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1. **Call to Order**
 2. **Approve Agenda**
 3. **Disclosure of Interest**
 4. **Minutes of Previous Meeting**
 - a) November 10, 2015
 5. **Questions and Information Arising out of Minutes and not Otherwise on Agenda**
 6. **Petitions and Delegations**
 7. **Reports from Staff & Council**
 - a) Fire Chief Report
 - b) Road Superintendent Report
 - c) Clerk-Treasurer Report – Expenditure, Revenue Reports
 - d) Letter Chief Prevention Officer
 - e) ATV By-Law
 - f) HR Fundamentals and Training
 - g) Tulloch – report on Bridge Replacement
 - h) Parent/Child 3rd quarter report
 - i) Northern Ontario Tourism Summit – Mayor’s Report
 8. **Planning - none**
 9. **By-Laws**
 - a) 2015-29 Sale of Real Property – Third reading
 - b) 2015-34 Boards and Committees
 10. **Motions and Notices of Motions**
 - a) Hall display - suggestion
 11. **Correspondence (for your information)**
 - a) AMCTO Zone 7 – Thank you for support
 - b) AMCTO – Q&A re: Bill 8
 - c) Ministry of Finance – 2016 OMPF Funding allocation
 - d) DSSAB – Organizational structure change
 - e) ‘That’s Great News’ – availability of plaques
 - f) Property Tax Matters – information on 2017 reassessment
 - g) MMAH – Syrian Refugees – information website
 12. **Minutes of Boards and Committees**
 - a) DSSAB Minutes – Sept 24, Oct 7, Oct 15, 2015
 - b) SSM Region Conservation Authority – Oct 20, 2015
 - c) SSM Police Services Board – Nov 5, 2015 (complete pkg. in office)
 - d) APHU – October 28, 2015
 13. **New Business (will include motions for consideration)**
 - a) Spring Bear Hunt – approval letter for ongoing hunt to control bear populaton
 - b) Champlain Township – review of new OPP billing model
 - c) Municipality of Neebing – Consultation on the Police Services Act
 - d) Sault College – Continued sponsorship of Academic Award
 - e) Min. of Agriculture, Food and Rural Affairs – Rural Economic Development Program
 - f) Public Sector Digest – Asset Management Plan – quote (request for others pending)
 14. **Closed Session (will include motions if required)**
 - a) Approval of the Previous Closed Session Minutes – November 10, 2015
 - b) Litigation or potential litigation, including matters before administrative tribunals; - by-law infraction - update
 15. **Confirmatory By-law 2015-36**
 16. **Adjournment**



CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING
MINUTES
November 10, 2015
6:45 p.m. – Council Chambers

AGENDA

Present: Mayor K. Lamming
Councillors: D. Amadio, I. Chambers, M. Matthews, E. Palumbo
Staff: Clerk, P. Greco; Fire Chief, E. Haley; Fire Captain, J. Boissineau
Public; Reporter, M. LaHaye, L. Madonna

Item: 4 a)
Date: DEC 08 2015

1. **Call to Order 6:45 pm**
A moment of silence was held in honour of our veterans for Remembrance Day
2. **Approve Agenda**
Resolution: 2015-306
Moved by: Councillor M. Matthews Seconded by: Councillor I. Chambers
Be it resolved that this Council hereby approves the open and closed session agendas of November 10, 2015 and any addendum, as amended. (cd)
3. **Disclosure of Interest – D Amadio – 14 a) fire department if names brought up**
4. **Minutes of Previous Meeting**
a) October 13, 2015
Resolution: 2015-307
Moved by: Councillor I. Chambers Seconded by: Councillor E. Palumbo
Be it resolved that this Council hereby adopts the minutes of the Regular meeting of October 13, 2015, as presented. (cd)
5. **Questions and Information Arising out of Minutes and not Otherwise on Agenda**
Union Gas and Newsletters were discussed
6. **Petitions and Delegations**
7. **Reports from Staff & Council**
a) Fire Chief Report – additional information provided to council
Resolution: 2015-308
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
none

c) Clerk-Treasurer Report – Expenditure, Revenue Reports
Resolution: 2015-309
Moved by: Councillor E. Palumbo Seconded by: Councillor D. Amadio
Be it resolved that this Council hereby accepts the Clerk's October 2015 expenditure report amount of \$175,600.18 and the October 2015 revenue report amount of \$346,563.22, as information. (cd)

d) Investment Seminar - Councillor Amadio
Resolution: 2015-310
Moved by: Councillor M. Matthews Seconded by: Councillor I. Chambers
Be it resolved that this Council hereby accepts the report from Councillor Amadio regarding the LAS Investment Seminar, and
Further be it resolved that this Council hereby appoints Councillor Amadio as liaison with the CAO/Clerk Treasurer for any locked in or longer term investments. (cd)

e) Table Top - CEMC exercise - Councillor Matthew
Resolution: 2015-311
Moved by: Councillor M. Matthews Seconded by: Councillor E. Palumbo
Be it resolved that this Council hereby accepts the report of Councillor Matthews on the Community Emergency Management Table Top exercise; and
Further be it resolved that this Council hereby expresses interest to Phoenix Emergency Management Logic on the proposal of a shared CEMC. (cd)

Minutes November 10, 2015

f) Admin Report – USTI & Treasurers Forums – addendum

Resolution: 2015-312

Moved by: Councillor E. Palumbo Seconded by: I. Chambers

Be it resolved that this Council hereby accepts the CAO report on the USTI user forum and MMAH treasurer forum, as information. (cd)

g) Appointment of Solicitor – Addendum

Resolution: 2015-313

Moved by: Councillor M. Matthews Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby approves the appointment of Wishart Law Firm, LLP for the next 5 years, effective January 1, 2016, as per the Form of Offer, Request for Proposal. (cd)

8. **Planning - none**

9. **By-Laws**

a) CGIS contract – By-Law 2015-32

Resolution: 2015-314

Moved by: Councillor D. Amadio Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby authorizes the Mayor and Clerk to sign the agreement with CGIS for the provision of GIS mapping and data integration services. (cd)

MM - cgis – espousing virtues of CGIS for emergency planning

10. **Motions and Notices of Motions - none**

11. **Correspondence (for your information)**

a) OCIF - response to Expression of Interest - no invitation to submit

b) Minister of Environment and Climate Change – Great Lakes Protection Act (Addendum)

c) PROVINCIAL OFFENCES.

Resolution: 2015-315

Moved by: Councillor D. Amadio Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby accepts Correspondence items a-c, as information. (cd)

12. **Minutes of Boards and Committees**

a) SSM Region Conservation Authority – September 15, 2015

b) DSSAB Minutes –

Resolution: 2015-316

Moved by: Councillor D. Amadio Seconded by: Councillor M. Matthews

Be it resolved that this Council hereby accepts the SSM Region Conservation Authority minutes of September 15, 2015 and the SSM DSSAB minutes of September 17, 2015, as presented. (cd)

c) Library Minutes – October 5, 2015

Resolution: 2015-317

Moved by: Councillor M. Matthews Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby adopts the Prince Township Library Board minutes from October 5, 2015, as presented. (cd)

13. **New Business (will include motions for consideration)**

a) Group Health Centre Trust Fund - Lottery Licence

Resolution: 2015-318

Moved by: Councillor M. Matthews Seconded by: Councillor D. Amadio

Be it resolved that this Council hereby approves the request from the Group Health Centre Trust Fund to sell tickets for the 2016 Big Wish Lottery – Licence 7537, within Prince Township municipal boundaries. (cd)

b) ADMA - Arts Council support

Resolution: 2015-319

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

Whereas the Algoma District Municipal Association (ADMA), at its September 19, 2015 meeting, agreed in principle, to support the Arts Council of Sault Ste. Marie and District; and

Whereas the ADMA has requested the member municipalities to financially support the organization (population based, \$1 for every two people in the community); and

Whereas this commitment would amount to \$515.50 for the Township of Prince;

Now therefore, be it resolved that this Council hereby agrees to support the Arts Council of Sault Ste. Marie and District in our 2016 fiscal year. (deferred)

c) Algoma Public Health - reducing smoking rates.

Resolution: 2015-320

Moved by: Councillor D. Amadio **Seconded by: M. Matthews**

Whereas Algoma Public Health (APH) is committed to preventing disease and promoting the health of individuals and communities in the Algoma District; and

Whereas The Board of Health of Algoma endorses the concept of a district-wide goal to reduce smoking rates by 5% over the next 5 years; and

Whereas APH has requested that municipalities across Algoma support a district-wide strategy;

Now therefore be it resolved that this Council hereby supports a call to action to reduce smoking rates by 5% over the next 5 years. (cd)

d) Anavets - request for support - ad

Resolution: 2015-321

Moved by: Councillor I. Chambers **Seconded by: Councillor D. Amadio**

Be it resolved that this Council hereby agrees to put a business card sized ad in the ANAVETS magazine for 2016 budget, in the amount of \$289.00. (deferred)

e) Town of Wawa/ADMA - support of Algoma Public Health Unit

Resolution: 2015-322

Moved by: Councillor D. Amadio **Seconded by: Councillor E. Palumbo**

Whereas the Minister of Health and Long-Term Care determined that an assessment for the Board of Health for the District of Algoma was necessary for the purposes set out in Section 82(3) of the Health Protection and Promotion Act (the 'Act'); and

Whereas on February 25, 2015, the Minister of Health and Long-Term Care for the Province of Ontario appointed Mr. Graham Scott as an assessor under the 'Act'; and

Whereas Mr. Scott was provided with a Terms of Reference that included the completion of the assessment within 45 days; and

Whereas the assessment was concluded by April 24, 2015 and it was made publicly available; and

Whereas the resulting assessment contained a section pertaining to a number of recommendations, including recommendations on restructuring Algoma Public Health; and

Whereas "Option A" "Restructuring Algoma" contains recommendations #5! To #13A that are specific to a proposed merger between Algoma Public Health and the District of Sudbury Public Health Unit; and

Whereas the execution of such a merger will further erode the autonomy of the District of Algoma, and it is not supported by the principles of the Growth Plan for Northern Ontario; and

Whereas the Growth Plan for Northern Ontario was developed around the main principle of consultation and such consultation did not take place with the communities or residents of the District of Algoma; and

Whereas "Option B" "Retain Algoma Public Health in the Algoma District" recommends retaining the Algoma Public Health within the Algoma District (smaller geographical area) and not impose some restructuring on Sudbury;

Now therefore be it resolved that the Council of the Corporation of the Township of Prince does hereby endorse the Algoma District Municipal Association's resolution (attached hereto) and supports "Option B" to "Retain Algoma Public Health in the Algoma District" a smaller geographical area. The smaller area would result with greater efficiencies being achieved and eliminate the requirement to restructure the Sudbury Public Health; and

Further be it resolved that additional consultation between the Ministry of Health and Long-Term Care, the communities of Algoma and its residents should take place prior to any material changes to Algoma Public Health; and

Further be it resolved that copies of this Resolution be sent to the Minister of Health and Long-Term Care, FONOM, ROMA, NOMA, ADMA and the municipalities in the District of Algoma and the District of Sudbury. (cd)

f) AMO challenge - re: Syrian refugees

Resolution: 2015-323

Moved by: Councillor E. Palumbo **Seconded by: Councillor D. Amadio**

Whereas AMO has issued a challenge to all municipalities in Ontario to aid in the international effort to resettle the Syrian refugees in safe countries; and

Whereas AMO has set an objective to raise at least \$40,000, a goal that will help save two families; and

Whereas AMO is asking each municipality to donate at least \$100 to this cause;

Now therefore be it resolved that this Council hereby agrees to donate \$100 to the "Syrian Refugee Crisis" through the Association of Municipalities of Ontario. (cd)

- g) Policy on donations for sickness or death - employees/volunteers and families

Resolution: 2015-324

Moved by: Councillor D. Amadio Seconded by: Councillor I. Chambers

Be it resolved that this Council hereby agrees to have a policy drafted, for donations and gifts for employees and their immediate families, as presented. (cd)

- h) Macdonald Meredith – taxes – unincorporated

Resolution: 2015-325

Moved by: Councillor D. Amadio Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby supports Resolution # 15-308, from the Township of MacDonald, Meredith and Aberdeen Additional, with respect to Province of Ontario establishing a special tax on the Unincorporated Areas that have direct road access through Municipal road systems to Secondary or Provincial highways, and that this money be paid to the Incorporated Municipalities that qualify possibly under the Connecting Link Program. (cd)

- i) Laird Township – support – re: Elk and Sand Hill Cranes

Resolution: 2015-326

Moved by: Councillor M. Matthews Seconded by: Councillor D. Amadio

Be it resolved that this Council hereby supports the letter sent by Township of Laird to the Honourable Bill Mauro, Minister of Natural Resources & Forestry regarding the proliferation of sand hill cranes and elk, in around the Algoma District. (cd)

14. Closed Session (will include motions if required)

Resolution: 2015-327

Moved by: Councillor D. Amadio Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby goes into closed session at 8:01 p.m. to consider the following subject matter in accordance with section 239(2) of the Municipal Act:

- a) Approval of the Previous Closed Session Minutes – October 13, 2015
- b) Personal matters about an identifiable individual, including municipal or local board employees – Fire department/First Response
- c) Litigation or potential litigation, including matters before administrative tribunals; - Base Line accident
- d) Personal matters about an identifiable individual, including municipal or local board employees - Roads

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

Resolution: 2015-328

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

Be it resolved that this Council hereby comes out of closed session at 9:06 p.m, having discussed the closed session agenda items. (cd)

Resolution: 2015-329

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

Be it resolved that this Council hereby adopts the minutes of the regular Closed Session meeting held October 13, 2015, as presented. (cd)

Resolution: 2015-330

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

Be it resolved that this Council hereby appoints Aubrey Falls to the position of Acting Road Superintendent, at the 1st year starting rate. (cd)

15. Confirmatory By-law

Resolution: 2015-331

Moved by: Councillor I. Chambers Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby passes By-Law 2015-33, being a by-law to adopt, ratify, and confirm the action of Council for November 10th, 2015. (cd)

16. Adjournment

Resolution: 2015-332

Moved by: Councillor M. Matthews Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby adjourns at 9:07 pm until December 8, 2015 or the call of the Chair. (cd)

**Prince Township Revenue Report
Nov-15**

11/16/2015 Bag Tags	\$20.00
11/5/2015 Building Permits	\$150.25
11/6/2015 Newsletter Advertising	\$5.00
11/2/2015 Perpetual Care fees	\$113.00
Service Charge	\$50.00
11/16/2015 Tax Certificate	\$30.00
11/2/2015 Property Taxes	\$51,014.13
	<u>\$51,382.38</u>

Date

11/19/2015

Text113: \$0.00

**Prince Township Expenditures
November 2015**

**Agenda
Item 7c)
8-Dec-15**

Chq #	Date	Vendor	Description	Amount
2117	11/6/2015	Payroll		\$10,649.34
6355	11/6/2015	City of Sault Ste Marie	tipping fees and fire dispatch	\$1,675.40
6356	11/6/2015	Public Utilities Corporation	hydro and streetlights	\$2,777.65
6357	11/6/2015	Waste Management of Canada Corporation	recycling fee	\$516.24
6358	11/6/2015	Spectrum 2000 Communication Group Inc.	trouble shooting repeater and replacing with new unit.	\$7,345.00
6359	11/6/2015	Carmen Muto Plumbing & Heating	replace faucet in men's washroom	\$78.03
6360	11/6/2015	Michael Matthews	mileage EMO traing and CEMC table top exercise - Bruce Mines	\$81.60
6361	11/6/2015	Orkin Canada Corporation	pest control	\$53.11
6362	11/6/2015	Crawford & Company (Canada) Inc	preliminary investigation on Base Line accident claim	\$724.50
6363	11/10/2015	Peggy Greco	mileage and meals - london (USTI) and sudbury (Treasurer forum)	\$1,090.82
6364	11/10/2015	GFL Environmental Inc.	recycling fee	\$154.14
6365	11/13/2015	Archibald Bros.	machinery and labour - road work	\$3,651.03
6366	11/13/2015	WirelessCom Ca Inc.	internet	\$172.89
6367	11/13/2015	Marshall Signs	signs for hallway	\$100.00
6368	11/13/2015	Steve Rouble	Cemetery lot survey	\$45.20
6369	11/13/2015	Cuets Financial	treasurer forum, online investment training, food for mtg, cell phone (2mos)	\$575.14
6370	11/13/2015	GFL Environmental Inc.	recycling cart rental	\$117.52
6371	11/16/2015	Planning Advisory Service	planning services from January 1 to August 31	\$1,107.40
6372	11/16/2015	RELIABLE MAINTENANCE PRODUCTS	cleaning supplies	\$16.10
6373	11/20/2015	City of Sault Ste Marie	tipping fees	\$241.50
6374	11/20/2015	Roynat Lease Finance	photocopier lease	\$199.00
6375	11/20/2015	Airways General Store	fuel chevy	\$75.41
6376	11/20/2015	Orkin Canada Corporation	pest control	\$53.11
6377	11/20/2015	SPI Health and Safety Inc.	2 helmets and 2 hydrant gate valves	\$1,164.06
6378	11/20/2015	CO-OP	fuel for community centre	\$1,505.20
6379	11/25/2015	City of Sault Ste Marie	tipping fees	\$249.20

6380	11/25/2015	Public Utilities Corporation	Hydro, hydrants and water system maintency	\$2,195.30
6381	11/25/2015	Airways General Store	fuel chevy	\$83.00
6382	11/25/2015	Petty Cash- Peggy	Fire training expenses, roads supplies, cleaning supplies, office expenses	\$102.40
6383	11/25/2015	Reliance Home Comfort	water heater rental	\$97.36
6384	11/25/2015	Municipal Waste & Recycling Consultants	garbage collection	\$2,091.82
6385	11/25/2015	Algoma Office Equipment	photocopies	\$217.12
6386	11/25/2015	Tamarah Tyczinski	newsletter delivery	\$100.00
6387	11/25/2015	BARBIE RUDNICKI	Mileage - May to Oct	\$33.12
6388	11/25/2015	Kiely Hodgkinson	Beaver trapping (3)	\$150.00
6389	11/25/2015	Association of Municipalities of Ontario	syrian refugee challenge	\$100.00
6390	11/26/2015	Bell Canada	phone lines	\$521.85
6391	11/26/2015	City of Sault Ste Marie	tipping fees	\$228.90
6392	11/26/2015	Daylite Cleaning Services Ltd.	polising floors and cleaning carpets	\$1,638.50
				<u>\$41,977.96</u>

AGENDA

Item: 1 d)
Date: DEC 18 2015

Statement from the Chief Prevention Officer

This week, four workers were killed in separate incidents while at work. The lives of many families have been shattered. Colleagues and communities now have to deal with irreparable losses.

These are pointless and senseless workplace fatalities. It's the law to keep all workers safe in the Province of Ontario. Through this statement I'm calling on the workplace parties to take on this serious responsibility to keep all workers safe. Ministry of Labour inspectors will aggressively be using a zero-tolerance approach to reckless violations and hazards.

The Occupational Health and Safety Act and its regulations are the law. Everyone in the workplace – senior executives, owners/operators, directors, managers, supervisors, workers – is expected to obey the act and its regulations. It's the law. There are no excuses. There will be consequences.

All of us have a responsibility for workforce safety. Preventing injuries and fatalities has to be top of mind every workday. Not one of us wants to be part of that next statistic. All of us must take ownership of our responsibilities on the job. You cannot say: "It's not my problem, it's not part of my job." Health and safety is your job. It is a part of everybody's job.

Item:	7 e
Date:	DEC 08 2015

See below for info from our carrier

If the by-law is passed the driver of the ATV is to stay on the shoulder of the road and only if necessary on the pavement. Therefore the shoulder of the roadway would need to be able to safely support this type of vehicle through proper maintenance ie no potholes, limited erosion and the shoulder may need to be widened. A possible greater exposure could be if an ATV was forced to drive onto the paved section and as a result of limited visibility there is an accident with a motor vehicle moving at a much greater speed.

Based on my research if an ATV were to travel on the shoulder it is my understanding that the same minimum standards would apply however if the by-law was passed from a maintenance/inspection perspective, Wawa would then be held to a higher level of accountability.

I raise these various points because one, there would be additional costs to the municipality to maintain the shoulders being used for this purpose and two, if there is an accident, especially if another vehicle is involved the injuries will more than likely be severe – similar to a motor cycle.

If an accident was to result in an individual(s) being seriously injured eg. severe brain injury or became a quadriplegic, the settlement for that individual(s) could be in the millions. It is that type of loss, depending on the severity, that could have a negative impact on a municipality's insurance program. Accident benefits under an auto policy have recently been reduced and the driver of an ATV more than likely would be carrying minimum limits under their auto policy. If there is an accident and insufficient insurance is available to make the injured third party whole the courts generally look to the municipality. Unfortunately a municipality only needs to be found 1% liable.

While I understand various municipalities have passed by-laws allowing ATV's to travel on sections of their roadways my recommendation would be that careful consideration be given to:

1. Does your municipality have the staff to manage their increased maintenance responsibilities? If there is a loss the courts would look to maintenance/inspection records to see what standards were being met at the time of the accident.

2. How safe is the roadway that is being contemplated for this use:

- is it flat with no curves, does it have clear sight lines
- the distance that the ATV's are allowed to travel
- type of road ie paved or gravel
- how busy is the roadway
- will the shoulders need to be widened
- based on the type of road which minimum maintenance standards apply

As you are aware I do not know which roadways are being contemplated for this use and therefore difficult for me to fully understand the risk to the municipality nor have I been advised of the previous insurer's position. This should also be taken into consideration when council is making their decision.

For information purposes below is the link to the minimum maintenance standards and the section that pertains to shoulders:

<http://www.canlii.org/en/on/laws/regu/o-reg-239-02/latest/o-reg-239-02.html>

Definitions

"shoulder" means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

"surface" means the top of a roadway or shoulder. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1).

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper, for a continuous distance of 20 metres or more, than the depth set out in the Table to this section, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after

becoming aware of the fact. O. Reg. 239/02, s. 7 (1).

(2) A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 7 (2).

(3) In this section,

"shoulder drop-off" means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE

SHOULDER DROP-OFFS

Class of Highway	Depth	Time
1	8 cm	4 days
2	8 cm	4 days
3	8 cm	7 days
4	8 cm	14 days
5	8 cm	30 days

Hopefully the information provided will be of assistance. If you have any questions or require further information/clarification please do not hesitate to contact us.

Chris



2016 Budget.

Item:	7 (8)
Date:	DEC 08 2015

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

HRdownloadsT - Requested information and quote

Nicholas Fairhead <nfairhead@hrdownloads.com>
 To: pgreco@twp.prince.on.ca

18 November 2015 at 13:28

Hi Peggy,

Thank you for your time today, I really enjoyed the opportunity to show you all of the resources that HRdownloads has to offer.

As a recap, when we spoke today, we determined together that our **HR Fundamentals and Online Employee Training** membership for **\$995/year** would be the best fit for your needs.

I have also included the pricing for a custom package.

Please find attached information on the services we discussed together.

Option #1: HR Fundamentals and Online Employee Training



HR Fundamentals (Basics) - Provides you with monthly updates on all applicable legislative changes as well as access to our vast library of over 3700 online documents. These include policies, best practice guides, forms, letters, and job descriptions – all professionally created, legislatively compliant and completely customizable.



Online Employee Training - Our Learning Management System includes over 120 training courses including all legislatively compliant topics as well as Health and Safety, Workplace Wellness and Leadership/Management

(UNLIMITED training for up to 25 employees)

Cost = \$995/year

Option #2 Custom Membership



HR Fundamentals (Basics) -\$495- Provides you with monthly updates on all applicable legislative changes as well as access to our vast library of over 3700 online documents. These include policies, best practice guides, forms, letters, and job descriptions – all professionally created, legislatively compliant and completely customizable.



Policy Manual Wizard -\$299- Our wizard will custom craft a policy manual for your business based on your province, and business requirements. In Addition, it will track all revisions made as well as allow you to store and edit your policy manual instantly online. When legislation changes, the wizard will even notify you of updates that need to be applied to your manual. Never have a worry of what is and isn't up to date ever again!



Live HR Advice -\$999- Our Senior Certified HR Leaders (CHRLs) provide unlimited, personable, one-on-one telephone collaboration and guidance. Combined with over 100 years of experience our clients have access to their knowledge, expertise, insight and advice on virtually every HR topic imaginable.



Online Employee Training -\$500- Our Learning Management System includes over **120** training courses including all legislatively compliant topics as well as Health and Safety, Workplace Wellness and Leadership/Management

(UNLIMITED training for up to 25 employees)



Employee/Customer Surveys -\$600- Our Online Survey platform is a completely customizable, white label solution with over

18 custom templates allowing you to easily and effectively gather employee/customer feedback concerning any issue or topic

All custom memberships start with the HR Fundamentals

When we talk again in December, we can review any additional questions you may have.

If you decide to move ahead with a membership, our set up process is very simple. We'll just need a few details about your company, along with your payment information, and we can get you set up with access to our site immediately.

I am looking forward to working with you!

Best regards,

Nicholas Fairhead

Inside Sales Representative

195 Dufferin Ave, Suite 500, London Ontario N6A 1K7



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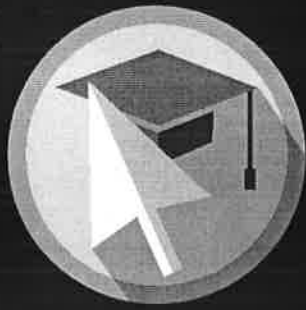
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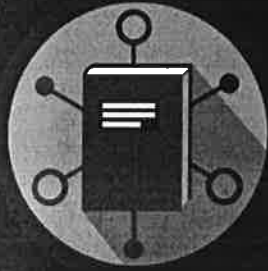
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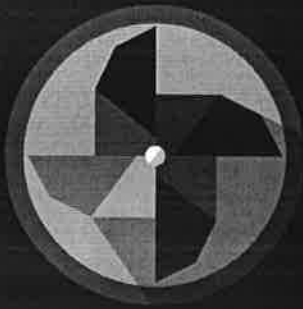
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Training Categories

PAGE 2 **Workplace Wellness (11 videos)**

Our employee wellness training videos on topics such as Stress Management, Ergonomics and Substance Abuse are intended to provide education to improve the physical, mental and emotional well-being (and thus overall health) of your employees.

[Jump to Workplace Wellness](#)

PAGE 4 **Customer Service (4 videos)**

Our customer service modules will provide you with valuable information and practical methods you can start using right away to improve your skills and deliver the best possible service to your customers.

[Jump to Customer Service](#)

PAGE 4 **Performance and Conduct (3 videos)**

Our performance and conduct modules offer you courses designed to help professionals across industries improve on-the-job performance, along with disciplinary strategies for addressing conduct issues in the workplace.

[Jump to Performance and Conduct](#)

PAGE 5 **Professional Skills (5 videos)**

Our professional skills training modules will help to expand, develop, or polish essential tools in your professional skillset.

[Jump to Professional Skills](#)

PAGE 6 **Health & Safety (31 videos)**

Our health and safety training modules on topics such as WHMIS, Bill 168, Workplace Hazards, Internal Responsibility Systems, Emergency and Evacuation Plans will help you keep your workers safe and informed, and it will also help you remain compliant with legislation and your responsibilities as an employer.

[Jump to Health & Safety](#)

PAGE 10 **Leadership (15 videos)**

Our leadership training modules on topics such as Ethics and Professionalism, Effective Communication, Progressive Discipline, Leading by Example and Conflict Resolution will help you develop your leaders to their full potential.

[Jump to Leadership](#)

PAGE 12 **Accessibility (8 videos)**

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was designed to make Ontario more accessible by identifying, removing and preventing barriers for persons with disabilities. While the videos are intended to educate on the legislative standards required in Ontario under AODA, making your business accessible to all customers regardless of your location makes good business sense.

[Jump to Accessibility](#)

PAGE 13 **Instant HR (42 videos)**

Our Instant HR modules have been designed to provide our members with information about key human resources functions, best practice solutions and tools to assist with implementing HR programs in areas such as Organizational Effectiveness, Employee and Labour Relations, Compensation and Benefits, Recruitment and Selection and Training and Development.

[Jump to Instant HR](#)





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Workplace Wellness (page 1 of 2)

[← RETURN TO CATEGORIES](#)

Employee Transition Services – Job Search Skills (20 minutes)

- › Identifying knowledge, skills and abilities
- › Setting new goals and being prepared and organized
- › Persevering for the right job

Employee Transition Services – Interview Skills (30 minutes)

- › Handling telephone interviews
- › Preparing for, handling and concluding the interview
- › Preparing for practical tests

Office Ergonomics (15 minutes)

- › Define and describe ergonomic hazards as they apply to the duties carried out in your workplace
- › Help you recognize ergonomic risks and hazards and how to deal with them
- › Define the roles and responsibilities of employers and workers

Creating a Respectful Workplace (15 minutes)

- › Help you recognize and understand the effects of disrespectful behaviours in the workplace
- › Provide ways to effectively create respect in the workplace
- › How to deal with disrespectful behaviours when they occur

Employee Transition Services – Resume Writing (25 minutes)

- › Basic fundamentals of resume writing
- › Developing the critical sections of your resume
- › Designing cover letters

Substance Abuse (15 minutes)

- › Dangers of substance abuse on individuals and the workplace
- › Recognizing the signs of substance abuse
- › Getting help or when to get involved

Stress Management (15 minutes)

- › Overview of stress, the dangers it poses and how to manage and cope with it
- › Learn to recognize the onset of stress
- › Learn to prevent the stress reaction and avoid the harmful accumulation of stress

Respect in the Workplace (Violence and Harassment) (35 minutes)

- › The importance of respect in the workplace
- › Workplace harassment and workplace violence
- › Employee responsibilities for creating a respectful workplace, looking out for each other and reporting complaints



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Workplace Wellness (page 2 of 2)

[← RETURN TO CATEGORIES](#)

Human Rights in Canada – Federal Edition (45 minutes)

- › Help you understand the background and basics of human rights legislation in Canada
- › Identify rights and responsibilities outlined in and applied by the Canadian Human Rights Act
- › Outline obligations to which employers must adhere regarding policies, procedures and training, and provide you with resources on human rights in Canada

Human Rights – Ontario Edition (35 minutes)

- › Review key components of the Canadian Human Rights Code
- › Review the Ontario Human Rights Code
- › Explain how these important pieces of legislation apply to the requirements outlined under the Accessibility for Ontarians with Disabilities Act (AODA)

Working With Transgender Employees (45 minutes)

- › What being transgender means as well as the legislation that protects the rights of transgender employees
- › The transgender discrimination in the workplace and ways to prevent or minimize the mistreatment of trans individuals
- › Best practice tips for employers or HR professionals to follow in the event that they are working with a transgender employee for the first time

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Customer Service

[← RETURN TO CATEGORIES](#)

Customer Service Excellence (35 minutes)

- › The foundations of customer service and how to continuously improve your customer service skills
- › Essential customer service skills such as active listening and other communication techniques
- › Handling customer service challenges

Keep it Professional – Telephone, Email, and Social Media Etiquette in the Workplace (20 minutes)

- › Learn the basic principles to communicate effectively and professionally across technologies
- › Improve telephone, email, and social media etiquette in the workplace
- › How to handle difficult customer service situations and inappropriate conduct

Defusing Hostile Customers (15 minutes)

- › Identifying hostile and potentially violent behaviours in your customers
- › De-escalating situations where you are confronted with a hostile customer
- › Using defusing techniques in different customer service situations

Canada's Anti-Spam Legislation (CASL) - An Overview (35 minutes)

- › Intended to help professionals determine how CASL applies to their organization, and how they can comply with Canada's Anti-Spam Legislation
- › The basic rules and regulations of CASL, including transmission of Commercial Electronic Messages, or CEMs
- › A brief overview of rules and regulations surrounding installations of computer programs and the alteration of transmission data

Performance and Conduct

Goal Setting in the Workplace, Training for Leaders (20 minutes)

- › The significance of goals and their importance in the workplace
- › How to write effective goals that follow the S.M.A.R.T. principle
- › Real-world workplace applications for goal setting

Professionalism in the Workplace: Best Practice Training for Supervisors (34 minutes)

- › Explains the importance of professionalism in the workplace
- › How to manage professional relationships
- › Best practices of professional ethics and handling professional challenges

Social Media Awareness Training for Employees (23 minutes)

- › Intended to inform employees about the risks posed by social media and how it can affect their professional standing
- › Learn common examples of inappropriate social media use as it relates to employment and the consequences of misuse
- › Discover best practices that will help employees manage and minimize the risks posed by social media and effectively manage their social media presence



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Professional Skills

[← RETURN TO CATEGORIES](#)

Mastering the Art of Email Writing - For Professionals (35 minutes)

- › Explores the formal structure and layout of email messages
- › Identifies various types of business email messages
- › Discusses proper email etiquette and strategies for composing effective email messages

Managing Up - Best Practice Training for Professionals (32 minutes)

- › Defines the concept and practice of managing up and why it's important
- › Explores different management and communication styles
- › Provides practical advice and best practices for implementing managing up techniques

Project Management - for Professionals (21 minutes)

- › Explains the basic principles of project management
- › Defines and explores essential skills for project management
- › Breaks down the basic life cycle of a project

Time Management - Training for Professionals (24 minutes)

- › The definition of and best practice tips for time management
- › How to set goals, prioritize, and schedule your time
- › How to manage interruptions and avoid procrastination

Mastering the Art of Business Writing - for Professionals (24 minutes)

- › Teaches practical skills for writing a variety of business documents
- › Distinguishes different types of business documents and their purposes
- › Exemplifies standards of excellent business writing





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Health & Safety (page 1 of 4)

[RETURN TO CATEGORIES](#)

Workplace Violence & Harassment for Managers Or Employees (Ontario - Bill 168) – Available in English and French (45 minutes)

Define discrimination and harassment and outline the new requirements under the OSHA including:

- › Workplace violence and workplace harassment program
- › Employee and employer responsibilities - actions and reporting
- › Work refusals related to violent situations

Preventing Workplace Bullying, Harassment and Violence (British Columbia) (40 minutes)

This training is based on new legislative requirements in effect in B.C. as of November 1, 2013.

- › Recognize situations of bullying, harassment and violence in the workplace and learn how to deal with them
- › Practical advice towards making the workplace a safe and respectful one
- › Legal responsibilities of employers and employees towards preventing and minimizing the risks

Preventing Workplace Bullying, Harassment and Violence (Alberta) (35 minutes)

- › Recognize situations of bullying, harassment and violence in the workplace and learn how to deal with them
- › Practical advice towards making the workplace a safe and respectful one
- › Legal responsibilities of employers and employees towards preventing and minimizing the risks

Workplace Violence & Harassment (Ontario - Bill 168) Refresher (15 minutes)

- › Review of the main topics of the full Workplace Violence and Harassment (Ontario - Bill 168) module

WHMIS 2015 including the GHS for Workers and Supervisors—All Jurisdictions (44 minutes)

- › Explains what the GHS is and the roles and responsibilities of workplace parties
- › Illustrates the new hazard classes and pictograms, and provides information requirements for safety data sheets and labels
- › Explores where to find additional hazard information through workplace-specific education and training

SIMDUT 2015 avec le SGH - Pour toutes les juridictions (French WHMIS 2015) (55 minutes)

- › Ce qu'est le SGH et pourquoi il a été incorporé au SIMDUT 2015
- › Le rôle, les responsabilités, et les renseignements obligatoires de tous les partis en milieu de travail
- › Les classes, pictogrammes, fiches signalétiques (FS), et étiquettes qui composent le SIMDUT 2015

WHMIS 1998 – Available in English and French (60 minutes)

- › Overview of legislation and roles and responsibilities
- › Classification and symbols
- › Supplier labels and Material Safety Data Sheets (MSDS)

WHMIS 1998 Refresher (15 minutes)

- › Review of the main topics of the full WHMIS module



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Health & Safety (page 2 of 4)

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Ladder Safety (15 minutes)

- › An overview of ladder safety and dangerous practices typically associated with ladders
- › How to: select the right ladder for the job, inspect ladders, set up a ladder, safely climb a ladder, safely work on a ladder, care for and maintain a ladder and what to do in case of accident
- › Does not cover general falling precautions or falls from other types of access equipment such as platforms or scaffolding. (See Fall Protection Training)

Using a Fire Extinguisher (15 minutes)

- › How fire extinguishers work and when they should be used
- › The various classes of fire extinguishers and the types of fires for which they are appropriate
- › Practical steps that should be followed when using a fire extinguisher

Evacuation Plans and Procedures (15 minutes)

- › How to create an emergency evacuation plan and what information should be included
- › How to prepare your workers, and others in the event that you need to evacuate in an emergency
- › Type of training to offer and how often

Infection Prevention and Control (15 minutes)

- › Discusses infectious diseases and how they are spread
- › Refresh your knowledge of infection prevention measures and controls and who is responsible for these
- › What to do if you've been exposed to an infection

Fire Safety (15 minutes)

- › The causes of fires and how to prevent them
- › Different types of fires and how to respond to each type
- › What to do if a fire occurs

Personal Protective Equipment (15 minutes)

- › Practical and real-world instruction for employees and employers that use, or supervise the use of personal protective equipment in the workplace
- › Importance and limits of PPE in the workplace and the key components of an effective PPE program
- › Responsibilities of employers and employees regarding the use of PPE

Work Refusal (25 minutes)

- › The three rights of workers, when to refuse, reasonable grounds and exceptions
- › The work refusal process, continued work refusals and protection from discipline and reprisal
- › Responsibilities and roles of each individual

Sharps (15 minutes)

- › Identify the risks associated with handling sharps and the different types of sharps
- › Review safe practices and procedures for handling sharps and the steps to prevent injuries from sharps
- › Instructions on what to do if a sharps injury has occurred

Internal Responsibility Systems (45 minutes)

- › Focus on the Internal Responsibility System and the roles that the employer, supervisors and workers all have as set out in the Occupational Health and Safety Act
- › The right to refuse unsafe work
- › The procedures for responding to a critical injury





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Health & Safety (page 3 of 4)

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Back and Lifting Safety (20 minutes)

- › Proper lifting techniques to help avoid workplace injuries
- › Mechanical aids and Personal Protective Equipment (PPE)
- › Maintaining a safe workplace – worker and employer responsibilities

Forklift or Powered Industrial Lift Truck Safety (40 minutes)

- › Employer, supervisor and operator responsibilities as well as competency and hazard assessment, identification and control practices
- › The components of forklifts and their associated risks
- › Safe operating procedures, load handling, propane, battery and pedestrian safety, inspection, maintenance and lockout/tagout procedures

Cold Stress – A Guide to Working Safely in Cold Environments (20 minutes)

- › Understand the risks associated with working in cold environments
- › Identify the factors that contribute to cold stress disorders
- › Learn cold stress prevention measures and effective treatment options

Heat Stress Awareness and Prevention (35 minutes)

- › Overview of the causes of heat stress and its effects
- › Types of heat stress disorders, symptoms and treatment
- › Canadian legislation and hot weather plans and heat stress prevention programs

Lockout/Tagout (15 minutes)

- › An overview on lockout/tagout
- › Recognizing when and how to implement lockout/tagout procedures in your workplace
- › How LOTO functions to mitigate energized hazards

Safety at Heights – Fall Protection (15 minutes)

- › Key components of a fall protection plan and employee and employer obligations
- › How to identify and assess fall hazards and how to protect against them, types of equipment available and solutions for an effective rescue and emergency plan
- › The importance of implementing a disciplined inspection schedule

