



**CORPORATION OF THE TOWNSHIP OF PRINCE  
REGULAR MEETING  
Agenda  
January 09, 2018  
6:45 p.m. – Council Chambers**

- 
1. **Call to Order**
  2. **Approve Agenda**
  3. **Disclosure of Interest**
  4. **Minutes of Previous Meeting**
    - a) Minutes December 12 2017- Prince Township
  5. **Questions and Information Arising out of Minutes and not Otherwise on Agenda**
  6. **Petitions and Delegations**

None
  7. **Reports from Staff**
    - a) Fire Chief Report
    - b) Road Superintendent Report – none
    - c) Clerk-Treasurer Report – Expenditure & Revenue Reports
    - d) Administrative Report – Day Camp Concerns
    - e) Impact of New Minimum Wage – Update & information from Pay Equity Office & Hicks Morley firm
    - f) Statement of Account – Analysis on Ontario Community Infrastructure Fund of Prince Lake Road Curve and Hill
  8. **Planning**

None
  9. **By-Laws**
    - a) 2018-01 – Borrowing by-law
    - b) 2018-02 – Tax Ratio by-law
  10. **Motions and Notices of Motions**
    - a) Mayor Lamming – request for flat \$200/annually for mileage within City of SSM limits
    - b) Councillor Amadio – Consider putting \$50,000 toward solar panels for 2018.
    - c) Councillor Amadio - Review of rental agreement with Parent Child Resource Centre
  11. **Correspondence** (for your information)
    - a) Audit Plan for the Audit of the Consolidated Financial Statements of Prince Township – 2017
    - b) An Interim Report to Council on the Amended Blue Box Program Plan (a-BBPP) – 2017
    - c) Budget and Municipal Levy for 2018 – Municipal Payment for Services Update & Invoice Estimate – MPAC
    - d) An Update on the Provincial Work Underway to Establish a Retail and Distribution Channel for Legal Cannabis – Ministry of Finance
    - e) Passed Resolutions
      - i. Amherstburg Town – Passed Resolution of the Municipality of Morris-Turnberry’s Resolution regarding the Tenanted Farm Tax Class
      - ii. Amherstburg Town – Passed Resolution of the Township of North Frontenac’s Resolution regarding the Negative Impacts of Bill 148
      - iii. Amherstburg Town – Passed Resolution of the Town of Mono’s Resolution regarding the on-call provisions in Bill 148
      - iv. Amherstburg Town – Passed Resolution of the Town of Lakeshore’s Resolution regarding the Provincial Flood Insurance Program
    - f) New MPAC President & CAO Appointment as of April, 2018 – Nicole McNeill
    - g) An Update on the status of the Application to Ontario’s Natural Gas Grant Program – Union Gas
    - h) Industry funding for Municipal Blue Box Recycling for the third quarter of the 2017 Program year – Stewardship Ontario
    - i) SSM DSSAB Governance and Accountability Review
    - j) Municipal Clerk’s Meeting – MNRF – Presentation and Municipal Comment form, Nov 29 CACA Agenda
  12. **Minutes of Boards and Committees**
    - a) Prince Township Public Library Minutes Tuesday, November 7 & December 5, 2017
  13. **New Business** (will include motions for consideration)
    - a) 2018 AMO and MEPCO Membership Invoice
    - b) 2018 Ontario Edition Registration on Communities in Bloom Ontario
    - c) WOR Association – Information on the National Wall of Remembrance Project
    - d) APRI Insurance Services – Renewal Analysis for Health Care Spending Account through Wellknit
    - e) 2018 MFOA Online Membership Renewal Invoice
    - f) Huckson’s Water Depot – Water Quality Test Report – analysis and pricing for the equipment to resolve the current issue

Agenda January 09, 2018

- g) FCM Membership and Resolution detail about PCP- Creating a change in climate through local action (deferred from December 2017)

**14. Closed Session**

**15. Confirmatory By-law**

**16. Adjournment**



**CORPORATION OF THE TOWNSHIP OF PRINCE  
REGULAR MEETING**

**Minutes  
December 12, 2017  
6:45 p.m. – Council Chambers**

**Agenda Item 4 a)  
January 9, 2018**

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**Present: Council Members: K Lamming, E Palumbo, M Matthews**  
**Staff: P Greco, S Yasmin, B Wierzbicki**  
**Media: M LaHaye**  
**Regrets: Councillors D Amadio, I Chambers**

**1. Call to Order 6:45**

**2. Approval of Agenda**

**Resolution 2017-314**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

**Be it resolved that this Council hereby** approves the regular meeting agenda of December 12, 2017 and any addendum, as presented. (cd)

**Resolution: 2017-315**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that this Council hereby** waives the procedural by-law to allow items 9 c & d to be handled first. (cd)

**Resolution 2017-316**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

**Be it resolved that this Council hereby** adopts By-law 2017-32, being a by-law to amend the Official Plan, being OPA#14, to allow for second units as per Provincial legislation. (cd)

**Resolution 2017-317**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

**Be it resolved that this Council hereby** adopts By-law # 2017-33, being a by-law to amend the zoning by-law to allow for second units as per Provincial legislation. (cd)

The Mayor presented Bill Wierzbicki of Planning Advisory Services with a watch as a token of thanks for his years of service to Prince Township. Council then took a brief recess to enjoy coffee and treats for Christmas.

**3. Disclosure of Interest**

None

**4. Minutes of Previous Meeting**

a) Prince Township Minutes- November 14 & 28, 2017

**Resolution 2017-318**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that this Council hereby** adopts the minutes of the Regular meeting of November 14, 2017 and the Special meeting of November 28, 2017, as presented. (cd)

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

None

**6. Petitions and Delegations**

None

**7. Reports from Staff**

a) Fire Chief Report

**Resolution 2017-319**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

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

b) Road Superintendent Report

**Resolution 2017-320**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

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

Minutes December 12, 2017

- c) Clerk-Treasurer Report – Expenditure & Revenue Reports

**Resolution 2017-321**

**Moved by: Councillor E. Palumbo**

**Seconded by: Councillor M. Matthews**

**Be it resolved that this Council hereby** accepts the Clerk's November 2017 expenditure report in the amount of \$385,345.43 and the November 2017 revenue report in the amount of \$76,314.45, as information. (cd)

- d) Township office closure- Friday, December 22, 2017 at noon through Monday, January 1, 2017

**Resolution 2017-322**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that this Council hereby** agrees, as in the past, that the staff will be allowed to close the office at noon, on December 22, 2017 to begin the Christmas holiday. (cd)

**8. Planning**

None

**9. By-Laws**

- a) By- Law 2017-31 - Establish a Municipal Heritage Committee Museum Board

**Resolution 2017-323**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E. Palumbo**

**Be it resolved that this Council hereby** adopts By-Law 2017-31, being a by-law to amend the name and terms of reference for the Prince Township Heritage Committee/Museum Board. (cd)

- b) Municipal fire agreement rates to Municipalities Valid for 2018

**Resolution 2017-324**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that this Council hereby** accepts the rates for the fire agreement as information. (cd)

- c) By-Law 2017- 32 - Official Plan Amendment No. 14 to the Prince Township Official Plan – (see above)
- d) By-Law 2017- 33 – to amend the Township of Prince Zoning By-Law 2015-19 with respect to Second Unit – (see above)

**10. Motions and Notices of Motions**

- a) Update on Pavilion

**Resolution 2017-325**

**Moved by: Councillor E. Palumbo**

**Seconded by: Councillor M. Matthews**

**Be it resolved that this Council hereby accepts** Change Order # 2, by Tombari, for the electrical on the Events Pavilion in the amount of \$3,511.48. (cd)

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

- a) A Message from the Minister of Infrastructure- Building Better Lives
- b) Media Release- Forestry Coalition Asks Government to Support Sector
- c) FONOM- Fall Newsletter, 2017
- d) FONOM- Announcement on Ontario Municipal Partnership Fund(OMPF)
- e) Ministry of Municipal Affairs- Whether to implement a tax on Transient accommodation
- f) Ministry of Finance- Release of the Ontario Municipal Partnership Fund(OMPF)
- g) Sault Area Hospital- Thank you Card
- h) Ministry of Finance - Making auto insurance more affordable
- i) Ministry of Labour - Modernizing Ontario's Labour Laws to create fairness and opportunity - The Fair Workplace, Better Jobs Act, 2017
- j) Ontario energy board notice to customers of Enbridge Gas Distribution Inc. and Union Gas Limited
- k) Ministry of Transportation - Major new investment to make cycling safer and more convenient
- l) OPSA- Colour Coding- Green- Securing Public Spaces
- m) FONOM - Ontario Government Investing in Transportation Services
- n) SSM Police Service- Invitation for Holiday Celebration- December 21st, 2017
- o) Invitation to become a Champion of The Great Trail
- p) Extension of two-way radio exemption- Letter to the Minister- Ernie Hardeman, MPP Oxford

**Resolution 2017-326**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E. Palumbo**

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

**12. Minutes of Boards and Committees**

- a) SSM Region Conservation Authority Regular Meeting Minutes - October 17, 2017
- b) Algoma Public Health - Minutes October 25 & November 8, 2017
- c) DSSMSSAB Regular Meeting- Thursday, October 19 & 30, 2017

**Resolution 2017-327**

**Moved by: Councillor E Palumbo**

**Seconded by Councillor: M Matthews**

**Be it resolved that this Council hereby** accepts the minutes of the SSM Region Conservation Authority for October 17, 2017 and the Algoma Public Health for October 25 and November 8, 2017 and the DSSAB minutes for October 19, 2017. (cd)

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

- a) Township of Ingersoll- Authority to approve landfill projects in or adjacent to their communities, prior to June 2018

**Resolution 2017-328**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

**Be it resolved that this Council hereby** supports the resolution of the Town of Ingersoll, to have the government formally grant municipalities the authority to approve landfill projects in or adjacent to their communities, prior to June 2018;

**AND THAT** in the case of two-tier municipalities, the approval be required at both the upper-tier and affected lower-tier municipalities;

**Further be it resolved that** a copy of this resolution be sent to the above township, the Minister of Municipal Affairs, the Minister of the Environment, MPP Michael Mantha, Steve McSwiggan (OPAL) and Premier Wynne. (cd)

- b) FCM- Partners for Climate Protection-PCP Membership

**Resolution 2017-329**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

**WHEREAS** it is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy;

**WHEREAS** the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts;

**WHEREAS** local governments are essential to the successful implementation of the Paris Agreement;

**WHEREAS** Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services;

**WHEREAS** investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses;

**WHEREAS** a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting;

**WHEREAS** the Federation of Canadian Municipalities (FCM) and ICLEI—Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

**WHEREAS** over 300 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

**WHEREAS** PCP members commit to adopt a community GHG reduction target of 30 per cent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 per cent by 2050;

**WHEREAS** the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

**WHEREAS** PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years;

**WHEREAS** PCP members accept they can be suspended from the program — subject to prior notice in writing by the PCP Secretariat — in the event of non-submission of progress reports within the established deadlines;

**BE IT RESOLVED** that the municipality of Prince endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

**BE IT RESOLVED** that the municipality of Prince review the guidelines on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

**BE IT FURTHER RESOLVED** that the municipality of Prince appoint the following people to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality:

- a) Corporate staff person CAO/Clerk-Treasurer, Peggy Greco

705-779-2992 Ext. 2  
pgrego@twp.prince.on.ca  
Mayor Ken Lamming  
705-971-3663  
klamming@princetwp.ca

(deferred)

b) Elected official

c) APH- Public Health within an Integrated Health System Report

**Resolution 2017-330**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

**WHEREAS**, the Township of Prince received the report of the Minister's Expert Panel on Public Health: "Public Health within an Integrated Health System"; and

**WHEREAS**, the Council for the Township of Prince has significant concerns regarding the recommendations of the Expert Panel to integrate a population health approach into local planning and service delivery; and

**WHEREAS**, there is an apparent lack of empirical evidence base upon which the recommendations are founded; and

**WHEREAS**, the current mandate of public health to prevent disease, protect, and promote health should remain unchanged; and

**WHEREAS**, public health must remain distinct from acute care health services and Local Health Integration Networks (LHINs) in terms of role, funding, governance, and accountability in order for public health to focus on a more upstream approach, the causes of poor health or the social determinants of health; and

**WHEREAS**, the important linkages with local communities for programming, understanding local needs, and leveraging these partnerships will be undermined; and

**WHEREAS**, regionalization of public health units with centralized decision-making will have significant negative consequences for local public health and municipalities:

- Less municipal representation (400 Board of Health members reduced to approximately 180) and loss of local voice in governing and directing public health programs and services to understand and meet the needs of our communities;
- Substantial delays in responding to local program and service needs especially during emergencies;
- Adding another layer of bureaucracy resulting in increased costs and inefficiencies;
- Governance structure will not be flexible enough to meet/adjust/respond to local needs and negatively impact vulnerable priority populations;
- Potential loss of important local services fundamental to day-to-day public health unit operations and efficiencies (i.e., corporate services, finance, planning and evaluation, communications, information technology, etc.);
- Key positions (chair, vice-chair, finance, etc.) on regional boards of health should not be appointed Orders in Council to avoid political influence/interference; and

**WHEREAS**, the current cost-shared provincial/municipal funding formula (75%-25%) will not support the implementation of the proposed recommendations; and

**WHEREAS**, LHIN boundaries should be reconfigured to align with municipal, local public health, education, and social service boundaries to support their relationships with local public health and population health and health care system planning; and

**WHEREAS** public health can be integrated into the health care system without the significant system disruption, enormous cost, and risk of eroding community valued Public Health programs and services that would result with implementation of the Expert Panel's recommendations;

**NOW THEREFORE BE IT RESOLVED**, that the Township of Prince does not support the recommendations of the Expert Panel and is in agreement with the Association of Municipalities of Ontario (AMO) urging the Minister of Health and Long-Term Care, Dr. Eric Hoskins, not to adopt them. (cd)

d) Clarence- Rockland Resolution – Opposing the adoption of Bill 160, Strengthening Quality and Accountability for Patients Act, 2017

**Resolution 2017-331**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that this Council hereby** support resolution 2017-262, of the City of Clarence-Rockland, opposing the adopting of Bill 160, Strengthening Quality and Accountability for Patients Act, 2017 and the Fire-Medic model 'pilot project'. (defeated)

**14. Closed Session (Amended)**

- a) Discussion of the minutes of November 14 2017
- b) Labour relations or employee negotiations – planner
- c) A proposed or pending acquisition of land for municipal or local board purposes; hamlet
- d) Labour relations or employee negotiations; policing costs

**Resolution 2017-332**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that the Council of the Township of Prince hereby** go into closed session at 8:10 pm to discuss matters relating to:

Minutes December 12, 2017

- a) Discussion of the minutes of November 14 2017
- b) Labour relations or employee negotiations – planner
- c) A proposed or pending acquisition of land for municipal or local board purposes; hamlet
- d) Labour relations or employee negotiations; policing costs

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

Returned to open council at 8:58 pm

**Resolution 2017-333**

**Moved by: Councillor M Matthews**

**Seconded by: Councillor E Palumbo**

**Be it resolved that this council hereby adopts** minutes of the closed session of November 14, 2017, as presented. (cd)

**Resolution 2017-334**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that this council hereby accepts** the proposal by the OPP for policing services effective July 1, 2017. 6 months notice to be given to the City police effective January 1, 2018. (cd)

**15. Confirmatory By-law**

**By-law 2017-34**

**Resolution 2017-335**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M Matthews**

**Be it resolved that this Council hereby** adopts By-Law 2017-34, being a by-law to adopt, ratify, and confirm the action of Council for November 28, 2017 and December 12, 2017. (cd)

**16. Adjournment**

**Resolution 2017-336**

**Moved by: Councillor E Palumbo**

**Seconded by: Councillor M. Matthews**

**Be it resolved that this Council hereby** adjourns at 9:00 p.m until January 9 or the call of the chair. (cd)

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Mayor K Lamming

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Clerk P Greco



Prince Fire  
We Serve Our Community

## FIRE CHIEF REPORT

Report To: Mayor and Council	Fire Chief Report 18-0001
From: Ed Haley, Fire Chief	
Meeting: Regular Council	
Meeting Date: January 9, 2018	
Subject: Fire Department Update	

Tuesday, January 9, 2017

Medical calls have been consistent over the holiday season. Response has been adequate with at least two to three responders attending each call. Fortunately we have had no fire calls over the same period of time within our township.

However on Friday January 5 we were called out to support Sault Fire with our tanker. Seven fire fighters responded initially with another joining us later in the day. This event ran from 9:00 in the morning till 4:00 pm in the afternoon. This became a valuable training exercise as we dealt with minus 30 windchill and compromised equipment due to the cold. Normally tanker support would not require this number of fire fighters but the difficult conditions made the extra support valuable to both us and Sault Fire.

We currently have 30 individuals on our roster. Twenty eight are fire fighters, three are medical first response only.

We have wrapped up our year end purchases and are making plans for next year's budget.

Training continues.

Respectfully,  
*Ed Haley*  
Fire Chief



**Prince Township Revenue Report  
December 2017**

AGENDA

item:	7c)
Date:	JAN 09 2018

<b>Account</b>	<b>Amount</b>
Building Permits	\$ 25.00
Hall Rental	271.00
Parent/Child Revenue	3,045.00
Service Charge	25.00
Stewardship Ontario	3,117.85
Subtotal	\$ 6,483.85
Property Tax	50,855.97
<b>Total</b>	<b>\$ 57,339.82</b>

## AGENDA

 Item: 7c)  
 Date: JAN 09 2018
**Prince Township Expenditure Report  
December 2017**

Chg #	Date	Name	Description	Amount
2680 - 2718	12/01/17	Payroll	December Payroll	\$14,572.41
7610	12/05/17	City of Sault Ste Marie	Tipping fees	\$457.10
7611	12/05/17	Huron Superior Catholic School Board	4th quarter levy	\$13,719.95
7612	12/05/17	LeCounselil Scolaire de District Catholique	4th quarter levy	\$1,722.50
7613	12/05/17	Conseil Scolaire de District du Grand Nord	4th quarter levy	\$569.34
7614	12/05/17	Planning Advisory Service	Official Plan and Zoning Change	\$4,220.00
7615	12/05/17	Public Utilities Corporation	hydro, hydrant, water system and streetlight charges	\$2,951.90
7616	12/05/17	Workplace Safety and Insurance Board	November remittance	\$2,946.97
7617	12/05/17	Algoma District School Board	4th quarter levy	\$59,489.34
7618	12/05/17	OMERS	November remittance	\$3,491.62
7619	12/05/17	Receiver General	November remittance	\$5,751.21
7620	12/05/17	Orkin Canada Corporation	pest control	\$62.72
7621	12/05/17	CO-OP	Fuel for boiler	\$1,277.63
7622	12/05/17	Bell Canada	November billing	\$560.59
7623	12/05/17	Waste Management of Canada Corporation	cardboard pick up	\$435.35
7626	12/12/17	Archibald Bros.	grading, ditching and marina work	\$3,613.74
7627	12/12/17	City of Sault Ste Marie	policing and tipping fees	\$47,827.61
7628	12/12/17	WirelessCom Ca Inc.	internet	\$172.89
7629	12/12/17	Municipal Waste & Recycling Consultant	garbage pickup	\$2,133.65
7630	12/12/17	Algoma Public Health	3rd and 4th quarter levy	\$16,985.00
7631	12/12/17	Carmen Muto Plumbing & Heating	repairs to boiler pumps	\$705.86
7632	12/12/17	Cuets Financial	leadership seminar-Mayor, barbonite backup, decorations	\$293.79
7633	12/12/17	GFL Environmental Inc.	recycling pick up and processing	\$4,746.00
7634	12/12/17	FrancoTyp-Postalia Canada Inc.	postage meter lease	\$169.33
7635	12/19/17	Workplace Safety and Insurance Board	reconciliation	\$4,173.83
7636	12/19/17	Reliance Home Comfort	water heater rental	\$105.76
7637	12/19/17	Minister of Finance -Ontario	Fire College registration	\$325.00
7638	12/19/17	OMERS	December remittance	\$1,823.76
7639	12/19/17	Federation of Northern Ontario Municipalities	2018 membership	\$168.00
7640	12/19/17	Ken Lamming	2017 phone exp & goodies for Dec meeting	\$324.70
7641	12/19/17	Ontario Association of Fire Chiefs	2018 membership	\$276.85
7642	12/19/17	Peggy Greco	phone reimbursement - 6 months	\$180.00
7643	12/19/17	Brian Evans	phone reimbursement - 5 months	\$150.00
7644	12/19/17	Sault College	2018 bursary	\$500.00
7645	12/19/17	Permanent Electric Sault Inc.	Electrical outlet for front of building	\$452.00
7646	12/19/17	Orkin Canada Corporation	pest control	\$62.72
7647	12/19/17	Reliable Maintenance Products	cleaning supplies	\$88.49
7648	12/19/17	Henderson Metal Fabrication Co. Ltd.	mail box	\$367.25
7649	12/19/17	M & G Fencing Inc.	guide rail work - Prince Lake Road	\$3,195.64

**Prince Township Expenditure Report  
December 2017**

continued

<b>Chq #</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
7650	12/19/17	Annex Business Media	3 year combo for firefighter ma	\$74.58
7653	12/21/17	Avery Construction	payment 3 - Prince Lake Road	\$26,517.78
7654	12/21/17	City of Sault Ste Marie	Tipping fees	\$186.90
7655	12/21/17	Public Utilities Corporation	water system and hydrant	\$1,351.07
7656	12/21/17	Workplace Safety and Insurance Board	December remittance	\$1,593.91
7657	12/21/17	Airways General Store	Fuel for chevy	\$95.00
7658	12/21/17	Trio	pumper & tanker repair and up	\$693.30
7659	12/21/17	Petty Cash- Lorraine	cleaning supplies, decoration, g	\$104.40
7660	12/21/17	Receiver General	December remittance	\$2,874.53
7661	12/21/17	Ketchum Manufacturing Inc.	2018 dog tags	\$132.16
7662	12/21/17	Tamarah Tyczinski	newsletter delivery	\$100.00
7663	12/21/17	Ryan Leonard	Tanker Side Box, toolboxes for reserve	\$2,345.25
7664	12/21/17	SPI Health and Safety Inc.	dash light, hose strangler, repair sleeves	\$765.00
7665	12/21/17	Superior Propane	propane fire station	\$966.06
7666	12/21/17	CGIS Centre	2018 1st quarter contract	\$832.83
7667	12/21/17	Workplace Safety and Insurance Board	WSIB - museum summer stude	\$82.49
				<b>\$239,785.76</b>

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## ADMINISTRATIVE REPORT

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<b>Date:</b> January 4, 2018	<b>Date Presented:</b> January 9, 2018
<b>Prepared By:</b> Peggy Greco	<b>Department:</b> Administration
<b>Subject:</b> Day Camp	

### Day Camp Concerns:

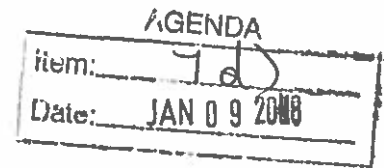
Although we expect the Festival and Events Pavilion to be operational this summer, the staff of both the office and the Parent Child Resource Centre would like Council to seriously consider discontinuing the day camp program.

1. With the new minimum wage going up to 14.00/hr, the price could be no less than \$25/day, as opposed to the previous rate of \$16. This is if we are at full capacity of 30 children, and does not leave anything extra for needed supplies.
2. There is no guaranty of getting funding for ½ the wages. In the past we have been turned down or only received \$2/hour not ½.
3. As per the attachment, we would have to hire the students for an additional 2 weeks to provide the training required. This would increase the cost.
4. As office staff takes holidays during the summer months, this leaves the responsibility for day camp on the shoulders of only one employee.
5. We have very little supplies on hand and no equipment since we last ran the day camp. This would be an added expenditure of at least \$1000.
6. The attendance in the past 4 years that we ran the day camp was approximately 94-95% children from outside of Prince Township.
7. The Counsellors that have been running the camp have also been primarily from the City, as we have not received many applications from Prince students.
8. There have also been several bear sightings in the yard the past few years and have had to use an air horn to scare them off.
9. In addition to the above, our main concern is liability. If we do not adhere to the standards and procedures as presented, which are costly, time consuming, and next to impossible with our human resources, we could be opening ourselves up to huge liability issues.
10. The Parent Child Resource director has indicated that they are not able to offer any help, as they have in the past, as their regulations, as a licensed Early Years Centre are even more stringent than those presented.

The Deputy Clerk and I both feel that this situation would put extreme stress on both of us, not to mention on the counsellors and the parents.

**Recommendation:** That council not reinstate the Day Camp program.

## DAY CAMP



### Personnel Standards:

- Pre-Camp Training
- General Policies and Procedures
- Standards of Conduct
- Employee Requirements
- Program Planning and Supplies
- Supplies and Equipment
- Program Evaluation

### Security and Safety Procedures:

- Safety Plan for General Onsite Activities
- Camper Safety
- Site Safety

### Security Safety Standards:

- Daily Attendance
- Supervising and Releasing Campers
- Displaced Camper
- Day Camp Security

### Health Procedures:

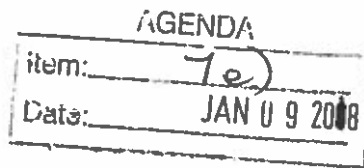
- Health Information Procedures
- General Health Practices
- Precautions regarding Blood-Born Diseases

### Emergency Safety Standards:

- Emergency Safety Plan for Injury and Acute Illness
- Safety Plan for Emergency Evacuation
- Fire or Other Hazard
- Natural Emergencies
- Emergency Safety Plan for Major Emergencies

### Behavior Management

- Preventive Measures
- Behavior Management Techniques
- Implementing Behavior Management



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

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## Impact of New minimum wage

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Gokhale, Ninad (MOL) <Ninad.Gokhale@ontario.ca>  
To: "pgreco@twp.prince.on.ca" <pgreco@twp.prince.on.ca>

4 January 2018 at 14:59

Good morning Peggy,

Thank you for your inquiry(email). Please note that since we don't have a formal application from you/your Employer yet, I will be able to provide you with only the general information.

Please see attached a Guide to the Pay Equity Act (hereafter referred to as the Act). Please refer to Section 9 on pages 64-66 in the attached guide, Sub section 9.5 in particular.

Employers should be aware of any effects of wage increases on the pattern of pay between female and male job classes. Generally, if the job-to-job method was used to achieve pay equity, female job classes should be given wage increases that the male comparator receives. Under proportional value, wage increases should be given in a way that maintains the same job value to job rate relationship for female and representative male job classes. If percentage-based wage increases are given, this practice can effectively open gaps that must subsequently be closed again.

So if the two male job classes in question are the comparators for any female job classes in the organization then the job rate for those female job classes may need to be adjusted so that it matches with the new/increased job rate of the male comparator job class.

Thank you,

Ninad

**Ninad Gokhale, MBA, CHRL**

Review Officer

Pay Equity Office

Tel: 416-314-6256

Email: Ninad.Gokhale@Ontario.Ca

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Pay Equity Commission

Pay Equity Office

180 Dundas Street West, Suite 300

Toronto, Ontario M7A 2S6

Tel: 416-314-1896 or 1-800-387-8813

Fax: 416-314-8741

Website: [www.payequity.gov.on.ca](http://www.payequity.gov.on.ca)

Pay Equity Mini-kit Follow us on Twitter 

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**From:** Pecinfo (MOL)  
**Sent:** Thursday, January 4, 2018 11:32 AM  
**To:** Gokhale, Ninad (MOL)  
**Subject:** FW: New minimum wage

Hi Ninad,

Please assist.

Thanks,

Jill

**From:** Peggy Greco [mailto:[pgreco@twp.prince.on.ca](mailto:pgreco@twp.prince.on.ca)]  
**Sent:** January 4, 2018 10:39 AM  
**To:** Pecinfo (MOL)  
**Subject:** New minimum wage

How does the increase in the minimum wage affect our pay equity scale? We have two employees, both male (roads labourer and custodian, ) who will have to be brought up to the \$14.00.

When they are brought up to that amount, are we required to adjust the remaining employees according to our job ratings that was adopted with pay equity?

Thank you.

*Peggy Greco*

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**Peggy Greco, CAO/Clerk-Treasurer**

**Township of Prince**

**3042 Second Line W.,**

**Prince Township, ON**

**P6A 6K4**

**Phone: 705-779-2992 Ext. 2**

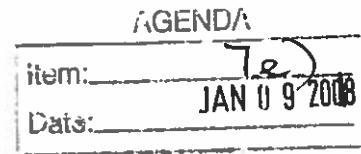
**Fax: 705-779-2725**

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 **Guide to Pay Equity Act.pdf**

1194K





more job classes are added or eliminated and the changes have been evaluated in a way that is free of gender bias.

### **9.3 If more men are hired in a female job class, does it become a male job class?**

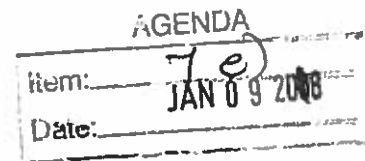
Changes in the percentage of females and males in a job class alone will not necessarily change the gender predominance of the job class for pay equity purposes. For example, an organization may see an increase in the number of females working in a male job class, and the job class appears to be gender-neutral. However, it may still be a male job class for pay equity purposes due to the historical incumbency of the job class and/or the gender stereotype of the work performed. The Act requires that all three criteria – current incumbency, historical incumbency, and gender stereotype of the field of work – be considered to determine the gender of a job class.

### **9.4 If a male job class is not currently filled can it still be used as a comparator?**

In Niagara (Regional Municipality) v. CUPE, Local 1287, 1999 CanLII 14829 (ON PEHT), the Pay Equity Hearings Tribunal found that: "...in the absence of any wage impact or substantive change in job content, the fact that the male comparator job class was vacant and remained vacant did not render the pay equity plan inappropriate for the female job classes."

### **9.5 How do employers handle changes in wages after pay equity is achieved?**

Employers should be aware of any effects of wage increases on the pattern of pay between female and male job classes. Generally, if the job-to-job method was used to achieve pay equity, female job classes should be given wage increases that the male comparator receives. Under proportional value, wage increases should be given in a way that maintains the same job value to job rate relationship for female and representative male job classes. If percentage-based wage increases are given, this practice can effectively open gaps that must subsequently be closed again.



## About

Our role as a firm is to help you effectively manage your workplace in a manner that best suits your needs – and our team approach provides you with a gateway to all of our firm's resources.

## Firm Overview

Hicks Morley has over 120 lawyers and is the largest firm in Canada focusing on the representation of management in human resources law and advocacy. We have five offices in Ontario: the main office in Toronto, and offices in Waterloo, London, Kingston, and Ottawa. We act for over 1000 employers in the public and private sectors.

## **Bill 148 and Pay Equity: A Changing Landscape and Increasing Scrutiny of Ontario Employers**

August 15, 2017 By: Craig R. Lawrence

As part of the 30<sup>th</sup> anniversary of the *Pay Equity Act* (Act), the Pay Equity Office has implemented several new initiatives in 2017 in support of its mandate to administer and enforce the Act. These initiatives, coupled with pending legislative changes under Bill 148, present significant changes and potential risks to employers across the province.

The purpose of this *FTR Now* is to consider the pay equity risks posed by Bill 148, to raise awareness of the new Pay Equity Office initiatives and to review the pay equity challenges that currently face Ontario employers.

### **Bill 148 and Pay Equity**

On June 1, 2017, the Ontario government introduced Bill 148, the *Better Workplaces, Better Jobs Act, 2017* (Bill 148). If passed, Bill 148 will introduce broad legislative changes to the *Employment Standards Act, 2000* (ESA) and the *Labour Relations Act, 1995*. Bill 148 is scheduled to receive Second Reading upon the legislature's return on September 11, 2017. Subject to any amendments and Third Reading, the Ontario government remains on track to pass Bill 148 this Fall. (*Bill 148 did pass*)

Bill 148 will amend the ESA in two ways that are potentially significant from a pay equity perspective. First, Bill 148 seeks to increase minimum wage to \$14.00 per hour on January 1, 2018, and \$15.00 per hour on January 1, 2019. These are significant increases, and employers must consider how such increases impact on male comparator job classes under their respective pay equity plans. While minimum wage increases raise the floor of any compensation structure, they can also result in concomitant increases to jobs that are not tied to minimum wage; such increases often result from an employer's attempt to maintain the hierarchy of an existing compensation scheme. Where those related changes impact male comparators, it can often result in the creation or expansion of wage gaps. Accordingly, given the significant increases to the minimum wage proposed under Bill 148, employers should carefully consider whether changes to their wage structures will result in pay equity liabilities.

Second, Bill 148 will implement a general rule, effective April 2018, that no employee may be paid less than what is paid to a full-time employee of the same employer who performs the same job. In short, this new rule seeks to ensure equal pay between full time employees and part time, casual, temporary and seasonal employees. This aim is substantively different from that of the Act notwithstanding the use of similar "equal pay for equal work" terminology. In contrast, the Act ensures that employees in female-dominated job classes are paid at least as much as employees in male-dominated job classes of comparable value. Notwithstanding these different purposes, Bill 148's "equal pay" provisions could carry pay equity implications where male job comparators receive a wage increase as a result of increases based on employment status under Bill 148.

While neither of these amendments are intended to address an employer's pay equity status or compliance, they may nevertheless result in unintended increases to pay equity liabilities. Employers who are considering changes to their compensation structures in light of Bill 148 or who have not reviewed the status of their pay equity maintenance recently are strongly encouraged to speak with their legal counsel to determine whether the changes have any pay equity impact in the workplace, on top of the other costs related to Bill 148.

### **Pay Equity Office Initiatives**

In recognition of the 30<sup>th</sup> anniversary of the Act, the Pay Equity Office (PEO) is pursuing a number of new initiatives that impact Ontario employers. These initiatives include targeted reviews of particular employer groups in 2017, 2018 and beyond. The PEO's commitment to ensuring compliance with the Act is reflected not only by these initiatives, but by its recent hiring of approximately 25 new Review Officers.



Statement of Account

Account Email: [pgreco@twp.prince.on.ca](mailto:pgreco@twp.prince.on.ca)  
 Account Fax: (705) 779-2725

Client email: [pgreco@twp.prince.on.ca](mailto:pgreco@twp.prince.on.ca)  
 Client fax: 705-779-2725

Project OCIF AC3-3196 - Prince Lake Road Curve and Hill  
 Program OCIF AC - Ontario Community Infrastructure Fund -  
 Client Township of Prince  
 Contact Peggy Greco  
 Analyst Lisa Moretti

Provincial \$411,990.00 89.1772549189%  
 Federal \$0.00 0.000000000000%  
 Client \$50,000.00 10.8227450811%  
 Other Sources \$0.00 0.000000000000%  
 Total Eligible \$461,990.00

Reimbursement  
 Provincial 89.1772549189%  
 Federal 0.000000000000%  
 Holdback % 0.000000000000%

Claim #	Process Date	Type	Status	Submitted Expenses	Net Provincial Eligible Expenses	Provincial Share	Provincial Interim Realized	Provincial Holdback	Provincial Paid	Total Paid	Date Paid
1	16-Mar-17	Expense Claim	Paid	\$254,094.50	\$254,094.50	\$226,594.50	\$0.00	\$0.00	\$226,594.50	\$226,594.50	03-Jan-18
Comments: 55% of Maximum Funds payment on completion of first milestone - Agreement											
Invoice # 3196-M1-55%				\$254,094.50	\$254,094.50	\$226,594.50	\$0.00	\$0.00	\$226,594.50	\$226,594.50	
2	16-Mar-17	Expense Claim	Paid	\$92,398.00	\$92,398.00	\$82,398.00	\$0.00	\$0.00	\$82,398.00	\$82,398.00	03-Jan-18
Comments: 75% of the Maximum Funds, less amount paid at Milestone 1.											
Invoice # 3196-M2-20%				\$92,398.00	\$92,398.00	\$82,398.00	\$0.00	\$0.00	\$82,398.00	\$82,398.00	
<b>Amount Spent</b>				\$346,492.50	\$346,492.50	\$308,992.50	\$0.00	\$0.00	\$308,992.50	\$308,992.50	
<b>Eligible Balance</b>					\$115,497.50				\$102,997.50	\$102,997.50	

AGENDA  
 item: 17  
 Date: JAN 09 2018

RPMS Statement of Account - Printed 1/4/2018 10:23 AM. Please take payment instructions sent to OSSB for processing. You should receive the payment, via cheque or EFT, within 2 weeks of this date.



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

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## mileage

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

2 January 2018 at 14:57

Peggy can you please add this to the agenda that in the past in a year I would get around 300.00 dollars and I am requesting 200.00 and for the meeting I do in Sault Ste Marie and I would not have to keep track of my meetings  
Thanks Ken

Agenda  
January 9, 2018  
Items 10 b & c

- 1) for the 2018 budget planning, I am requesting that we put in \$50,000 for solar panels for the pavilion; of course we will be applying for grants, but we should budget in case we are unsuccessful with grant applications.
- 2) Parent Child Resource Centre: when was the last time we increased their "rent" or costs: recognizing that all of our operating costs continue to rise should Council consider increasing what we charge them?

AGENDA

item: <u>11 a)</u>
Date: <u>JAN-09-2008</u>



# Prince TOWNSHIP

*Simply Beautiful, Naturally Prince*

## The Corporation of the Township of Prince

Planning Report to the Mayor and Council

January 4, 2018

professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from July 11, 2017 to January 4, 2018.

- We have provided assistance in the preparation of the financial statements, including adjusting journal entries. These services may create a self-review threat to our independence. We, therefore, require that the following safeguards be put in place:
  - That management creates the source data for all the accounting entries.
  - That management develops any underlying assumptions required with respect to the accounting treatment and measurement of the entries.
  - That management reviews and approves all journal entries prepared by us, as well as changes to financial statement presentation and disclosure.
  - Our file review policies require that someone other than the preparer review the proposed journal entries and financial statements.

## AUDIT TEAM

In order to ensure effective communication between the Mayor and Council and BDO Canada LLP, the contact details of the engagement team are outlined below.

Name	Role	Phone number	Email address
Nathan Dool	Engagement Partner	705-945-0990	ndool@bdo.ca
Alicia Burgoyne	Assurance Manager	705-945-0990	aburgoyne@bdo.ca



## **RESPONSIBILITIES**

It is important for the Mayor and Council to understand the responsibilities that rest with the Township and its management and the responsibilities of those charged with governance. The oversight and financial reporting responsibilities of management and the Mayor and Council are summarized below.

### **MANAGEMENT'S RESPONSIBILITIES**

- **Maintain adequate accounting records and maintain an appropriate system of internal control for the Township.**
- **Select and consistently apply appropriate accounting policies.**
- **Safeguard the Township's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.**
- **Make available to us, as and when required, all of the Township's accounting records and related financial information.**

### **MAYOR AND COUNCIL'S RESPONSIBILITIES**

- **Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.**
- **Review the consolidated financial statements before the Township publicly discloses this information.**

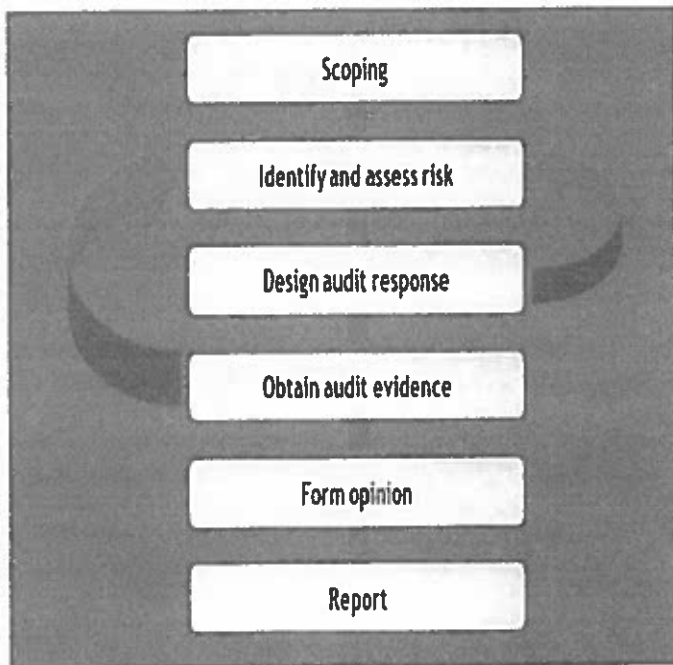
## AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Township.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Mayor and Council.

To assess risk accurately, we need to gain a detailed understanding of the Township's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the consolidated financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the consolidated financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

## **MATERIALITY**

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$38,000 for the Township.

Our materiality calculation is based on the Township's budgeted and prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Mayor and Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

## **FRAUD DISCUSSION**

Canadian generally accepted auditing standards require us to discuss fraud risk with the Mayor and Council on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Mayor and Council
Details of existing oversight processes with regards to fraud.	Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including: <ul style="list-style-type: none"><li>• Discussions with management; and</li><li>• Consideration of tone at the top</li></ul>	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Township?

## **AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD**

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the entity's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and will make inquiries of management regarding:

- Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the entity, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the entity; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquire of management, the Mayor and Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including:
  - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
  - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
  - Evaluating the business rationale for significant unusual transactions.



## AUDIT TIMING

The following schedule outlines the anticipated timing of the audit of the consolidated financial statements of the Township.

Audit tasks and deliverables	Dates
Audit fieldwork commences	March 2018
Draft meeting with management and BDO	April 2018
Present final report to the Mayor and Council	May 2018
Release of audit report	May 2018

As part of the year-end Council meeting, we will provide the management and Mayor and Council with a copy of our draft audit opinion and discuss our findings. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

## BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies.

BDO serves its clients through 105 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,000 offices in more than 100 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to the Mayor and Council.

### PUBLICATIONS

Public Sector Accounting Standards (PSAS) Update 2017 -  
<https://www.bdo.ca/en-ca/insights/assurance-accounting/psas/public-sector-accounting-standards-psas-update-2017>

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

## Report to Council on the amended-Blue Box Program Plan

As of December 8, 2017

### Subject:

- Update on Stewardship Ontario's (Industry Funding Organization that represents collective Producer interests such as Unilever, Loblaw, Proctor & Gamble etc.) consultation on an amended Blue Box Program Plan.
- Assess opportunities and risks of transition to producer responsibility via an amended Blue Box Program Plan as proposed by Stewardship Ontario to date.

### Recommendation:

- That this report be received for information.

### Purpose:

To provide an assessment on how the proposed overarching municipal principles that are specific to the amended Blue Box Program Plan have been achieved:

1. Producers should, at a minimum, be required to ensure the transition of the Blue Box Program Plan and the revised role of municipalities will not negatively impact Ontarians' experience with and access to Blue Box services and other diversion programs.
2. Targets must be set high enough to achieve the goals of a circular economy, including zero waste and zero greenhouse gases from the waste sector, and include mechanisms to ensure collected materials continue to be recovered once targets are met. A process for regular review of targets is required to foster continual improvement.
3. Provincial targets for reduction, reuse and recovery should be material specific and adaptable rather than set as a broad "basket of goods" for designated materials.
4. Designated materials should be recovered regardless of where they are generated. While different mechanisms may be required to recover designated materials from Commercial and Industrial waste, recovery targets must ensure that producers are required to take full responsibility for all designated materials managed as municipal waste.
5. Mechanisms must be put in place to ensure that producers have viable opportunities to establish multiple approaches for meeting commitments and to ensure full and fair competition among these approaches.
6. Municipalities that continue to provide recovery services for the management of designated materials should be compensated by producers for the provision of agreed management services for designated materials.

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

7. Where municipalities no longer provide services on behalf of producers or their designated recovery agents, a mechanism needs to be agreed to and implemented to compensate for the investments already made by municipalities and transition costs.
8. A firm deadline (with intermediate check-in deadlines) should be set for the transition of all existing programs to the *Resource Recovery and Circular Economy Act, 2016* framework.

In an effort for an amended Blue Box Program Plan to be approved by the Ministry of Environment and Climate Change, before the next election, the timelines are tight.

### Background:

#### *Waste-Free Ontario Act & Strategy*

- In November 2016, the *Waste Diversion Act 2002* was repealed and replaced by the *Waste-Free Ontario Act*, which includes both the *Waste Diversion Transition Act 2016* and the *Resource Recovery and Circular Economy Act 2016*.
- This new legislation will have a major impact on municipal waste management and, most importantly, on waste diversion programs municipal governments currently operate or have plans to.
- The cost to operate programs for collecting and recycling paper products and packaging is now split 50/50 between municipal governments and the companies that produce these items. The new legislation will make producers fully responsible for the proper management of their products and packaging at the end-of-life.
- Municipal Blue Box recycling programs will undergo some of the biggest changes and municipalities will have new roles to play under as producer responsibility system – to act as service providers to producers who are required to pay for these programs, to work with private service providers, or opt out from providing service altogether.
- It is in the best interest of municipal governments that this work gets done as quickly as possible, as the current proposal to transition the Blue Box is expected to take at least another six years and will cost municipalities an estimated \$780 million. Municipalities can collectively save \$130 million per year by accelerating this transition through amending the Blue Box Program Plan.

#### *Amending the Blue Box Program Plan*

- The new legislation is the first step toward full producer responsibility. Detailed regulations will set out producer responsibilities to properly manage their products at the end-of-life. How these responsibilities are set will impact municipalities.

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

- The Association of Municipalities of Ontario (AMO), Municipal Waste Association (MWA), Regional Public Works Commissioners of Ontario (RPWCO), and the City of Toronto joined forces in February 2017 to form the Municipal Resource Recovery and Research Collaborative (Municipal 3Rs Collaborative). The Collaborative was established to advocate for a smooth and timely transition to full producer responsibility for paper products and packaging (i.e. blue box), and to ensure key municipal priorities, like maintaining service standards to residents, are protected.

### *Municipal 3Rs Collaborative*

- The role of the Municipal 3Rs Collaborative is to listen carefully to the Ontario municipal sector, convey this information through appropriate channels, promote municipal interests, and provide updates and resources that will help municipalities manage contracts and make the best possible decisions for their communities.
- The group was responsible for developing a joint Accord that was signed between Stewardship Ontario and the municipal sector, submitted on July 7, 2017 to then Minister Glen Murray, Minister of Environment and Climate Change. This Accord was the impetus for the Minister's response letter on August 14, 2017 to require Stewardship Ontario (Industry Funding Organization that represents collective Producer interests such as Unilever, Loblaw, Proctor & Gamble etc.) and the Resource Productivity and Recovery Authority (formerly Waste Diversion Ontario) to hold consultations for an amended Blue Box Program Plan.
- The amended Blue Box Program Plan approach was seen as a timely stepping stone and given the scale of the changes, offered an opportunity to enable an orderly transition a municipally owned and operated system to a system in which producers are fully responsible. The Minister's direction was in keeping with municipal interests.

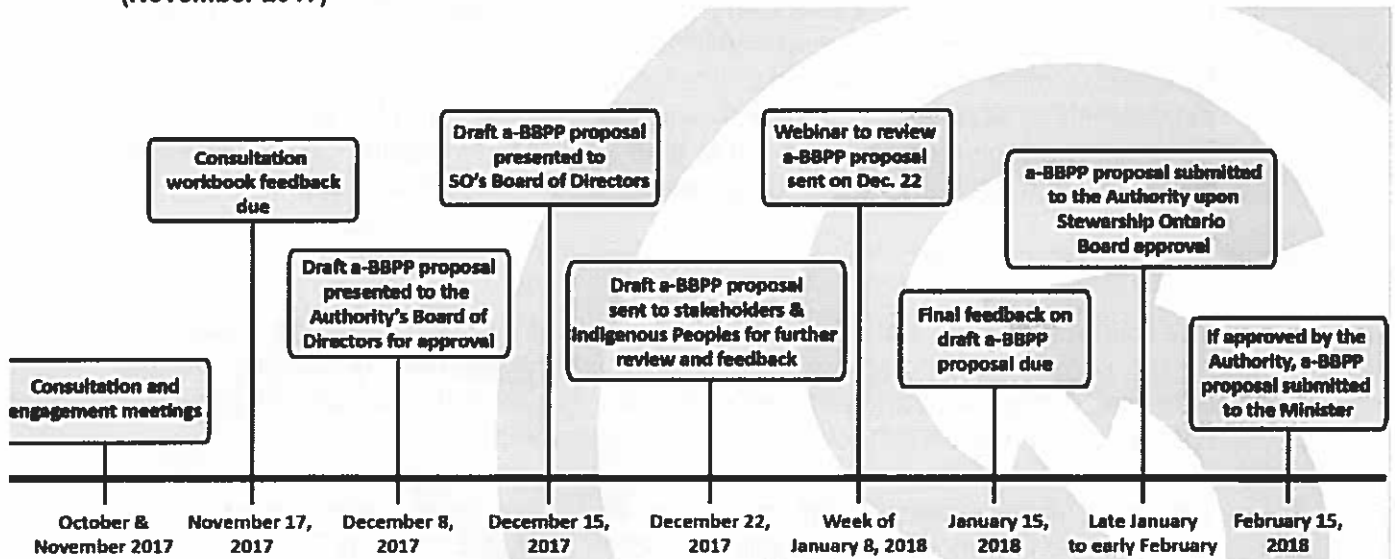
### *Consultation Process*

- Consultations on the proposed amended Blue Box Program Plan have been on-going since September 2017 and municipal representatives have been actively providing input throughout (see Figure 1).



The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

**Figure 1: Consultation Graphic Presented by Stewardship Ontario at Regional Consultations (November 2017)**



- In an effort for an amended Blue Box Program Plan to be approved by the Ministry of Environment and Climate Change, before the next election, the timelines are tight. The key decision points are as follows:
  - December 22, 2017 – Stewardship Ontario will post a full draft of the amended Blue Box Program Plan for comment by the sector and other stakeholders.
  - January 15, 2018 – Comments on draft amended Blue Box Program Plan are due to Stewardship Ontario
  - Late January / early February 2018 – The revised Blue Box Program Plan is considered by the Resource Productivity and Recovery Authority Board for approval and submission to the Minister. Municipalities may have an opportunity to provide additional comments.
  - February 15, 2018 – The amended Blue Box Program Plan is due to Minister for his consideration to approve, reject or amend.
  - Mid-February / March, 2018 – The Minister will likely post the amended Blue Box Program Plan posted on EBR for 30-45 days for public comment.

### *Status of Amended Blue Box Program Plan*

Stewardship Ontario is currently proposing the following be included in the amended Blue Box Program Plan:

- Stewardship Ontario would remove the current cost containment formula that often leads to many municipalities being paid less than the requisite percentage (currently set at 50%) of eligible costs. Under this Plan, they are proposing to pay the requisite percentage based on current eligible cost rules. The only exceptions would be any major changes related to servicing (e.g. frequency in servicing or mode of collection) would no longer be considered eligible costs unless approved by August 14, 2017.

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

- Over a two-year implementation period, the following will occur:
  - Stewardship Ontario will seek feedback from municipalities and private waste management service providers on the design of supply chain commercial agreements such as Statements of Work (SOW), Master Services Agreements (MSA) and pro-forma paper products and packaging collection contracts.
  - Stewardship Ontario will, in consultation with municipalities and private waste management companies, define the Catchments, which are geographic service boundaries for aggregating, processing and marketing collected paper products and packaging.
  - Stewardship Ontario will canvass municipalities on whether they wish to transition, how they will manage their existing contracts and assets upon transition, and if they wish to deliver Collection contract management services upon transition or directly deliver Collection services.
  - Stewardship Ontario will sequence the transition of Catchments using data provided by municipalities.
  - The first wave of competitive procurement processes for Collection and Post-Collection management will be undertaken.
- Stewardship Ontario's prioritization and sequencing of catchments will be based on notification by municipalities regarding their desired transition timing and will be driven by the following planning considerations:
  1. The volume of collected paper products and packaging associated with municipalities in a catchment who have notified Stewardship Ontario of their wish to transition and whose contracts can be managed to achieve the transition conditions is sufficient to initiate the post-collection competitive procurement process for that catchment; and
  2. For the remaining municipalities in the same catchment that are not ready to immediately transition, the timing of their desired transition
- The ability to transition would occur based on a municipality being unencumbered by collection and post collection contracts, either by expiry, self-delivery and/or termination. Support options would also be available to bridge collection contracts (to assist if collection contracts expire before post collection contracts) and to allow for agreement with collection service provider to assume Stewardship Ontario provisions (to assist if post collection contracts expire before collection contracts).
- Municipal councils would retain autonomy to decide whether they want to transition responsibility to stewards.
- Under full producer responsibility, the following changes are expected to be proposed by Stewardship Ontario:

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

- *Obligated Materials*: Materials obligated to pay fees would be widened to include paper products, packaging-like products, convenience packaging and residential transport packaging. Hygiene related paper products would be excluded.
- *Standardized Blue Box list of materials*: Creation of a province-wide standardized list of materials to be collected that would include materials such as coffee cups and mixed rigid plastics that have sorting capabilities and end markets. Initially exclude certain materials, such as coffee pods, that do not yet have end markets. For materials initially excluded, producers would be required to invest in research and development.
- *Targets*: A 75% basket of goods recycling target is being proposed within two years of a municipality transitioning. Only the material that is marketed and reintegrated back into production cycles would count toward this target. Further, stewards would be required to meet the following material specific targets (see Figure 2):

**Figure 2: Material-Specific Targets Presented by Stewardship Ontario at Regional Consultations (November 2017)**

<b>Material</b>	<b>Today*</b>	<b>Amended BBPP</b>	<b>Improvement</b>
<b>Paper products/packaging</b>	<b>94%</b>	<b>95%</b>	<b>+ 1 %</b>
<b>Glass packaging</b>	<b>73%</b>	<b>75%</b>	<b>+ 2 %</b>
<b>Plastic packaging</b>	<b>35%</b>	<b>40%</b>	<b>+ 5%</b>
<b>Metal packaging</b>	<b>55%</b>	<b>65%</b>	<b>+ 10 %</b>

- *Expansion of Services*: Proposal is to expand servicing to privately serviced multi-residential buildings, public spaces, and currently un-serviced municipalities within an unspecified period of time.
- A great deal of progress has been made to date to ensure the amended Blue Box Program Plan is in keeping with municipal interests. This includes a number of amendments made by Stewardship Ontario in response to municipal concerns.
- The Municipal 3Rs Collaborative has been actively engaged as part of this consultation, attending these sessions and meeting regularly. Formal comments with proposed solutions have been provided related to several issues including:
  - *Stranded Assets*;
  - *Eligible Sources*;
  - *Expansion of Services*;
  - *Service Compensation and Dispute Resolution*;
  - *Expand and Harmonize the List of Materials Collected*;

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

- *Calculating Paper Products and Packaging Recovery Rates;*
  - *Promotion and Education;*
  - *Reuse, Recycling and Reintegration of Paper Products and Packaging into the Economy; and,*
  - *Conditions to Transition to the RRCEA.*
- M3RC is currently trying to educate other stakeholders on these alternative plans – including the Ministry and Resource Productivity and Resource Authority.

### Assessment

Below is our current assessment of the amended Blue Box Program Plan Stewardship Ontario has prepared:

#### *Non-transitioned & Transition Mechanism*

Topic	Minister's letter / Municipal Principles	Opportunities	Risks
Non-transitioned municipalities	<ul style="list-style-type: none"> <li>• Define eligible costs to be included in calculating net costs</li> <li>• Describe agreements for reporting and verification</li> </ul>	<ul style="list-style-type: none"> <li>• Cost containment formula no longer applied which for most municipalities will result in increased funding</li> <li>• Municipal councils retain autonomy as to whether to transition</li> <li>• Eligible costs based on current rules</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to frequency in servicing and/or the mode of collection if made after Aug 14, 2017 will no longer be eligible</li> <li>• Proposal to exclude service level failure credits</li> </ul>
Transition mechanisms	<ul style="list-style-type: none"> <li>• Need for a seamless transition</li> <li>• Provide choice for municipalities</li> </ul>	<ul style="list-style-type: none"> <li>• Catchment approach provides a more predictable approach as to when municipalities would be able to transition versus lottery</li> </ul>	<ul style="list-style-type: none"> <li>• Not all municipalities will be able to transition at the same time, meaning some will benefit sooner</li> <li>• Might be some concerns related to municipalities who have recently renewed contracts as to when they will reasonably be able to transition</li> <li>• Some municipalities may have to enter</li> </ul>

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

Topic	Minister's letter / Municipal Principles	Opportunities	Risks
			<p>into short term contracts with their service providers that could be costly or reinvest in the near term into infrastructure</p>
<p>Transition timeline</p>	<ul style="list-style-type: none"> <li>• Meant to be the first phase of transition to the <i>Resource Recovery and Circular Economy Act</i></li> <li>• Promote competition</li> </ul>	<ul style="list-style-type: none"> <li>• Catchment approach will define the timeline and which jurisdictions transition first</li> <li>• Timeline shows an 18 month to two (2) year ramp up period for Stewardship Ontario and subsequent five (5) years to complete transition in all catchments</li> </ul>	<ul style="list-style-type: none"> <li>• Significant concern that current proposal will take at least seven (7) years which could impact whether the program ever fully be transitioned to the <i>Resource Recovery and Circular Economy Act</i>; this is two (2) years longer than 2023 date that was proposed by the Ministry of Environment and Climate Change in their <u>Strategy</u></li> <li>• No municipalities will transition in the first two (2) years which may cause issues in the short-term for municipalities who have contracts that expire</li> <li>• The Municipal 3Rs Collaborative has advocated for full transition in five (5) years or less. This would mean that all catchments have to</li> </ul>

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

Topic	Minister's letter / Municipal Principles	Opportunities	Risks
			<ul style="list-style-type: none"> <li>transition in five (5) years or less</li> <li>• Need a transition process/road map for municipalities who initially do not transition</li> <li>• Needs to be a date where all catchments must be completed and transition available</li> </ul>

***Servicing Impact (Transitioned Municipalities)***

Topics	Minister's letter / Municipal Principles	Opportunities	Risks
Servicing for residents	<ul style="list-style-type: none"> <li>• Not negatively impact Ontarians' experience with and access to the Blue Box</li> </ul>	<ul style="list-style-type: none"> <li>• Municipalities have first right of refusal to continue to act as contract administrator for collection</li> </ul>	<ul style="list-style-type: none"> <li>• Terms and conditions associated with contracts are not expected to be included</li> <li>• Concern that these are required in order to assess quality of service communities can expect to receive</li> </ul>
Servicing for business	<ul style="list-style-type: none"> <li>• Not negatively impact Ontarians' experience with and access to the Blue Box</li> </ul>	<ul style="list-style-type: none"> <li>• If municipalities remain contract administrator they can continue to collect materials from certain businesses however will not be compensated for the costs (not compensated currently either as material is not residential)</li> </ul>	<ul style="list-style-type: none"> <li>• If municipalities are not the contract administrator, Stewardship Ontario will not collect from local businesses</li> <li>• These businesses would need to find alternative solutions or the municipality would need a separate contract</li> </ul>

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

Topics	Minister's letter / Municipal Principles	Opportunities	Risks
Expansion of servicing	<ul style="list-style-type: none"> <li>• Improve convenience and accessibility of program by offering collection services to those not currently serviced</li> </ul>	<ul style="list-style-type: none"> <li>• Plan to expand services to multi-residential serviced by the private sector and provide additional public space recycling</li> <li>• Plan to expand to communities who do not have programs</li> </ul>	<ul style="list-style-type: none"> <li>• No timeline is included</li> </ul>
Materials collected	<ul style="list-style-type: none"> <li>• Ensuring a seamless transition of the Blue Box program, specifically not negatively affecting Ontarians experience with and access to Blue Box services</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation documents point to a standardized list that would see coffee cups added but polystyrene foam and coffee pods excluded</li> </ul>	<ul style="list-style-type: none"> <li>• Current proposal could reduce the amount of materials being collected in some programs (e.g. laminates, coffee pods)</li> </ul>
Targets	<ul style="list-style-type: none"> <li>• 75% diversion rate for materials supplied by stewards in transitioned municipalities and establishment of material-specific management targets specified in Minister's letter</li> </ul>	<ul style="list-style-type: none"> <li>• 75% is an increase from the current 65% diversion target</li> <li>• Material specific targets have been included which offer better ability to analyze recovery performance</li> </ul>	<ul style="list-style-type: none"> <li>• Not transparent and unclear methodology on how diversion rate will be calculated</li> <li>• Further disaggregation of material specific targets is warranted</li> <li>• The plastics material specific target is under 50% despite it being one of the fastest growing packaging forms</li> </ul>
Reduction	<ul style="list-style-type: none"> <li>• Work towards circular economy and supporting reduction reuse recycling and reintegration of paper products and packaging into the economy</li> </ul>	<ul style="list-style-type: none"> <li>• Stewardship Ontario has discussed elements to further market development and research</li> <li>• Higher costs will be applied to materials that have low rates or are not included in the standardized list</li> </ul>	<ul style="list-style-type: none"> <li>• Unclear as to whether proposal will have any significant impact as proposed</li> </ul>

The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

**Existing Municipal Costs, Infrastructure & Staffing (Transitioned Municipalities)**

Topics	Minister's letter / Municipal Principles	Opportunities	Risks
Stranded assets	<ul style="list-style-type: none"> <li>Avoid stranded assets to the extent possible in a collaborative manner</li> </ul>	<ul style="list-style-type: none"> <li>No mention of stranded assets in Stewardship Ontario consultations</li> </ul>	<ul style="list-style-type: none"> <li>No mechanism to deal stranded assets</li> </ul>

**Long-Term Sustainability**

Topics	Minister's letter / Municipal Principles	Opportunities	Risks
Competition	<ul style="list-style-type: none"> <li>The Minister's letter has an entire section about promoting competition</li> </ul>	<ul style="list-style-type: none"> <li>To date, no information about competition has been included in the consultations</li> </ul>	<ul style="list-style-type: none"> <li>Significant risk if no timelines are placed around transitioning to the <i>Resource Recovery and Circular Economy Act</i> and stronger rules applied to Stewardship Ontario to mitigate their ability to make unilateral decisions</li> </ul>
Transition to RRCEA	<ul style="list-style-type: none"> <li>The Minister's letter references the amended Blue Box Program Plan as a first step to the <i>Resource Recovery and Circular Economy Act</i></li> </ul>	<ul style="list-style-type: none"> <li>To date, no information about competition has been included in the consultations</li> </ul>	<ul style="list-style-type: none"> <li>Significant risk as no clear timeline proposed</li> </ul>



The purpose of this draft report is to provide municipal staff with an interim update on our assessment of the amended Blue Box Program Plan (a-BBPP). The draft plan is scheduled for release on December 22, 2017. The Municipal 3Rs Collaborative will update this report once the group has reviewed the draft a-BBPP and send out an updated version.

- Progress continues to be made to ensure the amended Blue Box Program Plan is in keeping with municipal principles.
- Municipal councils should continue to provide feedback based on the Municipal 3Rs Collaborative's formal comments with proposed solutions in line with the policy briefs including:
  - *Stranded Assets;*
  - *Eligible Sources;*
  - *Expansion of Services;*
  - *Service Compensation and Dispute Resolution;*
  - *Expand and Harmonize the List of Materials Collected;*
  - *Calculating Paper Products and Packaging Recovery Rates;*
  - *Promotion and Education;*
  - *Reuse, Recycling and Reintegration of Paper Products and Packaging into the Economy; and,*
  - *Conditions to Transition to the RRCEA.*
- The process offers a path for an orderly transition from a municipally managed Blue Box system to a Blue Box system in which producers are entirely responsible.
- Most municipalities will experience an immediate modest financial gain by the removal of cost containment provisions.
- Once transitioned, municipalities will no longer be burdened by the costs of managing residential paper products and packaging.
- While issues do still exist, consultation with Stewardship Ontario, the Resource Productivity and Recovery Authority and the Ministry of Environment and Climate Change have been constructive.
- Some of the key issues that remain outstanding:
  - Terms and conditions of service provision to understand quality of service for residents
  - Reasonable timeline for transition
  - Conditions to mitigate the ability for Stewardship Ontario to make unilateral decisions
  - A pathway to transition from the amended Blue Box Program Plan to RRCEA
- The Municipal 3Rs Collaborative has provided detailed practical solutions to address each of the issues identified.
- If the amended Blue Box Program Plan is not approved before the next provincial election, a significant delay is expected for any change.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 5, 2017

AGENDA

item: <u>11c</u>
Date: <u>JAN 09 2008</u>

To: Heads of Council of Municipal Billing Partners  
From: Dan Mathieson, Chair, MPAC Board of Directors  
Subject: **Budget and Municipal Levy for 2018**

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On behalf of the Municipal Property Assessment Corporation (MPAC), I would like to advise you that the Board of Directors has approved the corporation's 2018 budget in support of their 2017-2020 Strategic and Financial Plan. The approved levy increase for 2018, is 2.65% which is consistent with the levy increase approved for 2017.

The Board's approval of the 2018 budget and municipal levy will allow MPAC to invest in its core operations to deliver the new Service Level Agreement (SLA). The jointly developed SLA establishes fair, meaningful and achievable performance standards for assessment services that municipalities and taxpayers rely on most. Our investment will also support the new Assessment Review Board (ARB) process and continue to build and maintain its service delivery model.

With this approval, the Board is committed to ensuring MPAC continues to best serve their municipal partners and the property owners of Ontario, while providing the support their employees need to deliver the highest standards of service and expertise.

***Assessment Roll Stability & Predictability***

Looking towards 2018, the requirement for MPAC to support and respond to the ARB's commitment to improve the appeals process played a critical role in the Board's review. Next year, the ARB will continue implementing a strategy to eliminate backlogs and complete appeals within the assessment cycle which will have a direct impact on MPAC's staffing and resources. We believe the work undertaken by the ARB will continue to support stability and predictability in Ontario's property assessment and taxation system.

A stable and predictable assessment base is important to the Board and the initiatives implemented for the 2016 Assessment Update, such as disclosure, pre-roll discussions and the extensive outreach activities, is a reflection of our commitment. Taking this approach forward and building on it for the 2020 Assessment Update will require the establishment of a reserve fund. This requirement is also reflected in the 2018 budget.

In 2018, MPAC will continue to introduce the SLA to municipalities across the province. The annual budget reflects the need for the right number of senior valuation staff in field to meet the demands of our workload, programs to ensure the quality and consistency of our data, and continued growth to build our pool of accredited valuation professionals.

The levy amount for each municipality is determined by the levy formula contained within the *MPAC Act* and will be finalized following the delivery of the 2017 Assessment Roll. Municipalities can expect to receive additional details in December with final statements sent in January 2018.

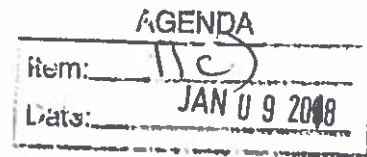
Questions about MPAC's 2018 budget and municipal levy should be directed to Rose McLean, President and Chief Administrative Officer, or Carla Y. Nell, Vice-President, Municipal and Stakeholder Relations.

Yours truly,



Dan Mathieson  
Chair, MPAC Board of Directors

**Copy** Chief Administrative Officers, Chief Financial Officers, Clerks & Treasurers of Municipal  
Billing Partners  
MPAC Board of Directors  
Rose McLean  
Carla Y. Nell



December 14, 2017

Prince Township  
Attention: CAO/Clerk-Treasurer  
3042 Second Line West  
PRINCE TWP ON P6A 6K4

**Subject: Municipal Payment for Services Update & 2018 Invoice Estimate**

Attention: CAO/Clerk-Treasurer

Recently, the Municipal Property Assessment Corporation (MPAC) Board Chair, Dan Mathieson, provided an update on the corporation's 2018 budget to all Ontario municipalities.

As MPAC moves into the next year of the strategic planning cycle, we are reinvesting in our core operations to deliver the new Service Level Agreement (SLA). The jointly developed SLA establishes fair, meaningful and achievable performance standards for assessment services that municipalities and taxpayers rely on most. Our investment will also support the new Assessment Review Board (ARB) process and continue to build and maintain our service delivery model.

The approved budget will ensure we continue to best serve our municipal partners and the property owners of Ontario, while providing the support our employees need to deliver the highest standards of service and expertise.

To assist in your budget planning, I am writing to provide important details about MPAC's 2018 funding requirements. The Board has approved a province-wide municipal levy increase of 2.65% for services required by Ontario municipalities for 2018.

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A number of factors and priorities were considered as part of the Board's review including:

- The requirement for MPAC to support and respond to the ARB's commitment to improve the appeals process in 2018 including a strategy to eliminate backlogs and complete appeals within the assessment cycle. This will have a direct impact on MPAC's staffing and resources.
- Continuation and growth of initiatives such as disclosure, pre-roll discussions and extensive outreach will require the establishment of a larger reserve fund for the 2020 Assessment Update.
- Continued focus on programs to ensure the quality and consistency of our data.
- Continued growth to build our pool of accredited valuation professionals.

The 2018 budget will allow MPAC to invest in the talent, staffing and operations required to deliver the new Service Level Agreement, support the new ARB appeals process, and continue to improve the products and services we provide to municipalities.

A stable and predictable assessment base is important to all MPAC staff and the above areas of focus, specifically the work undertaken by the ARB, is a reflection of our shared commitment.

#### *Municipal Funding Requirement*

Based on preliminary assessment data, the annual charge for your municipality for 2018 will be approximately \$20,588.43, or a 0.85% increase in comparison to the provincial average of 2.65%.

Under the *Municipal Property Assessment Corporation Act*, MPAC's funding requirements are apportioned to each municipality using a formula that reflects the proportionate relationship of an individual municipality's or taxing authority's assessed values and total property counts as compared to all of Ontario. These two indicators are averaged to reflect a 50% weighting for total assessed value and a 50% weighting for total number of properties.

The final amount will be reflected in your first quarterly bill that will be mailed in the first week of January 2018. As in 2017, municipalities will be billed in equal quarterly installments on the first day of each quarter. Please note that an interest fee will be applicable if payment is not received within the payment terms on the invoice, as permitted by legislation.

In the coming weeks, your local MPAC Regional Manager will be scheduling a meeting to discuss assessment services including projections for assessment growth for the coming year.

If you or your staff have any questions about:

- MPAC's funding requirements, please contact Nicole McNeill; or
- Assessment services provided to your municipality, please contact Carla Y. Nell.

Nicole McNeill  
Vice President and Chief Financial Officer,  
Corporate Services  
905-837-6166  
[Nicole.Mcneill@mpac.ca](mailto:Nicole.Mcneill@mpac.ca)

Carla Y. Nell  
Vice-President,  
Municipal and Stakeholder Relations  
289-315-1287  
[Carla.Nell@mpac.ca](mailto:Carla.Nell@mpac.ca)

Yours truly,



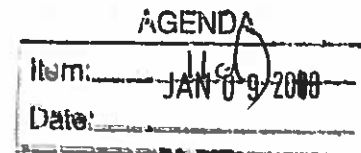
Rose McLean  
President and Chief Administrative Officer

**Copy** MPAC Board of Directors  
Executive Management Group  
Carla Y. Nell  
Nicole McNeill  
Regional Managers, Municipal and Stakeholder Relations



7<sup>th</sup> Floor, Frost Building South  
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7<sup>e</sup> étage, Édifice Frost Sud  
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Toronto ON M7A 1Y7  
Téléphone: 416-325-0400  
Télécopieur: 416-325-0374



Dear Heads of Municipal Councils:

Ontario continues to prepare for federal legalization of cannabis by moving ahead with its safe and sensible framework to govern the lawful use and retail distribution of cannabis as a carefully controlled substance within the province. On December 12, 2017, Ontario passed legislation that will regulate the lawful use, sale and distribution of recreational cannabis by the federal government's July 2018 deadline.

I am writing to provide you with an update on the provincial work underway to establish a retail and distribution channel for legal cannabis. I would also like to confirm the Province's commitment to engaging with municipalities on funding to help address the incremental costs associated with the implementation of cannabis legalization in Ontario.

Our objectives in the establishment of the retail and distribution system for legal cannabis are to protect youth and eliminate the illegal market. Municipalities are essential partners in the efforts to achieve these goals.

As noted in my October 27 letter, the various engagements the province has had with municipalities have been beneficial. Over the course of November and December, staff from the Ministry of Finance and the Liquor Control Board of Ontario (LCBO) met with staff of the municipalities identified for the initial cannabis retail stores for July 2018. These meetings provided valuable insights on provincial guidelines and areas of local interests that will inform store siting. I would like to thank the staff of these municipalities for their thoughtful feedback.

With the conclusion of the federal government's consultation with provinces and territories on the tax framework, we now have a better understanding of the revenue share to address the costs of legalization. During those discussions, we negotiated for a greater share of revenue on the basis that both the province and municipalities bear incremental costs. We now look forward to engagement with municipalities on a reasonable distribution of the province's share of the federal excise tax revenue. Given the federal government's forecasts of modest revenue and the Federation of Canadian Municipalities' estimated cost projections, our engagement will need to acknowledge that it appears unlikely there will be enough revenue to fully cover the incremental municipal and provincial costs associated with legalization.

.../cont'd

In January 2018, the Ministry of Finance will work with the Association of Municipalities of Ontario and the City of Toronto to launch an engagement process with municipalities on cannabis-related funding. This process will consider what is known about incremental municipal and provincial costs and set out a proposed approach to funding for municipalities that supports our shared policy objectives.

To help guide this engagement, I would like to propose the following principles:

- **Address Implementation Costs** – An approach to funding should acknowledge that the province and municipalities will incur upfront incremental costs as a result of the federal government's decision to legalize cannabis and that a funding approach should focus on helping to address these costs.
- **Respect the Role of Municipalities** – An approach to funding should recognize the efforts of municipalities in their areas of jurisdiction associated with the legalization of cannabis.
- **Align with the Term of the Federal Tax Framework** – An approach to funding should align with the two-year term agreed to between the federal, provincial and territorial governments on the federal excise tax.

As we conclude the holiday season and reflect on the past year, I would like to thank you again for your meaningful engagement with the province as we all prepare for the legalization of cannabis in July 2018. Please accept my best wishes for the New Year.

Sincerely,



Charles Sousa  
Minister

c: The Honourable Yasir Naqvi, Attorney General of Ontario  
The Honourable Bill Mauro, Minister of Municipal Affairs  
Ali Ghiassi, Chief of Staff, Minister's Office, Ministry of Finance  
Scott Thompson, Deputy Minister, Ministry of Finance  
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project,  
Ministry of Finance  
Lynn Dollin, President, Association of Municipalities of Ontario  
Pat Vanini, Executive Director, Association of Municipalities of Ontario  
Municipal CAOs and City Managers





The Corporation of The  
**Town of Amherstburg**

AGENDA

Item: 11 e  
Date: JAN 11 9 2008

December 20, 2017

VIA EMAIL

Municipality of Morris-Turnberry  
P.O. Box 310  
41342 Morris Road  
Brussels, ON N0G-1H0

Att: Ms. Michie

**RE: Tenanted Farm Tax Class**

At its meeting of November 13<sup>th</sup>, 2017, Amherstburg Town Council passed the following:

***Resolution # 20171113-951 - That Council support the Municipality of Morris-Turnberry's resolution regarding the Tenanted Farm Tax Class.***

Best Regards,

A handwritten signature in black ink, appearing to read "T. Fowkes".

Tammy Fowkes  
Deputy Clerk

cc: Taras Natyshak – MPP, Essex  
Tracey Ramsey – MP, Essex  
Ontario Municipalities  
Association of Municipalities of Ontario (AMO)

encl. Municipality of Morris-Turnberry Resolution

# MUNICIPALITY OF MORRIS-TURNBERRY

P.O. Box 310, 41342 Morris Road, Brussels, Ontario N0G 1H0  
Tel: 519-887-6137 ext. 21 Fax: 519-887-6424 Email: nmichie@morristorynberry.ca



**Nancy Michle**  
Administrator Clerk-Treasurer

October 17, 2017

**Re: Resolution concerning the Tenanted Farm Tax Class properties being changed to the Residential Tax Class**

**Motion: 553-2017** Moved by John Smuck Seconded by Dorothy Kelly

**Whereas**, MPAC conducts ongoing reviews to ensure properties are accurately assessed and corrections are made where necessary. A review of a property could be triggered from ongoing data verification, updated tenant information, sales investigations, building permits and severances which may result in changes to the valuation or classification of a property. This could include wooded acreage on a farm property;

**And Whereas**, MPAC recently changed the assessment classifications on properties with portions of land tenanted for farming. MPAC is responsible for assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations established by the Government of Ontario. All properties in Ontario are continuously reviewed as part of the MPAC valuation process to ensure accurate information is used in determining our assessed values and tax classifications;

**And Whereas**, MPAC has stated: Under the *Assessment Act*, all properties are classified according to their use, and Ontario Regulation 282/98 sets out how various property uses are classified. By default, farm properties are classified in the residential property class in accordance with section 3(1)2 of Ontario Regulation 282/98 of the *Assessment Act*. Farm properties that meet the eligibility requirements will have farmland and associated outbuildings placed in the farm property class and are taxed at up to 25% of the municipal residential tax rate. An application for inclusion in the Farm Property Class Tax Rate Program must be approved by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

Under the *Assessment Act*, all properties are classified according to their use. If a portion (or portions) of a farm property is used for non-farm purposes, the portion is valued and classified according to its use. This is to ensure that the appropriate value and tax class is applied to the various uses of the property;

**And Whereas**, MPAC has assessed non-tillable acreage that is rented to tenants as residential. MPAC has explained that this is a correction under the *Assessment Act*/Ontario Regulation 282/98 with properties being assessed according to their use. They explained that it was a review of the Farm Forestry Exemption Class that prompted this action;

**And Whereas**, Most of these non-tillage acres cannot be built upon, or generate any revenues. However, they do provide benefit to the wider community as woodlots, wetlands, streams. Therefore taxing at the higher residential ratio appears unfair;

**And Whereas**, many properties have resulted in a substantial increase in property taxes due to this assessment class shift, an example being, with the tax billing increase of 572%. Tax increases to this magnitude are unacceptable. This process will force retired farmers to share crop to avoid the tax increases or it will cause land rent to increase to cover the increased taxes. That will create a burden on the property owner and the tenant farmers;

**And Whereas,** MPAC did not advise the municipalities of these corrections or the impact that it may have on taxation write-offs going forward, as MPAC reviews appeals on these changes;

**Now Therefore,** The Council of the Municipality of Morris-Turnberry hereby requests that MPAC conduct a review on the effects of the tax class shift from farm land to residential;

**And that** MPAC act immediately on applications for reconsideration for the 2018 tax year and where possible for the 2017 year;

**And that** MPAC advise the municipalities prior to any future tax class shifts or mass property assessment corrections;

**And that** the Province of Ontario review Regulation 282/98 under the Assessment Act, in respect to the property tax classification of non-tillage acres;

**And that** this resolution be circulated to Premier Kathleen Wynne, Minister of Finance, MPAC and the Association of Municipalities of Ontario and all Ontario municipalities.

Disposition    Carried

Thank you

Yours truly,

A handwritten signature in black ink, appearing to read 'Nancy Michie', written over a horizontal line.

Nancy Michie

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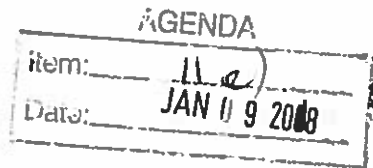
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# The Corporation of The Town of Amherstburg



December 20, 2017

VIA EMAIL

Township of North Frontenac  
6648 Road 506  
Plevna, ON K0H 2M0

Att: Ms. McLuckie

**RE: Negative Impacts of Bill 148**

At its meeting of November 13<sup>th</sup>, 2017, Amherstburg Town Council passed the following:

***Resolution # 20171113-949 - That Council support the Township of North Frontenac's resolution regarding the negative impacts of Bill 148.***

Best Regards,

A handwritten signature in cursive script, appearing to read 'T. Fowkes'.

Tammy Fowkes  
Deputy Clerk

cc: Taras Natyshak – MPP, Essex  
Tracey Ramsey – MP, Essex  
Ontario Municipalities  
Association of Municipalities of Ontario (AMO)

encl. Township of North Frontenac Resolution

**Subject:** Request for Support re Bill 148

Good Afternoon,

The Township of North Frontenac held a Council Meeting on October 13, 2017 and is requesting support for the below resolution:

**Moved by Councillor Inglis, Seconded by Councillor Hermer #470-17**  
**BE IT RESOLVED THAT** Council is concerned with the negative impacts of Bill 148, including potential increase of costs on Volunteer Fire Departments;  
**AND THAT** Council instructs the Clerk to circulate a copy of this Resolution to all other municipalities in Ontario requesting their support; AMO and Randy Hillier MPP.  
**Carried**

If you have any questions or concerns, please contact Tara Mieske, Clerk/Planning Manager [www.clerkplanning@northfrontenac.ca](mailto:www.clerkplanning@northfrontenac.ca).

Thank you,  
Sonia

***Sonia McLuckie***

Administrative Assistant to the Fire Chief, Clerk/Planning Manager, and to Assist with the CLSP  
**Township of North Frontenac**  
6648 Road 506, Plevna, ON, K0H 2M0  
1-800-234-3953 or 613-479-2231 Ext. 239  
[officesupport@northfrontenac.ca](mailto:officesupport@northfrontenac.ca)



# The Corporation of The Town of Amherstburg

AGENDA	
item:	11e
Date:	JAN 09 2008

December 20, 2017

VIA EMAIL

The Honourable Kathleen O. Wynne  
Premier of Ontario  
Queen's Park, Rm. 281  
Main Legislative Building  
Toronto, ON M7A 1A1

Dear Premier Wynne:

**RE: On-Call Provisions in Bill 148**

At its meeting of November 13<sup>th</sup>, 2017, Amherstburg Town Council passed the following:

***Resolution # 20171113-948 - That Council support the Town of Mono's resolution regarding the on-call provisions in Bill 148.***

Best Regards,

A handwritten signature in black ink, appearing to read 'T. Fowkes'.

Tammy Fowkes  
Deputy Clerk

cc: Kevin Daniel Flynn, Minister of Labour  
Taras Natyshak – MPP, Essex  
Tracey Ramsey – MP, Essex  
Ontario Municipalities  
Association of Municipalities of Ontario (AMO)

encl. Town of Mono Resolution & Township of Montague Resolution



# Town of Mono

347209 Mono Centre Road  
Mono, Ontario L9W 6S3

30 October 2017

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building – Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne,

The Council of the Town of Mono passed the following resolution at its Council Session of October 24, 2017:

*Moved by R. Manktelow; Seconded by K. McGhee*

*THAT Council supports and endorses the Township of Montague Resolution No: 104-2017 dated September 19, 2017 regarding the on-call provisions of Bill 148, Fair Workplaces, Better Jobs Act, 2017;*

*AND THAT this resolution be forwarded to Premier Wynne, MPP Sylvia Jones and all Ontario municipalities.*

*Carried.*

Town of Mono Council is concerned with the affect the on-call provisions of Bill 148, Fair Workplaces, Better Jobs Act, 2017 will have on Municipal budgets. Of particular concern is how the proposed changes will impact the cost of providing emergency services, including firefighting and fire prevention services, as Mono relies heavily on volunteer fire fighters. Changing to a 3-hour at regular time on-call regime will prove to be cost prohibitive.

We request that the Government of Ontario provide an exemption from article s. 21.4 for all municipal employees who are required to be on-call to provide statutorily mandated public safety services.

Regards,

Laura Ryan  
Mayor

cc: Sylvia Jones, MPP (Dufferin—Caledon)  
All Ontario Municipalities



**THE CORPORATION OF THE  
TOWNSHIP OF MONTAGUE**



6547 ROGER STEVENS DRIVE  
P.O. BOX 755  
SMITHS FALLS, ON K7A 4W6  
TEL: (613) 283-7478  
FAX: (613) 283-3112  
www.township.montague.on.ca

October 2<sup>nd</sup>, 2017

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building - Room 281  
Queen's Park  
Toronto Ontario, M7A 1A1  
Via Email

Town of Mono  
Schedule A  
Council Session 16-2017

AGENDA

item: 11e  
Date: JAN 11 9 2008

Dear Premier Wynne,

Please be advised the Council of the Township of Montague passed the following resolution at its meeting of Committee of the Whole of September 19<sup>th</sup>, 2017:

MOVED BY: K. Van Der Meer  
SECONDED BY: I. Streight

RESOLUTION NO: 104-2017  
DATE: September 19, 2017

WHEREAS The Township of Montague maintains a motivated and well-functioning volunteer fire department;

AND WHEREAS changes proposed to on-call provisions in the Employment Standards Act by Bill 148 will result in exorbitant tax increases to maintain fire prevention services in a rural municipality;

AND WHEREAS many Ontario municipalities will be unable to maintain fire services if this change is enacted;

AND WHEREAS the Association of Municipalities of Ontario has submitted a position paper to the Ontario government specifically requesting the exemption of all municipal volunteer firefighters;

NOW THEREFORE The Township of Montague requests that all municipal employees be specifically exempted from the on-call changes proposed by Bill 148;

AND That the Township of Montague request that the government of Ontario conduct a full economic impact study of Bill 148 to study the effect of the Bill on businesses and municipalities across Ontario;

AND That this resolution be circulated to Premier Kathleen Wynne, Minister of Labour Kevin Daniel Flynn, the Association of Municipalities of Ontario and all Ontario municipalities.

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF MONTAGUE**



6547 ROGER STEVENS DRIVE  
P.O. BOX 755  
SMITHS FALLS, ON K7A 4W6  
TEL: (613) 283-7478  
FAX: (613) 283-3112  
[www.township.montague.on.ca](http://www.township.montague.on.ca)

Please contact me if you have any additional questions.

Thank you,

Jasmin Ralph  
Clerk

Cc: Minister of Labour Kevin Daniel Flynn;  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

Item: (12)

Date: JAN-09-2018



# The Corporation of The Town of Amherstburg

December 20, 2017

VIA EMAIL

The Honourable Kathleen O. Wynne  
Premier of Ontario  
Queen's Park, Rm. 281  
Main Legislative Building  
Toronto, ON M7A 1A1

Dear Premier Wynne:

**RE: Provincial Flood Insurance Program**

At its meeting of November 13<sup>th</sup>, 2017, Amherstburg Town Council passed the following:

***Resolution # 20171113-950 - That Council support the Town of Lakeshore's resolution regarding the Provincial Flood Insurance Program.***

Best Regards,

A handwritten signature in black ink, appearing to read 'T. Fowkes'.

Tammy Fowkes  
Deputy Clerk

cc: Hon. Patrick Brown, Leader of Progressive Conservative Party  
Hon. Andrea Horvath, Leader of New Democratic Party  
Taras Natyshak – MPP, Essex  
Tracey Ramsey – MP, Essex  
Ontario Municipalities  
Association of Municipalities of Ontario (AMO)

encl. Town of Lakeshore Resolution



AGENDA

Item:	(12)
Date:	JAN 09 2008

## TOWN OF LAKESHORE

419 Notre Dame St.  
Belle River, ON N0R 1A0

October 11, 2017

Honourable Kathleen Wynne, Premier  
Legislative Building, Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne:

**RE: PROVINCIAL FLOOD INSURANCE PROGRAM**

At their meeting of October 10, 2017 the Council of the Town of Lakeshore duly passed the following resolution.

Councillor Wilder moved and Councillor Janisse seconded:

**That:**

**WHEREAS** weather patterns seem to have changed, in that excessive and prolonged rains are now becoming more frequent and regular,

**WHEREAS** there is an increased chance of flooding, as result of excessive and prolonged rains;

**WHEREAS** property owners in areas that are at an increased risk of flooding are often unable to purchase flood insurance to protect their properties; and

**WHEREAS** the cost of property repairs after a flood cause financial hardship for individuals, families and businesses.

**NOW THEREFORE BE IT RESOLVED** that the Government of Ontario be urged to create a Provincial Flood Insurance Program, to cover those individuals, families and businesses who are unable to secure flood insurance for their properties;

**BE IT FURTHER RESOLVED** that a copy of this motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader

of the New Democratic Party, and all MPPs in the Province of Ontario; and

**BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.**

**Motion Carried Unanimously**

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse  
Clerk

/cl

cc: Hon. Patrick Brown, Leader of Progressive Conservative Party  
cc: Hon. Andrea Horwath, Leader of New Democratic Party  
cc: Association of Municipalities Ontario (AMO)  
cc: Via Email - All Ontario Municipalities  
cc: Via Email - MPPs in the Province of Ontario



Item:	JAN 9 2018
Date:	

Peggy Greco &lt;pgreco@twp.prince.on.ca&gt;

## New MPAC President & CAO Appointment

Mathieson, Dan &lt;Dan.Mathieson@mpac.ca&gt;

20 December 2017 at 11:30

Cc: "ken.hughes@ottawa.ca" <ken.hughes@ottawa.ca>, "dmathieson@stratford.ca" <dmathieson@stratford.ca>, "rossini@cogeco.ca" <rossini@cogeco.ca>, "wsendzik@stcatharines.ca" <wsendzik@stcatharines.ca>, "msmith@selwyntownship.ca" <msmith@selwyntownship.ca>, "khobbs@thunderbay.ca" <khobbs@thunderbay.ca>, "alf.chaiton@rogers.com" <alf.chaiton@rogers.com>, "lesley.Gallinger@electricalsafety.on.ca" <lesley.Gallinger@electricalsafety.on.ca>, "bevh@bevhodgson.com" <bevh@bevhodgson.com>, "Don.redmond@gmail.com" <Don.redmond@gmail.com>, "dsett@cogeco.ca" <dsett@cogeco.ca>, "Foster, Lucy" <Lucy.Foster@mpac.ca>, "Hall, Linda" <Linda.Hall@mpac.ca>, "Jagdev, Sujit" <Sujit.Jagdev@mpac.ca>, "Leblond, Don" <Don.Leblond@mpac.ca>, "Lipsi, Carmelo" <Carmelo.Lipsi@mpac.ca>, "Manek, Zahir" <Zahir.Manek@mpac.ca>, "McLean, Rose" <Rose.Mclean@mpac.ca>, "McNeill, Nicole" <Nicole.Mcneill@mpac.ca>, "Nell, Carla" <Carla.Nell@mpac.ca>, "Taylor, Lee" <Lee.Taylor@mpac.ca>, "Wisniowski, Antoni" <Antoni.Wisniowski@mpac.ca>, "Emerson, Kent" <Kent.Emerson@mpac.ca>

Good morning,

On behalf of the Municipal Property Assessment Corporation's (MPAC) Board of Directors, I am pleased to announce we have selected a new President and CAO to lead the organization as we execute our 2017-2020 strategy. Nicole McNeill, currently our CFO and VP of Corporate and Information Services, will officially take over the role as of April 1, 2018. MPAC employees have been notified today and a public announcement will follow in the new year.

Nicole was selected following a rigorous and considered interview process, during which she impressed the Board as a leader for the next phase of MPAC's evolution. Her role as CFO and VP of Corporate and Information Services has given her valuable insight into MPAC's operations and our many facilities across the province. This, along with her dedication, commitment and extensive experience with the organization, make her uniquely qualified for the role.

Nicole will work closely with Rose McLean, the Interim President and CAO who plans to retire in 2018, MPAC's Executive Management Group, and the Board of Directors over the coming months to ensure a smooth transition.

If you have any questions about this appointment, please don't hesitate to contact me.

Sincerely,

Dan Mathieson

Chair, Board of Directors, MPAC

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December 20, 2017

Mayor Ken Lamming  
Prince Township  
3042 Second Line W  
Prince Township  
Ontario  
P6A 6K4

AGENDA

Item:	11 g)
Date:	JAN 19 2018

RE: Application to Natural Gas Grant Program

Mayor Lamming,

I write to you today to provide an update on the status of the application to Ontario's Natural Gas Grant Program on behalf of Prince Township.

The Ministry of Infrastructure has allocated funding to projects under the Natural Gas Grant Program.

As you are now aware, the grant application to help offset project costs to extend service to Prince Township did not receive grant funding.

The good news is that this will not impact Union Gas' plans to begin construction in spring 2018, given that the project has already received approval from the Ontario Energy Board.

We look forward to continuing to work together, and are excited to begin construction in Prince Township in 2018 so that residents can begin to access affordable and reliable natural gas.

Sincerely,

Mark Lawson  
Specialist, Stakeholder Relations  
Union Gas – An Enbridge Company

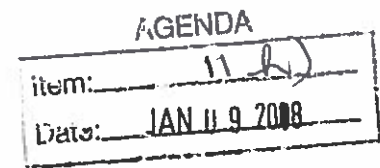
CC: Peggy Greco, Chief Administrative Officer





Thinking  
beyond  
the box

Stewardship Ontario



PRINCE, TOWNSHIP OF  
3042 Second Line West  
Sault Ste. Marie ON  
P6A 6K4

**RE: Industry funding for Municipal Blue Box Recycling for the third quarter of the 2017 Program Year**

December 31, 2017

Dear Mayor and Members of Council:

Packaging and printed paper companies, represented by Stewardship Ontario, fulfill their responsibilities to fund 50% of the net cost of the Blue Box Program by making cash payments to municipalities and First Nations on a quarterly basis.

The Resource Productivity and Recovery Authority (RPRA) determined that payments to municipalities will be based on a 2017 funding obligation of \$123,669,745. This represents an increase of 1.74% over 2016. RPRA provided further details with respect to the RPRA Board's determination of the 2017 obligation in a report on their website ([www.rpra.ca](http://www.rpra.ca)).

Stewardship Ontario is pleased to provide payments to municipalities in accordance with the RPRA Board's decision.

On behalf of Stewardship Ontario, I want to thank you for your ongoing dedication to waste diversion and resource recovery.

Sincerely,

David Pearce  
Supply Chain Officer  
Stewardship Ontario

# District Social Service Administration Board Governance and Accountability Review: Summary of Observations – Sault Ste. Marie

AGENDA

Item:	11 & 12
Date:	JAN 09 2018

This document captures key themes and discussion points gathered from the staff, board and municipal sessions on District Social Service Administration Board (DSSAB) governance and accountability held in the Sault Ste. Marie (SSM) District.

## 1. Meeting Logistics

**DSSAB Name:** District of Sault Ste. Marie Social Service Administration Board  
**Location of Sessions:** Sault Ste. Marie DSSAB Boardroom for all sessions  
**Session Dates:** October 4<sup>th</sup> and 5<sup>th</sup>, 2017  
**Attendance:** 7 staff  
6 of 9 board members  
5 representatives across the 2 municipalities

## 2. What We Heard

### 2.1 Summary of Key Takeaways

The following is a list of key themes/considerations heard at DSSAB sessions (this includes separate sessions with staff and board members respectively, referred to here, collectively as DSSAB participants), and municipal sessions. Please note that these are not in priority order.

#### Accountability and Transparency

- **SSM DSSAB is perceived to be transparent** – Board meetings are open to the public; schedules, agendas and minutes are posted online on the website. The DSSAB is in the process of developing and releasing an annual report to all board members, municipalities and the public to provide more communication to stakeholders about strategic directions and activities.
- **Board by-laws are used to augment weak DSSAB interim guidelines** –The board has developed a set of by-laws, which govern board decisions and processes, including the requirements for in-camera sessions, quorum, double majority voting and the approach to board meetings (i.e. Robert’s Rules of Order). Participants noted that the by-laws have been working well for the DSSAB because they are updated, as needed. In contrast, the interim guidelines on governance and accountability developed by the Ministry of Community and Social Services are viewed as an ineffective tool to assist with governance (i.e. incomplete, out of date, and non-binding).
- **Role as city councillor is perceived as primary, and DSSAB board member as secondary, occasionally leading to challenges with engagement and system-thinking** – It was noted by some participants that work is needed to support some board members to better understand that the role of a DSSAB member is separate and distinct from the role of a municipal councillor.
  - Some municipal representatives felt that that a municipal councillor’s role is legislated to be of the highest priority. It was noted that sitting on the DSSAB can be demanding, which may affect

board engagement, particularly among municipal councillors who are often required to contribute to more than one board or committee beyond their daily work and council duties.

- A suggestion was made for board members to have an 'Oath of Office', which would reinforce that the board is making decisions on behalf of the collective DSSAB, rather than their individual municipalities.
- Despite the challenges of dual roles there was agreement that the board has remained focused on governance issues (not on operational matters), and has worked well to maintain their governance role.
- **Municipal councillors do not have full awareness of what the role and commitment expectations are before being elected** – Some participants suggested individuals do not fully understand what 'they are getting themselves into' when they register to run for a seat on a municipal council. A suggestion was made to provide information on the DSSABs to individuals who are preparing to run for municipal councils, so they can have a better understanding of what the roles, responsibilities and commitments are, should they be elected and appointed to the DSSAB board or others.
- **A need to address knowledge gaps in the board with training** – Participants noted that there is a gap in some board members' understanding of the DSSAB's role in the district, responsibilities, and services it provides. While an intensive orientation is available to new board members, attendance is not mandatory. In addition, DSSAB participants perceived the two-year term for board members from the City of Sault Ste. Marie council as not long enough to allow these members to fully understand their role, and the DSSABs service context to support informed decision-making. The following suggestions were made to support increased knowledge and understanding of the DSSAB for board members:
  - Development of a standardized Northern Ontario-wide training and orientation delivered by the province, with a component for local flexibility for each DSSAB.
  - Development of a short reference document for board members that outlines facts and key information about the DSSAB (e.g. budget/spending details, program data, strategic directions).
- **Lack of understanding by the public and municipal partners on what a DSSAB is and its roles and services** – Participants noted that there is a gap in understanding of the DSSAB's role among the non-management staff of municipal organizations, as well as the general public.
  - The SSM DSSAB has rebranded itself as 'Social Services' in public-facing documents and on its website to be clearer to the public about the services provided.
  - DSSAB participants felt that the province should be responsible for educating the public on social services. It is important that public education generate the appropriate level of awareness for those who need to access social services, but without generating any discrimination against users by other taxpayers.
- **Prominence of the DSSAB SSM** – Some DSSAB participants and municipal representatives indicated that the DSSAB board should have a similar level of prominence in local politics as the school boards. It was noted that board decisions are often perceived to driven by politics.

### **Board Composition**

- **DSSAB Board is working well** – The DSSAB board is perceived to be working well. The CAO was praised for doing an 'excellent' job in relationship management with stakeholders to ensure the board runs well. The DSSAB has focused representation because they have a small number of municipalities represented on the board, and each municipality is allotted at least one seat at the board. No major issue has risen in the SSM DSSAB as a result of board composition.

- **Current approach of appointing municipal councillors adds an additional burden for already busy people** – Municipal representatives perceived having 6 councillors from the City of Sault Ste. Marie sit on DSSAB as both a strength and weakness.
  - The City’s council currently has 12 councillors, plus a mayor, and will reduce its numbers to 10 councillors in the 2018 election. Some DSSAB participants and municipal representatives raised concerns that this change could affect the DSSAB’s composition. It was noted that any change to the DSSAB’s composition would require a legislative amendment to the DSSAB Act, and that a reduction in the number of board members would make it difficult to obtain quorum.
  - Participants across all consultations praised current and past board members, as well as the CAO, for the board’s peaceful operation over time.
  - Suggestions made regarding board composition included: maintaining status quo; using a model similar to School Boards; using a blended board composition model, in which some of the board seats would be filled by appointed municipal councillors, and others would be open to community stakeholders who have interest, skills and/or social service knowledge. Someone with lived experience and First Nations voices could also be included.
- **Mixed opinions on a skills-based board** – DSSAB participants noted it is positive to have direct municipal insight on the board. However, councillors may not understand the realities of all constituents, including those who are marginalized, and/or First Nations stakeholders. As a result, board decisions may be made from the perspective of someone who has not worked in social services or had lived experience. Concern was also raised that if board membership were opened to include members of the public, personal agendas could affect and disrupt how the board is functioning. Concern was also raised that the election process of public representative(s) could increase costs.
- **Most board members do not receive incentives and recruitment is challenging** – DSSAB participants and municipal representatives noted that board members from the City of Sault Ste. Marie do not receive an honorarium for sitting on the board because of a previous decision by the City. However, there was no suggestion for this to change. TWOMO representatives do receive honoraria, and have their expenses paid. Municipal representatives noted that it can be challenging to appoint board members from municipal council, as the DSSAB is seen as a board that requires a significant amount of work, and a considerable time commitment to participate effectively.

#### **Term Start Dates**

- **Board term start dates should be more aligned with municipal council terms** – While it has never presented an issue, participants across all consultations noted that board term start dates should be more closely aligned with municipal council terms. As per the board’s by-laws, the board can have meetings in November and December during an election year, but no significant voting is done. Participants noted that this carries some risk (perceived to be low) for the DSSAB in the event of an emergency arising in that period of an election year. If this happened, the CAO would not be able to seek support from the board for quick decisions. Municipal representatives noted that if board members were elected directly, similar to school board trustees, the lame duck period would not be an issue.

#### **Access to Financing**

- **Language in the DSSAB Act is perceived as unclear** – Although accessing financing has not been an issue for the DSSAB, language in the DSSAB Act regarding DSSAB’s authority to borrow is perceived as unclear and could create a complicated process when borrowing is eventually needed.

- DSSAB participants noted that the board's by-law on borrowing aligns with legislation, but it has never been needed, and some do not think that the DSSAB should borrow for operations at all.
  - It was suggested that the Act stay silent on borrowing and that the legislation for Non-profit Corporations apply to DSSABs.
  - DSSAB participants indicated that they would benefit from clarification/training/education on the sections of the DSSAB Act related to borrowing.
  - The DSSAB is not perceived as a corporation by some lenders despite their status in the DSSAB Act, and it does not have any articles of incorporation. A suggestion was made for DSSABs to have standard documentation to be recognized as corporations by financial institutions. If the change is to be made through the DSSAB Act then it should be validated with financial institutions to ensure it meets their requirements for financing. It was also noted by some DSSAB participants that there would be preference for the language on borrowing in the Act to remain flexible and not prescriptive, which is expected to make the borrowing discussions straightforward in the future.
- **Access to Infrastructure Ontario** – Participants across all consultations noted they would like to see the DSSAB benefiting from access to the Infrastructure Ontario interest rates, which are lower than other financial institutions. This would result in saving money for municipalities in the long-term as they would not have to service the higher debt through their levies. A current challenge related to borrowing through Infrastructure Ontario is the possible requirement that the DSSAB would need to have a municipality act as a guarantor.

#### Apportionment

- **The SSM DSSAB apportionment model is based on weighted assessment, including payment-in-lieu properties (PIL) and exempt property, and current value assessment adjusted for vacancy in unincorporated areas, and is perceived as clear and simple by board members** – Participants noted that the City of SSM pays the majority of the apportionment, but is perceived to have better access to more of the services. Some participants raised concern that TWOMOs are receiving a disproportionate benefit since the Provincial Land Tax is lower than municipal taxes. It was acknowledged that service levels in TWOMOs are perceived to be lower than those in the City of Sault Ste. Marie and Prince Township. However, this perception has not been validated by utilization data. This service distribution was not perceived as fair or equitable by some participants.
  - A suggestion was made that an apportionment model based on population density as one of the factors would also be fair; however, some participants raised concerns that a user-based model would be unbalanced because of the distinct needs of each of the member communities. In addition, caution was raised in including utilization into the apportionment model as people are mobile, and this could lead to a high level of inconsistency and fluctuating taxes for residents.
- **Equity and fairness as guiding principles** – DSSAB participants and municipal representatives noted that equity and fairness should be the underlying guiding principles of the apportionment formula and service delivery for DSSABs. However, these principles were also viewed as being subjective. Participants noted that reasonableness also needs to be considered, as it is cost prohibitive to provide all services in all places.
- **No support for a single, Northern Ontario-wide mandated approach to apportionment** – Participants noted there should not be a single, Northern Ontario-wide mandated approach to apportionment. That said, where possible there should be standardization of some components, yet allowing for local flexibility. Northern Ontario is large, and there are variances and fundamental differences in demographics, infrastructure, nature, size and number of municipalities.

- **Double majority is used to pass all resolutions, and board by-laws have rules around arbitration** – The double majority process is used to pass all board resolutions, and the process is perceived as fair based on the board’s composition. For a resolution to pass, the councils of City of Sault Ste. Marie and one other municipality must vote in favour. It was noted the DSSAB Act does not have clear language around dispute resolution, and as such, the DSSAB has created by-laws in which dispute resolution regarding apportionment will be done via an arbitration process. However, the DSSAB has never had to use it, and there would be a preference for mediation ahead of arbitration.

## **2.2 Potential Opportunities to Change/Enhance Governance and Accountability Framework**

The following potential areas for change/enhancement were identified by participants. These are a reflection of what was heard at the consultation sessions and will be considered in the analysis, but they do not necessarily reflect the views or recommendations that will be prepared by Optimus SBR:

- Provide people running for council with upfront information on possible boards and committees (including the DSSAB) that they may be appointed to participate in should they become an elected official.
- Provide a provincially mandated, standardized, online training to be provided at the beginning of the term to all new board members, and to have this available as a refresh or to update board members each year on any relevant topics.
- Provide board members with a quick summary document with facts and key information that could be used as reference in all board meetings to support decision-making (e.g. budget and spending, program data, strategic directions).
- Education and communication to the general public regarding social services should come from the province and should balance the interests of taxpayers, while ensuring it is accessible for those who really need and use social services.
- Consider an option to disentangle the board member role and the municipal councillor role by having a system similar to the School Board model where interested citizens are elected to become trustees.
- Consideration could also be given to a blended board composition model, in which some of the board seats would be filled by appointed municipal councillors, and others would be open to community stakeholders, directly elected by the public (similar to school board trustees). These stakeholders would have the interest/skills/social service knowledge to be able to support good governance of effective social services for the area. It was noted this blended composition would possibly also increase board engagement and provision of education to the board. Also consider including someone with lived experience and a First Nations voice to increase the range of experience and perspectives of the board.
- Allow for a person who is not elected or is not running for council to hold their position as board member until the new member starts on January 1<sup>st</sup>.
- Develop standard documentation which would enable DSSABs to be recognized as corporations by financial institutions.
- Consider removing the reference to DSSAB’s authority and ability to borrow from the Act. Language on borrowing in the Act should be flexible and not prescriptive.

## **2.3 Additional Issues/Challenges**

The following additional challenges were identified during the discussions and recorded, yet considered out-of-scope for this review. The scope was articulated in the Review's parameters outlined in the Discussion Guides released to DSSAB staff, DSSAB board members, and municipalities in advance of consultations.

- **No provinces administer social services through a model like Northern Ontario's DSSABs** – Some participants raised the observation that Northern Ontario is the only region that administers social services through this model, and it may be that it is both innovative and successful or perceived to not be an effective model. There is opportunity for the province to look at other jurisdictions and/or other countries (e.g. Nordic countries) and how they are administering their social services and learn from their best practices. It was suggested that the province reconsider the model as a whole and consider a transformative process if it is found that there is a better, more equitable way of delivering social services.
- **Outreach to communities can help people access services more easily and reduce cost** – Some participants noted that recipients on Ontario Works often have to travel far distances to meet with their caseworkers. As a result of that concern, caseworkers are travelling into communities to support increased access to services for program participants.
- **Land ambulance has been a topic of debate in the political environment, considering whether it should be a DSSAB- or city-administered service** – some participants of the municipal session felt that the land ambulance/EMS services should not be administered through the DSSAB, rather, it should be delivered alongside fire and police services through the city. This has been a topic of debate over the past couple of years, and it continues to be a discussion between the City of Sault Ste. Marie and the DSSAB.



## AGENDA

Item:	1152
Date:	JAN 11 9 2018

Peggy Greco &lt;pgreco@twp.prince.on.ca&gt;

**I: Municipal Clerk's Meeting - MNRF - Presentation and Municipal Comment Form\_RE: November 29 CACA Agenda**

Hall, Marjorie (MNRF) <Marjorie.Hall@ontario.ca> 19 December 2017 at 15:46  
To: Lynne Duguay <lduguay@onlink.net>, Peggy Greco <pgreco@twp.prince.on.ca>, Rachel Tyczinski <r.tyczinski@cityssm.on.ca>, Malcolm White <m.white@cityssm.on.ca>, "lairdtpw@soonet.ca" <lairdtpw@soonet.ca>, Tarbutt Township Offices <tarbutttownship@bellnet.ca>, Ruth Kelso <ruth.kelso@bellnet.ca>, "dbrunke@bellnet.ca" <dbrunke@bellnet.ca>, Vicky Goertzen-Cooke <vgoertzencooke@ontera.net>, Robert MacLean <robert.thessalon@bellnet.ca>, Deborah Tonelli <debbie@huronshores.ca>, Katie Scott <Katie.Scott@blindriver.ca>, Peggy Cramp <peggy@hiltonbeach.com>, Valerie Obarymskyj <admin@hiltontownship.ca>, Township of Jocelyn <admin@jocelyn.ca>, Carol Trainor <stjoeadmin@bellnet.ca>, "Innis, Jason (MMA/MHO)" <Jason.Innis@ontario.ca>, "Mick, Bonnie" <Bonnie.Mick@mpac.ca>, Chris Jones <chris\_mplanningservices@rogers.com>, "twpns@ontera.net" <twpns@ontera.net>  
Cc: "Nixon, Erin (MNRF)" <erin.nixon@ontario.ca>, "Becker, Megan (MNRF)" <Megan.Becker@ontario.ca>, "Mikoliew, Karen (MNRF)" <karen.mikoliew@ontario.ca>, "Earl, Jennifer (MNRF)" <Jennifer.Earl@ontario.ca>, "Esdon, Hailey (MNRF)" <Hailey.Esdon@ontario.ca>, "Hayward, Nick (MNRF)" <Nick.Hayward@ontario.ca>

Hello all,

Thank you for inviting the Ministry of Natural Resources and Forestry (MNRF) to present at your November CACA meeting. Attached please find a copy of MNRF's presentation for your reference.

Attached please also find a copy of the Municipal Comment Form which MNRF will now be providing to work permit applicants under the *Public Lands Act*. As discussed, applicants will need to get the comment form filled out by their respective municipality. The intent of the form is to flag any municipal planning policies and/or municipal comments prior to MNRF making a decision on the work permit. As well, the form will alert municipalities that work is being considered on the identified lands. I have updated the comment form based on the feedback received during the CACA meeting. Please don't hesitate to let me know if there are any additional items that you would like to see changed.

During the CACA meeting, I stated that MNRF would be willing to provide a copy of work permits, once issued, to respective municipalities. I have recently been informed that MNRF is currently completing a privacy review under the *Freedom of Information and Protection of Privacy Act* (FIPPA) for permits issued under the *Public Lands Act*. Until the review is complete, we are not able to provide copies of work permit applications to other agencies unless they are requested via a formal FIPPA submission. However, as a result of your request, the committee completing the privacy review has added "sharing of work permits with municipalities" as a specific item to consider. I will let you know what I learn when the committee issues their findings. In the meantime, I hope that the Municipal Comment Form will serve as a good starting point to improve communication about activities proposed on the landscape.

Thank you again for inviting us to your meeting. It was great to see everyone. Please don't hesitate to let me know if there is any additional information I can provide or other topics that you would like us to address at future meetings.

Sincerely,



Marjorie

Marjorie Hall | District Planner | Sault Ste. Marie District | Ministry of Natural Resources and Forestry |

tel: (705) 941-5127 | marjorie.hall@ontario.ca

---

**From:** Lynne Duguay [mailto:lduguay@onlink.net]

**Sent:** November-22-17 11:07 AM

**To:** 'Peggy Greco'; 'Rachel Tyczinski'; 'Malcolm White'; lairdtwp@soonet.ca; 'Tarbutt Township Offices'; 'Ruth Kelso'; dbrunke@bellnet.ca; 'Vicky Goertzen-Cooke'; 'Robert MacLean'; 'Deborah Tonelli'; 'Katie Scott'; 'Peggy Cramp'; 'Valerie Obarymskyj'; 'Township of Jocelyn'; 'Carol Trainor'; Innis, Jason (MMA/MHO); Hall, Marjorie (MNRF); 'Mick, Bonnie'; Chris Jones; twpns@ontera.net

**Subject:** November 29 CACA Agenda

Good Day Everyone

Attached is the agenda for our CACA Meeting on Wednesday November 29 at the Echo Bay Community Hall beginning at 10:00 a.m.. Glenn is bringing lunch for us so if you could confirm your attendance so he has a head count for lunch. Lots on the agenda but if you have a pressing issue that you would like to add send it to me. Can't wait to see everyone.

Hopefully I have not missed anyone but if I have please forward this to them.

Lynne Duguay

Clerk Administrator

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**2 attachments**

 **Municipal\_Comment\_Form\_Application\_for\_WP\_2017\_12\_19.doc**  
76K

 **MNRF Work Permits for the Clerks.pptx**  
2447K

**Minutes of the Prince Township Public Library Board of Trustees**

AGENDA

**Tuesday, November 7, 2017**

item: \_\_\_\_\_ JAN 19 2018  
Date: \_\_\_\_\_

**Present:** Chair Bev Couch, Treasurer Sandy Fulcher, Secretary Brittany Agliani, CEO Rita Wagner, Mayor Ken Lamming, Dave Yanni, and Friends of the Library representative Marguerite LaHaye

**Regrets:** Councillor Dave Amadio

**Call to Order:** at 7:05 p.m.

**Minutes of the Last Meeting:** Dave Yanni moved that the minutes of the regular meeting held October 3, 2017 be accepted and Brittany Agliani seconded the motion (carried).

**Business arising from last meeting:**

Sandy Fulcher reported that the Evening with the MacGuffins Event was a success and well attended. The Lake Superior Watershed Conservancy received \$118.50 and the Prince Township Festival/Events Pavilion received \$118.50 from the event.

Sandy brought forth the Time Capsule at the event and stressed that the youth need to be encouraged to become involved as they will be the generation who will be able to see the contents of the time capsule in 25 years. Mayor Ken Lamming said that the Township will be putting a picture of the staff and volunteers of Prince Township in the Time Capsule.

Sandy Fulcher moved that between meetings, voting may be conducted by email or telephone and Dave Yanni seconded the motion (carried).

Sandy Fulcher moved that the Library Board will contribute \$200 towards the MacGuffin Event and Brittany Agliani seconded the motion (carried).

**REPORTS:**

**Treasurer:** Sandy Fulcher reported that the bank balance was \$15,504.72 as of October 17, 2017. We have received \$7480.00 from the 2017-2018 ILDS Fund. Sandy Fulcher moved that the Treasurer Report be accepted and Brittany Agliani seconded the motion (carried).

Sandy Fulcher moved that a cheque book will have to be ordered and Dave Yanni seconded the motion (carried).

**Secretary:** Brittany will create an invitation to the Library Social being held on December 1 and Brittany and Rita will send Christmas cards to the Library volunteers.

**CEO:** Copy is in the binder.

**Friends of the Library Report:** Marguerite LaHaye reported that the Friends will give an \$500 allotment to Rita to choose books for the Library. The Friends purchased the books by the MacGuffins while at the event held at the Township. Some upcoming events to note are

that the Friends will be at the Annual Station Mall Bake Sale and are looking for baking donations and volunteers. Also, the Friends will be holding the Silent Auction from November 27-December 1 and are accepting Joyce Kasch Award nominations until November 20, 2017.

**NEW BUSINESS:**

1. Applications to sit on Library Board for 2018 were handed out to the Library Board members.
2. The Library Board planned to each contribute their "usual" to the Christmas Social.
3. Resource Mate – Rita is going to try and investigate why it's so slow.

**ADJOURNMENT:**

Dave Yanni moved and Sandy Fulcher seconded to adjourn at 8:17 p.m. (carried).

**NEXT MEETING:**

December 5, 2017 at 7:00 p.m.

**Minutes of the Prince Township Public Library Board of Trustees**

**Tuesday, December 5, 2017**

**Present:** Chair Bev Couch, Treasurer Sandy Fulcher, Secretary Brittany Agliani, CEO Rita Wagner, Councillor Dave Amadio, Dave Yanni, Friends of the Library representative Marguerite LaHaye and guest Gary Wills

AGENDA	
Item: 12 a)	
Date: JAN 09 2018	

**Regrets:** None

**Call to Order:** at 7:02 p.m.

**Minutes of the Last Meeting:** Brittany Agliani moved that the minutes of the regular meeting held November 7, 2017 be accepted and Dave Yanni seconded the motion (carried).

**Business arising from last meeting:** None

**REPORTS:**

**Treasurer:** Sandy Fulcher reported that the bank balance was \$18,729.43 as of December 1, 2017. We have received \$7480.00 from the 2017-2018 ILDS Fund and \$2,069 from Public Library Operating Grant (PLOG). Sandy Fulcher moved that the Treasurer Report be accepted and Brittany Agliani seconded the motion (carried).

**Secretary:** Brittany will send Christmas cards to the Library volunteers.

**CEO:** Copy is in the binder.

**Friends of the Library Report:** Marguerite LaHaye reported that Brittany Agliani was the recipient of the 2017 Joyce Kasch Award and the Silent Auction has been extended until December 8, 2017. The Station Mall Bake Sale brought in \$293.00. Marguerite on behalf of the Friends thanked the Library Board for the December Social on December 1.

**NEW BUSINESS:**

1. Brittany Agliani moved and Sandy Fulcher seconded the acceptance of Dave Yanni's resignation from our Board after many years of service (carried).
2. Gary Wills to look into purchasing Xplornet hardware instead of leasing it.
3. Gary Wills is also to look at ResourceMate and why it is being so slow.
4. Motion moved by Dave Yanni and seconded by Dave Amadio to upgrade OPAC to the daily sync for \$299.00/year. We have already paid \$179.00 and will just owe the difference (carried).

**ADJOURNMENT:**

Dave Amadio moved and Dave Yanni seconded to adjourn at 8:13 p.m. (carried).

**NEXT MEETING:**

January 2, 2018 at 7:00 p.m.



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

## 2018 AMO and MEPCO Membership

AMO Communications <communicate@amo.on.ca>  
To: "pgreco@twp.prince.on.ca" <pgreco@twp.prince.on.ca>

AGENDA

19 December 2017 at 14:03

Item: _____
_____ 1387
_____ JAN 09 2018
Dats: _____

For Distribution to Council

December 19, 2017

I want to thank membership for its support during 2017. It was a very busy year with many new consultations at the province and major pieces of legislation tabled and passed. Some are still working their way through the legislative process with the expectation that they will be complete before the House rises for its winter break.

AMO will not be having much of a break. Each piece of legislation means some form of implementation activity to prepare for, such as the changes to the accountability and transparency procedures for councils and the land use planning system. We are updating our education and training materials and delivery. In fact, we start our Bill 68 training in January.

This letter is our call for you to renew your membership in AMO for 2018. Why? To quote a colleague, the municipal sector could not have pulled itself together in a timely fashion to do the deep policy analysis related to the workplaces legislation (Bill 148). AMO did that heavy lifting and worked hard for amendments. Those changes mean a cost avoidance in the tens of millions of dollars for municipal governments across the Province. Consider what your own cost avoidance was for that legislation against your AMO membership fee – a clear rate of return on your investment.

We know there is a growing sense of concern with the state of municipal fiscal health. That is why we undertook significant research, analysis and outreach as part of our 2017 activity. That is why your Association is actively talking about "Local Share".

Your Board, with representatives from rural, northern, urban and upper tier municipal governments, took the time to evaluate and take a bold direction. It seems absurd that the order of government that is providing the majority of day-to-day services to people is only receiving 9 cents of every household tax dollar. There is no easy solution when it comes to taxation, yet we know that doing nothing is not going to work 10 years down the road. Reliance on low property tax rates is not working in many places now. It means asking the tough questions and working at a strategy. As they say – Rome was not built in a day. Strength is clearly in the number of shared voices.

It is why we will be covering the provincial election, meeting with the leaders and analyzing the platforms. As a member, you will get a toolkit to help advance municipal interests and get timely information on how the policy platforms could affect you. Keeping you informed is also an important benefit of AMO membership. Help us help you by renewing your 2018 AMO membership.

I also want to ask for your financial support for the Municipal Employer Pension Centre of Ontario. It is a corporation of AMO, and holds the sponsor role, representing municipal government employers in OMERS. MEPCO represents 410 of the almost 1000 employers within that pension plan. It was created in 2006 because without it, individual municipal governments would have virtually no say in the pension plan – its design, benefits and contribution rates. Pension business is not for the faint at heart. It can have huge impacts on your bottom line. OMERS is undertaking a great deal of policy work that will land on MEPCO's desk in 2018. Your financial support of MEPCO means that it can bring well-prepared, employer based perspectives to the table. Please renew your membership in MEPCO - to be part that family of common interests.

The invoices for both AMO and MEPCO membership have been forwarded under separate cover to your accounting department. I hope that you agree that the work we do is valuable, and that we can count on your membership in 2018. Check out the websites for more details on our 2018 strategic efforts.

Speaking with that common voice improves the listening skills of those at Queen's Park, Parliament Hill and even OMERS. On behalf of the AMO Board, thank you for your financial support. Season's Greetings!

Yours sincerely,

Lynn Dollin, AMO President

Pat Vanini, AMO Executive Director

PS:

Want to earn an interest rate of 1.665% on municipal deposits?

Want to do LED lighting in your recreation facility to reduce your energy bill?

Want a better way to do your municipal road condition assessment?

Check out how AMO's Local Authority Services can help you make money, save money and extend your capacity. Connect with LAS at 416.971.9856 or tollfree 1.877.426.6527. Check out details on its website at

[www.las.on.ca](http://www.las.on.ca)

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**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of these email communications from AMO please [Click Here](#).



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 **AMO & MEPCO 2018 Membership Letter.pdf**  
105K



AGENDA  
item: 13 a)  
Date: JAN 09 2018



December 13, 2017

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

Please find enclosed two invoices for your municipal government's 2018 membership in AMO and in MEPCO (the entity that supports municipal employer OMERS representatives).

We have combined the issuance of these invoices to reduce our costs and to hopefully help you. Information about the fee calculation appears on each invoice.

A letter to your council has been sent regarding the work of these corporations in 2018.

Thanking you in advance for your municipal government's continued support of AMO and MEPCO.

Sincerely,

Afshin Majidi  
Director, Finance and Operations Centre

RECEIVED

DEC 13 2017



AGENDA  
 Item: 13a  
 Date: JAN 09 2018

## Association of Municipalities of Ontario

### 2018 MEMBERSHIP INVOICE

**Accounts Payable**

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

Invoice No.: MEM006192  
 Invoice Date: January 1, 2018  
 Due Date: January 31, 2018

BILLED TO		AMOUNT
<b>Membership Category:</b>	Single Tier Municipality	
<b>Membership fee for the period:</b>	January 1 to December 31, 2018	\$810.54
<b>Harmonized Sales Tax (13%):</b>		\$105.38
<b>HST number 106732944RT001</b>		
<b>TOTAL:</b>		<b>\$915.92</b>

Your municipality's fee is based on a total of 486 households as reported by MPAC. The Board of Directors approved a 2.75% increase in membership which province-wide raises about \$54,000.

*NO*

Please direct inquiries to:

Anita Surujdeo at 416-971-9856 Ext. 344  
 asurujdeo@amo.on.ca  
 200 University Avenue, Suite 801, Toronto, ON M5H 3C6  
 Tel: 416-971-9856 Toll Free: 1-877-426-6527 Fax: 416-971-8191





AGENDA

item: 13. b)  
 Date: JAN 19 2008

**2018 ONTARIO EDITION**  
**REGISTRATION DEADLINE: APRIL 30**  
 (extension possible upon request)

<b>Community</b> (please indicate if City, Town, Village, etc.)		<b>Population</b>	<b>Mayor or Head of Council</b>
<b>Name of Community Contact</b>		<b>Position / Title</b>	
<b>Address</b>		<b>Province</b>	<b>Postal Code</b>
( )	( )	( )	( )
<b>Phone</b>	<b>Fax</b>	<b>Cell Phone</b>	<b>Evening Phone</b>
<b>E-mail</b>		<b>Preferred evaluation date*</b>	
		* will be considered but cannot be guaranteed	
<b>CATEGORY: Population ( evaluation ) <input type="checkbox"/> Friends ( non-evaluated ) <input type="checkbox"/></b>			

**Population Category (community is evaluated):**

- o two volunteer judges visit and evaluates the community to provide a report, mention and bloom rating
- o evaluation will be planned to be scheduled for two days with accommodation provided by the host community
- o The evaluation will take place in July or August. The dates are determined in consultation with the community subject to the availability of the volunteer judges.

**Friends Category (community is not evaluated):**

- o community is not evaluated : becomes part of the Communities in Bloom network

**Benefits of participation**

- o Communities in Bloom provides access to a reputable information exchange network
- o Economic, Social and Environmental benefits ( as detailed in program information )
- o Promotion of the community in the Ontario Edition and during the Awards Ceremonies in September

**Registration fees**

- o payment by Cheque is requested at registration by mail. If you wish you may email the registration form with the cheque to follow.

**Population (evaluated):**

- Up to 5,000: \$ 400
- 5,001 to 10,000: \$ 575
- 10,001 to 20,000: \$ 700

- 20,001 to 50,000: \$ 850
- Over 50,000 : \$1000

**Friends (non-evaluated):**

- \$ 250

Mail, your completed registration form and Cheque to:  
**Communities in Bloom Ontario**  
 217 Elizabeth St. Goderich, ON N7A 3T9  
 cibon2017@gmail.com

**Information As Requested - 1075519W**

Info@worgroup.ca <Info@worgroup.ca>  
Reply-To: info@worgroup.ca  
To: pgreco@twp.prince.on.ca

18 December 2017 at 13:15

Dear MRS. PEGGY GRECO

AGENDA

item:	13 (C)
Date:	JAN 19 2018



www.worassociation.ca

**Thank you for your interest in the National Wall of Remembrance Project.**

This monument will honour all of Canada's Fallen Heroes from the War of 1812 to Afghanistan. With both a physical monument and virtual component we will identify each conflict of record and every soldier, providing a bio wherever possible. Your support of Remembrance Magazine will help us achieve our goal.

Full Page (Vertical Ad)	
1/2 Page (Vertical Ad)	
1/4 Page	
1/8 Page	



INSIDE BACK COVER COLOR \$2199.00  
INSIDE FRONT COVER COLOR \$2199.00  
FULL PAGE COLOUR \$1899.00

INSIDE BACK BLACK AND WHITE \$1899.00  
INSIDE FRONT BLACK AND WHITE \$1899.00  
FULL PAGE B & W \$1399.00  
1/2 PAGE \$899.00  
1/4 PAGE \$599.00  
1/8 PAGE \$399.00  
BUSINESS CARD \$298.00  
BUSINESS SPONSOR \$196.00

Ad Copy is attached : NWRA15 / 28 / BC / P034A08

I will follow up with you.

Thank You.

Megan Findlay

<http://www.worassociation.ca>  
Tel.: 1-877-724-1219

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**2 attachments**



1075519W-NWRA15-28.jpg  
85K

 Presidents\_Letter.pdf  
376K

AGENDA  
item: 13 d)  
Date: JAN 09 2018

HCSA 2018 RENEWAL

**The Corporation of the  
Township of Prince**

Renewal Date: January 1, 2018  
Carrier: Wellknit

Presented by: Brad Gerrior  
Date: November 2017



## INTRODUCTION

As consultants representing *The Corporation of the Township of Prince* and your employees, we are pleased to present our renewal analysis for your Health Care Spending Account through Wellknit.

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

Phone: 705-222-8745

E-Mail: [brad.gerrior@apriinc.com](mailto:brad.gerrior@apriinc.com)

#### CHRISTINE STEWART

CLIENT SERVICE CONSULTANT

Phone: 705-251-7188

E-Mail: [christine.stewart@apriinc.com](mailto:christine.stewart@apriinc.com)

#### MISTY LALONDE

CLIENT SERVICE ASSISTANT

Phone: 705-222-4229

E-Mail: [misty.lalonde@apriinc.com](mailto:misty.lalonde@apriinc.com)





## EMPLOYEE FUNDS UTILIZATION DETAILS

Anniversary date: January 1, 2018  
Data as of: October 1, 2017

January 1, 2017 - October 1, 2017						
Employee Name	Current Year Funds	Adjustments	Claims	Fees	Utilization of Current Year Funds	Current Year Balance
Employee 1	742.73	-	-	-	0.00%	742.73
Employee 2	2,220.00	-	615.00	5.00	28.00%	1,600.00
Employee 3	612.00	-	804.00	15.00	134.00%	(207.00)
<b>Grand Total</b>	<b>3,574.73</b>	<b>-</b>	<b>1,419.00</b>	<b>20.00</b>	<b>40%</b>	<b>2,135.73</b>

- In the current period, 40% of your total years' funds were used resulting in a current year balance of \$2,135.73.





## FUNDS UTILIZATION SUMMARY

Anniversary date: January 1, 2018  
Data as of: October 1, 2017

January 1, 2017 to October 1, 2017		
Utilization of Funds	# of employees	% of employees
0%	1	33.30%
1% - 25%	0	0.00%
26% - 50%	1	33.30%
51% - 75%	0	0.00%
76% - 99%	0	0.00%
100%	1	33.30%
<b>Grand Total</b>	<b>3</b>	<b>100.0%</b>

- Of your 3 employees, 1 has not submitted any claims through their Health Care Spending Account for the current period.



## CLAIMS BY TYPE OF EXPENSE

Anniversary date: January 1, 2018  
 Data as of: October 1, 2017

January 1, 2017 to October 1, 2017						
Claim Type	Claimant Type	Transactions	Total Amount Submitted	Total Amount Paid	% of Claims	% of Cost
Dental	Employee	5	440.00	440.00	38.46%	31.01%
Dental Subtotal		5	440.00	440.00	38.46%	31.01%
EHC	Employee	8	979.00	979.00	61.54%	68.99%
EHC Subtotal		8	979.00	979.00	61.50%	69.00%
<b>Grand Total</b>		<b>13</b>	<b>1,419.00</b>	<b>1,419.00</b>	<b>100.00%</b>	<b>100.00%</b>

Extended Health Care Claims, excluding Drugs, represent 69% of all Health Care Spending Account Claims (HCSA) in the current period.

## AUDIT SUMMARY REPORT

Anniversary date: January 1, 2018

Data as of: October 1, 2017

January 1, 2017 to October 31, 2017	
<b>Summary of Paid Claims by Service Date (**)</b>	
Dental	440.00
Drug	-
EHC	979.00
Claims	1,419.00
> Fees	20.00
> Taxes	-
Claims + Fees + Taxes	1439.00
<b>Summary of Paid Claims by Year of Contribution (**)</b>	
Funds used for:	-
> Claims	1,419.00
> Fees	20.00
> Taxes	-
Total Funds Used	1,439.00
<b>Summary of Contribution Utilization (**)</b>	
Promised New Funds	3,574.73
Spent on Current Claims	1,419.00
Spent on Current Fees	20.00
Spent on Current Taxes	-
Total Current Spendings	1,439.00
Spent on Future Claims	-
Spent on Future Fees	-
Spent on Future Taxes	-
Total Future Spendings	-
Total Spendings	1,439.00
Termination Adjustments	-
Claims paid with unearned funds	(207.00)
Forfeited Funds	-
Carry Forward Funds	2,342.73

[\*\*] - Claims received/paid by Wellknit after the date of reporting are not included.



AGENDA

item:	13 e)
Date:	JAN 09 2018

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

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## 2018 MFOA Online Membership Renewal

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Donna Herridge <donna@mfoa.on.ca>  
To: pgreco@twp.prince.on.ca

28 November 2017 at 11:31

Hello Peggy,

It's that time of the year again. We are pleased to announce that our 2018 Membership packages are on the way! Please keep your eyes peeled for the packages to arrive.

Can't wait to renew? Go straight to our website to pay your 2018 Membership dues!

To pay your dues, please sign in to our website [www.mfoa.on.ca](http://www.mfoa.on.ca), and click on the "Pay 2018 Dues" button on the home page located just below the scrolling images on the right hand side of the page. From there you can review the amount and add it to the shopping card for payment. If you do not know your login for the website, please contact Julie Turcsanyi at [Julie@mfoa.on.ca](mailto:Julie@mfoa.on.ca)

Municipal Administrator Name: Peggy Greco

Please see your invoice notice below:

Population: 1010

Membership Fee: \$250.00

HST:                      \$32.50

Total Due:           \$282.50

We look forward to your membership in 2018!

Questions? Contact our Office Administrator, Julie, at [Julie@mfoa.on.ca](mailto:Julie@mfoa.on.ca) or 416-362-9001 x224



AGENDA  
 item: 13 (f)  
 Date: JAN 09 2008

## Water Quality Test Report

**Date:** December 28, 2017

**Client Name:** Prince Township Hall

**Address:**

Following are the results of the water sample submitted: **Raw Water Result**

**Total Dissolved Solids:** 143 ppm ( parts per million)

**Total Dissolved Solids** (often abbreviated **TDS**) is a measure of the combined content of all inorganic and organic substances contained in a liquid in molecular, ionized or micro-granular (colloidal sol) suspended form. Although TDS is not generally considered a primary pollutant (e.g. it is not deemed to be associated with health effects) it is used as an indication of aesthetic characteristics of drinking water. TDS above 500 mg/L results in excessive scaling in water pipes, water heaters, boilers and appliances.

**Hardness:** 6 gpg ( grains per gallon)

Hard water forms deposits that clog plumbing. These deposits, called "scale", are composed mainly of calcium carbonate (CaCO<sub>3</sub>), magnesium hydroxide (Mg(OH)<sub>2</sub>), and calcium sulfate (CaSO<sub>4</sub>). Calcium and magnesium carbonates tend to be deposited as off-white solids on the inside surfaces of pipes and heat exchangers. The resulting build-up of scale restricts the flow of water in pipes. In heat exchange units, ie boilers, hotwater tanks, the deposits impair the flow of heat into water, reducing the heating efficiency and allowing the metal boiler components to overheat.

<u>Classification</u>	<u>Hardness (ppm)</u>
Soft	0 – 3.5
Moderate	3.5 - 7
Hard	7 – 10.5
Very Hard	Greater then 10.5

**Iron:** 0 ppm

The total ppm of iron and type or types of iron is determined by chemical analysis. Iron levels of 0.3 ppm and larger will cause staining of laundry and plumbing fixtures. It can also give a metallic or distorted taste to water. There are five types of iron found in water. To determine the breakdown of specific iron types a full lab test would need to be performed. Our tests only indicate the total iron content in the sample provided:

- CLEAR WATER IRON:** Clear water is otherwise known as ferrous iron. It is dissolved in water and will be clear at first then gradually clouds turning slightly yellow or brown as the iron oxidizes.
- RED WATER:** Red water iron is otherwise known as ferric iron. It is clear water iron that has oxidized to a particle form. These yellow, red, orange or reddish particles are suspended in water and will settle out after a short period of time.

- COLLOIDAL:** Colloidal iron is red water ferric iron that is too small (usually less than 0.1 microns) to settle out or to be filtered by standard means. It can have a yellow or red appearance.
- HEME:** Heme iron is bound or complexed to organic compounds such as tannin or humic acids. It can be a colorless but most often occurs as a yellow, yellowish-brown or pink color. It can be referred to as organic iron, tannin, heme iron, complexed iron or pink iron.
- IRON BACTERIA:** A bacterium that thrives on clear water iron and uses it in their metabolic processes.

Bacterial iron can be gelatinous or stringy and will cause staining, plugging, taste and odour problems. The in home test for this type of iron is the checking of the back of the toilet and look for slime floating on top of the water.

**PH Level:** 7.5

Pure water has a pH close to 7 (neither alkaline nor acidic). Fresh water can have widely ranging pH values depending on the geology of the drainage basin or aquifer and the influence of contaminant inputs (acid rain). Water having a low pH actually contains acids. The lower the pH value, the more acid is present. Acid water is very corrosive to plumbing and can carry large amounts of dissolved metals, such as iron, when passing through deposits as ground water. Signs of corrosion include pitting or actual perforation of plumbing and the presence of iron and other metals in higher levels at the distant tap than at the well head. The neutral point 7 indicates an equal concentration of acidity and basicity. When moving up or down from the neutral point, the acidity or basicity of a solution will increase by a factor of ten.

•Example: A solution with 6.0 pH value is 10 times more acidic than a solution with a pH of 7.0 and a solution of 5.0 pH is 100 times acidic than a solution of 7.0 pH.

**Turbidity:** No

A measure of the amount of finely divided suspended matter in water, which causes the scattering and adsorption of light rays. Turbidity is usually reported in arbitrary nephelometric turbidity units (NTU) determined by measurements of light scattering. NTU should not exceed 0.5 in potable water. Turbidity can protect bacteria from sterilization. To determine the NTU a sample would need to be sent to a certified lab for analysis. We visually determine if turbidity is present through simple filtration and the indicated result of the ultraviolet transmission testing.

**Organics:** Minor interference

**Colored dissolved organic matter** is the optically measurable component of the dissolved organic matter in water. Dissolved organic matter, *yellow substance*, occurs naturally in aquatic environments primarily as a result of tannins released from decaying vegetation. Organics in water are a component of turbidity and can prevent ultraviolet light from passing through water if concentrations are high enough. Organics typically fluctuate with high rainfall levels. The number referenced above is a basic equation derived from multiplying the total hardness by 17.1. If organics are not present then this number should be very close to the TDS.

**Ultra Violet Light Transmission Result:** 97 %

Ultra Violet Light disinfection is a physical process that instantaneously neutralizes microorganisms as they pass by ultraviolet lamps submerged in the effluent. The process adds nothing to the water but UV light, and therefore, has no impact on the chemical composition or the dissolved oxygen content of the water. There are minimum quality requirements that must be met in order for UV light to be effective: We confirm through the use of an electronic meter if UV light can be effectively used to insure safe drinking water. We require a result of 80% or better to confirm effective disinfection of the water source.

Hardness – Less then 7 ppm  
 Iron- Less then 0.3 ppm  
 NTU ( Colour) Less the 1

**Observations & Recommendations**

Overall water source is excellent. Only interference is the 6 gpg of hard minerals. This is substantial enough to warrant removal. Hard minerals will build up on the quartz sleeve and sensor of your Ultraviolet system and affect the performance of the unit. Utilizing a water softener will effectively remove most of the hard mineral in your supply and keep your UV system in operation. Please be aware that periodic cleaning of the sensor may still be required although not anything like the frequency that you have been servicing it presently. We will have to determine the servicing requirements once the recommendations have been implemented. We also suggest changing the size of the filters that you have been using. Your current filters are actually only intended for a single fixture and will foul quickly with the volume and quality of water running through them. We suggest changing over to a 10" x 4" Big Blue industrial filter housing to extend the period between filter changes.

1- Water Depot Platinum Commercial Water Softener- [REDACTED]

1- 4"x 20" Water Depot Large Filter Housing w/bracket- [REDACTED]

Total- \$ [REDACTED]

All Applicable Taxes Extra

Quotation is valid for 90 days

**Notes:**

- All plumbing connections will be completed with PEX / PVC/ABS. Copper work will be charged a premium installation price of \$ [REDACTED] for backwashing units and \$ [REDACTED] for UV units.
- All Backwashing units must be serviced annually to maintain optimal performance and warranty.
- All UV systems are to have an annual light / sleeve change. Filters are to be changed as required.
- Organic units must have salt in brine tank or media can / will foul. PH Levels must be maintained.

**Payment Options:** Visa, Mastercard, Cheque / Cash, Net 30 OAC

Huckson's is also pleased to offer Rent to Own or loan financing options for most of our product offerings to help solve your water treatment needs. Please ask us for more details on our easy payment plan options.



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

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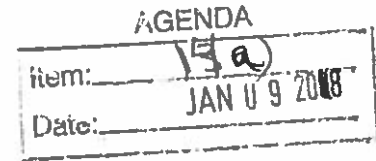
## Fwd: water treatment quote from Huckson's Water Depot

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

3 January 2018 at 11:03

Hi Peggy can you please put this on Councils agenda , along with the total cost of PUC for last year  
Thanks Ken



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

From: Rob Breckenridge <Rob@huckson.com>  
Date: Wed, Jan 3, 2018 at 8:52 AM  
Subject: re: water treatment quote from Huckson's Water Depot  
To: klamming@princetwp.ca

Hi Ken,

I hope that you had a good holiday season.

Here is the water analysis and pricing for the equipment to resolve the current issues.

You will find the pricing at the bottom of the report.

If you have any questions, call or e-mail me.

Rob

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 Prince Township Water Quote.doc  
141K



**Township of Prince  
General Ledger**

General (01)

For the Fiscal Year 2017 Periods 1-12 Ending December 31, 2017

**AGENDA**  
 Item: 14a  
 Date: JAN 09 2018

							Debit	Credit	
01-36-360550 Water Filtration Operating							Beginning Balance	0.00	
Trans action	Src	Typ	Date	Document Number	PO/Ref Number	Payor/ Vendor	Description	Debit	Credit
19939	AP	IN	01/24/17	INV000505		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
19939	AP	IN	01/24/17	INV000505		34-Public Utilities Corporation	Jan 2017 management of Water System	698.00	0.00
20060	AP	IN	02/21/17	INV000524		34-Public Utilities Corporation	Feb 2017 Management of Water Filtration Operating	698.00	0.00
20060	AP	IN	02/21/17	INV000524		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
20200	AP	IN	03/14/17	INV000530		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
20200	AP	IN	03/14/17	INV000530		34-Public Utilities Corporation	March 2017 Management of Water System	698.00	0.00
20222	AP	IN	03/17/17	5288829		41-Wolseley Mechanical Grou	two sterilight quartz sleeves for water system	79.75	0.00
20222	AP	IN	03/17/17	5288829		41-Wolseley Mechanical Grou	HST Non-Recoverable	1.40	0.00
20377	AP	IN	04/25/17	inv0005391		34-Public Utilities Corporation	Water Filtration Operating montly maintenance of water system April	12.29	0.00
20377	AP	IN	04/25/17	inv0005391		34-Public Utilities Corporation	Water Filtration Operating montly maintenance of water system April	698.00	0.00
20537	AP	IN	05/18/17	INV000553		34-Public Utilities Corporation	May 2017 management of water system	788.74	0.00
20699	AP	IN	06/12/17	INV000559		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
20699	AP	IN	06/12/17	INV000559		34-Public Utilities Corporation	Water Filtration Operating	698.00	0.00
20922	AP	IN	07/18/17	0005920		34-Public Utilities Corporation	July 2017 Management of Water Filtration Operating	698.00	0.00
21147	AP	IN	08/22/17	INV000599		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
21147	AP	IN	08/22/17	INV000599		34-Public Utilities Corporation	Aug 2017 management of wate system	698.00	0.00
21471	AP	IN	10/18/17	INV000624		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
21471	AP	IN	10/18/17	INV000624		34-Public Utilities Corporation	Oct 2017 Management of Water System	698.00	0.00
21611	AP	IN	11/16/17	6070341		41-Wolseley Mechanical Grou	HST Non-Recoverable	1.55	0.00
21611	AP	IN	11/16/17	6070341		41-Wolseley Mechanical Grou	20 - 5 micron filters for water system	88.21	0.00
21649	AP	IN	11/17/17	6091940		41-Wolseley Mechanical Grou	HST Non-Recoverable	6.58	0.00
21649	AP	IN	11/17/17	6091940		41-Wolseley Mechanical Grou	Absolute 1 Mic cartridges for Water Filtration System	374.00	0.00
21650	AP	IN	11/17/17	INV000642		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
21650	AP	IN	11/17/17	INV000642		34-Public Utilities Corporation	Nov 2017 - management of water system	698.00	0.00
21788	AP	IN	12/13/17	INV000654		34-Public Utilities Corporation	Dec 2017 management of water system	698.00	0.00
21788	AP	IN	12/13/17	INV000654		34-Public Utilities Corporation	HST Non-Recoverable	12.28	0.00
							<b>Ending Balance</b>	<b>8,430.76</b>	
							<b>Total Debits and Credits</b>	<b>8,430.76</b>	<b>0.00</b>
							<b>Grand Total Debits and Credits</b>	<b>8,430.76</b>	<b>0.00</b>



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

AGENDA

item:	e(8)
Date:	JAN 09 2008

ICLEI  
Local  
Governments  
for Sustainability



## PARTNERS FOR CLIMATE PROTECTION

Creating a change  
in climate through  
local action



[www.fcm.ca/pcp](http://www.fcm.ca/pcp)



“Edmonton has participated in the Partners for Climate Protection (PCP) program right from the start. We see this program as an important part of moving toward our long-term goal of becoming carbon neutral.”

---

Mayor Stephen Mandel, City of Edmonton

“The Town of Annapolis Royal sees climate action as one of the most important strategic initiatives of our time. The environment is the air we breathe, the water we drink and the soil we grow our food in. If we don't protect the envelope we live in, there will be no future.”

---

Mayor Phil Roberts, Town of Annapolis Royal

“Richmond Hill is a proud participant in the Partners for Climate Protection program and committed to doing our part to protect the environment. Through our Clean Air programs, Richmond Hill not only met our target of 20% reduction below 2000 levels by 2009, but also exceeded our target by reducing our greenhouse gas emissions by 33% below 2000 levels. We plan to keep this momentum going by continuing to make the environment a priority.”

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Councillor Brenda Hogg, Town of Richmond Hill



## WHAT ARE GREENHOUSE GASES?

Greenhouse gases (GHGs) are gases such as carbon dioxide, methane, nitrogen oxide, sulphur oxide and others that trap heat in the earth's atmosphere. The effect they create is called the greenhouse effect. Human activity has caused an increase in these gases. Their release into the atmosphere has contributed to global warming.

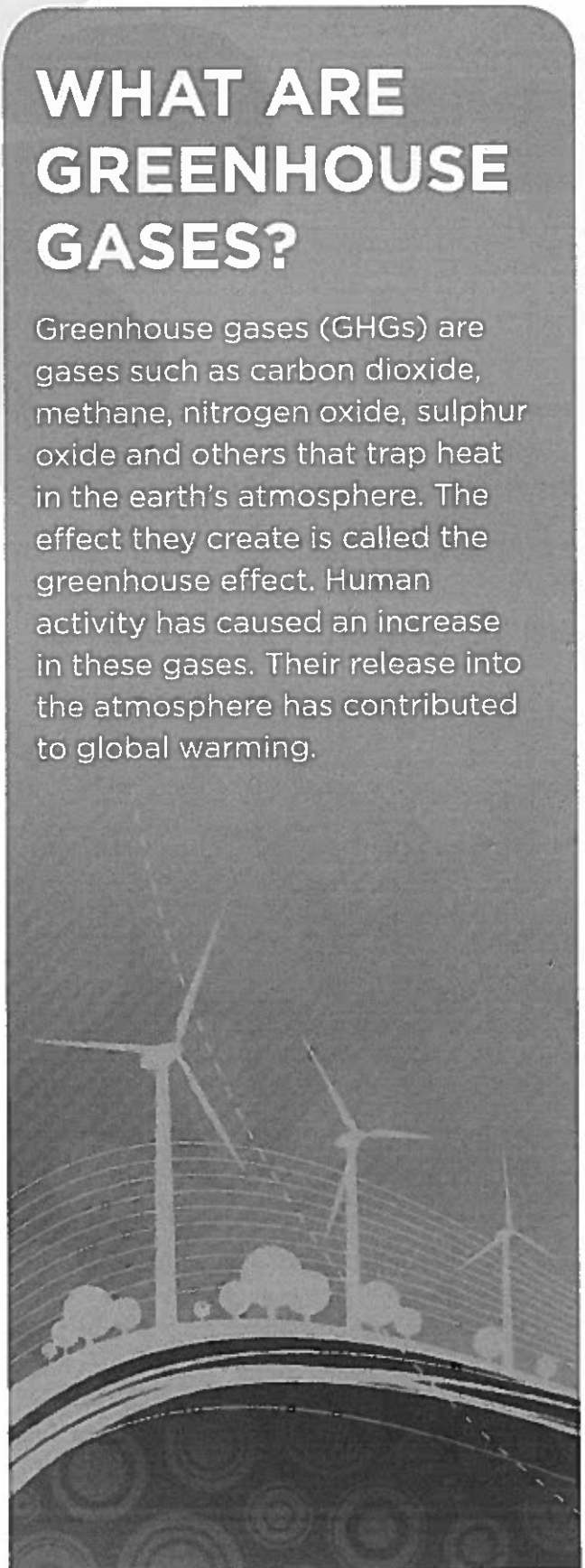
### CLIMATE CHANGE IN CANADA

## Canada is feeling the impacts of climate change

Climate change is having an impact in your community and across the country. Average temperatures are rising, snow and ice cover are declining, and natural disasters, such as wildfires and floods, are affecting more Canadian communities more often.

Integrated action on climate change is crucial. An effective response will aim to reduce the rate and magnitude of climate change, while we cope with the damages from climate change that we cannot avoid. The direct benefits that come from action include energy cost savings, avoided infrastructure impacts, and local job creation.

According to the National Round Table on the Environment and the Economy (NRTEE), costs from climate impacts could exceed \$5 billion in 2020 and grow to more than \$21 billion by 2050.



## HOW CAN YOUR MUNICIPALITY CUT GHGs?

Local governments across Canada are creating momentum for climate protection through simple, cost-effective activities that improve quality of life. These activities are reducing GHG emissions through:

land use, energy and transportation planning – bylaws and development incentives – infrastructure design – green procurement – building retrofits – water conservation – solid waste diversion – renewable energy

### MUNICIPALITIES AND CLIMATE CHANGE

## Local governments and the communities they serve are taking action

Hundreds of local governments and communities in Canada are taking a stance on climate change. They are moving forward with sustainable policies and approaches to manage water supplies, reduce energy consumption, optimize transportation and examine land use policies. These actions yield two benefits: they increase economic efficiencies and reduce GHG emissions.

### Your role matters today and for the future



Local governments play a key role in climate protection. More than 44 % of Canada's GHG emissions are under the direct or indirect control of municipalities. Local

governments are making important contributions to climate protection by cutting emissions from municipal operations. They are also implementing cost-effective investments and creating incentive-based policies that support sustainable infrastructure and development practices.

### CHANGING THE BUSINESS CLIMATE TO A CLIMATE BUSINESS

## Local governments' investments reap rewards

By investing in emission reductions, especially as part of a whole-system sustainability strategy, your local government can achieve multiple benefits for municipal operations, civic services and the broader community. These benefits go well beyond reducing GHG emissions.

### Building the business case



The economy of tomorrow offers local governments like yours a business opportunity, but only if you position yourself to maximize climate advantages. Investment opportunities in the green economy have a strong multiplier effect that deliver good economic, employment and business dividends. For example, green investments to expand transit service and energy efficiency retrofits create about 18 jobs in the repair and maintenance industry per million dollars invested.

Depending on the range of actions you take and the needs of your community, the dividends you reap may include better financial performance due to energy and materials cost savings. This can have an impact in areas like facilities design, government operations and fleet management. Other benefits to consider are improved air quality leading to better public health and your ability to respond more readily to federal and provincial carbon and energy regulations in the future.

## WHAT GREEN ECONOMY BENEFITS CAN YOU REALIZE?

Save money by cutting energy costs – Be a leader in energy efficiency and enhance your corporate image and community relations – Improve air quality and citizens' health – Create more jobs by investing in alternative energy sources – Generate power locally and reduce dependencies on energy suppliers outside your municipality – Measure and report on quantifiable results once your green economy framework is in place

## Money is leaking out of your municipality faster than GHGs!



Did you know municipalities directly control and indirectly influence more than 44% of GHG emissions in Canada? Moreover, most municipalities do not have a complete understanding of

how much they spend each year on energy costs? Municipalities can spend several million dollars annually for energy costs, depending on population size.

Population	Municipal Corporate Energy Expenditures (\$)	Total Community Energy Expenditures (\$)
under 5,000	200,000	3.9 million
under 10,000	300,000	30 million
10,000 to 49,999	970,000	97 million
50,000 to 99,999	2 million	105 million
100,000 to 499,999	7.5 million	600 million
500,000 to 999,999	10 million	700 million
1 million and over	100 million	3.7 billion

Most of this money leaves the municipality. Climate action is an economic development opportunity that can improve energy efficiency and lead to your municipality generating clean energy.

“We expect to save more than \$13,000 a year in energy costs, which gives us a payback in 5.6 years.”

---

Jihad Elzamer, City of Fredericton Energy Analyst, on the installation of an ammonia heat recovery system at the Lady Beaverbrook Rink, which will cut GHG emissions by 35 tonnes annually

“In the first six months...we’ve already saved \$6,400, which includes the cost of energy and the B.C. carbon tax.”

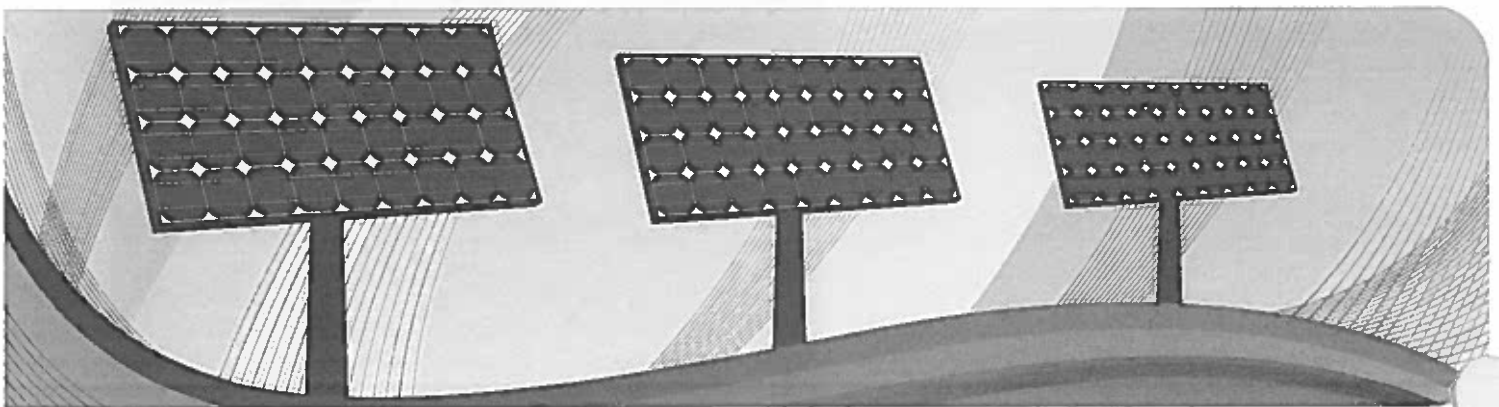
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Ryan Schmidt, Township of Langley Environmental Coordinator, on the use of a geothermal heating and cooling system at the Aldergrove water treatment plant, which is expected to cut GHG emissions by 70 tonnes annually

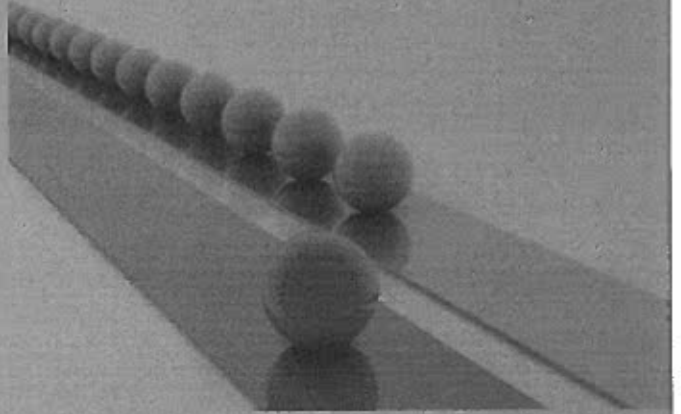
“Annual savings are between \$20,000 and \$25,000, based on 2007 natural gas prices, and GHG reductions are about 186 tonnes. The SolarWall is paying for itself and the first installation has a capital budget payback period of only two to three years.”

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Richard Munn, Manager of Technical Services, Greater Sudbury Housing Corporation



# MUNICIPAL ACTIONS TO REDUCE GHGs



## IN THE CORPORATE SECTOR:

- 1** Retrofit buildings and adopt green building standards for new buildings and sites.
- 2** Change traffic lights to energy-saving light-emitting diodes (LEDs).
- 3** Replace streetlights with more efficient bulbs.
- 4** Start a water conservation program.
- 5** Plant trees to improve air quality.
- 6** Start an anti-idling program for municipal vehicles.
- 7** Create staff incentives for carpooling and the use of public transit.
- 8** Promote green fleet management practices such as 'right sizing', low carbon fuels, and hybrid/electric vehicles.
- 9** Purchase renewable energy or develop local sources for generation (such as wind, solar or district energy).
- 10** Implement comprehensive landfill gas recovery systems at municipal landfill sites.

## IN THE COMMUNITY SECTOR:

- 1** Start a community-wide composting program.
- 2** Sell rain barrels at a reduced cost and launch an awareness program on water conservation.
- 3** Use financial incentives to help residents reduce waste.
- 4** Promote energy efficiency in the industrial sector.
- 5** Create incentives for using public transit.
- 6** Use bylaws and development approval incentives to increase building standards and land use mix.
- 7** Support and encourage energy efficiency initiatives in the residential and private sectors.
- 8** Develop and maintain infrastructure friendly to pedestrians and bicycles.
- 9** Initiate commuter challenges to reduce vehicle use.
- 10** Support community garden initiatives or urban agriculture using surplus land or by developing green roofs.





## MUNICIPALITIES IN ACTION

# How municipalities are leading the way on climate action



Over the past two decades, local governments in Canada have emerged as leaders in the field of climate change mitigation. All across the country, local and regional

governments are pursuing strategies to monitor and reduce GHG emissions.

### Whistler Geo-exchange — Population 10,228

The Resort Municipality of Whistler, British Columbia adopted a Green Building Policy with higher efficiency standards. The Spruce Grove Field House installed a geo-exchange system to heat the building. The system saved the equivalent of 1,100 gigajoules (GJ) of propane usage and reduced GHG emissions by 65 tonnes per year. The geo-exchange system cost about \$126,000 and produces annual savings of about \$21,000.

### New Glasgow Stadium Heat Recovery — Population 9,455

The Town of New Glasgow, Nova Scotia made a commitment to reduce energy and GHG emissions at both the corporate and community levels. It installed an ice plant heat recovery system to capture and reuse waste heat at the 60-year-old John Brother MacDonald Stadium. The heat recovery project cuts annual GHG emissions by about 153 tonnes and saves the town about \$22,000 a year in heating energy costs. The project cost about \$300,000, and the town expects the payback period to be about 10 years. With a typical arena producing enough waste heat to meet the needs of 30–60 homes, the stadium's system is designed so that any extra waste heat can be used to heat other buildings in the future.

### Saskatoon Rain Barrels — Population 202,340

In 2010, the City of Saskatoon sold its citizens more than 1,500 rain barrels. The barrels conserve water by capturing runoff from roofs. This relieves pressure on local water systems and indirectly reduces GHG emissions due to less demand on the plants that treat and distribute water. The 1,500 rain barrels sold by Saskatoon have the potential to reduce annual GHG emissions by 94 tonnes and reduce energy costs at the water plants.

### Calgary District Energy Centre - Population 1,019,994

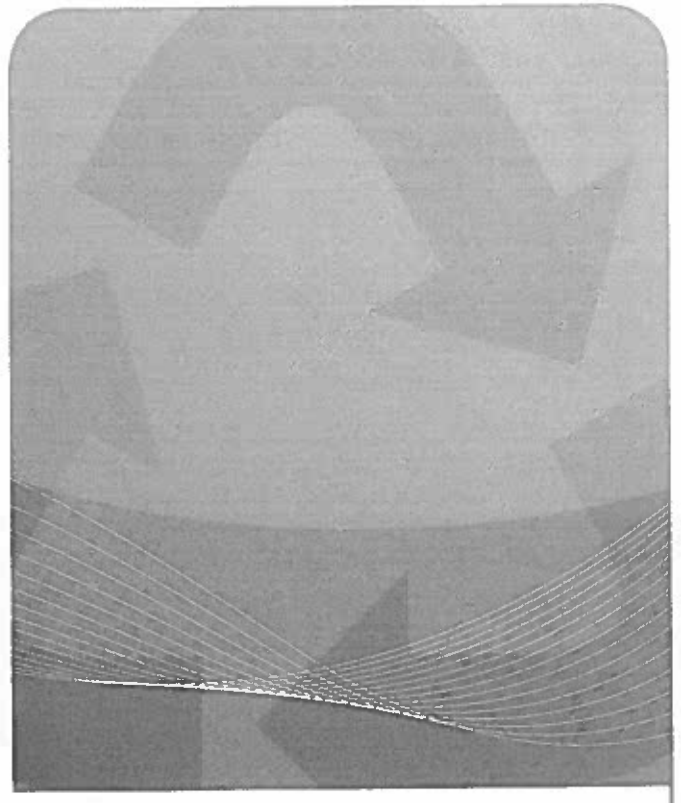
The City of Calgary recently developed a district energy centre that generates energy through the use of natural gas, rather than coal. The system became operational in March 2010, and is capable of supplying heat for up to 930,000 m<sup>2</sup> (10 million ft<sup>2</sup>) of new and existing commercial and residential space. The city's municipal building was the first facility to be connected to the district energy system. The switch has allowed the city to replace seven aging boilers, and to profit from both lower energy and maintenance costs. These savings bode well for future connections anticipated in the community.

### Burlington Solar Heating and Waste Heat Recovery - Population 163,000

The City of Burlington recently installed seasonal solar heating and a year-round waste heat recovery system at its Tansley Woods Community Centre. The 90-panel solar installation covers an area of 398 m<sup>2</sup>, and is capable of supplying up to 325 kW of thermal energy—roughly 25% of the energy used to heat the centre's swimming pool. The total implementation cost of this measure was \$116,970. As a result of this initiative, the city should expect to see annual cost savings of \$28,275, with the system paying for itself in a little over two years. The alternative energy systems will not only save the city money, but will also contribute to significant GHG reductions. The local utility provider, Burlington Hydro, estimates that the measure will save 24,138 m<sup>3</sup> of natural gas and 101,000 kWh of electricity per year. These energy savings amount to 67.5 tonnes of avoided GHG emissions.

### Vancouver Landfill Gas Recovery System - Population 545,671

The City of Vancouver owns and operates a large municipal solid waste facility located in Delta, British Columbia. Since 2003, the city has been piping a portion of the landfill gas to a nearby cogeneration facility, where it is used to generate both electricity and heat. The system works to reduce GHG emissions in two key ways: by avoiding direct emissions of landfill gas (methane), and by displacing emissions from conventional electricity and heat generation (i.e. natural gas fired boilers). In 2008, the recovery system collected 38,971,000 m<sup>3</sup> of landfill gas. The project is currently the largest GHG reduction initiative in the Lower Mainland, eliminating more than 250,000 tonnes in annual GHG emissions. In addition to these impressive reductions, the project also generates considerable revenue. The city currently earns \$400,000 annually through an agreement with MAXIM Power.



## PARTNERS FOR CLIMATE PROTECTION

### We can help.

#### What is PCP?

The Partners for Climate Protection (PCP) program is a network of more than 200 Canadian municipal governments committed to reducing GHGs and acting on climate change.

PCP is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI - Local Governments for Sustainability. It is the Canadian component of ICLEI's international Cities for Climate Protection (CCP) program. PCP receives financial support from FCM's Green Municipal Fund™ (GMF).

#### What does PCP offer?

PCP can help empower your community to decide where, when and how it will take action on climate change.

It is up to local governments to develop and evaluate their reasons for taking action on climate change. The PCP milestone framework and toolkit can be a platform for your municipality to

- build the business case for climate protection
- foster collaborative approaches with the wider community
- engage the public on issues surrounding climate change and local sustainability

## BY WORKING WITHIN PCP, YOUR MUNICIPALITY BENEFITS FROM:

### A plan:

PCP's five-milestone framework is a proven municipal strategy to cut GHGs and reduce energy consumption.

#### Milestone 1

Create a Baseline Emissions Inventory and Forecast



#### Milestone 2

Set Emissions Reduction Targets



#### Milestone 3

Develop a Local Action Plan



#### Milestone 4

Implement the Local Action Plan



#### Milestone 5

Monitor Progress and Report Results



## What is the Green Municipal Fund?

The Green Municipal Fund (GMF) is a unique program administered by FCM. It supports municipal initiatives across Canada that benefit the environment, local economies and quality of life. Municipal endeavours aligned with GMF's goals and criteria are eligible to receive grants and below-market loans to plan for and implement activities that will reduce GHGs.

## Networking:

PCP offers valuable opportunities to share experiences with more than 200 participating municipalities and an international network of municipal governments.

## Resources:

PCP members have access to useful resources and information, including case studies, templates, technical assistance and newsletters.

## Recognition:

PCP recognizes the achievements of its members. As they implement each milestone or emission reduction project, they receive letters of recognition from the FCM President for their leadership. Municipal representatives are also invited to speak about their leadership during conferences and workshops, providing a broader profile to their accomplishments.

## Free Support:

Your municipality can be part of PCP at no cost. Because cost does not present a barrier, municipalities of all sizes can be engaged in climate protection.

## What are other municipalities doing?

Municipalities are taking action and generating measurable GHG reductions and cost savings through various innovative measures in their communities. To help highlight such efforts, PCP produces the *GHG Reduction Initiative of the Month* (GRIM). This report shares the environmental and economic results of action, along with lessons learned and next steps.

The *Enviro-Fleets Guide to Helpful Resources* provides fleet managers with information and tools from across Canada on greening municipal heavy-duty fleet vehicles and reducing emissions.

## View our collection of sustainability bylaws

A growing number of Canadian municipalities are integrating sustainability into their planning processes. Planning is a complex process in itself, and developing the policies and bylaws needed to support planning can be an added challenge. The Federation of Canadian Municipalities' GMF has prepared a collection of sustainability bylaws for municipalities. It provides excellent examples of municipal bylaws, policies and procedures implemented by small and large Canadian municipalities in a range of sectors, including energy.

## JOIN PCP TODAY!

# MEMBERSHIP IS ONLY FIVE STEPS AWAY:

- 1** After reviewing this document, contact the secretariat for more details, and to ask questions.
- 2** Download a sample council resolution at [www.fcm.ca/pcp](http://www.fcm.ca/pcp) or contact the PCP secretariat.
- 3** Appoint one staff member and one elected official to be your main contacts with PCP.
- 4** Fax, mail or e-mail your adopted council resolution, along with the staff member's and elected official's contact information, to the PCP secretariat. (See contact information below.)
- 5** The PCP secretariat will send you a PCP information package, including a list of resources and the PCP Milestone Framework. Apply to GMF for a grant to cover up to 50% of the costs of completing milestones 1, 2 and 3.

## CONTACT PCP

Find out more about PCP by visiting [www.fcm.ca/pcp](http://www.fcm.ca/pcp) or by contacting the PCP secretariat at 613 907 6346. Email [pcp@fcm.ca](mailto:pcp@fcm.ca)



January 2012

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