CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING
Agenda
September 8, 2020
Township Hall
6:45 p.m

Agenda item
2 a)
Sept. 8, 2020

1. **Call to Order**
2. **Approve Agenda**
3. **Disclosure of interest**
4. **Minutes of Previous meeting**
   a) Minutes from July 14, 2020
5. **Questions and information arising out of the minutes**
6. **Petition and delegations**
   a) Benefits By Design - renewal
7. **Staff Reports**
   a) Fire Chief report
   b) Road Superintendent report
   c) Clerk's Revenue and Expenditure Reports for July and August, 2020
   d) i. Mask Policy as per AHU recommendations
      ii. Prince Township Mail - Covid - 19 Mask bylaw
      iii. policy-mandatory-face-mask
   e) Cyber insurance quotes - Cyber Application 2020
   f) MADD – support advertising
   g) Optimus – Line by Line Budget Review report
   h) Library Board Request and Response
   i) Museum resolution - roof
8. **Planning**
9. **By-laws**
   a) By-law 2020-30 – Procedural By-law amendment – re: electronic participation
   b) By-law 2020-31 – Third inter-municipal Provincial Offences Act - agreement
10. **Motions and notice of motions**
    a) Councillor Amadio – interest on late June 30 pmts.
11. **Correspondence**
    a) court security and prisoner transportation
    b) FONOM media release re AMO conference
    c) MMAH Covid funding
12. **Minutes of Boards and Committees**
13. **New Business**
    a) Archipeligo / FONOM - OPP Detachment Boards (deferred from July)
    b) Government Support covid 19 - Drew Craig
    c) WSP change of scope
    d) i. Guidelines stop arm cameras on school buses
       ii. stop arm cameras on school buses
    e) Anit-racism – West Grey
    f) Elliot Lake – support for Aug 1 – Emancipation Day
    g) St. Catherines – support for City of Toronto legal challenge Bill 184 Sec. 83
    h) Orangeville & Gore Bay - Common training requirements OPP
    i) Tarbutt Township – Huron Rail funding request
14. **Closed Session**
    a) personal matters about an identifiable individual, including municipal or local board employees; shed
15. **Confirmatory By-law**
    2020-32 – September 8, 2020
16. **Adjournment**

Prince TOWNSHIP
Simply Beautiful, Naturally Prince

CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING
Minutes
July 14, 2020
Township Hall
6:45 p.m

September 8, 2020
Agenda item 4 a)

Present: **Council: K. Lamming, I. Chambers (in hall), D. Amadio**
Staff: P. Greco, K. Wreggitt (in hall) S. Hemsworth (via Zoom)
Public:

1. **Call to Order** - 6:50 p.m.

2. **Approve Agenda**

Resolution 2020-155
Moved by: M. Matthews **Seconded by: I. Chambers**
Be it resolved that this council hereby approves the open agendas of July 14, 2020 and any addendum, as presented. (cd)

3. **Disclosure of interest**

4. **Minutes of Previous meeting**
   a) Minutes from June 9, 2020

Resolution 2020-156
Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**
Be it resolved that this Council hereby adopts the minutes of the Regular meeting of June 9, 2020, as presented. (cd)

5. **Questions and information arising out of the minutes**
   MM – pickle ball court should be done in two weeks

6. **Petition and delegations**

   a) i. Museum Presentation
   ii. Letter from Helen Christenson
   iii. Letter from Diane Marshall
   iv. Letter from Hal McGonigal
   v. Letter from Marilyn Conway
   vi. Letter from Sandy Fulcher (1)
   vii. Letter from Sandy Fulcher (2)
   viii. Letter of support from Sault Ste. Marie Museum
   ix. Letter of support from North Shore Cultural Attractions Network
   x. Letter from Mike Reed
   xi. Sault Star Article 'We should get a price to tear it down'
   xii. Book, Township of Prince 1897-1997 A Royal Experience. Pages 55-58
   xiii. Letter from the insurance company

Resolution 2020-157
Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chambers**
Be it resolved that this Council hereby agrees to option 2, allowing Servpro do the work as estimated, to repair the Conway homestead.

Be it further resolved that this Council hereby agrees that a steel roof should replace the cedar shakes, as suggested by members of the Museum Board and Heritage Committee. (cd)

7. **Staff Reports**
   a) Fire Chief report

Resolution 2020-158
Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chambers**
Be it resolved that this Council hereby accepts the Fire Chief's report, as information. (cd)

   b) Road Superintendent report

Resolution 2020-159
Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chambers**
Be it resolved that this council hereby accepts the Road Superintendent's report as information. (cd)

c) Clerk's Revenue and Expenditure Reports for June 14, 2020

Resolution 2020-160

Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chamber**

Be it resolved that this Council hereby accepts the Clerk's June 2020 revenue report in the amount of **$172,645.68** and the June 2020 expenditure report in the amount of **$137,426.87**, as presented. (cd)

d) Federation of Canadian Municipalities – Grant application

Resolution 2020-161

Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Advancements in Prince.

Be it therefore resolved that the Township of Prince commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- CityWide GIS Software License
- CityWide GIS Implementation, Data Work and Training
- O.Reg 588/17 Compliant Asset Management Plan

Be it further resolved that the Township of Prince commits $8,420.00 from its budget toward the costs of this initiative. (cd)

Planning

a) M5-2020 Minor Variance – Darlow

Resolution 2020-162

Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**

Be it resolved that this Council hereby approves Minor Variance application M5/2020 for 1187 Town Line, allowing permission to decrease the new residential lot minimum from 0.8 ha (1.98 acres) to approximately 0.608 ha (1.5 acres) (cd)

b) C2-2020 Consent to Sever - Darlow

Resolution 2020-163

Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chambers**

Be it resolved that this Council hereby approves Consent application C2/2020 for 1187 Town Line, allowing a severance of approximately 0.6081 ha (1.5 ac.) from 1.4478 ha (3.5777 ac.) from the subject residential property with the following conditions:

1. TRANSFER/DEED OF LAND: That the Clerk-Treasurer is provided with two (2) copies of the "electronic registration in preparation documents", prior to registration on title. The Certificate of Official must be registered with the "electronic registration transfer.

   NOTE:
   Any alterations to the legal description after the Clerk-Treasurer has issued the Certificate will deem the document(s) invalid and must be returned to the Clerk-Treasurer. A new Certificate containing the Registrar approved legal description will have to be endorsed by the Clerk-Treasurer prior to registration of the document(s). An issuance fee will apply.

2. REFERENCE PLAN/SURVEY PLAN/LEGAL DESCRIPTION: That the applicant provides Clerk-Treasurer with ten (10) white prints of a deposited plan of reference prepared by an Ontario Land surveyor registered in the Province of Ontario and bearing the seal of the Land Registrar depicting the entire land which conforms substantially with the application as submitted. At least one copy of a plan of reference must Borealis Planning Services 3 illustrate the locations and dimensions of all buildings and structures on the subject property and their distance to property lines.

3. PIN ABSTRACT: That a copy of the latest pin abstract accompanies the "electronic registration in preparation documents".

4. SEPTIC SYSTEM: A letter from Algoma Public Health must be submitted to the Clerk-Treasurer indicating that an on-site septic system can be supported on the severed, if new development is proposed.

5 DISCHARGE OF CHARGE/MORTGAGE: That any Charge/Mortgage affecting the subject property is discharged and a copy of the Discharge of Charge/Mortgage be provided to the Clerk-Treasurer or written acknowledgement that the holder of the Charge/Mortgage is satisfied with the Consent being finalized.

6. PARTIAL DISCHARGE OF CHARGE/MORTGAGE: That the Clerk-Treasurer is provided with two (2) copies of the Discharge of Charge/Mortgage documents for the parcel for which the Consent relates to and the Discharge refers to for certification. Certificate of Official must be registered with the Discharge of Charge/Mortgage documents. A Solicitor's undertaking

must be provided to the Clerk-Treasurer undertaking to register the Discharge and to provide the Clerk Treasurer with a copy of the registered documents.

7. PAYMENT OF MUNICIPAL TAXES: Prior to final approval, the owner provide to the Clerk-Treasurer confirmation of payment of all outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable).
8. SOLICITOR'S UNDERTAKING: An undertaking must be provided to the Clerk-Treasurer undertaking to register this consent within one-year from the date of the Certificate and acknowledging that if the transaction in respect of which the consent was given is not registered within a one-year period that the consent will lapse.
9. RECEIPTED ELECTRONIC TRANSFER The applicant must provide the Clerk-Treasurer with a copy of the Receipted Electronic Transfer upon registration of the Transfer and prior to the issuance of any Building Permits.
10. THIS provisional approval does not become effective until the above conditions have been satisfied. ALL conditions must be fulfilled within one year of the date of the giving of the Notice of Decision, failing which this application shall thereupon be deemed to be refused. Section 53(4), The Planning Act R.S.O., 1990.
11. Payment of 5% of the market value for the severed lot in lieu of parks must be paid to the Township of Prince. (cd)

8. By-laws

a) By-law 2020-28 – COVID-19 Reopening Policy

Resolution 2020-164

Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**

Be it resolved that this Council hereby adopt By-Law 2020-28, being a by-law for a policy on COVID-19 Re-opening. (cd)

9. Motions and notice of motions

DA – notice of motion – for September meeting – interest

10. Correspondence

a) Blue Cox Stewardship
b) APHU Communications
c) Increased Tribunal Fees for ARB, LTD, & LAT
d) COVID-19 Reopening
e) Digital-focused Service Model – Land Regulation
f) MMAH – Minister letter re COVID-19
g) MECP – Environmental Assessment Modernization
h) CEAP – COVID Emergency Assistant Program
i) DSSAB funding
j) MTO – changes – re: off-road vehicles

Resolution 2020-165

Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chambers**

Be it resolved that this Council hereby receives items 11 a through j, as information. (cd)

11. Minutes of Boards and Committees

12. New Business

a) OPP Detachment Boards

Resolution 2020-166

Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**

Be it resolved that this Council hereby supports the resolution from the Township of the Archipelago and opinion of FONOM, stating that the current DSSAB's would not be the best solution for overseeing the Northern OPP detachments. (deferred)

b) Long Term Care – Ontario Municipalities

Resolution 2020-167

Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**

Be it resolved that this Council hereby supports the resolution from the City of Sarnia, regarding the request of the province to immediately implement the changes as recommended in their resolution. (cd)

c) Integrity Commissioner Filling Fees

Resolution 2020-168

Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**

WHEREAS any complaint filed with the Integrity Commissioner is billed out at a minimum $125/hr. + taxes and are paid for solely by the Township, and;

WHEREAS the costs may be incurred even when the Integrity Commissioner rules that there are no grounds for an investigation,

BE IT RESOLVED that this Council assigns a refundable fee in the amount of $100.00 if they are an infrequent complainant (meaning 2 times or less in three years), or in the amount of $500.00 if they are a frequent (more than 2 times in three years) complainant.

Upon filing of a complaint, which, unless the Integrity Commissioner concludes that the complaint is frivolous, vexatious, not valid, or not made in good faith, the fee shall be refunded to the complainant when the Integrity Commissioner files their report, and;

FURTHER that the Integrity Commissioner will not open and investigation or a file on the matter until payment of the fee is received. (cd)

13. **closed Session** - none

14. **Confirmatory By-law**

2020-29 – July 14, 2020

Resolution 2020-169

Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chambers**

Be it resolved that this Council hereby adopts By-Law 2020-29, being a by-law to adopt, ratify, and confirm the action of Council for July 14, 2020. (cd)

15. **Adjournment**

Resolution 2020-170

Moved by: Councillor M. Matthews **Seconded by: Councillor I. Chambers**

Be it resolved that this Council hereby adjourns at 8:08 p.m. until September 8, 2020, or the call of the chair. (cd)

Mayor K. Lamming **Clerk P. Greco**

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Agenda item
6 a)
Sept 8, 2020

2020 RENEWAL PRESENTATION

The Corporation of the Township of Prince

Renewal Date: October 1, 2020
Carrier: Benefits By Design

Presented by: Brad Gerrior
Date: August 2020

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INTRODUCTION

As consultants representing the ***Corporation of the Township of Prince*** and your employees, we are pleased to present our renewal analysis for your Employee Benefit plan insured through Benefits By Design effective October 1, 2020.

On behalf of APRI Insurance Services Inc., we would like to thank you for the continued opportunity to partner with you in the management of your Employee Benefits Program. Every member of our Benefits Consulting team is committed to providing you with up to date, accurate financial information, expert analysis, and dedicated service for all aspects of your Benefits Program.

THE APRI INSURANCE SERVICES INC. TEAM – HERE TO ASSIST YOU

APRI Insurance Services Inc. delivers a wide range of financial services, both group and individual – to ensure the long term well-being of our clients and your employees.

Whenever, if ever – you have any questions, concerns or issues regarding your Employee Benefits Program, please feel free to contact us at any time. We're here to help!

BRAD GERRIOR
CONSULTANT, MANAGER NORTHERN ONTARIO
Phone: 705•222•8745
E-Mail: brad.gerrior@apriinc.com

CHRISTINE STEWART
SENIOR BENEFITS ANALYST, NORTHERN ONTARIO
Phone: 705-251-7188
E-Mail: christine.stewart@apriinc.com

MISTY LALONDE
TECHNICAL ASSISTANT NORTHERN ONTARIO
Phone: 705•222•4229
E-Mail: misty.lalonde@apriinc.com

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EXECUTIVE SUMMARY

The purpose of this report is to present the October 1, 2020 renewal of your Employee Benefit Plan insured with Benefits By Design.

RENEWAL HIGHLIGHTS

- The overall renewal rate adjustment proposed by Benefits By Design this year is an increase of 1.95% or $7.43 monthly.

POOLED BENEFITS

The pooled benefits include Life Insurance, Dependent Life, Accidental Death & Dismemberment and Long Term Disability. The rates for these benefits are determined based on any demographic changes to the group since last year and the results of the carrier's pool.

- The Life Insurance and Accidental Death & Dismemberment rates will remain unchanged this year.
- Dependent Life will increase by 4.2%.
- For the Long Term Disability benefit, Benefits By Design has proposed an increase of 25.8%. There are no open LTD claims.

HEALTH CARE SPENDING ACCOUNT

Your Health Care Spending Account with Wellknit runs from January to December. For the period January 1, 2020 to July 31, 2020 there was a total of $480.00 in claims paid under this benefit.

Updating Salaries:

Please ensure that you update salaries with Benefits By Design for all employees so that the salary-related benefit (Long Term Disability) is based on current income levels. If salaries bring coverage levels over the non-evidence maximum ($1,500) employees should be given a Statement of Health form to complete should they want to apply for the additional coverage that they are eligible for.

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EXTENDED HEALTH CARE AND DENTAL CARE RENEWAL RATING

For groups with less than 3 employees participating in the Health plan, Benefits By Design renews these groups as part of a pooled arrangement with all Benefit By Design groups of this size. Rather than being renewed on your own experience your Incurred Loss Ratio will be utilized to assign a tier, which signifies the rate change applied. The tiered formula gives small groups added stability to help mitigate changes to the rates based on claims fluctuations.

- Your incurred loss ratio for Extended Health Care in the current period is 62%. The Target Loss Ratio is 65.1%. As a result the Extended Health Care rate will not change for the upcoming year.

PLAN DESIGN OPPORTUNITIES

Below is a list of plan design options that can be discussed further in conjunction with your renewal:

- Review the Life, Dependent Life, and Long-Term Disability benefit schedule and maximums.
- The elimination period for the Long-Term Disability benefit
- Healthcare co-insurance and deductible options
- Drug co-insurance, deductibles, eligible drug definition and overall drug maximum
- Practitioner coverage including list of covered practitioners, per visit maximum and overall maximum
- Hospital coverage (Semi-private hospital is covered)
- Vision care coverage (current coverage is $300 every 24 months)
- Healthcare Spending Account Alloctions
- Short-Term Disability, Critical Illness, and Employee Assistance Programs
- Optional coverage for employees and dependents – i.e. Optional Life Insurance

DISCUSSION POINTS

- Participation requirements
- Market Review (last completed in 2018)
- Applause Integrated Benefits

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RENEWAL RATES

MONTHLY PREMIUM ILLUSTRATION

The Corporation of the Township of Prince			2019 CURRENT		2020 PROPOSED RENEWAL		
Benefit		**Volume**	**Rate**	**Premium**	**Rate**	**Premium**	**%**
Life Insurance		37,500	0.943	$35.36	0.943	$35.36	0.0%
AD&D		37,500	0.039	$1.46	0.039	$1.46	0.0%
Dependent Life		2	0.950	$1.90	0.990	$1.98	+4.2%
Long Term Disability		1,500	1.900	$28.50	2.390	$35.85	+25.8%
Total Pooled				$67.23			$74.66
Extended Health Care	Single	1	82.96	$82.96	82.96	$82.96	0.0%
	Family	1	231.63	$231.63	231.63	$231.63	0.0%
Total Experience Rated				$314.59			$314.59
Total Monthly Premium				$381.82			$389.25
Total Annual Premium *				$4,581.78			$4,670.94
Total Annual Increase/Decrease							1.95%
Total Annual Change in Premium							$89.16

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NOTE: Premium is subject to applicable Retail Sales Tax, depending on province of residence.

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RENEWAL AUDIT FACTORS

As the plan sponsor, it is imperative that you are provided with accurate financial information in order to achieve a clear understanding of the driving or component costs that impact your bottom line and influence your budgeting process.

The actual information used by Benefits By Design for the analysis and pricing of your Employee Benefit Program includes a review of the employee demographics, and the claims experience for the current full twelve months, along with the previous twelve months.

Our Renewal Audit involves a thorough review of your carrier's underwriting methodology to ensure that the basis for any proposed rate adjustment is competitive and able to support future claims. We examine the following factors and components in the course of our analysis:

- Employee demographics and plan design, which impact rates for the pooled benefits.
- Review of Disability claims.
- Provincial issues impacting the utilization of your Health and Drug programs.
- Review of your plan design for the Health and Dental benefits, noting any changes made during the current and previous policy year to assess the renewal pricing of the experience-rated benefits.
- Review of all claims by benefit and type, to determine if there is a claim trend indicating that you can expect the same type of utilization to continue; and to ensure there will be enough premiums to support future claims plus the carrier's expenses.
- We also check to see if any health and drug claims have exceeded the Stop Loss Threshold of $10,000.
- This coverage protects your plan from poor experience resulting from large or unpredicted claims. Any claims exceeding the Stop Loss limit are removed from the experience results and do not impact your renewal rating.
- We conduct a thorough review of the carrier's expenses.

As in previous years, we will continue to educate and inform you regarding the renewal underwriting process. Our objective is to help you understand the significant component parts of your benefits program from both a budgeting and plan design perspective.

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POOLED BENEFIT ANALYSIS

POOLED BENEFITS

The pooled benefits for your group include Life Insurance, Dependent Life, AD&D, and Long Term Disability. These benefits tend to generate claims that are high in value but are subject to relatively low incidence of claim. The costs for claims under the pooled benefits are not readily borne by the employer.

Your results are blended with those of other policyholders under their block of business. This spreads the risk over a large number of participants versus just your plan.

Pricing is impacted by demographics of the insured plan members for your own group, which includes age, gender, occupation and volume of insurance in addition to the results over the overall Benefits By Design block of business.

LIFE INSURANCE

We examined the comparative insured demographics by age band for the current period.

- The number of employees on the plan this year is 2 (all females).
- The average age has increased from 62 to 63.
- Female insured members' account for 100% of the volume this year. The mortality risk and cost of Life Insurance is lower for females than for males.
- Benefits By Design has proposed no change to the current rate.

ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

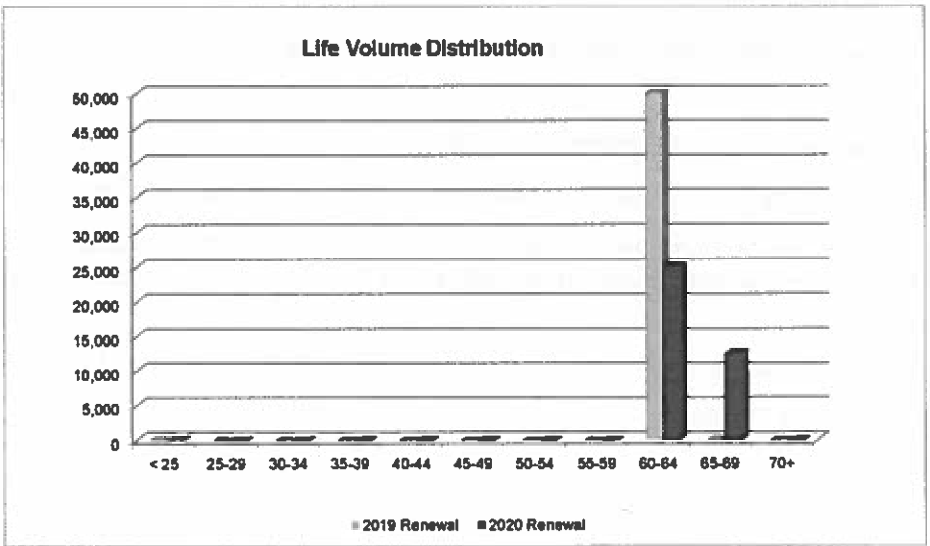
The rate for the AD&D will remain unchanged.

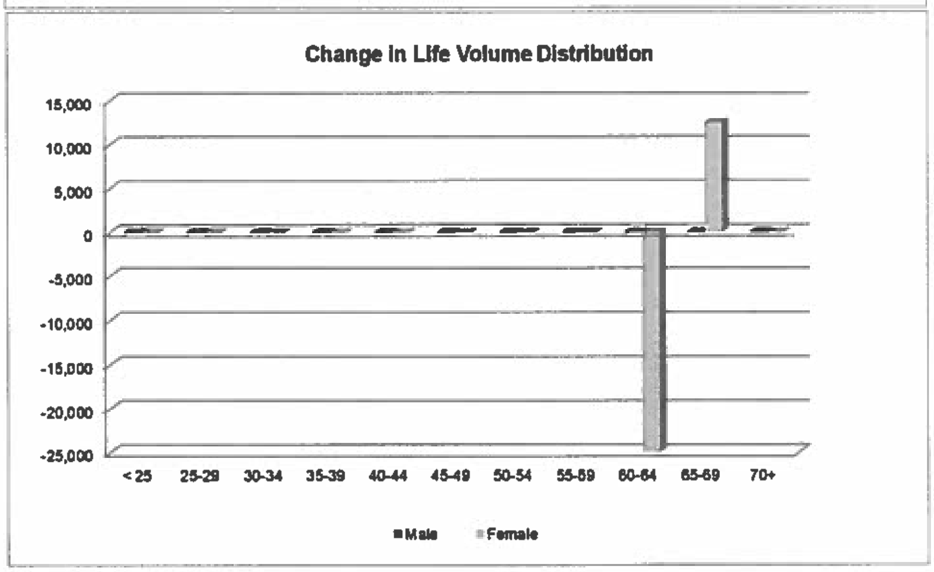
DEPENDENT LIFE

Benefits By Design has proposed an increase of 2.2% to the Dependent Life rate.