A Guide to Workplace Incident Investigations (50 minutes)

- › The importance of knowing the legal requirements for investigating and reporting
- › What practices contribute to a safe and healthy workplace and how to prepare ahead of time for an incident investigation
- › Emergency response, how to conduct an incident investigation and the steps involved

Workplace Hazards (25 minutes)

- › Define workplace hazards as outlined in the Occupational Health and Safety Act and outline the legislative requirements with respect to workplace hazards
- › Help you recognize workplace hazards and what you can do to effectively deal with them
- › Define the roles and responsibilities of employers, workers and the Joint Health and Safety Committee





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Health & Safety (page 4 of 4)

[← RETURN TO CATEGORIES](#)

Occupational Health and Safety Awareness Training for Workers in Ontario (35 minutes)

- › Covers the minimum requirements set by the Occupational Health and Safety Awareness and Training Regulation in Ontario for Workers
- › Rights, duties and roles as outlined by the Occupational Health and Safety Act
- › Common workplace hazards and workplace-related illnesses and latency

Formation de sensibilisation en matière de santé et de sécurité destinée aux travailleurs de l'Ontario (51 minutes)

- › S'agit d'une introduction générale à la santé et la sécurité au travail
- › Sert d'initier les travailleurs à l'importance de la santé et la sécurité au travail et informe les travailleurs sur leurs droits et responsabilités individuels en milieu de travail
- › Porte sur les exigences minimales établies par la réglementation sur la sensibilisation à la santé et à la sécurité au travail et formation de l'Ontario

Confined Spaces Awareness Training for Workers (74 minutes)

- › Examines hazards of confined spaces
- › Covers important safety practices for working around and within confined spaces
- › Demonstrates best practices and responsibilities with numerous case studies

Occupational Health and Safety Awareness Training for Supervisors in Ontario (45 minutes)

- › Covers the minimum requirements set by the Occupational Health and Safety Awareness and Training Regulation in Ontario for Supervisors
- › Rights, duties and roles as outlined by the Occupational Health and Safety Act; information concerning general workplace health and safety
- › Workplace Hazards - identifying, assessing, and controlling as well as weighing the effectiveness of controls

Transportation of Dangerous Goods (120 minutes)

- › Overall introduction to the ground transportation of dangerous goods according to the requirements for standard TDC training as established by Transport Canada
- › Covers legislation and training, determining and classifying dangerous goods, schedules and exemptions and special cases
- › Discusses safety measures and guidelines including means of containment, Emergency Response Assistance Plans, safeguarding the public and more

Due Diligence - Implementing and Managing Occupational Health and Safety (35 minutes)

- › Intended for employers, supervisors, and health and safety and human resources professionals to recognize the importance of due diligence
- › What the Internal Responsibility System is and how it helps to show due diligence
- › How to establish occupational health and safety due diligence in your organization





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Leadership (page 1 of 2)

[← RETURN TO CATEGORIES](#)

Ethics and Professionalism (30 minutes)

- › What are ethics and professionalism?
- › Ensure you are portraying an ethical and professional image to your team and colleagues
- › Case studies to illustrate how decisions and communications can have a huge impact on employee motivation and departmental success

Effective Communication (45 minutes)

- › Four easy steps to help managers develop solid communication plans and improve how they communicate
- › Communication basics including common barriers, active listening and follow-up approaches
- › Verbal, written and non-verbal communication options and tips

Coaching and Mentoring (45 minutes)

- › Define the terms "coach" and "mentor" and discuss how they are related to your role
- › Look at coaching styles and the styles required of you from your team and discuss how your style can contribute to the success or detriment of your team
- › Tips, tools and tactics to help you implement these skills back on the job

An Introduction to the Canada Labour Code (35 minutes)

- › An overview of the Canada Labour Code and how to access it, navigate it and obtain relevant information
- › The requirements and applications under Part I - Industrial Relations; The duties and requirements as found in Part II -
- › Occupational Health and Safety; Employment terms and conditions as defined under Part III - Standard Hours, Wages, Vacations and Holidays
- › Where to obtain help and support

Conflict Resolution (45 minutes)

- › How to identify conflicts and the sources of conflict in your workplace and how to effectively confront conflict before the situation escalates
- › How to begin difficult conversations and deliver complex messages clearly and powerfully
- › How to persuade difficult people and manage emotions during complicated interactions

Progressive Discipline (50 minutes)

- › Progressive discipline as a formal approach to coaching and correcting unwanted behaviours rather than for punishment
- › How and when to use progressive discipline
- › The progressive discipline process (step by step) and the benefits of progressive discipline

Handling Difficult Conversations (35 minutes)

- › Real life scenarios and case studies that focus on how to handle difficult conversations professionally and effectively
- › Strategies to use and the confidence you need to have these discussions
- › How to plan, execute and follow up on difficult conversations

Principles of Effective Problem Solving and Sound Decision Making (20 minutes)

- › Build on the skills and strengths you've acquired as business leaders and HR professionals by fine tuning your skills at making solid decisions or solving problems
- › How to determine root cause and perform a root cause analysis
- › The Eight-step problem solving model and four decision making models



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Leadership (page 2 of 2)

[← RETURN TO CATEGORIES](#)

Interviewing Biases (25 minutes)

- › The different types of interviewer biases
- › How biases impact our decision making
- › What we can do to overcome making recruitment decisions based on our personal biases

Top 5 Hidden Costs of Benefits (10 minutes)

- › Learn how choosing the right group insurance plan can help you build a healthier bottom line
- › Discover the relationship between a group benefits plan and attraction, retention, engagement, absenteeism and financial performance
- › Identify the top 5 hidden costs of group benefits and what you can do to reduce them

Achieving Benefits Optimization – A Human Resource Perspective (30 minutes)

- › Identify the main stakeholders you should be considering when developing your benefits plan
- › Discuss the importance of aligning your human resources and benefits strategy as well as the important role Human Resources plays in plan development and some key considerations of HR professionals
- › Discover the common mistakes many companies are making that lead to a diminished return on their benefits investment

How to Motivate Employees from Within, Training for Leaders (24 minutes)

- › The importance of motivating employees
- › Techniques for motivating employees
- › In-depth strategies for maintaining a motivated workforce

Leading by Example (20 minutes)

- › The importance of effective leadership and what this looks like
- › How to embrace, understand and live the company's mission, vision and strategic goals
- › How to make decisions and take actions that support these statements while also being meaningful to your team

Protecting Personal Information – Responsibilities under PIPEDA (45 minutes)

- › Review PIPEDA guidelines for the collection, use and disclosure of personal information
- › Learn the definitions under the Act, what is considered private information under the Act, and the essential principles of the Act
- › Responsibilities of organizations and the rights of individuals including what to do if you have a complaint

Retaining Employees and Reducing Turnover – Training for Leaders (32 minutes)

- › Learn to calculate employee turnover costs
- › Analyse employee turnover rate
- › Determine causes of turnover and develop effective retention strategies





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Accessibility

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AODA Customer Service Training (110 minutes)

- › AODA Customer Service Standard Legislation
- › Interacting and communicating with individuals with various disabilities
- › Understanding service disruptions and feedback

AODA Customer Service Standard Refresher (15 minutes)

- › Review of the main topics of the full AODA module

Understanding Human Rights Training– AODA Edition (28 minutes)

- › Review the Ontario Human Rights Code
- › Explain key components of Human Rights in Ontario
- › Explain how these important pieces of legislation apply to the requirements outlined under the Accessibility for Ontarians with Disabilities Act (AODA)

AODA Express Customer Service Standard (45 minutes)

- › AODA Customer Service Standard Legislation
- › Interacting and communicating with individuals with various disabilities
- › Understanding service disruptions and feedback

LAPHO (French AODA) Training (39 minutes)

- › Revoir l'objectif de la LAPHO et des Normes d'accessibilité pour les services à la clientèle
- › Vous fournir des instructions sur la manière d'interagir avec des personnes atteintes de divers handicap
- › Vous indiquer quoi faire si une personne handicapée éprouve de la difficulté à accéder à nos services

AODA Integrated Accessibility Standards:

1. Integrated Accessibility Standards – Information/ Communication and Employment Standards (35 minutes)

- › Integrated Accessibility Standards - Introduction and Overview of General Requirements
- › Integrated Accessibility Standards - Information & Communication Standard
- › Integrated Accessibility Standards - Employment Standard

2. Integrated Accessibility Standards – Transportation Standard (50 minutes)

- › Integrated Accessibility Standards - Introduction and Overview of General Requirements
- › Integrated Accessibility Standards - Transportation Standard

3. Integrated Accessibility Standards – Design of Public Spaces (Built Environment) (30 minutes)

- › Overview of the AODA and the Integrated Accessibility Standards
- › Acquaint organizations with the Integrated Accessibility Standards Regulation as it relates to the design of public spaces
- › Requirements for recreational trails and beach access routes; outdoor public eating areas and play spaces; outdoor paths of travel; on and off street parking; service counters; fixed queuing lines and waiting areas



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Instant HR (page 1 of 5)

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HR 101

HR 101 (30 minutes)

- › The key functions of HR in an organization
- › The code of ethics to be followed by all HR professionals
- › The legislation and jurisdictional requirements affecting HR, and the functional areas of focus that fall under the HR umbrella

Compensation and Benefits

Overview (25 minutes)

- › Compensation planning, history of compensation plans, pay-for-performance plans, trends
- › The impacts of the economic downturn and recovery
- › Incentive plans that can be used to develop a total compensation package

Paying for Performance (20 minutes)

- › Compensation structure, compensation strategy and paying for performance
- › Legal, financial and labour market constraints
- › Direct and indirect incentives

Employee Benefit Plans (30 minutes)

- › Employee benefits and workplace dynamics
- › Popular and alternative benefits options
- › Workplace impacts and implementation strategies

Employee Group Benefits (25 minutes)

- › The design of Group Benefit Plans and Insurance Options
- › Income Replacement Plans
- › Extended Health Benefits and Extended Dental Benefits

Compensation Strategy (20 minutes)

- › Linking the worker's pay to performance or to a standard compensation system
- › Developing a compensation strategy --setting objectives and determining how compensation plans should support the business strategy
- › Job analysis and evaluation

Job Analysis and Competency Models (25 minutes)

- › Job analysis and competency models 101 -- the advantages of using a competency based model and how to implement and utilize competency models
- › How to assess employee skills
- › What the impact is on Human Resources initiatives

Designing Effective Job Descriptions (30 minutes)

- › What information to gather
- › How to evaluate the job
- › Writing the job description
- › The benefits and challenges of job descriptions

Employment Contracts (20 minutes)

- › Important information to include in employment contracts
- › Critical payroll forms
- › Governing law

PAGE 13





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Instant HR (page 2 of 5)

[← RETURN TO CATEGORIES](#)

Occupational Health and Safety

Overview (25 minutes)

- › Occupational Health and Safety Legislation
- › Hazards and agents
- › Accident and incident reports; requirements for reporting workplace accidents; accidents requiring health care

Workplace Hazards (25 minutes)

- › Assessment, identification and reporting of hazards in the workplace
- › Hazard analysis and control - elimination, engineering, administrative and PPE
- › Creating safe work procedures, emergency procedures, training and orientation requirements

Returning to Work (20 minutes)

- › Importance of early intervention, employer support systems, shared responsibilities
- › Policies and programs and measuring program effectiveness
- › Reintegration into the workforce

Worker Participation (20 minutes)

- › Why worker participation is important, how to engage workers to Health & Safety and how to implement training that workers will retain
- › How to create an environment of accountability
- › What management responsibilities include

Training and Development

Overview (25 minutes)

- › The needs analysis (brief overview)
- › Types of training design and delivery and the differences between in-house and outsourced training
- › Measuring training success through evaluation

Designing Effective Training Programs (20 minutes)

- › Numerous benefits for both employees and the organization of continuous learning programs and career advancement
- › Training strategy and needs assessment; training delivery/training design method
- › Measuring and evaluating

Training Needs Analysis (20 minutes)

- › The elements of a needs analysis
- › How to perform the required steps of a needs analysis:
 - Identify concerns
 - Determine their importance
 - Gain organizational support
 - Acquire critical information



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Instant HR (page 3 of 5)

[← RETURN TO CATEGORIES](#)

Employee and Labour Relations

Overview (25 minutes)

- › Basic phases/elements of an employee relations process
- › Three main components in employee relations
- › Change management strategies

Downsizing & Restructuring (20 minutes)

- › The dangers of downsizing and restructuring and the common mistakes made by organizations
- › Other options to consider before downsizing
- › Strategies for a successful downsize or restructure and how to move forward with confidence

Administering a Collective Agreement (15 minutes)

- › The basic rights of the collective agreement
- › Who to train on the collective agreement
- › Why consistency is critical and what practices to implement for success

Terminations for Cause (25 minutes)

- › Effective terminations/procedures for terminating employees
- › The progressive discipline process and the termination meeting
- › Damage control and things to avoid

Providing Effective Feedback (25 minutes)

- › The Three Ws of feedback
- › How to approach the conversation and respond to feedback
- › How to support and teach employees to give effective feedback

Handling Grievances & Working Together (15 minutes)

- › The basics of grievances
- › How to handle grievances
- › How to work together for better results

Employee Motivation and Engagement (35 minutes)

- › Why worker participation is important, how to engage workers to Health & Safety and how to implement training that workers will retain
- › How to create an environment of accountability
- › What management responsibilities include

Negotiating a Collective Agreement (25 minutes)

- › How to design a winning team and prepare for negotiations
- › Elements of collective bargaining and impacts on the work environment
- › Settling on a collective agreement

Terminations Not for Cause (25 minutes)

- › Guidance around the basic termination of employees that are not protected by a union and the importance of review of legislative standards in your jurisdiction
- › Conditions that surround a not for cause termination, how to apply current Canadian Legislation, aspects of handling the Termination meeting
- › Supporting the organization through the change and what to avoid in the process



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Instant HR (page 4 of 5)

[← RETURN TO CATEGORIES](#)

Organizational Effectiveness

Overview (35 minutes)

- › Strategic management
- › Aligning HR with strategy and environmental influences on HR
- › Human Resources planning; strategic options/ human resources decisions

Outsourcing (25 minutes)

- › Functions that can be outsourced
- › Benefits of outsourcing and potential obstacles
- › Outsourcing process, resource requirements, managing the vendor relationship

Organizational Change (25 minutes)

- › Why change is important, how to examine change and the components of change
- › How to support your organization through change
- › How to implement future practices that inspire and promote change

Diversity in the Workplace (20 minutes)

- › The various impacts that diversity can have on an organization with examples of different types of diversity to increase your understanding
- › What needs to be developed to create an inclusive environment
- › How to effectively respond to diversity

Human Resources Audits: Best Practice (30 minutes)

- › Discover the importance of conducting HR best practice audits and how they will impact your organization
- › Learn how to effectively plan, prepare and conduct a best practice audit
- › Use the results from the audit to enact positive organizational change

Organizational Culture (20 minutes)

- › The basics of organizational culture and why culture is important
- › Assessing your culture
- › Why and how to change or adapt your culture and how to foster and grow your culture

Attendance Management (20 minutes)

- › The various reasons for absenteeism and workplace culprits
- › Developing an attendance management program
- › Recognizing trends in absenteeism and how to address attendance issues

Transactional vs. Transformational HR (25 minutes)

- › Review the differences between transactional and transformational HR
- › Why HR should transform, how to manage the transaction side while expanding the scope of HR
- › How to maintain and grow the role

Foundations of Team Dynamics (20 minutes)

- › Understanding your team and the issues that hinder your team
- › Building your team
- › Leading by example





Online Employee Training

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Instant HR (page 5 of 5)

[← RETURN TO CATEGORIES](#)

Recruitment and Selection

Overview (25 minutes)

- › Overview of recruitment and selection
- › Creative and innovative strategies to attract top performers, gain a thorough understanding of the current labour market, and legal and human rights concerns
- › Identify specific qualifications and then search out candidates that match those job requirements

Job Postings (25 minutes)

- › Recruitment overview: important pre-planning steps, creating job postings
- › Recruiting options and advertising for success
- › Effectively screening applicants

Interview Styles, Structures and Pre-Employment Testing (20 minutes)

- › Interview types and styles
- › Understanding the job description, key tasks and abilities and types of interview questions
- › Different stages and structures and pre-employment testing

Orientation Programs (20 minutes)

- › How to design effective orientation programs with best practice tips and solutions
- › Departmental and job specific orientation
- › The benefits and pitfalls of online orientation programs

HR Planning (20 minutes)

- › HR forecasting and succession management/career planning
- › Employee competencies, training and development
- › Change management and HR program evaluations

Interviewing (20 minutes)

- › Returning calls and handling telephone interviews
- › What to prepare for interviews, going into the interview, answering questions, concluding the interview and follow-up
- › Practical/employment tests

Screening & Background Checks (20 minutes)

- › Handling reference checks and additional investigation options including current issues surrounding in-depth investigations
- › Verifying education and credentials
- › Employee Screening

Onboarding - Effective Practices and Programs (27 minutes)

- › Valuable for HR professionals, employers and management to identify best practices for transitioning orientation to onboarding for optimal employee experience
- › Know the value of an onboarding program and how to effectively manage one
- › Identify methods to engage employees from the onset





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November 24, 2015
13-1158

AGENDA

Item: 19
Date: DEC 08 2015

The Corporation of the City of Sault Ste. Marie
Engineering Department – Level 5
99 Foster Drive
Sault Ste. Marie, ON P6A 5X6

The Corporation of the Township of Prince
3042 Second Line
Sault Ste. Marie, ON P6A 6K4

**Attention: Mr. Carl Rumiell, P.Eng., Design and Construction Engineer
Ms. Peggy Greco, Chief Administrative Officer**

**Re: Contract 2014-7E
Reconstruction of Municipal Bridges No. 12, 13, 14 and 15
Base Line and Town Line Roads
Substantial Completion**

RECEIVED
NOV 25 2015

Dear Mr. Rumiell and Ms. Greco:

Tulloch Engineering has prepared this correspondence to update you as to the status of the above noted project. We are pleased to report the project has been substantially completed with only guiderail end treatments on Bridge No. 12 and 15 remaining to be completed and a section of private fencing remaining on Town Line. This work is expected to be complete by December 2nd, 2015.

With respect to schedule, the general contractor has generally met all stipulated timelines and contractual obligations and has successfully completed the project on time. The warranty/guarantee period will expire on or about October 31st, 2016. Ongoing reviews of the works will be completed up to this date, and deficient items subject to warranty will be required to be rectified by the contractor. We will contact your staff in due course to schedule a final project walk-through.

One outstanding action item remains with respect to PUC utilities. A resetting of one pole is required and we await completion of this work by PUC Services. The current set of the pole has prevented the proper construction of the ditch and thus it is not functioning as intended. We have been in correspondence with PUC Services and have been assured this work will be expeditiously completed and by extension, the general contractor will complete the required ditch work.

We are pleased to report the final construction costs are forecasted to be approximately \$3,054,112; \$257,000 under tendered costs of \$3,311,334 and \$495,469 below our pretender estimate of \$3,549,581.

A combination of design changes based on conditions encountered in the field, near zero contingency allowance usage and under runs on granular tonnage comprise the majority of the cost savings. The Environmental Assessment, engineering, contract administration, utility relocation (Bell, PUC, Union Gas) costs and pre-tender environmental protection work final costs are projected to be \$612,000. Total project costs are forecasted to be approximately \$3,666,000.

The funding agreement under the Small Rural Northern Municipal Infrastructure Fund will provide funding for up to 90% of the Total Net Eligible costs for the project. Total eligible costs under the agreement, less rebateable taxes are \$3,880,000.

To conclude, we are pleased to report the project has been completed on-time and within budget and Tulloch Engineering looks forward to working with you again.

Respectfully submitted,
TULLOCH Engineering Inc.



John V. McDonald, P.Eng.
Project Manager

JVM/bt

c.c. Rob Harten, P.Eng., Engineering Manager – PUC Services Inc.

Item:	7 & 8
Date:	DEC 0 8 2015

7:15 PM
27/09/15
Accrual Basis

Parent Child Resource Centre
Profit & Loss
January through September 2015

	Jan - Sep 15
Ordinary Income/Expense	
Income	
CAPC Income	
CAP C One Time Funding	685.00
CAPC Funding	19,677.00
Total CAPC Income	20,362.00
National Child Benefit Income	
NCB Funds - DSSAB	20,000.00
Total National Child Benefit Income	20,000.00
Ontario Early Years Revenue	
OEYC Operating Grant	86,838.00
Total Ontario Early Years Revenue	86,838.00
Resource Centre Income	
Best Start One Time Funding	500.00
Best Start Wage Improvement	477.72
Day Care Fees	4,544.00
Day Care Wage Subsidy	2,323.53
Day Nurseries Subsidy	2,471.13
Pay Equity	1,831.86
Resource Operating Grant	36,909.00
Resource Wage Subsidy	3,091.50
Sault North Day Care	3,763.53
Total Resource Centre Income	55,912.27
Total Income	183,112.27
Expense	
Benefits	
Disability Insurance	1,674.80
OMERS	7,873.75
6560 - Payroll Expenses	8,057.01
Total Benefits	17,605.56
CAPC Payroll	14,292.33
CAPC Program	988.09
NCB Expense	
NCB Program	1,801.98
NCB Student	952.88
NCB Wages	6,851.25
Total NCB Expense	9,606.11
Ontario Early Years Expense	
OEYC Executive Director	15,200.00
OEYC Program Expense	6,687.00
OEYC Staff Wages	25,441.24
Summer Student Wages	2,640.00
Total Ontario Early Years Expense	49,968.24
Resource Centre Expense	
Administration/Audit	5,685.00
DSSAB Health & Safety	700.89
Occupancy	7,210.00
Office Expense	2,380.74
Program Coordinator	32,384.00
Program Staff	6,567.75
Total Resource Centre Expense	54,928.38
Total Expense	147,388.71

AGENDA

Item:	7 i)
Date:	DEC 0 8 2015

NORTHERN ONTARIO TOURISM SUMMIT REPORT 2015

It was a very long three days from 7:30pm to around 10:00 pm and it was while worth going to. It was kind of nice because they had all the information of all the guest speakers on a stick for the computer .My favourite guest speaker was on Social and Business Trends please read over that one and if you have any question I will try to answer them .I tried to move to different tables every day to talk to different people that where from all over Northern Ontario, about three hundred all together. As we are part of Trans Canada Trails one of the last places where Prince Township came up was in Vancouver. Even at this Conference they had a presentation of the new water trial from Gro Cap (Prince Township) to thunder bay with pictures of Mike one of our Councillors, Peggy and myself with a few other people and this is shown all over Ontario and the Michigan as that trial goes to their side also around the lake .It is nice to see Prince on the Map If you have any questions ask them

Ken

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW 2015-29

Being a by-law to establish Policies & Procedures

For the Sale of Real Property

AGENDA

Item:	92
Date:	DEC 08 2015

WHEREAS Section 270 (1) (1) of the Municipal Act, 2001 as amended requires the Council of a Municipality to pass a by-law to establish Policies governing the sale of real property;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE enacts as follows:

1. Title: This by-law may be cited as the "Real Property Disposal By-law" and will establish Policies including giving of notice to the public governing the sale of land.

2. Definitions: For the purpose of this by-law:

Appraisal – shall mean a written opinion as to the amount that the real property might be expected to realize if sold in the open market by a willing seller to a willing buyer.

Clerk – shall mean the Clerk of THE CORPORATION OF THE TOWNSHIP OF PRINCE

Disposal – shall mean the sale of real property. A by-law shall be passed to dispose of real property by the municipal council. All notice provisions shall apply.

3. Conditions before sale of Land the Municipality shall:

- a) by resolution - declare the land to be surplus
- b) obtain at least one appraisal of the fair market value of the land, and
- c) give notice to the public of the proposed sale by an ad in the local paper; and a notice posted on the property for 21 days to permit objections to the initiation of the sale.

4. No Review – the manner in which the municipality carries out the sale of its land, if consistent with this section and with the by-law under Subsection 1, is not open to review by any court if the municipality may lawfully sell the property, the purchaser may lawfully buy it and the municipality acted in good faith.

5. Register – Every municipality shall establish and maintain a public register listing and describing the land owned by the municipality. The Register is attached as Schedule A.

6. Certificate – the Clerk of a municipality may issue a certificate with respect to a sale of land by the municipality verifying that to the best of his/her knowledge the requirements of this section and of a by-law under this section which apply to the sale of land have been complied with. A sample of the Certificate is "Schedule B" attached.

- b) removing the requirement to obtain an appraisal of land that is being sold to a prescribed public body;
- c) prescribing classes of land that are not required to be contained in the public register of land under this by-law.

14. Sale Procedure – Subject to the completion of Subsection 3.

a) Council may advertise the property for sale by tender, tender amount to be calculated to include value of land and cost related to preparation for sale, sale and after sale costs. or;

b) Council may elect to conduct the sale of the property through a local recognized Real Estate agent to be chosen by a resolution in council.

c) SALE OF UNDERSIZED TOWNSHIP PROPERTY

i. If a property does not meet the minimum size and area requirements of the zoning by-law, the Township may offer to sell the property to the abutting owners.

ii. Each abutting owner may purchase a minimum of the property that would be an equal divided percent of the property by the abutting owners. If any owner does not want to purchase the land, it will be then be offered to the other abutting owners.

15. By-law 7-97 and any other by-law or amendment is hereby repealed

READ A FIRST AND SECOND TIME ON THIS 8TH DAY OF SEPTEMBER, 2015

Mayor, Ken Lamming

Clerk, Peggy Greco

READ A THIRD TIME AND FINALLY PASSED THIS 8TH DAY OF DECEMBER, 2015

Mayor Ken Lamming

Clerk Peggy Greco

BY – LAW -2015

REAL PROPERTY DISPOSAL BY-LAW

SCHEDULE "A"

REGISTER OF MUNICIPALY OWNED PROPERTIES:

04200	Prince Township Sec 10 SW ¼ PT PCL 826 AWS	0.5 acres		
19000	Prince Township Plan M253 BLK A PCL 6376 AWS	0.58 acres	360 ft. frontage	
26500	Prince Township Prince Sec 26 SW ¼ PT	9.53 acres	149.01 frontage	
26700	Prince Township Sec 26 SW ¼ PT RP 1R6540	0.11 acres	49.82 frontage	104.70 depth
26900	Prince Township Prince Sec 26 RP 1R2759 Part	88.19 acres	191.89 frontage	
30300	Prince Township Plan M267 BLK B PCL 6375 AWS	0.55 acres	157.9 frontage	219.00 depth
30700	Prince Township Plan M267 BLK A PCL 5110 AWS	2.50 acres	477.3 frontage	228.15 depth
33600	Prince Township Sec 31 PT NW ¼	4817 Second Line West 0.26 acres	78.0 frontage	193.48 depth
33900	Prince Township Sec 31 PT NW ¼ PT	4815 Second Line West 0.29 acres	65.0 frontage	213.03 depth
40100	Prince Township Plan M135 Lot 23 PCL 6377	0.1 acres	79.11 frontage	
41000	Prince Township Sec 32 NW ¼ PT LOC JC 657 PT RP 1R7774 Part 1 to Part 10 PCI 11843 AWS	23.68 Acres	484.09 frontage	
41200	Prince Township Plan M 196 Lot 2 PCL 4380 AWS	5.0 acres	248.50 frontage	871.20 depth
42901	Prince Township Sec 32 Plan M196 PT Lot 7 RP 1R1467 Parts 1 to 3 RP 1R2400 Parts 1 and 2 RP 1R8697 [arts 1 2 PCL 3812	2.14 acres	185.57 frontage	502.33 depth
44615	Prince Township Pinder Drive Prince PT Sec 32 RP1R11974 PT 3	0.11 acres	33.00 frontage	149.23 depth

BY – LAW -2015

REAL PROPERTY DISPOSAL BY-LAW

SCHEDULE "A" – continued

44700	Prince Township Sec 32 SW ¼ PT	0.14 acres	110.00 frontage	55.00 depth
47800	Prince Township Sec 32 SW ¼ PT 1R5942 Part 1 to 4 PR 1T4798 Part 2	4460 Second Line West 1.16 acres	42.30 frontage	
49500	Prince Township Sec 32 SE ¼ PT	0.07 acres	25.00 frontage	
49608	Prince Township Sec 32 SE ¼ PT RP 1R8404 Part 1	Douglas Drive Part 6 R/W over part 4 PCL 11986 AWS 3.11 acres	55.86 frontage	
52399	Prince Township Plan M 393 BLK 11 PCL 9538 AWS	Mountainview Drive 1.37 acres	343.57 frontage	
53600	Prince Township Sec 33 NE ¼ PT RP 1R2619 PT 1	3759 Second Line West # 3779 0.62 acres	260.85 frontage	
53900	Prince Township Sec 34 NE ¼ PT	3617 Second Line West 1.39 acres	293.00 frontage	
55000	Prince Township Sec 34 SW ¼ PT PCL 4266 AWS	702 Walls Road 0.43 acres	99.00 frontage	187 depth
58100	Prince Township Sec 34 NE ¼ PT PCL 5468 AWS	3256 Second Line West # 3274 2.96 acres	248.13 frontage	30 depth
58410	Prince Township Plan M413 BLK 11 PCL 11-1 Sec 1M413	Second Line West 1.46 acres	574.20 frontage	300 depth
64900	Prince Township Sec 36 NE ¼ PT	2335 Second Line West # 2355 0.42 acres	117.50 frontage	168 depth

BY – LAW -2015

REAL PROPERTY DISPOSAL BY-LAW

SCHEDULE “B”

CERTIFICATE OF COMPLIANCE

Section 270 (1) (1) of the Municipal Act, 2001as amended

The sale of the real property located at

and described as:

Has been lawfully completed with respect to the following:

- A by-law outlining the Notice to be given to the public and the other procedures to be followed with respect to the disposal of real property was in force in the municipality when the resolution declaring the property surplus was passed;
- The Notice provisions required by the above noted by-law have been complied with;
- The required appraisal was obtained

THIS WILL CERTIFY THAT THE ABOVE TRANSACTION HAS BEEN COMPLETED IN COMPLIANCE WITH THE CONDITIONS.

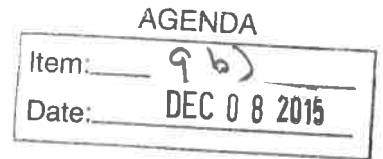
DATED AT THE TOWNSHIP OF PRINCE IN THE DISTRICT OF ALGOMA

THISDAY OF 20....

CLERK – TREASURER _____

The Corporation of the Township of Prince By-Law
2015-34

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



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

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

WHEREAS during the absence of the Mayor it is desirable to name an Acting Mayor to attend to the duties and responsibilities of the Mayor;

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

- 1) That Township of Prince will be represented on the following Committees, Boards and Agencies by the member(s) of Council or its representative as so named;
 - a. Algoma District Municipal Association
 - Councillor Ian Chambers
 - Mayor Ken Lamming
 - b. District of S. S. M. Social Services Administration Board
 - Mayor Ken Lamming
 - c. S. S. M. Region Conservation Authority
 - Councillor Enzo Palumbo
 - d. CEMC Officer
 - Councillor Michael Matthews
 - e. Parent/Child Resource Centre
 - Councillor Dave Amadio
 - f. Recreation Committee
 - Councillor Ian Chambers
 - Mayor Ken Lamming
 - Lynda Tuckett
 - Dean Tuckett
 - Francis Tuckett
 - William Tuckett
 - Sean Newman
 - g. Library Board
 - Councillor Dave Amadio
 - David Yanni
 - Bev Couch
 - Brittany Agliarii
 - Sandy Fulcher
 - Myrla Orr
 - Rita Wagner

h. Museum Board

- Councillor Michael Matthews
- Margaret Christenson

i. Police Advisory Committee

- Mayor Ken Lamming
- Councillor Ian Chambers
- Roy Aason
- April Anderson

j. Central Algoma Compliance Audit Joint Committee

- Thomas Ambeault
- Jim Withers
- Jennifer Grasley

k. Prince Township Fire Department - Liaison

- Councillor Enzo Palumbo

l. Township of Prince Volunteer Fire Department

- | | |
|------------------------|---------------------|
| -Michael Burmaster | -Ann Marcon |
| -Amy Zuccato | -Christina Breed |
| -Edward Haley | -Bonnie Boissineau |
| -James Boissineau | -Anthony DiGasparro |
| -Frederick Rushon | -Jerry Weise |
| -Greg Johnson | -Ryan Leonard |
| -Lance Stewart | -Travis Kenny |
| -Leslie Cassidy-Amadio | -Roy Aason |
| -Dan Fremlin | -Mitchell Dionisi |
| -Nick DiCandia | -Adam Paci |
| -Danielle Buckner | -Karl Weise |
| -Tom Mesich | -Matthew Vernelli |

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

Read a first, second and third time and passed this 08th day of December, 2015.

Ken Lamming, Mayor

Peggy Greco, Clerk



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

AGENDA

Re: boards and committees

Item:...	9	12
Date:...	DEC 08	2015

Ken Lamming <klamming@princetwp.ca>
To: Peggy Greco <pgreco@twp.prince.on.ca>

30 November 2015 at 08:27

Hi Peggy

With Enzo on the fire department can you change that title to council as a liaison to the fire department .Also add my name to the ADMA as I head of Council I am also on it . Leave the rest of the Council where they are . Also a year has passed and its time to change deputy Mayor to Dave Amadio
Ken

On Thu, Nov 12, 2015 at 10:25 AM, Peggy Greco <pgreco@twp.prince.on.ca> wrote:

Aside from the Conservation Authority and the DSSAB, which normally coincide with the council term, it is time to make the appointments to the boards and committees. If you would like to be on any particular boards, or removed from any that you currently sit on, please let me know as soon as possible so I can pass the information on to the Mayor.

Also, if you know of anyone that may be interested in a particular board or committee, please have them contact the office as soon as possible.

I have attached the by-law for 2015 for your information.

Sincerely,

Peggy Greco, CAO/Clerk-Treasurer
Township of Prince
3042 Second Line W.,
Prince Township, ON
P6A 6K4
Phone: 705-779-2992 Ext. 2
Fax: 705-779-2725



AGENDA

Item:	10 (a)
Date:	DEC 08 2015

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

ASTIST

Ken Lamming <klamming@princetwp.ca>
To: Peggy Greco <pgreco@twp.prince.on.ca>

30 November 2015 at 08:27

Hi Peggy

As we have many local artist and we have a display out in the hall way we should rearrange this to display out local talent . Can you put this on the next agenda to see if council would like to move ahead with this idea

Ken

ZONE 7 EXECUTIVE
2015 - 2016

Representative to the Board

Carol O. Trainor, AMCT

Chair

Nicky Kunkel

Vice Chair

Susan Arnold, AMCT

Past Chair

Suzanne Klatt, CMO, Dipl M.A.

Secretary-Treasurer

Kristine Croskery-Hodgins

Directors

Gilles Legault

For detailed zone information go to

www.amcto.com

October 23, 2015

Township of Prince
3042 Second Line W.
Prince Township, ON P6A 6K4

Re: Support of the 2015 Fall AMCTO Zone 7 Workshop

Your Worship and Members of Council:

On behalf of the members of Zone 7, we thank you for your generous support of our event.

Your contribution assisted us in providing sound, practical learning tools on a variety of important topics to the municipal professionals in Zone 7. In a fluid work field with high demand for accountability and service delivery, training and networking are vital.

We appreciate your donation and acknowledgment of the importance of this function.

Yours truly,



Nicky Kunkel, Clerk
Village of Burks Falls
Chair, Zone 7



Carol Trainor, AMCT, Clerk Administrator
Township of St. Joseph
AMCTO Board Representative, Zone 7

RECEIVED

NOV 13 2015

Item:	11 b)
Date:	DEC 08 2015

BILL 8 Q&A

Public Sector and MPP Accountability and Transparency Act, 2014



WHAT IS THE STATUS OF BILL 8?

Bill 8, the *Public Sector and MPP Accountability and Transparency Act*, passed its third and final reading on December 9th and received Royal Assent on the 11th of December. At this point, there is no known date for proclamation, but most estimates suggest that it will be a few months at minimum. The legislation cuts across a number of sectors and to operationalize it the government will have to introduce or amend existing regulations which will take some time. AMCTO will share the proclamation date and any of the forthcoming regulations associated with this legislation as it becomes available.

WHAT IS THE SCOPE OF THE LEGISLATION?

While the implementation details still need to be worked out, Bill 8 gives the Ontario Ombudsman the authority to investigate complaints at the municipal level, only after local investigations have been completed.

The Ontario Ombudsman will also be able to investigate "systemic" administrative matters (an example of a systemic investigation is the Ombudsman's 2013 review of how the Ministry of Education responds to complaints about unlicensed daycare providers) in a municipality on his own initiative. This is the same structure that currently exists at the provincial level.

DOES EVERY MUNICIPALITY NOW HAVE TO APPOINT THEIR OWN OMBUDSMAN?

The legislation does not require every municipality to appoint their own Ombudsman, nor does it prohibit municipalities from appointing one in the future. For municipalities that do not currently have an Ombudsman, however, the Ontario Ombudsman will become their default municipal Ombudsman.

WHAT HAPPENS IF A MUNICIPALITY ALREADY HAS AN OMBUDSMAN, OR PLANS TO APPOINT ONE?

While the current Bill does not require every municipality to have their own Ombudsman, it does give the Ontario Ombudsman oversight authority over every municipality in Ontario, with the exception of the City of Toronto. If a municipality does have its own Ombudsman, however, the Ontario Ombudsman's oversight is limited to the following circumstances:

- A municipal ombudsman has refused to investigate a complaint;
- The deadline for bringing a complaint to the municipal ombudsman has passed; or
- A municipal ombudsman has finished his or her investigation of a specific complaint.

CAN THE ONTARIO OMBUDSMAN NOW OVERRULE A LOCAL MEETING INVESTIGATOR?

No, while this provision did exist in the original version of the bill, subsequent amendments have removed this authority from the Ombudsman's office. As a result, the existing system for closed meeting investigation will be maintained, meaning that the Ombudsman will continue to serve as the default closed meeting investigator in municipalities that have not appointed their own independent investigator.

CAN THE OMBUDSMAN NOW OVERRULE MUNICIPAL AUDITORS GENERAL, REGISTRARS OR INTEGRITY COMMISSIONERS?

Similar to the situation around municipal Ombudsmen, the Ontario Ombudsman can only overrule municipal auditors general, registrars or integrity commissioners in the following circumstances:

- They have refused to investigate a complaint;
- The deadline for bringing a complaint to the local investigator, AG, or registrar has passed; or
- A local investigator, AG, or registrar has finished his or her investigation of a specific complaint.

WHAT IS AMCTO DOING ABOUT BILL 8?

In preparation for the Bill's implementation AMCTO has reached out to the Ombudsman's Office to seek greater clarity on how the Bill will be operationalized, and will share any new information as it becomes available.

AMCTO is also exploring what new training opportunities would help municipalities to ensure their own due diligence and prepare for any new requirements they may be responsible for.

Ministry of Finance

Provincial-Local
Finance Division
10th Floor
777 Bay Street
Toronto ON M5G 2C8
Tel (416) 327-0264
Fax (416) 325-7644

Ministère des Finances

Division des relations provinciales-
municipales en matière de finances
10^e étage
777 rue Bay
Toronto ON M5G 2C8
Télé. (416) 327-0264
Télé. (416) 325-7644

**Ontario**

Item:	11
Date:	DEC 08 2015

November 17, 2015

Dear Treasurer/Clerk-Treasurer:

In their November 17 letter to Heads of Council, the Ministers of Finance and Municipal Affairs and Housing announced the 2016 Ontario Municipal Partnership Fund (OMPF) allocations. I am writing to provide you with more details regarding your 2016 allocation.

In 2016, the Province will provide a total of \$505 million in unconditional funding through the OMPF to 388 municipalities across the province. This funding, combined with the municipal benefit resulting from the provincial uploads, will total more than \$2.3 billion in 2016. This is nearly four times the level of support provided in 2004.

As noted in the joint Ministers' letter to Heads of Council, for 2016, the Province will ensure that municipalities receive a guaranteed level of support based on their 2015 OMPF allocation. In 2016, your municipality will receive a minimum of 90 per cent of its 2015 OMPF allocation.

2016 OMPF

As you are aware, the redesigned OMPF was introduced in 2014, following consultations with the Association of Municipalities of Ontario (AMO) and municipal representatives from across the Province.

Since that time, the Ministry of Finance has continued to consult with AMO and other municipal representatives to further refine the design of the program. The 2016 OMPF reflects the core objectives of the redesigned program, while balancing the range of input received from municipalities during our discussions. Specifically in 2016, the program will:

- Further support northern municipalities by enhancing the Northern Communities Grant to \$84 million, as announced in the *2015 Ontario Budget*;
- Continue to increase targeted support to northern and rural municipalities facing more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant to \$67 million;

.../2

- Further recognize the unique challenges of rural farming communities, by increasing the Rural Communities Grant to \$143 million, with the additional funding targeted to rural municipalities with the highest levels of farm land; and
- Assist municipalities as they transition to the redesigned program by maintaining \$61 million in Transitional Assistance. This will mean that the 2016 minimum funding guarantees for municipalities in Southern Ontario will be increased to at least 85 per cent of their 2015 OMPF allocation. Northern municipalities will continue to receive at least 90 per cent of their 2015 OMPF allocation. These minimum levels of support will be further enhanced up to 100 per cent for municipalities with more challenging fiscal circumstances.

More information on these changes can be found in the 2016 OMPF supporting materials.

2016 OMPF – SUPPORTING MATERIAL

In order to assist municipalities in understanding the OMPF and their individual 2016 allocations, the Ministry of Finance has prepared detailed and customized supporting documentation:

- A.** 2016 OMPF Technical Guide
- B.** 2016 OMPF Allocation Notice and Inserts
- C.** Municipal Workbooks and Upload Benefit Report

A. 2016 OMPF Technical Guide

The *2016 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

B. 2016 OMPF Allocation Notice and Inserts

The *OMPF Allocation Notice and Insert* outline individual municipal OMPF allocations by grant component, and also provide a summary of key data inputs for 2016. Your municipality's funding allocation is noted on line A.

Details with respect to the calculation of your municipality's transitional support are included in the 2016 Transitional Assistance Calculation Insert.

The additional benefit to your municipality from the provincial uploads is presented in the accompanying *2016 Upload Notice Insert*.

C. 2016 Municipal Workbooks and Upload Benefit Report

The *2016 OMPF Workbook and the 2016 Northern and Rural MFCI Workbook* (if applicable) provide detailed calculations of the 2016 OMPF grant components, and the determination of the northern and rural Municipal Fiscal Circumstances Index (MFCI), as well as outline all underlying data elements.

The *2016 Upload Benefit Report* presents a detailed breakdown of each municipality's estimated benefit resulting from the provincial uploads.

These documents will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2016 OMPF Technical Guide*, as well as individual municipal *OMPF Allocation Notices*, are also available electronically on the Ministry's website:

<http://www.fin.gov.on.ca/en/budget/ompf/2016>

2016 PAYMENT SCHEDULE

The *2016 Cash Flow Notice* identifies your municipality's quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2016.

2016 REPORTING OBLIGATIONS

We would also like to remind you that municipalities are required to submit their 2015 Financial Information Returns (FIRs) to the Ministry of Municipal Affairs and Housing (MMAH) by **May 31, 2016**.

Municipalities are also required to submit their 2016 tax rates through the Online Property Tax Analysis (OPTA) System or to MMAH by **September 30, 2016**.

Payments for municipalities that do not meet these reporting obligations will be subject to holdback until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: info.ompf@ontario.ca.

In closing, we would like to thank members of the Municipal Reference Group and all municipalities that provided input on the development of the 2016 OMPF. I look forward to continuing the dialogue with municipalities on next year's program.

Sincerely,

Information Copy
Original Signed By

Allan Doheny
Assistant Deputy Minister
Provincial Local Finance Division

c. Kate Manson-Smith
Assistant Deputy Minister
Local Government and Planning Policy Division
Ministry of Municipal Affairs and Housing

Elizabeth Harding
Assistant Deputy Minister
Municipal Services Division
Ministry of Municipal Affairs and Housing

Ministry of Finance

Office of the Minister
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**Ministry of
Municipal Affairs and Housing**

Office of the Minister
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777 Bay Street
Toronto, ON M5G 2E5
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Fax (416) 585-6470
www.mah.gov.on.ca



Ontario

November 17, 2015

Dear Head of Council:

We are writing to announce the release of the Ontario Municipal Partnership Fund (OMPF) program allocations for 2016.

In 2016, the Province will provide a total of \$505 million in unconditional funding through the OMPF to 388 municipalities across the province. This funding, combined with the municipal benefit resulting from the provincial uploads, will total more than \$2.3 billion in 2016. This is nearly four times the level of funding provided in 2004.

As you know, 2016 is the final year of the phase-down of the OMPF program that was announced in 2012, and was part of our 2008 upload agreement with the Association of Municipalities of Ontario (AMO) and other municipalities. The redesigned program, introduced in 2014, supports municipalities with limited property assessment; recognizes the unique challenges of northern and rural municipalities; and better targets funding to northern and rural municipalities with more challenging fiscal circumstances.

Over the past year, the Province has continued to consult with AMO and other municipal representatives to further refine the design of the OMPF to ensure that the program meets the long-term priorities of municipalities. The 2016 OMPF reflects the core objectives of the redesigned program, while balancing the range of views expressed by municipalities through this year's consultations.

As announced in the 2015 Ontario Budget, to further support northern municipalities, the Northern Communities grant component of the OMPF will be enhanced to \$84 million in 2016, increasing the total 2016 OMPF to \$505 million rather than the \$500 million previously planned for 2016.

The 2016 program will further target funding to northern and rural municipalities with more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant to \$67 million from \$55 million in 2015.

Also beginning in 2016, the Rural Communities Grant, which continues to support rural farming communities, will be enhanced to \$143 million. This funding increase will be targeted to municipalities with the highest levels of farm land, in recognition of their unique challenges.

.../cont'd

Through the consultation process, we have heard that ensuring a manageable transition to the redesigned program continues to be an important focus for many municipalities. In response to this feedback, the 2016 minimum funding guarantees for municipalities in southern Ontario will be increased to at least 85 per cent of their 2015 OMPF allocation. Northern municipalities will continue to receive at least 90 per cent of their 2015 OMPF allocation. These minimum levels of support will be further enhanced up to 100 per cent for municipalities with more challenging fiscal circumstances.

The Ministry of Finance's (MOF) Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2016 OMPF. This information and other supporting materials will be posted in both English and French on the MOF website: <http://www.fin.gov.on.ca/en/budget/ompf/2016>

We are also pleased to continue our commitment to the phased upload of Ontario Works (OW) benefit and court security and prisoner transportation costs. This builds on the Province's previous uploads of Ontario Drug Benefits (ODB) and Ontario Disability Support Program (ODSP).

As a result of the uploads, municipalities will benefit from more than \$1.8 billion in reduced costs in 2016 alone. Combined with the OMPF, this is the equivalent of 13 per cent of municipal property tax revenue in the province.

Despite the phase-down of the OMPF, our commitment to the provincial uploads means that overall support to municipalities will continue to increase, with the provincial uploads more than offsetting the reduction to the program.

Our government has a very strong record of supporting and working with municipalities. In 2016, municipalities will benefit from more than \$3.8 billion in ongoing support through the OMPF, provincial uploads, and other provincial initiatives – an increase of \$2.7 billion from the level provided in 2003.

Our significant investments in municipal infrastructure are supporting communities across Ontario.

Ontario is making the largest infrastructure investment in Ontario's history with more than \$130 billion over ten years. These investments will benefit municipalities across the province, whether it's a new school, repairs to provincial highways or funding to help a municipality make critical repairs to a local bridge.

.../cont'd

Included in this plan is Moving Ontario Forward – the Province’s plan to invest \$31.5 billion in transit, transportation and other priority infrastructure across Ontario over ten years. As part of Moving Ontario Forward, the permanent \$100 million per year Ontario Community Infrastructure Fund (OCIF) is supporting the revitalization and repair of roads, bridges and other critical infrastructure in small, rural and northern communities. Also included as part of this plan is the \$15 million annual investment for the new Connecting Links program beginning in 2016.

We look forward to continuing to work with our municipal partners to ensure the design of the OMPF continues to reflect the long-term priorities of municipalities.

Sincerely,

Information Copy
Original Signed By

Charles Sousa
Minister
Ministry of Finance

Information Copy
Original Signed By

Ted McMeekin
Minister
Ministry of Municipal Affairs and Housing

**Ontario Municipal Partnership Fund (OMPF)
2016 Allocation Notice**



Township of Prince

5766

2016 Highlights for the Township of Prince

- The Township of Prince's combined benefit of the 2016 OMPF and provincial uploads totals \$599,400 which is the equivalent of 63% of the Township's municipal property tax revenue.
- The Township's combined benefit includes:
 - \$287,300 through the OMPF
 - \$312,100 benefit resulting from the provincial uploads
- This exceeds the payments received in 2004 by \$303,400.

A Total 2016 OMPF \$287,300

1. Assessment Equalization Grant	-
2. Northern Communities Grant	\$109,000
3. Rural Communities Grant	\$64,100
4. Northern and Rural Fiscal Circumstances Grant	\$8,700
5. Transitional Assistance	\$105,500

B 2016 Combined Benefit of OMPF and Provincial Uploads (Line B1 + Line B2) \$599,400

1. Total OMPF (Equal to Line A)	\$287,300
2. Provincial Uploads (see 2016 Upload Notice Insert)	\$312,100

C Other Ongoing Provincial Support \$55,900

1. Public Health	\$39,600
2. Land Ambulance	\$16,300

D Key OMPF Data Inputs

1. Households	478
2. Total Weighted Assessment per Household	\$268,952
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	0.1%
5. Northern and Rural Municipal Fiscal Circumstances Index	1.8
6. 2016 Guaranteed Level of Support	90.0%
7. 2015 OMPF (Line A from 2015 Allocation Notice)	\$319,200

Ontario Municipal Partnership Fund (OMPF) 2016 Allocation Notice



Township of Prince

5766

2016 OMPF Allocation Notice - Line Item Descriptions

A The OMPF grants are described in detail in the OMPF Technical Guide – this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2016>

A5 If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to the redesigned OMPF program. See the enclosed Transitional Assistance Calculation Insert for further details.

B1 Sum of 2016 OMPF grants. (Equal to Line A)

B2 Estimated 2016 benefit of the Province's upload of social assistance benefit program costs. For further details see the 2016 Upload Benefit Report.

C1 The estimated 2016 municipal benefit of the Province's 75 per cent share of public health funding relative to its 50 per cent share in 2004. In two-tier systems, this benefit is identified at the upper-tier level. Actual municipal savings may not correspond with the Allocation Notice due to budget approvals made by the local Boards of Health. Municipalities may provide additional funding beyond their obligated cost share. Any additional municipal funding is not included in the calculation of the public health figure.

C2 The estimated 2016 municipal benefit of the Province's 50 per cent share of land ambulance funding relative to its share in 2005. This incremental increase in land ambulance funding delivers on the Province's commitment to strengthen land ambulance services and maintain the 50:50 sharing of land ambulance costs. In two-tier systems, this benefit is identified at the upper-tier level.

D2 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

D3 Represents the proportion of a municipality's population residing in rural areas or small communities. For additional information see the 2016 OMPF Technical Guide.

D4 Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2016 OMPF Technical Guide.

D5 The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information see the 2016 OMPF Technical Guide.

D6 Represents the guaranteed level of support the municipality will receive from the Province through the 2016 OMPF. For additional information see the 2016 OMPF Technical Guide.

D7 2015 OMPF allocation

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

**Ontario Municipal Partnership Fund (OMPF)
2016 Transitional Assistance Calculation Insert**



Township of Prince

5766

A 2016 OMPF Transitional Assistance (Line B2 - Line B1 if positive)	\$105,500
--	------------------

B Supporting Details

1. Sum of 2016 OMPF Grants, Excluding Transitional Assistance	\$181,800
2. 2016 Guaranteed Support (Line B2a x Line B2b)	\$287,300
a. 2015 OMPF (Line A from 2015 Allocation Notice)	\$319,200
b. 2016 Guaranteed Level of Support (Line C)	90.0%

C 2016 Guaranteed Level of Support	90.0%
---	--------------

The municipality's MFCI is 1.8. The corresponding guaranteed level of support is 90.0%.

**Ontario Municipal Partnership Fund (OMPF)
2016 Transitional Assistance Calculation Insert**



Township of Prince

5766

2016 Transitional Assistance Calculation Insert - Line Item Descriptions

A Represents the total Transitional Assistance the municipality will receive in 2016.

B1 Sum of 2016 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

B2 Guaranteed amount of funding through the 2016 OMPF.

B2a 2015 OMPF allocation

B2b Represents the guaranteed level of support the municipality will receive from the Province through the 2016 OMPF. For additional information see the 2016 OMPF Technical Guide.

C Reflects the guaranteed level of support for northern municipalities.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

**Ontario Municipal Partnership Fund (OMPF)
2016 Northern and Rural Municipal Fiscal Circumstances Index**



Township of Prince

5766

A Northern and Rural MFCI - Township of Prince

1.8

The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The northern and rural MFCI is determined by six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township and the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

	Prince Tp	Median
Primary Indicators		
1. Weighted Assessment per Household	\$268,952	\$251,000
2. Median Household Income	\$87,717	\$61,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	1.5%	1.1%
4. Employment Rate	55.7%	58.0%
5. Ratio of Working Age to Dependent Population	242.6%	194.0%
6. Per cent of Population Above Low Income Threshold	86.0%	87.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the northern and rural MFCI are provided in the 2016 OMPF Technical Guide, as well as in the customized municipal 2016 Northern and Rural MFCI Workbook.

Ontario Municipal Partnership Fund (OMPF)
2016 Northern and Rural Municipal Fiscal Circumstances Index



Township of Prince

5766

2016 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

- A** The municipality's 2016 northern and rural MFCI. Additional details are provided in the municipality's customized 2016 Northern and Rural MFCI Workbook.

- B1** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

- B2** Statistics Canada's measure of median income for all private households in 2010.

- B3** Measures the five-year (2010 - 2015) average annual change in a municipality's assessment, for example as a result of new construction, excluding the impact of reassessment.

- B4** Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.

- B5** Statistics Canada's measure of working age population, divided by youth (aged 14 and under) and senior population (aged 65 and over).

- B6** Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

**Ontario Municipal Partnership Fund (OMPF)
2016 Farm Area Measure Insert**



Township of Prince

5766

A	Farm Area Measure (Line B1 / Line B2)	0.1%
----------	--	-------------

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

B Supporting Details

1. Farm Land Area	14 acres
2. Municipal Land Area	21,081 acres

Beginning in 2016, per household funding provided through the Rural Communities Grant will be enhanced for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this enhancement as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2016 OMPF Technical Guide, as well as in the municipality's customized 2016 OMPF Workbook.

**Ontario Municipal Partnership Fund (OMPF)
2016 Farm Area Measure Insert**



Township of Prince

5766

2016 Farm Area Measure Insert - Line Item Descriptions

A Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2016 OMPF Technical Guide.

B1 The number of acres of land for properties in the farm property tax class.

B2 The total number of acres of land in the municipality.

**Ontario Municipal Partnership Fund (OMPF)
2016 Upload Notice**



Township of Prince

5766

A	Estimated 2016 Provincial Uploads	\$312,100
	1. Ontario Drug Benefits	\$36,000
	2. Ontario Disability Support Program - Administration Component	\$22,000
	3. Ontario Disability Support Program - Benefits Component	\$176,900
	4. Ontario Works - Benefits Component	\$45,300
	5. Ontario Works - Administration Component (Additional Support)	\$31,900
B	2015 Provincial Uploads	\$302,500
C	Increase in Provincial Uploads Compared to 2015 (Line A - Line B)	\$9,600

**Ontario Municipal Partnership Fund (OMPF)
2016 Upload Notice**



Township of Prince

5766

2016 Upload Notice - Line Item Descriptions

A Estimated 2016 municipal benefit resulting from the provincial upload of social assistance benefit programs and court security and prisoner transportation (CSPT) costs.

B Revised 2015 Social Programs Cost. For further details on the revisions please see the customized municipal 2016 Upload Benefit Report.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.



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

District of Sault Ste. Marie Social Services Administration Board

Adele Nanne <a.nanne@cityssm.on.ca>

23 November 2015 at 11:51

To: "Peggy Greco (pgreco@twp.prince.on.ca)" <pgreco@twp.prince.on.ca>, Ken Lamming <klamming@princetwp.ca>

Cc: Adele Nanne <a.nanne@cityssm.on.ca>

AGENDA

Item:	11 d)
Date:	DEC 08 2015

Good morning Peggy and Ken,

The District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) has taken a significant step towards strengthening Board governance and effectiveness. On October 7, 2015 the DSSMSSAB passed resolution #15-097 paving the way for restructuring from the current Contracted-Services Organizational Structure to a Direct Employment Structure effective September 25, 2016.

As a result the District of Sault Ste. Marie Social Services Administration Board has given notice to the City of Sault Ste. Marie that they will no longer be contracting with the Corporation to provided services on the DSSMSSAB's behalf. The Sault Ste. Marie DSSAB is the last of the 10 District Social Services Administration Boards (DSSAB) in Northern Ontario that contracts with the municipality to provide services on their behalf. All other District Social Service Administration Boards already are direct employers.

Please feel free to contact me at any time should you have questions about this matter.

Sincerely,

Adele

Adele Nanne

District of Sault Ste. Marie Social

Services Administration Board

180 Brock Street

Sault Ste. Marie, ON P6A 3B7

Email: a.nanne@cityssm.on.ca

Phone: 705-541-7300

Fax: 705-759-5452

Item: 11.6
Date: DEC 8 2015



Wood



HD Metal



Lucinda Premium



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

Sault Star Proof

Kelly Nolan <knolan@thatgreatnews.com>

23 November 2015 at 11:40

Reply-To: Kelly Nolan <campaigns.ACCT141724.24408492.f0931d5521@campaigns.na1.netsuite.com>

To: pgreco@twp.prince.on.ca

Prince Township,

I can send you a plaque of your press below for a 30 day preview!

Let me know your color preference; Lucinda Premium in clear or black; or mahogany & gold.

Peggy, if you have any questions or need any assistance placing an order I'm happy to help.

Publication: Sault Star

Date: 10/21/2015

Subject: GIS mapping 'invaluable' - councillor

Price: \$169 (\$20 Add'l for Wood Plaque)

[Click Here to view your plaque or email me back to confirm and I can send the plaque out to you.](#)

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Ensuring Readiness for Reassessment



2017 will mark the third implementation of a four-year assessment cycle in the Province of Ontario. As part of ensuring that municipalities are well equipped to meet the challenges and opportunities that arise whenever a comprehensive general reassessment is undertaken, local governments must have a plan in place to address the following:

- Inevitable tax shifts that will result both within and between property classes;
- Inquiries and concerns received from taxpayers about the corresponding tax impacts of changing assessments;
- Assessment, which may be at risk to appeal; and
- Associated implications for budgets and local tax policy frameworks.

In addition to these inherent issues, 2017 will be further characterized by changes in information disclosure being implemented by the Municipal Property Assessment Corporation (MPAC). These changes include the early release of Methodology Guidelines, detailed analytics for special purpose and unique property types to inform the valuation exercise, and preliminary estimates of assessed value for all properties across the Province. These changes in assessed values and assessment practice create a window of opportunity for municipalities to weigh in on and engage with MPAC with a view to perfecting CVA's before they become part of the final assessment roll.

To that end, in order to empower and enable municipalities to reap the benefits of this new era in assessment procedure and practice, the Municipal Tax Advisory Group has designed customized support services to meet and exceed the needs of the municipal community.

ADVANCED ANALYTICS

- Properties potentially over assessed
- Properties potentially under assessed
- Market change profiles and early identification of measures to attempt to mitigate Council and taxpayer CVA concerns, to name a few

SUPPORT TO ENGAGE IN MEANINGFUL DIALOGUE WITH MPAC

- Review of 2016 year end file prior to destination CVA approval
- Preliminary 2017 roll data review
- MPAC discussions to effect changes before the roll is returned for 2017 in either the year end or new assessment roll

TAX POLICY ADVICE TO MANAGE ASSESSMENT CHANGES AND TAX IMPACTS

- Tax shifts between properties
- Tax shifts between classes
- Tax shifts between municipalities in two-tier
- Tax Ratio analysis

ADMINISTRATIVE SUPPORT

- Advice and assistance for tax adjustments
- Policy support for general ledger and tax collection
- One on one review of property specific or class impacts and taxation
- Tax management support and advice (capping, rebates etc.)

TAXPAYER OUTREACH AND RESPONSE

- Direct communication and explanation of tax and CVA changes
- Fundamental explanation of impacts with individuals or groups of individuals (i.e. farm community, BIA's, Chamber of Commerce)

ASSESSMENT APPEAL ASSISTANCE

- Factual comparative analysis for sales and property evaluation
- Production of detailed information and supporting documentation
- Expert witness in support of the correct CVA at ARB

**Ministry of
Municipal Affairs
and Housing**

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AGENDA



MIN15-68224

November 27, 2015

Dear Heads of Council:

I'm aware that many municipal leaders have questions about their possible involvement in helping to resettle Syrian refugees.

While many details remain to be worked out by the federal government, the overall plan is taking shape nicely. Let me share with you a few of the things we know so far.

- We expect that the first wave of refugees coming to Canada will number about 10,000 by year end.
- Of these the majority will be privately sponsored. These refugees will be settled and cared for by their sponsors.
- A much smaller number will be government assisted. These refugees will be assisted by federally-funded Refugee Assistance Program agencies located in six urban centres: Toronto (serving the Greater Toronto Area including Peel, York and Durham Regions), Ottawa, London, Windsor, Hamilton and Kitchener-Waterloo. These communities account for about 90% of immigrant and refugee landings to Ontario.
- We expect the government assisted refugees will be located primarily in those urban centres, to make it as easy as possible to provide them with services.
- An additional 15,000 refugees are expected to come to Canada by the end of February 2016.
- Ontario played a leadership role early on, with an additional \$8.5-million in funding to help sponsors and settlement organizations. We continue to play a leadership role in helping to coordinate these efforts. Federal, provincial and municipal representatives are hard at work on pinning down more details and engaging directly with the municipalities likely to be most affected.

- I've spoken with a number of mayors in the last few days and been overwhelmed by the outpouring of generosity. Everyone is eager to help. This is a proud moment for our province and our country.
- The federal government has established a website, Welcome Refugees [<http://www.cic.gc.ca/english/refugees/welcome/index.asp>] for up-to-date information. Ontario has also established a Syrian Refugee page [www.ontario.ca/syrianrefugees] with information on how people can help.
- Our province has also established a central co-ordinating function here led by Joan Andrew, a very able former deputy minister of Citizenship and Immigration. You can reach her at 416-325 4764 or joan.andrew@ontario.ca.

I'm very proud of the way our province is stepping up to show hospitality, and I'm grateful to all of you for your many efforts. As plans continue to evolve, I'll do my best to keep you informed. And I or Joan will be happy to receive your suggestions and offers of resources as we go forward.

Kindest personal regards,

A handwritten signature in black ink, appearing to read "Ted McMeekin". The signature is stylized and cursive, with a large initial "T" and "M".

Ted McMeekin
Minister

AGENDA

Item: 12a)
Date: DEC 08 2015



District of Sault Ste. Marie

Social Services Administration Board

- Ontario Works
- Child Care
- Social Housing
- Land Ambulance

Minutes

DSSMSSAB SPECIAL BOARD MEETING
Thursday, September 24TH, 2015 @ 4:30 p.m.
Plummer Room (Civic Centre)

PRESENT:	J. Gawne J. Hupponen P Christian	D. Edgar S. Myers	J. Krmpotich M. Bruni
STAFF:	A. Nanne		
GUESTS :	Mayor C. Provenzano	N. Kenny	
REGRETS:	L. Turco	K. Lamming	

1. CALL TO ORDER

Board Chair J. Gawne called the meeting to order at 4:35pm.

2. GOVERNANCE / ADMINISTRATION

Resolution #15-090

Moved By: J. Hupponen
Seconded By: P. Christian

- 2.1 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board now enter into closed session to discuss contractual and human resource matters."

CARRIED

Resolution #15-091

Moved By: D. Edgar
Seconded By: M. Bruni

- 2.2 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board now return to open session."

CARRIED

Resolution #15-092

Moved By: J. Krmpotich

Seconded By: S. Myers

3.1 "BE IT RESOLVED THAT we do now adjourn."
CARRIED

The meeting was adjourned at 5:17pm

NEXT BOARD MEETING - Thursday, October 15, 2015 at 4:30pm

AGENDA

Item:	12 a)
Date:	DEC 08 2015



District of Sault Ste. Marie

Social Services Administration Board

- Ontario Works
- Child Care
- Social Housing
- Land Ambulance

Minutes

DSSMSSAB SPECIAL BOARD MEETING
Wednesday, October 07TH, 2015 @ 4:30 p.m.
Biggings Room (Civic Centre)

PRESENT:	J. Gawne M. Bruni	J. Krmpotich P. Christian	J. Hupponen K. Lamming
STAFF:	M. Nadeau	M. Figliola	A. Nanne
REGRETS:	L. Turco	S. Myers	D. Edgar

1. CALL TO ORDER

Board Chair, J. Gawne called the meeting to order at 4:32pm

2. GOVERNANCE / ADMINISTRATION

Resolution #15-093

Moved By: J. Hupponen

Seconded By: K. Lamming

- 2.1 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board now enter into closed session to discuss contractual and human resource matters."

CARRIED

Resolution #15-094

Moved By: J. Krmpotich

Seconded By: M. Bruni

- 2.2 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board now return to open session."

CARRIED

Resolution #15-095

Moved By: K. Lamming

Seconded By: J. Hupponen

Administration Board accept the written Opinion Report prepared and submitted by Brian Babcock, LLB from the firm of Weiler, Maloney & Nelson, Thunder Bay ON, as information.”

CARRIED

Resolution #15-097

Moved By: P. Christian

Seconded By: M. Bruni

2.4 “WHEREAS the District of Sault Ste. Marie Social Services Administration Board is mandated by provincial law to be accountable to the people of Sault Ste. Marie, Prince Township and defined unincorporated areas by assuring the provision of designated social services and emergency medical services;

AND WHEREAS the Board is responsible to ensure that these services meet specified provincial performance standards;

AND WHEREAS the Board is responsible to ensure compliance with the DSSAB Act and all other relevant provincial and federal legislation;

AND WHEREAS every DSSMSSAB director and officer, in exercising their powers and discharging their duties, shall act honestly and in good faith with a view to the best interests of the corporation; AND exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;

AND WHEREAS the District of Sault Ste. Marie Social Services Administration Board has been made aware of the risk, conflict of interest, governance and ineffectiveness of the current delivery model, organizational model and contracted service structure;

AND WHEREAS the District of Sault Ste. Marie Social Services Administration Board will ensure the fulfillment of it’s legal, ethical, functional and fiduciary responsibilities through Board governance excellence;

THEREFORE BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board issue written notice of termination of service agreements to the City of Sault Ste. Marie without cause, effective September 25, 2016.”

CARRIED

The vote for resolution 15-097 was fully supported by Board Members in attendance.

3. ADJOURNMENT

Resolution #15-099

Moved By: J. Krmpotich
Seconded By: P. Christian

3.1 "BE IT RESOLVED THAT we do now adjourn."

CARRIED

The meeting was adjourned at 5:44pm

NEXT BOARD MEETING - Thursday, October 15, 2015 at 4:30pm

AGENDA

Item: 12 a)
Date: DEC 08 2015



District of Sault Ste. Marie

Social Services Administration Board

- Ontario Works
- Child Care
- Social Housing
- Land Ambulance

Minutes

DSSMSSAB REGULAR BOARD MEETING

Thursday, October 15th, 2015 @ 4:30 p.m.

Russ Ramsay Room (Civic Centre)

PRESENT:	J. Gawne M. Bruni L. Turco	J. Krmpotich P. Christian S. Myers	J. Hupponen K. Lamming
STAFF:	M. Nadeau D. Boulet	M. Figliola A. Nanne	D. Petersson
REGRETS:	D. Edgar		

1. CALL TO ORDER

The meeting was called to order by Board Chair, J. Gawne at 4:40pm

2. APPROVAL OF AGENDA

Resolution #15-100

Moved By: P. Christian

Seconded By: S. Myers

- 2.1 "Be it resolved that the Agenda for the October 15, 2015 District of Sault Ste. Marie Social Services Administration Board meeting be approved as presented."

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

None.

4. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS

Resolution #15-101

Moved By: M. Bruni

Seconded By: P. Christian

- 4.1 "Be it resolved that the Minutes from the District of Sault Ste. Marie Social Services Administration Board meeting be approved as presented."

CARRIED

5. CAO / COMMISSIONER / MANAGER REPORTS

FINANCE

Finance Manager D. Petersson spoke to the Finance reports dated August 31, 2015. We are currently under-budget at this time despite Ontario Works rising costs. Questions regarding spending variances and under/over spending and the repercussions on the levy were held. Housing Programs is on target at this time as is Community Child Care. EMS is a 50/50 cost share and is maintaining their budget goals. Garden River EMS is under-budget as it is every year and will most likely be again this year. SSMHC was discussed with no financial issues.

Resolution #15-102

Moved By: L. Turco

Seconded By: P. Christian

- 5.1 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board accept the Financial Update at August 31, 2015 Report, Budget Summary and Variance Analysis as prepared and presented by the Social Services Finance Manager."

CARRIED

EMERGENCY MEDICAL SERVICES

M. Figliola was present to discuss his report. The \$3,000 first response grant is a standard stipend provided to the EFR teams. The defibrillator funding request is to replace the old equipment Goulais River First Response currently has for their use. Reserve funds will be used to cover the defibrillator costs.

Resolution #15-103

Moved By: J. Hupponen

Seconded By: M. Bruni

- 5.2 "WHEREAS early defibrillation provides the best chance for survival in the event of a cardiac arrest;

AND WHEREAS the TWOMO Emergency First Response Teams provide a vital link to the DSSMSSAB catchment area to support citizens in need and Ambulance crews stationed within the City;

THEREFORE BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board allocate \$3,000.00 to the Goulais Fire and Rescue from the First Response Team Grant as per the Agreement;

AND also provide a one- time, additional funding request for a new Defibrillator at a cost of \$4,737.74 to the Goulais Fire and Rescue First Response Team."

CARRIED

HOUSING PROGRAMS

D. Boulet spoke to the DOOR funding history and monies provided.

Resolution #15-104

Moved By: J. Krmpotich

Seconded By: S. Myers

5.3 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board approve Cara Community Corporation's Delivering Opportunities for Ontario Renters (DOOR) funding request in the amount of \$3,051.14 in order to reimburse Cara Community Corporation for the purchase and installation of an automatic door opener."

CARRIED

M. Nadeau spoke to the IAH funding, once our bid for the purchase of the Windsor Park was not successful and RFP was launched to find a good candidate for the funding. There was only one submission for the funding. D. Boulet provided background information about Guardian Real Estate Ventures. The project consists of 11 new affordable 1 bedroom units into our system. It was confirmed that costs are monitored and risk is not assumed by the DSSMSSAB. The Board was pleased with the positive use of local property and IAH funding.

Resolution #15-105

Moved By: P. Christian

Seconded By: J. Hupponen

5.4 "BE IT RESOLVED that the District of Sault Ste. Marie Social Services Administration Board accept the recommendation of the Investment in Affordable Housing Program Evaluation Committee to select Guardian Real Estate Ventures Ltd. as the successful recipient of the Rental Housing Component of the Affordable Housing for Ontario - 2014 Extension - Year Two in the amount of \$993,579."

CARRIED

Moved By: P. Christian
Seconded By: M. Bruni

5.5 "WHEREAS previous Requests for Proposals (RFP) have been issued with short time lines;

AND WHEREAS this may have resulted in a lower than anticipated response rate;

THEREFORE BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board authorize Housing Programs to issue the Request for Proposal (RFP) for the Year Three - Affordable Housing Component, totaling \$689,715 at their earliest convenience."

CARRIED

M. Nadeau gave some background regarding the old NCBS and the Ontario Child Benefit and SARS savings. Recommending a strategic wind down of this funding. Concerns that the Board pull this funding were discussed. K. Lamming noted that this is a budget item and would like it brought up later. A report with alternative funding options will be brought forward at the next meeting with staff will seek direction regarding CFIF.

Resolution #15-107

Moved By: L. Turco

Seconded By: J. Krmpotich

5.6 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board approve the Child and Family Investment Fund (CFIF) for the period of January 1, 2016 to December 31, 2016 in the amount of \$150,000 for the following agencies;

Soup Kitchen - \$54,000
Vincent Place - \$27,000
United Way - \$40,000
YMCA - \$29,000

AND THAT 2016 be the final year for CFIF funding, as there are no current legislative or policy requirements to continue funding this initiative."

DEFEATED

COMMISSIONER OF SOCIAL SERVICES

M. Nadeau spoke about the rebranding of Ontario Works and the positive steps moving forward. A video reflecting the rebranding was shown to Board members. Currently Ontario Works is viewed as a place of last resort and we are looking to reposition to a place of first response. "We're here to help" will be the new approach. January may be a possible launch time for this repurpose program approach. The Board commended M. Nadeau, his approach and the good work he is doing. He commented that the Ontario Works staff deserves credit for their good work and commitment to clients.

Resolution #15-108

Moved By: S. Myers

Seconded By: P. Christian

- 5.7 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board accept the October 2015 Department Overview Report provided by the Commissioner of Social Services as information."

CARRIED

6. GOVERNANCE / ADMINISTRATION

Resolution #15-109

Moved By: M. Bruni

Seconded By: S. Myers

- 6.1 "WHEREAS the District of Sault Ste. Marie Social Services Administration Board contracted the services of Weilers Law Firm and specifically Brian Babcock, LLP from Thunder Bay Ontario to provide a Written Opinion and Advice regarding our Organizational Structure;

AND WHEREAS Weiler Law Firm has experience and expertise in dealing with District Social Services Administration Boards;

THEREFORE BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board further retain the services of Weilers Law to assist with the transition of our model."

CARRIED

At future meetings a cost approximation should be provided.

Resolution #15-110

Moved By: K. Lamming

Seconded By: J. Turco

- 6.2 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board approve Board Chair and NOSDA Vice-Chair, Janet Gawne to attend the BUILDING FOR THE FUTURE - Meeting the North East's Housing Needs hosted by the Northeast LHIN in Sudbury Ontario on Wednesday, October 21, 2015 at Bryston's on the Park, Copper Cliff."

CARRIED

Resolution #15-111

Moved By: J. Hupponen

Seconded By: K. Lamming

- 6.3 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board now enter into closed session to discuss contractual and human resource matters."

CARRIED

Resolution #15-112

Moved By: S. Myers

Seconded By: M. Bruni

- 6.4 "BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board now return to open session."

CARRIED

7. NEW BUSINESS

None

8. ADJOURNMENT

Resolution #15-113

Moved By: M. Bruni

Seconded By: S. Myers

- 8.1 "BE IT RESOLVED THAT we do now adjourn."

CARRIED

The meeting was adjourned at 7:10 pm

NEXT REGULAR BOARD MEETING - Thursday, November 19, 2015 at 4:30pm



AGENDA

Item:	126)
Date:	DEC 08 2015

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Sault Ste. Marie, ON P6A 6J8
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**SAULT STE. MARIE REGION CONSERVATION AUTHORITY
REGULAR MEETING
Tuesday, October 20, 2015
Conservation Authority Office
MINUTES**

Board Members Present: Marchy Bruni, Enzo Palumbo, Joe Krmpotich and Judy Hupponen

Regrets: Ross Romano

Staff Members Present: Rhonda Bateman

Meeting was called to order at 5:25 p.m.

Prior to the meeting, Board members completed a site visit to the former Saw Mill site within the Hiawatha Highlands.

1. Declaration of Conflict of Interest

None declared.

2. Finance & Administration

Minutes

Resolution # 102/15, moved by Joe Krmpotich, seconded by Judy Hupponen,

"Resolved that the Minutes of the September 15, 2015 Conservation Authority Regular and In Committee Meetings be approved,"

was CARRIED.

Accounts Payable

Resolution # 103/15, moved by Judy Hupponen, seconded by Joe Krmpotich,

“Resolved that the accounts payable from August 27, 2015 to October 14, 2015 for the Conservation Authority, cheque # 4437 to # 4507 in the amount of \$79,689.27 and the Drinking Water Source Protection Program, cheque # 3163 to # 3179 in the amount of \$21,504.72 be approved,”

was CARRIED.

An accounting of the current budget revenues and expenditures to the end of September was presented to the Board. Board members discussed the current balance and estimated deficit for the current year.

2016 Proposed Budget

The proposed draft budget was also presented to the Board and discussed in terms of the anticipated levy to be presented to both Sault Ste. Marie and Prince Township councils. It was acknowledged that MNRF funding has not increased since 1996 and that funding for the Drinking Water Source Protection Program has decreased over the past few years and the funding is anticipated to decrease for 2016. The Board recognized that the budget is reasonable for the level of programs being delivered and that the SSMRCA has been operating on a relatively tight budget for many years.

Resolution # 104/15, moved by Judy Hupponen, seconded by Enzo Palumbo,

“Resolved that the proposed draft 2016 Budget for the Sault Ste. Marie Region Conservation Authority be approved for presentation to Sault Ste. Marie City Council and Prince Township Council be approved,”

was CARRIED.

The Board requested that staff compose a letter to the MNRF encouraging the release of additional funds to the SSMRCA as funding has been stagnant since 1996 and the small tax base available for levy increases.

Health and Safety

Resolution # 105/15, moved by Joe Krmpotich, seconded by Enzo Palumbo,

“Resolved that the Health and Safety Meeting Minutes of September 7 and October 5, 2015 be accepted as information be approved,”

was CARRIED.

As requested at the September 15th Board meeting, the Manager of Conservation Ontario has been invited to a SSMRCA Board meeting to deliver a presentation. Kim Gavine has accepted the invitation and is available to attend the December 15th meeting.

3. Water & Related Land Management

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses

Resolution # 106/15, moved by Joe Krmpotich, seconded by Judy Hupponen,

“Resolved that the fax/email poll of October 2 and October 14, 2015 approving the following permits with conditions be confirmed:

<i>LCC15-09-23</i>	<i>Perry Muncaster</i>	<i>793 Town Line Road</i>
<i>BCC15-09-25</i>	<i>Robin Smith</i>	<i>803 Airport Road</i>
<i>CNC15-10-09</i>	<i>Justin DeMarchi</i>	<i>113 Central Creek Drive</i>
<i>BNC15-10-13</i>	<i>Bethany Baptist Church</i>	<i>1074 Second Line West</i>
<i>CNC15-10-13</i>	<i>Nicholas Minardi</i>	<i>83 Central Creek Drive</i>

was CARRIED.

Resolution # 107/15, moved by Joe Krmpotich, seconded by Enzo Palumbo,

Be it resolved that application #LSM15-10-19 submitted by Andrew Greenfield for the removal and replacement of a deck at 59 Fauquier Avenue be approved subject to the following conditions:

- 1. The work be carried out at the same location as illustrated on the site plan submitted with the application and date stamped October 19, 2015.*
- 2. Only clean fill as defined by the SSMRCA be used in filling / grading work. Examples of clean and inert fill include earth cover, sand, gravel, clean rocks and boulders. Examples of materials that are not considered clean or inert fill include, but are not limited to, asphalt, waste, wood or wood derived waste and organic materials*

was CARRIED.

Resolution # 108/15, moved by Enzo Palumbo, seconded by Joe Krmpotich,

Be it resolved that application #USM15-10-19 submitted by Louise and Alan Avery for construction of an addition to an existing residence, the construction of a garage and rock placement against an existing sea wall at 284 and 290 Pointe Louise Drive be approved subject to the following conditions:

1. *The work be carried out at the same location as illustrated on the site plan submitted with the application and date stamped October 19, 2015.*
2. *No opening allowed below 100 year flood elevation of 182.4 m C.G.D.*
3. *All equipment and materials used at the work site must be clean and free from leaks, oil and grease residues.*
4. *Only clean fill as defined by the SSMRCA be used in filling or grading of the site. Examples of clean and inert fill include earth cover, sand, gravel, rocks and boulders. Examples of materials not considered clean or inert fill include but are not limited to, asphalt, waste, wood or wood derived waste, and organic materials*

was CARRIED.

Maintenance

Equipment Rental Rates

Resolution #109/15, moved by Joe Krmpotich, seconded by Judy Hupponen,

“Resolved that the staff report of October 15, 2015 in regard to equipment rental rate adjustments be approved,”

was CARRIED.

4. Conservation & Recreation

A staff report outlined a tree plant by White Pines students on Landslide Hill in the Hiawatha Highlands and in partnership with Clean North.

A letter from Sault College Natural Environment and Outdoor Studies Department was received in thanks for the use of Thayer Acres for their annual Field Camp. Recognition and appreciation of the existing partnership between the College and the SSMRCA was highlighted.

Staff brought forward correspondence received from Marty Warren, District 6 Director of the United Steelworkers in response to the Community Work Day in which the SSMRCA was a recipient of assistance. A copy of the appreciation letter sent to the Steelworkers from the SSMRCA was also provided.

The Canadian Forest Service conducted their trial drone fly-bys for two short stints – on October 14th and again on October 15th

There has been a film crew in the Hiawatha Highlands. They signed a rental agreement for the Sugar Shack and for temporary exclusive use of a few trails.

5. Drinking Water Source Protection

No report

6. New Business / Other

Hiawatha Highlands Saw Mill

A staff report outlined the history of the saw mill and its former activity. Activity at the mill site ceased more than a decade ago and the current state of the site is in disrepair. There is no anticipation of refurbishment of the site due to potential high costs, public safety concerns and very little chance of monetary return. The placement of "No Trespassing" signs at the entrance and upon the building will be completed immediately.

Resolution #110/15, moved by Enzo Palumbo, seconded by Joe Krmpotich,

"Whereas the SSMRCA is no longer involved in the business of milling wood; and

the saw mill site is in disrepair;

Resolved that the SSMRCA staff be directed to sell the saw mill components through a 30 day bidding process; and

Upon removal of the saw mill that the current saw mill building be decommissioned be approved,"

was CARRIED.

Mockingbird Hill Farms

Resolution # 111/15, moved by Enzo Palumbo, seconded by Judy Hupponen,

"Resolved that the request for the use of a sound system for fall events at Mockingbird Hill Pioneer Farm be approved,"

was CARRIED.

Conservation Authority Act Review

Comments on the Conservation Authority Act Review Discussion Paper were sent to the MNRF on Friday October 16, 2015 after review and acceptance of the Board members.

7. In Committee

8. Adjournment

Resolution # 112/15, moved by Joe Krmpotich, seconded by Enzo Palumbo,

“Resolved that the meeting adjourned at 6:30 p.m. be approved,”

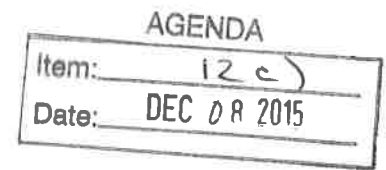
was CARRIED.

Rhonda Bateman,
General Manager

Marchy Bruni, Chair



1(a)1



REGULAR MEETING MINUTES

THURSDAY, NOVEMBER 5 – 3:00 P.M.

SAULT STE. MARIE POLICE SERVICE'S BUILDING

<u>Present</u>	<u>Staff</u>	<u>Guest</u>
M. Bruni J. Bruno P. Mick Mayor Provenzano R. Ten Brinke	Chief Keetch Deputy Sparling	D. Hilsinger

1. MINUTES

MOVED BY: M. Bruni
SECONDED BY: J. Bruno

RESOLVED that the Minutes of the Regular Meeting held on September 21, 2015 hereby are approved.

CARRIED.

2. QUESTIONS AND INFORMATION ARISING OUT OF THE MINUTES AND NOT OTHERWISE ON THE AGENDA

3. COMMUNICATIONS & REPORTS – *INFORMATION ONLY*

- a) Special Account Ledger
- b) Police Services – Budget - Month ending August 31, 2015
- c) Court Time Costing Comparison
- d) 2015 Monthly Total Overtime Costs (Paid and Banked)
- e) 2015 Monthly Staff Shortage Overtime Costs
- f) 2015 vs 2014 Monthly Staff Shortage Overtime Costs – Cash and AOT
- g) Statistical Reports
- h) YCJA Diversion Program
- i) Provincial Offences Statistics
- j) Public Complaints Against Police
- k) Notes of Appreciation
- l) Use of Force Reports (September 2015)
- m) Community Safety and Well-Being Planning Pilot

4. TRAVEL LOG

MOVED BY: J. Bruno
SECONDED BY: M. Bruni

The Board APPROVED the Travel Log dated October 14, 2015.

CARRIED.

5. 2014 ANNUAL REPORT

MOVED BY: M. Bruni
SECONDED BY: J. Bruno

The Board APPROVED the 2014 Annual Report.

CARRIED.

Addendum Items

1. FINANCIAL ASSISTANCE REQUEST – SHOP WITH A COP PROGRAM

MOVED BY: M. Bruni
SECONDED BY: J. Bruno

The Board APPROVED the request of Constable F. Brown for financial assistance in the amount of \$500.00 to support the Shop with a Cop program event in December 2015.

CARRIED.

2. 2016 ANNUAL BUDGET

MOVED BY: J. Bruno
SECONDED BY: M. Bruni

The Board APPROVED the 2016 Annual Budget as presented in the amount of \$25,527,484.00 and the items identified for the Police Capital Reserve in the amount of \$304,935.00 which represented a 0.1 percentage decrease over the 2015 budget.

CARRIED.

3. UNION CAB – CHANGE OF ADDRESS REQUEST

Please see the attached request of Mr. Oliver Wilson, Owner, Union Cab, dated October 28, 2015 to change the business address of Union Cab to 73 Brock Street as per section 8.12 of the taxi bylaw which states:

“...no broker or owner licensed under this bylaw shall change the address of his/her business premises **without first obtaining approval from the Board**. The request for approval shall include written documentation as outlined in section 4.0 of this bylaw.”

Please note: Mr. Wilson was requested on October 29, 2015 to provide the following written documentation by November 4, 2015 (section 4.0 of this bylaw) so that his request could be fully considered by the Board:

- a) Business premises: The business address must be filed along with a statement that you own the property or *have an agreement with the owners that the premises are to be used by you.*
- b) You must file proof that the business address complies with the zoning bylaws and the building code of the City of Sault Ste. Marie. *This may be obtained from the Building Department, Civic Centre.*

MOVED BY: M. Bruni
SECONDED BY: J. Bruno

The Board APPROVED the change of address request by Union Cab.

CARRIED.

3(a)1



BOARD ACCOUNT LEDGER

DATE	PARTICULARS	Increase	Decrease	BALANCE
31-Dec-14	Opening balance			23,135.44
23-Jan-15	Maureen Dewar - return of proceeds of crime previously deposited		2,000.00	21,135.44
31-Jan-15	Credit interest	0.02		21,135.46
09-Feb-15	City of SSM - HST on fall auction		369.07	20,766.39
28-Feb-15	Credit interest	0.02		20,766.41
03-Mar-15	Easter Seals Telethon		500.00	20,266.41
31-Mar-15	Credit interest	0.02		20,266.43
13-Apr-15	City of SSM - tickets for Fratesi retirement		180.00	20,086.43
14-Apr-15	City of SSM - tickets for Fratesi retirement		90.00	19,996.43
30-Apr-15	Credit interest	0.02		19,996.45
31-May-15	Credit interest	0.02		19,996.47
07-Jul-15	Don Doucet Scholarship Fund		500.00	19,496.47
30-Jun-15	Credit interest	0.02		19,496.49
31-Jul-15	Credit interest	0.02		19,496.51
31-Aug-15	Credit interest	0.02		19,496.53
23-Sep-15	SSM Multiple Myeloma March		250.00	19,246.53
30-Sep-15	Credit interest	0.02		19,246.55
31-Oct-15	Credit interest	0.02		19,246.57
	CURRENT BANK ACCOUNT BALANCE:			19,246.57
	CASH ON HAND			\$ 19,246.57
	INVESTMENTS:			
	EDWARD JONES INVESTMENT			30,000.00
	NCU MEMBERSHIP AND PATRONAGE SHARES			\$ 113.00
	NCU TERM DEPOSIT - matures October 24, 2016			\$ 33,088.25
	GRAND TOTAL			\$ 82,447.82

**ALGOMA PUBLIC HEALTH BOARD MEETING
OCTOBER 28, 2015
PRINCE MEETING ROOM, 3RD FLOOR, APH SAULT STE. MARIE
MINUTES**

PRESENT: Ian Frazier Candace Martin Lee Mason Dennis Thompson

REGRETS: Sue Jensen

TELECONF: Acting Medical Officer of Health Dr. Penny Sutcliffe

OFFICIALS PRESENT: Chief Executive Officer Tony Hanlon, Ph.D.
Chief Financial Officer Justin Pino
Director of Human Resources and Corporate Services Antoniette Tomie
Director of Community Services Laurie Zeppa
Director of Clinical Services Sherri Cleaves
Board Secretary Christina Luukkonen

1) CALL TO ORDER

Mr. Mason called the meeting to order at 5:01 pm.

DECLARATION OF CONFLICT OF INTEREST

Mr. Mason called for conflicts of interest; none were presented.

2) ADOPTION OF AGENDA AND ADDENDUM ITEMS

2015-137 Moved: I. Frazier
Seconded: D. Thompson
THAT the agenda items dated October 28, 2015 be adopted as circulated; and

THAT the Board accepts the items on the addendum

10 a) Board of Health Meeting Schedule – Revised

b) Ontario Public Health Standards 2008 – Revised October 2015 – *For replacement in Orientation Binders*

c) Letter of Support for Reduce Smoking in Algoma by 5% in 5 years initiative from Elliot Lake Council

d) Northern Ontario Evacuations of First Nations Communities – Letter from Perth District HU

e) Memo from MOHLTC re: Amendments to Protocols

CARRIED.

3) ADOPTION OF THE MINUTES

2015-138 Moved: D. Thompson
Seconded: I. Frazier

THAT the minutes of the Board of Health meeting dated September 22, 2015, be adopted as circulated.

CARRIED.

4) DELEGATIONS/PRESENTATIONS

- a) Accountability Agreements Indicators – Sherri Cleaves, Director of Clinical Services and Jordan Robson, Epidemiologist

Revised copies of the presentation were provided to the Board members at the start of the meeting.

The Board asked questions around how targets are set and how Algoma Public Health is measuring. Algoma Public Health works with the ministry to establish some targets that are obtainable for Algoma specific and other targets are set by the ministry. Further questions were asked and answered to the Board's satisfaction.

5) BUSINESS ARISING FROM MINUTES

All items arising from previous minutes are reported under the Governance Standing Committee report.

6) REPORTS TO THE BOARD

- a) **Acting Medical Officer of Health and Chief Executive Officer**

Dr. Hanlon spoke to the report that was provided in the Board package.

The Board asked at what point are partnerships with Algoma Public Health brought to the Board for approval. Dr. Hanlon explained that most of our partnerships are more of a coordination of services with other agencies but if there was a significant cost to the Board regarding a partnership this would then come to the Board.

The Board also asked in what capacity we work with Sault Area Hospital. Ms. Cleaves explained that the infectious disease outbreak team works with the hospital in consultation. Our team meets monthly with the hospital to work on policy development and share best practice guidelines from the ministry.

In addition, the Board wondered how often we check with municipalities to ensure our contact lists are up to date. Ms. Cleaves informed the Board that we are always in contact with the municipalities on various items so changes are made regularly and our contact lists are changing as needed.

2015-139 Moved: I. Frazier

Seconded: C. Martin

THAT the report of the Acting Medical Officer of Health and Chief Executive Officer for the month of October 2015 be adopted as presented.

CARRIED.

- b) **Finance and Audit Committee**

Mr. Frazier reviewed the activities of the committee over the last month. The committee has been working with our Architect, Mr. Ellis, on reviewing and scoring the tender submission for the Elliot Lake Interior Renovations.

The committee reviewed the financial statements for the period ending September 30, 2015 and number of questions was asked and answered to the Committee's satisfaction.

Other key points from the financial statements were discussed that included budget figures have been revised to reflect the zero percent increase the APH received from the Ministry, positive variance due to additional funding for positions related to transitional case management and filling the positions

2015-140 Moved: I. Frazier
Seconded: C. Martin
THAT the verbal report of the Finance and Audit Committee for the month of October 2015 be adopted as presented.
CARRIED.

2015-141 Moved: D. Thompson
Seconded: I. Frazier
THAT the financial reporting for the period ending September 30, 2015 be adopted as presented.
CARRIED.

2015-142 Moved: C. Martin
Seconded: I. Frazier
WHEREAS the Finance and Audit Committee has done a complete review of all tenders and assessed the completeness of the submissions including the qualifications and references of each contractor; and

WHEREAS the Finance and Audit Committee directed a staff member, a board member and the architect to do due diligence and conduct an interview with the short listed contractor; and

WHEREAS the results of the interview were positive;

THEREFORE BE IT RESOLVED that the BoH awards the contract for the renovations to the 3rd floor ELNOS building for the Algoma Public Health Elliot Lake office to WS Morgan Ltd.

CARRIED.

2015-143 Moved: I. Frazier
Seconded: D. Thompson
THAT the Board approved the changes to policy 02-04-030 Procurement Policy as presented.
CARRIED.

c) Governance Standing Committee

Mr. Frazier reported that the committee has reviewed and made amendments to three policies and one by-law that are being presented tonight for approval.

Mr. Frazier highlighted for the Board the recent governance training that took place on October 24, 2015. Four members of the Board and one director were able to attend: Mr. Mason, Ms. Martin, Mr. Thompson, Mr. Frazier and Ms. Cleaves. This year's workshop was hosted by the Children's Rehabilitation Centre Algoma and focused on Equipping your Board for Governing in a Shared Service Environment.

2015-144 Moved: I. Frazier
Seconded: D. Thompson
THAT the Board of Health approves the changes to Bylaw95-1 To Regulate the Proceeding of the Board of Health as presented.
CARRIED.

2015-145 Moved: I. Frazier
Seconded: D. Thompson
THAT the Board of Health approves the changes to policy 02-05-015 Conflict of Interest as presented.
CARRIED.

2015-146 Moved: C. Martin
Seconded: D. Thompson
THAT the Board of Health approves the changes to policy 02-05-030 Board Member Code of Conduct as presented.
CARRIED.

2015-147 Moved: C. Martin
Seconded: I. Frazier
THAT the Board of Health approves the new policy 02-05-060 Meetings and Access to Information as presented.
CARRIED.

2015-148 Moved: C. Martin
Seconded: D. Thompson
THAT the verbal report of the Governance Standing Committee for the month of October 2015 be adopted as presented.
CARRIED.

7) New Business/General Business

a) Letter of Support for the Evacuations of First Nations Communities

A draft copy of a letter was provided to the Board for their review in support for the evacuation of First Nations Communities. Mr. Mason to sign letter and Ms. Luukkonen to forward as indicated.

b) External Audit Services

A copy of a council report and resolution from the City of Sault Ste. Marie in regards to the appointment of external audit services was presented to the Board. The City of Sault Ste. Marie has reappointed KPMG as their external audit service provider.

Mr. Pino informed the Board that Algoma Public Health was invited to participate in the selection process but declared a conflict of interest and opted out of participating.

2015-149 Moved: I. Frazier
Seconded: D. Thompson
WHEREAS the Municipal Act, 2001 states that:

Joint boards

(10) If a local board is a local board of more than one municipality, only the auditor of the

municipality that is responsible for the largest share of the expenses of the local board in the year is required to audit the local board in that year. 2009, c. 18, Sched. 18, s. 5.; and

WHEREAS the City of Sault Ste. Marie being the largest municipality in the Algoma District: and

WHEREAS The City of Sault Ste. Marie passed Bylaw 2015-168 being a by-law to appoint the firm of KPMG LLP as municipal auditor to provide External Audit Services as required by the City of Sault Ste. Marie be passed in open Council this 28th day of September, 2015;

THEREFORE be it resolved that the Board of Health for Algoma Public Health appoints KPMG LLP as their External Audit Service provider for the same period of time as the City of Sault Ste. Marie.

CARRIED.

8) CORRESPONDENCE/ITEMS FOR INFORMATION:

- a) Basic Income Guarantee - Letter to Ministers from Peterborough County-City Health Unit
- b) Evacuation of First Nations Communities - Letter to Premier Wynne from Peterborough County-City Health Unit
- c) Energy Drinks - Letter to Minister Hoskins from Peterborough County-City Health Unit
- d) Enforcement of the Immunization of School Pupils' Act (ISPA)
 - Letter to Minister Hoskins from Peterborough County-City Health Unit
 - Letter to Premier Wynne from Durham Region
- e) Public Health Funding Model
 - Letter to Minister Hoskins from Grey Bruce Health Unit
 - Letter to Minister Hoskins from Porcupine Health Unit
 - Email from alPHa
- f) Healthy Babies Healthy Children - Letter to Premier Wynne from Durham Region

9) ITEMS FOR INFORMATION

- a) alPHa Meeting November 5, 2015

Managing Uncertainty: Risk Management Workshop for Ontario Boards of Health

Mr. Frazier and Ms. Martin will be attending the upcoming alPHa workshop on November 5, 2015. Dr. Hanlon and Mr. Pino will be presenting at the workshop.

- b) Finance and Audit Committee Minutes - July 22, 2015 and September 17, 2015
- c) Governance Standing Committee Minutes - August 26, 2015

10) ADDENDUM:

- a) Board of Health Meeting Schedule - Revised
- b) Ontario Public Health Standards 2008 – Revised October 2015
For replacement in Orientation binders
- c) Letter of Support for Reduce Smoking in Algoma by 5% in 5 years initiative from Elliot Lake
- d) Northern Ontario Evacuations of First Nations Communities – Letter from Perth District HU
- e) Memo from MOHLTC re: Amendments to Protocols

Items on the addendum were reviewed; no questions were posed.

11) THAT THE BOARD GO INTO COMMITTEE: 5:57pm

Agenda items:

- a) Adoption of In-Committee minutes dated September 22, 2015
- b) Litigation or Potential Litigation

2015-150 Moved: I. Frazier
Seconded: C. Martin
THAT the Board goes into committee.
CARRIED.

12) THAT THE BOARD GO INTO OPEN MEETING @ 6:16 pm

2015-152 Moved: D. Thompson
Seconded: I. Frazier
THAT the Board goes into open meeting.
CARRIED.

13) Resolution Resulting From In-Committee Session

There were no resolutions resulting from In-Committee Session to be passed in open meeting.

14) ANNOUNCEMENTS:

Next Board Meeting
November 25, 2015 at 5:00pm
Prince Meeting Room, 3rd Floor

15) THAT THE MEETING ADJOURN: 6:18 pm

2015-153 Moved: I. Frazier
Seconded: D. Thompson
THAT the meeting adjourns.
CARRIED.

Lee Mason, Chair

Christina Luukkonen, Secretary

Date

Date



AGENDA	
Item:	13 a)
Date:	DEC 8 2015

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

Re: EBR 012-5485 - Deadline to Submit Feedback on Spring Bear Hunt Proposal

d amadio <damadio@princetwp.ca>
To: Peggy Greco <pgreco@twp.prince.on.ca>

28 November 2015 at 09:13

i support this.

thank u

On Fri, Nov 27, 2015 at 10:25 AM, Peggy Greco <pgreco@twp.prince.on.ca> wrote:

In 2013 Council supported the Spring Bear Hunt pilot project. Attached is a sample letter supporting an ongoing hunt to help control the bear population. I did not see a copy of this before the November meeting and the deadline is November 30th.

If I get a consensus of council to send in this letter of support, I will do so today.

Respectfully.

Peggy Greco, CAO/Clerk-Treasurer
Township of Prince
3042 Second Line W.,
Prince Township, ON
P6A 6K4
Phone: 705-779-2992 Ext. 2
Fax: 705-779-2725

----- Forwarded message -----

From: **FONOM Office/ Bureau de FONOM** <fonom.info@gmail.com>

Date: 27 November 2015 at 09:54

Subject: EBR 012-5485 - Deadline to Submit Feedback on Spring Bear Hunt Proposal

To: Armour Township of <info@armourtownship.ca>, Armstrong-Thornloe <reynaldrivard@nt.net>, Assiginack Township of <assignackinfo@amtelecom.net>, Baldwin Township of <peggy@townshipofbaldwin.ca>, Billings Township of <billingsadmin@billingsstp.ca>, Black River-Matheson Township - Donna Ethier <reception@blackriver-matheson.com>, Blind River - Town of <katie.scott@blindriver.ca>, Bonfield Township of <clerk@ebonfield.org>, Brethour Twp of <brethour@parolink.net>, Bruce Mines Town of <brucemines@bellnet.ca>, Burk's Falls Village of <clerk@burksfalls.ca>, Burpee and Mills Twp of <burpeemills@vianet.ca>, Callander Municipality of <info@callander.ca>, Calvin Municipality of <administration@calvintownship.ca>, Carling Twp of <cao@carlingtownship.ca>, Central Manitoulin Township of <centralm@amtelecom.net>, Chamberlain Township of <twpchamb@ntl.sympatico.ca>, Chapeau Township of <apellow@chapeau.ca>, Charlton and Dack Municipality of <dthibeault@charltonanddack.com>, Chisholm Township of <info@chisholm.ca>, Cobalt Town of <cobalt@ntl.sympatico.ca>, Cochrane Town of <jp.ouellette@town.cochrane.on.ca>, Cockburn Island Twp of <brentstedenis@gmail.com>, Dubreuilville Township of <township@dubreuilville.ca>, East Ferris Township of <township@eastferris.ca>, Elliot Lake City of <info@city.elliottlake.on.ca>, Englehart Town of <englehart@ntl.sympatico.ca>, Espanola Town of <town@espanola.ca>, Evanturel Twp of <evantureladmin@parolink.net>, Fauquier-Strickland Township of

Item:	13 b)
Date:	DEC 08 2015

LA CORPORATION DU / THE CORPORATION OF

CANTON DE CHAMPLAIN TOWNSHIP

BUREAU ADMINISTRATIF / ADMINISTRATION OFFICE
948 est, chemin Pleasant Corner Road East
Vankeek Hill, Ontario (K0B 1R0)

613-678-3003
(fax) 613-678-3363

November 16, 2015

The Honourable Yasir Naqi
Minister of Community Safety and
Correctional Services
25 Grosvenor Street, 18th Floor
Toronto, ON M7A 1Y6

RE: Review of the new OPP billing model

At its meeting held on November 11, 2015, Council for Champlain Township passed resolution 2015-438 requesting that the Minister of Community Safety and Correctional Services (MCSCS) review and reconsider the new OPP billing model and implement a more equitable formula including an in-depth review of the current expenditures in order to reduce the cost per household.

A copy of Council's resolution 2015-438 dated November 11, 2015 is attached for your consideration.

Yours truly,

A handwritten signature in cursive script, appearing to read "Alison Collard", written in black ink.

Alison Collard
Clerk

cc: The Honourable Kathleen O. Wynne
The Honourable Charles Sousa
Gary McNamara, AMO President
Grant Crack, M.P.P. Glengarry-Prescott-Russell
Ontario Municipalities served by the OPP

Enc.

TOWNSHIP OF CHAMPLAIN

ITEM NO.	7.3.4
DATE	November 11, 2015
RESOLUTION NO.	2015-438

MOVED BY Troy Carkner Paul Emile Duval
 Jacques Lacelle Helen MacLeod
 Gérard Miner Pierre Perreault
 Normand Riopel Marc Séguin

SECONDED BY Troy Carkner Paul Emile Duval
 Jacques Lacelle Helen MacLeod
 Gérard Miner Pierre Perreault
 Normand Riopel Marc Séguin

WHEREAS the Minister of Community Safety and Correctional Services (MCSCS) announced at the August 2013 meeting of the Association of Municipalities of Ontario that, in response to municipal concerns, the OPP and the Ministry were developing a new, simplified billing model for OPP municipal police services;

WHEREAS this proposed new billing model would be based on principles of fairness and transparency with the intent to provide fair and transparent cost recovery;

WHEREAS the mandate to develop this new billing model did not include examination and review of expenditures in order to reduce the costs of OPP services per household;

WHEREAS the new billing model was implemented in 2015 and will be phased in over a three (3) year period;

WHEREAS the Township of Champlain's 2015 OPP Services invoice was \$1,387,765, an increase of \$167,249 over 2014;

WHEREAS the 2016 OPP invoice for Champlain Township increases another \$196,769 to a total of \$1,584,534;

ITEM NO.	7.3.4
DATE	November 11, 2015
RESOLUTION NO.	2015-438

BE IT RESOLVED THAT the Township of Champlain request that the Minister of Community Safety and Correctional Services (MCSCS) review and reconsider the new OPP billing model and implement a more equitable formula including an in-depth review of the current expenditures in order to reduce the cost per household.

BE IT FURTHER RESOLVED THAT this Resolution be forwarded the Premier of Ontario, Minister of Community Safety and Correctional Services, Ministry of Finance, AMO, Grant Crack, MPP Glengarry-Prescott-Russell, and to all municipalities serviced by the OPP.



Carried



**Carried
as amended**



Defeated

Gary J. Barton, Mayor



THE CORPORATION OF THE

Municipality of Neebing

4766 Highway 61

Neebing, Ontario P7L 0B5

TELEPHONE (807) 474-5331

FAX (807) 474-5332

E mail – neebing@neebing.org

Councillors
Erwin Butkofer
Curtis Coulson
Bill Lankinen
Mike McCooye
Roger Shott
Brian Wright

Mayor Ziggy Polkowski

Rosalie Evans,
Solicitor-Clerk
Erika Kromm,
Treasurer

AGENDA

Item:	13 c)
Date:	DEC 08 2015

October 9, 2015

Open Letter to All Municipal Councils in Ontario

Attention: Municipal Clerk

(for inclusion in the agenda for a meeting of your Council)

Re: Consultation on the Police Services Act

Dear Municipal Council of an Ontario Municipality:

The Council of The Corporation of the Municipality of Neebing considered and passed the enclosed resolution at its meeting held on September 16th, 2015.

As you can see, the Council is seeking support for its position from other Ontario Municipalities.

Together, we should be able to achieve a positive result for our constituents.

Thank you for your consideration.

Yours truly,

Rosalie A. Evans

Solicitor-Clerk

On behalf of Mayor Ziggy Polkowski

Moved by: Councillor Coulson;

Seconded by: Councillor Lankinen

WHEREAS the Province has begun a process of public consultation relating to the Police Services Act;

AND WHEREAS The Corporation of the Municipality of Neebing continues to have significant concerns and objections to the amount of money that the Provincial Government expects Municipalities to pay for either having its own police service, for contracting with the Ontario Provincial Police, or for employing the Ontario Provincial Police through the 'default' provisions of the Police Services Act;

AND WHEREAS the consultation statement issued by the Province indicates that the Province is seeking input on (among other matters) how to "clarify police duties, modernize training programs and deliver services using a range of public safety personnel ";

AND WHEREAS Ontario's provincial and municipal police forces are among the highest paid police services in Canada;

AND WHEREAS the residents of Canada deserve appropriate and affordable police protection:

THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Municipality of Neebing is urging all municipalities in Ontario, whether or not they have municipal police forces, to participate in the consultation process;

AND FURTHER THAT the Council of The Corporation of the Municipality of Neebing believes that effective community policing can be undertaken without the use of uniformed police officers through the use of a two-tiered system that would allow municipalities to recruit non-uniformed safety personnel for day to day policing, relying on uniformed officers only for significant high-level criminal investigations and/or matters requiring particular expertise or specialized equipment;

AND FURTHER THAT such a system would be delivering "services using a range of public safety personnel";

AND FURTHER THAT such a system should allow Ontario's municipalities to utilize uniformed police services on a fee-for-service basis at the times when the services are required;

AND FURTHER THAT this would allow highly trained and specialized police officers to utilize their skills and abilities where required, focusing on higher-order criminal activity;

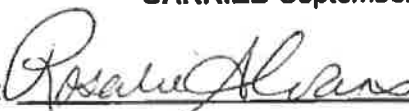
AND FURTHER THAT this would save significant taxpayer dollars at both the municipal and provincial orders of government without causing a deterioration in public safety and protection;

AND FURTHER THAT the Police Services Act should be amended to allow such a system to operate in Ontario;

AND FURTHER THAT the Council of The Corporation of the Municipality of Neebing seeks support for this position from other Ontario municipalities.

Resolution No. 2015-09-339
CARRIED September 16, 2015

Certified as a true copy:


Rosalie A. Evans, Solicitor - Clerk

November 16th, 2015

AGENDA

Item: _____	13 d
Date: _____	DEC 08 2015



Ms. Peggy Greco, CAO/Clerk-Treasurer
Township of Prince
3042 Second Line West
Sault Ste Marie, ON P6A6K4

Dear Ms. Greco:

RE: Prince Township Academic Excellence Award

As a valued contributor to the Sault College Scholarships, Bursaries and Awards program, we are pleased to invite you to our ceremony scheduled for Tuesday, March 22nd, 2016. The ceremony and reception will be held at the Quattro Hotel (formerly the Comfort Inn Suites and Conference Centre) at 229 Great Northern Road, Sault Ste. Marie.

The ceremony is a wonderful opportunity to celebrate the success of our esteemed student recipients and thank our wonderful and generous donors. The Scholarships, Bursaries and Awards ceremony is a major highlight of the academic year, thanks in large part to donors such as you!

In order to accommodate, our ever growing event, please return your RSVP card no later than **Friday, March 11th, 2016**.

If you wish to continue your sponsorship, we would respectfully ask that you forward your annual donation, payable to Sault College, in the self-addressed, stamped envelope no later than December 11th, 2015. If you are unable to continue your sponsorship, we would respectfully ask that you advise our office no later than December 11th, 2015.

Thank you for your continued support of our Scholarships, Bursaries and Awards program.

For the Scholarship Committee,

A handwritten signature in blue ink that reads "Terry Ableson".

Terry Ableson, Financial Aid Administrator
Chair, Scholarship, Bursary and Awards Committee

Enclosure



MINISTRY OF AGRICULTURE, FOOD AND RURAL AFFAIRS

AGENDA

Item:	13 a)
Date:	DEC 08 2015

Rural Economic Development Program Accepting New Applications

Ontario is providing rural communities, businesses and organizations, with funding to help attract investment, create jobs, and boost tourism, through a renewed Rural Economic Development (RED) program.

The RED program is accepting applications on the following dates:

- October 2, 2015 to January 15, 2016
- January 16, 2016 to April 15, 2016
- April 16, 2016 to July 15, 2016
- July 16, 2016 to October 15, 2016
- October 16, 2016 to January 15, 2017

The renewed program has two streams for applications. For projects to qualify under either stream, applicants must demonstrate how their project benefits rural Ontario.

Support for municipalities and not-for-profits remains largely unchanged and will fall under the Community Development Stream. The ministry has made changes for business applicants through the Business Development Stream, which includes a cost-share of up to 20 per cent, to a maximum of \$1 million per project.

With support from the Rural Economic Development program, rural Ontario will be better positioned to:

- Attract investment and create high-value jobs as well as train and sustain a highly-skilled, knowledge-based workforce capable of succeeding in today's global economy
- Promote innovative and creative local industries that can translate ideas into products and services for a global market

Since 2003, the province has invested more than \$185 million in approximately 600 RED program projects, generating more than \$1.2 billion in local economic activity, as well as retaining and creating more than 37,000 jobs.

Top FAQs

Q1. When will this intake close?

A1. Applications must be submitted by Friday January 15, 2016 at 5:00 p.m.

Q2. Why did you need to review the program?

A2. OMAFRA conducted a review of the program to ensure that RED was meeting the needs of businesses, community organizations and rural municipalities, and that it aligned with the government's other business support programs.

Q3. What are the major changes to the program as a result of the review?

A3. The renewed program will now have two streams for applications: a Community Development Stream and a Business Development Stream. Support for municipalities and not-for-profits remains largely unchanged and will fall under the Community Development Stream. This support includes a cost-share of up to 50 per cent, and in exceptional circumstances, up to 90 per cent. There will be no cap on project size.

The ministry has made changes for business applicants through the Business Development Stream, to enhance the program's alignment with current program practices across Ontario, and improve the ministry's ability to support businesses that benefit rural communities.

Support for business applicants now includes a cost-share of up to 20 per cent to a maximum of \$1 million per

project. This cost-sharing level is now in line with other government business support programs such as the Eastern Ontario Development Fund, the Southwestern Ontario Development Fund, and the Northern Ontario Heritage Fund.

All applicants requesting over \$100,000 in provincial funding will have their applications reviewed by a panel of senior ministry officials, prior to a review by the Rural Economic Development Advisory Panel, which will make recommendations to the minister.

To be eligible for RED funding under either stream, projects must benefit rural Ontario. For the RED program, rural Ontario comprises lower-tier and single-tier municipalities that have a population of less than 100,000, or a population density of 100 people per square kilometre or less.

- [Approved RED Projects](#)
- [How to Apply](#)
- [RED Business Development Stream Application Form](#) (PDF - 1.3 MB)
- [RED Community Development Stream Application Form](#) (PDF - 1.3 MB)
- [RED Program Map - Rural and Urban Areas](#)
<<http://ontarioca11.maps.arcgis.com/apps/webappviewer/index.html?id=1d2a44d2634649b49874e24184f3c0e3>> (Text equivalent)

For more information:

Telephone : 1-877-424-1300

Fax: 1-519-826-4336

Email : red@ontario.ca

Public Sector Digest Order Form

AGENDA

Item:	13 (2)
Date:	DEC 08 2015

CLIENT: Township of Prince DATE: November 12, 2015	CONTACT: Peggy Greco TEL: 705-779-2992
ACCOUNT MANAGER: Holly Jennings 519.690.2565 Ext. 2260	

Description	List Price	Annual Support & Web Hosting
Professional Services		
Asset Management Plan (all asset categories)		
<ul style="list-style-type: none"> • Phase 1 – Develop the State of Infrastructure Report • Phase 2 – Desired Level of Service • Phase 3 – Asset Management Strategy • Phase 4 – Financial Strategy 	\$5,500.00 \$2,500.00 \$6,500.00 \$4,000.00	
Additional Items:		
<ul style="list-style-type: none"> • Road Replacement Project Details – Priority Listing¹ 	\$2,000.00	
Project Sub-Total	\$20,500.00	
Less Client Discount	-\$2,500.00	
PROJECT TOTAL	\$18,000.00	

¹Road Replacement Project Details – Within the Roads Asset Category of the document, the top priority road assets will be listed with replacement costs and replacement dates identified for each segment.

Statement of Confidentiality:

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid for 90 calendar days from the date of issue indicated below.

Date of Issue: November 12, 2015

Terms of Payment

- The Professional Services will be invoiced in four equal monthly payments beginning upon execution of the Project Charter.
- Taxes are extra where applicable. (HST, GST, State)
- PSD expenses including airfare, mileage, accommodation, meals, and ground transportation are extra where applicable and subject to prior written approval by the Client.

Term of Agreement

This agreement shall be effective as of the date first executed by an authorized signing officer of the Client.

Authorization

This proposal shall be deemed to have come into force when executed by representatives authorized to bind the respective corporations; The Township of Prince and The Public Sector Digest Inc.

Terms and Assumptions Accepted

BETWEEN:

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

The Public Sector Digest Inc.,
148 Fullarton Street, Suite 1410
London, Ontario N6A 5P3

By: _____
(Print Name)

By: _____
(Print Name)

(Signature)

(Signature)

(Date)

(Date)

Item:	14 a)
Date:	DEC 08 2015



**CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING
CLOSED SESSION MINUTES
November 10, 2015
8:01 p.m. – Council Chambers**

Present: Mayor K. Lamming
Councillors: D. Amadio, I. Chambers, M. Matthews, E. Palumbo
Staff: Clerk, P. Greco

Resolution: 2015-327

Moved by: Councillor D. Amadio Seconded by: Councillor E. Palumbo

Be it resolved that this Council hereby goes into closed session at 8:01 p.m. to consider the following subject matter in accordance with section 239(2) of the Municipal Act:

- a) Approval of the Previous Closed Session Minutes – October 13, 2015
- b) Personal matters about an identifiable individual, including municipal or local board employees – Fire department/First Response
- c) Litigation or potential litigation, including matters before administrative tribunals; - Base Line accident
- d) Personal matters about an identifiable individual, including municipal or local board employees - Roads

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

Councillor agreed to discuss item 14 b) last. Councillor Amadio declared a conflict of interest on this item and left the chambers for this discussion and the remainder of the meeting.

- a) Approval of the Previous Closed Session Minutes – October 13, 2015
Resolution in open council.
- b) Personal matters about an identifiable individual, including municipal or local board employees – Fire department/First Response
Council discussed the options for first response. Councillor Palumbo to discuss them with Fire Chief.
- c) Litigation or potential litigation, including matters before administrative tribunals; - Base Line accident
Clerk to find out if the fee to insurance for investigating liability can be recouped.
- d) Personal matters about an identifiable individual, including municipal or local board employees – Roads
Resolution in open council
- e) Identifiable individual – Award (addendum)

CL Resolution: 2015-003

Moved by: Councillor E. Palumbo Seconded by: Councillor M. Matthews

Be it resolved that this Council hereby agrees to nominate Brittany Agliani for the Rural Ontario Institute's Youth Engagement Showcase. (cd)

Resolution: 2015-328

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

Be it resolved that this Council hereby comes out of closed session at 9:06 p.m, having discussed the closed session agenda items. (cd)

Mayor, Ken Lamming

Clerk, Peggy Greco