings are \$350-\$500
SSM City - Halls (Not for Profit)	\$200	\$300	Photography fees, supervisory fees. Weddings are \$350-\$500
SSM Pavilion (not for profit)	\$140	\$225	\$37 booking fee, additional charges for chairs, tables, kitchen use. Third party insurance if serving alcohol
SSM Pavilion (Commercial)	\$444	\$854	\$37 booking fee, additional charges for chairs, tables, kitchen use Third-party insurance if serving alcohol
Prince Twp - Hall	\$75	\$250	\$100 deposit
Prince Twp - Pavilion	\$200	\$500	\$100 deposit

Prince Township's rates, as observed, are notably lower than the city's rates for similar facilities (room capacity) making it a more budget-friendly option. However, in comparison to the neighbouring local townships like Laird and Echo Bay, our rates are marginally higher but still remain competitive considering the amenities and services provided. There is an opportunity to consider supplementary fees for select services or enhanced amenities which is how the city of Sault Ste. Marie and many other venues increase their revenue without increasing the original rental rates, if that is the desired outcome.



CLEARVIEW
TOWNSHIP

Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy
Ministry of Public and Business Service Delivery
777 Bay Street, 5th Floor
Toronto ON M5B 2H7

Sent by Email

RE: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

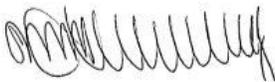
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries; Page 6 of 7
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha HelmKay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar
MPP Simcoe Grey, Brian Saunderson
Ontario Municipalities



To: Mayor and Council

From: Sasha Helmkey, Clerk/Director of Legislative Services

Date: December 11, 2023

Subject: Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

Background

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery

- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

Township Owned Cemeteries

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

Cemetery Name	Address	Status
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- **Incomplete records**

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- **Lack of human resources**

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.

- **Increased regulatory processes**

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- **Inconsistent cemetery regulations**

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

Operational Impact

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- **High maintenance costs**

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- **Cost of cemetery management software**

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.

However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

Support Request

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Governance

Financial Implications

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

Report Appendices

Not applicable.

Approvals

Submitted by:	Sasha HelmKay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
Reviewed by:	Krista Pascoe, Deputy Clerk
Financial Implications Reviewed by:	Kelly McDonald, Treasurer
Approved by:	John Ferguson, CAO



Prince Township Admin Assistant <adminassist@princetwp.ca>

Miscellaneous items

2 messages

Margaret Christenson <peggy.christenson1@gmail.com> 20 December 2023 at 14:31
To: Lorraine Mousseau <deputyclerk@twp.prince.on.ca>, Margaret Christenson <peggy.christenson1@gmail.com>, Sam Carolei <adminassist@princetwp.ca>, clerk@twp.prince.on.ca
Cc: Enzo Palumbo <epalumbo@princetwp.ca>

Sorry for the delay re your email.

1) please remove Michael Landmark from the list re Heritage Committee/Museum Board. Also could you send me an updated copy of the Committee Application form (mine still has Ken and Andrew on it) so I can forward to them to remind them to formally apply. Thank you.

2) I just received another reminder to apply for summer students. I would prefer two for 9 weeks.

About the "community building" items I spoke of earlier,

3) April is Volunteer Month. It is also the month that Prince Township came into being. We missed our 125th anniversary because of COVID and other turmoil. I would like to acknowledge our roots by celebrating Prince Heritage Week from April 3rd (when the motion was passed) to April 10th (when the motion was ratified in 1897). During April I would like to honour our many volunteers by soliciting suggestions for a Volunteer of the Year. We would present this award at a social event in the last week of April and other volunteers would be invited. It is a nice way to say "Thank you to them". This used to be done, but lapsed during the past two or three years.

4) in September I would like to see us fly an "Every Child Matters" flag and maybe have pins available to acknowledge our support of Princes indigenous roots. I am very happy about the Land acknowledgment at the beginning of all Council meetings.

5) in late October and up to November 11th I would like to see us fly a Legion Poppy flag and have poppies available to acknowledge those who were from Prince who served their country. See two lists for WWI and WWII on the bulletin board in the Classroom. I was very happy that Prince purchased and placed a wreath this year.

None of these things are particularly expensive but they provide a sense of pride and commitment to things that we already support as Prince Township and not just an adjunct of Sault Ste. Marie.

I feel like we are finally making some progress and I want to thank you all in the Administration Office for your patience and support this past year.

Wishing you all a Merry Christmas 🎄 and a Happy New Year 🥳

See you in 2024

Margaret

CAO Prince Twp. <clerk@twp.prince.on.ca>
To: Sam Carolei <adminassist@princetwp.ca>

21 December 2023 at 11:02

Thank you,

Steve Hemsworth
Chief Administrative Clerk
Municipal Office
[3042 Second Line West](#)
[Prince Township, ON](#)
[P6A 6K4](#)
Phone: 705.779.2992 Ext. 2



Corporation of The Township of Prince

Insurance Proposal

Policy Period

February 15, 2024 - February 15, 2025

January 05, 2024

1

Important – Please Note The Following

Duty of Disclosure

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

Payment Terms

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

Period of Validity of Quote

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy(ies).

Breach of Warranty or Subjectivity

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

Underinsurance

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

Underwriting / Binding Authority

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh

Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

Material Changes From Expiring Policy

You should carefully note any items identified in the “Changes from Expiry” section under each coverage as they represent material changes in cover from your previous policy.

Risk And Claims Information

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

Taxes Payable By Insureds

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax

Canadian Councils Liability

Limits of Liability:	\$ 5,000,000	General Liability, including Sudden and Accidental Pollution any one Occurrence
	\$ 5,000,000	and in the Annual Aggregate for Products and Completed Operations during the Policy Period
Extensions of Coverages:	\$ 5,000,000	Employers' Liability; any one Claim
	\$ 5,000,000	Tenant Legal Liability; any one Occurrence
	\$ 5,000,000	Employee Benefit Liability; any one Claim
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim Retroactive Date: November 15, 1993
	\$ 50,000	Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period
	\$ 2,000,000	Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 50,000	Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 250,000	Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 100,000	Municipal Marina Legal Liability; any one Pleasure Craft
	\$ 1,000,000	Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
	\$ 500,000	Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period
	\$ 100,000	Conflict of Interest Reimbursement Expenses; any one Claim
	\$ 100,000	Legal Expense, Reimbursement Expenses; any one Claim and
	\$ 500,000	Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period
	\$ 5,000,000	Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence
	\$ 250,000	Legal Liability for Damage to Hired Automobiles; any one Occurrence
	\$ 5,000,000	Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence
	Endorsements:	\$ 5,000,000
\$ 2,500,000		*Environmental Impairment Liability; any one Claim and
\$ 5,000,000		Environmental Impairment Liability; in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993
\$ 250,000		*Abuse / Molestation Liability; any one Claim and
\$ 500,000		Abuse / Molestation Liability; in the Annual Aggregate during the Policy Period Retroactive Date: February 15, 2008

	Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits \$ 5,000,000 Police Officer Assault; any one Occurrence
Deductible(s):	<p>\$ 15,000 Public Entity General Liability; any one Occurrence including Products and Completed Operations, per Claimant in respect of Sewer Back-up</p> <p>\$ 15,000 Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;</p> <p>NIL Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary Compensation</p> <p>\$ 1,000 Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos</p> <p>\$ 15,000 Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)</p> <p>\$ 25,000 Municipal Errors and Omissions Liability; any one Claim</p> <p>\$ 15,000 Environmental Impairment Liability; any one Claim</p> <p>\$ 15,000 Abuse / Molestation Liability; any one Claim</p> <p>\$ 15,000 Police Officer Assault; any one Occurrence</p>
* Claims Made Coverage Note:	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.
Endorsements:	<p>Excluding Cyber as per LMA5529.</p> <p>*Communicable Disease Exclusion Endorsement including \$1,000,000 write-back, subject to \$25,000 deductible per claimant. Retroactive Date: February 15, 2021.</p> <p>PERFLUORINATED COMPOUNDS, PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES (PFAS) EXCLUSION (For use on liability (re)insurance policies)</p> <p>The following exclusion applies only to the Insured's water treatment, water supply and firefighting operations:</p> <ol style="list-style-type: none"> 1. This POLICY does not cover any claim for actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with any PFAS. 2. For the purposes of this Exclusion, loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor, contain, test for or in any way respond to or assess the effect of any PFAS. 3. PFAS means any organic molecule, salt, free radical or ion, the composition of which includes at least one: <ol style="list-style-type: none"> a. perfluorinated methyl group (-CF₃); or b. perfluorinated methylene group (-CF₂-). <p>LMA5595 amended July 29, 2022</p>

Policy Form:	EK2004502 B0509BOWCI2351220
Insurer(s) and Proportion of Participation(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024 .
Changes from Expiring Policy:	Errors & Omissions and Environmental Impairment Liability Retroactive Date changed from Unlimited to 11/15/1993.

Canadian Councils Excess Umbrella Liability (1st Layer)

Limit of Coverage:	\$ 20,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations
	\$ 20,000	*any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
Excess of Underlying Coverage(s) and Limit(s):	\$ 5,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 5,000,000	any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim
	\$ 5,000,000	Municipal Errors and Omissions; in the Annual Aggregate
	\$ 5,000,000	Employer's Liability and Tenant's Legal Liability; any one Occurrence
	\$ 5,000,000	Employee Benefits Liability; any one Claim
	\$ 5,000,000	Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence
	\$ 5,000,000	Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
* Claims Made Coverage Note:	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	
Retained Limit:	\$ NIL	
Endorsements:	Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7. Cyber excluded, as per LMA5529. Communicable Disease excluded absolutely. Sublimited coverage exclusion. Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl (PFAS) Exclusion, as per LMA5595.	
Policy Form:	EK2004438 B0509BOWCI2351184	
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024 .	

Combined Physical Damage & Machinery Breakdown

Coverage:	Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions)	
Limits of Liability:	\$ 6,862,330	Blanket Limit of Loss on Property of Every Description including Machinery Breakdown
	\$ 4,312,330	Total Insured Value
	\$ 25,000	Computer/Electronic Data Processing (Included in Blanket Limit)
	\$ 340,431	Contractor Equipment (Not Included in Blanket Limit)
Physical Damage Extensions of Coverage:	The limits for the following extensions of coverage are included in the Blanket Limit shown above:	
	\$ 500,000	Valuable Papers;
	\$ 500,000	Extra Expense;
	\$ 500,000	Accounts Receivable;
	\$ 500,000	Gross Rentals;
	\$ 500,000	Computer Media;
	\$ 25,000	Fine Arts (Agreed Value);
	The limits for the following extensions of coverage are in addition to the Blanket Limit shown above:	
	\$ 1,000,000	Newly Acquired Property;
	\$ 1,000,000	Building in the Course of Construction; Contractors and Consultants
	\$ 500,000	Property in Transit;
	\$ 1,000,000	Unnamed Locations;
	\$ 500,000	Expediting Expense;
	\$ 300,000	Business Interruption – Profits; Subject to maximum of \$25,000 per month;
	\$ 1,000,000	Contingent Business Interruption;
	\$ 100,000	Fire Extinguishing Material and Fire Fighting Expense;
	\$ 500,000	Professional Fees;
	\$ 10,000	Master Key;
	\$ 100,000	Land and Water Pollution Clean Up Expense;
	\$ 100,000	Stock Spoilage;
	\$ 100,000	Commercial Property Floater;
	\$ 1,000,000	Off Premises Service Interruption;
	\$ 100,000	Exhibition Floater;
	\$ 100,000 or 10%	Environmental Upgrade;
\$ 15,000	Money, Cash Cards and Securities;	

Insurance Proposal

	\$ 15,000 Preservation of Property; \$ 25,000 Technological Advancement; \$ 1,000,000 Demolition and Increased Cost of Construction; \$ 50,000 / \$ 100,000 Prevention of Ingress / Egress; 4 weeks \$ 100,000 or 25% Debris Removal; \$ 15,000 Property of Councillors, Board Members and Employees; any one loss (\$25,000 maximum annual policy limit)
Machinery Breakdown:	\$ 1,000,000 Newly Acquired Property; \$ 500,000 Expediting Expense; \$ 500,000 Professional Fees; \$ 100,000 Consequential Damage; \$ 500,000 Hazardous Substance; \$ 10,000 Data and Media; \$ 500,000 Ammonia Contamination; \$ 500,000 Water Escape; \$ 10,000 Reproduction Costs; \$50,000 / \$100,000 Interruption by Civil Authority; 4 weeks
Endorsements:	Automobile Replacement Cost Deficiency Endorsement
Deductible(s):	\$ 25,000 each occurrence for all losses except \$ 1,000 each Computer/Electronic Data Processing loss \$ 1,000 each Fine Arts loss \$ 100,000 Each Flood loss except \$250,000 for Property in 100 Year Flood Zone 5 % of total insured value or 100,000 minimum, whichever is greater, each Earthquake occurrence
Policy Form:	Municipal Insurance Program - Master Policy (January 1, 2022)
Insurer(s) and Proportion of Participations(s):	Physical Damage: Aviva Insurance Company of Canada -70% Zurich Canada - 30% Machinery Breakdown: Aviva Insurance Company of Canada - 100%
Subject To:	1. A Schedule of Property including Construction, Occupancy, Protection, Exposure, civic address including postal codes for all locations. 2. Schedule of Miscellaneous Tools and Contractors Unlicensed Equipment.

Insurance Proposal

	<ol style="list-style-type: none">3. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher.4. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer.5. All locations may be subject to Engineering Inspection.6. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024.
Changes from Expiring Policy:	Property for councillor's has increased to \$15,000 and now includes, Board Members and Employees.

Comprehensive Crime

Limits:	\$ 1,000,000	Employee Dishonesty – Form A
	\$ 200,000	Broad Form Loss of Money (Inside Premises)
	\$ 200,000	Broad Form Loss of Money (Outside Premises)
	\$ 200,000	Money Orders & Counterfeit Paper Currency
	\$ 1,000,000	Depositors Forgery
	\$ 200,000	Professional Fees / Audit Expenses
	\$ 200,000	Computer Fraud or Funds Transfer Fraud
Deductible(s):	\$ NIL	per Loss
Policy Form:	Master Crime Wording (April 2012)	
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%	
Subject To:	<ol style="list-style-type: none"> 1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. 2. All cheque requisitions and issued cheques containing dual signatures. 3. If the above is not part of your internal Financial controls, please provide explanation(s). 4. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024. 	

Automobile Insurance (Ontario)

Limits:	\$ 5,000,000 Liability – Bodily Injury / Property Damage Accident Benefits – Basic Benefits; Limits as stated in Policy Accident Benefits – Options; None Selected; Limits as stated in Policy Uninsured Automobile; Limits as stated in Policy Direct Compensation – Property Damage; Limits as stated in Policy Loss or Damage – All Perils
Deductible(s):	\$ 5,000 Loss or Damage- All Perils
Endorsements:	<p>OPCF 3 Drive Government Automobiles Endorsement</p> <p>OPCF 4A Permission to Carry Explosives</p> <p>OPCF 4B Permission to Carry Radioactive Material</p> <p>OPCF 5 Permission to Rent or Lease</p> <p>OPCF 20 Loss of Use Endorsement - Applicable to Light Units per occurrence (Applicable only to Private Passenger Vehicles and Light Commercial Vehicles)</p> <p>OPCF 24 Freezing of Fire-Fighting Apparatus</p> <p>OPCF 31 Non-Owned Equipment</p> <p>OPCF 43R Removing Depreciation Deduction – 24 Months New</p> <p>OPCF 44 Family Protection Endorsement Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles</p> <p>Notice of Cancellation Ninety (90) Days</p> <p>Tarmac Exclusion</p>
Policy Form:	Provincial Statutory Owners Policy
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%
Subject To:	<ol style="list-style-type: none"> 1. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024. 2. Subject to satisfactory Driver MVR's. 3. IRCA Rate subject to change based on review and approval from Insurer.

Councillors' Accident Coverage

Limits of Coverage:	\$200,000 Principal Sum
Included Coverage:	Number of Councillors: Five (5) While on Duty Only Coverage
Policy Form:	Insurers Standard Form
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%
Subject To:	<ol style="list-style-type: none"> 1. \$2,500,000 Aggregate Limit of Indemnity Per Accident. 2. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024.

Volunteer Fire Fighters' Accident Coverage

Limits of Coverage:	\$ 200,000	Principal Sum
	\$ 300	Disability Benefit 1st 4 weeks
	\$ 500	Disability Benefit after 4 weeks
		While on Duty Only Coverage
Policy Form:	Insurers Standard Form	
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%	
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024.	

Municipal Accident Coverage

Limits of Coverage:	\$ 50,000	Principal Sum – Volunteers of the Policyholder while on Duty Only under the age of 80
	\$ 1,000,000	Aggregate Limit of Indemnity Per Accident
Policy Form:	Insurers Standard Form	
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%	
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024.	

Public Entity Recovery Assistance Plan (Critical Illness)

Sum Insured:	\$5,000 Limit for Insured(s) who are age 69 or less Five (5) Councillors or Volunteer Firefighters
Policy Form:	Insurers Standard Form
Insurer(s) and Proportion of Participations(s):	Sutton Special Risk – 100%
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024 .

LCIS – Annual Low Risk Events Liability

Limits of Coverage:	\$	5,000,000	Bodily Injury & Property Damage any one Occurrence
	\$	5,000,000	Products & Completed Operations Aggregate
	\$	2,000,000	Personal Injury & Advertising Liability
	\$	10,000	Medical Payments per Person
	\$	50,000	Medical Payments per Accident
	\$	5,000,000	Tenant's Legal Liability
	\$	5,000,000	Incidental Medical Malpractice Liability
	\$	2,000,000	Non-Owned Automobile Liability
	\$	50,000	SEF 94 – Legal Liability for Damage to Non-Owned Autos
	\$	1,000,000	Fire Fighting Expense Liability
Endorsements:	USA Jurisdiction. Fire Fighting Expense Liability. Security Default Cancellation Clause. Service of Suit Clause (Canada) (Action Against Insurer). Notice Concerning Personal Information. Intention for AIF to bind Clause. Lloyd's Underwriters Policyholder's Complaint Protocol.		
Additional Endorsements:	Additional Insured Vendor Liability Endorsement		
Deductible:	\$1,000	per Loss but only with respect to Property Damage Liability, Tenant's Legal Liability and SEF 94 – Legal Liability for Damage to Non-Owned Autos	
Policy Form:	GL 2020		
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%		
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of effective date February 15, 2024.		