LIFE DEMOGRAPHICS

Age Bands	2019 Renewal						2020 Renewal					
	Male		Female		Total		Male		Female		Total	
	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume
< 25	0	0	0	0	0	0	0	0	0	0	0	0
25-29	0	0	0	0	0	0	0	0	0	0	0	0
30-34	0	0	0	0	0	0	0	0	0	0	0	0
35-39	0	0	0	0	0	0	0	0	0	0	0	0
40-44	0	0	0	0	0	0	0	0	0	0	0	0
45-49	0	0	0	0	0	0	0	0	0	0	0	0
50-54	0	0	0	0	0	0	0	0	0	0	0	0
55-59	0	0	0	0	0	0	0	0	0	0	0	0
60-64	0	0	2	50,000	2	50,000	0	0	1	25,000	1	25,000
65-69	0	0	0	0	0	0	0	0	1	12,500	1	12,500
70+	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	2	50,000	2	50,000	0	0	2	37,500	2	37,500





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LONG TERM DISABILITY

Renewal rates for the Long Term Disability benefit can be impacted by several factors:

- Changes in your employee demographics (age, gender, volume of insurance and occupational mix)
- Morbidity tables and the carrier's block of business experience
- Increased claims – over the last several years, the number of disability claims has increased. This is due to new classifications of diseases, prolonged life due to advanced medical treatments and the aging population in Canada.
- The duration of a disability claim increases with age as the probability of recovery reduces as the employee gets older.
- Stress and mental health claims are becoming more prevalent.

Our analysis of the demographics indicates the following:

- The volume of insurance is $1,500 this year with 1 less member on the plan.
- Females' account for 100% of the total volume this year. The female population represents a higher risk of morbidity than males and therefore a higher cost of disability insurance.
- Benefits By Design has proposed an increase of 25.8% effective October 1, 2020.
- There are no open LTD claims.

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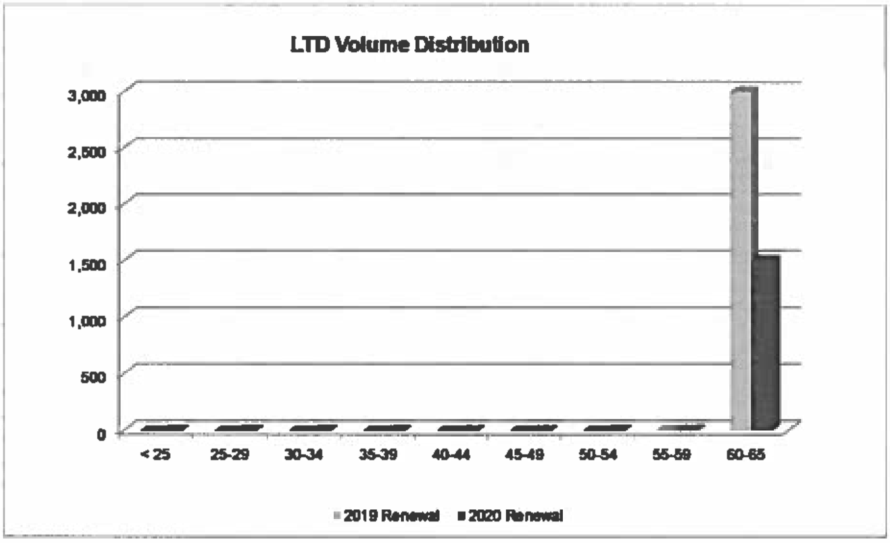
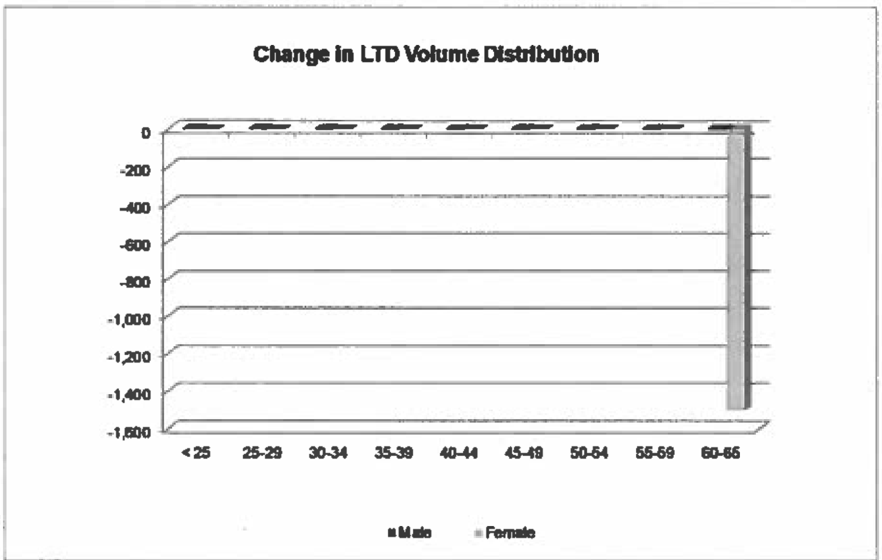
LONG TERM DISABILITY DEMOGRAPHICS

Age Bands	2019 Renewal						2020 Renewal					
	Male		Female		Total		Male		Female		Total	
	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume
< 25	0	0	0	0	0	0	0	0	0	0	0	0
25-29	0	0	0	0	0	0	0	0	0	0	0	0
30-34	0	0	0	0	0	0	0	0	0	0	0	0
35-39	0	0	0	0	0	0	0	0	0	0	0	0
40-44	0	0	0	0	0	0	0	0	0	0	0	0
45-49	0	0	0	0	0	0	0	0	0	0	0	0
50-54	0	0	0	0	0	0	0	0	0	0	0	0
55-59	0	0	0	0	0	0	0	0	0	0	0	0
60-65	0	0	2	3,000	2	3,000	0	0	1	1,500	1	1,500
Total	0	0	2	3,000	2	3,000	0	0	1	1,500	1	1,500





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RATE HISTORY

The Corporation of the Township of Prince		2018 RATES	2019 RATES	2020 RATES
Benefit				
Life Insurance		0.894	0.943	0.943
AD&D		0.039	0.039	0.039
Dependent Life		0.95	0.95	0.99
Long Term Disability		2.10	1.90	2.39
Health Care	*Single*	68.50	82.96	82.96
	Family	191.38	231.63	231.63

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PLAN DESIGN

The Corporation of the Township of Prince		
Benefit Schedule	Class A: Administrative Staff	Class B: All Other Employees
Date Plan Design Verified	October 4, 2018	
Current Carrier(s)	Benefits by Design and Wellknit	
Waiting Period	3 months	
Definition of Full Time	20 hours per week	
Participation Requirements	100% participation and 3 lives required with BBD.	
Definition of Earnings	Includes regular income, but excludes overtime, bonuses or commissions. If commissions are included, salary means your commissions averaged over the previous 24 months.	
EE / ER Premium Contributions	Employee pays 100% LTD, and 50% of all other benefits, employer pays all other benefits	
Benefits by Design		
Life Insurance		
Benefit Schedule	Flat $25,000	Flat $25,000
Benefit Maximum	$25,000	$25,000
Non-Evidence Maximum	$25,000	$25,000
Reduction Clause	50% at age 65, then 50% at age 70	50% at age 65, then 50% at age 70
Termination	Age 75/earlier retirement	Age 75/earlier retirement
Eligibility for Waiver of Premium	119 days	6 months
Dependent Life		
Spouse	$5,000	$5,000
Dependent Child	$2,500	$2,500
Termination Age	Age 75/earlier retirement	Age 75/earlier retirement
Basic AD&D		
Same as Life Insurance	Yes	Yes

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LIVING AS PLANNED

Long Term Disability		
Benefit Schedule	66.667% of monthly salary	Not included
Benefit Maximum	$4,000	
Non-Evidence Maximum	$1,500	
Elimination Period	119 days	
Benefit Duration	To age 65	
Definition of Disability	2 years own occupation	
CPP/QPP Offsets	Primary	
Tax Status	Non-taxable	
All Source Maximum	85% of pre-disability earnings	
Pre-Existing Condition	3 months/12 months	
Survivor Benefit	3 months	
Extended Health Care		
Calendar Year Deductible	Nil	Nil
Overall Maximum	Unlimited	Unlimited
Reimbursement		
Drugs	80%	80%
Hospital	100%	100%
Other Health	100%	100%
Vision Care	100%	100%
Out-of-Country Emergency	100%	100%
Drug Card	Yes	Yes
Eligible Drug Definition	Mandatory Generic	Mandatory Generic
Anti-Smoking	Not included	Not included
Infertility	Not included	Not included
Erectile Dysfunction	Not included	Not included
Private Duty Nursing	$10,000/calendar year	$10,000/calendar year
Hospital Room Type	Semi-Private	Semi-Private
Paramedical Practitioners	Included - Standard Practitioners	Included - Standard Practitioners
Maximum per Visit	Reasonable & Customary	Reasonable & Customary
Annual Maximum per Practitioner	$300/calendar year	$300/calendar year
Hearing Aids	$500/5 years	$500/5 years
Custom Orthopedic Shoes	Reasonable & Customary	Reasonable & Customary
Custom Orthotics	$300/calendar year	$300/calendar year

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LIVING AS PLANNED

Out-of-Canada Emergency	Limited to the 1st 60 days; $5,000,000/incident	Limited to the 1st 60 days; $5,000,000/incident
Out-of-Canada Referral	$50,000/calendar year	$50,000/calendar year
Travel Assist	Included	Included
Stop Loss Pooling Arrangement	$10,000	$10,000
Survivor Benefits	24 months	24 months
Termination Age	Age 75/earlier retirement	Age 75/earlier retirement
Vision Care		
Lenses & Frames	$300/24 months	$300/24 months
Eye Exams	One exam/24 months	One exam/24 months
Health Care Spending Account		
Benefit Period	January to December	January to December
Maximum	$800 single/family	$800 single/family
Wellknit - HCSA		
Benefit Schedule	**Road Superintendent**	**Road Labourer**
Amount	Single - $1,500, Family - $2,500 annually	Single - $1,500, Family - $2,500 annually
Roll Over	No roll over	No roll over

Please note that this illustration is a summary only and does not constitute a contractual agreement; for complete information please refer to your Group Policy provided by your insurance carrier.

apri
LIVING AS PLANNED

APRI Disclosure Statement

In negotiating insurance coverage, Apri Insurance Services Inc. represents you, the customer. We have access to all the major insurance carriers, but we place the majority of our business with Empire Life, Equitable Life, Canada Life, Manulife, RBC, Sun Life, Medavie Blue Cross, RBC Insurance, Wellknit. However, we also place business with but not limited to Encon, Desjardins, Benefits by Design, Industrial Alliance , Alberta Blue Cross, Industrial Alliance, Pacific Blue Cross, RWAM, SSQ, CHUBB Insurance, AIG and Lloyds, SSQ, Co-Operators, etc.

Upon completion of an insurance transaction, we will be paid compensation in the form of a commission, which is generally based on a scale or percentage of premiums paid. Arrangements may vary depending upon the service you require.
We may also be eligible for additional compensation, such as bonuses, persistency, profit-sharing or non-monetary benefits, such as conferences that we could qualify for, depending on various factors such as the volume or persistency of business with any or all of the carriers that we place business with during a given time period.

The pricing of your plan does not reflect any of the additional compensation that we may or may not qualify for.

In our duty to disclose any conflict of interest with you as our client, we confirm that there is no conflict of interest and that our overall recommendation takes into consideration and is based on our analysis and assessment of your needs.

We are required to disclose any conflict of interest that would prevent us from providing impartial advice. We will notify you immediately if there is a conflict of interest of which we become aware of in regards to our services.

- We have a duty to disclose that Apri has an ownership position in WellKnit.

Should you require additional information about our qualifications or the nature of our business relationships, we would be pleased to assist you.

Agenda Item
7 a)
Sept. 8, 2020

COUNCIL REPORT

Date: September 2, 2020	**Date Presented:** September 8, 2020
Prepared By: Steve Hemsworth	**Rank:** Fire Chief

Operations

Responses for July & Aug.	2020 Total
Medical - 0	7
Fires - 2	6
MVA - 1	2
Other- 0	1

Personnel

We are pleased to report that one of our new recruits, Ryan Harnden, has received his certification in NFPA Firefighter 1, 2 and HazMat Operations from the Office Of The Fire Marshall.

Training

We continued our weekly training in August, concentrating on preplanning in the Prince Wind Power Project area and reviewing protocols for medical responses that will be resuming in September. We are hopeful that the Ontario Fire College will open soon so that the three firefighters who were scheduled to attend can complete their NFPA Firefighter 1 certification.

On October 16, 17 and 18 Prince Fire will be hosting the NFPA 1002 Pump Operators Course at our hall. The Office of The Fire Marshall will be sending an instructor and the on line portion of the course has already begun. We have filled the course with 12 Prince Fire-fighers who will be attending three full days of training after many hours of pre class online.

One of our firefighters completed Joint Health and Safety refresher training and three more are in the process of completing Part 1 of the course.

Equipment

The fire department responded to another structure fire in July, the second in just over a month. While fighting that fire, one length of older hose failed and will have to be replaced.

Two health and safety concerns were raised by firefighters during the recent fires we have attended. Every firefighter is issued a portable radio which they use for fire ground communications. Unfortunately not all have microphones attached. Our bunker gear has a specific pocket with a flap that protects the radio from heat and water. Without a microphone, the firefighter has to fish the radio out of the pocket, find the transmit button on the side and hold it to their SCBA face piece to communicate all while wearing protective gloves. This is impossible to do while operating a charged hose, while completing overhaul in the dark or when trying to transmit an emergency situation. A microphone extends outside of that pocket, is attached to the bunker gear near the face piece and eliminates those issues. It also acts as an external speaker enabling firefighters to hear critical information better.

With our second structure fire being at night, the second issue raised is that we do not have enough flashlights that attach to our bunker gear. Some firefighters had to operate in fire conditions among fire debris without a light which is absolutely unsafe. Normal flashlights cannot be used as they are not heat and water resistant and firefighters need both hands free while fighting a fire. So far this year the Township has received an income of over $6000.00 from MTO and insurance companies from Prince Fire Department responses. It is requested that the fire department budget, specifically the New Apparatus and Equipment Journal, be authorized to exceed the budgeted amount by $2500.00, using funds from the reimbursements mentioned above. A breakdown is below.

10 - Firefighting flashlights - $999.50 plus tax
12 - Radio Microphones - $1140.00 plus tax
1 - 50' length of 1 ½" hose to replace hose that failed at structure fire - $300.00 plus tax.

Fire Prevention

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

Starting Monday September 14, 2020 we will be resuming tiered medical responses with the District of Sault Ste. Marie Paramedic Services. Our members will respond to the same types of calls that we did before the pandemic. All medical calls will be responded to as if the victim was COVID positive. As such we will be responding in full PPE including gloves, mask, face shield and gown. DSSMPS will be providing the additional PPE needed.

The Continuity of Operations Plans that the fire department has been adhering to since the pandemic began will be discontinued. We have resumed training and responding to all calls for service that we are required at. The training and responses have much different protocols but the precautions being taken are now the new normal in how the fire department conducts business.

Agenda
Item: 7 b)
Date: Sept 10, 2019

Prince TOWNSHIP
Simply Beautiful, Naturally Prince

ADMINISTRATIVE REPORT

Date: Sept. 2, 2020	**Date Presented:** Sept 08, 2020
Prepared By: Brian Evans	**Department:** Roads
Subject: Roads Report	

Patching is on-going on all surface treated roads

Prince Lake road is scheduled to be graded on Sept 8th

Creek road is in bad condition on the city end. We graded this portion in the past but have never placed gravel on it. Due the condition of the road we haven't been able to bring machinery to work on the Township portion.

Additional info from Clerk - The assessment beyond this section of Creek Road belongs to Prince. We have received complaints, but the city will not put gravel on this section. Since we have been maintaining it, we cannot walk away from the responsibility without doing a road closure, and this is not an option, as several Prince property owners use this to reach their lots.

RECOMMENDATION: Authorize the Road Superintendent to place gravel on this section and have it graded to make it passable. (There is gravel at the back of the township property that could be used.)

Agenda Item
7 c)
09-Sep-20

Prince Township Revenue Report
July 2020

Decription	Amount	Totals
Culvert Permit	25.00	
Photo Coping	1.00	
Fire Reimbursement & Rescue Truck Sale	39,903.50	
Fire Permits	287.50	
OPS Grant	47,300.00	
Parent / Child	2,239.96	
Parks in Lieu - Zuccato	3,024.60	
Tax Certificate	60.00	
Subtotal		$ 92,841.56
Property Tax		$74,586.38
Total Revenue		**$ 167,427.94**

Agenda Item
7c)
Sept.9. 2020

Prince Township Expenditure Report
July 2020

Chq #	Date	Vendor	Description	Amount
13395-13416	July	Payroll	July - Payroll	$ 19,243.71
9144	7/03/20	Archibald Bros.	3425 & 3426 - Grading, culvert changes, hauling & spreading gravel, etc.	$2,548.15
9145	7/03/20	Bell Canada	Jun-20	$155.91
9146	7/03/20	Huron Superior Catholic School Board	2nd quarter 2020 levy	$14,200.00
9147	7/03/20	LeCounseil Scolaire de District Catholique	2nd quarter 2020 levy	$2,100.00
9148	7/03/20	Conseil Scolaire de District du Grand Nord	2nd quarter 2020 levy	$550.00
9149	7/03/20	Lyons TIM-BR Mart	Paint for Pavilion change room, Supplies to renovation new change room, & Return of insulation	$1,217.01
9150	7/03/20	Public Utilities Corporation	June 2020 Streetlight & Led Gateway	$521.54
9151	7/03/20	Spectrum Group	July 2020 Tower Rental-Prince Lake	$367.25
9152	7/03/20	WirelessCom Ca Inc.	Online data backup servicer & Highspeed internet and telephone service	$412.45
9153	7/03/20	Trio	cut off wheel	$37.36
9154	7/03/20	Algoma District School Board	2nd quarter 2020	$58,600.00
9155	7/03/20	District of Sault Ste. Marie Social Services Board	Quarterly Levy	$97,426.00
9156	7/03/20	Frankie's Automotive & Body Shop	Fix flat tire Dodge	$28.25
9157	7/03/20	Traction Heavy Duty Parts	Power washer fitting	$12.42
9158	7/03/20	Orkin Canada Corporation	June 2020 Pest Control	$129.95
9159	7/03/20	Trimount Construction Group Inc.	Asphalt for Town Line and Walls Road	$453.57
9160	7/03/20	Collabria Visa	Barrier for CAO desk-Covid 19, Zoom, Driver support & Interest	$296.76
9161	7/03/20	Cassels Brock & Blackwell LLP	Solicitor-professional services	$334.48
9162	7/07/20	City of Sault Ste Marie	Enhanced 911 phone system, June 2020 Policing, July Policing	$27,650.14

Prince Township Expenditure Report
July 2020

Agenda Item 7c)
Sept.9. 2020

Chq #	Date	Vendor	Description	Amount
9163	7/07/20	Trio	transmission oil for culvert bolts	$6.55
9164	7/07/20	Petty Cash- Peggy	Office, hall and roads supplies and mileage	$113.23
9165	7/07/20	GFL Environmental Inc.	June 2020 - Recycling and garbage pickup	$6,212.29
9166	7/07/20	ATS - Alarm and Telecom Services	Yearly Alarm Monitoring - Community Centre	$352.86
9167	7/07/20	TROY LIFE & FIRE SAFETY LTD.	Annual Firm alarm & extinguisher maintenance	$423.75
9168	7/10/20	Avery Construction	4 loads for Granulor "A" gravel - Prince Lake Road & deliver	$1,010.19
9169	7/10/20	Airways General Store	Water and ice for crew, Fuel for dodge, chevy, lawn mo	$412.08
9170	7/10/20	Pioneer Construction Inc.	Blasted rock for end of culverts, etc.	$752.87
9171	7/10/20	Francotyp-Postalia Canada Inc.	VOID	$0.00
9172	7/10/20	Trimount Construction Group Inc.	Asphalt for potholes on Douglas, Ironside Mountainvie	$329.20
9173	7/15/20	Spectrum Group	Radio repair parts	$96.50
9174	7/15/20	Wishart Law Firm	Covid-19 reopening for 15 individuals	$829.70
9175	7/15/20	Algoma Industrial Ltd.	Service to flush and vacuum culvert on Lake Shore Dr.	$488.16
9176	7/15/20	Reliable Maintenance Products	Cleaning supplies	$327.87
9177	7/15/20	Stephen Turco, RPP	May & June 2020 Planning services	$939.80
9178	7/15/20	VOID	VOID	$0.00
9179	7/15/20	ICONIX Waterworks LP	VOID	$0.00
9180	7/15/20	Steve Hemsworth	June 2020 mileage	$28.80
9181	7/21/20	Archibald Bros.	Ditching, grading, sweeping, hauling gravel etc.	$2,748.73
9182	7/21/20	Lyons TIM-BR Mart	cement mix & Broom Handles	$33.32
9183	7/21/20	Public Utilities Corporation	June 2020 Quonset Hut Hydro, Museum Hydro, Community Center Hydro, & July 2020 Fire Hydrant Charge & Management of Water System	$1,658.79
9184	7/21/20	Minister of Finance - Ontario	MNR Fire Protection	$8,891.68

Prince Township Expenditure Report
July 2020

Agenda Item
7c)
Sept.9. 2020

Chq #	Date	Vendor	Description	Amount
9185	7/21/20	Construction Equipment Co. (Sault) Inc.	Oil & spool of trimmer line for weed whipper	$93.85
9186	7/21/20	SPI Health and Safety Inc.	100' deluge hi-volume 4" hose, 6' drywall hook & 8' pike pole.	$2,457.32
9187	7/21/20	Leppert Business Systems Inc.	Ink for postage machine	$415.84
9188	7/21/20	ICONIX Waterworks LP	VOID	$0.00
9189	7/23/20	Airways General Store	Wasp spray for parks, Fuel for Chevy, Dodge, Pumper 1& 3	$416.20
9190	7/23/20	James Boissineau	water and liquid detergent	$25.15
9191	7/23/20	Trimount Construction Group Inc.	Asphalt for Base Line	$177.04
9192	7/23/20	ICONIX Waterworks LP	Leather gloves for roads workers & Civic numbering posts	$122.94
9193	7/23/20	NICOLAS D. DELAVALLE	Coffee for fire crew at a fire scene	$22.02
9194	7/24/20	Trio	Battery for Chevy & Battery Disposal from Chevy	$189.28
9195	7/24/20	OMERS	July 2020 Payroll Liabilties - OMERS	$2,402.44
9196	7/24/20	Receiver General	July 2020 Payroll Liabilities - IT, CPP, EI	$6,433.36
9197	7/24/20	Steve Rouble	Grave mark-out at Hill Side Cemetery	$50.85
9198	7/24/20	Nor-Therm Refrigeration Ltd.	Supplied and install a dual zone ductless split airconditioner	$7,910.00
9199	7/28/20	Bell Canada	Phone & advertising	$155.91
9200	7/28/20	Waste Management of Canada Corporation	Recycling, cardboard & invoice 334.03 less credit of 62.34	$271.69
9201	7/28/20	Enbridge Gas (Union Gas)	July 14 invoice (jun pmt lost in mail stop pmt issued)	$219.70
9202	7/28/20	Collabria Visa	Fred pryor course 1 year renewal, Zoom, Edeispatches.com $948 usd Fire calls, & cc cleaner for 3 computers	$1,712.05
9203	7/28/20	Minister of Finance - Ontario	new program registration for 12 Firefighters - OFC registration	$780.00
Jul-20			**Total**	**$ 275,796.96**

Prince Township Revenue Report
August 2020

Agenda Item
7 c)
09-Sep-20

Decription	Amount	Totals
Canada Summer Jobs	$ 7,938.00	
Fire Permits	140.00	
Opening & Closing	450.00	
Service Charge	91.86	
Tax Certificate	30.00	
Subtotal		$ 8,649.86
Property Tax		102,728.86
Total Revenue		**$ 111,378.72**

Agenda Item
7c)
Sept.9. 2020

Prince Township Expenditure Report
August 2020

Chq #	Date	Vendor	Description	Amount
13417 - 13442	August	Payroll	August - Payroll	$ 20,145.97
9204	8/04/20	Service Rentals and Sales	Construction - Machinery: Cut off Saw, Asphalt, & Metal Blade	$233.76
9205	8/04/20	Frankie's Automotive & Body Shop	Dodge - Right Inner Flat repair	$84.75
9206	8/04/20	BDO Canada LLP	2019 audit interim invoice	$8,983.50
9207	8/04/20	Orkin Canada Corporation	July 2020 Pest Control	$129.95
9208	8/04/20	WSP CANADA INC.	project 181-11687-00 Walls Rd. rehabilitation	$3,419.80
9209	8/04/20	NICOLAS D. DELAVALLE	Mileage for July 2020	$30.72
9210	8/04/20	GERALD MARSHALL	Mileage for June and July 2020	$24.00
9211	8/04/20	CLARENCE BIBEAU	REPAIR JOHN DEER LAWN TRACTOR	$400.00
9212	8/07/20	Avery Construction	Payment 3 Walls Road project	$14,028.25
9213	8/07/20	Sault Ste. Marie Region Conservation Authority	2020 Annual Levy	$5,605.54
9214	8/07/20	WirelessCom Ca Inc.		$331.09
9215	8/07/20	Wolseley Mechanical Group	PP1A Absolute 1 MIC Cartridge Reg	$580.10
9216	8/07/20	VOID	VOID	$0.00
9217	8/07/20	Johnson's Fire Services Inc.	pump test for pumper # 3	$452.00
9218	8/07/20	GFL Environmental Inc.	July 2020 Recycling & Garbage pickup & disposal	$6,313.31
9219	8/07/20	Spectrum 2000 Communication Group Inc.	Monthly Tower Rental	$367.25
9220	8/07/20	Ro-Von Steel Inc.	To Fix Sign at Marina	$192.10
9221	8/12/20	City of Sault Ste Marie	Policing: August 2020	$16,479.17
9222	8/12/20	Lyons TIM-BR Mart	Paint supplies, 10 PT mini ties, 6 pier pad, chalk line & utility knif	$321.76
9223	8/12/20	Public Utilities Corporation	Unmetered Scattered Streetlighting & Streetlighting: Monthly July	$511.36
9224	8/12/20	Reliable Maintenance Products	degradable garbage bags for parks	$68.23
9225	8/12/20	Xerox Canada Inc.	Photo Copier rental - April-July 2020	$473.42
9226	8/12/20	NICOLAS D. DELAVALLE	Shelf on Pumper 3	$12.00
9227	8/12/20	Steve Hemsworth	Ratchet straps for Pump 1, Books for Pump Ops course in Oct. 2020, & 2 mallets and porta tank tarp	$564.13
9228	8/18/20	Municipal World	Municipal World Magazine for Mayor	$333.35
9229	8/18/20	VOID	VOID	$0.00

Agenda Item 7c) Sept.9. 2020

Prince Township Expenditure Report
August 2020

Chq #	Date	Vendor	Description	Amount
9230	8/18/20	Airways General Store	Fuel for Chevy, Dodge, Pumper 1 & 3, & Water	$560.33
9231	8/18/20	Reliance Home Comfort	Water Heater Rental Aug - Nov. 2020	$58.18
9232	8/18/20	Topline Electric Limited	Supply and install LED lighting in banquet hall	$3,587.75
9233	8/18/20	Reliable Maintenance Products	Cleaning-mop heads	$28.60
9234	8/18/20	Krown Rust Control & Lube Centre	Dodge & Chevy undercoating	$429.34
9235	8/18/20	GLEN BONENFANT	2- swiffers and supplies	$45.17
9236	8/18/20	OPTIMUS SBR INC.	Project TPR-01 Financial analysis - July milestone	$17,967.00
9237	8/18/20	Public Utilities Corporation	Hydro for Fire Station, Community Center, Museum, Quonset Hut, July 2020 fire hydrant charge, July 2020 management of water system & 2020 maintenace of Twp. Hydrant	$2,493.36
9238	8/19/20	ICONIX Waterworks LP	Piping for drainage off roof of Community Centre, Delineator posts for civic signs, returned 6 delineator posts (priced wrong), Culvert for Town Line, & Culvert clamps	$947.21
9239	8/20/20	Archibald Bros.	Grading, culvert change, dock instalation, loading & spreading gravel	$2,929.53
9240	8/20/20	BDO Canada LLP	Professional services for Dec. 2019 audit	$2,994.50
9241	8/20/20	Barbie Rudnicki	July & Aug 2020 mileage	$19.44
9242	8/20/20	ENBRIDGE GAS INC.	July 2020 natural gas supply	$321.61
9243	8/21/20	OMERS	Aug 2020 Omers monthly remittence	$2,443.66
9244	8/21/20	Receiver General	Aug 2020 Payroll Liabilities - IT, CPP, EI	$6,561.95
9245	8/27/20	Bell Canada	August 2020 advertising & phone service	$155.91
9246	8/27/20	Airways General Store	Fuel for Chevy, Dodge & Lawnmower	$333.67
9247	8/27/20	Waste Management of Canada Corporation	Aug 2020 Recycling	$334.56
9248	8/27/20	Steve Rouble	Survey at Hill Side Cemetery	$50.85
9249	8/27/20	Frankie's Automotive & Body Shop	Rotate tires and oil change on Chevy	$94.92
9250	8/27/20	Public Services Health & Safety Association	enrolment for 3 in the JHSC certification pt 1 elearning	$1,013.61
9251	8/27/20	Orkin Canada Corporation	Aug 2020 Pest Control	$129.95
9252	8/27/20	Collabria Visa	MFOA Membership Renewal, Aug zoom monthly fee	$305.10
Aug			Total	$ 123,891.71

Algoma
PUBLIC HEALTH
Santé publique Algoma

Prince TOWNSHIP
Simply Beautiful, Naturally Prince

Mandatory Use of Mask or Face Covering Policy
within the Township of Prince

Agenda
September 8, 2020
7 d)

Emergency Planning – Pandemic
Face Mask Covering Policy – Township
Approval Date: September 8, 2020
Approved by: Resln 2020-

Under Ontario Regulation 263/20, Section 4(2) (as amended) of the Emergency Management and Civil Protection Act (EMCPA), Dr. Marlene Spruyt, BSc, MD, CCFP, FCFP, MSc-PH Medical Officer of Health has issued the following instructions to all persons responsible for a business or organization that is open within the District of Algoma Health Unit, effective July 17, 2020 at 12:01 AM:

Adopt a policy that requires all members of the public and employees who enter or remain in an enclosed public space of the business or organization to wear a mask or face covering that covers their mouth, nose and chin without gaping. Enclosed public space means indoor spaces of businesses and organizations which are accessed by the public.

Beginning July 17, 2020, all employees, visitors, and customers are required to wear a mask or face covering upon entering and remaining within the Township of Prince Municipal Buildings and Businesses located within the physical boundaries of Prince.

The mask or face covering must cover the nose, mouth, and chin.

1. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
    i. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask or face covering and cannot be persuaded to do so by their caregiver;
    ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
    iii. Persons who cannot wear or remove a mask or face covering without assistance, including people who are accommodated under the Accessibility for Ontarians with Disabilities Act (AODA) or are protected under the Ontario Human Rights Code, R.S.O. 1990, c.H. 19 as amended;
    iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier (e.g. Plexiglass).

For those who medically cannot wear a mask, service will be provided to the best of our ability with physical distancing, this may include meeting the ratepayer, or customer in an outdoor space.

Persons attending the Township Office will be required to bring their own face masks. The Township will provide a requirement, the Township will provide face masks to those in need who attend the office.

Temporary removal of the mask or face covering is permitted where necessary for the following purposes:

i. Actively engaging in an athletic or fitness activity including water-based activities;
ii. Consuming food or drink;
iii. For any emergency or medical purpose.

2. This policy will be implemented and enforced in "good faith" to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.

a) Persons with exemptions listed under #1 are not required to show proof of exemption.
b) Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
c) Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy's masking requirement.
d) Employees will be trained on the policy, including where and how to properly wear a mask or face covering, and how to help and respond to customers who do not have a mask or face covering.
e) A copy of this policy will be made available on request to a public health inspector or other person authorized to enforce the EMCPA.

The attached Schedule "A" provides further instructions and information

This policy enacted September 8, 2020 by Resolution #2020-_________and shall remain in effect until further notice.

____
Mayor: Ken Lamming

____
Clerk: Peggy Greco

Schedule "A" to Face Mask Policy
(Adapted from Algoma Public Health)

WHAT IS THE GENERAL PUBLIC REQUIRED TO DO FOR MASKING?
Members of public must wear a mask when in enclosed public spaces unless they are exempted. This means any indoor space of a business or organization accessed by the public.

Everyone should also follow any other elements of a business's policy on masks. This may include bringing your own mask to wear. Businesses and organizations may choose to provide masks for customers, but they are not required to do so.

WHERE ARE MASKS OR FACE COVERINGS REQUIRED?
Masks or face coverings must be worn in enclosed public spaces. This means indoor spaces of businesses or organizations which are accessed by the public.

Masks should also be worn in other spaces where physical distancing cannot be maintained.

Examples include:

- Retail stores
- Banks/Financial Institutions
- Convenience Stores
- Malls
- Restaurants and bars
- Personal Service Settings
- Grocery stores and bakeries
- Churches or faith settings
- Farmer's markets
- Areas of mechanics' shops and garages, and repair shops which are open to the public.
- Libraries
- Community centres
- Private transportation (e.g., bus, taxi, or limo)
- Public transportation (e.g., bus or train)
- Business offices open to the public

EMPLOYEE REQUIREMENT TO WEAR MASKS:

Township Employees & Volunteers should wear a mask when they are working in an enclosed public space such as (but not limited to):

- front office, council chambers, hall

Additionally, when physical distancing of 2 metres (6') cannot be maintained masks are to be worn;

- In non-public spaces of Municipal Buildings, and
- In Township vehicles (where two or more people are in one vehicle)
- Around Vendors/Repair persons who are in the Township garage(s)

Employees are exempted if they are working from behind a barrier such as a Plexiglass barrier.

Wearing a face mask is NOT a replacement for physical distancing, hand washing, and monitoring your health.

Wearing of masks under the conditions listed will be considered to be part of your Health & Safety Program required Safety equipment, similar to eye protection, work boots, hard hats etc.

Employees who wear masks help protect each other and customers. Likewise, customers or clients wearing masks will also help to protect employees and fellow patrons.

WHAT KIND OF MASK DO I NEED?

Canadian and Ontario public health officials recommend that medical masks, such as N95 respirators and surgical masks, are conserved for the health care setting.

For the general public, we encourage the use of non-medical cloth masks or face coverings that securely and comfortably cover the nose, mouth and chin without gaping.

Masks or face coverings can be homemade or purchased. Items such as scarfs or bandanas may be used.

The below links are provided by Algoma Public Health (as of August 10, 2020); if the links become inaccessible, call Algoma Public Health (705-942-4646) or go to their website http://www.algomapublichealth.com/

- Sew and no-sew instructions to make a homemade face covering are available at the below link:

https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/sew-no-sew-instructions-non-medical-masks-face-coverings.html

- More information on non-medical masks or face coverings is available at the below link.

  https://www.ontario.ca/page/face-coverings-and-face-masks

DO I STILL NEED TO STAY AT LEAST 2 METRES (6 FEET) AWAY FROM PEOPLE IF WEARING A FACE COVERING?

Yes, that is ideal and should be practiced whenever possible.

Wearing a face covering is an important additional measure when physical distancing is not possible.

CAN I REMOVE MY FACE COVERING IF PHYSICAL DISTANCING IS NOT A CONCERN IN THE ESTABLISHMENT?

In an enclosed public space, masks or face coverings must be worn at all times.

Where necessary, masks or face coverings may be temporarily removed for the following purposes:
Actively engaging in an athletic or fitness activity including water-based activities;

- Consuming food or drink;
- For any emergency or medical purpose.

Agenda Item
7 d)
Sept. 8, 2020

Prince TOWNSHIP Simply Beautiful.

Peggy Greco <pgreco@twp.prince.on.ca>

Covid - 19 Mask bylaw

Helen Christenson <hamchris4439@hotmail.com> 26 August 2020 at 15:07
To: Michael Matthews <mmatthews@princetwp.ca>, "ichambers@princetwp.ca" <ichambers@princetwp.ca>, "damadio@princetwp.ca" <damadio@princetwp.ca>, "epalumbo@princetwp.ca" <epalumbo@princetwp.ca>, Ken Lamming <klamming@princetwp.ca>
Cc: Peggy Greco <pgreco@twp.prince.on.ca>

I am requesting that Prince Township council consider implementing a compulsory mask wearing bylaw in all businesses and township buildings and property where it might not allow the 2 metre distancing. You will definitely require this bylaw once the township again opens to the public. But it is required now for businesses as certain people are not thinking of other customers and endangering the lives of others. The businesses have no bylaw to require mask wearing. You might consider your liability as a Council should a person become ill with covid-19 or worse die as Prince council knows many other municipalities have implemented a mask wearing bylaw.
I will not be patronizing any Prince businesses in the future until a mask wearing bylaw is in place.

Respectfully submitted for your consideration :

Helen Christenson

Get Outlook for Android

Agenda Item
7 e)
Sept. 8, 2020

Prince TOWNSHIP Simply Beautiful.

Peggy Greco <pgreco@twp.prince.on.ca>

Cyber Liability Quote

Carlo DiCandia <cdicandia@algomains.com> 28 August 2020 at 09:36
To: Peggy Greco <pgreco@twp.prince.on.ca>

Good Morning Peggy,

Our insurance carrier has agreed to provide the attached quotes which will remain valid for the next 30 days subject to a fresh application dated with 30 days of binding or 14 days post binding.

Kindly advise today which quote you wish to proceed with, update the application to today's date and return so that the coverage can be bound. Both quotes are annual offers and the inception date and renewal date will be 2020-09-01 to 2021-09-01.

In order to have this policy expire with the Municipal Program Policy (February 21st) we would have to offer the following:

a) The carrier will not issue the policy from today until this February. Alternatively, we can provide a policy for 18 months (pro-rated monthly charge) so that it will renew in February of 2022 and at the same time as the remainder of the Municipal Program Package. I have completed an estimation of the 18 month premium below.

Attached quotes include:

a) $1,000,000 Limit at an annual premium of $3,650 (Estimated at $5,474 for 18 months)

b) $2,000,000 Limit at an annual premium of $4,750 (Estimated at $7,124 for 18 months)

Please reach out to me if you may have any questions or concerns.

Regards

Algoma Insurance Brokers

CARLO DICANDIA CAIB
Account Executive

T 705.949.6555 x 205
TF 888.525.4662 F 705.949.3513

madd MESSAGE

Rate Information
MADD Message Yearbook

Agenda Item
7 f)
Sept. 8, 2020

MADD Canada's Mission

MADD Canada's mission is to stop impaired driving and to support victims of this violent crime.

What is MADD Canada Doing About Impaired Driving?

MADD Canada is appealing all levels of government for more effective legislation and better enforcement of the law. These measures must include:

1. Lowering the legal blood-alcohol limit
2. Enhancing police enforcement powers
3. Legislating stiffer penalties for repeat offenders

Ad Sizes	Rates
Back Cover (8.25" x 10.625")*	$2200
Inside Covers (8.25" x 10.625")*	$1600
Full Page (8.25" x 10.625")*	$1300
Half Page (7.5" x 4.75")	$875
Quarter Page (3.625" x 4.75")	$675
Banner (7.5" x 1.75")	$575
Eighth Page (3.625" x 2.25")	$399
Business Card (2.33" x 1.5")	$299

applicable taxes extra
*Text content must be 1/4" inside + bleed 1/4" beyond these dimensions.

madd MESSAGE

Fast Facts

Approximately 65,000 Canadians are impacted by impaired drivers annually

On average, 4 Canadians are killed and 175 are injured every day as a result of impaired driving

Motor vehicle crashes are the leading cause of death among 15 to 25 year olds, and alcohol is a factor in 45% of those crashes

MADD Canada will show its School Assembly Program to over 1 million students in Grades 7 to 12 every year!

I want to support MADD Canada by placing an ad in The MADD Message Yearbook!

PLEASE SELECT THE DESIRED AD : ALL ADS ARE IN FULL COLOUR ON GLOSS PAPER

☐BACK COVER ☐INSIDE COVERS ☐FULL PAGE ☐HALF PAGE ☐QUARTER PAGE ☐BANNER ☐EIGHTH PAGE ☐BUSINESS CARD

PLEASE SELECT THE DESIRED PAYMENT METHOD: ☐VISA ☐MASTERCARD ☐AMEX ☐INVOICE ME

CREDIT CARD # ________________ EXP. DATE: ____/____ CVV: ____

COMPANY:________________________________ DATE:____________

AUTHORIZED SIGNATURE:________________ PRINT NAME:____________

THANK YOU FOR YOUR SUPPORT! CALL 613-225-8232
FAX: 613-225-5351 EMAIL: message@maddmessage.ca
www.maddmessage.ca

madd

Saving Lives, Supporting Victims

Dear Prospective Advertiser,

On behalf of the Board of Directors, Members and Volunteers of MADD Canada, I would like to thank you for your interest in The MADD Message Yearbook.

The generosity of community-minded people like you makes it possible for MADD Canada to pursue its much-needed programs including victim support services, educational programs, youth programs and public awareness programs.

By placing an advertisement, you will be helping us in our mission *to stop impaired driving and to support victims of this violent crime.* The magazine will enable us to spread our life-saving messages even further and bring in additional revenues for our programs.

Every day in Canada, on average 4 people are killed and another 175 people are injured as a result of alcohol and drug-related crashes. You can help make all the difference in our efforts to save lives.

Thank you once again for your interest and support.

Sincerely,

Dawn Regan

Dawn Regan
Chief Operating Officer
MADD Canada

Charitable Registration No. 13907 2060 RR0001

Prince
TOWNSHIP
Simply Beautiful, Naturally Prince

Agenda Item
7g)
Sept. 8, 2020

Prince Township
Line-by-Line Budget Review

→ Draft Final Report

September 2, 2020

optimus sbr

Table of Contents

1.0 Executive Summary

Optimus SBR was contracted by the Prince Township ('the Township') to conduct a line-by-line review of historical expenditures and budget allocations over the 2015-2019 fiscal period and review the Township's budget development process. The primary objectives of this engagement were to identify any budget line items that can be reduced without compromising the service delivery and provide recommendations to enhance the overall budgeting process.

During the review, Optimus SBR team was able to conduct consultations with the Township's Fire Chief, and CAO. Findings and themes from these consultations are included in this version of the Report.

Establish a budget process that takes into account multi-year forecasts and service levels that are reviewed and discussed with Council

Stakeholders involved in the budgeting process (Council and staff) do not currently take a multi-year perspective. There is an opportunity to increase the foresight of budget planning by increasing the focus on the budget requirements for future years. This would provide all stakeholders with a clearer picture of the impact budget decisions can have on future years (e.g., delayed capital investments to maintain low tax levels).

Develop clear service level expectations and align these to the Township's Strategic Plan and use to inform budget discussions and decisions

While the Township does have a Strategic Plan, this document only references 2013-2018, and while it contains initiatives and focuses for the Township, it does not contain detailed Key Performance Indicators (KPIs), metrics, or targets to guide the Township's performance. Given the expectations of the plan, the is therefore an opportunity to develop a new Strategic Plan, that includes KPIs and expected service levels. Establishing an annual actual plan for key initiatives and service levels is a valuable input for the Strategic Planning process. With agreed upon service levels, Township staff can more clearly explain, and discuss, the impact that budget reductions may, or may not, have on service levels.

Establish a strategy for the use of reserve funds and ensure alignment to the Asset Management Plan

The Township developed a 10-year Asset Management Plan and Roads Improvement Plan in 2014, and reviewed the Asset Management Plan in 2016. Currently, it does not appear that the recommendations from the 2016 Asset Management Plan review have been implemented (e.g., develop condition assessment programs for various capital assets, short- and long-term maintenance and capital budgets, and planning to determine long-term reserve balances, among other recommendations); nor is it clear how the Township's strategy for reserve funds aligns to the Asset Management Plan / capital budget requirements.

Explore opportunities to reduce fire costs associated with MNR fire protection

The Township currently pays the Ministry of Natural Resources and Forestry $9,657 annually (2020) for fire protection associated with forested areas of the Township. This cost has increased annually since 2015 ($7,323). With the recent investments made in the Fire Department, there is an opportunity to take over fire protection responsibilities of some of these areas, without additional investment required. Further investigations should be had with MNR to review this opportunity and determine the amount paid to MNR can be reduced.

1.1 Context

Prince Township is a single-tier municipality within the District of Algoma and situated North West of Sault Ste. Marie. The Township has a population of over 1,000 residents spread across a landscape of farmland which also offers natural beauties that include the Gross Cap Bluffs and the Lake Superior coastline. The Township is governed by a five (5) member elected Council, consisting of the Mayor and four Councillors. The Prince Township Team, currently comprised of the Chief Administrative Officer/Clerk-Treasurer, Deputy Clerk/Treasurer, and the Assistant Township Clerk, oversees the municipal services provided to the community. These services include public works, parks and recreation facilities and programming, planning and economic development, fire protection, general government and library services.

With guidance from the Chief Administrative Officer (CAO), department heads are required to develop annual draft budgets for their areas of responsibility. Upon completion, the budgets are compiled and reviewed by the CAO and the Township's Council, which then receives final approval from the Council.

In early 2019, the Ontario Government granted 405 small and rural communities a one-time Municipal Modernization Payment to improve service delivery. Following the completion of its Regional Government Review, the Ontario Government expanded upon its initiatives to help municipalities become more efficient and modernize service delivery while protecting front line jobs by additionally announcing a Municipal Modernization Program for municipalities who received the previous Modernization Payment. The Modernization Program grants municipalities funding for a third-party service delivery review to provide specific and actionable recommendations for cost savings and improved efficiencies.

1.2 Project Mission and Success

1.2.1 Project Mission

The Project Mission defines why the County and its Member Municipalities have engaged Optimus SBR. For this engagement, the Mission is defined as:

- To conduct a line-by-line review of historical expenditures and budget allocations, over the 2015-2019 fiscal period, and evaluate the Township's budget development process to provide key recommendations for adopting new budgeting methodologies that focus on accuracy and ensure that obligations are adequately funded, while minimizing property taxes

1.2.2 Project Success

Project success outlines what Prince Township can expect at the conclusion of this engagement, ensuring that our engagement approach and activities will support the achievement of these goals. For this engagement, project success has been defined as:

- Identification of budget line items that can be reduced without compromising the service delivery.
- Clear understanding of the Township's budget development process.

- Improved knowledge of best practices that can be leveraged by the Township for its budgeting process.
- Identification of opportunities for reduction in budget line items and amending the current budgeting methodology to achieve a more accurate estimation during budgeting.
- A clear direction and understanding of the roadmap to implement the recommendations.
- Buy-in among the Township's stakeholders that recommendations will help with on-going effective management of the Township's financial resources.

1.3 Project Approach

The graphic below describes our project approach, which will ensure this engagement is completed both on time and on budget. Our approach includes eight major phases of work, each having its own discrete activities that build on one another. Finalization of this deliverable, along with an Interim Presentation to follow, will mark the completion of Phase 5. The Optimus SBR team is also responsible for project management activities throughout the engagement to ensure that any potential risks are identified, captured, and mitigated appropriately.

1. Project Launch and Discovery
   - Kick-off Meeting
   - Data and Documents Collection
   - Discovery Interviews
2. Line-by-Line Budget Review
   - Review of Operating and Capital Budgets
   - Review of Financial Statements
   - Review and Validate preliminary findings
3. Budget Development Process Review
   - Data and Document Review
   - Stakeholder Engagement
   - Review and Validate Preliminary Findings
4. Jurisdictional Scan
   - Jurisdictional Comparator Scan
   - Key Informant Interviews
5. Current State Assessment
   - Current State Assessment and Report
   - Interim Presentation
6. Recommendations and Roadmap Development
   - Recommendations Development
   - Implementation Roadmap Development
   - Draft Report
7. Final Report and Presentation
   - Final Report
   - Final Presentation (as required)
8. Project Closeout and Knowledge Transfer
   - Project Closeout
   - Knowledge Transfer

2.0 Budget Development Process Review

2.1 Overview

2.1.1 Municipal Act Requirements

Ontario's *Municipal Act, 2001* increased the accountability of municipalities for their budget processes, which at a high level, includes the following requirements:

- Prepare a balanced budget each year, and to provide for any surplus or deficit of the previous year, costs of tax collection, abatement or discount, and reserve funds as required.
- Set out major activities, service levels, related costs, and how best to deliver services in the budget.
- Include estimates of all sums required during the year including: payment of all debts due within the year, amounts required to be raised for sinking or retirement funds, amounts required for any board commission or other body, estimated revenues, estimated expenses, and portions of revenue or expenses to be paid respectively into or out of the municipality's reserve, sinking and retirement funds
- Discuss and approve their annual budgets in public meetings. Budget documents and staff reports are routinely made public before the political decision-making process begins.
- Submit an annual financial information return (FIR) to the Ministry of Municipal Affairs and Housing. The return also includes all local boards within the municipality's jurisdiction.
- Publish annual audited financial statements 60 days after the audit is completed.
- Provide the minister of municipal affairs and housing with designated information related to the efficiency and effectiveness of the municipality's operations.
- Report to taxpayers annually on any service delivery improvements, and on any identified barriers to improving service delivery.

2.1.2 Budget Process

Below is an overview of the four stages in budget-making, as defined by Harry Kitchen.[1]

Initial Requests (Departmental Level)	Departmental Budget Requests and Revenue Constraint Development	Budget Adoption	Budget Execution
• Develop work or service plans • Define objectives related to departmental goals • Define performance measures connected with objectives	• Budget instructions and policy guidelines developed for departments to follow • Evaluate and consolidate departmental and local board budget requests, including agencies that are dependent on municipal funding • Review past program performance relative to benchmarks and objectives • Conduct efficiency analysis to determine cost effectiveness of service delivery mechanisms • Analyze spending pressures relative to fiscal capacity of tax base	• Communicate opportunities for ratepayer input into policy choices and council decisions • Publish budget documentation • Provide overview of taxable capacity of local economy and anticipated presures from changing economic circumstances in local economy	• Use budget as the benchmark for ongoing financial management of the municipality • Develop monthly or quarterly spending plans based on historical experience • Monitor progress of expenditures, report actual expenditures against budget • Daily monitoring of cash flow and expenditure commitments, including timing of expected revenues and anticipated/unanticipated expenditures • Adjust budgets to reflect changes in revenue availability or service requirements

A budget should be established before the start of the fiscal year; however, the time of year when budgets are started and finalized varies among municipalities.

2.1.3 Operating, Capital and Multi-year Budgets

Operating budgets are normally used to plan for day-to-day spending, while capital budgets typically cover existing infrastructure or assets to be maintained or new infrastructure needs to be met in the future.

Operating budgets may include a statement of budgetary policy in the form of goals, objectives and strategies, summary information that can be used by the media and the public, a chart and description of the municipal organization (how it is structured and what each department, board and commission does), enough data to provide a basis for comparison. It will usually include projected operating expenses and revenue sources for a specific time period, and is formatted in a way that it parallels a municipality's accounting and financial reporting system to help with monitoring and evaluation of the budget performance.

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[1] Harry Kitchen, *Issues in Municipal Financing: Spending, Revenues, Governance, and Administration* (Toronto: Canadian Tax Foundation, forthcoming), chapter 10, "Management Issues Affecting Expenditure Controls."

Through capital budgets, municipalities can plan future expenditures, debt repayment and potential reserve fund needs to manage the financial position of the municipality over a specific period of time. There should a coordinated effort between departments to develop a financing plan for new construction, acquisition or replacement of municipal assets.[2]

A clear connection between the asset management plan and financial plan is important to ensure sustainability of assets. Annual contributions to reserve should be based on meeting the objectives of the Asset Management Plan. There should be an understanding of the impact of using reserve contributions on future councils and ratepayers. The asset management plan should be a living document and updated regularly to reflect changes.

To aid with long-term financial planning, municipalities may also prepare and adopt a multi-year budget covering a period of up to five years, which must be reviewed and re-adopted each year.

2.1.4 Financial Policies

To support a strong budgeting process, key financial policies should be developed and approved before the budget development process. They provide financial control to ensure resources are spent and funded in a fiscally prudent manner, and decisions are made in a consistent manner, reducing uncertainty about future funding needs. Different policies can be developed to address various elements in the budgetary process including: surplus/deficit, assessment growth, debt management and multi-year budgets.

2.1.5 Public Sector Accounting Standards

Municipalities are required to prepare annual financial statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The method for municipal budgeting is not prescribed by the PSAB, rather it is important maintain alignment with the financial principles of the PSAB. [3]

Under PSAB accounting standards, differences can emerge between budgets and financial statements. Specifically, transfers to and from reserves are considered neither revenues nor expenses under PSAB accounting standards. This can result in differences between budgets (used to raise sums) and results reported using PSAB principles.[4]

[2] Ontario. "The Ontario municipal councilor's guide 2018" available via: https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018/9-fiscal-context
[3] Ontario. "The Ontario municipal councilor's guide 2018" available via: https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018/9-fiscal-context
[4] Ontario. "The Ontario municipal councilor's guide 2018" available via: https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018/9-fiscal-context

2.2 Budget Development Methodology

A high-level overview and brief discussion on the various methods used to develop budgets are included below. There has been a gradual evolution in the methods that municipalities use, starting with the more simplistic methods that focused on incremental changes, gross budgeting, to more sophisticated methods that are informed by data and require more advanced analysis, with enhanced transparency and connection to performance and outcomes.

The Municipal Act allows for multi-year budgeting. Such an approach can be helpful in ensuring the sustainability of assets and services, encouraging Council to take a longer term perspective on the financial vision of the municipality (beyond a single year), and tie clearly into Asset Management Plans. The Municipality of Clarington, for example, includes a five-year capital forecast in its annual budget. Reserves and reserve funds are also outlined with purpose and any planned activity articulated.[5]

2.2.1 Incremental Budgeting

An incremental budget is prepared using the previous period's budget and actual performance as a basis with incremental amounts added for the new budget period. However, this method does not consider an assessment of the benefits from existing expenditures and does not tend to allow for a more efficient allocation of resources.

2.2.2 Zero-Based Budgeting

In contrast to incremental budgeting, this strategy starts with a zero base and the budget is built around what is financially required for the organization, from the ground up to achieve the level of service planned. It identifies opportunities to reallocate budget to higher priority initiatives. Current and future needs are compared to the annual budget for that area to determine whether a surplus or deficit exists. This can be a difficult and time-consuming process, and some programs/services may not start at zero if they are mandated from other levels of government, but it does allow for a more comprehensive review where expenses are justified, budgets are not connected to prior year spending, and every function is analyzed for its continued need.

2.2.3 Gross Expenditure/Revenue Budgeting

Another traditional method of budgeting is to show gross expenditures as the total cost to deliver programs and services, each department budgets for their costs, and revenues are budgeted centrally by one area. Though this is a very easy and simple method, it is less transparent and it is difficult to determine the net cost of departments or programs.

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[5] Municipality of Clarington. (2020). "Draft Budget 2020" https://www.clarington.net/en/town-hall/resources/Budgets-and-Financial-Reports/Draft-Budget-2020-web.pdf

2.2.4 Net Based Budgeting

The net budget is the difference between gross expenditures and revenues and subsidies, and is typically paid by property taxes. This is more transparent and empowers more responsibility and planning, however it can be time consuming to set up and difficult to allocate shared resources, and explain to the general public.

2.2.5 Departmental Based Budgeting

Budgets are built by departments, and each department is responsible for developing and presenting their budget to Council. While the process can be managed independently by each department, this approach can result in too many presentations to Council, lack of specificity for services that may be increasing cost pressures within departments, and less transparency compared to other strategies.

2.2.6 Service/Program-based Budgeting

Service or program-based budgeting is a relatively newer methodology. Budgets are built around services or programs instead of departments. One key challenge with this method is redefining activities based on program structure rather than administrative structure. It also requires more time to conduct the various analyses and prepare both the regular annual budget as well as the program budget. Determining ownership of services that cross departments can also present a challenge. There is also a greater focus on outputs or goals rather than solely on costs of inputs. Decisions are made based on costs with respect to efficiency, and returns in terms of effectiveness. This method involves defining objectives and programs to achieve those objectives, appropriation of funds by program, and using performance indicators to measure program outputs, and conducting cost-benefit analyses. This method also allows Council to have more strategic discussions on service levels and tax rates, and advocate for changes to provincial funding for the benefit of rate payers.

2.3 Budgeting Considerations

The Ontario government has outlined the following additional considerations to guide municipalities in the budgeting process.[6]

- Public input can be helpful in the municipal budget process. It promotes trust in the municipality and ensures council is aware of residents' opinions.
- Consider provincial reporting requirements or timelines. Compliance helps ensure access to capital programs and receipt of provincial grants on time.
- Take advantage of the opportunity to use the breadth of FIR data to support evidence-based decision-making.
- Consider establishing, or reviewing existing, tax rate stabilization reserves – that is reserves to help address changes in tax revenue, for example, to make up for expected or potential tax (assessment) appeal-related decisions. Assessment appeals can take several years to resolve, particularly for more complex commercial and industrial property. An unexpected appeal loss may result in a need for a significant tax increase for many ratepayers if a municipality does not have the resources set aside to pay the amount.
- Consider using special area rates. Municipalities that provide different services or levels of service in different areas, such as urban or rural regions, have used special area rates to help fund those services from within the communities that benefit from them
- If a property does not sell at the initial tax sale, a municipality may wish to consider re-advertising the property a second time, or taking ownership of the land following the failed tax sale.
- Councils may wish to consider using development charges to help cover a portion of the municipality's growth-related capital costs.
- Consider opportunities for sharing services or resources with your neighbouring municipalities or local bodies to achieve economies of scale, tap into a new revenue stream, or reduce expenditures.
- Integrate climate change adaptation best practices, such as storm water management, into your municipality's asset management planning.
- Consider undertaking private works as local improvements. Municipalities have also put in place local improvement programs to help property owners with energy efficiency improvements and septic system rehabilitation.

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[6]Ontario. "The Ontario municipal councilor's guide 2018" available via: https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018/9-fiscal-context#section-13

3.0 Line-by-Line Budget Review

3.1 Overview

Budget Process

The Township's annual budgeting process is led by the CAO. No formal policies/procedures, bylaws, or roles and responsibilities outlining the process have been documented. The CAO provides staff (Roads Superintendent and Fire Chief) with unaudited actual figures and proposed budget from which staff develop a budget. This is reviewed during two to three special Council budget meetings where Council Members review the budget and determine what the tax rate will be as a result of the proposed budget. It was noted that Council then often asks for cuts to department budgets by certain amounts to keep the tax rate within a proposed increase percentage.

Currently, it is not clear that budgeting is being considered by stakeholders involved (Council and staff) from a multi-year perspective. There appears to be an opportunity to increase the foresight of budget planning by increasing the focus on the budget requirements for future years. For example, the impact of delaying spending on aging equipment, or limiting reserve contributions to achieve unsustainable tax rates. While the Township does have a Strategic Plan, this document only references 2013-2018, and while it contains initiatives and focuses for the Township, does not contain detailed Key Performance Indicators, metrics, or targets to guide the Township's performance. Given the expectations of the plan, the is therefore an opportunity to develop a new Strategic Plan, that includes KPIs and expected service levels. Establishing an annual actual plan for key initiatives and service levels is a valuable input for the Strategic Planning process. With agreed upon service levels, Township staff can more clearly explain, and discuss, the impact that budget reductions may, or may not, have on service levels. This provides Council with greater clarity and understanding of the impact of budget decisions and allows for discussion of rate in the context of service levels.

The Township's non-levy (non-municipal tax) revenue comes from sources including transfers from other levels of governments; user fees, permits, and applications; donations; interest earned; and reserves. The difference between these sources, and the budgeted expenditures is the amount required to be raised by the municipal levy.

From 2015-2018 (the years for which Audited Financial Statements were available), the Township has collected an increased proportion of its revenue through taxation. Revenue from User fees/service charges and licences, permits and rents has generally decreased. Revenue from Interest fines and penalties and investment income has increased modestly.

Table 1 - Revenue Sources. Source: Audited Financial Statements.

	2015		2016		2017		2018	
Revenue	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Taxation	$1,079,597	$1,103,559	$1,106,072	$1,105,090	$1,160,088	$1,174,694	$1,221,648	$1,245,838
Government grants - Provincial	$898,567	$2,206,092	$557,488	$565,283	$762,509	$938,778	$349,189	$832,181
Government Grants - Federal	$168,592	$130,395	$94,763	$36,631	$62,691	$229,665	$65,675	$242,945
Other municipalities	$7,000	$590	$-	$-	$-	$-	$-	$8,000
User fees and service charges	$72,801	$60,532	$46,478	$51,793	$41,050	$47,921	$159,730	$51,150
Licences, permits and rents	$33,630	$29,181	$29,505	$40,734	$30,180	$20,179	$41,200	$19,852
Interest fines and penalties	$20,000	$23,800	$20,000	$29,898	$20,000	$24,538	$24,000	$27,969
Investment income	$10,600	$14,607	$15,550	$24,185	$22,000	$29,404	$30,500	$18,571
Other	$300	$47,022	$13,400	$25,535	$9,180	$10,669	$10,000	$2,600
Taxation Revenue	**$1,079,597**	**$1,103,559**	**$1,106,072**	**$1,105,090**	**$1,160,088**	**$1,174,694**	**$1,221,648**	**$1,245,838**
Non-Taxation Revenue	**$1,211,490**	**$2,512,219**	**$777,184**	**$774,059**	**$947,610**	**$1,301,154**	**$680,294**	**$1,203,268**
Total Revenue	**$2,291,087**	**$3,615,778**	**$1,883,256**	**$1,879,149**	**$2,107,698**	**$2,475,848**	**$1,901,942**	**$2,449,106**

Table 2 - Revenue by Source (%)

	2015		2016		2017		2018	
Revenue	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Taxation Revenue	47%	31%	59%	59%	55%	47%	64%	51%
Non-Taxation Revenue	53%	69%	41%	41%	45%	53%	36%	49%
Total Revenue	100%	100%	100%	100%	100%	100%	100%	100%

In 2020 the Township's Budget contained $1,398,230 in revenue through the levy – a 26% increase from 2015 ($1,079,598). Total budgeted revenue grew from $2,291,087 in 2015 to $2,411,450 in 2020, a 5% increase. Residential tax rate has increased from 0.875823% to 0.883926%, a 1% increase. However, in 2016 the tax rate dropped, to 0.82414%, before rising each year after. Compared to the 2016 tax rate, the 2020 rate is 7% higher.

Budget Accounts / Departments

In 2019 the Township had an operating budget of $1,482,327. This represents a 9% or $121,496 increase from five years prior (2015 Budget). Actual operating expenses have increased 12%, to $1,416,212 (4% less than budget) in 2019 from $1,265,865 (7% less than budget) in 2015.

Table 1 and Table 2 highlight 2015 to 2019 Budgeted and Actual changes by Township Account Category.

Table 3 - 2015 to 2019 Operating Budget

Account Category (Department)	2015 Budget	2019 Budget	$ Change 2015-2019	% Change 2015-2019
General Government	*$379,025*	*$377,700*	*-$1,325*	*0%*
Protection to Persons and Property	*$279,612*	*$404,922*	*$125,310*	*45%*
Transportation	*$216,600*	*$180,640*	*-$35,960*	*-17%*
Environment	*$60,000*	*$82,528*	*$22,528*	*38%*
Health	*$37,080*	*$42,472*	*$5,392*	*15%*
Social/Family	*$295,114*	*$315,221*	*$20,107*	*7%*
Recreation/Culture	*$85,900*	*$70,095*	*-$15,805*	*-18%*
Planning	*$7,500*	*$8,750*	*$1,250*	*17%*
Total	***$1,360,831***	***$1,482,327***	***$121,496***	***9%***

Table 4 - 2015 to 2019 Operating Actuals

Account Category	2015 Actual	2019 Actual	$ Change 2015-2019	% Change 2015-2019
General Government	*$373,615*	*$316,968*	*-$56,647*	*-15%*
Protection to Persons and Property	*$263,795*	*$407,548*	*$143,753*	*54%*
Transportation	*$157,281*	*$185,278*	*$27,996*	*18%*
Environment	*$52,630*	*$80,700*	*$28,070*	*53%*
Health	*$35,612*	*$38,253*	*$2,640*	*7%*
Social/Family	*$295,110*	*$315,221*	*$20,111*	*7%*
Recreation/Culture	*$78,993*	*$68,570*	*-$10,423*	*-13%*
Planning	*$8,829*	*$3,702*	*-$5,127*	*-58%*
Total	***$1,265,865***	***$1,416,212***	***$150,347***	***12%***

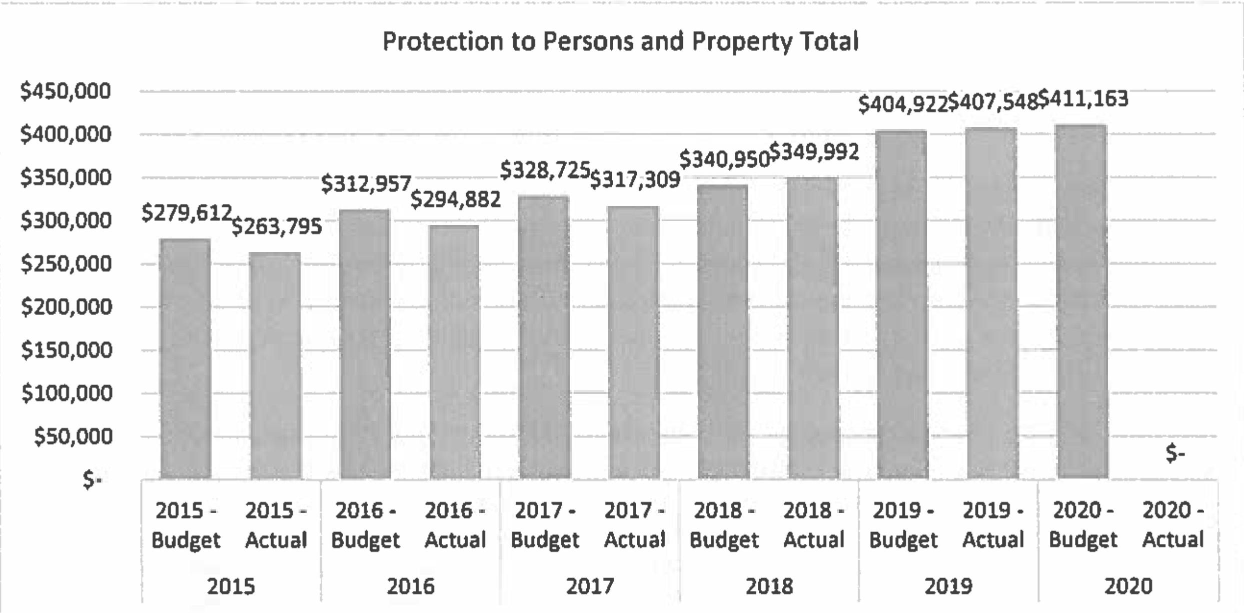
General Government, Protection to Persons and Property, and Social Family together represent approximately 70% of the Township's Budget (and Actual) non-capital spending. As the largest categories, these areas of the Township's budget are the logical starting point for more detailed review and analysis.

