



Tuesday, January 9, 2018  
2:30 p.m.  
Council Chambers

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act</b>	
<b>3. Motion to Convene into Closed Session</b>	
a. Previous Minutes of the November 7, 2017 Closed Session	
b. Proposed or pending acquisition or disposition of land - Clifford	
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<b>14.</b>	<b>Notices of Motion</b>	
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<b>17.</b>	<b>Adjournment</b>	



**Council Minutes**  
**Tuesday, December 19, 2017**  
**4:00 p.m. Council Chambers**

**Council Present:**

Mayor George A. Bridge  
Deputy Mayor Ron Faulkner  
Councillor Mary-Lou Colwell  
Councillor Dave Turton  
Councillor Judy Dirksen  
Councillor Jean Anderson  
Councillor Ron Elliott

**Staff Present (all or part of meeting):**

Bill White, C.A.O. Clerk  
Annileene McRobb, Deputy Clerk, Recording Secretary  
Gordon Duff, Treasurer                      Matt Lubbers, Recreation Services Manager  
Terry Kuipers, Chief Building Official      Belinda Wick-Graham, Business & Economic Manager  
Todd Rogers, DWQMS Coordinator      Mike McIsaac, Roads and Drainage Foreman

1.      **Call to Order**
2.      **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act –None.**
3.      **Minutes of Previous Meeting**
  - a.      Regular Council Minutes of December 5, 2017

**RESOLUTION 2017-248**

**Moved By: Councillor Colwell; Seconded By: Councillor Dirksen**

**THAT the minutes of the December 5, 2017 Council Meeting be approved.**

**Carried**

**4.      Additional Items Disclosed as Other Business**

Mayor Bridge, Deputy Mayor Faulkner and Councillor Anderson declared items. CAO Clerk White had provided copies of a letter from Rolf and Kerri Schuttel of 50 George Street North regarding Item 7. b Harriston and would bring it forward at that time.



**5. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business**

**RESOLUTION 2017-249**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**

**THAT The Town of Minto Council convenes into Committee of the Whole.**

**Carried**

**6. Public Meeting**

Considered after 5:00 pm following Item 10 c) 6) a).

**7. Delegations**

**a. Luke Hartung, 2017 Minto Farmers' Market Recap**

Mr. Hartung provided an overview of 2017 noting they had a good year financially where they donated \$1000 to the Palmerston Food Bank. He previewed the upcoming 2018 season noting the events being planned, thanking Taylor Keunen for her work. Council thanked Mr. