



**CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING
AGENDA
September 8, 2015
6:45 p.m. – Council Chambers**

-
1. **Call to Order**
 2. **Approve Agenda**
 3. **Disclosure of Interest**
 4. **Minutes of Previous Meeting**
 - a) August 11, 2015
 5. **Questions and Information Arising out of Minutes and not Otherwise on Agenda**
 6. **Petitions and Delegations**
 - a) none

(Due to other commitments, there is a request from solicitor to waive the procedural by-law and go into closed session for his matter – balance of closed session can resume in the scheduled order.)

7. **Reports from Staff**
 - a) Fire Chief Report
 - b) Road Superintendent Report
 - c) Clerk-Treasurer Report – Expenditure & Revenue Reports
 - d) Investment Policy (deferred from June 9, 2015)
 - e) Admin. Report – Training and Workshops
 - f) Access to Recreation – concept plan for Gros Cap Marina Park
 - g) City Wide – Asset Management Proposal
 - h) Tulloch Engineering – update on 4 shared bridge work
8. **Planning**
 - a) none
9. **By-Laws**
 - a) Sale of real property – 1st and 2nd reading
10. **Motions and Notices of Motions**
 - a) Councillor Mike Matthews – Application for seed funding for feasibility study on Senior Assisted Living facility (resolution deferred at last meeting)
11. **Correspondence** (for your information)
 - a) Communities in Bloom – purchase of trees
 - b) Ontario Aggregate Resources Corp. – Annual Report (in office)
 - c) Rural Ont. Municipal Assoc. (ROMA) – OCIF funding
 - d) SSM Economic Development Corp. newsletter
 - e) Min. of Municipal Affairs and Housing – feedback on review of Acts
 - f) Lake Superior Times – spring 2015

12. **Minutes of Boards and Committees**
 - a) Prince Township Library Board – June 15, 2015

13. **New Business** (will include motions for consideration)
 - a) Apri - Group Benefits Report
 - b) Zone 7 – AMCTO 50th Anniversary Fall meeting
 - c) Second Intake Ontario Community Infrastructure Fund
 - d) Certification part 1 and 2 training schedule - JHSC

14. **Closed Session** (will include motions if required)
 - a) Approval of the Previous Closed Session Minutes – August 11, 2015
 - b) Litigation or potential litigation including matters before administrative tribunals affecting the municipality; – by-law infractions – update from solicitor
 - c) Employee negotiations or labour relations; - planning
 - d) Employee negotiations or labour relations; - benefits

15. **Confirmatory By-law**

16. **Adjournment**

AGENDA

Item: 4 a)
Date: SEP 08 2015



CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING
MINUTES
August 11, 2015
6:45 p.m. – Council Chambers

Mayor Ken Lamming

Councillors: Dave Amadio, Ian Chambers and Mike Matthews

Staff: CAO/Clerk-Treasurer, Peggy Greco, Administrative Assistant, Brittany Agliani, Fire Prevention Officer, Jim Boissineau, and Fire Chief, Ed Haley

Media: Marguerite LaHaye

Delegates: Anthony Rossi of Calam & Rossi Chartered Accountants

Public: Jacob Tomas, Colin and Brenda St. Louis, and Terry Campbell

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

2. Approve Agenda

Resolution 2015-227

Moved by: D. Amadio

Seconded by: M. Matthews

Be it resolved that this Council hereby approves the open and closed session agendas of August 11, 2015 and any addendum, as presented. (carried)

3. Disclosure of Interest

None.

4. Minutes of Previous Meeting

a) July 14, 2015

Resolution 2015-228

Moved by: I. Chambers

Seconded by: D. Amadio

Be it resolved that this Council hereby adopts the minutes of the Regular meeting of July 14, 2015, as presented. (carried)

5. Questions and Information Arising out of Minutes and not Otherwise on Agenda

None.

6. Petitions and Delegations

a) Anthony Rossi of Calam & Rossi Chartered Accountants

Resolution 2015-229

Moved by: M. Matthews

Seconded by: D. Amadio

Be it resolved that this Council hereby approves the 2014 audited Financial Statements as presented by Athony Rossi of Calam & Rossi Chartered Accounts, LLP. (carried)

7. Reports from Staff

a) Fire Chief Report

Resolution 2015-230

Moved by: M. Matthews

Seconded by: D. Amadio

Be it resolved that this Council hereby accepts the Fire Chief's Report, as information. (carried)

b) Road Superintendent Report

Resolution 2015-231

Moved by: D. Amadio

Seconded by: I. Chambers

Be it resolved that this Council hereby accepts the Road Superintendent's Report, as information. (carried)

c) Clerk-Treasurer Report – Expenditure & Revenue Reports

Resolution 2015-232

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

Be it resolved that this Council hereby accepts the Clerk's July 2015 expenditure report amount of \$136, 919.33 and the July 2015 revenue report amount of \$ 240,451.32, as information. (carried)

d) Clerk Report – Prince Museum

Resolution 2015-233

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

Be it resolved that this Council hereby agrees to canvas for a minimum of 3 new members for the museum board; and

Further be it resolved that this Council assumes signing authority for the museum board for expenses approved by the board; and

Further be it resolved that signing authority be as follows:

Council: Mayor Ken Lamming or Councillor Enzo Palumbo and

Staff: CAO Peggy Greco or Deputy Clerk Lorraine Mousseau

2 signatures are required, one from Council and one from staff (carried)

e) Councillor Matthews – Report on AMO Planning Online Course

Resolution 2015-234

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

Be it resolved that this Council hereby accepts Councillor Mike Matthews' report regarding the AMO Online Land use Planning Course, as information. (carried)

8. Planning

a) Minor Variance M5-2015 Application (Tomas)

Resolution 2015-235

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

Be it resolved that this Council hereby approves Minor Variance application M5/2015 with the following conditions:

- o That the subject property is located in an area under the jurisdiction of the Conservation Authority with regard to the Ont. Reg. 176/06 Development, Interference with Wetlands and Alterations to Shoreline and Watercourses, and
- o That a permit from Sault Ste. Marie Region Conservation Authority is required prior to any site grading, excavating, filling, development or construction; and
- o That the subject property is under consideration of the Sault Ste. Marie Region Source Protection Plan as it is within the Significant Groundwater Recharge Area and IPZ-2(Intake Protection Zone 2) and will require a review of any proposed development by the Risk Management Official, and;
- o That the applicant be aware that the Ministry of Transportation's permit control jurisdiction extends 46 meters from the highway property line and 180 metres from the centre point of intersections. A Ministry building and land use permit will be required for any new buildings, well or septic system located within this area, and;
- o That an Engineer's report may be required for any construction where alluvial soil is present, and;
- o The proposed structure be used for the property owners' personal use only. (carried)

- b) Minor Variance M6-2015 Application (St. Louis)

Resolution 2015-236

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

Be it resolved that this Council hereby approves Minor Variance application M6/2015 with the following conditions:

- o That the subject property is located in an area under the jurisdiction of the Conservation Authority with regard to the Ont. Reg. 176/06 Development, Interference with Wetlands and Alterations to Shoreline and Watercourses, and
- o That a permit from Sault Ste. Marie Region Conservation Authority is required prior to any site grading, excavating, filling, development or construction; and
- o That the subject property is under consideration of the Sault Ste. Marie Region Source Protection Plan as it is within the Significant Groundwater Recharge Area and IPZ-2(Intake Protection Zone 2) and will require a review of any proposed development by the Risk Management Official, and;
- o That the applicant be aware that Ministry of Transportation's permit control jurisdiction extends 46 meters from the highway property line and 180 metres from the centre point of intersections. A Ministry building and land use permit will be required for any new buildings, well or septic system located within this area, as well as an entrance permit prior to the construction of any new entrances along Highway 550, and;
- o That an Engineer's report may be required for any construction where alluvial soil is present, and;
- o The proposed structure be used for the property owners' personal use only. (carried)

9. By-Laws

Resolution 2015-237

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

Be it resolved that this Council hereby authorizes the Mayor and CAO/Clerk-Treasurer to enter into the agreement with NOHFC for the hiring of a youth intern for the period of one year. (carried)

10. Motions and Notices of Motions

- a) Councillor Mike Matthews – Report on Prince Assisted Living/Senior Services Committee

Resolution 2015-238

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

Whereas the PALSS committee has identified the need for a feasibility study regarding a Senior Assisted Living facility in Prince Township; and

Whereas the Canadian Mortgage and Housing Corporation (CMHC) offers seed funding for feasibility studies;

Now therefore be it resolved that this Council hereby instruct the CAO to apply for CMHC's seed funding for the above mentioned feasibility study. (deferred)

Resolution 2015-239

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

Be it resolved that this Council hereby adopts By-Law 2015-27, being a by-law to enter an agreement with NOHFC for a youth intern for one year. (carried)

11. Correspondence (for your information)

- a) FONOM – July 27, 2015 Update
- b) Trans Canada Trail – July 29, 2015 Update
- c) Special Investigations Unit – 25th Annual Report (in office)
- d) WOR Association – Copy of Prince Township's Advertisement
- e) Ministry of Northern Development and Mines – Email re: Vacant Northern Development Officer position
- f) Northern Ontario Heritage Fund Corporation – Financial Assistance for Special Projects Coordinator approved

- g) Ministry of Community & Correctional Services – Letter from Wawa
- h) Ontario Energy Board notice to customers re: Union Gas

Resolution 2015-240

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

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

12. Minutes of Boards and Committees

- a) Sault Ste. Marie Region Conservation Authority – May 19, 2015
- b) Algoma District Municipal Association, Spring Meeting – April 11, 2015

Resolution 2015-241

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

Be it resolved that this Council hereby accepts the minutes from the Sault Ste. Marie Region Conservation Authority for May 19, 2015 and the Algoma District Municipal Association, Spring meeting for April 11, 2015, as information. (carried)

- c) Prince Township Assisted Living/Senior Services - May 19, June 23, & July 14, 2015

Resolution 2015-242

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

Be it resolved that this Council hereby adopts the Prince Township Assisted Living/ Senior Services Committee minutes from May 19, June 23 and July 14, 2015, as presented. (carried)

13. New Business (will include motions for consideration)

- a) Haldimand County – Support resolution regarding Vacancy Rebate Program

Resolution 2015-243

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

Whereas a Vacancy Rebate Program, as defined under Section 364 of The Municipal Act and Ontario Regulation 325/01, allows for property tax relief to be granted to eligible business properties when vacant for a minimum of 90 consecutive days; and

Whereas Prince Township does not believe that the Provincial legislation intended that local taxpayers bear the cost of a business/collective bargaining strategy when such "vacancy" is caused by labour disruption, such as an employee lockout/strike; and

Whereas a recent interim decision by the Assessment Review Board to allow for a vacancy tax rebate under these circumstances is precedent setting, unless overturned on appeal;

Therefore be it resolved that the Minister of Finance and Minister of Municipal Affairs be requested to review this legislation from a public policy perspective, to ensure that businesses are not eligible for a reduced property tax burden if the claimed 'vacancy' is a result of a labour disruption. (carried)

- b) City of S.S.M./District of S.S.M. Social Services Administration Board – New Requirements Policy

Resolution 2015-244

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

Be it resolved that this Council hereby authorizes the Mayor and CAO/Clerk-Treasurer to sign the District of Sault Ste. Marie Social Services Administration Board's Reporting Requirement Policy for the Parent Child Resource Centre. (carried)

- c) Perth-Wellington Office – Support resolution for fairness in Provincial Infrastructure Funds

Resolution 2015-245

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

Be it resolved that this Council hereby supports the private member's resolution for Fairness in Provincial Infrastructure Funds as put forward by the Honourable Randy Pettapiece, MPP for Perth-Wellington. (defeated)

- d) The Army, Navy, and Air Force Veterans in Canada – Donation to ANAVETS Magazine

Resolution 2015-246

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

Be it resolved that this Council hereby agrees to purchase a business card sized ad in the ANAVETS Magazine in the amount of \$289.00. (defeated)

- e) Cultural Heritage Conservation Workshop – September 25, 2015

Resolution 2015-247

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

Be it resolved that this Council hereby approves Councillor Mike Matthews' attendance at the Cultural Heritage Conservation Workshop on Friday, September 25, 2015 at the Sault Ste. Marie Civic Centre. (carried)

14. Closed Session (will include motions if required)

Resolution 2015-248

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

Be it resolved that this Council hereby goes into closed session at 7:50 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 – July 14, 2015

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. (carried)

Resolution 2015-249

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

Be it resolved that this Council hereby comes out of closed session at 7:55 p.m., having discussed the closed session agenda items. (carried)

- a) Approval of the Previous Closed Session Minutes – July 14, 2015

Resolution 2015-250

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

Be it resolved that this Council hereby adopts the minutes of the regular Closed Session meeting held July 14, 2015, as presented. (carried)

15. Confirmatory By-law

Resolution 2015-251

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

Be it resolved that this Council hereby passes By-Law 2015-28, being a by-law to adopt, ratify, and confirm the action of Council for August 11th, 2015. (carried)

16. Adjournment

Resolution 2015-252

Moved by: I. Chambers

Seconded by: M. Matthews

Be it resolved that this Council hereby adjourns at 7:57 pm until September 8, 2015 or the call of the Chair. (carried)

Mayor, Ken Lamming

CAO/Clerk-Treasurer, Peggy Greco

Item: 7A
 Date: SEP 08 2015



Prince fire
 We serve to save.

FIRE CHIEF REPORT

Report To:	Reeve and Council	Fire Chief Report 01-0009
From:	Ed Haley, Fire Chief	
Meeting:	Regular Council	
Meeting Date:	September 8, 2015	
Subject:	Fire Department Update	

Tuesday September 8, 2015

A Municipal Fire Ban has been put in place at the end of July and was removed on August 20, 2015. Compliance throughout the township was positive with only a few minor issues arising. More signage is required to inform the public of fire bans and the need to have a burning permit.

We are planning a training day on Saturday September 26, 2015. We will be working with our new gas monitor and foam induction system to become familiar with their operation. We will also be practicing hydrant pulls, hose lays, water shuttles, pumper operations, fire streams and Incident Management.

The tanker has recently had an annual inspection and costs were higher than budgeted for but we anticipate cost savings on the pumper and rescue this year so overall the three apparatus combined should receive their annual inspections within budget.

Medical calls have been consistent.

Training continues.

Respectfully,

Ed Haley

Ed Haley
 Fire Chief



Item: <u>7b</u>
Date: <u>SEP 08 2015</u>

ADMINISTRATIVE REPORT

Date: September 2, 2015	Date Presented: September 8, 2015
Prepared By: Brian Evans	Department: Transportation
Subject: Roads report	

HARPER DRIVE--good condition.

PINDER DRIVE--good condition.

DOUGLAS DRIVE--good condition

IRONSIDE DRIVE—good condition

MARSHALL DRIVE--good condition

TAILFER ROAD—has been graded and some boulders have been removed

HEYWOOD DRIVE--good condition

MOUNTAINVIEW DRIVE—good condition; some touch ups needed to be done.

DEANS ROAD--good condition

WALLS ROAD--good condition

BASE LINE—good condition; one small pothole near intersection of Gagnon Road and I have called Ellwood Robinson about it.

GAGNON ROAD—good condition

TOWN LINE—still under construction at North bridge

PRINCE LAKE ROAD—good condition; was graded on September 1, 2015.

PRINCE LAKE ROAD NORTH—needs gravel

HILL ROAD—good condition

CREEK ROAD—rough; needs gravel.

I have asked one of the summer students to stay on because of time needed off by Road Crew Staff.

Respectfully yours,
Brian Evans
Prince Township Roads Superintendent

**Prince Township Expenditure Report
Aug-15**

chq #	Date	Name	Description	Amount
2023 - 2064	8/31/2015	Payroll	Payroll - Admin, Roads, Day Camp	\$33,227.24
6190	8/4/2015	Bell Canada	July phone bill	\$441.03
6191	8/4/2015	Workplace Safety and Insurance Board	July remittance	\$1,110.71
6192	8/4/2015	Airways General Store	fuel for pumper, truck, lawn mower & water	\$415.21
6193	8/4/2015	OMERS	July remittance	\$2,382.26
6194	8/4/2015	Receiver General	July remittance	\$6,233.88
6195	8/4/2015	RELIABLE MAINTENANCE PRODUCTS	cleaning supplies	\$70.61
6196	8/4/2015	Francotyp-Postalia Canada Inc.	Postage meter lease	\$169.33
6199	8/6/2015	Waste Management of Canada Corporation	cardboard pickup	\$520.09
6200	8/6/2015	Brian Evans	truck expense reimbursement - mileage	\$312.96
6201	8/6/2015	Atlas Auto Parts	batteries for hand helds	\$73.39
6202	8/12/2015	Archibald Bros.	equip rental july-grader, mower, sweeper, backhoe	\$1,883.71
6203	8/12/2015	void		\$0.00
6204	8/12/2015	Lyons TIM-BR Mart	keys, material for fire ban signs	\$105.27
6205	8/12/2015	Public Utilities Corporation	streetlights for july	\$1,636.18
6206	8/12/2015	WirelessCom Ca Inc.	internet	\$172.89
6207	8/12/2015	Airways General Store	fuel for recycling, rescue truck, chev and weed whipper	\$256.71
6208	8/12/2015	Construction Equipment Co. (Sault) Inc.	repairs to weed whipper	\$154.26
6209	8/12/2015	Steve Rouble	cemetery survey	\$45.20
6210	8/12/2015	Battlefield Equipment	generator and battery for rescue vehicle	\$4,265.75
6211	8/12/2015	Orkin Canada Corporation	pest control	\$53.11
6212	8/12/2015	RELIABLE MAINTENANCE PRODUCTS	hand soap, broom handle, garbage bags for roads	\$187.33
6213	8/12/2015	City of Sault Ste Marie	tipping fees	\$525.70
6214	8/14/2015	Wishart Law Firm	prince lake letters	\$293.80

AGENDA
 Item: 7c
 Date: SEP 08 2015

6215	8/14/2015	Peggy Greco	July mileage	\$29.28
6216	8/14/2015	JENNIFER COUDERT	Day Camp refund - cancellation	\$21.00
6217	8/14/2015	BRUCE WURDEMAN	Day Camp refund - cancellation	\$175.00
6218	8/20/2015	City of Sault Ste Marie	tipping fees	\$286.30
6219	8/20/2015	Royrat Lease Finance	photocopier lease aug & sept	\$398.00
6220	8/20/2015	Lyons TIM-BR Mart	paint for lines on fire hall floor	\$35.15
6221	8/20/2015	Spectrum 2000	4 pagers and batteries	\$2,320.57
6222	8/20/2015	Airways General Store	fuel equip van, roads truck	\$239.15
6223	8/20/2015	Trio	oil for chipper and oil change for tanker and equipment van	\$395.93
6224	8/20/2015	Algoma Office Equipment	photocopies	\$231.49
6225	8/20/2015	Phoenix Fire Protection	testing of scba's and bracket for 20lb extinguisher	\$193.80
6226	8/20/2015	TSC Stores L.P.	t-bar steel posts - mountainview dr.	\$441.45
6227	8/20/2015	Brandi McCallum	Day Camp refund - cancellation	\$72.00
6228	8/20/2015	Tamarah Tyczinski	newsletter deliveries	\$100.00
6229	8/20/2015	TMS Truck Centre Ltd.	Annual inspection and repairs on tanker	\$2,407.20
6230	8/20/2015	Ed Haley	ethernet cable, wireless adapter, printer cartridge	\$164.26
6231	8/20/2015	Corix Water Products LP	2 culverts for mountainview drive	\$1,049.55
6232	8/20/2015	GFL Environmental Inc.	recycling	\$170.90
6233	8/20/2015	RELIABLE MAINTENANCE PRODUCTS	garbage bags and mop head	\$75.04
6234	8/20/2015	Andrew's Tree Removal Inc.	tree and stump removal - GC cemetery and marina park	\$3,107.50
6235	8/20/2015	OE CANADA INC.	toner cartridge	\$47.46

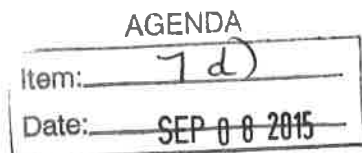
\$66,497.65

AGENDA

Item:	7 c
Date:	SEP 08 2015

**Prince Township Revenue
Aug-15**

Day Camp	\$6,679.00
Building Permits	\$356.00
Fees - foreign & wire transf	\$125.00
Hall Rental	\$175.00
Newsletter ads	\$5.00
Bag Tags	\$14.00
Student Grant - Day Camp	\$1,940.75
Culvert Installation Fee	\$475.00
Student Grant - Roads	\$2,072.00
Tax Certificate	\$30.00
Opening & Closing	\$400.00
Property Taxes	<u>\$310,316.16</u>
	\$322,587.91



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

Fw: Group Benefits-Renewal/Marketing Report/Benefit Bonus Fund (HCSA)

Brad Gerrior <brad.gerrior@apriinc.com>
To: Peggy Greco <pgreco@twp.prince.on.ca>

3 September 2015 at 12:38

Hi Peggy,

As per our conversation yesterday, included are a few notes regarding your upcoming group benefit renewal and our previous discussions regarding benefit coverage for the part time employees.

We believe the renewal presented by Benefits by Design to be a fair renewal. Based on the demographics at renewal, we are looking at an 11.36% decrease in overall premiums over the previous year (8.6% overall decrease in premiums over the last two years based on the demographics at renewal).

It is important to make sure that the employee salaries are up to date. When we meet next week we will review the discussion points in more detail along with the current plan design along with other available benefit options and funding arrangements to make sure the benefit program continues to meet the specific needs of the Township.

As previously discussed, there are currently two employees who work for the Corporation of the Township of Prince on a part-time basis (Seasonal). Both employees currently work 40 hours a week for 6 months of the year (summer) and between 12-15 during the winter months.

With Benefits by Design, the minimum requirements to qualify for benefit coverage can be set at 20 hours per week (minimum-no exceptions). Based on this information, the seasonal employees would still not be eligible for benefit coverage under the current program.

Based on the information above, we went to other carriers to see if we could get an exception made to include benefit coverage for the seasonal employees. Manulife provided a proposal that includes the seasonal employees with similar benefit coverage to the current program (with the exception of the long-term disability benefit-not available). Sun Life also provided a proposal with the minimum set at 15 hours a week on an exception basis to include the seasonal employees (Again similar benefit plan however, no long-term disability benefit).

Page 18 of our renewal report includes the costing from both Manulife and SunLife if you were to proceed as per the details noted above. As you can see in our report that although we felt the renewal with Benefits by Design to be fair, both carriers are showing additional overall savings over the revised renewal with Benefits by Design based on the updated demographics including the seasonal employees (we can discuss in more detail when we meet).

We also looked at options for the seasonal employees outside a traditional benefit program. One option was a to provide a healthcare spending account to the seasonal employees in lieu of benefits. An other option could be to look at individual health and dental program for these employees as well.

As discussed, once we have direction from council as to how they would like to proceed (if they are looking to provide coverage for the seasonal employees or not), we can better design a program to meet the specific needs of the Township.

We will discuss in more detail at our meeting on the 15th and formulate our game plan from there.

If you have any questions or if you want to discuss in more detail, please let me know.

All the best,

BRAD GERRIOR

CONSULTANT, MANAGER NORTHERN ONTARIO

APRI INSURANCE SERVICES INC.

LIVING AS PLANNED

1527 Paris Street

Sudbury, ON P3E 3B7



ADMINISTRATIVE REPORT

AGENDA

Item: 7 d)
Date: SEP 08 2015

deferred from June.

Date: June 4, 2015	Date Presented: June 9, 2015
Prepared By: Peggy Greco	Department: General Government
Subject: Investment policy	

In order to maximize return on our investments, it is necessary to have an investment policy.

Currently we are taking advantage of Guaranteed Investment Certificates and interest bearing savings accounts. However, through AMO and the financial institutions there are other investments that still fall under the allowable investments that could be earning higher rates of return. With an investment policy, it provide the authority for the Treasurer to make these investments.

Respectfully,

Peggy Greco

**The Corporation of the Township of Prince
Investment Policy**

AGENDA

Item:	7 d)
Date:	SEP 08 2015

Purpose

The goal of the investment policy shall be to set out the guiding principles and establish a statement of the investment policies and goals for the purpose of investing public funds while meeting the related statutory requirements.

Legislative and Administrative Authorities

- Section 418 to Section 420 of the *Municipal Act*, 2001
- Ontario Regulation 438/97, Eligible Investments and Related Financial Agreements, as amended

Definitions

1. Policy

It is the policy of the Corporation of The Corporation of Prince to ensure

- 1.1 All investments are in compliance with O.Reg.438/97 and with s.418 to s.420 of the Municipal Act
- 1.2 Preservation of capital
- 1.3 Maintenance of liquidity
- 1.4 Competitive return on investments

2. Scope

This investment policy applies to any investment of the financial assets of the Township of Prince, including Current, Capital, Reserve and Trust Funds.

3. Authorized Investments

The eligible securities are prescribed under Ontario Regulation 438/97 attached as Schedule 'A' to this policy more specifically only those issued or guaranteed by the following institutions or their agencies:

- i. The Government of Canada
- ii. The Provinces of Canada
- iii. Ontario Municipal Governments
- iv. A bank listed in Schedule "I" and "II" or "III" to the *Bank Act (Canada)* attached as Schedule 'B' to this policy,
- v. A loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*
- vi. A credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994* applies

The Township of Prince will be permitted to take advantage of investments offered by qualified investment brokerage houses, such as RBC Dominion Securities, Wood Gundy Inc. or Local Authority Services Limited and the CHUMS Financing Corporation acting together as the Municipality's agent for investing in ONE – The Public Sector Group of Funds, as circumstances dictate.

4. Currency

The Municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O.Reg.438/97, s.6 (1).

5. Reporting

The Treasurer or designate has a specific responsibility to prepare and provide, at least annually, an annual investment report to council as per O.Reg.438/97, s.8(1). This report shall contain the following information:

- 5.1 A statement about the performance of the portfolio of investments of the municipality during the period covered by the report.
- 5.2 A description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report.

- 5.3 A statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality; and
- 5.4 A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.

6. Authority

Authority to invest public funds is derived from section 418 to section 420 of the *Municipal Act*, 2001. In accordance with section 418(5) of the *Municipal Act*, management responsibility for the investment program of the municipality is hereby delegated to the Treasurer.

This policy is approved by Resolution 2015- of the Council of The Township of Prince
this 9th day of June, 2015.

Mayor, Ken Lamming

CAO/Clerk-Treasurer, Peggy Greco

ADMINISTRATIVE REPORT

Date: September 2, 2015	Date Presented: September 8, 2015
Prepared By: Peggy Greco	Department: General Government
Subject: Training and conferences	

There are four sessions that I have budgeted for and have attended in the past. The agendas are attached for your perusal.

The Zone 7 zone meeting is being hosted by the Central Algoma municipalities, including Prince, and is being held in Sault Ste. Marie Oct 22 and 23. (Agenda not yet finalized)

Conference cost -	\$ 95.00	
One group dinner	<u>40.00</u>	(other meals are included or will be taken at home)
	<u>\$135.00</u>	

Planning Conference & Treasurer's Conference (Sept 23, 24 & Nov. 4, 5 respectively) Agenda attached for planning – not yet finalized for Treasurer's but will include asset management, internal controls for municipalities, municipal services corporations, Infrastructure Ontario.

For Each	
Mileage (640 km)	\$ 307.20
Conference fee	135.00 (for planning forum only)
meals (3 suppers)	120.00 (supper Sept. 22, 23, 24 & Nov 3, 4, 5)
hotel	<u>232.78</u> (2 nights – includes hst)
for planning	\$ <u>659.98</u>
for both:	<u>\$1,184.96</u>

USTI Annual Forum (training on the software that we use for our accounting (including GL, payroll, taxes, assets, etc.) Oct 29, 30

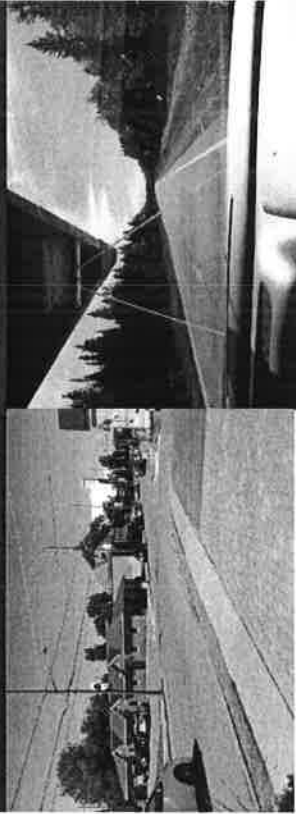
Mileage (685 each way)	\$ 657.60
Conference fee	254.25
meals (3 suppers)	120.00 (supper Oct 28, 29, 30)
hotel	<u>273.46</u> (2 nights – includes hst)
	<u>\$1305.31</u>

Total \$2,625.27 (Total training and travel budget remaining prior to these – \$2,904.03)

Respectfully submitted,
Peggy Greco

2015

Northeastern Ontario Planning Authorities Workshop



Designing Change

MSO-N (Sudbury) Planning Authorities Workshop

September 23 - 24, 2015

Holiday Inn

1696 Regent Street, Sudbury

September 23: Day One - Morning

7:30-8:30

Registration / Breakfast

8:45: 9:00

Opening Remarks

Bridget Schulte-Hostedde, MMAH

9:00-10:00

Keynote: 140 Characters Closer to a Better Community

Not your parents' PowerPoint. This is a creative and entertaining talk filled with videos, animation and images designed to infuriate, inform, and inspire. Planner, Artist and Writer Robert Voigt will provide participants with effective strategies for becoming the change agents and creativity catalysts that our communities need now to bring them into a future of success.

Speaker: Robert Voigt, Cambium Inc.

Facilitator: Bridget Schulte-Hostedde, MMAH

10:00-10:15

Mini Session: Community Hubs

Speaker: Wendy Kaufman, MMAH

10:15-10:30

Health Break

10:30-11:30

Sustainable Communities

This presentation will outline the steps and considerations involved in the preparation of North Bay's Official Plan. The presentation will look at the types of background work that was undertaken in preparation of the Plan, the factors involved in developing official plan policy, as well as a discussion of the City's experience with implementation.

Speaker: Bev Hillier, City of North Bay

Facilitator: Dave Welwood, MMAH

11:30-12:00

Ministry Speed Updating

Get to know your partner ministry contacts in this rapid-fire rundown of what's new at MOECC, MNRF, MTO, OMAFRA, and MNDM.

Facilitator: Matt Alexander, MMAH

12:00-1:00

Lunch (1 hour)

AGENDA

Item: 7e)

Date: SEP 08 2015

1:00-1:15Mini Session: Linking Land Use & Asset ManagementPlanning

Speaker: Wendy Kaufman, MMAH

1:15-2:15Climate Change: Adaptation & Implementation

This presentation will provide us with a glimpse of the City's Climate Change Adaptation Master Plan, which highlights Thunder Bay's efforts to plan for the potential impacts and risks associated with a changing climate.

Speaker: Curniss McGoldrick, City of Thunder Bay

Facilitator: Dave Welwood, MMAH

2:15-3:15What Do Conservation Authorities Really Do?

Learn about the North Bay Mattawa Conservation Authority's new 2015-2015 Integrated Watershed Management Strategy and their Municipal Plan Review Services. Paula will also provide an update on the current review of the Conservation Authorities Act.

Speaker: Paula Scott, NBMCA

Facilitator: Lise Roy, MMAH

3:15-3:30Health Break3:30-4:00Aligning Housing and Homelessness Plans with Official Plans

Housing and Homelessness Plans have been in effect since early 2014 across the northeast. Learn about the affordable housing strategies in these plans and how these can tie into your official plan.

Speakers: Steve May, Senior Housing/Planning Advisor, MMAH

4:00-4:45Municipal Approaches to Planning for Wildland Fire

A presentation on the history of planning for forest fires in northeastern Ontario, and the role of municipalities in planning for wildland fires.

Speakers: Cindy Welsh, City of Timmins & Peter Tonazzo, City of Sault Ste. Marie

Facilitator: Dave Welwood, MMAH

4:45-6:30Closing Remarks & Meet and Greet

Please come share some refreshments and network with your colleagues.

7:30-8:30Registration / Breakfast8:30- 8:45Morning Address / Acronym Jeopardy

Bridget Schulte-Hostedde, MMAH

8:45-9:00Mini Session: When Do You Contact MMAH?

Speaker: Wendy Kaufman, MMAH

9:00-10:15Roads, Right of Ways and Easements

This interactive session will explore specific situations and solutions relative to development and municipal road allowances, right of ways and easements. Time permitting, Mr. Veldboom will also provide insight and his experiences with respect to Planning Act contraventions.

Speaker: Edward B. Veldboom, MSC, Pl. LLB/Christie Russell Law Firm

Facilitator: Lise Roy, MMAH

10:15-10:30Health Break (15 minutes)10:30-10:45Mini Session: How Does That Policy Work?

Speaker: Wendy Kaufman, MMAH

10:45-12:00All About Surveying

At this practical session you will learn about the various types of plans and how to read them, the difference between deposited versus registered plans, overlapping plans/layers (which takes precedence), what planning authorities should look for on a survey when issuing final approval and when and how are Property Identifier Numbers (PINs) assigned to new lots.

Speaker: Terry DelBosco, Tulloch Engineering

Facilitator: Anna Jansons, MMAH

12:00-1:00Lunch (1 hour)

Agenda 'At-a-Glance'

MSO-N (Sudbury) Planning Authorities Workshop
September 23 - 24, 2015- Holiday Inn Sudbury

Ministry of Municipal Affairs and Housing
Municipal Services Office—North (Sudbury)

Day 1: Tuesday September 23rd

Contacts – Planning

Name	Phone	Email
<u>Planners</u>		
Matt Alexander	(705) 564-6845	Matt.Alexander@ontario.ca
David Welwood	(705) 564-6855	David.Welwood@ontario.ca
Christopher Brown	(705) 564-6852	Christopher.Brown3@ontario.ca
Lise Roy	(705) 564-6860	Lise.Roy@ontario.ca
<u>Assistant Planners</u>		
Anna Jansons	(705) 564-6859	Anna.Jansons@ontario.ca
Lindsey Gradeen	(705) 564-7128	Lindsey.Gradeen@ontario.ca

Business Support

Officer

Toni Tessarolo (705) 564-6813 Toni.Tessarolo@ontario.ca

Team Lead

Wendy Kaufman (705) 564-6802 Wendy.Kaufman@ontario.ca

Manager

Bridget Schulte—
Hostedde (705) 564-6817
Hostedde@ontario.ca

Time	Session
7:30-8:30	Registration/Breakfast
8:45-9:00	Opening Remarks
9:00-10:00	Key Note: 140 Characters Closer to a Better Community
10:00-10:15	Community Hubs
10:15- 10:30	Health Break
10:30-11:30	Sustainable Communities
11:30-12:00	Ministry Speed UpDating
12:00-1:00	Lunch
1:00-1:15	Linking Land Use and Asset Management
1:15-2:15	Climate Change: Adaptation & Implementation
2:15-3:15	What Do Conservation Authorities Really Do?
3:15- 3:30	Health Break
3:30-4:00	Aligning Housing and Homelessness Plans and Official Plans
4:00-4:45	Municipal Approaches to Planning for Wildland Fire
5:00-6:30	Closing Remarks & Meet and Greet

Day 2: Wednesday September 24th


Time	Session
7:30-8:30	Registration/Breakfast
8:30-8:45	Morning Address & Acronym Jeopardy
8:45-9:00	When Do You Contact MMAH
9:00-10:15	Roads, Right of Ways and Easements
10:15-10:30	Health Break
10:30-10:45	How Does That Policy Work?
10:45 - 12:00	All About Surveying
12:00-1:00	Lunch
1:00-1:45	Culture & Planning
1:50-2:35	Planning for Agriculture in the North
2:40-3:25	Municipal Cottage Lot Development Opportunities on Crown Land
3:30-3:45	Closing Remarks
3:45-4:30	Meet 1:1 with your MMAH Planner

Google Maps **Holiday Inn Sudbury to 3042 Second Line W** Drive 320 km, 3 h 37 min


Holiday Inn Sudbury

1696 Regent Street, Sudbury, ON P3E 3Z8


Get on Trans-Canada Hwy/ON-17

-  1. Head southeast on Regent St/Greater Sudbury Regional Rd 46


4 min (3.2 km)

-  2. Turn right onto Long Lake Rd/Greater Sudbury Regional Rd 80 S

550 m


-  3. Use the right lane to take the ON-17 W ramp to Sault Sainte Marie

1.9 km


-  3. Use the right lane to take the ON-17 W ramp to Sault Sainte Marie

800 m


Continue to Sault Ste. Marie

-  4. Merge onto Trans-Canada Hwy/ON-17


3 h 14 min (300 km)

-  5. Turn right onto S Market St


298 km

-  6. Continue onto McNabb St


350 m

-  7. Turn right onto Trans-Canada Hwy/ON-17


550 m

-  Turn left onto Second Line E/Trans-Canada Hwy/ON-17


1.9 km

-  Turn left onto Second Line E/Trans-Canada Hwy/ON-17

18 min (16.4 km)

-  Continue to follow Second Line E

18 min (16.4 km)

-  Destination will be on the right

18 min (16.4 km)

3042 Second Line W

Sault Ste. Marie, ON P6A 6K4

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

USTI CANADA USERFORUM OCTOBER 29-30, 2015

JUSTImagine the possibilities...

HOTEL AND REGISTRATION

USTI is pleased to invite you to our 2015 Canadian UserForum on October 29th and 30th. We invite you to stay at Best Western using our discounted hotel rate.

Hotel Price

\$121-\$131 Hotel Rate

- Deadline September 13, 2015
- Make hotel reservations directly to: Best Western Lamplighter Inn
 - 591 Wellington Rd S., London, ON, N6C 4R3, Canada, 866-925-8648

Conference Price

Per person after Early Bird Registration: \$265.55

- Early Bird Discounted Rate
 - One person: \$254.25
 - Three or more attending: \$242.95
- Full refunds until September 29, 2015
- No refunds after September 30, 2015
- All prices are CDN and include HST

Conference Contact Information

Phillip Truong, 972-830-3417, Phil.Truong@UnitedSystem.com



Conference Agenda

Opening Session		Day 1- Thursday, Oct 29th 2015	
12:30 pm - 12:40 pm		Opening Remarks By Randy McGee	
L o c a t i o n			
12:50 pm - 1:50 pm		asyst:Financial 1	Keystone:Facilities Scheduler
1:55 pm - 2:55 pm		asyst:Financial 2	Keystone:Bylaw Index Keystone:Voter Notification
2:55 pm - 3:10 pm		Break	
3:10 pm - 4:10 pm		asyst:Payroll 1	asyst:Utility Billing 1
4:15 pm - 5:15 pm		asyst:Payroll 2	asyst:Utility Billing 2
5:30 pm - 7:00 pm		Social - Hospitality Suite	
7:00 pm - 8:00 pm		Dinner	
Final Session		Day 2 - Friday, Oct 30th 2015	
7:00 am - 7:45 am		Breakfast	
8:00 am - 9:00 am		asyst:Financial Round Table	asyst:Property Tax 1
9:05 am - 10:05 am		asyst:Payroll Round Table	asyst:Property Tax 2
10:05 am - 10:20 am		Break	

2

USTI
 1430 Valwood Pkwy
 Suite 130
 Carrollton, TX 75006
 (972) 767-3488 Fax

www.UnitedSysTech.com
[www.Facebook.com/UnitedSysTech](https://www.facebook.com/UnitedSysTech)
 Toll Free (800) 456-8784

KEYSTONE
 COMPUTER RESOURCES
JUSTImagine...

 		
10:20 am - 11:20 am	Keystone: Lottery Licencing	asyst: Property Tax Round Table
11:25 am - 12:25 pm	Keystone: Program Management	asyst: Utility Billing Round Table
12:30 pm - 12:40 pm	Closing Remarks by Randy McGee	

ROUNDTABLES

Round tables are an open discussion of suggestion for enhancements for future development of the **asyst** program.

asyst:Financial 1 & 2

This session will cover more advance functions of General Ledger, Accounts Payable, Purchase Orders and Accounts Receivable. This will include Budgeting, Understanding Reports, eCheck for AP, Manual Liquidation of Purchase Orders, Finance Charges/Penalties, using Recurring Journal Entries and Accounts Payable Invoices and other advanced features.

asyst:Payroll 1 & 2

This session will cover advanced features of Payroll. This will include setting up Direct Deposit, Understanding Leave Types, Using Paygroup features, Retro Pay, Class/Step/Grade, using the interfaces to other modules, a review of Report Manager and other advanced features.

asyst:Utility Billing 1 & 2

This session will cover the advanced processes in Utility Billing. This includes Automated Deposit Refunds, Processing Extension, Managing Actions, Credit Actions Warnings, Automatically Charging NSF, Understanding Proration, Disconnect fees and other advanced features.

asyst:Property Tax 1 & 2

This session will cover basic and advance processes in Property Tax. This includes, Understanding Parcel Inquiry, Entering Payments, Processing Penalties, Billing, Supplements and Write offs and other advanced features.

Keystone: Facilities Scheduler

This session will give you an overview of the Facilities Scheduler Module. This includes scheduling bookings for customers, creating contracts, creating invoices for customers, payment processing and additional features.

Keystone: Bylaw Index & Voter Notification

This session will give you an overview of the Bylaw Index & Voter Notification Modules. This includes Maintaining ByLaws, searching ByLaws, linking records to electronic copies of Bylaws. Voter Notifications include importing the voter lists from MPAC, producing voter lists and notification cards, tracking who voted and additional features.

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USTI
1430 Valwood Pkwy
Suite 130
Carrollton, TX 75006
(972) 767-3488 Fax

www.UnitedSysTech.com
www.Facebook.com/UnitedSysTech
Toll Free (800) 456-8784


JUSTImagine...



Keystone: Lottery Licensing

This session will give you an overview of the Lottery Licensing Module. This includes keeping track of the organization that you issue the licenses to, maintaining membership list, establish rates for license fees by lottery type, printing licenses on the AGCO forms and additional features.

Keystone: Program Registration

This session will give you an overview of the Program Registration Module. This includes defining courses/programs, defining rates and requirements, registering individuals, creating invoices and additional features.



Registration

USTI UserForum 2015

Badge Information (Please Print Clearly)	
Name	
Title	
Organization	
City/Province	
E-mail Address	

**Early Registration for the event ends September 13, 2015 is: \$254.25 CAD per person
Includes Tax**

**Early Registration for 3 or more is: \$242.95 CAD per person
Includes Tax**

**Late Registration starting September 16, 2015 is: \$265.55 CAD per person
Includes Tax**

How to Register

**Cheque # _____
or PO # _____**

Fax or e-mail this form to phil.truong@unitedsystech.com

Email:

Fax #: 972.767.3488

Please mail your cheque to USTI 1430 Valwood Pky Suite 130 Carrollton, TX 75006





Access Recreation Group, LLC

Cindy Burkhour, MA, CTRS, CPRP

2454 Lamplighter Drive, Jenison, MI 49428-9127

Phone (616)669-9109 Mobile (616)560-2378

AccessRecreationGroup@juno.com

AGENDA

Item: 7 + 1
Date: SEP 08 2015

August 28, 2015

Lake Superior Water Trail Communities

Launch Site Accessibility Evaluation

Launch Site Development Plan

Launch Site Photos

Hello everyone!

Thank you all so much for your participation in our Lake Superior Water Trail Launch Site Accessibility Evaluations in July. Enclosed you will find your individual Launch Site Accessibility Report, Launch Site Development Plan and Launch Site Photos.

The Launch Site Accessibility Report outlines site design recommendations for making your stop on the Lake Superior Water Trail universally accessible to all paddlers of all abilities. I've included recommendations for placement of all products you will be receiving from the grant as we discussed. I have also made recommendation for consideration affecting accessibility in the development of future site amenities. It is important to remember that these recommendations are for creating universal accessibility and do indeed go above and beyond the minimum requirements of the accessibility requirements for the province and the country. Also understand that those minimum accessibility design requirements are the "worst you are allowed by law to do for access" & by only complying with those minimum standards you are choosing to make your environment as difficult to use for people with disabilities as you are legally allowed to do... This is why for this project we are advocating for good universal design that makes your launch site accessible to and usable by people of all abilities and ages together!

The Launch Site Development Site Plan is your very own artistic rendering (hand drawn & colored by me personally ☺) of what we decided as a group was the recommended placement of all site amenities, which includes those you are receiving from the grant as well as recommendations for other future universally accessible amenities.

The Launch Site Photos file includes the individual high resolution photos from the report and each shot stars all of your smiling faces as you created the images of the spaces and places for the launch site amenities. I find that it's helpful some times to be able look more closely for positioning and sizing of placement of amenities. You can also use these to develop some very creative before & after images that will contrast the plan vs the outcome!

These documents are to help guide your work going forward to plan implementation and construction. As I mentioned, some aspects of the plans may be beyond the scope of the funding received for the TCT water trail grant. However, the documents provide comprehensive accessible launch site guidance that your community can work toward as they strive to become universally accessible. Your team may want to explore additional funding sources to complete the plans we discussed at the site visit.

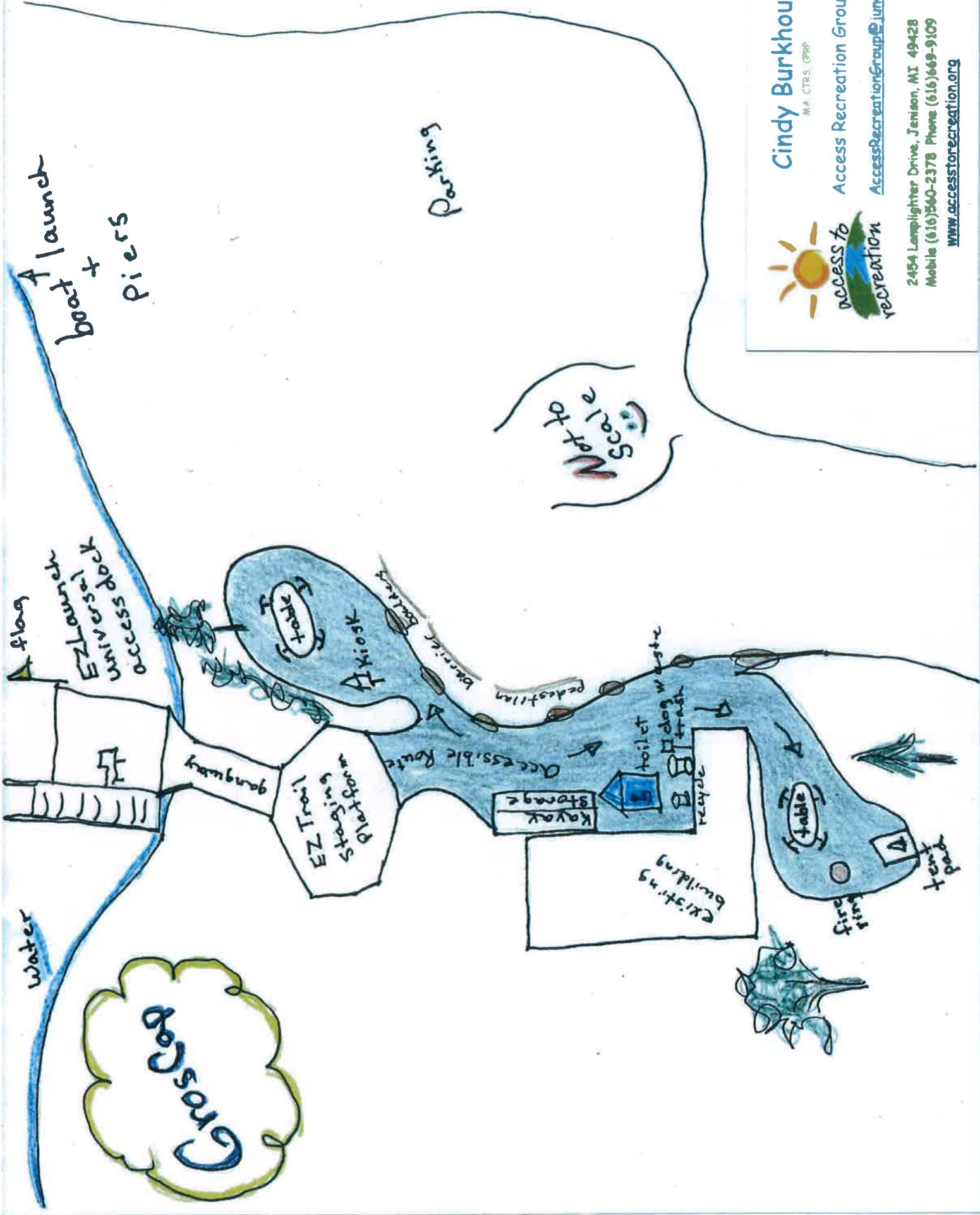
I will be back to visit when you begin installation of your accessibility features to make sure your infrastructure construction of spaces, places and routes creates the universal accessibility that the plan is designed to develop.

I look forward to working with you all as you move forward. Please don't hesitate to contact me or Robin Dose if you have questions regarding these reports or site plan.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia K. Burkhour".

Cynthia Kay Burkhour, MA, CTRS, CPRP
Inclusion, Universal Design and Accessibility Specialist



Cindy Burkhour
 IMA, CTRS, CPRP

Access Recreation Group,
AccessRecreationGroup@juno.com

2454 Lamplighter Drive, Jenison, MI 49428
 Mobile (616)560-2378 Phone (616)649-9109
www.accessrecreation.org

Photo	Location Description	Accessibility Feature Design Recommendations
	<p>Information kiosk near picnic table next to the launch</p>	<p>Create a paddlers plaza & locate the kiosk near the top of the accessible route from the launch. Place on & surround with accessible surface route at least 4' wide and connected to the surface of the picnic table (see drawing)</p>
	<p>Future Element ... Paddle in campsite to include accessible picnic table, accessible fire ring (if open fires are allowed) and accessible tent pad</p>	<p>Consider adding a paddler's only campsite with accessible picnic table, accessible fire ring and accessible tent pad. Locate in the shaded area north of the boathouse and connected by accessible surfaced routes from the launch and toilet. (see drawing)</p>



Photo	Location Description	Accessibility Feature Design Recommendations
	<p>Kayak/canoe storage lockbox</p>	<p>The kayak/canoe storage lockbox will be about 8' wide & 22' long. The paddler should be able to carry their vessel and slide it into the box without making a sharp turn, in other words parallel to the accessible route from the launch.</p> <p>For safety... create a pedestrian protection barrier with boulders to keep cars driving on the pedestrian route (see drawing)</p>
	<p>Photo</p> <p>Location Description</p> <ul style="list-style-type: none"> Toilet Bear proof trash Bear proof recycle Dog waste 	<p>Accessibility Feature Design Recommendations</p> <p>Locate Clivus Multrum toilet on the accessible route from the launch</p> <p>Place trash, recycle, & dog waste next to toilet and locate on the accessible route</p>





Photo	Location Description	Accessibility Feature Design Recommendations
	<p>Staging platform made of EZ trail sections</p>	<p>Because water levels tend to fluctuate, a staging platform is recommended made of EZ Trail (floating board walk) with connecting gangway to the EZ Launch at water's edge. Staging area should be approximately 20' X 20' to accommodate staging for launch/recovery of larger sea kayaks used by transient paddlers. Staging platform is connected to the accessible route via a gangway/transition plate @ less than 5% slope.</p>
Photo	Location Description	Accessibility Feature Design Recommendations
	<p>Picnic table (sunny location near launch)</p>	<p>Locate one accessible picnic table near the launch, place on accessible surface & fully surrounding the table at least 4' beyond the benches and connected to the accessible route to the launch & to the toilet.</p>

Photo	Location Description	Accessibility Feature Design Recommendations
	<p>EZ Launch Universal access dock</p>	<p>One way launch left side perpendicular to shore, tucked up as close to shore as possible. Gangway connects to staging platform made of EZ Trail (see photo #3)</p> <p>If a staging platform is not provided then an accessible route @ less than 5% slope and long gangway @ less than 5% slope will be needed to provide a route to the EZ Launch during all water levels route location indicated by the photo to the left</p> <p>Create an accessible route 10' - 12' wide with slopes of less than 5% to connect launch to all site amenities.</p>
	<p>Flag on launch</p>	<p>Mount Lake Superior Water Trail Flag (EZ Access top flag) on launch at the far right (sw) corner of launch furthest out into the water.</p>



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AccessRecreationGroup@juno.com

Gros Cap

Launch Site Accessibility Evaluation & Design Recommendations

Friday, 7/10/15, 2:30 - 4:30pm

Peggy Greco

705-779-2992

Grant Services & Amenities:

Site design consultation & recommendations

EZ Launch universal access dock system

kayak/canoe storage lockup system

Clivus Multrum Toilet

bear proof trash

bear proof recycle

dog waste

informational kiosk

picnic tables (2)

Lake Superior Water Trail flag & pole

Universal design concepts to guide the development of site amenities ...

By defining spaces & directing human behavior we protect the environment and enhance accessibility for everyone!

Accessible route surfaces must be firm & stable... concrete, asphalt, boardwalk, well compacted crushed aggregate/fines (NOT woodchips or grass)

Accessible routes should be at least 10' - 12' wide to accommodate two person vessel carries

Accessible routes should have less than 5% running slope with less than 2% cross slope

Accessible routes should surround all amenities & be at least 4' wide surrounding the entire element

Accessible routes should be smooth with no changes of level at edges and connections to entry/exits & into/onto site elements/amenities



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

2015 CityWide Pricing Outline

Holly Jennings <hjennings@publicsectordigest.com>

To: pgreco@twp.prince.on.ca

AGENDA
26 August 2015 at 12:49

Item:	7 a)
Date:	SEP 08 2015

Hi Peggy,

Here is the 2015 CityWide Pricing Outline.

As mentioned, you would be signing up with CityWide at a perfect time. Currently we have a Version 4 pilot going on with our testing municipalities, and they are playing around in our newest version of CityWide Tangible Assets. In this new version, we have built in way more reporting functions and customizations, decision trees, industry standard as well as custom deterioration curves, field specific user permissions, and a lot of other thorough asset management capabilities.

Because you are looking at making a decision in the next month, we would be able to honour the attached Version 3 pricing which is what our software is at currently.

Looking forward to connecting with you in September,
Holly

Holly Jennings
Account Manager
Public Sector Digest | CityWide Software Solutions
519-690-2565 Ext. 2260
<http://www.citywidesolutions.com>
<http://www.publicsectordigest.com>

 **Prince - 2015 CityWide Software Solutions.pdf**
215K

Public Sector Digest Order Form

CLIENT: Township of Prince	CONTACT: Peggy Greco
DATE: August 26, 2015	TEL: 705-779-2992 Ext. 101
Account Manager: Holly Jennings (519-690-2565 Ext. 2260)	

Description	List Price
CityWide Software Solutions	
CityWide Tangible Assets Module (TA)	
Enterprise License	\$4,500.00
Implementation	\$2,500.00
Annual Support & Web Hosting	\$1,990.00
Sub-Total CityWide TA Module	\$8,990.00
CityWide Capital Planning & Analysis Module (CPA)	
Enterprise License	
Implementation	
Annual Support & Web Hosting	
Sub-Total CityWide CPA Module	
CityWide Works Module	
Enterprise License	
Implementation	
Annual Support & Web Hosting	
Sub-Total CityWide Works Module	
CityWide GIS Module (Viewer Only)	
Enterprise License	
Implementation	
Annual Support & Web Hosting	
Sub-Total CityWide GIS Viewer Module	
Sub-Total CityWide Solutions Portfolio	\$8,990.00

Terms of Payment

- The Enterprise License Fee and Professional Services will be invoiced in four equal monthly amounts. The first payment is due upon execution of this Project Charter with the balance of payments due net 30 days from the date of invoicing.
- Annual Support and Annual Web Hosting (12 month Period) are billed 30 days following the execution of this Project Charter, due net 30 days.
- Taxes are extra where applicable. (GST,PST)
- PSD expenses including airfare, mileage, accommodation, meals, and ground transportation are extra where applicable and subject to prior written approval by the Client.

- *Annual Version Protection as well as the Annual Web Hosting Fee will be limited to a maximum annual escalation of 5%.*

Term of Agreement

This agreement shall be effective as of the date first executed by an authorized signing officer of the Client and shall last three hundred and sixty five (365) days. Thereafter, this Agreement shall be renewed automatically without interruption for successive one (1) year terms at the same terms, conditions and prices as set forth herein. After the initial one (1) year term, either party may notify the other party, in writing, of its election not to renew with 60 days notice.

Authorization

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

Terms and Assumptions Accepted

BETWEEN:

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

The Public Sector Digest Inc.
148 Fullarton, Suite 1410
London, Ontario
N6A 3P3

By: _____
(Print Name)

By: _____
(Print Name)

(Signature)

(Signature)

(Date)

(Date)

DRAFT - For Discussion Purposes ONLY

THE PUBLIC SECTOR DIGEST INC.

148 FULLARTON STREET, SUITE 1410, LONDON, ONTARIO N6A 6K2
PHONE: (519) 690-2565 • FAX: (519) 649-2010

CityWide Asset Management Software Project

**Township of Prince
November 3, 2014**

CityWide Software Quote – Township of Prince

November 3, 2014

Contact List: Township of Prince (“Client”)

Name	Title	Tel	E-mail
Peggy Greco	CAO/ Administrator	705-779-2992 Ext. 101	pgreco@twp.prince.on.ca

Contact List: Public Sector Digest (“PSD”)

Name	Title	Tel	E-mail
Holly Jennings	Account Manager	519-690-2565 Ext. 2260	hjennings@publicsectordigest.com
Matt Dawe	Dir. of Business Development	519-690-2565 Ext. 2300	mdawe@publicsectordigest.com

Document Revision History:

November 3, 2014 Version 1.0

Statement of Confidentiality:

This document has been prepared specifically for the Client.

The 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 30 calendar days from the date of issue indicated below.

Date of Issue: November 3, 2014

Tangible Assets

Application Summary (CityWide Tangible Assets)

A web based, industry leading TCA compliance and Asset Management module, this application provides municipalities with a complete asset registry for all asset types. All TCA financial reporting is easily handled through our default reporting engines. Key asset management features include lifecycle planning, replacement costing, condition assessment, risk analysis, levels of service and project prioritization.

The Tangible Capital Assets module is the core component of our integrated software suite. It serves as the central database that receives information from, and feeds the other modules. It enables basic PSAB reporting, lifecycle analysis, configurable reporting and graphing based on user-defined parameters etc.

It is the central repository for linear and standalone assets (including fleet and property assets) and allows for attachment of relevant digital documentation (permits, photos, reports, drawings) to individual assets.

CityWide Tangible Assets Features

- Complete asset registry (linear and standalone assets)
- Unlimited user-defined asset categories, segments and attribute data
- Multiple valuation methods:
 - Historical Cost
 - Replacement Cost
 - Reproduction Cost
 - Appraisal & Nominal calculations
- Multiple Amortization Methods
 - Non-amortized
 - Straight-line
 - Declining balance
 - Unit of Output
 - Deterioration Curve
- Track Additions, Disposals, Partial-Disposals, Write-downs, and Internal Transfers, Contributed or Donated Assets
- Work In Progress module built into application to manage projects and costs. Allows users to transfer assets into service as they are completed
- Generate final annual reports including opening and closing net book values (NBV), cost, accumulated amortization, annual amortization expense
- Ability to generate cumulative and continuity reports
- Ability to report assets by category, department, function, and fund
- CPI Indices built into application to auto-calculate historical cost or to inflate forwards for replacement costs
- Statement of Financial Information Reporting (SOFI)
- Supports PSAB 3150 Reporting
- State of Recommended Practices Reporting (SORP)
- Full Graphing Capabilities

- Base Capital Expenditure Reports
- Upload Centre
- Imports and exports easily to and from Excel
- Attach unlimited documents such as invoices, photos, and warranties to assets
- Full audit trail by user with date and time stamps
- Unlimited client user accounts
- Customizable Reporting
- Replacement Cost and Future Cost Lifecycle requirement calculators that provide individual and cumulative reports by asset, category, department, or function
- Condition Assessments and Age Based Condition calculator
- Risk Assessment calculator and matrix
- Insurance and Warranty tracking
- Built-in GIS viewer that offers integration with existing GIS systems
- Allows for different levels of security and user rights based on user names and positions within the municipality
- Decision trees and analytical modeling have recently been added to enhance long term planning

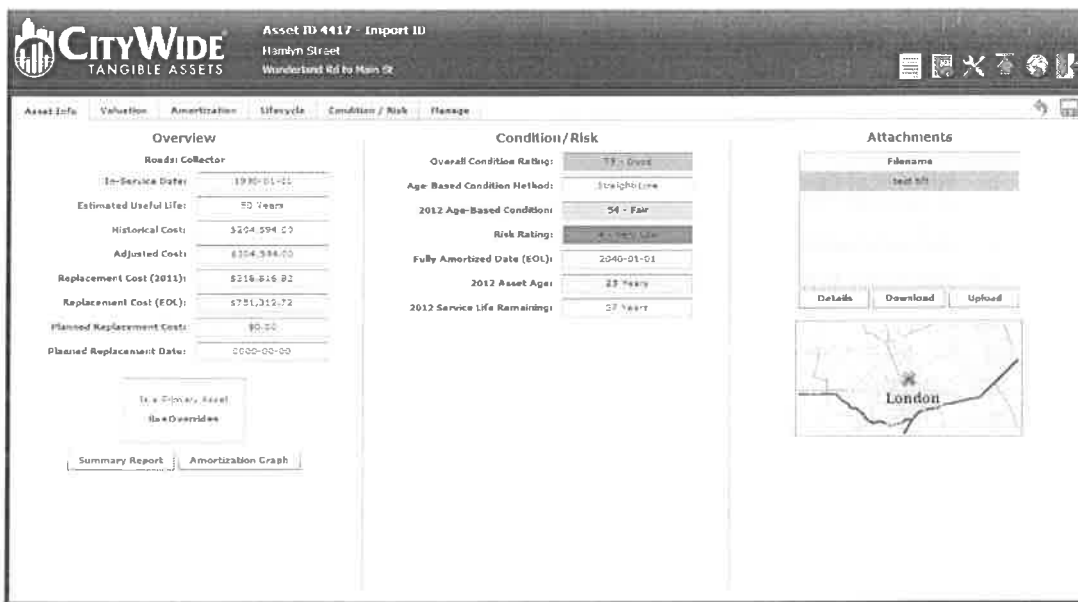


Figure 1: Individual Asset Information Page

Each individual asset record has a summary page highlighting items such as historical cost, in-service date, useful life and replacement cost. Other items such as condition and risk as well as attached documents and a link to the spatial GIS information can also be seen from this page.

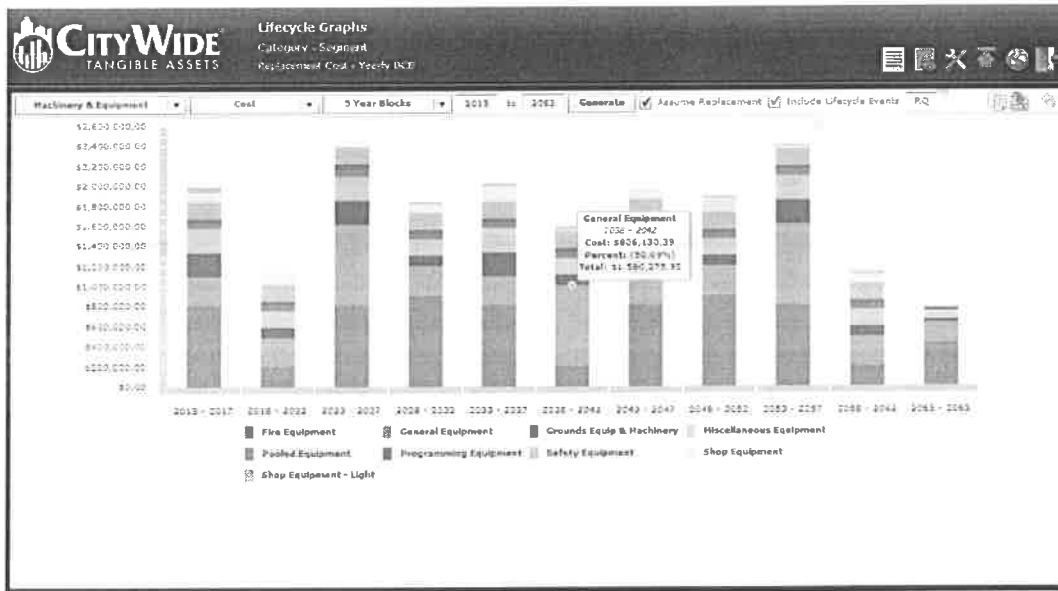


Figure 2: Base Capital Expenditures by 5-yr Blocks

Reports such as the above lifecycle report can show upcoming capital expenditures required in multi-year blocks by asset categories and/or segment.

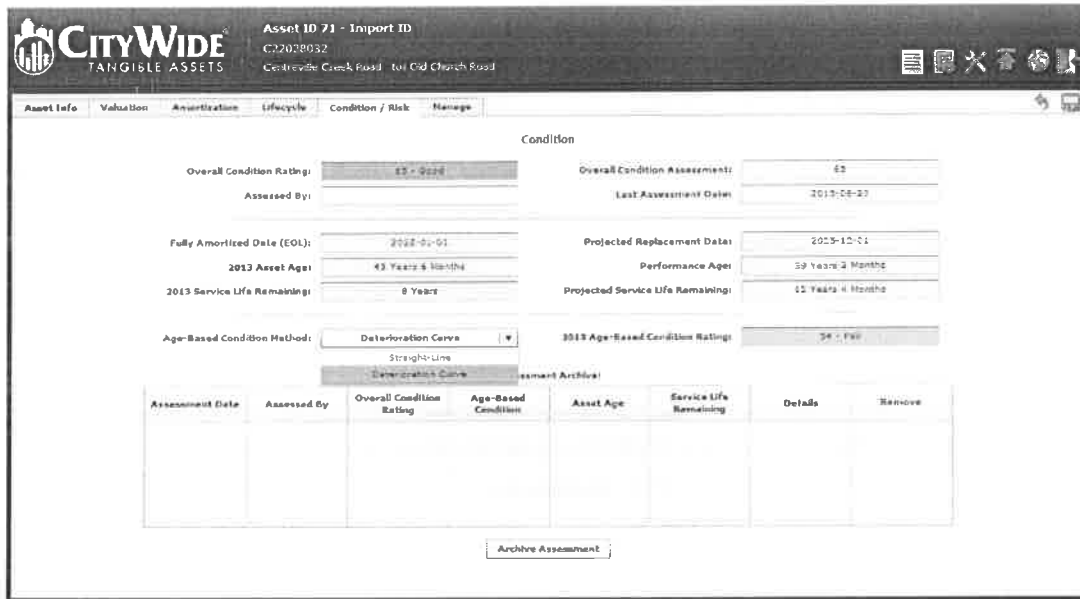


Figure 3: Condition Information Tab

This is the Condition tab. It shows fully amortized date but also a projected replacement date based on the condition assessment (in this case August 2013). We can also use straight line for determining age based condition or a deterioration curve if no field condition assessments are available.

CityWide TANGIBLE ASSETS Lifecycle Report
 Category: Segment
 Replacement Cost (EC): Financial (EC): Yostly BCL

Generals Expandable Assume Replacement Include Lifecycle Events

Classification	2013 Future Cost	2014 Future Cost	2015 Future Cost	2016 Future Cost	2017 Future Cost	2018 Future Cost
Vehicles						
Care & Light Trucks	\$204,287.84	\$267,419.08	\$223,073.19	\$222,076.07	\$0.00	\$226,825.52
Fire Vehicles	\$984,797.38	\$0.00	\$619,443.13	\$976,143.10	\$0.00	\$330,514.73
General Vehicles	\$1,738,113.44	\$0.00	\$0.00	\$70,623.81	\$0.00	\$2,014,224.33
1162 - International 2554	\$169,187.95	\$0.00	\$0.00	\$0.00	\$0.00	\$194,153.25
1164 - International 2594	\$156,283.44	\$0.00	\$0.00	\$0.00	\$0.00	\$177,756.34
1192 - International 2554	\$175,437.40	\$0.00	\$0.00	\$0.00	\$0.00	\$203,380.24
1278 - International L79513	\$236,123.78	\$0.00	\$0.00	\$0.00	\$0.00	\$274,427.74
1279 - International 3600	\$239,775.01	\$0.00	\$0.00	\$0.00	\$0.00	\$277,856.11
1280 - International 3600	\$239,775.01	\$0.00	\$0.00	\$0.00	\$0.00	\$277,856.11
1281 - International 3600	\$239,775.01	\$0.00	\$0.00	\$0.00	\$0.00	\$277,856.11
1282 - International 3600	\$239,775.01	\$0.00	\$0.00	\$0.00	\$0.00	\$277,856.11
1443 - Dodge Ram 1500	\$21,119.45	\$0.00	\$0.00	\$0.00	\$0.00	\$24,433.24
1751 - Mercedes Sprinter Van 3500	\$0.00	\$0.00	\$0.00	\$70,623.81	\$0.00	\$0.00
1801 - Dodge Ram 1300	\$20,932.04	\$0.00	\$0.00	\$0.00	\$0.00	\$22,918.13
1802 - Dodge Ram 1300	\$20,622.23	\$0.00	\$0.00	\$0.00	\$0.00	\$22,918.43
184 - Equipment Vehicles	\$24,547.35	\$0.00	\$52,637.15	\$492,810.07	\$72,452.89	\$252,722.50
Vehicles Total	\$3,082,234.83	\$267,419.08	\$893,399.46	\$1,961,671.95	\$72,452.89	\$2,836,943.43
General Capital Total	\$3,082,234.83	\$267,419.08	\$893,399.46	\$1,961,671.95	\$72,452.89	\$2,836,943.43
Consulative Total	\$3,082,234.83	\$267,419.08	\$893,399.46	\$1,961,671.95	\$72,452.89	\$2,836,943.43

Figure 4: Lifecycle Reporting

This is a lifecycle report that can be used for planning/budgeting purposes. You can see that these vehicles have a 5 year useful life because they show up in 2013 and again in 2018. This report is effective because it identifies an inflated cost at replacement to give you an estimate of what funding will be needed at next replacement. All these reports are customizable by the user.

CityWide TANGIBLE ASSETS Asset ID 4783 - Transport ID DR000002
 Demar Dodge
 Demar Line 0.2 km North of Beechville Rd

Asset Info | Valuation | **Amortization** | Lifecycle | Condition / Risk | Manage

Lifecycle Valuation

Replacement Cost Method: **CPI Tables**
 Most Recent Indexes: **User-Defined Cost**
 Replacement Cost: \$313,697.82
 Valuation Basis: **CPI Tables**
 In-Service Date: **1995-12-31**
 Admitted Cost: \$42,855.00
 Inflation Source: **CPI Monthly (Canada)**
 Inflation Source Used: **CPI Monthly (Canada)**
 Inflation Measure: 2.0:927710E4307
 CPI In-Service Date: **1995-02-01 (E.S.)**
 CPI Valuation Date: **2013-07-01 151.5**

Planned Replacement

Fully Amortized Date (EOL): **2003-02-01** | Planned Replacement Date: **2003-02-01**

Figure 5: Lifecycle Tab

This is the lifecycle tab on each asset record. You have multiple options to choose from for selecting a method type. In the main inventory screen you also have the ability to default a replacement cost method to the same asset type for multiple assets within that category.



Figure 6: Lifecycle Events Setup Page

This is the Lifecycle Event setup page where you can define the capital or non-capital activities for planning purposes. Triggers can be time or condition and costs and priorities can be assigned as well. This section is customizable based on an individual municipalities needs for lifecycle planning.

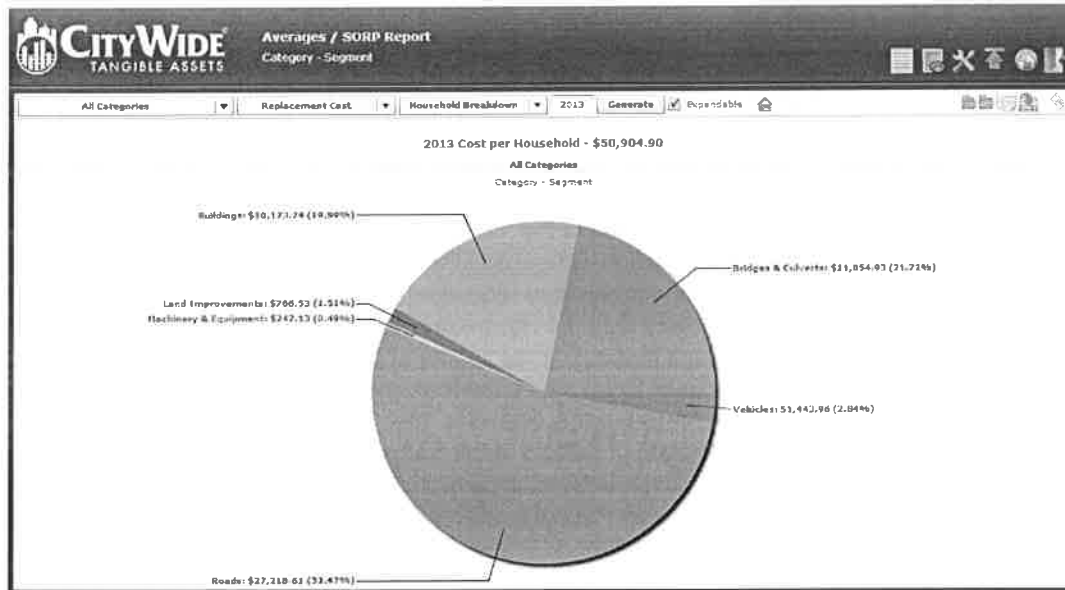


Figure 7: Cost per Household Replacement Cost Graph

PROFESSIONAL SERVICES	
SERVICE	TOTAL
CITYWIDE TANGIBLE ASSETS (TA)	
ENTERPRISE LICENSE	\$3,490.00
ANNUAL SUPPORT & WEB HOSTING	\$1,500.00
CITYWIDE TA MODULE TOTAL:	\$4,990.00
CITYWIDE CAPITAL PLANNING & ANALYSIS	
CITYWIDE PERFORMANCE	

- This proposal and all of its associated pricing shall remain valid for 90 calendar days from the date of issue indicated above.
- Total price includes enterprise license, implementation, training, and year 1 annuity (web hosting, version protection, support).
- Enterprise License means all employees of the "client" are permitted under this agreement, to have access to the software application without additional seat or per user charges.
- Annual Web Hosting includes vendor provided redundant Internet connections, Daily Tape/Drive backup both on and off-site of client data, 24 Hour video, on-site security and fire suppression.
- Annual Version Protection means that during the course of adding enhancements to the "Software", clients will have access to the new enhancements without additional cost, provided the Annual Version Protection fee is current. Software Support is included in Annual Version Protection and means the correction of defects to the Software.
- Project Management includes client meetings, progress monitoring and client communication. Data Import, Analysis is the review by PSD of the CityWide templates populated by the client and the import of the data into the application.



AGENDA

Item:	715
Date:	SEP 08 2015

71 Black Road
Unit 8
Sault Ste. Marie, ON
P6B 0A3

WWW.TULLOCH.ca

T. 705 949.1457
F. 705 949.9606
TF. 866 806.6602
saultstемarie@TULLOCH.ca

August 17, 2015
13-1158

Prince Township
3042 Second Line West
Sault Ste. Marie, ON P6A 6K4

Att: Ms. Peggy Greco, CAO and Members of Council

Re: Update on the Replacement of the Four (4) Shared Bridges with the City of Sault Ste. Marie

Dear Ms. Greco and Members of Council:

We are pleased to report the above noted project is currently tracking on budget and slightly ahead of schedule. An early October substantial completion date is anticipated at this juncture.

Noteworthy project specifics include:

1. All load tests on the friction piles produced successful results and confirmed adequate load carrying capacities;
2. All pre-stressed precast bridge panels have been cast and delivered. As of the date of this report, the Base Line West bridge remains the only structure to not have the panels installed. This is expected to occur the week of August 24th;
3. Roadworks are proceeding well. Granular sub-base material on the Town Line bridge has been completed with the exception of the structure backfill. This cannot be completed until the bridge panels are grouted in. This will be completed concurrently with the Base Line bridge per Item No. 2; and,
4. Earth grading on the Base Line site is expected to commence the week of August 24th upon completion of the gabion earth retaining wall.

Per above, Tulloch Engineering remains optimistic the contractor will complete the works within the proposed schedule and we continue to track within project budget. Every effort to continue this trend will be made and we anticipate a successful completion to the project.

Yours truly,
TULLOCH Engineering Inc.


John V. McDonald, P.Eng.
Project Manager

JM/bt

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW 2015-

Being a by-law to establish Policies & Procedures

For the Sale of Real Property

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.

7. Effect – A certificate under subsection (6) shall be included with the deed or transfer of land and, unless a person to whom the land is sold has notice to the contrary, shall be deemed to be sufficient proof that this section has been complied with.

8. Exclusion of certain classes of land - Clause 3 (b) does not apply to the sale of the following classes of land:

1. Land 0.3 meters or less in width acquired in connection with an approval or decision under the *Planning Act*
2. Closed highways if sold to an owner of land abutting the closed highway
3. Land formerly used for railway lines if sold to an owner of land abutting the former railway land
4. Land that does not have direct access to a highway if sold to the owner of land abutting that land
5. Land repurchased by an owner in accordance with section 42 of the *Expropriations Act*
6. Land sold under sections 107, 108, 109 of the *Municipal Act, 2001*
7. Easements granted to public utilities or to the telephone companies

9. Exclusions, sales to public bodies – Clause 3 (b) does not apply to the sale of land to the following public bodies:

1. A municipality
2. A Local Board including a school board and a conservation authority
3. The Crown in right of Ontario or Canada and their agencies

10. Exclusion, classes of land – Subsection 3 does not apply to the sale of the following classes of land:

1. Land sold under Section 110 – Municipal Act, 2001 – Municipal Capital Facilities
2. Land to be used for the establishment and carrying on of industries and industrial operations and incidental uses

11. Exempt from registry – Subsection 5 does not apply to the following classes of land:

1. Land 0.3 meters or less in width acquired in connection with an approval or decision under the *Planning Act*
2. Highways
3. Land formerly used for railway lines

12. Exemption – This by-law does not apply to the sale of land under Part XI, *Municipal Act, 2001* – Tax Arrears

13. Regulations – The Minister of Municipal Affairs may make regulations:

- a) exempting the sale of prescribed classes of land from all or any of the provisions of this by-law

- 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, SECOND AND THIRD TIME AND FINALLY PASSED THIS ____ DAY
OF _____, 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

- 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, SECOND AND THIRD TIME AND FINALLY PASSED THIS ____ DAY
OF _____, 2015**

Reeve Ken Lamming

Clerk Peggy Greco

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 Part 6 R/W over part 4 PCL 11986 AWS	Douglas Drive 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 _____

AGENDA
Item: 9a
Date: SEP 08 2015

THE CORPORATION OF THE TOWNSHIP OF PRINCE

By-law 95-17

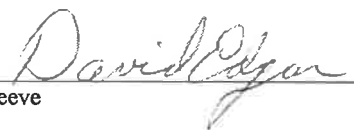
Being a by-law to establish procedures
for the sale of real property owned by
the Municipality

WHEREAS Section 193 of the Municipal Act requires adoption of a by-law to govern the sale of certain real property by the municipality

NOW THEREFORE the Council of the Corporation of the Township of Prince **ENACTS AS FOLLOWS:**

1. **THAT** where made applicable by section 193 of the Municipal Act, this by-law shall apply to the sale of real property by the Corporation including a lease of 21 years or longer.
2. **THAT** prior to the disposal of property the Council shall by resolution declare the property surplus.
3. **THAT** prior to the disposal of real property and where there is no exemption under the regulations, the Council shall obtain at least one appraisal of the fair market value of the real property.
4. **THAT** the form of appraisal shall be an "Opinion of Value" from a Realtor.
5. **THAT** the Council may direct by resolution that the appraisal shall be conducted by an independent qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada.
6. **THAT** notice to the public of the proposed sale shall be given at least ten business days prior to the disposal of real property by posting a notice on the subject property or at a nearby location or by notice to the public in a newspaper having general circulation in the municipality.
7. **THAT** when more than one party has expressed an interest in purchasing real property or where the Council believes it to be in the best interests of the community, the Council may by resolution direct that the real property be sold by tender.
8. **THAT** the purchaser shall be responsible for all costs incurred or required to dispose of the real property including legal, survey, appraisal, advertising, improvements, administrative fees and so on.
9. **THAT** where the real property is not to be disposed of by tender, the purchaser shall pay in advance the appraisal cost and the cost of giving notice to the public.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS ^{19th} ~~12~~TH day
of December, 1995.


Reeve


Administrator

AGENDA

Item: _____
SEP 11 2013
Date: _____

Dear Community:

We have received another very generous offer from Mark Cullen: a fall edition of donation of trees from his tree farm to Ontario communities.

Here are the details, as provided by Mark:

1. we are digging trees this October and need YOUR order for trees by Sept. 15th. Pick up any time this fall after Oct. 15th.
2. We are only 'digging to order' and will not have trees on 'inventory' for sale
3. we have sugar maple, red oak and rubrum maple available [mostly sugar maple this fall]. all trees have been sourced from local, native stock [the whips were acquired from Winkemollen Nurseries in Niagara] We have approx. 400 in total available for digging this fall.
4. all trees are 50 to 70 mm calliper [32 and 36 inch wire baskets] – they weigh between 300 and 400 lbs. each
5. trees are gifted based on the following conditions:
 - \$200 charitable tax receipt per tree to Mark's Choice Ltd.
 - fob Carp [Ottawa] farm
 - we can arrange trucking for minimum 30 trees [60 fit on a large flatbed truck] – cost of delivery is about \$30 per tree for a full load (to the Greater Toronto Area)
 - your community agrees to plant the trees to professional standards: to water/stake/prune/mulch the trees for at least 5 years after planting
 - **trees are gifted on the basis that they are 'incremental' to your current planting plan.**

Our goal is to add to the urban tree canopy, not subsidise budgets for trees that otherwise would be planted

Since May we have gifted over 400 trees

Could we hear from you within the next couple of weeks, if you would like trees this fall?

Thanks,

Mark

p.s. feel free to circulate this memo to other interested parties.....

Go to www.markcullen.com for CTV, Canada AM/680 News/Toronto Star/monthly newsletter and more!

www.hohtribute.ca

Please feel free to contact me for any further questions

Thank you to Mark Cullen !

Salutations,

Raymond Carrière,

Founding President

Tel: (514) 912-6535

bloom.fleurs@sympatico.ca

www.communitiesinbloom.ca



THE ONTARIO AGGREGATE RESOURCES CORPORATION
1001 CHAMPLAIN AVE. SUITE 103, BURLINGTON, ON L7L 5Z4

TEL: (905) 319-7424 TOLL FREE: 1-866-308-6272 FAX: (905) 319-7423 www.toarc.com

AGENDA

Item:	11 b)
Date:	SEP 08 2015

August 20, 2015

The Township of Prince
3042 Second Line West
R.R.#6
Sault Ste. Marie, ON P6A 6K4

Dear Friend,

Re: The Ontario Aggregate Resources Corporation – 2014 Annual Report

On behalf of the Board of Directors, I enclose for your information, the 2014 Annual Report of The Ontario Aggregate Resources Corporation (TOARC). TOARC was created in 1997 to act as Trustee for the Aggregate Resources Trust which carries out many functions formerly undertaken by the Ministry of Natural Resources.

The enclosed report includes a detailed account of the Trust's financial affairs for 2014, as well as information on various rehabilitation and research initiatives undertaken through the MAAP program as part of the Trust purposes.

I hope you enjoy the 2014 Annual Report, and I would be pleased to receive your comments.

Yours truly,

Bruce Semkowski
President

RECEIVED
SEP 1 2015



**Rural Ontario
Municipal Association**



Representing Rural Ontario

Sent by e-mail: Minister.MAH@ontario.ca

August 28, 2015

The Honourable Ted McMeekin
Minister of Municipal Affairs and Housing
College Park
17th Floor
777 Bay Street
Toronto, Ontario M5G 2E5

Dear Minister McMeekin:

Thank you for taking the time from your extremely busy schedule to meet with ROMA and the AMO Rural Caucus at the recent AMO Conference in Niagara Falls. While we discussed many topics, one request is of great importance to many, if not all, rural municipalities in Ontario; infrastructure funding.

When the Ontario Community Infrastructure Fund (OCIF) was established in 2011, municipalities were excited that the new annual \$100 million dollar fund was created to address infrastructure needs in smaller municipalities. At the time it was 100% by application, where each municipality had to meet criteria, apply to the Province, and hope they would be successful in receiving a grant.

At the 2014 AMO Annual Conference, Minister Leal committed to make a portion by application and a portion by allocation. Shortly thereafter, the fund was broken into two streams where \$50 million dollars would be by application and \$50 million by allocation. This was a positive move as the allocation approach provides long term stable funding so that projects could be planned and executed in a predictable way. At subsequent meetings, the government indicated it would go to 100% allocation and "hopefully" increase the amount in the future.

Recently, to that end, Minister Duguid conducted meetings across the province seeking advice on the distribution of the \$11.5 billion "Moving Ontario Forward" outside the GTHA. One of the potential programs identified was the "Expanded Ontario Community

Infrastructure Fund". Specifically the consultations asked if there should be changes to the funding methodology and if the funds were sufficient.

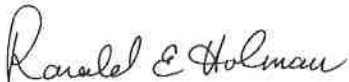
Minister, you heard at the ROMA meeting that ROMA and the AMO Rural Caucus officially requested the following:

1. Make the OCIF funding 100% by allocation.
2. Increase the OCIF fund from \$100 million per year. We suggest you consider a very significant increase as the infrastructure shortfall across the province is in the order of \$6 billion per year.

Further, with this type of funding there would be an opportunity to leverage federal gas tax money in a more effective way to address the significant infrastructure funding gap that exists. This approach gives smaller municipalities a better tool to meet the needs of asset management and our deteriorating infrastructure.

Again, thank you for making a visit to the ROMA Board a priority during the conference. It was a productive discussion and we look forward to working together to strengthen rural and northern municipalities.

Sincerely,



Ron Holman
ROMA Chair

Item: 112
Date: SEP 08 2015



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

SSMEDC Newsletter - July/August 2015

Tom Dodds, CEO <t.dodds@ssmedc.ca>
Reply-To: m.capancioni@ssmedc.ca
To: pgreco@twp.prince.on.ca

31 August 2015 at 15:16

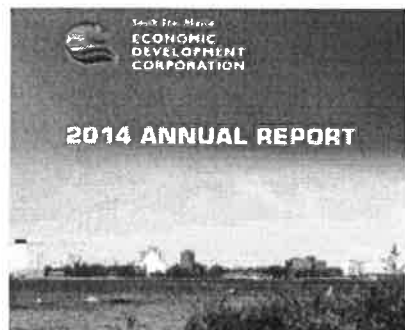
July/August 2015



Area youth start businesses under Summer Company program

A number of youth in the region are now running their own business through the Summer Company young entrepreneur program. Funded by the Province of Ontario, the initiative is administered in the Algoma District and Chapleau by the Sault Ste. Marie Economic Development Corporation.

Summer Company provides grants and mentoring to assist students between the ages of 15 and 29, who are returning to school, in starting and operating a seasonal business. The program teaches youth the ins and outs of entrepreneurship while helping to generate employment opportunities that allow more area residents to return or remain in their hometown during the summer months. [Read more.](#)



SSMEDC releases its 2014 Annual Report

What impact does the SSMEDC have on the community, and how does the Corporation use its resources to deliver a return on investment to the city? These questions, and many more, are answered in the SSMEDC's 2014 Annual Report. The publication was finalized following the organization's annual general Board of Directors meeting. [Read more.](#)



Porter offering vacation packages to the Sault

Porter Airlines recently began offering its passengers two-and-three-night vacation getaways that focus on attractions in the Sault area. The air carrier is promoting the travel packages on its web portal, online route map, social media and other channels. Unique attractions now being marketed include the Agawa Canyon Train Tour and Canadian Bushplane Heritage Centre. [Read more.](#)

FAMtastic results generated from travel media visits

Travellers to the Sault area are almost always amazed when they see the rugged beauty of the region. That's pretty well a given. The hard part, in some cases, is getting visitors to come here in the first place, especially folks from overseas. To help in this effort, Tourism SSM hosts familiarization tours from global travel writers and other media professionals. [Read more.](#)



Jesse Jordan dreams big with 'tiny home' business

A creative mind and successful entrepreneur will often look for trends and launch products or services based on that shift. One of the trends SSMEDC client Jesse Jordan sees is that the world population is growing rapidly while space to accommodate people is not. With that predicament, the young entrepreneur is working on a solution using the "tiny home" concept. [Read more.](#)

Growing the city's gaming sector one job at a time

To help grow the city's gaming sector, the SSMEDC has had a presence at major industry trade shows recently. The investment has paid off. For example, while at the 2014 Canadian Gaming Summit, the SSMEDC met with representatives from Carmanah Signs. Jennifer Rushton, the firm's Business Development Executive, is now working and living here. [Read more.](#)



ACR stakeholders formally seeking new rail operator

The group vying to retain passenger rail service between the Sault and Hearst issued a request for proposal on August 14. The ACR Passenger Service Stakeholders Working Group sent the invitation to 25 firms across North America, asking them to tender proposals to operate the rail service. Proponents have until September 9 to make official submissions. [Read more.](#)

Ministry of Municipal Affairs and Housing- Municipal Services Office North (Sudbury) Legislative Review Comments/Feedback re: Municipal Elections Act; Municipal Conflict of Interest Act; City of Toronto Act and the Municipal Act

The following is a summary of comments received during in-person consultations held with municipal CAO's and clerks held in Northeastern Ontario in the City of North Bay on June 18; the City of Timmins on June 23; the City of Greater Sudbury on June 23 and during an online consultation session held on July 8th. This document contains a summary of discussion and feedback by participants in response to the questions posed by MMAH staff at your consultation session. Statements have not been attributed and are not intended to be a verbatim record of your commentary.

The Ministry would welcome clarification of any comments summarized below. We also encourage you submit follow-up comments or respond to our online discussion guides.

The discussion guide for the Municipal Act, City of Toronto Act, and Municipal Conflict of Interest Act review is available at www.ontario.ca/provincialmunicipalreview. The deadline for feedback is October 31, 2015. Further feedback, questions and comments can be sent to municipalreview@ontario.ca.

For the separate review of the Municipal Elections Act, the deadline for feedback was July 27, 2015. You can continue to view the consultation discussion guide and find information about the Municipal Elections Act review at www.ontario.ca/municipalelections.

June 18, 2015, North Bay Legislative Review Session

Accountability and Transparency

- Staff in small municipalities would like to see more legislative direction regarding accountability and transparency
- Small municipalities have less staff resources, and need straightforward and simple non-legislative tools to implement accountability and transparency measures.
- The Province needs to take more of an enforcement role; there need to be more enforcement mechanisms in the Act, and MAH needs to take a more active role.
- Municipal Clerks would like to do the right thing, but they need support in order to ensure accountability and transparency is a priority.
- Any legislative change should be in plain language, and clearly articulate the roles of council and staff.
- Suggested that there be a one window approach for local governance, similar to the one-window approach to planning. Many ministries require things of municipalities, and sometimes those ministries ask clerks and councils to break rules in order to discuss matters – for instance, ministries asking councils to meet in closed session to discuss matters that do not meet the closed meeting test. It should be explicit when and how these rules apply to ministries.
- Need to be better definitions for what constitutes a meeting under the Municipal Act, particularly committee definition.

- The Municipal Services offices need (MSO's) to take a more active role in advising smaller municipalities. It is too costly to consult a lawyer regarding these matters; MAH should directly advise us regarding whether a meeting meets the closed meeting test. If we do not get direction from MAH, our councils will err on the side of closing a meeting, not keeping it opened.
- Municipal Conflict of Interest Act definition for pecuniary interest needs to be clearly articulated, and the definition for indirect pecuniary interest needs to expand beyond parent/spouse.
- There needs to be an easier enforcement mechanism than the courts for Conflict of Interest Act matters. Most people cannot afford to go to court.
- MAH should directly advise regarding conflicts. Councillors do not seek legal opinions, and expect staff to advise them.
- The Ombudsman should not be commenting on the "should" provisions of the Act. If the Government wants to have municipalities do something, then need to make them "shall" in the Act. This also holds true for codes of conduct and integrity commissioners; if you want municipalities to have these, then you need to make them mandatory.
- If the Legislation under consideration becomes more prescriptive, MAH needs to provide guides and tools to municipalities to help municipal staff implement the legislation.
- MAH should not be so concerned with potential liability when giving advice. When was the last time MAH was sued by a municipality for giving advice? If they have been sued, have they or would they ever lose? Why is MAH reluctant to give stakeholders advice?

Municipal Financial Sustainability

- Small municipalities cannot effectively plan for and prioritize their investments without help and direction.
- Municipalities feel penalized for not having debt.
- Maybe there should be two Acts – one for small municipalities that is more prescriptive, and one for larger ones that is like the current Act.
- If the government is going to be prescriptive, small municipalities need help with understanding the rules and implementing.
- There should be a guide for all of the Acts, describing how to use them.
- There should be money for municipalities to access so that staff can be better trained.
- If the government is going to tell municipalities what to do, they need to give them the resources to follow the rules.
- There should be more standard templates for auditors when filling out municipal financial information and reporting it to councils.
- Would the government consider a tool that would allow municipalities to issue bonds to its citizens for infrastructure repairs? Something that would give the municipality revenue and a return on investment for citizens.

Responsive and Flexible Governments

- MAH needs to educate councils on the benefits of amalgamation, and there need to be better case studies particular to small rural municipalities.
- MAH should be educators on how to do things well, but not necessarily prescriptive all the time.
- There should be a catalogue of best practices that municipalities have access to.
- If there are more prescriptive rules for small municipalities, it should be tied to capacity, and not simply population. Maybe assessment? Maybe there should be a point system for municipalities to determine whether one Act or another might apply. Municipalities would be able to show the government they are mature enough to have the less prescriptive Act apply.
- There should be mandatory MAH delivered training for all new councillors as a condition of taking office.

Municipal Elections Act

- Municipalities under a certain size should not have the option to use ranked ballots.
- Ranked ballots solve absolutely zero problems that small, rural municipalities have.
- There will be councils of municipalities with no capacity that consider ranked ballots, and they should not be allowed to consider this option if they do not have capacity to implement.
- The MEA should be amended so that clerks are not required to send a letter by registered mail regarding financial filing, to councillors who have already submitted. It causes confusion, and it also costs money.
- Campaign period should be from July to October.
- There should be a different level of appeal besides the court for MEA violations – maybe something similar to the compliance audit committee.
- The legislation needs to be changed so that when a councillor who doesn't file financials loses his or her seat, they cannot apply to a judge to overturn the ruling.

General Observations:

- A theme emerged with respect to more prescription for smaller municipalities with limited capacity. Fundamentally, small municipalities need support from a policy perspective to implement current or future legislative requirements, and MAH needs to take a more active role in supporting these municipalities. Some clerks felt that more prescription would lead to more accountable governments because councils are more inclined to follow the statute than they are to follow a recommendation of staff. Some municipalities felt that two Acts would allow the government to better target rules for small and rural municipalities, similar to the model in Saskatchewan. There was recognition that population is likely not the best measure of whether a municipality has sufficient capacity; assessment is likely better.
- The clerks felt that draft legislation should be shared broadly with the sector for comment before it is passed.

June 23, 2015 Timmins Legislative Review Session

Accountability and Transparency

- It should be made clear how the public can bring forward accountability and transparency complaints, including conflict of interest.
- It should not cost money to complain about accountability and transparency and conflict of interest, and there needs to be an enforcement mechanism in the Act to deal with complaints by an objective third party.
- Most elected officials do not understand the conflict of interest rules. They need to be clarified.
- Conflict of interest definitions need to be expanded to include additional types of conflicts. They need to align with the public's perception of conflicts.
- There should be mandatory training for councillors when they are elected, similar to the mandatory safe water training they are required to do.
- There should be somewhere, maybe MAH, for councillors to get free and objective advice regarding their conflicts of interest.
- It is hard for clerk's to enforce the accountability and transparency rules, and hard to convince Councils in small municipalities to appoint an integrity commissioner.
- There needs to be clarity around closed meeting definitions. For instance, what constitutes legal advice, and what constitutes a personal matter.
- There need to be penalties for contravening accountability and transparency rules, particularly for conflicts of interest. These need to be substantive, and more than a public shaming, nominal fee, or loss of seat.
- Councillors should be required to attend a certain percentage of meetings over the course of a year. In some instances, Council members will attend only one meeting every 3 months to maintain their qualification.
- The rules need to be black and white, set out infractions and penalties, and enforced by MAH.

Municipal Financial Sustainability

- Tax ratios should be more open and have more flexibility.
- Municipalities should have a tool to go back past three years to capture missed reassessment.
- Municipalities should have the authority to tell MPAC to reassess.
- Hub municipalities would like a tool to recapture costs of non-residents using their facilities directly from neighbours. Fees cost money to administer, and sending a bill to a neighbour would not.
- Connecting links should be funded 100% by the Province. There needs to be explicit definition for provincial and municipal roads in the Municipal Act.
- Should get rid of tax capping.
- Northern municipalities should have the authority to establish tolls for industrial vehicles on municipal roads.

Responsive and Flexible Governments

- If the Act is going to change, give clerks a chance to review changes before they are made.
- There is benefit to having more prescription in the Act, but not for its own sake.
- Councillors should be required to take mandatory training on roles and responsibilities and governance.
- The definition of CEO in the Municipal Act needs to be removed.
- There should be a statutory definition of CAO. This is a more prominent position now, and should be recognized with specific duties assigned.
- There needs to be a mechanism that affords senior municipal staff more protection, especially when they are exercising statutory duties, or trying to ensure accountability and transparency.
- There should be a term-limit for councillors.
- The double majority rule for annexations should be amended, and it should be easier to annex unincorporated territory.
- The Province needs to enforce the building code in the unincorporated. Maybe develop a permit system.
- Municipalities should have the flexibility to hold electronic meetings.

Municipal Elections Act

- Campaign financing rules should be in plain language.
- Allow local referendums to determine whether or not to use ranked ballots.
- Proxies should be eliminated; this is an invitation to cheat.
- Municipalities should have more control over the voters list.
- Municipalities should be compensated for school board elections.

June 23, Sudbury Legislative Review Session

Accountability and Transparency

- Penalties need to be more severe for breach of municipal code of conduct.
- Conflict of Interest Act (MCOI) – citizens currently need to initiate complaint at own expense.
- Complaints should come from Ombudsman
- Should be a complaint based process that is free of charge with no financial disincentive to lodge complaint.
- Ministry should explore option of two-step process – similar to compliance audit committee process with the Municipal Elections Act, i.e. issue will only go to court if something is found.
- People don't have enough information when voting. More structure needed on who should be able to run for council. More stringent requirements should be met before running for council.
- There needs to be more clarity for public regarding MCOI as people don't understand the rules.
- Court should throw people out. Is there an option for MMAH to enforce the MCOI instead of provincial court system, i.e. MMAH should throw them out if the court doesn't.

- Given the close relationships in smaller communities, challenges exist regarding bringing a MCOI complaint forward. People don't complain because they are afraid to lose out (person will no longer plough driveway).
- There are councillors who knowingly misuse the rules but no one will take a local councillor to task. For example, Councillor has conflict of interest by sitting on panel with relative applying.
- Councillors should be informed about rules upfront.
- Non-compliance should be penalized before court level. Nobody cares about shaming. Instead, appointed officials are thrown under the bus if shaming is applied.
- Small community have no coverage of their council meetings.
- Code of conduct should be mandatory in all municipalities – currently not enough enforcement of Code of Conduct. If staff push for rules, discussions will take place elsewhere, resolutions are passed without discussions.
- Lots of bullying of staff by council with no recourse for staff needs to remind them of Oath of Office.
- Should be clear definition of what constitutes a conflict of interest
- Councillors are turning a blind eye to what their colleagues are doing, shouldn't have to go to court, e.g. six months without pay, no appeal.
- Integrity commissioners are sometimes viewed to serve at the pleasure of council.
- Need independent regional oversight bodies, otherwise they are appointed by council
- Regional committees or independent bodies may be an option for circumventing local preferential treatment of councillors who may be in breach of code of conduct. Need to think outside the box. Could be similar to OMB process but not comprised of politically appointed members.
- Courts do not understand municipal legislation.
- Need better definitions, e.g. what constitute a meeting.
- Convicted members should not be able to come back, make it difficult, and earn the right to come back.
- Inadvertent conflict of interest as defined in MCOI should be made clearer. Inadvertent conflict, mistake, this needs to be tightened up.
- Councillor training should focus more on the Municipal Conflict of Interest Act (MCOI) to ensure clear understanding. AMO wouldn't allow staff to attend training.
- Staff is being asked to interpret if there is a conflict. Who can they ask, other than lawyers, ministry staff cannot provide legal advice?
- Communications and training will not help, need to start penalizing. MCOI should be made more prescriptive regarding penalties – significant fines may be an option, at \$1000 and up (should be published)

Municipal Financial Sustainability

- OPP costs should be split out on tax bill (e.g. as user fee) to show residents true cost of policing.

- Municipalities need broader flexibility to collect taxes.
- Legislation should be changed to allow for service charges to receive priority lean status.
- Payment in Lieu (PIL) system needs to be more efficient / better streamlined. Option should be available for municipalities to tax PILs directly.
- Sometimes difficult to get council to adopt an investment policy. Municipalities should have broader authority to invest, i.e., stocks, bonds. Perhaps there should be a threshold of investments that may be invested in higher risk financial instruments.
- Municipalities have had to pay one third to half on infrastructure projects. Is the ministry tracking impact on small municipalities? Cannot take on more loans, people cannot pay higher taxes. For example, full cost recovery for water. Small municipalities will not be financially sustainable in ten years. How will they compete with larger municipalities for capital?
- Province should be providing financial assistance to fund long-term financial plan.
- Re: shared services - one party often feels that the other is getting more.
- Municipalities should not have the ability to opt out of cost sharing of municipal assets for which they receive a benefit – sharing of airports and emergency services are good examples. Should be set-up similar to District Social Services Administration Boards (DSSABs) whereby a municipality cannot opt out.
- Need to create longer term interest, cluster services, with regional services, no mechanism with contribution to services.
- Need for continued Provincial Land Tax (PLT) reform: Municipalities should have greater flexibility to tax unincorporated regions for use municipal services. Province is not clear on how much they are collecting, how much is the province collecting, how much is the province keeping?
- DSSAB governance doesn't work, no accountability, board with elected officials who have no accountability.
- DSSAB costs should be uploaded back to province. Social services should not be at the municipal level, municipalities don't have the tax base for that.
- 50 percent of the municipal tax levy goes toward paying costs that municipalities have no control over. Makes it difficult for municipalities to manage.
- MMAH should be consulting with other ministries on how to mitigate costs downloaded to municipalities (e.g. ambulance standards, rest of social services, OPP).
- All municipalities should have the option to develop toll roads
- All municipalities should have access to new revenue tools, i.e., similar to the city of Toronto model.
- Municipalities should have access to resource revenue sharing from mining, aggregates and forestry companies (trucks are ruining the roads).

- Accountability and transparency measures under the Municipal Act should also be applicable to local boards, including library boards and DSSABs
- Municipalities are providing many services (studies) without a revenue, e.g. dealing with blue green algae in Georgian Bay (federally regulated), beaver dams on crown land that flood roads (MNRF is not responsive).
- Municipalities are legislated to death, hard to do job; a lot of municipalities can only be as good as the people working there are.
- Provincial policies that are applicable for larger municipalities can be very onerous for smaller municipalities. For example, no internet access, cannot access reporting tool, cannot access training.
- Clearer direction is needed regarding the permissibility of electronic council meetings. Municipal Act needs to be updated to reflect changes in technology and social media. Citizens want to submit electronic comments.
- Options should be explored to allow municipalities to de-amalgamate.

Municipal Elections Act

- Third party advertising should be more regulated.
- There are sometimes challenges on how to record expenditures regarding a slate of candidates
- Clarify that candidates are responsible for their own behaviour; it's not the Clerk's responsibility. Municipal clerks have limited authority to deal with complaints from candidates regarding campaign expenses, signage, etc.
- Clerks should be granted the authority to choose voting method.
- Campaigning in seniors homes should be limited
- Nursing home polls should be done in advance polls
- Proxy voting can be very challenging, and should no longer be allowed
- Only residents should be allowed to vote in municipal elections.
- Requirements to run for mayor should be \$1000 plus 200 petition signatures to discourage fringe candidates and encourage solid candidates
- Need qualifiers to be able to run for council, e.g. criminal record check
- Need compensation for running school board elections, costs are high, e.g. translation into French.
- Council could be sworn in a lot faster, unnecessary delay, no work gets done.
- Election period is too long.

Accountability and Transparency:

- Strengthen the rules to allow local municipalities to make and implement their own accountability and transparency rules
- Require (make mandatory) codes of conduct and integrity commissioners – do not prescribe content of codes of conduct, but do provide prescriptive rules and powers for the integrity commissioner
- Keep Ombudsman out of the picture – should be a local issue – Ombudsman has too much power – does not give suggestions for change, only publicly condemns offending councils
- Need a place where council members can go for advice, other than municipal or private legal counsel – concern was raised about the accountability for this advice and whether it could be relied upon as a defence if sued
- Municipal Conflict of Interest Act – largely useless – recent cases have demonstrated that even where there are clear violations, the court will not enforce it – it has no teeth and is ineffective
- In any event, addressing this type of concern through the courts means it is never challenged, the cost of doing so is a bar – no one will put up their own money to challenge a council member, especially when the courts just let them off for clearly inappropriate behaviour
- The MMCOI is no threat – council members ignore it because no one will spend the money to challenge them, and if money is spent, they just say it was inadvertent or they did not realize and the courts let them off – so they act how they want despite the MMCOI
- Declaration of interests should be something that councils can suggest or direct, if they know they exist, no just rely on the individual
- Need to have a broader definition of indirect interests – should extend to in-laws, siblings, etc. – anyone who might influence a decision
- Elected officials should be forced to take training on this issue
- MMAH Councillor's Guide is an excellent resource, and there is the need for similar guides on most aspects of municipal activities
- Increase penalties under all accountability issues to include suspension (for code of conduct) and more effective punishments – make the courts enforce the law

Municipal Fiscal Sustainability:

- No municipalities north of French River are sustainable in the long run
- Infrastructure has been built on anywhere between 100% funded by senior government to 1/3rd – 1/3rd – 1/3rd funded – to now require 100% funding through Asset Management Planning is unrealistic
- Lack of faith in Provincial funding systems that clearly favour communities in southern Ontario – either by population or the ability to get things shovel ready for grant applications
- There is a lack of emphasis throughout on the Provincial responsibility – everything seems to be being forced onto the local tax payer
- Revenue resources are all tapped out – we have declining populations, no economic growth, no provincial support for economic infrastructure (i.e. provincial highways / rail / electrical pricing / internet high-speed connectivity), and populations walking away from homes in some communities – new tools do not help when the populace cannot pay any more
- Province should share other revenues – particularly forestry and mining (aggregate too) royalties

- Should be a tool available to reduce services where communities have had population decline – to rationalize water, waste-water and other services to the new community size or cease the supply entirely and put people back on wells and septic
- Open up borrowing from Infrastructure Ontario Loan Program to actually assist small municipalities and those in financial trouble – when you have issues, being forced into bank or third party financing just makes it that much worse
- Give municipalities a break on hydro rates, as the principle use of hydro is for water and wastewater plants and those services are effectively not for profit services
- Exempt *all* municipally owned property from education tax
- Revise the tax sale process to allow municipalities to take steps to secure properties that may be damaged due to abandonment (i.e. a person abandons their home or business and does not heat it by the time the 3 years runs out, the building is often so damaged as to be unsalable as it requires demolition)
- Court options for collection of taxes other than through tax sale are too costly for the value to be recovered – if anything can be recovered
- Amend the provincial gas tax program so that those funds can go to all municipalities and be spent on more things than just transit
- Remember, northern municipalities usually only have one tax payer – the residential tax payer – and they are topped out

Responsive and Reflexive Governments:

- Bonusing should be reviewed and the exemption for economic development expanded to permit bonusing the start-up of local businesses or continuation of local businesses where there is linked local employment
- Northern populations and economies are in the decline, not growth so this does not apply
- Improve annexation options for municipalities to take in unorganized areas
- No need in small communities for “community councils” – just another layer of government waste and expense, when everyone lives in the same community as their council members and generally knows them
- Community councils are not helpful

Municipal Elections Act:

- Clarify the need to send out notices of potential default so that no notice needs to go to those persons who *have* already complied
- Third party advertising is not an issue in the North. Perhaps some clarity would be nice, but do not force a new set of additional rules requirements on already overworked clerks
- In last election there were some issues about schools refusing to allow municipal elections on their premises, citing the Safe Schools Act – clarification is needed to require schools to provide their accessible space free of charge, as municipalities have to cover the cost of school board elections
- Rules about filing of election financial reports need to be tightened and strengthened:

- Make courts enforce the rules – or take away the court’s ability to overlook the rules – if you did not file then you should lose your seat – it is not like the filing is either a surprise or that there is a short time frame
- Make a registration so that other boards and committees and bodies and municipalities know that an individual is ineligible – if they move or they get on a body other than a municipal council – there is no follow-up or way to track eligibility
- No ranked ballots for Northern Ontario
- Too confusing with the school boards not doing ranked ballots
- If imposed it should be entirely optional and at the clerk’s discretion not council’s (as council has a vested interest in how they will be campaigning to be re-elected)
- Need a huge investment in public education more so than public consultation (if public consultation is involved it should be a notice and one public meeting kind of consultation)
- Expect a lot of spoiled ballots as people will be confused and try to rank school board members or mismark their ballots – open to a lot of potential abuse
- Likely will reduce voter turn-out as the wait time and the need to make lengthy decisions will put-off a lot of voters.

AGENDA

Item:	12a
Date:	SEP 08 2015

Minutes of Prince Township Public Library Board of Trustees
Monday, June 15, 2015 at 9:30 am

Present: Chair Bev Couch, CEO Rita Wagner, Treasurer Sandy Fulcher, Secretary Brittany Agliani, David Yanni, Myrla Orr, Friends of the Library representative Dorothy Macnaughton and Mayor Lamming (left at 9:45 am)

Regrets: Councillor Dave Amadio

Call to Order by Chair: at 9:35 am

Minutes of Last Meeting: D. Yanni moved that the minutes of the regular meeting held May 6, 2015 be accepted and B. Agliani seconded the motion. (Carried)

Business arising from the minutes and issues to be discussed: S. Fulcher reported that she deposited \$13.45 from the coffee jar, \$100.00 from a sale of a computer, and \$50.00 from the Women's Institute for the use of the Library and its services (photocopier).

Treasurer's Report: S. Fulcher reported that the balance was \$7762.40 as of May 19, 2015. B. Agliani reported that the balance is \$ 6580.37 as of June 15, 2015. Moved by S. Fulcher, seconded by B. Agliani. (Carried)

Secretary's Report: Brittany will write thank you to Ken Lamming for his hard work building the shed. Also, we will thank the Council for the budget money allocated to the Library for 2015.

CEO's Report: Copy is in the binder.

Friends of the Library Report: D. Macnaughton reported that Richard and she attended the Canadian Library Association for Friends of the Canadian Library in Ottawa. She has received positive feedback from the session she presented regarding volunteers. The Friends also would like to thank Ken Lamming for the building of the shed, which is greatly appreciated and critical for their Annual Book Sale.

New Business:

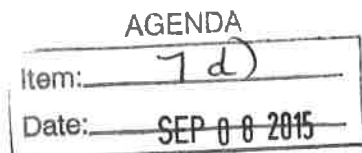
- **Summer Student:** Tiffany Agliani has been hired as the summer student.
- **Capacity Funding:** 1) There is funding that needs to be allocated as items purchased for our printers are considered 'operating costs' and not eligible for the funding. We will look into may be purchasing gaming systems or other recommendations from the residents and summer student. 2) As well, the Board has agreed to apply for phase two of the Ontario Library Capacity Fund in the amount of \$6089.00 for 2015-2016 year. Moved by S. Fulcher, seconded by D. Yanni. (Carried)
- **Shed:** Ken Lamming report that the shed is finished and will have siding put on it this week. Also, the door's aluminum trim will be added. There is to be a ribbon cutting this

Friday, June 19, 2015 at 12:30 pm with Ken Lamming, Friends of the Library members and any Library Board members who can attend.

- **Calendars:** Forms distributed at the meeting and set a date for calendar meeting on September 11, 2015 at 9:00 am. We also discussed the photo for the calendar and with this being the 25th year, we may do a collage of 'Prince through the Years' depending on how it turns out with Gary's help using Photoshop and pictures submitted by residents.

Close of Meeting: As there was no further business, B. Agliani moved and M. Orr seconded to adjourn at 10:47 am. (Carried)

Next meeting: Wednesday, September 2, 2015 at 9:00 am.



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

Fw: Group Benefits-Renewal/Marketing Report/Benefit Bonus Fund (HCSA)

Brad Gerrior <brad.gerrior@apriinc.com>
To: Peggy Greco <pgreco@twp.prince.on.ca>

3 September 2015 at 12:38

Hi Peggy,

As per our conversation yesterday, included are a few notes regarding your upcoming group benefit renewal and our previous discussions regarding benefit coverage for the part time employees.

We believe the renewal presented by Benefits by Design to be a fair renewal. Based on the demographics at renewal, we are looking at an 11.36% decrease in overall premiums over the previous year (8.6% overall decrease in premiums over the last two years based on the demographics at renewal).

It is important to make sure that the employee salaries are up to date. When we meet next week we will review the discussion points in more detail along with the current plan design along with other available benefit options and funding arrangements to make sure the benefit program continues to meet the specific needs of the Township.

As previously discussed, there are currently two employees who work for the Corporation of the Township of Prince on a part-time basis (Seasonal). Both employees currently work 40 hours a week for 6 months of the year (summer) and between 12-15 during the winter months.

With Benefits by Design, the minimum requirements to qualify for benefit coverage can be set at 20 hours per week (minimum-no exceptions). Based on this information, the seasonal employees would still not be eligible for benefit coverage under the current program.

Based on the information above, we went to other carriers to see if we could get an exception made to include benefit coverage for the seasonal employees. Manulife provided a proposal that includes the seasonal employees with similar benefit coverage to the current program (with the exception of the long-term disability benefit-not available). Sun Life also provided a proposal with the minimum set at 15 hours a week on an exception basis to include the seasonal employees (Again similar benefit plan however, no long-term disability benefit).

Page 18 of our renewal report includes the costing from both Manulife and SunLife if you were to proceed as per the details noted above. As you can see in our report that although we felt the renewal with Benefits by Design to be fair, both carriers are showing additional overall savings over the revised renewal with Benefits by Design based on the updated demographics including the seasonal employees (we can discuss in more detail when we meet).

We also looked at options for the seasonal employees outside a traditional benefit program. One option was a to provide a healthcare spending account to the seasonal employees in lieu of benefits. An other option could be to look at individual health and dental program for these employees as well.

As discussed, once we have direction from council as to how they would like to proceed (if they are looking to provide coverage for the seasonal employees or not), we can better design a program to meet the specific needs of the Township.

We will discuss in more detail at our meeting on the 15th and formulate our game plan from there.

If you have any questions or if you want to discuss in more detail, please let me know.

All the best,

BRAD GERRIOR

CONSULTANT, MANAGER NORTHERN ONTARIO

APRI INSURANCE SERVICES INC.

LIVING AS PLANNED

1527 Paris Street

Sudbury, ON P3E 3B7



AGENDA

Item:	13 a)
Date:	SEP 08 2015

RENEWAL PRESENTATION

The Corporation of the Township of Prince

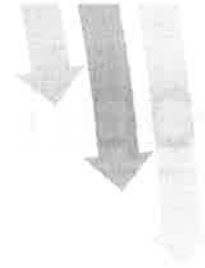
Renewal Date: October 1, 2015
Carrier: Benefits By Design

Presented by: Brad Gerrior
Date: August 11, 2015



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INTRODUCTION

As consultants representing *The Corporation of the Township of Prince* and your employees, we are pleased to present our renewal analysis for your Employee Benefit plan insured through Benefits By Design effective October 1, 2015.

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

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

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

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

BRAD GERRIOR

CONSULTANT, MANAGER

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CLIENT SERVICE CONSULTANT

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CLIENT SERVICE ASSISTANT

Phone: 705-222-4229

E-Mail: misty.lalonde@apriinc.com





EXECUTIVE SUMMARY

The purpose of this report is to present the October 1, 2015 renewal of your Employee Benefit Plan insured with Benefits By Design.

Our Renewal presentation includes the proposed and revised renewal rates for October 1st as well as our analysis of your demographics and claims experience to support the renewal.

RENEWAL HIGHLIGHTS

- The overall renewal rate adjustment proposed by Benefits By Design this year is a decrease of 10.7%. After our subsequent review and discussion with the carrier, the revised position is an 11.4% reduction.

POOLED BENEFITS

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

- The Life Insurance rate will be increasing by 36.9% based on the demographic changes since last year and the carrier's manual rate adjustment. There have been no Life Insurance claims paid in the current period.
- The Accidental Death & Dismemberment and Dependent Life rates will remain unchanged this year.
- For the Long Term Disability benefit, Benefits By Design has proposed an increase of 10% or \$7.50 monthly.

Updating Salaries:

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



EXPERIENCE RATED BENEFITS

The Extended Health Care and Dental Care benefits are experience rated and the renewal rate adjustments are determined based on your results for the period of June 1, 2014 to May 31, 2015.

- The Target Loss Ratio (TLR) used by Benefits By Design this year is 67.9%.
- Annual inflation, trend and utilization adjustments were 11.5% on the Extended Health and 6.5% on the Dental Care benefit, which also includes the fee guide adjustment.
- Benefits By Design has proposed a decrease of 18.9% to the Extended Health Care rates.
- For the Dental Care benefit, the calculated decrease is 4.6%.

DISCUSSION POINTS

- Plan Options (Critical Illness, Short Term Disability, Employee Assistance Program)
- Alternate Funding Options (Health Spending Account, Cost Plus).
- Administration Support, Online Training, Employee Meetings
- Cost Sharing – It is important to note that whatever your company contributes towards the cost of the Life and Accidental Death & Dismemberment on behalf of the employee(s) must be reported on the employee's T4 as taxable income. If the company pays any portion of the long-term disability premiums on behalf of the employee, the long-term disability benefit will become taxable at time of claim for the employee.
- Participation Requirements
- Market Review (completed this year and included in the renewal report)
- Continuation of benefits when an employee is off work due to a disability or other type of leave
- Drug Plan Resources – Patient Assistance Programs



RENEWAL RATES

MONTHLY PREMIUM ILLUSTRATION

The Corporation of the Township of Prince			2014 CURRENT		2015 PROPOSED RENEWAL			2015 FINAL RENEWAL		
Benefit	Volume		Rate	Premium	Rate	Premium	%	Rate	Premium	%
Life Insurance	75,000		0.616	\$46.20	0.937	\$70.28	+52.1%	0.843	\$63.23	+36.9%
AD&D	75,000		0.039	\$2.93	0.039	\$2.93	0.0%	0.039	\$2.93	0.0%
Dependent Life	2		0.950	\$1.90	0.950	\$1.90	0.0%	0.950	\$1.90	0.0%
Long Term Disability	3,000		2.470	\$74.10	2.720	\$81.60	+10.1%	2.720	\$81.60	+10.1%
Total Pooled			\$125.13		\$156.70			\$149.65		
Extended Health Care	Single	1	113.55	\$113.55	92.14	\$92.14	-18.9%	92.14	\$92.14	-18.9%
	Family	2	319.43	\$638.86	259.19	\$518.38	-18.9%	259.19	\$518.38	-18.9%
Dental Care	Single	1	45.11	\$45.11	43.03	\$43.03	-4.6%	43.03	\$43.03	-4.6%
	Family	2	108.75	\$217.50	103.74	\$207.48	-4.6%	103.74	\$207.48	-4.6%
Total Experience Rated			\$1,015.02		\$861.03			\$861.03		
Total Monthly Premium			\$1,140.15		\$1,017.73			\$1,010.68		
Total Annual Premium *			\$13,681.74		\$12,212.76			\$12,128.16		
Total Annual Increase/Decrease					-10.74%			-11.36%		
Total Annual Change in Premium					-\$1,468.98			-\$1,553.58		

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



RENEWAL AUDIT FACTORS

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

The actual information used by Benefits By Design or the analysis and pricing of your Employee Benefit Program includes a review of the employee demographics, and the claims experience for the full twelve months ending May 31, 2015 along with the previous twelve months.

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

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

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



POOLED BENEFIT ANALYSIS

POOLED BENEFITS

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

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

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

LIFE INSURANCE

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

- While the number of males has decreased by 1, the number of females has stayed the same at 2.
- The average age has increased from 50 to 60.
- Generally, natural aging accounts for an increase of 5% to 10% annually in the mortality (Life) rates. The cost of Life Insurance increases as the employee ages.
- Female insured members' account for 67% of the volume this year. The mortality risk and cost of Life Insurance is lower for females than for males.
- Benefits By Design has proposed an increase of 36.9%.

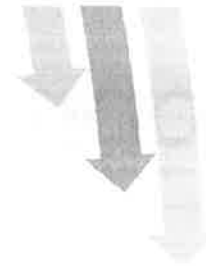
ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

The rate for the AD&D will remain unchanged.

DEPENDENT LIFE

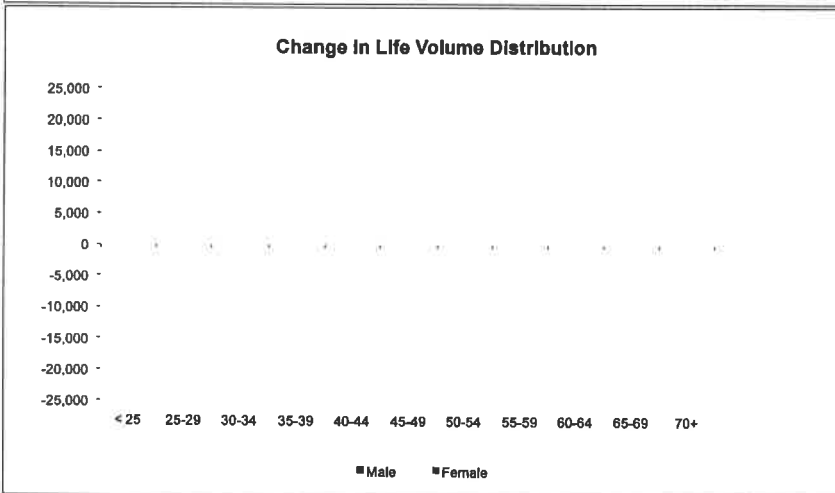
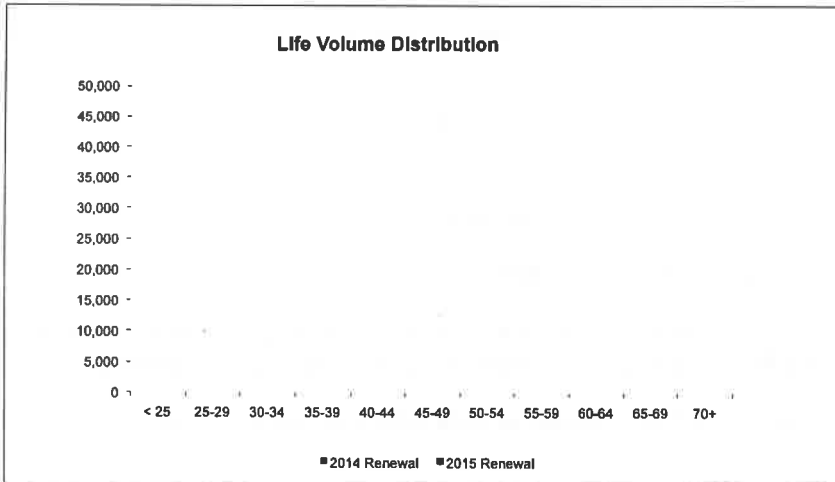


Benefits By Design has proposed no change to the Dependent Life rate. In the current period, there are 2 employees insured for Dependent Life.



LIFE DEMOGRAPHICS

Age Bands	2014 Renewal						2015 Renewal					
	Male		Female		Total		Male		Female		Total	
	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume
< 25	1	25,000	0	0	1	25,000	0	0	0	0	0	0
25-29	0	0	0	0	0	0	0	0	0	0	0	0
30-34	0	0	0	0	0	0	0	0	0	0	0	0
35-39	0	0	0	0	0	0	0	0	0	0	0	0
40-44	0	0	0	0	0	0	0	0	0	0	0	0
45-49	0	0	0	0	0	0	0	0	0	0	0	0
50-54	0	0	0	0	0	0	0	0	0	0	0	0
55-59	0	0	2	50,000	2	50,000	0	0	1	25,000	1	25,000
60-64	1	25,000	0	0	1	25,000	1	25,000	1	25,000	2	50,000
65-69	0	0	0	0	0	0	0	0	0	0	0	0
70+	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	50,000	2	50,000	4	100,000	1	25,000	2	50,000	3	75,000





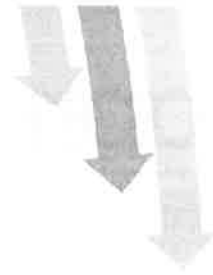
LONG TERM DISABILITY

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

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

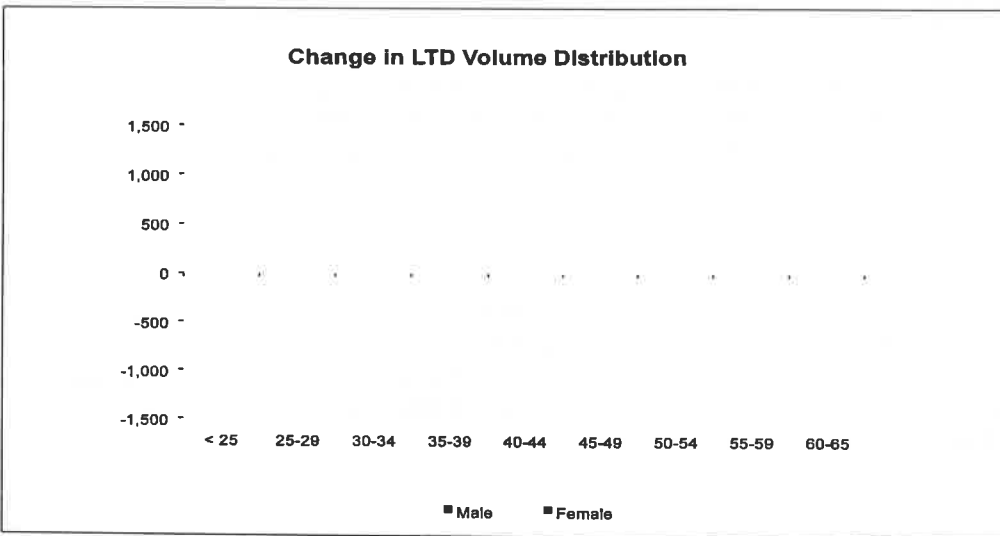
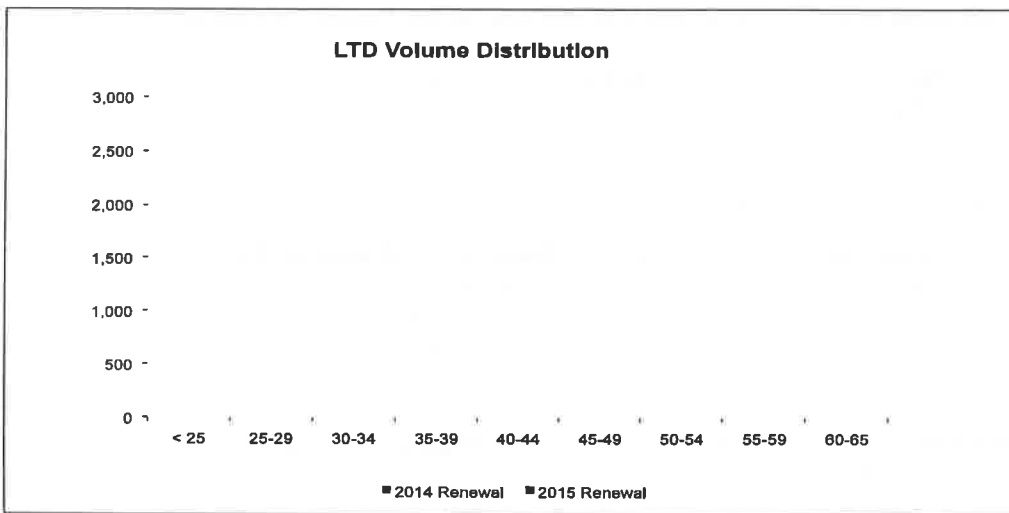
Our analysis of the demographics indicates the following:

- The volume of insurance has stayed the same this year.
- Females' account for 100% of the total volume this year. The female population represents a higher risk of morbidity than males and therefore a higher cost of disability insurance.
- Benefits By Design has proposed an increase of 10% effective October 1, 2015.
- There are no open LTD claimants.



LONG TERM DISABILITY DEMOGRAPHICS

Age Bands	2014 Renewal						2015 Renewal					
	Male		Female		Total		Male		Female		Total	
	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume	Lives	Volume
< 25	0	0	0	0	0	0	0	0	0	0	0	0
25-29	0	0	0	0	0	0	0	0	0	0	0	0
30-34	0	0	0	0	0	0	0	0	0	0	0	0
35-39	0	0	0	0	0	0	0	0	0	0	0	0
40-44	0	0	0	0	0	0	0	0	0	0	0	0
45-49	0	0	0	0	0	0	0	0	0	0	0	0
50-54	0	0	0	0	0	0	0	0	0	0	0	0
55-59	0	0	2	3,000	2	3,000	0	0	1	1,500	1	1,500
60-65	0	0	0	0	0	0	0	0	1	1,500	1	1,500
Total	0	0	2	3,000	2	3,000	0	0	2	3,000	2	3,000





EXPERIENCE RATED BENEFIT ANALYSIS

The experience rated benefits for your group include Extended Health Care and Dental Care.

Your new rates are established through an analysis of the following factors:

- Historical claiming patterns. Benefits By Design has used the experience results for the last three policy years.
- Inflation, and trend as well as fee guide adjustments for the Dental Care benefit
- Future claims expectations based on a breakdown of your individual experience, plan design and employee population.

INCURRED BUT NOT REPORTED RESERVE (IBNR)

Claims incurred and paid under your program are factored to include the IBNR reserve. This reserve is intended to ensure that there are sufficient dollars on hand in the event of termination of the contract, to pay for claims that have been incurred but which may have not been processed for payment. The reserve is based on a percentage of paid claims with Benefits By Design.

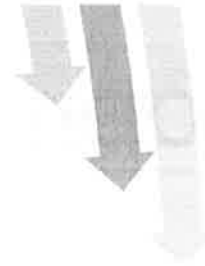
Paid claims plus the IBNR reserve are referred to as incurred claims and renewal pricing is based on incurred claims.

TARGET LOSS RATIO

The TLR is also known as the “break-even” and reflects the percentage of every dollar the carrier expects to pay for your Extended Health and Dental Care claims. The difference between the TLR and 100% represents the carrier’s cost to administer the plan.

CREDIBILITY

Another component that insurers use in evaluating rates is a group’s credibility, which is dependent on the number of employees covered on the plan and the number of years of claims experience. If a benefit is not fully credible, this means that a portion of the carrier’s renewal rate calculation will be based on their manual rates. Your credibility factor is 50%; therefore 50% of the rate indication is based on the carrier’s manual rates with 50% based on your own experience.



TREND FOR HEALTH AND DENTAL

Trend measures the increasing cost of Extended Health and Dental Care. This can be attributed primarily to the following factors:

- High cost of prescription drugs, particularly some of the new drugs on the market
- Rising dispensing fees charged by the pharmacies
- Increased utilization of medical services by an aging population
- Change in society's attitudes towards health care (individuals are becoming more health conscious).
- Budget constraints on hospitals and increasing costs as provincial hospital/medical plans shifting more services to the private sector.
- Increasing dental care costs over and above the Dental Fee Guide increases
- Growing popularity of more expensive and complicated dental procedures

The following table provides a breakdown of the renewal factors used by Benefits By Design in the calculation of your renewal.

Renewal Factor	Extended Health	Dental
Target Loss Ratio	67.9%	67.9%
Annual Trend/Inflation	11.5%	6.5%
IBNR	7.58%	7.50%
Credibility	50%	50%

STOP LOSS POOLING

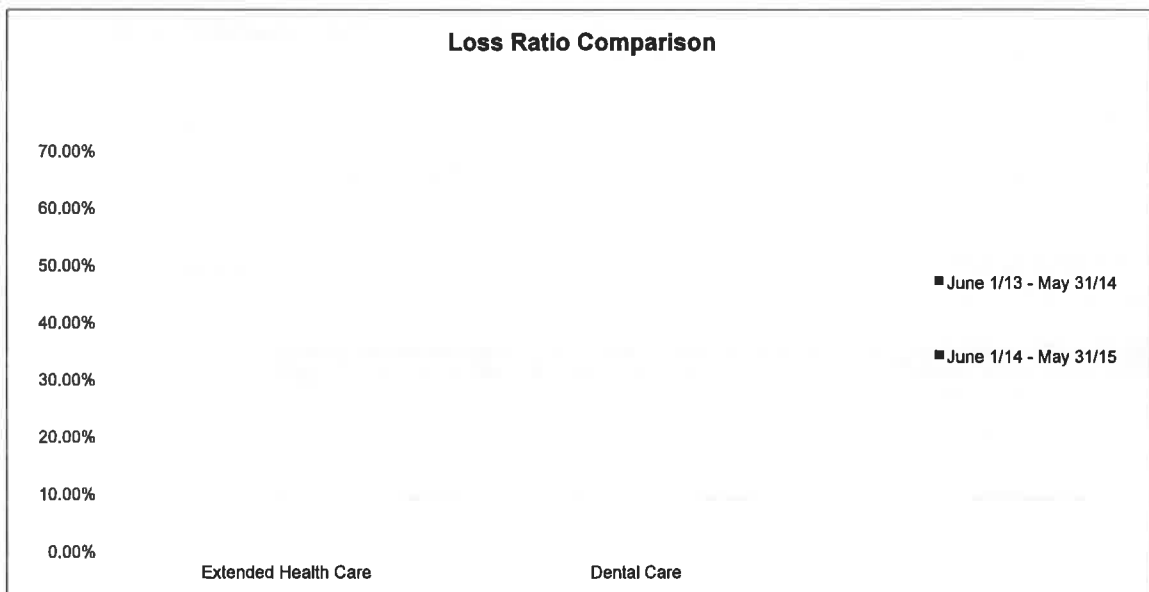
Under your arrangement with Benefits By Design, all out-of-country claims as well as health claims in excess of \$10,000 per insured are removed from your experience prior to the renewal rate calculation. The stop loss pooling is used to protect your plan from large or unpredicted claims especially in a market where there continues to be an influx of new and costly drug therapies being introduced to treat serious medical conditions. Shifting the risk for costly and generally unexpected claims to the carrier will help to control your premium levels especially if there are large fluctuations from one year to the next.



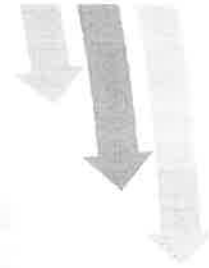
EXPERIENCE OVERVIEW

The chart below features your plan's experience trends over the most current policy year, in comparison to the previous year.

EXPERIENCE SUMMARY								
	June 1/13 - May 31/14				June 1/14 - May 31/15			
	Billed Premium	Paid Claims	Incurred Claims	Loss Ratio	Billed Premium	Paid Claims	Incurred Claims	Loss Ratio
Extended Health Care	\$8,800	\$4,351	\$4,540	51.59%	\$8,574	\$1,555	\$2,338	27.27%
Dental Care	\$3,513	\$2,274	\$2,246	63.93%	\$3,230	\$1,538	\$1,687	52.23%
Total	\$12,313	\$6,625	\$6,786	55.11%	\$11,804	\$3,093	\$4,025	34.10%



- The overall paid loss ratio has decreased from 55.1% last year to 34% in the current period.
- Claims under both Extended Health Care and Dental Care continue to run well with a loss ratio for Extended Health Care this year is 27.3% and 52% for Dental Care.
- Drug claims continue to be the highest percentage of claims under Extended Health Care at 57.4% of the total.
- Paramedical services and the second ranked service at 36.84%



- The Extended Health Care rates will see a decrease of 18.9% for the upcoming year and he Dental rates will decrease 4.6%.

RATE HISTORY

The Corporation of the Township of Prince		2013 RATES	2013 MONTHLY PREMIUM	2014 RATES	2014 MONTHLY PREMIUM	2015 RATES	2015 MONTHLY PREMIUM
Benefit	Volume						
Life Insurance	75,000	0.560	\$42.00	0.616	\$46.20	0.843	\$63.23
AD&D	75,000	0.039	\$2.94	0.039	\$2.94	0.039	\$2.94
Dependent Life	2	0.95	\$1.90	0.950	\$1.90	0.95	\$1.90
Long Term Disability	3,000	2.47	\$74.10	2.470	\$74.10	2.72	\$81.60
Total Pooled			\$120.94		\$125.14		\$149.67
Health Care	Single	110.13	\$110.13	113.550	\$113.55	92.14	\$92.14
	Family	309.84	\$619.68	319.430	\$638.86	259.19	\$518.38
Dental Care	Single	43.79	\$43.79	45.110	\$45.11	43.03	\$43.03
	Family	105.56	\$211.12	108.750	\$217.50	103.74	\$207.48
Total Experience-Rated			\$984.72		\$1,015.02		\$861.03
Total Monthly Premium			\$1,105.66		\$1,140.16		\$1,010.70
Total Annual Premium			\$13,267.92		\$13,681.92		\$12,128.34
Overall Increase/Decrease					+3.1%		-8.6%

Rate history is based on current volumes.

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



PLAN DESIGN

Class A: Administrative Staff
Class B: All Other Employees

Benefit Schedule	Administrative Staff	All Other Employees
Waiting Period	3 months	3 months
Life Insurance		
Benefit Schedule	Flat \$25,000	Flat \$25,000
Benefit Maximum	\$25,000	\$25,000
Non Evidence Maximum	\$25,000	\$25,000
Reduction Clause	50% at age 65, then 50% at age 70	50% at age 65
Termination Clause	Age 75/earlier retirement	Age 75/earlier retirement
Dependent Life Insurance		
Spouse	\$5,000	\$5,000
Dependent Child	\$2,500	\$2,500
Termination Age	Age 75/earlier retirement	Age 75/earlier retirement
Basic AD & D		
Same as Basic Life	Yes	Yes
Long Term Disability		
Benefit	66.667% of employee's monthly salary	Not included
Benefit Maximum	\$4,000	
Non Evidence Maximum	\$1,500	
Elimination Period	119 days	
Benefit Duration	To age 65	
Definition of Disability	2 years "own occupation"	
CPP/QPP Offsets	Primary	
Tax Status	Non-taxable	
All Source Maximum	85% of employee's pre-disability net Salary	
Extended Health Care		
Calendar Year Deductible	Nil	Nil
Overall Maximum	Unlimited	Unlimited
Reimbursement		
Drugs	80%	80%
Hospital	100%	100%
Other Health	100%	100%
Vision Care	100%	100%
Out of Country	100%	100%
Emergency	100%	100%
Drug Card	Yes	Yes
Eligible Drug Definition	Generic	Generic



Anti- smoking	Not included	Not included
Infertility	Not included	Not included
Erectile Dysfunction	Not included	Not included
Private Duty Nursing	\$10,000/calendar year	\$10,000/calendar year
Hospital	Semi-Private	Semi-Private
Paramedical Practitioners	Included	Included
Maximum Per Visit	Reasonable & Customary	Reasonable & Customary
Annual Maximum per practitioner	\$300/calendar year	\$300/calendar year
Hearing Aids	\$500/5 years	\$500/5 years
Custom Orthopedic Shoes	Reasonable & Customary	Reasonable & Customary
Custom Orthotics	\$300/calendar year	\$300/calendar year
Out of Canada Emergency	Limited to the 1 st 60 days; \$5,000,000/incident	Limited to the 1 st 60 days; \$5,000,000/incident
Out of Canada Referral	\$50,000/calendar year	\$50,000/calendar year
Survivor Benefits	24 months	24 months
Termination Clause	Age 75/earlier retirement	Age 70/earlier retirement
Vision Care		
Eye Glasses, Contact Lenses, Laser Eye Surgery	\$300/24 months	\$300/24 months
Eye Exams	One exam/24 months	One exam/24 months
Dental Care		
Calendar Year Deductible	Nil	Nil
Reimbursement		
Basic & Preventative	80%	80%
Major Restorative	Not included	Not included
Orthodontics (Children only)	Not included	Not included
Maximum Per Family Member		
Basic	\$1,000/calendar year	\$1,000/calendar year
Major Restorative	Not included	Not included
Orthodontics	Not included	Not included
Fee Guide	Current	Current
Recall Exams	6 months	6 months
Survivor Benefits	24 months	24 months
Termination Clause	Age 75/earlier retirement	Age 70/earlier retirement



MARKETING SUMMARY

As previously discussed, we have approached a number of insurance carriers to see what their minimum eligibility requirements were for Seasonal Workers based on the need within your organization to possibly extend benefits for part time employees working 40 hours a week for 6 months of the year and between 12 to 15 hours during the winter months. With your current carrier, Benefits By Design, the minimum hour requirement is 20 hours per week. Two carriers, Manulife and Sun Life have provided us with a quote on your benefit program with the following requirements:

- Sun Life – the minimum hour requirement is 15 hours per week and Long Term Disability would not be available to this class of employees.
- Manulife – would extend coverage to these employees working the number of hours specified but no Long Term Disability coverage.

We have included a comparison of Benefits By Design's renewal rates, and Sun Life and Manulife's proposed rates, and expenses / factors used to calculate your annual renewal.

BENEFIT		VOLUME	BENEFITS BY DESIGN		MANULIFE		SUN LIFE	
			Rate	Premium	Rate	Premium	Rate	Premium
Life Insurance		75,000	0.843	\$63.23	0.765	\$57.38	0.67	\$50.25
AD&D		75,000	0.390	\$2.94	0.062	\$4.65	0.06	\$4.50
Dependent Life		2	0.950	\$1.90	4.805	\$9.21	3.38	\$6.76
Long Term Disability		3,000	2.720	\$81.60	2.329	\$69.87	2.606	\$78.18
Total Pooled				\$149.67		\$141.11		\$139.69
Health Care	Single	1	92.14	\$92.14	68.34	\$68.34	88.25	\$88.25
	Family	2	259.19	\$518.38	192.24	\$384.48	248.03	\$496.06
Dental Care	Single	1	43.03	\$43.03	34.15	\$34.15	35.76	\$35.76
	Family	2	103.74	\$207.48	82.33	\$164.66	86.22	\$172.44
Total Experience Rated				\$861.03		\$661.63		\$792.51
Total Monthly Premium				\$1,010.70		\$792.74		\$932.20
Total Annual Premium *				\$12,128.34		\$9,512.82		\$11,186.40
Total Annual Savings						-\$2,615.62		-\$941.94
% of Savings						-21.6%		-7.8%

* NOTES Premium is subject to applicable Retail Sales Tax, depending on province of residence.

Volumes are taken from your 2015 renewal



1ST YEAR RENEWAL FACTORS

1ST YEAR RENEWAL FACTORS	CURRENT CARRIER	PROPOSED CARRIERS	
	BENEFITS BY DESIGN	MANULIFE	SUNLIFE
TARGET LOSS RATIO (TLR)			
EXTENDED HEALTH CARE	67.9%	72.9%	70.0%
DENTAL CARE			
ANNUAL TREND/INFLATION			
EXTENDED HEALTH CARE	11.5%	11.5%	11.5%
DENTAL CARE	6.5%	7.9%	5.5%
IBNR'S			
EXTENDED HEALTH CARE	7.6%	7.9%	6.0%
DENTAL CARE	7.5%	8.5%	7.5%
RATE GUARANTEES	12 month renewal	12 months thereafter	12 months thereafter
POOLED (Life, AD&D, Dep Life & LTD)		16 months	16 months
EXPERIENCE-RATED (Health & Dental)			
STOPLOSS	per individual	per individual	per individual
EXTENDED HEALTH CARE	\$10,000	\$10,000	\$10,000
EMERGENCY OUT OF COUNTRY	from 1st dollar	from 1st dollar	from 1st dollar



Benefit Bonus Fund

When an organization gets to about 5 employees it is not uncommon to consider adding a benefit plan. The typical challenges are;

1. How do you determine the cost of a Benefit Plan
2. How to protect yourself from increased costs in the future
3. How do you please all your employees

How do you determine the cost of a Benefit Plan?

Under a traditional insurance based benefit plan, the insurer estimates the cost of providing a defined ranged of eligible expenses at a defined level of reimbursement. For example they say they will cover basic dental expenses at 80% of the dental fee guide. While estimates can be made on the cost of any benefit, the prime variable is utilization, which will vary from the insurer's assumptions and/or could change over time. Often insurers quote aggressive prices to encourage employers to add new benefits or increase benefit levels. If they underestimate the costs they increase the prices at the first renewal. Insurers are like casinos... they don't lose money



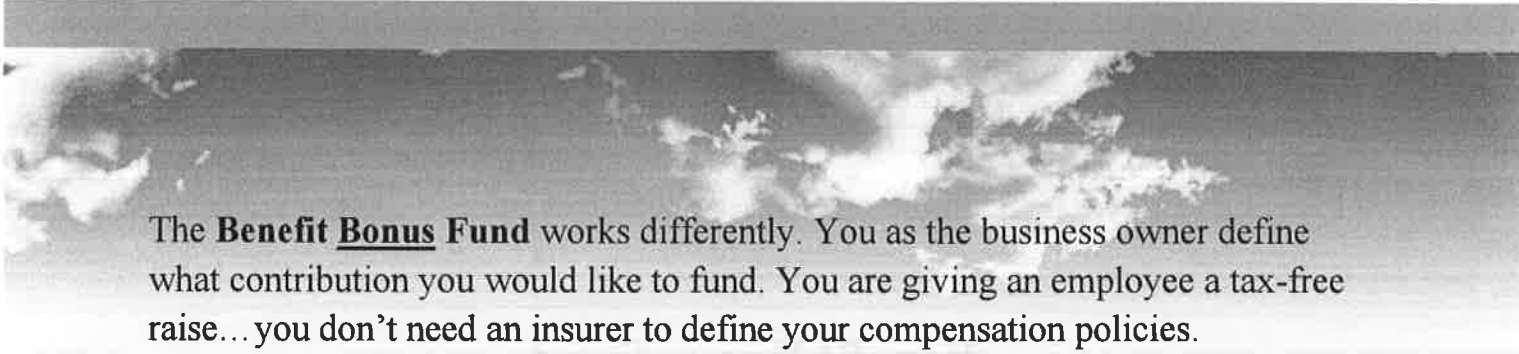
Imagine
Introducing a New Benefit Plan
And guaranteeing
100% Cost Stability
100% Employee satisfaction



Cost Stability...Better Benefits

Integrated Benefits are managed by Wellknit Services, a boutique administrator providing innovative compensation solutions since 2005.

 **wellknit**
SERVICES



The **Benefit Bonus Fund** works differently. You as the business owner define what contribution you would like to fund. You are giving an employee a tax-free raise... you don't need an insurer to define your compensation policies.

Typically the range for a Benefit bonus is between \$75 and \$150 per employee per month, though there is no reason it cannot be higher or lower. Many employers contribute different amounts depending on variables important to the business owner such as the employee's salary, years of service, job description or their performance.

How do you protect yourself from increased costs in the future?

Traditional insurance benefits become an entitlement. There is every expectation that the new Benefit Plan that is offered this year will be provided next year. And if the cost of the Benefit Plan increases in the second or subsequent year employees do not perceive the incremental cost as incremental income. They had a dental plan last year and now they have a dental plan this year... there is no change. Employers discover that the cost of a traditional health and dental plan increase every year at a rate faster than general inflation!

We address these historical problems by positioning the new benefit plan differently. We suggest the business owner emphasis three concepts when introducing their new Plan

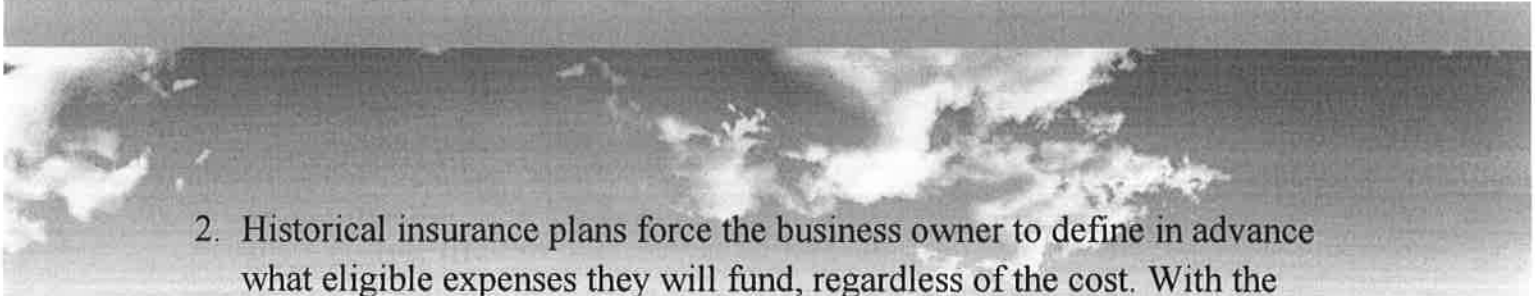
1. We call the Plan the **Benefits Bonus Fund**. The very name suggests the benefit is not an entitlement; the benefit levels are determined every year. The business owner is not committed to providing the same benefit levels every year... in fact there may not be a benefit bonus declared in certain years.



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2. Historical insurance plans force the business owner to define in advance what eligible expenses they will fund, regardless of the cost. With the **Benefits Bonus Fund** the employer does the opposite. The employer defines their contribution and it is up to the employee to decide how to use their tax free funds.
 3. Eligibility. Traditional insurance plan dictate eligibility rules to the employer. All employees who fit into the criteria established by the insurer participate in the plan. Employees are entitled to participate based on the insurer's rules. We suggest that participation in the **Benefits Bonus Fund** is a privilege earned by certain employees annually. Participation and benefit levels are determined annually by the business owner.

How do you please all your employees?

Each employee has different health and dental needs. Any new traditional insurance Plan will be appreciated by some and not a benefit to others. When employees see upgrades that are not relevant to them it creates a demand for additional upgrades.

When a new traditional insurance plan is introduced some of the expenses the plan will incur would have been expensed through a Spousal Plan. By adding a traditional benefit plan, the business owner would be increasing their cost without increasing the benefit for certain employees... a total waste of money

The **Benefit Bonus Fund** works differently.

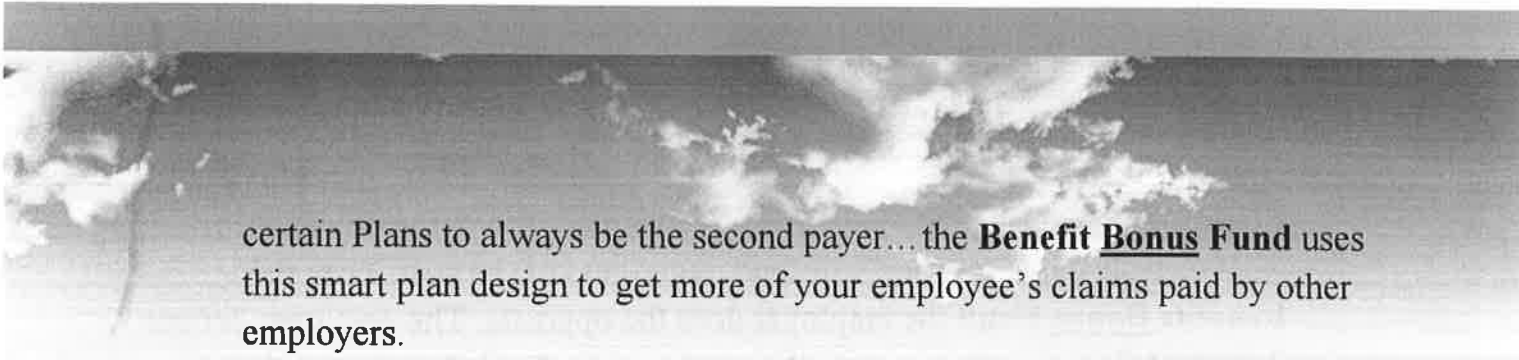
The Canadian Life and Health Insurance Association (CLHIA) is a trade association that represents the interests of life and health insurers. They have developed guidelines, called Co-ordination of Benefits (COB) to determine which Plan should pay first. The fine print of the COB rules allows for



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certain Plans to always be the second payer... the **Benefit Bonus Fund** uses this smart plan design to get more of your employee's claims paid by other employers.

The **Benefit Bonus Fund** can be used on any benefit approved by the Income Tax Act. Each employee will determine how their individual Benefit Bonus will be spent, ensuring that your expenditure will be relevant. There are no deductibles or co-pays... 100% of the expense is eligible.

In summary, the advantages of the **Benefit Bonus Fund** are

1. **Guaranteed Cost**

A Bonus is a fixed cost, not an estimated claims cost provided by an Insurer who has a vested interest in the Plan Sponsor increasing their liability.

2. **Better Benefits**

No matter what traditional insurance benefit plan was introduced a few employees would benefit and the majority would not. By using the **Benefit Bonus Fund** 100% of the employees will have access to their funds.

3. **Cost Stability**

Unused Funds are retained by the Plan Sponsor, not the insurer.



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AGENDA

Item:	13 b)
Date:	SEP 08 2015

ADMINISTRATIVE REPORT

Date: September 2, 2015	Date Presented: September 8, 2015
Prepared By: Peggy Greco	Department: General Government
Subject: Zone 7 request for sponsorship	

Since this is the 50th anniversary of Zone 7 meetings and we are part of the hosting group, we are asking the hosting municipalities for sponsorship, as per the attached letter.

As the cost of attending this meeting is minimal for our township...(ie. No mileage, hotel, meals during travel), I respectfully ask that council consider a donation or sponsorship for this event.

Also, I would like to get permission to enclose our pins and pens (if they arrive on time) in the take-away packages. (about 40 of each)

Respectfully submitted,
Peggy Greco

AGENDA

Item: _____

Date: _____

Dear Prince Township Council:

The Association of Municipal Managers, Clerks and Treasurers (AMCTO) is Ontario's largest voluntary association of local government professionals providing education, accreditation, leadership, and implementation expertise for Ontario's municipal professionals for over 75 years. With over 2,100 members working in municipalities across Ontario, AMCTO is the leading professional development organization for municipal administrative staff.

AMCTO is divided into 9 geographical chapters known as Zones, of which Central Algoma is in Zone 7. The Zone holds two professional development workshops each year to provide municipal managers with topical information on day to day duties, statutory requirements, updates on new or revised legislation, service provision and customer relations. Zone meetings also provide members with an opportunity to network with peers, share information on best practices and challenges, and an occasion to acquire first hand information on policies, procedures and general municipal practices.

The Central Algoma Clerks Association is proud to host the AMCTO Zone 7 Fall Meeting on October 22 and 23, 2015 at the Holiday Inn Express in Sault Ste. Marie.

Zone meetings rely on sponsorship to help cover the cost of meals and social functions for delegates so that registration costs to participants and their municipalities is kept at the very low rate of \$95. Registration fees cover the cost of speakers, presentations and equipment rental. If you are able to provide either a donation of \$250 or sponsorship for this event, your company's name and/or logo will be promoted in print material, and you are welcome to set up a booth to demonstrate or promote a product or service.

Delegates are also provided with bags which include mementos such as pens, pins, note pads, etc., and any take-aways would also be appreciated. At this point we do not have the exact number of delegates attending, but we estimate around forty people. If you wish to make a donation or have an item you wish to include, arrangements can be made to collect these from you. If you are able to provide a donation, please make cheques payable to AMCTO Zone 7.

Thank you for considering this request for a financial donation or sponsorship to a very worthwhile municipal event. Any questions you may have may be directed to your clerk, or AMCTO Zone 7 Board representative Carol Trainor at 705-246-2625.

Yours truly,

Carol Trainor
Zone 7 Board representative



AGENDA

Item: 13 c)
Date: SEP 08 2015

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

Second Intake of the Ontario Community Infrastructure Fund (OCIF) / La deuxième période de réception de demandes du Fonds ontarien pour l'infrastructure communautaire (FOIC)

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

2 September 2015 at 10:19

As previously communicated, the second intake of the Ontario Community Infrastructure Fund (OCIF) is now open. This email is to remind you that the deadline of September 11th is quickly approaching. If you are interested in submitting an Expression of Interest, please use the following link to access the website with information on the fund and how to apply.

<https://www.ontario.ca/page/infrastructure-funding-small-communities>

For additional information, or if you are unable to access the link above, please call 1-877-424-1300 or email OCIF@ontario.ca.

Tel que communiqué antérieurement, la deuxième période de réception de demandes du Fonds ontarien pour l'infrastructure communautaire (FOIC) est maintenant ouverte. Ce courriel est pour vous rappeler que la date limite de présentation du 11 septembre approche très rapidement. Si vous êtes intéressé à soumettre une déclaration d'intérêt, veuillez cliquer sur le lien suivant pour consulter le site web pour obtenir de plus amples renseignements.

<https://www.ontario.ca/fr/page/financement-pour-les-infrastructures-des-petites-collectivites>

Si vous voulez obtenir des renseignements supplémentaires, ou si vous êtes incapable d'accéder au lien du site web, composez le 1 877 424-1300 ou faites parvenir un courriel à OCIF@ontario.ca.

Item:	AGENDA 13d
Date:	SEP 08 2015

Certification Part One for Joint Health and Safety Committees

This program is the first part of the training process for individuals to be certified under guidelines established and enforced by the Ontario Minister of Labour. This 3-day program assists JHSC members with issues particular to their work environment. Management and worker members receive training in the significant hazards found in their workplace.

At the end participants will:

1. Understand relevant legislation.
2. Understand their legal rights and responsibilities.
3. Learn about common workplace hazards.
4. Learn key steps to addressing these hazards.

This knowledge will prepare participants to carry out workplace inspections, accident investigations and enable them to function effectively as JHSC members.

Mississauga: September 15, 2015

Simcoe: October 6, 2015

Meaford : September 22, 2015

Sault Ste. Marie: October 6, 2015

Kingston: September 24, 2015

Burlington: October 20, 2015

Windsor: October 5, 2015

Hamilton: October 20, 2015

Sudbury: October 6, 2015

Certification Part Two Education - Workplace Hazard Specific Training - 1 day

This course is the second part of the training process for individuals to be certified under guidelines established and enforced by the Ontario Ministry of Labour.

This 1 day course assists JHSC members with issues particular to their work environment. Management and worker members receive training in the significant hazards found in their workplace. At the end participants will be able to:



1. Identify the hazards commonly found in educational and cultural settings.
2. Describe how they may cause injury or illness.
3. Effectively recognize and assess these sector specific hazards.
4. Outline methods for controlling them.

Participants will also learn about relevant legislation, standards and guidelines.

Hamilton: September 16, 2015

Certification Part Two Acute Care Workplace Hazard Specific Training for JHSC

Toronto: September 25, 2015**Certification Part Two
Long Term Care Workplace Hazard Specific Training for JHSC**

This 2 day course assists JHSC members with issues particular to their work environment. Management and worker members receive training in the significant hazards found in their workplace.



At the end participants will be able to:

1. Identify the hazards commonly found in long term care settings.
2. Describe how they may cause injury or illness.
3. Effectively recognize and assess these sector specific hazards.
4. Outline methods for controlling them.

Participants will also learn about relevant legislation, standards and guidelines.

Hamilton: September 2, 2015

Orillia: October 6, 2015

Toronto: September 9, 2015

Toronto: October 7, 2015

Clinton: September 21, 2015

Oakville: October 8, 2015

**Certification Part Two
EMS/Paramedic Workplace Hazard Specific for JHSC**

This course is the second part of the training process for individuals to be certified under guidelines established and enforced by the Ontario Ministry of Labour.

This 2 day course assists JHSC members with issues particular to their work environment. Management and worker members receive training in the significant hazards found in their workplace. At the end participants will be able to:



1. Identify the hazards commonly found in emergency medical services.
2. Describe how they may cause injury or illness.
3. Effectively recognize and assess these sector specific hazards.
4. Outline methods for controlling them.

Participants will also learn about relevant legislation, standards and guidelines.

Cornwall: October 8, 2015

East Gwillimbury: October 27, 2015

**Certification Part Two
Municipal Workplace Hazard Specific Training for JHSC**

This course is the second part of the training process for individuals to be certified under guidelines established and enforced by the Ontario Ministry of Labour.

This 2 day course assists JHSC members with issues particular to their work environment. Management and worker members receive training in the significant hazards found in their workplace.



At the end participants will be able to:

1. Identify the hazards commonly found in municipal and provincial government

- settings.
2. Describe how they may cause injury or illness.
 3. Effectively recognize and assess these sector specific hazards.
 4. Outline methods for controlling them.

Participants will also learn about relevant legislation, standards and guidelines.

Sudbury: September 24, 2015

Kingston: October 27, 2015

Ottawa: October 7, 2015

Sault Ste. Marie: October 27, 2015

Emsdale: October 14, 2015

Sarnia: October 28, 2015

Certification Part Two Police Workplace Hazard Specific Training for JHSC

This course is the second part of the training process for individuals to be certified under guidelines established and enforced by the Ontario Ministry of Labour.

This 2 day course assists JHSC members with issues particular to their work environment. Management and worker members receive training in the significant hazards found in their workplace.



At the end participants will be able to:

1. Identify the hazards commonly found in police services settings.
2. Describe how they may cause injury or illness.
3. Effectively recognize and assess these sector specific hazards.
4. Outline methods for controlling them.

Participants will also learn about relevant legislation, standards and guidelines.

Orillia: October 2, 2015

Effective Leadership Book 1: Legislation, Standards and Codes Sector: Health and Community Services

Book 1 (part one of a five part education session) outlines the requirements of the Occupational Health and Safety Act (OHSA), the Ontario health care regulations and other related legislation, codes and standards. The completion of all 5 modules:

1. Ensures competency of supervisors/managers.
2. Enhances knowledge of the legislated health and safety responsibilities that must be followed.



St. Thomas: October 8, 2015

Effective Leadership Book 2: The Internal Responsibility System and Due Diligence Sector: Health and Community Services

This day long course is designed to provide background learning on musculoskeletal disorders that are linked to exposure to hazards in office/computer work. The content of the classroom portion of the course will be reinforced in practical application exercises:



1. Identifying the hazards.
2. Applying solutions to control the hazards.
3. Reporting the results of the assessments.

Although this course is most directly applicable to individuals who work in a traditional office setting, those who use computers in non-traditional settings will find that many of the same skills and principals can be applied.

Ottawa: October 14, 2015

East Gwillimbury: October 27, 2015

Training the Fit Tester for Respiratory Protection

Participants will learn about the legislation, knowledge and skills required to conduct their own qualitative fit testing (QLFT) as outlined by the CSA Standard Z94.4-11.

This 1/2 day course will train participants on the requirements within a respiratory protection program and qualify them to educate and prepare workers for the fit test.



Kemptville: September 3, 2015

Belleville: September 28, 2015

Hamilton: September 16, 2015

Toronto: October 6, 2015

Toronto: September 17, 2015

2015 Northern Ontario Health and Safety Symposium

PSHSA would like to extend an invitation to all firms interested in learning more about effective health and safety strategies. These symposiums will run throughout Northern Ontario in 2 regions for half a day each. Our Symposiums are different from regular health and safety training and conferences as we focus on issues that go beyond compliance and strive for excellence and we use a hands on, interactive workshop approach where participants can apply learning outcomes.



Who should attend these sessions?

- Managers, supervisors, team leaders, coordinators etc.
- CEOs and executives
- Health and safety and human resource professionals
- JHSC members (management and workers)
- Health and safety representatives
- Union members
- Persons in charge of performing inspections in the workplace

Sudbury: October 1, 2015

Sault Ste. Marie: October 15, 2015

AGENDA

Item: 14 a)

Date: SEP 08 2015



CORPORATION OF THE TOWNSHIP OF PRINCE
REGULAR MEETING CLOSED SESSION MINUTES
August 11, 2015
Council Chambers

Mayor Ken Lamming

Councillors: Dave Amadio, Ian Chambers, and Mike Matthews

Staff: CAO/Clerk-Treasurer, Peggy Greco and Administrative Assistant, Brittany Agliani

Resolution 2015-248

Moved by: D. Amadio

Seconded by: M. Matthews

Be it resolved that this Council hereby goes into closed session at 7:50 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 – July 14, 2015

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. (carried)

Discussion of Closed Minutes

- a) Regular Meeting July 14, 2015

See Resolution 2015-250 in Open Session.

Discussion of Business

None.

Adjourn

Returned to open session at 7:55 p.m.

See Resolution 2015-249 in Open Session.

Mayor, Ken Lamming

CAO/Clerk-Treasurer, Peggy Greco