Protection to Persons and Property

The Protection to Persons and Property (PPP) Category has grown to the largest non-capital expense category in the Township's budget (27% of the Township's operational Budget and 29% of Actual).

In 2015, PPP Budget and Actual were less than General Government and Social/Family. However, over the past five years, Budget and Actual have increased. The 2019 Budget for PPP is 45% ($125k) higher than in 2015, while Actual was 54% ($143k) higher. This is the largest increase for any expense category in the Township's budget (non-capital).

Annually, the Budget to Actual difference has varied from 6% under budget in 2015 and 2016 ($15.8k and $18k) to 3% over budget in 2018 ($9k).



Policing is the largest expense within the PPP category, and one of the largest non-capital items in the Township's budget. Policing accounts for 50%-60% of PPP expenses, and 11%-15% of the Township's total Operating Budget. 2015 to 2019 Actuals for policing have increased from $152k to $216k (increase of $65k, 43%). The 2020 Budget for Policing is $217k, a 43% increase from the 2015 budget. It is understood that in May 2020, the Township entered into a new policing agreement with the City of Sault Ste. Marie at $197k (once HST included), which results in considerably less than the $217k budgeted for Sault Ste Marie police force in 2020. *At this time, it is not clear if there are additional opportunities to reduce this cost.*

After Policing, Ambulance is the largest PPP budget item. Ambulance expenses have increased by over 80% from 2015 ($40k) to 2020 ($74k Budget). *At this time, it is not clear if there are opportunities to reduce this cost.*

Fire Operations are represented by 18 Accounts in PPP. Collectively, these Accounts account for Budgeted expenses of $50k to $125k and actuals of $41.5k to $91.6k. The 2019 Fire Budget was a $65k (110%) increase from 2015, while Actuals increased by $44k (93%).

Fire Honorariums and Training were the line items within the Fire Department with significant increases. These were also the two largest Fire Department budget items in 2019.

Discussions with the Township's Fire Chief provided insights into these costs. Honorariums for firefighters were described as very low around the 2015 period – roughly $6,000 across the department. While many part-time volunteer fire fighters are involved with the department to support their local community, it is difficult to maintain an adequate firefighter response when responding to calls results in lost income from the full-time employment of the volunteers. The Fire Chief noted incidents of low firefighter responses to incidents, and the risks this results in to the community and fire fighters themselves. Consequently, there has been a deliberate emphasis on increasing honorariums for the fire department. The 2019 honorariums included $16,000 for volunteer fire fighters, $22,500 salary for the Fire Chief, and a $4,000 bonus for the fire chief.

For 2019, $30,000 was budgeted for Training, with only $8,301 spent (Actual).

The Fire Chief noted that the $30,000 Budget was an estimate made by Council prior to the Chief's hiring mid-way through the year. By the time the Fire Chief was in place, there was not enough time in the year to schedule and complete additional training. The emphasis on training is also a response to the forthcoming Ontario requirement (date still to be confirmed) that volunteer fire fighters be training to required NFPA level and that all fire fighters have DZ divers licence, ensuring that fire apparatus can respond to all calls.

The need to replace old equipment was identified as an upcoming requirement for the Fire Department. Hoses and firefighter Bunker Gear were specifically identified as being in need of replacement, with 50% of personal protective equipment out of date.

The need to replace a significant amount of equipment in a single year appears to be symptomatic of limited multi-year planning or reserve allocation. The purchase of the new Pumper Tanker in 2019 was identified as another example of this, as the purchase was not made through reserve funds.

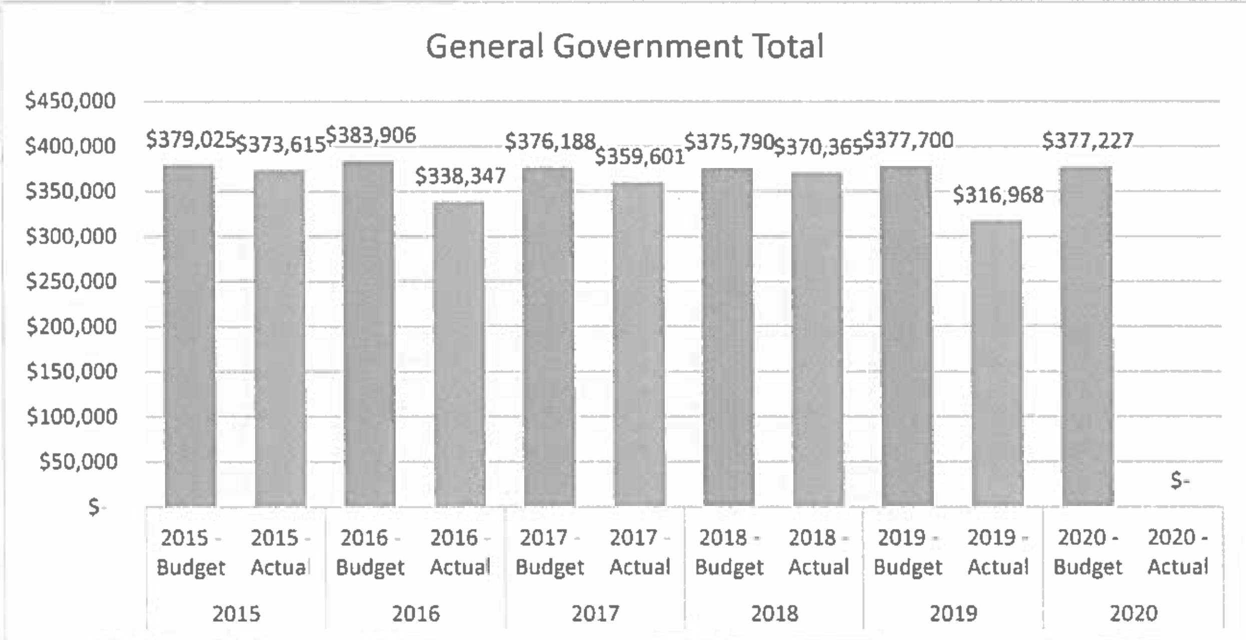
Moving forward, the Township should develop multi-year budget estimates or forecasts for the Fire Department. This should consider the Fire Department's equipment, vehicles, training, and other requirements. Replacement of equipment should be considered over multi-year periods to avoid budget spikes and mitigate risks associated with replacing aging equipment.

Cost savings in recent years appear to include $1,400 saving by removal of the Fire Department phone line. With the purchase of the New Pumper Tanker, repair costs during the warranty period are expected to be minimal. The Fire Department has also been able to downsize from three to two trucks due to the capabilities of the new Pumper Tanker.

The Township currently pays the Ministry of Natural Resources and Forestry $9,657 annually (2020) for fire protection associated with forested areas of the Township. This cost has increased annually since 2015 ($7,323). With the recent investments made in the Fire Department, there is an opportunity to take over fire protection responsibilities of some of these areas, without additional investment required. Further investigations should be had with MNR to review this opportunity and determine the amount paid to MNR can be reduced.

General Government

General Government Budget has varied from 25% to 28% of operating budget total. Proportion of Actuals has varied from 25-30%. Budget values have varied from $377k to $384k, with Actuals ranging from $316k to $373k.



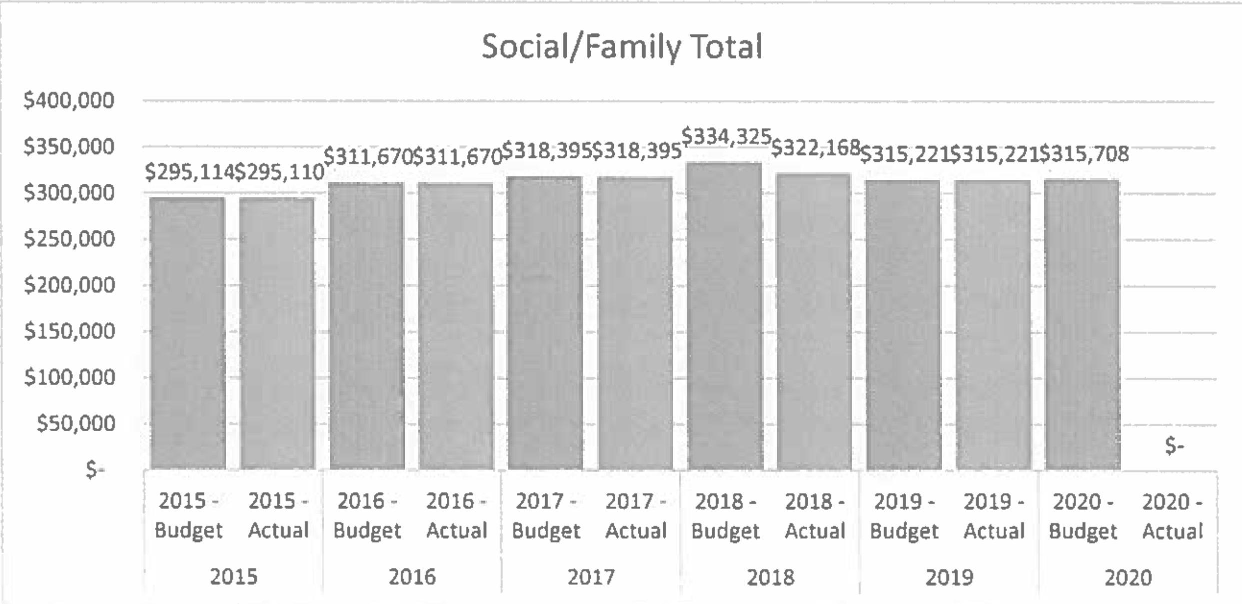
Administrator Wages represents 40%-50% of the General Government category; and 10%-12% of the Township's Operating Budget/Actuals. From 2015-2019 Administrator Wages Budget has increased from $153k to $162K ($9.6k, 6%); Actuals have increased from $151k to $154k ($2,000, 1%)

The next largest item is Insurance at 9%-10% of Budget/Actual for General Government (approximately 2% of the Township's total operating budget). From 2015-2019, Insurance Costs increased from $33.8k to $34k (2% increase). However, Budgeted costs for 2020 are $40.6k – a $6.6k (20%) increase.

Council Wages represent approximately 7% of General Government expenses and have remained consistent since 2015 (small decrease from $27.7k to $26.5k).

Social and Family

The Social and Family category is made of up three accounts: Welfare, Child Care – DSSAB, and Social Housing



Social Housing represents 60% (in 2015) to 70% (in 2019) of Social/Family spending. Social Housing 2019 Budget and Actual spending has increased 23% ($40k) since 2015. The 2020 Social Housing budget is 20% higher than in 2015. However, this is a 2% ($4.2k) reduction in the budget from 2019, and less than the 2019 actuals. This budget decrease is the only annual decrease in the Social Housing budget for the years under review.

Welfare has decreased from 31% of the Social/Family budget and actual in 2015 to 21% in 2019. This is a $22.5k (25%) decrease for this account.

For the years reviewed, there is consistently a significant difference between the figures presented in the Township's budget and those in the Audited Statement for the Social and Family account category.

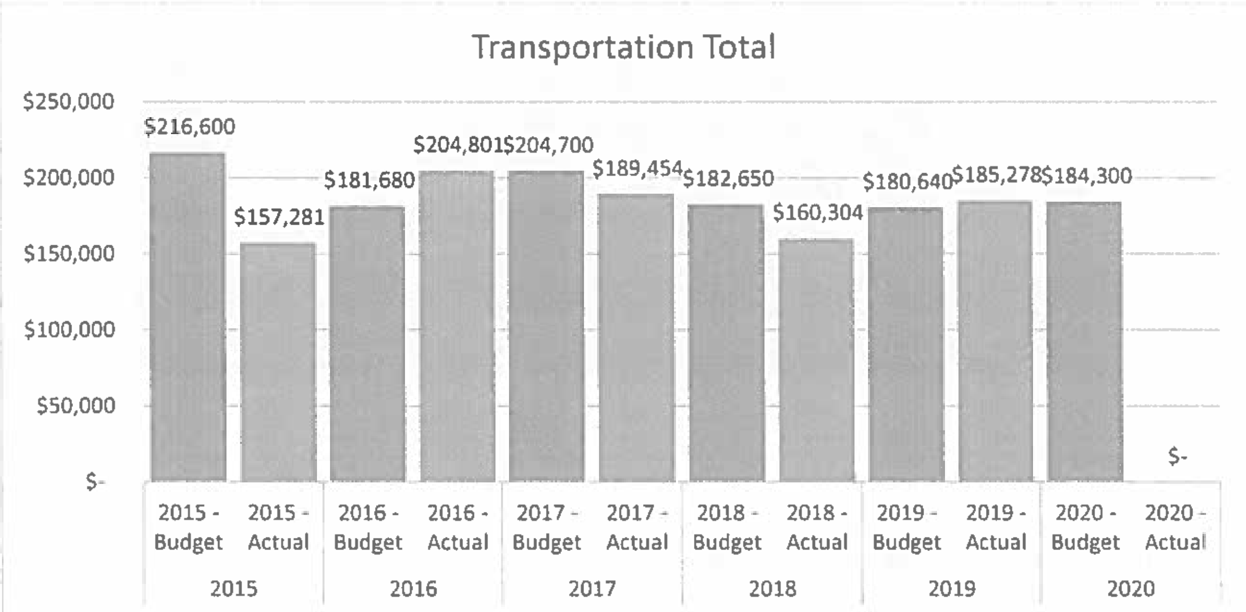
In both 2015 and 2016, the Budgeted value in the Audited Statement is approximately $240k-250k (80%) higher than the budgeted value in the Township's budget. The Actuals in the Audited Statement are also approximately $240k-250k (80%) higher than the actual values presented in in the Township's budget.

	Budget Documents		Audited Statements	
	Budgeted Value	Actual Value	Budgeted Value	Actual Value
Social/Family – 2015	*$295,114*	*$295,110*	*$535,114*	*$533,830*
Social/Family – 2016	*$311,670*	*$311,670*	*$561,720*	*$566,396*

In 2017 and 2018, the Budgeted values in both the Budget document and the Audited Statements are identical, however the Actuals in the Audited Statement are 80% ($257k) higher in 2017 and 120% ($384k) higher in 2018.

Transportation

Transportation has varied from 12% to 16% of operating budget total. Proportion of Actuals has varied from 11% to 15%. Budget values have ranged annually from $216.6k in 2015 to a low of $180.6 in 2019. Actuals have varied from $157.28k to $204.8k.



Annually, the Budget to Actual difference has varied from 27% under budget in 2015 ($59.3k) to 13% over budget in 2016 ($23.1k).

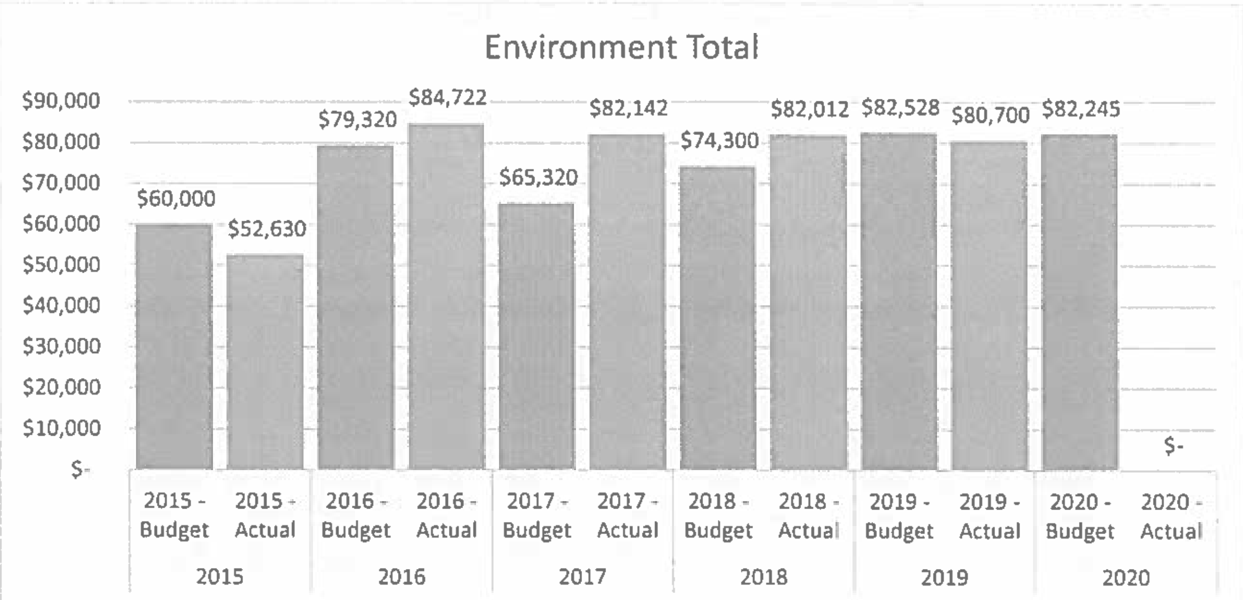
From 2015 to 2020, Transportation budget has averaged ~$190k, with average Actuals of ~$179k.

The 2020 Budget for Transportation is 15% ($32.3k) lower than in 2015. The 2015 Budgeted expenses appear to be an outlier compared to 2016-2020, and may have been driven by budgeted expenses for:

- Bridges & Culverts – Machinery 2015 Budget of $12k compared to an average budget of $1.4k 2016-2020
- Snowplowing – Machinery and Sanding – Machinery both had 2015 Budgets of $20k with actuals of just $10.1k and $12.5k.

Environment

On a percentage basis, the Environment Account Category has experienced the second highest spending growth. Budget and Actuals have grown by roughly 40% since 2015. The account category has increased from 4%-6% of operating budget.



The Environment category of the Township's budget contains five active accounts. Four of these accounts have decreased in budget and actuals since 2015, with Recycling increasing considerably (although Recycling – truck expenses has decreased).

In 2015, Recycling represented 18% of the Environment budget and 17% of actual spend. By 2019, this had increased to 53% of budget and 62% of actual. This is a $32.9k increase (300%) to the budgeted value and $41.2k (465%) increase to actuals. The 2020 budget for Recycling ($50k) represents another 14% increase. Stakeholder consultations noted that recycling services are provided in partnership with the City of Sault Ste. Marie that these costs were driven by decisions regarding the City's recycling vendor. It is also assumed that this increase in costs is impacted by changes in the global recycling market.

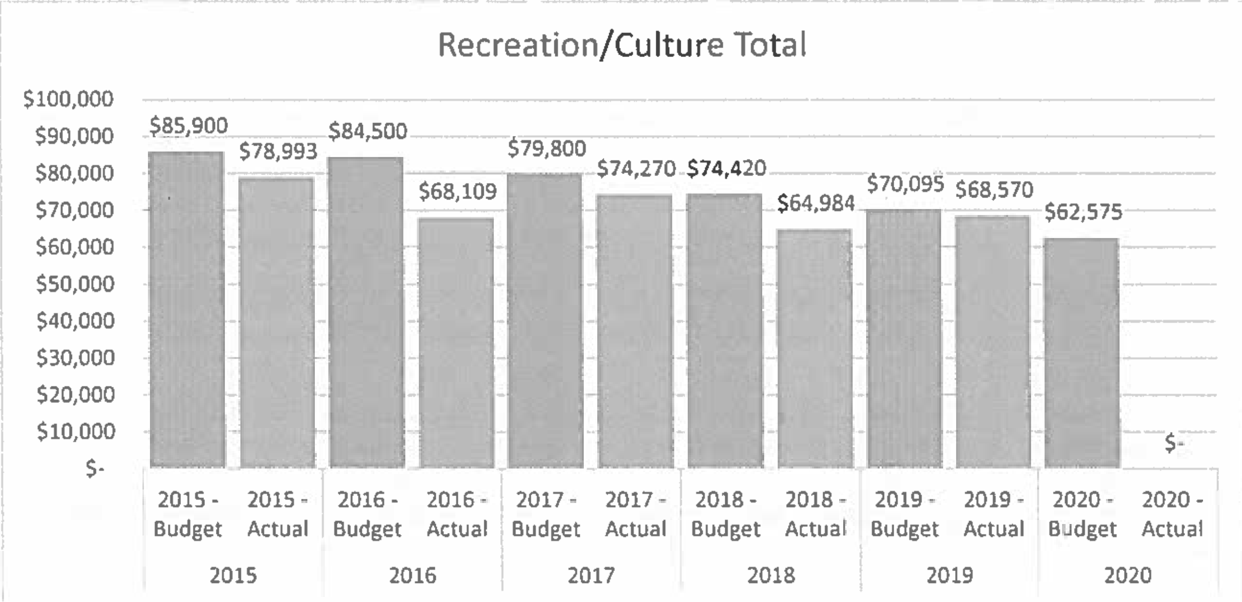
	2015		2016		2017		2018		2019		2020	
Environment	2015 - Budget	2015 - Actual	2016 - Budget	2016 - Actual	2017 - Budget	2017 - Actual	2018 - Budget	2018 - Actual	2019 - Budget	2019 - Actual	2020 - Budget	2020 - Actual
Road Super Wages	*$13,500*	*$7,622*	*$3,420*	*$12,079*	*$3,420*	*$6,482*	*$5,200*	*$5,126*	*$3,570*	*$3,273*	*$3,645*	*$-*
Garbage Collection	*$21,000*	*$23,130*	*$23,500*	*$23,057*	*$23,500*	*$23,081*	*$15,000*	*$23,057*	*$23,100*	*$18,983*	*$20,000*	*$-*
Recycling	*$11,000*	*$8,869*	*$39,800*	*$36,634*	*$25,000*	*$41,047*	*$41,500*	*$41,737*	*$43,858*	*$50,141*	*$50,000*	*$-*
Recycling - Truck Expenses	*$2,500*	*$1,530*	*$600*	*$469*	*$400*	*$-*	*$600*	*$600*	*$500*	*$-*	*$100*	*$-*
Garbage Disposal	*$12,000*	*$11,480*	*$12,000*	*$12,483*	*$13,000*	*$11,532*	*$12,000*	*$11,492*	*$11,500*	*$8,302*	*$8,500*	*$-*
Environment Total	***$60,000***	***$52,630***	***$79,320***	***$84,722***	***$65,320***	***$82,142***	***$74,300***	***$82,012***	***$82,528***	***$80,700***	***$82,245***	***$-***

Garbage collection budget and actuals have varied between $19k-23k, with the exception of a $15k budget in 2018 (with actuals considerably higher at $23k)

Some of the Recycling cost increases have been offset by a decrease in Road Super Wages of approximately $10,000 since 2015 (73%).

Recreation and Culture

Social/Family represents 5%-6% of the Township's total operating budget and actuals. Budget values have ranged annually from $62.6k to $85.9k with actuals have varied from $65k to $79k.



The Recreation and Culture budget has decreased by over $20k since 2015. This appears to be largely due to the elimination of Day Camp Expense and a considerable reduction in Hall Fuel costs. An increase in Road Super Wages offsets some of this decrease.

The Community Centre represents the largest budget item for Recreation and Culture at 20%-30% of Budget and Actuals.[7] Between 2015 and 2019, the Community Centre Actuals have decreased 13% ($2.8k), however the 2020 budget represents a 12% increase ($2k) from the 2015 budget

In 2015, Hall Fuel was 20% of the Recreation and Culture Budget ($16.8k). This has decreased by 79% ($13,250) to $3.5k in the 2020 Budget. The 2019 Actual was $7.9k lower (58%) than the 2015 Actual.

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[7] Account number 01-36-360500. Budget and actuals are higher when Fuel, Light and Power, and Ploughing are included.

When all community centre/hall expenses are combined, the total ranges from $40k in 2015 to $30k in 2019. While the costs have decreased by 25% over the past five years, these considerable costs still far exceed the community hall revenues of $1 to $5k per year.

		2015	2016	2017	2018	2019
		Actual	Actual	Actual	Actual	Actual
Revenue						
01-00-190130	Gen. Gov. - Rent - Cmmunity Hall	$1,055	$3,195	$2,232	$2,832	$4,734
Revenue Total		**$1,055**	**$3,195**	**$2,232**	**$2,832**	**$4,734**
Expenses						
01-36-360500	Community Centre	$21,344	$20,106	$14,895	$14,399	$18,561
01-36-360520	Hall Fuel	$11,167	$5,990	$9,682	$9,088	$3,236
01-36-360530	Hall - Light & Power	$5,729	$6,433	$6,332	$5,663	$5,970
01-36-360540	Hall - Ploughing	$2,125	$3,000	$3,000	$3,000	$3,000
Expenses Total		**$40,364**	**$35,529**	**$33,908**	**$32,150**	**$30,767**
Net		**-$39,309**	**-$32,334**	**-$31,676**	**-$29,318**	**-$26,033**

Table 5 - Community Hall Expenses and Revenues

It is understood that the Community Hall is located within the municipal building (the former gymnasium space). Consequently, it represents the overhead/costs of the 'Community Hall' portion of the municipal building are not directly related to it's utilization – may of its costs are fixed and correspond to the generate operations of the facilities. Therefore, it is unlikely that a decision to stop renting this space would result in any substantial savings. Nor is it reasonable to assume that the revenue from rentals will offset total expenses for the municipal building.

Moving forward, the Township may wish better understand any variable costs associated with renting the community hall; and the ability to increase rental costs and/or increase rental utilization to ensure revenue is maximized and any variable expenses minimized.

Road Super Wages did not appear as a Recreation and Culture account until 2017, when Actuals were $9.9k against a $0 budget. Since then budget and actuals have been approximately $8k-$9k.

In 2015 the Recreation and Culture budget included a Day Camp Expense item ($15k budget; $13.5k actual). This item does not appear to have continued past 2015.

Of interest is the Parks budget, which varied considerably between 2015 and 2019. Budgets have varied from $1k to 20k, with budget and actual figures showing considerable variation:

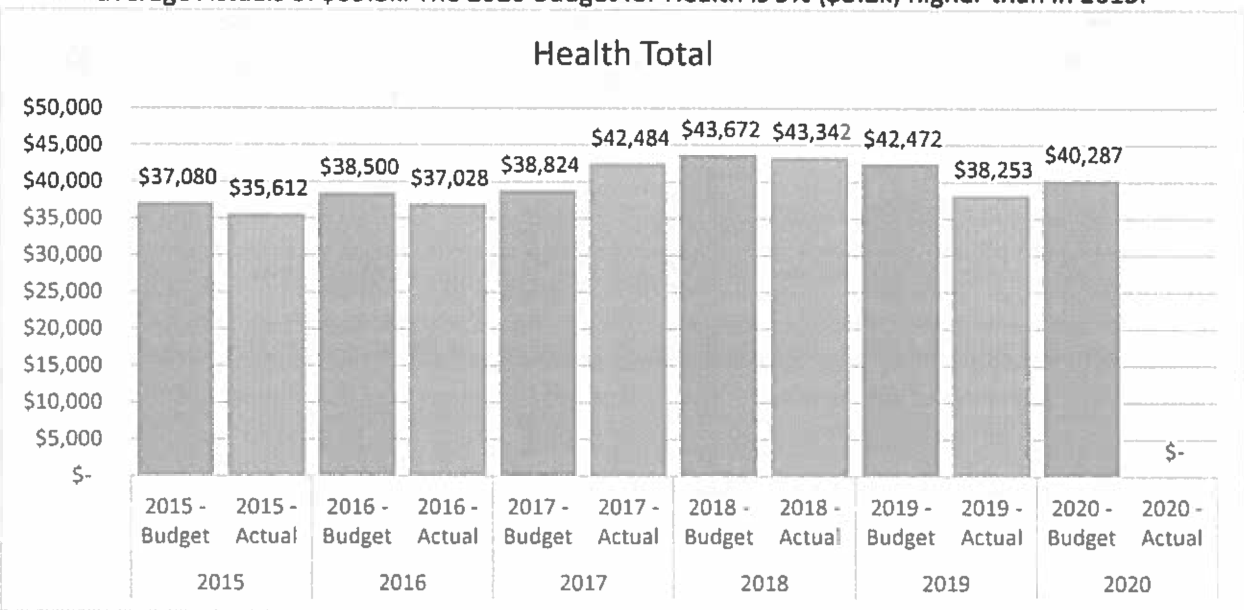
	2015		2016		2017		2018		2019		2020	
Recreation/Culture	2015 - Budget	2015 - Actual	2016 - Budget	2016 - Actual	2017 - Budget	2017 - Actual	2018 - Budget	2018 - Actual	2019 - Budget	2019 - Actual	2020 - Budget	2020 - Actual
Parks	*$1,000*	*$3,128*	*$20,000*	*$10,720*	*$15,000*	*$12,672*	*$10,000*	*$1,461*	*$9,000*	*$679*	*$1,000*	*$-*

Budget to actual spending has varied by as much as 200%+ over budget ($2.1k) to 92% (8.3k) under budget.

Health

Health represents approximately 3% of the Township's total operating budget and actuals. Budget values have ranged annually from $37k to $43.7k. Actuals have varied from $35.6k to $43.3k

Annually, the Budget to Actual difference has varied from 10% under budget in 2019 ($4.2k) to 9% over budget in 2017 ($3.7k). From 2015 to 2019, Health budget has averaged $40.1k, with average Actuals of $39.3k. The 2020 Budget for Health is 9% ($3.2k) higher than in 2015.



The Algoma Health Unit represents 80%-90% of Health Spending. 2019 Actual spending has increased 8% ($2.6k) since 2015. The 2020 Algoma Health Unit budget is 16% higher than in 2015, and 8% higher than in 2019.

Cemetery actuals have decreased 81% ($1.7k) since 2015, with the 2020 budget 83% lower than the 2015 budget. However, at the same time between 2015-19, Road Super Wages increased:

- 2015 Budget - $2,500; 2019 Budget - $6,320 – 153% ($3,820) increase
- 2015 Actual - $1,905; 2019 Actual - $3,716 – 95% ($1,810) increase

Road Super Wages budget for 2020 is less than half the 2019 budget, and less than the 2019 actual.

Health	2015		2016		2017		2018		2019		2020	
	2015 - Budget	2015 - Actual	2016 - Budget	2016 - Actual	2017 - Budget	2017 - Actual	2018 - Budget	2018 - Actual	2019 - Budget	2019 - Actual	2020 - Budget	2020 - Actual
Road Super Wages	*$2,500*	*$1,905*	*$2,500*	*$3,020*	*$3,000*	*$7,272*	*$8,200*	*$8,031*	*$6,320*	*$3,716*	*$3,040*	*$-*
Algoma Health Unit	*$31,580*	*$31,580*	*$33,000*	*$33,000*	*$33,824*	*$33,897*	*$33,972*	*$33,972*	*$34,652*	*$34,140*	*$36,747*	*$-*
Cemetery	*$3,000*	*$2,127*	*$3,000*	*$1,009*	*$2,000*	*$1,315*	*$1,500*	*$1,340*	*$1,500*	*$397*	*$500*	*$-*
Health Total	*$37,080*	*$35,612*	*$38,500*	*$37,028*	*$38,824*	*$42,484*	*$43,672*	*$43,342*	*$42,472*	*$38,253*	*$40,287*	*$-*

Also of note, there is consistently a difference between the figures presented in the Township's budget, and those in the Audited Statement for the Health account category.

The budgeted values contained in the Audited Statement are 100%-150% ($40k-60k) higher than the budgeted values in the budget document. Actuals in the Audited statements are consistently higher by a similar percentage. The Health Unit line item in the Township Budget document is aligned to the FIR submission for the years under review

	Budget Documents		Audited Statements	
	Budgeted Value	Actual Value	Budgeted Value	Actual Value
Health – 2015	*$37,080*	*$35,612*	*$77,264*	*$76,232*
Health – 2016	*$38,500*	*$37,028*	*$89,498*	*$88,519*
Health – 2017	*$38,824*	*$42,484*	*$96,038*	*$100,787*
Health - 2018	*$43,672*	*$43,342*	*$103,672*	*$110,499*

Through discussions with the CAO this difference was determined to be a result of "Ambulance" costs being considered part of the "Protection to Persons and Property" category in Budget Documents, but part of "Health" for Audited Statements. Moving forward, the Township should align how ambulance costs are accounted for in these two documents.

Planning

Planning is the smallest Account Category in the Township's operating budget, representing approximately 1% of spending.

Planning costs appear to be driven primarily Planning Consultant and Planning – Administrator (GIS and City-wide) costs.

Capital Budget, Asset Management Planning, and Reserve Funding

The Township has a 10-year Asset Management Plan and Roads Improvement Plan (2014-2023). The Asset Management Plan referenced that the document was to be considered a "living document", to be updated "as asset conditions change and priority's shift".[8] It is not clear that the Roads Improvement Plan document has been updated to reflect changing priorities. In most cases, capital spending identified in the Township's budget is not aligned to the Asset Management Plan / Roads Improvement Plan – both for projects identified, and their budgeted values. The Township had a 2016 Asset Management Plan developed that provided recommendations to develop condition assessment programs for various capital assets, short- and long-term maintenance and capital budgets, and planning to determine long-term reserve balances, among other recommendations. The 2016 Asset Management Plan identified an annual investment requirement of $231k for the infrastructure portfolio. The Asset Management Plan noted an annual $54,000 gap in funding to sustain existing assets –

[8] Township of Prince. (2014) "Asset Management Plan 2014-2023".

equivalent to a 4.8% tax increase. While the Township has budgeted for provisions, they have not been fully aligned to the AMP.

The Township budgets provisions for specific purposes. Between 2015 to 2019, this included provisions for:

- Recreation (2015-2017)
- Roads
- Fire
- Capital Asset Replacement

Provisions for Specific Purposes	2015		2016		2017		2018		2019		2020	
	2015 - Budget	2015 - Actual	2016 - Budget	2016 - Actual	2017 - Budget	2017 - Actual	2018 - Budget	2018 - Actual	2019 - Budget	2019 - Actual	2020 - Budget	2020 - Actual
Provision for Working Funds	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$4,213*	*$-*
Provisions for Recreation	*$10,000*	*$10,000*	*$10,000*	*$10,000*	*$10,000*	*$10,000*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*
Provisions for Roads	*$12,000*	*$12,000*	*$10,000*	*$10,000*	*$10,000*	*$10,000*	*$-*	*$-*	*$20,000*	*$20,000*	*$20,000*	*$-*
Provisions for Fire	*$12,000*	*$12,000*	*$10,000*	*$10,000*	*$10,000*	*$10,000*	*$5,000*	*$5,000*	*$20,000*	*$20,000*	*$20,000*	*$-*
Provision for Capital Asset Replacement	*$85,000*	*$85,000*	*$85,000*	*$85,000*	*$85,000*	*$85,000*	*$5,000*	*$5,000*	*$215,673*	*$215,673*	*$119,431*	*$-*
Contingency for Covid	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$-*	*$59,600*	*$-*

In 2020, provisions for Working Funds, and COVID-19 were added.

From 2015 to 2017, $85k was allocated to Capital Asset Replacement. This decreased to $5k for 2018, before rising to $215k in 2019 and $119k for 2020. This does not appear to be aligned to the 2016 Asset Management Plan recommendations.

4.0 Jurisdictional Scan

Jurisdictional Scan can be used to provide additional context and insights into the analysis of a specific organization. For this engagement, desk research has been conducted into the budgets (Financial Information Returns) of peer municipalities to compare significant/similar line items. The objective is to identify if any line items vary significantly from peer jurisdictions. Through discussions with the CAO, it was agreed that comparator municipalities should be Ontario-based, preferably within the Algoma District, and of a similar budget and size. This will provide a comparison that most closely represents a similar operating environment to the Township. Initial discussions and research have identified the following a potential jurisdictional targets:

- Johnson Township
- Laird Township
- Macdonald, Meredith and Aberdeen Additional

Ontario's Ministry of Municipal Affairs and Housing maintains the municipal Financial Information Return (FIR) database. The FIR is a standard document that is completed and submitted by municipalities on an annual basis. While the FIR promotes transparency in financial information and is an accessible database with some standardization, caution should be used when drawing comparisons between municipalities and between years. Differences in accounting practices, service levels and standards, and general size of municipalities makes comparisons imperfect. It should also be noted that the most recent year for which FIR data is available is 2018. Nonetheless, if used at a high-level, FIR information can provide directional insights into expense categories across municipalities.

A number of expense categories that are standardized in the FIR were examined. These included:

- Fire
- Police
- Roads - Paved
- Roads - Unpaved
- Roads - Bridges and Culverts
- Roads - Traffic Operations & Roadside
- Winter Control - Except sidewalks, Parking Lots
- Solid waste collection
- Solid waste disposal
- Waste Diversion
- Ambulance services

To account for differences in overall budget size (specifically expenditures) the above categories were analyzed as a percentage of total expense for the municipality (in addition dollar values), and change in spend from 2015-2018.

Overall, the Township's expenses appear to be inline with its neigebouring municipalities with a few exceptions.

The Township's expenses for Roads – Unpaved and Roads – Bridges and Culverts as a percentage of total expenses is aligned to the expenses of neighbouring municipalities. Winter Control costs for the Township are the lowest among the jurisdictions review – however, the Township also has the least lane KM of roads. The Township does however, appear to spend more on Traffic Operations & Roadside than the neighbouring municipalities. This may be the result of differing methodologies in the allocation transportation related costs.

	Roads - Unpaved									
	2015		2016		2017		2018		2015 - 2018 Change	
	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	$ Change	% Change
Johnson Township	$228,165	11%	$257,480	11%	$421,432	17%	$382,063	15%	$153,898	67%
Laird Township			$122,871	6%	$67,646	4%	$86,148	5%	-$36,723	-30%
Macdonald, Meredith and Aberdeen Additional	$66,489	2%	$54,108	2%	$21,484	1%	$42,463	1%	-$24,026	-36%
Prince Township	$23,923	1%	$27,092	2%	$27,898	2%	$31,590	2%	$7,667	32%

	Roads – Bridges and Culverts									
	2015		2016		2017		2018		2015 - 2018 Change	
	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	$ Change	% Change
Johnson Township	$33,139	2%	$53,384	2%	$74,049	3%	$77,111	3%	$43,972	133%
Laird Township			$57,543	3%	$46,276	2%	$64,152	3%	$6,609	11%
Macdonald, Meredith and Aberdeen Additional	$35,768	1%	$31,613	1%	$48,464	1%	$34,829	1%	-$939	-3%
Prince Township	$34,567	2%	$60,685	4%	$55,198	3%	$50,164	3%	$15,597	45%

	Roads – Traffic Operations & Roadside									
	2015		2016		2017		2018		2015 - 2018 Change	
	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	$ Change	% Change
Johnson Township	$7,742	0%	$68,889	3%	$88,121	4%	$46,830	2%	$39,088	505%
Laird Township			$24,485	1%	$28,522	2%	$23,600	1%	-$885	-4%
Macdonald, Meredith and Aberdeen Additional	$40,502	1%	$29,060	1%	$30,671	1%	$30,064	1%	-$10,438	-26%
Prince Township	$12,052	1%	$101,715	6%	$91,922	5%	$73,912	4%	$61,860	513%

	Winter Control – Except sidewalks, parking lots									
	2015		2016		2017		2018		2015 - 2018 Change	
	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	$ Change	% Change
Johnson Township	$82,470	4%	$101,570	4%	$163,723	7%	$153,414	6%	$70,944	86%
Laird Township			$14,223	1%	$81,147	4%	$82,491	4%	$68,268	480%
Macdonald, Meredith and Aberdeen Additional	$49,491	1%	$37,306	1%	$56,203	2%	$60,340	2%	$10,849	22%
Prince Township	$32,025	2%	$46,999	3%	$55,369	3%	$53,472	3%	$21,447	67%

	Fire									
	2015		2016		2017		2018		2015 - 2018 Change	
	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	$ Change	% Change
Johnson Township	$95,964	5%	$85,832	4%	$105,079	4%	$94,189	4%	-$1,775	-2%
Laird Township			$59,155	3%	$54,200	3%	$61,700	3%	$2,545	4%
Macdonald, Meredith and Aberdeen Additional	$115,304	3%	$123,168	4%	$138,927	4%	$139,371	4%	$24,067	21%
Prince Township	$72,522	5%	$71,891	4%	$74,877	4%	$78,388	4%	$5,866	8%

	Police									
	2015		2016		2017		2018		2015 - 2018 Change	
	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	$ Change	% Change
Johnson Township	$121,571	6%	$153,493	7%	$162,335	7%	$162,116	6%	$40,545	33%
Laird Township			$171,638	9%	$180,331	10%	$163,219	9%	-$8,419	-5%
Macdonald, Meredith and Aberdeen Additional	$215,975	6%	$242,700	8%	$241,262	7%	$236,202	7%	$20,227	9%
Prince Township	$151,605	9%	$166,765	10%	$183,267	10%	$201,661	10%	$50,056	33%

	Ambulance									
	2015		2016		2017		2018		2015 - 2018 Change	
	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	Expense	% of Expenses	$ Change	% Change
Johnson Township	$5,500	0%	$3,000	0%	$5,502	0%	$6,500	0%	$1,000	18%
Laird Township			$-	0%	$-	0%	$-	0%	$-	-
Macdonald, Meredith and Aberdeen Additional	$-	0%	$-	0%	$-	0%	$-	0%	$-	-
Prince Township	$40,296	3%	$50,998	3%	$57,214	3%	$71,351	4%	$31,055	77%

Policing costs appeared higher (as a percentage of total expenses) than Johnson Township and Macdonald, Meredith and Aberdeen Additional. However, this data does not account for the new (2020) contract with Sault Ste. Marie police which appears to have lowered these costs for the Township. Ambulance costs for the Township are considerably higher than its neigbouring municipalities.

REQUEST FROM LIBRARY BOARD

CAO Peggy Greco, Mayor Ken Lamming and Councillors of Prince Township

At the Library Board meeting of Thursday, September 3, 2020, it was discussed that we ask Council to allow the Library to open on limited hours, as we are a volunteer operated library.

If we were in a stand alone building, we would have been able to open without your permission, as the Main Library in Sault Ste. Marie, has done, following the provincial guidelines and those set out by Algoma Public Health Unit. The fact that the Township municipal building is closed to the public, causes us to follow suit.

We would propose that the patrons enter and leave by the back door, which would be unlocked by the library volunteer and relocked by same when their shift is over. We thought this would be the best alternative as there is handicap parking, and hand sanitizer available as you enter. They and staff would follow all appropriate social distancing, masks, and sanitizing after they leave. There would not be any access to the washroom by the public, and we would be willing to put up a table to block them from going past the library door.

Respectfully,

CEO Rita Wagner

CHAIR Bev Couch

Administrative response to request:

We are in the process of having a video/voice intercom installed at both entrance doors, with an entry button to unlock the doors remotely. I don't have all of the details yet, but it is proposed that in addition to the phones in the office that will be able to open the doors, there will be two portable phones (one for the library and one for the PCR room) to allow the doors to be open by these two entities, as well.

This will also be a safety measure for pre- screening and for the volunteers who may be alone in the building during the evening hours, preventing anyone from entering without the knowledge of the staff or volunteers. I believe that the blocking of the washrooms, is a good idea at this time as the cleaning protocol is stringent, and we don't have someone here full-time to maintain this protocol.

Respectfully,

Peggy Greco

The Corporation of the Township of Prince
COUNCIL RESOLUTION

Resolution 2020-	
Moved by: Councillor	Seconded by: Councillor
Signature	Signature M. Matthews

Date: September 8, 2020 **AGENDA ITEM** 7i

Resolution 2020- 186
Moved by: Councillor I. Chambers **Seconded by: Councillor M. Matthews**

Whereas this Council was approached by members of the Museum board after the July meeting with further information and a request to revert back to cedar shake shingles on the Conway Homestead, and

Whereas this Council was assured that the cost and time to complete the repairs would not hindered in any way by this change;

Now therefore be it resolved that this Council has agreed to keep the original integrity of the Conway Homestead by having cedar shingles rather than steel on the roof.

This resolution repeals the section of resolution 2020-157, supporting the use of steel for the roof.

	RESOLUTION RESULT			
X	CARRIED	Mayor & Council	YES	NO
	DEFEATED	Ken Lamming		
	DEFERRED	David Amadio		
	REFERRED	Ian Chambers		
	PECUNIARY INTEREST DECLARED	Michael Matthews		
	RECORDED VOTE (SEE RIGHT)	Enzo Palumbo		
	WITHDRAWN			

MAYOR - Ken Lamming

The above is a certified to be true copy of resolution number 2020 –

Peggy Greco
CAO/CLERK-TREASURER

Agenda item
9 a)
Sept 8, 2020

Prince
TOWNSHIP
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Wishart
LAW FIRM LLP

By-law 2020-30 to Amend Procedural By-law 2019-14

The Corporation of the Township of Prince

THE CORPORATION OF THE TOWNSHIP OF PRINCE

By-law No. 2020-30

Being a By-law to amend Procedural By-law 2019-14 with respect to Electronic Participation in Council Meetings.

WHEREAS Council, pursuant to section 238 of the *Municipal Act, 2001*, has adopted By-law 2019-14 to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings;

AND WHEREAS this by-law is intended to, and may be interpreted to apply to, Council, Committee and Local Board meetings as the case may be;

AND WHEREAS on July 21, 2020, the *COVID-19 Economic Recovery Act, 2020* was passed to amend the *Municipal Act, 2001* such that a Municipality's procedure by-law may permit Councillors to participate electronically in both open and closed meetings and for those Councillors to be counted in determining quorum when participating electronically;

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

1. By-Law 2020-14 is repealed;
2. By-Law 2019-14 is amended as follows:

   Section 4.7 Electronic Participation is hereby added;

   4.7 **Schedules D** and **E** relating to Electronic Participation in Council Meetings, form part of this By-Law.
3. This by-law shall be deemed to have come into effect on July 21, 2020.
4. This by-law shall come into force upon final passing.

TAKEN AS READ A FIRST TIME THIS _____ DAY OF AUGUST 2020.
READ A SECOND TIME THIS _____ DAY OF AUGUST 2020.
READ A THIRD TIME AND FINALLY PASSED THIS _____ DAY OF AUGUST 2020.

____
Ken Lamming, Mayor

____
Peggy Greco, Municipal Clerk

Schedule D

Electronic Participation in Council Meetings

1. Pursuant to Section 238 (3.3) of the *Municipal Act, 2001* (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;

2. When a Member is participating electronically, they may be counted in determining whether or not a quorum of Members is present at any time during the meeting;

3. Members participating electronically may participate in meetings that are closed to the public;

4. The Head of Council or delegate may chair a meeting electronically;

5. The Clerk may clerk the meeting electronically;

6. Meetings may proceed even though any or all Members and/or the Clerk are participating electronically.

Schedule E

Electronic Public Meetings

1. Pursuant to Section 236(1) of the *Municipal Act, 2001* (as may be amended from time to time), Council may hold its meetings at any convenient location within or outside the municipality. Therefore, Council may hold meetings that are only open to the public by live-streaming those meetings on an appropriate internet based platform that is generally available to members of the public ("Electronic Meetings"). Should internet services not exist, Electronic Meetings may be held by telephone conference or other available electronic means;

2. In deciding to hold an Electronic Meeting, Council shall consider, among other factors, whether health and safety issues dictate that members of the public should not gather together in Council chambers including, but not limited to, cases of epidemic or pandemic. When Council makes this decision, the reasons for the decision not to permit physical attendance of the public shall be recorded in the minutes. Council shall have regard to recommendations and advice from the applicable authority including but not limited to the Provincial Government or Public Health officials;

3. If Council decides to hold an Electronic Meeting, the web link, phone number or other electronic connection data to access the meetings will be published on the Municipality's website and in the meeting agenda. Should circumstances exist that the Municipality's website is not available, notice shall be provided in a manner that will provide access to the largest number of ratepayers possible in the circumstances.

4. If Council holds an Electronic Meeting, the meeting will be recorded and the recording of the open session of the meeting will be posted on the Municipality's website as soon as practical.

Agenda item
9 b)
Sept. 8, 2020

THIRD INTER-MUNICIPAL AGREEMENT RENEWAL

THIS RENEWAL made this 10th day of August, 2020.

BETWEEN:

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

Hereinafter referred to as "the City"

-and-

THE MUNICIPAL PARTNERS BEING:
The Town of Bruce Mines
The Township of Hilton
The Municipality of Huron Shores
The Township of Johnson
The Township of MacDonald, Meredith & Aberdeen Additional
The Township of Plummer Additional
The Township of Dubreuilville
The Village of Hilton Beach
Township of Jocelyn
The Township of Laird
The Municipality of Wawa
The Township of Prince
The Township of St. Joseph
The Corporation of the Town of Thessalon
The Township of Tarbutt & Tarbutt Additional
The Township of White River
Garden River First Nation
Batchewana First Nation of Ojibways

Hereinafter referred to as "Municipal Partners"

WHEREAS an Inter-Municipal Service Agreement dated May 14, 2001 (the "Agreement") was made between the City and the Municipal Partners in support of a Memorandum of Understanding for the transfer of service delivery for all court administration and court support functions under the *Provincial Offences Act* and prosecutions of matters under Parts I and II of the *Provincial Offences Act*;

AND WHEREAS the Parties agreed to the City of Sault Ste. Marie being the service delivery agent to effect a seamless transition of *Provincial Offences Act* court administration and to share the net revenues on a population basis among the Municipal Partners;

AND WHEREAS the Agreement has been renewed by the City and the Municipal Partners from time to time to allow for the continuous provision of services;

AND WHEREAS the most recent renewal of the Agreement was the Renewal of Inter-Municipal Agreement made the 23rd day of March, 2015 (the "2015 Agreement"), which renewed the Agreement for the period of five (5) years commencing on April 1, 2015 and ending on March 31, 2020;

AND WHEREAS Section 13 of the 2009 Agreement provides that the Parties hereto may amend the agreement on the written consent of the Parties thereto;

AND WHEREAS the Parties hereto agree and wish to renew the 2009 Agreement for a further period of five (5) years;

NOW THEREFORE the Parties hereto agree as follows:

1. The Parties hereto acknowledge and agree that Section 9 of the 2009 Agreement shall be amended, so as to cause the renewal of the 2009 agreement for a future period of five (5) years, commencing on April 1, 2020 and ending on March 31, 2025.

2. This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute but one and the same instrument.

IN WITNESS WHEREOF the Parties hereto have signed and sealed this renewal of the 2009 Agreement by their proper signing officers as of the date first above written.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

MAYOR – CHRISTIAN PROVENZANO

CLERK – MALCOLM WHITE

THE TOWN OF BRUCE MINES

MAYOR – LORY PATTERI

CLERK – DONNA BRUNKE

THE TOWNSHIP OF DUBREUILVILLE

MAYOR – BEVERLY NANTEL

CLERK – SHELLEY B. CASEY

THE TOWNSHIP OF HILTON

REEVE – RODNEY WOOD

CLERK – VALERIE OBARYMSKYJ

THE VILLAGE OF HILTON BEACH

MAYOR – ROBERT HOPE

CLERK – PEGGY CRAMP

THE MUNCIPALITY OF HURON SHORES

MAYOR – GEORGES BILODEAU

CLERK – DEBORAH TONELLI

TOWNSHIP OF JOCELYN

REEVE – MARK HENDERSON

CLERK – JANET BOUCHER

THE TOWNSHIP OF JOHNSON

MAYOR – BLAINE MERSEREAU

CLERK – CHRIS WRAY

THE TOWNSHIP OF LAIRD

MAYOR – DICK BEITZ

CLERK – PHYLLIS L. MacKAY

THE TOWNSHIP MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

MAYOR – LYNN WATSON

CLERK – LYNNE DUGUAY

TOWNSHIP OF MICHIPICOTEN NOW THE MUNICIPALITY OF WAWA

MAYOR – RON RODY

CLERK – CATHY CYR

THE TOWNSHIP OF PLUMMER ADDITIONAL

MAYOR – BETH WEST

CLERK – VICKY GOERTZEN-COOKE

THE TOWNSHIP OF PRINCE

REEVE – KEN LAMMING

CAO/ADMINISTRATOR – PEGGY GRECO

THE TOWNSHIP OF ST. JOSEPH

MAYOR – JODY WILDMAN

CLERK – CAROL TRAINOR

THE TOWNSHIP OF TARBUTT & TARBUTT ADDITIONAL

MAYOR – LENNOX SMITH

CLERK – GLENN MARTIN

THE CORPORATION OF THE TOWN OF THESSALON

MAYOR – BILL ROSENBERG

CLERK – ROBERT MacLEAN

THE TOWNSHIP OF WHITE RIVER

MAYOR - ANGELO BAZZONI

CLERK – TINA FORSYTH

GARDEN RIVER FIRST NATION

CHIEF ANDY RICKARD

COUNCILLOR CHESTER LANGILLE

COUNCILLOR BRANDI NOLAN

COUNCILLOR CAROLINE BARRY

COUNCILLOR RICHARD A. PINE

COUNCILLOR CINDY BELLEAU-JONES

COUNCILLOR JANINE ZACK

COUNCILLOR LESLIE ZACK-CARABALLO

COUNCILLOR KAREN BELL

COUNCILLOR MORLEY PINE

COUNCILLOR CRAIG J. SAYERS

COUNCILLOR CHRIS SOLOMON

BATCHEWANA FIRST NATION OF OJIBWAYS

CHIEF DEAN SAYERS

da LEGAL\STAFF\LEGAL\LEGAL\INTER MUNICIPAL AGREEMENT L1.16(7)\INTERMUNICIPAL AGREEMENT RENEWAL MARCH 23 15.DOCX

Prince TOWNSHIP
Simply Beautiful, Naturally Prince

Agenda
Item: 10 a)
Date: September 8, 2020

ADMINISTRATIVE REPORT

Date: Sept 1 2020	**Date Presented:** Sept 8 2020
Prepared By: Peggy Greco	**Department:** Property taxes interest
Subject: Interest charged July 1, 2020	

In May 2020, Council made the decision to defer the May 15, 2020 instalment of taxes to June 30, 2020 as an effort to help those who might be financially affected by COVID-19.

Resolution 2020-90
Moved by: Councillor D. Amadio **Seconded by: Councillor I. Chambers**

> **Be it resolved that this Council hereby adopts By-law 2020-17,** being a By-Law to provide for the interim tax levy, and set penalty and interest rates, and to amend the second Interim payment from May 15th to June 30th, as a means to **alleviate the pressure on those affected by the COVID-19 pandemic and business closures.** (cd)

There were 5 properties, where the tax payment was made online on the 30th of June. Online payments have been around long enough that people who pay online should be aware that the payment does not get immediately to the payee. It is usually at least one or two business days before the money is put into the Township's bank account. We do not even get the notification of the payment for a day or two. We have no way of showing a payment in someone's account when we don't have the paperwork and have no way of knowing that a payment has even been made. Furthermore, we have been told by our auditor that we should not post payments until they are received in our account.

None of the 5 property owners fall under the conditions of the resolution approved by council, as all are retired or working at a business that was not affected. Only two of the 5 owners complained about the interest charge.

I don't have the authority to reverse interest on an account where we have not **received** the payment on time.

Respectfully,

Peggy Greco

Ministry of the Solicitor General
Public Safety Division
25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3
Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Ministère du Solliciteur général
Division de la sécurité publique
25 rue Grosvenor
12e étage
Toronto ON M7A 2H3
Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037

Ontario

Agenda item
11 a)
Sept. 8, 2020

August 10, 2020

MEMORANDUM TO: Municipal CAOs

SUBJECT: **Court Security and Prisoner Transportation**

The Ministry of the Solicitor General (ministry) is committed to keeping communities across Ontario safe, supported and protected. An important pillar of this mandate is the safe care, custody and supervision for those in remand, or for those who are serving a custodial or community sentence.

The *Police Services Act* outlines the responsibilities of police services, including the requirement for police services boards and the Commissioner of the Ontario Provincial Police, to provide court security in premises where court proceedings are conducted. In addition, police services also conduct prisoner transportation.

Under the Court Security and Prisoner Transportation (CSPT) Program, the ministry allocates funding to municipalities to offset costs associated with both court security and prisoner transportation services to and from courts. The ministry's annual investment to help assist municipalities in offsetting their CSPT costs began in 2012 and has gradually grown to a maximum of $125 million annually since 2018.

As part of the ongoing work to build a more responsive and resilient justice system, the ministry will retain an independent consultant with expertise in public safety and security to review the Court Security and Prisoner Transportation Program. A Request for Services will be issued shortly.

This review will help strengthen best practices, as well as explore ways to improve the delivery of court security and prisoner transportation. This continuous improvement is part of the ministry's ongoing work to reduce court delays, leverage technology, improve public safety and reform the adult correctional system.

It is important to note that there will be no changes to the 2020 CSPT Program as a result of the review.

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Ministry of the Solicitor General
Public Safety Division
25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3
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Ministère du Solliciteur général
Division de la sécurité publique
25 rue Grosvenor
12e étage
Toronto ON M7A 2H3
Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037

Ontario

This review will engage ministry stakeholders – including municipalities, police services and other justice sector partners – to help assess and identify improvements to court security and inmate transportation as well as the design of the CSPT Program. Throughout this process, the safety of Ontarians and frontline staff will remain the ministry's top priority.

Be well and stay safe.

R. Stubbings

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

FONOM

The Federation of Northern Ontario Municipalities

Agenda Sept. 8, 2020
11 b)

August 19, 2020

MEDIA RELEASE

The Association of Municipalities of Ontario (AMO) conference just finished, and members of the FONOM board were pleased to participate over the three-day event. It was an opportunity for us to share and learn with our municipal colleagues from across the province. AMO and its partners did a great job in hosting this virtual event, and the plenary and concurrent sessions were varied and of benefit to our membership.
We look forward to meeting in person next year with the City of London as our host.

FONOM wishes to thank all that let their name stand for election to the AMO Board of Directors. We congratulate Mayor Roger Sigouin, Councillor Randy Hazlett, Councillor Deb McIntosh and AMO's Past President Mayor Jamie McGarvey.

Some of the FONOM board also had an opportunity to virtually meet with Premier Ford's cabinet members to discuss issues of importance to municipalities in northeastern Ontario. We discussed the governance of OPP Detachments and the current five Health Units in the Northeast and once they transition. We talked about promoting Northern Ontario economic development, with a post-pandemic lens as a healthy place to grow one's business.

We also had a lengthy discussion about broadband. Even with the funding previously disbursed and the currently allocated funding, all agreed more is needed. No one community, association, or province will be able to tackle this issue. It is apparent the FONOM will have to join with others to work tirelessly together, to build a National Broadband Initiative.

We look forward to partnering with municipalities, municipal associations not only in Ontario but across the country. We must work side by side with provincial governments when talking with not only the federal government but the CRTC and telecommunications companies as well. President Danny Whalen stated, "that only together will reliable, strong broadband be provided to communities and citizens across the country" and "we look forward to linking arms with Minister's Scott, Clark & Rickford to get you connected."

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal the government in Northern Ontario and to strive for improved legislation respecting local government in the north. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.

President Danny Whalen
705-622-2479

Ministry of Municipal Affairs and Housing

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

Ministère des Affaires municipales et du Logement

Bureau du ministre
777, rue Bay, 17e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000

Ontario

Agenda Item
11 c)
Sept. 8, 2020

234-2020-3359

August 12, 2020

Mayor Ken Lamming
Township of Prince
3042 Second Line West Rural Road 6
Prince Township ON P6A 6K4

Dear Mayor Lamming:

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to $4 billion in emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19. I am writing to you today to provide further details on this funding investment.

Municipalities play a key role in delivering critical services that Ontarians rely on and are at the frontlines of a safe reopening of the economy. This investment will provide support to municipalities and public transit operators to help them address financial pressures related to COVID-19, maintain critical services and protect vulnerable people as the province safely and gradually opens. It includes:

- Up to $2 billion to support municipal operating pressures, and
- Up to $2 billion to support municipal transit systems.

The Honourable Caroline Mulroney, Minister of Transportation, will provide more information on the transit stream of this funding.

I would also like to acknowledge the Federal government in their role in this historic agreement. As Premier Ford has indicated, "by working together, we have united the country in the face of the immense challenges brought on by COVID-19 and secured a historic deal with the federal government to ensure a strong recovery for Ontario and for Canada".

Under the municipal operating stream, $1.39 billion will be available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding.

The Safe Restart Agreement also includes a second phase of Social Services Relief Funding (SSRF) totalling $362 million. This is in addition to significant investments made earlier to the SSRF and in support of public health. Details will be outlined in a letter to Service Managers in the coming days.

Municipal Operating Funding Phase 1: Immediate Funding for Municipal Pressures

Phase 1 of this funding will be allocated on a per household basis and I am pleased to share that the **Township of Prince will receive a payment of $59,300** to support your COVID-19 operating costs and pressures.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding exceeds your municipality's 2020 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess funding into reserves to be accessed to support COVID-19 operating costs and pressures that you may continue to incur in 2021. Your municipality will be expected to report back to the province in March 2021 with details on your 2020 COVID-19 operating costs and pressures, your overall 2020 financial position, and the use of the provincial funds in a template to be provided by the ministry. More details on this reporting will be shared in the coming weeks.

In the meantime, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email by September 11, 2020 to Municipal.Programs@ontario.ca. Please note that we must receive this acknowledgement before making a payment to your municipality. We intend to make payments to municipalities in September, subject to finalizing details.

Phase 2: Funding for Additional Municipal Pressures

I anticipate that the funding our government is providing through Phase 1 of the municipal operating stream will be sufficient to address COVID-19 costs and pressures for most municipalities. However, we recognize that some municipalities have experienced greater financial impacts arising from COVID-19 than others. As a result, we are offering a second phase of funding to those municipalities that can demonstrate that 2020 COVID-19 operating costs and pressures exceed their Phase 1 per household allocation.

To be considered for this Phase 2 funding, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures in a template to be provided by the ministry. **These reports will be due by October 30, 2020.** Municipalities that require additional time to submit their report are asked to reach out to their Municipal Services Office contact by October 30, 2020 to request an extension to November 6, 2020. **Please note that the ministry is unable to consider municipal requests for Phase 2 funding if the municipality has not submitted its report by November 6, 2020.**

A template for this municipal report and request for consideration for Phase 2 funding will be provided shortly and will require:

1. Information about measures the municipality has undertaken to reduce financial pressures (e.g. use of reserves, cost saving measures);
2. Explanation of how the municipality applied or plans to spend Phase 1 funding towards COVID-19 operating costs and pressures;
3. A year-end forecast of COVID-19 operating costs and pressures;
4. Actual COVID-related impacts as of the end of Q3 of the municipal fiscal year (September 30, 2020);
5. Treasurer's statement as to accuracy of reporting;
6. Resolution of Council seeking additional funding.

Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

Our government will continue to be a champion for communities as we chart a path to a strong economic recovery. We thank all 444 Ontario municipal heads of council for their support through our negotiations with the federal government. Working together, we will ensure Ontario gets back on track.

Sincerely,

Steve Clark

Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the per household allocation of $59,300 is provided to the Township of Prince for the purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2020 will be put into reserves to support potential COVID-19 costs and pressures in 2021. I further acknowledge that the Township of Prince is expected to report back to the province on 2020 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:

Township of The Archipelago
9 James Street, Parry Sound ON P2A 1T4
Tel: 705-746-4243/Fax: 705-746-7301
www.thearchipelago.on.ca

13 a) (deferred from July 14)

June 18, 2020

20-080

Moved by Councillor Walker
Seconded by Councillor Zanussi

RE: Municipality of McDougall. OPP Detachment Boards

WHEREAS Council has received a request for support of a resolution enacted by the Municipality of McDougall regarding the Association of Municipalities of Ontario's (AMO) Discussion Paper "New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance dated May 1, 2020, which proposes that Northern Ontario District Social Services Administration Boards (DSSAB) replace the current OPP Detachment Boards;

NOW THEREFORE BE IT RESOLVED that Council for the Township of The Archipelago supports the resolution enacted by the Municipality of McDougall and hereby agrees with the opinion of the Federation of Northern Ontario Municipalities (FONOM), that the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments;

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to FONOM and its member municipalities, AMO, the Honourable Sylvia Jones, Solicitor General, and Norm Miller, MPP for Parry Sound-Muskoka.

Carried.

Agenda Item
13(b)
Sept. 8, 2020

Good evening Mayor & Councillors,
>>
>> I hope all is well with you & yours since we last spoke individually
>> as this has been a try time at minimum & almost seems like something
>> that we have only been able to conjure up in films.
>>
>> Unfortunately, this is the new reality that we are faced to move
>> forward with & not all Municipalities are able to make their ends meet
>> without cuts to local, social services & will no doubt end up
>> affecting our frontline workers. Which will tragically hurt our
>> communities already most vulnerable in a double whammy type of way,
>> unless Council's such as yourselves are able to compensate for those
>> revenue losses via assistance from both the Federal & Provincial
>> Governments.
>>
>> I would like to assist in the form of a motion for Council to pass
>> along with letters requesting the same to Ross Romano's, Terry Sheehan
>> & the PM's respective offices.
>>
>> Along with yourselves the Sault Labour Council will also be helping
>> out local unions again as well for their/our support for our local
>> Municipalities to be able to continue to service our communities
>> through the various services & programs at the same levels as they
>> were able to pre pandemic.
>>
>> Below please find the motion that I would like to present to Council:
>>
>> Proposed Motion for Local Governments
>>
>> BECAUSE our local city and town councils, big or small, rural or urban
>> are on the front lines of some of the most pressing challenges facing
>> Canada;
>>
>> BECAUSE municipal workers are going flat out to deliver the public
>> services that keep us safe during the COVID-19 crisis;
>>
>> BECAUSE municipal revenues are collapsing and unanticipated costs are soaring;
>>
>> BECAUSE without financial help, cities and towns will be forced to cut
>> vital local services our families and communities rely upon;
>>
>> BECAUSE public transportation makes our communities more livable and
>> fights climate change;
>>
>> "The city of Sault Ste. Marie" asks (or demands) the federal and
>> provincial governments to provide emergency operating funds to protect
>> vital local services, including public transportation and emergency
>> services.
>>
>> I look forward to hearing everyone's feedback & if anyone would like
>> to set up a virtual meeting/phone call to discuss any issues or
>> concerns please just let me know.
>>
>> Please, everyone & your families continue to stay safe!
>>
>> Have a great evening!
>>
>>
>> Sincerely,
>>
>> Drew Craig
>>
>> USW LU 2251 Algoma Steel Inc. Direct Strip Production Complex -
>> Operations - Committee Man

>> USW LU 2251 Grievance Committee - Member
>> USW LU 2251 Trustee
>> USW LU 2251 Political Action Committee - Chair
>> USW LU 2251 Labour Council - Member
>>
>> USW District 6 Political Action Committee - LU 2251 Representative
>> USW District 6 PAC/NextGen Sub Committee - LU 2251 Representative
>>
>> Sault Ste. Marie & District Labour Council - Trustee
>>
>> NDP Sault Ste. Marie Federal Riding Association - Vice President
>> ONDP Algoma-Manitoulin Provincial Riding Association - Recording Secretary
>>
>> Board of Directors Sault Ste. Marie United Way - Labour Representative
>>
>> Phone: 705.975.2855

Agenda Item
13 c)
Sept. 8, 2020

March 12, 2020

Confidential

Peggy Greco, CAO/Clerk-Treasurer
3042 Second Line West
Prince Township, ON
Canada P6A 6K4

Subject: Walls Road Rehabilitation - Request for Additional Budget

Dear Ms. Greco:

I am writing to you to request additional funds from Prince Township to cover the rework required in retendering the Walls Road Rehabilitation project.

Prince Township had requested to reduce the scope of work for this project considering a reduced maximum construction budget of $146,000.00. From the previous design and project management efforts under the original scope of work, the WSP budget for Design was exhausted as the project was tender ready. The work required to reduce the project scope included:

- A memo presenting three possible options for work that can be constructed under the revised budget, complete with figures delineating work to be done and cost estimates for each respective option.
- Revision to the contract drawings which included:
  - removal of originally proposed works;
  - site visits to examine existing ditch conditions, inventory of which culverts were to be replaced, and confirmation of field data collected within ditching to ensure data validity; and,
  - updates to the construction drawings to reflect proposed ditching works complete with details and profile views.
- Revisions to the contract specifications which included:
  - revised Form of Tender; and,
  - revised Special Provisions to the General Conditions.

The cost of the additional work which I am seeking totalled $3,947.50 + HST.

I feel it is important to stress that meeting the $146,000.00 budget was the main goal of the revised scope, i.e. the proposed work was tailored to fit the budget. Part of achieving this goal also included designing for only what was required, which included culvert replacements.

185 East Street
Sault Ste. Marie, ON
Canada P6A 3C8

T: +1 705 942-2070
F: +1 705 942-3532
wsp.com

WSP had originally specified the use of 300 mm diameter culverts based on two significant pieces of information:

1. 300 mm diameter culverts, 9 m in length, adheres to Prince Township By-law 2014-27;
2. The Ministry of Environment, Conservation, and Parks Design Guidelines for Sewage Works specifies that "It is recommended that as a minimum a 2-year return design storm should be used for design purposes" for minor drainage systems such as street culverts. The 300 mm diameter culverts were checked against the 10-year storm event and was calculated to have ample capacity to accommodate the 10-year storm event. Design calculations are attached for your reference.

Tendering the project with the larger 450 mm diameter culverts would have brought the costs of construction over $146,000.

The current cost estimate to complete the project is approximately $132,100.00 with the 450 mm diameter culverts. This was attained through the removal of the topsoil and hydroseeding from the From of Tender as per the Township's request.

The intent of this letter is to clarify the additional design work required prior to retendering the project. If you are in agreement, WSP will adjust the project budget accordingly.

If you would like to discuss this matter further, please do not hesitate to contact me.

Respectfully submitted,

Yours sincerely,

Joshua DiCerbo
Designer

Encl. Design Calculations
WSP ref.: 181-11687-00

WSP

PROJECT: Walls Road Rehab | No.: | Sheet no. 1 of 1 | Date Sept. 11, 2019

SUBJECT: Pipe Capacity Check. | By

Storm

IDF from MTO, 10 yr Design Storm

$a = 33.2$
$b = -0.699$
$t_c = 10$ minutes (City of SSM)

$i = \frac{33.2}{10^{(-0.699)}} = 3.57$ mm/hr

$Q = 2.78\,C\,i\,A$

C: 0.95 → asphalt
0.15 → sandy lawn @ average slope } $C_{avg} = 0.55$

A: 0.6 ha
↳ half lawn, half road extending from Base Line to outlet near civic # 610

$Q = 2.78(3.57)(0.6)(0.55)$
$= 3.27$ L/s

Pipe (Culverts)

$n = 0.022$
$S_f = 0.004$ m/m
$D = 0.3$

$Q = \frac{1}{n}\left(\frac{\pi D^2}{4}\right)\left(\frac{D}{4}\right)^{2/3} S_f^{1/2} = \left(\frac{1}{0.022}\right)\left(\frac{\pi(0.3)^2}{4}\right)\left(\frac{0.3}{4}\right)^{2/3}(0.004)^{1/2} = 36.14$ L/s

$Q_{storm} < Q_{pipe}$ ✓ OK

DISTRIBUTION:

Agenda item
13 d) Sept 8, 2020

School Bus Stop Arm Camera Programs

Municipalities are responsible for all aspects of school bus stop arm camera program administration and are subject to all relevant rules and procedures included in the *Highway Traffic Act* (HTA), *Provincial Offences Act* (POA) and associated regulations. Additionally, municipalities are responsible for complying with all privacy and data retention rules outlined in the *Municipal Freedom of Information and Protection of Privacy Act*.

The Ministry of Transportation (MTO) has drafted these guidelines to support municipalities in developing safety-oriented school bus stop arm camera programs in their communities by providing information on relevant legislative requirement, processes and responsibilities.

Municipalities are responsible for ensuring that school bus stop arm camera programs are implemented transparently and for the express purpose of promoting road safety, while maintaining public trust.

icial Guidelines

Ontario's School Bus Stop Arm Camera Regulatory Framework

Effective September 1, 2020, the school bus stopping law has been expanded so that the extension of the school bus stop arm becomes an element of the offence. This change makes it illegal for drivers to pass a stopped school bus that has a stop arm extended, regardless of whether the bus's overhead red lights are activated. This change makes it easier for provincial offences officers to make certified statements about the camera and for Crown prosecutors to demonstrate that an offence has occurred using camera technology. The prosecution of school bus camera offences will no longer require the introduction of evidence by a supporting witness.

With this new program, municipalities will continue to have the choice as to whether they would like to set up a school bus stop arm camera program in their municipality. Some examples of other evidentiary requirements include:

- State that the system used to take the photograph was an automated school bus stop arm camera system as per the regulation;
- Set out the manufacturer's name and the model number of the automated school bus stop arm camera system used to take the photograph; and
- State the name of the municipality in which the school bus was located when the photograph was taken.

For a full list of evidentiary requirements, please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms.

General Operating Considerations

Privacy

Municipalities should comply with existing privacy rules in the *Municipal Freedom of Information and Protection of Privacy Act* for storing and transferring sensitive information. MTO recommends that municipalities undertake a privacy assessment before launching a school bus stop arm camera program.

Procurement

The camera technology chosen will need to be able to capture all elements of the offence – such as the stop arm being actuated while the bus is passed by a motor vehicle that has a clearly visible number plate, etc. – and comply with all requirements set out in the future school bus stop arm camera regulation. Video at a minimum of 10fps, or an equivalent for a series of photographs that are taken in very quick succession, is a requirement. Please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms, prior to setting up your school bus stop arm camera program.

cial Guidelines

Public Education

Research demonstrates that public awareness of automated enforcement programs like school bus stop arm cameras, automated speed enforcement cameras, and red-light cameras, is an important element in their success. Municipalities should consider developing a communication/public education plan to inform the public about their school bus stop arm camera programs.

Communications and public education activities, which might take the form of websites, question and answer resources, social marketing and social media campaigns, should be sustained in advance of the program's launch and during its operation.

Evidence Processing

Under POA section 3(2), only a designated provincial offences officer may issue an offence notice.

Consistent with the province's existing red light camera program and automated speed enforcement program, provincial offences officers will be responsible for reviewing evidence collected by school bus cameras, certifying this evidence and issuing an offence notice by mail, based on vehicle owner address data supplied by the Ministry.

Provincial offences officers are responsible for a range of activities as part of charging and prosecution processes, including:

- Reviewing evidence (video or photographic) and forming a belief that an offence was committed;
- Certifying the accuracy of that evidence;
- Making a request to MTO for plate registrant information to determine vehicle owner address information;
- Issuing and mailing POA offence notices with a set of images/video of the offence occurring;
- In cases where the charge is disputed, the provincial offences officer will request MTO provide a certified copy of the plate holder information as evidence.

Access to Plate Registrant Data

Participating municipalities will be required to enter into a data access agreement with MTO for the purposes of accessing licence plate registrant information. Access to the data for this purpose is restricted to persons who have been designated as a provincial offences officer by the ministry.

This data access agreement will set out the terms, conditions and audit requirements which municipalities must adhere to, including confidentiality clauses that restrict disclosure of licence plate registrant data to only authorized users. For specific questions about the agreement with the ministry, please contact Luc.Spina@ontario.ca.

Hiring Municipal Provincial Offences Officers

Subsection 1(3) of the POA provides the authority for the appointment of provincial offences officers. MTO will coordinate with municipalities so that the required documentation required to designate these officers can be prepared and approved.

The Ministry of the Solicitor General (SOLGEN) sets Ontario's policy with respect to who can be appointed as a provincial offences officer under the POA. Under this policy only municipal employees and police offices can receive designation and thus lay charges under automated enforcement programs.

Prior to issuing offence notices municipalities should ensure the POA officer is sufficiently trained so that they can make all the certified statements necessary

Agenda item
13 d) ii.

Ministry of Transportation
Safety Program Development Branch
87 Sir William Hearst Avenue, Room 212
Toronto, Ontario M3M 0B4

Ministère des Transports
Direction de l'élaboration des programmes de sécurité
87, avenue Sir William Hearst, bureau 212
Toronto, Ontario M3M 0B4

Ontario

August 7th, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **September 1, 2020** the province will be introducing a new regulatory framework which sets out evidentiary rules to govern school bus stop arm camera programs. Municipalities who choose to implement school bus stop arm camera programs will be able to use evidence from camera systems in court without requiring a witness to introduce that evidence. The regulation can be found at the following hyperlink: Ontario Regulation 424/20: School Bus Cameras.

The rules under the *Provincial Offences Act* for school bus stop arm camera programs will mirror those currently in place for automated speed enforcement and red-light camera programs.

In support of municipalities interested in setting up school bus stop arm camera programs in their regions, the ministry has developed the attached guidance document. This document provides relevant information to assist municipalities in developing school bus stop-arm camera programs. The Ministry also encourages participating municipalities to engage in public outreach and education when enacting school bus stop-arm camera programs to maximize safety benefits.

The Ministry asks that you please bring this notice and attached guidance material to the attention of municipal staff responsible for traffic safety. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or erik.thomsen@ontario.ca.

Thank you for your assistance in communicating this change and for your ongoing efforts to help improve the safety of students travelling on school buses.

Sincerely,

Angela Litrenta
A/Director
Safety Program Development Branch
Ministry of Transportation

Attachment – Municipal Guidance Materials

Municipality of West Grey
402813 Grey County Rd 4
Durham, ON N0G 1R0

Agenda item
13 e)
Sept. 8, 2020

Re: Anti-racism resolution

Please be advised the council of the Municipality of West Grey at its regular meeting held on July 7, 2020 passed the following resolution:

Whereas West Grey council condemns the unjust treatment, oppression, and racism against those who identify as black, indigenous, and people of colour; and

Whereas council acknowledges that systemic racism exists and persists in every community and institution in Canada, including West Grey, creating social and economic disparities from education, to healthcare, to housing, to employment, and justice; and

Whereas council supports the Bruce Grey Poverty Task Force belief that everyone deserves to live free of systematic oppression or racialized violence; and

Whereas the report by the Truth and Reconciliation Commission of Canada contains 'Calls to Action' several of which are actionable by local governments including Call 57: "We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism"; and

Whereas council is committed to anti-racism as demonstrated in the foundation of our 2020 Vision Plan whereby we set goals to listen to our community, value diverse voices, and build partnerships;

Therefore be it resolved that the Municipality of West Grey will actively work towards anti-racism and anti-oppression at every opportunity beginning with annual training for council, committee members, and employees for anti-racism, anti-oppression, diversity and inclusion, and the history of Aboriginal peoples; and

Further that this resolution be circulated to media, lower tier municipalities in Grey and Bruce; Grey County; Bruce County; West Grey Public Library, West Grey Police Service, Grey Bruce Public Health Unit; Bluewater District School Board; and Bruce Grey Catholic District School Board.

L Glazier

Lindsey Glazier
Administrative Assistant, Clerk's Office

Copy:
Ontario Municipalities
West Grey Public Library
West Grey Police Service
Grey Bruce Public Health Unit
Bluewater District School Board
Bruce Grey Catholic District School Board

Agenda item
13 f)
Sept. 8, 2020

THE CORPORATION OF THE CITY OF ELLIOT LAKE

CERTIFIED TRUE COPY

Moved By: T. Turner
Seconded By: L. Cyr

THAT the City of Elliot Lake Council acknowledges and supports the following Private Member Bill put forward by Majid Jowhari: M-36, Emancipation Day, 43rd Parliament, 1 Session that reads as follows:

"THAT the House recognizes that:

> The British Parliament abolished slavery in the British Empire as of August 1, 1834;
>
> Slavery existed in the British North America prior to the abolition in 1834; Abolitionists and others who struggled against slavery, including those who arrived in Upper and Lower Canada by the Underground Railroad, have historically celebrated August 1st as Emancipation;
>
> The Government of Canada announced on January 30, 2018 that it would officially recognize the United Nations International Decade for people of African Descent to highlight important contributions that people of African descent have made to Canadian society, and to provide a platform for confronting anti-Black racism;
>
> The heritage of Canada's peoples of African descent and the contributions they have made and continue to make to Canada and in the opinion of the House, the Government should designate August 1 of every year as "Emancipation Day" in Canada; and

THAT support for this motion be sent to the Member of Parliament for Algoma and all House of Commons representatives; and

THAT support for this motion be sent to all municipalities in Ontario.

Resolution No.	249/20	Carried	Mayor Dan Marchisella

Certified True Copy.

Natalie Bray

City Clerk August 14, 2020

St. Catharines

Agenda item
13 g)
Sept. 8, 2020

August 17, 2020

Ulli S. Watkiss
City Clerk
City of Toronto
100 Queen St. W.
Toronto, ON M5H 2N2

Sent via email: clerk@toronto.ca

Re: Support to the City of Toronto in their Legal Challenge of the Amendments made under Bill 184, Section 83
Our File 35.2.2

Dear Ms. Watkiss,

At its meeting held on August 10, 2020, St. Catharines City Council approved the following motion:

> WHEREAS the COVID-19 pandemic has caused much financial strain to residents of St. Catharines; and
>
> WHEREAS many residents without income supports face the reality of evictions under the July 26, 2020 amendment of Provincial Bill 184 Section 83; and
>
> WHEREAS Section 83 of Bill 184 states:
>
> > "Refusal for certain arrears of rent"
> > If a hearing is held in respect of an application under section 69 for an order evicting a tenant based on arrears of rent arising in whole or in part during the period beginning on March 17, 2020 and ending on the prescribed date, in determining whether to exercise its powers under subsection the Board shall consider whether the landlord has attempted to negotiate an agreement with the tenant including terms of payment for the tenant's arrears; and
>
> WHEREAS the City Council of Toronto voted 22-2 in support of a legal challenge of Bill 184 Section 83;
>
> THEREFORE BE IT RESOLVED that the City of St. Catharines, City Council show support to the City of Toronto in their legal challenge of the amendments made under Bill 184, Section 83; and

St. Catharines

BE IT FURTHER RESOLVED that this resolution be provided to the Premier's Office; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; and Niagara MPPs and MPs; and

BE IT FURTHER RESOLVED that a copy of this resolution be circulated to all Ontario municipalities requesting their support.

If you have any questions, please contact the Office of the City Clerk at extension 1524.

Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:em

Cc. Premier Doug Ford, doug.fordco@pc.ola.org
Honourable Steve Clark, Minister of Municipal Affairs and Housing, steve.clark@pc.ola.org
Chris Bittle, MP - St. Catharines, Chris.Bittle@parl.gc.ca
Dean Allison, MP - Niagara West, Dean.Allison@parl.gc.ca
Vance Badawey, MP - Niagara Centre, Vance.Badawey@parl.gc.ca
Tony Baldinelli, MP - Niagara Falls, Tony.Baldinelli@parl.gc.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Ontario Municipalities

Municipal Office
15 Water Street
Telephone (705) 282-2420
Fax (705) 282-3076

CORPORATION OF THE TOWN OF GORE BAY
JUDICIAL SEAT OF MANITOULIN
MANITOULIN ISLAND
Incorporated 1890

Postal Box 590
Gore Bay, Ontario
P0P 1H0

Agenda item
13 h)
Sept. 8, 2020

Office of the
Clerk

July 21, 2020

Tracy Macdonald
Assistant Clerk
Town of Orangeville
87 Broadway
Orangeville, ON L9W 1K1

Dear Tracy;

Re: Support of OPP Diversity Training

Please be advised that at a recent Council meeting held on July 13, 2020 Council reviewed your correspondence regarding common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force.

The Town of Gore Bay supports the town of Orangeville in their efforts to encourage common training requirements to all members of the Ontario Provincial Police Force. Please find attached a certified true copy of Resolution No. 14851 indicating the Town of Gore Bay's support.

Yours truly,

Stasia Carr
Clerk
Encl.
SC/cp

cc: The Honourable Sylvia Jones, *Solicitor General*
AMCTO

THE CORPORATION OF THE TOWN OF GORE BAY

RESOLUTION NUMBER 14851

14851

Moved by Paulie Nodecker ***Seconded by Aaron Wright***

WHEREAS the Town of Orangeville is requesting support of their motion regarding OPP Diversity Training;
AND WHEREAS they are concerned that although the OPP have indicated they have a comprehensive diversity training program, there may not be the same resources available throughout the province detachments;
AND WHEREAS there is public concern regarding the use of force, such as neck restraints, and oversight;
THEREFORE BE IT RESOLVED THAT Gore Bay Council supports the Town of Orangeville in their efforts to encourage common training requirements to all members of the Ontario Provincial Police Force and they be so advised;
FURTHER this motion be sent to the Solicitor General's Office and be circulated to all Ontario Municipalities.

Carried

THIS IS A CERTIFIED TRUE COPY
OF RESOLUTION NUMBER 14851
ADOPTED BY COUNCIL ON
July 13, 2020

....
Stasia Carr
Clerk

Agenda
Sept. 8, 2020
13 j)

TOWNSHIP OF TARBUTT
RR 1, 27 BARR ROAD SOUTH
DESBARATS, ON P0R 1E0
Phone: 705-782-6776 Fax: 705-782-4274
Email: tarbutttownship@bellnet.ca

September 8th 2020

Minister of Transportation
Hon, Caroline Mulroney
777 Bay Street, 5th Floor,
Toronto, Ontario, M7A 1Z8

Dear Minister

Again Genesee & Wyoming (Huron Central) railway out of Sault Ste Marie is threatening the people of the area and Province with closure of the short line railway from Sault Ste Marie to Sudbury.

We have stated on several occasions our position on this issue. We feel very strongly for several reasons that any funding that is available should only be given after careful consideration to the most practical and long term solution that benefits the area the most. In our opinion Huron Central is not the best solution or the best recipient for this type of funding.

The lack of funding available to just Municipalities, schools, highways and hospitals is indicative of the financial position of the province. We realize that your government inherited a province and a debt from previous governments that will take years to correct. Along with the demands the current Pandemic situation has placed on the province and the unknown of how long or how this Pandemic will play out places your government in an untenable position.

The core issue with the closure of Huron Central out of Sault Ste Marie is how will the product of steel and wood be shipped out, along with how energy products like gas and oil be brought into the area. The CN line running north out of Sault Ste Marie, along with the line running from Sault Ste Marie into Michigan can easily meet the demands of the area as they have in the past.

Not long ago products of steel and wood were shipped north on CN and there is no reason that cannot be the case in the future. The fear mongering that closing Huron Central will flood our highways with Transports and cause unimaginable safety issues, is just that, fear mongering. There is no need and certainly no guarantee that CN can't or won't take the bulk of these products north as they have in the past.

The CN line intersects both the Trans Canada CP line and the Trans Canada CN line. Products can easily come and go from Sault Ste Marie from all over the world, we will not be hampered with the closing of the Huron Central line.

TOWNSHIP OF TARBUTT
RR 1, 27 BARR ROAD SOUTH
DESBARATS, ON P0R 1E0
Phone: 705-782-6776 Fax: 705-782-4274
Email: tarbutttownship@bellnet.ca

While the Huron Central line is a one dimensional line doing one thing, the CN line is a multi purpose rail line. The CN line running north out of Sault Ste Marie serves the Algoma Agawa Canyon Tour Train, the passenger service such as it is to Hearst and it services all of the Tourist lodges and private camps accessible only by rail between Sault Ste Marie and Hearst and it moves products out and into the Sault Ste Marie area. It is also a much safer railway with much better maintained infrastructure going mostly through remote areas away from public settlements and the Trans Canada highway.

If an investment is to be made to rail service in the area than the CN line is a multi purpose railway and is far more beneficial to the area than the small Huron Central line between Sault Ste Marie and Sudbury.

Another fear that is repeated to the general public is the loss of the line from Espanola to Sudbury. That can easily become a spur out of Sudbury as it is serviced now and continue to operate. At least then the Province and its residents would get some benefit out of the near 34 million that has been given to Genesee & Wyoming already and spent primarily in that area.

With so many out of work because of the Pandemic and so much unknown with regard to the future of the Province, it seems irresponsible to give 40 million with no promise or guarantee of improving the situation and a clear statement from the company that they will be back for continuous hand outs in the future. They may have a small profit margin, but they have had a profit margin for as long as they have had this line, yet they took their profit for years with absolute minimal reinvestment.

We certainly hope that any and all discussions taking place include CP rail the owners of the line. The agreement as we understand is that the line will be returned in the condition it was in when Genesee & Wyoming took it over. I certainly hope the province won't be tricked into providing millions and millions of dollars to a USA company, only to have them walk away after they fix the line and are able to return it to CP.

We trust that you will make the correct and tough decision to spend Ontario's tax dollars for the best long term solution.

Respectfully,
Council of Tarbutt Township

cc. Hon Greg Rickford, Minister of Northern Development and Mines
cc. MP Terry Sheehan Sault Ste Marie
cc. MPP Ross Romano Sault Ste Marie
cc. Central Algoma Clerk's Association