Cyber Liability

Cyber Incident Response:	\$1,000,000	Incident Response Costs each and every Claim
	\$1,000,000	Legal and Regulatory Costs each and every Claim
	\$1,000,000	IT Security and Forensic Costs each and every Claim
	\$1,000,000	Crisis Communication Costs each and every Claim
	\$1,000,000	Privacy Breach Management Costs each and every Claim
	\$1,000,000	Third Party Privacy Breach Management Costs each and every Claim
	\$50,000	Post Breach Remediation Costs each and every Claim (maximum 10% of all sums CFC has paid as a direct result of the cyber event)
Cyber Crime:	\$250,000	Funds Transfer Fraud each and every Claim
	\$250,000	Theft of Funds Held in Escrow each and every Claim
	\$250,000	Theft of Personal Funds each and every Claim
	\$1,000,000	Extortion each and every Claim
	\$250,000	Corporate Identity Theft each and every Claim
	\$250,000	Telephone Hacking each and every Claim
	\$50,000	Push Payment Fraud each and every Claim
\$250,000	Unauthorized Use of Computer Resources each and every Claim	
System Damage and Business Interruption:	\$1,000,000	System Damage and Rectification Costs each and every Claim
	\$1,000,000	Income Loss and Extra Expense each and every Claim (sub-limited to \$1,000,000 in respect of System Failure)
	\$100,000	Additional Extra Expense each and every Claim
	\$1,000,000	Dependent Business Interruption each and every Claim (sub-limited to \$1,000,000 in respect of System Failure)
	\$1,000,000	Consequential Reputational Harm each and every Claim
	\$25,000	Claim Preparation Costs each and every Claim
	\$1,000,000	Hardware Replacement Costs each and every Claim
Network Security and Privacy Liability:	\$1,000,000	Network Security Liability Aggregate, including Costs and Expenses
	\$1,000,000	Privacy Liability Aggregate, including Costs and Expenses
	\$1,000,000	Management Liability Aggregate, including Costs and Expenses
	\$1,000,000	Regulatory Fines Aggregate, including Costs and Expenses
	\$1,000,000	PCI Fines, Penalties and Assessments Aggregate, including Costs and Expenses
Media Liability:	\$1,000,000	Defamation Aggregate, including Costs and Expenses
	\$1,000,000	Intellectual Property Rights Infringement Aggregate, including Costs and Expenses
Court Attendance Costs:	\$100,000	in the Aggregate (sub-limited to \$2,000 per day)

Endorsements:	Marsh Public Sector Special Amendatory Clause
Deductible:	<p>\$15,000 each Claim for All Losses, except:</p> <p>\$15,000 each Claim, including costs and expenses, for Network Security & Privacy Liability and Media Liability Losses</p> <p>\$15,000 each Claim for System Damage and Rectification Costs Losses</p> <p>NIL each Claim for Incident Response Costs Losses</p> <p>NIL each Claim for Claim Preparation Costs Losses</p> <p>NIL each Claim for Court Attendance Costs Losses</p> <p>NIL each Claim for Post Breach Remediation Costs Losses</p>
Policy Form:	Cyber, Private Enterprise (CAN) v3.0
Insurer(s) and Proportion of Participations(s):	CFC Underwriting Ltd. – 100%
Subject To:	<ol style="list-style-type: none"> 1. Terms will remain as indicated subject to no claims deterioration as of February 15, 2024. 2. Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents (30 days post binding). 3. Signed version of the application form submitted, dated within 30 days of binding of the required inception date (14 days post binding).

Municipal Options

Out of Province Emergency Medical:	Quotation available upon request.
Employment Practices Liability:	Quotation available upon request and completed application.



Acceptance of Municipal Insurance Program Proposal

To: Marsh Canada Limited
Public Sector Division
120 Bremner Boulevard, Suite 800
Toronto, Ontario Canada M5J 0A8
Telephone: 416 868 2600

Policy Term: **February 15, 2024 - February 15, 2025**

Annual Premium: **\$65,941**

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of **Corporation of the Township of Prince**

Authorized Signature

Date

Please print the name of the person signing above

Implementation of Limit of Liability:

In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10 million. This provision applies to the fullest extent permitted by applicable law.



CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law 2024-06

Being a BY-LAW to confirm proceedings of the meeting of Council January 9th 2024

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

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

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

THAT the action of the Council at its meeting, January 9th 2024

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

READ and passed in open Council on this 9th day of January 2024

Enzo Palumbo, Mayor

Steve Hemsworth, CAO Clerk

SEAL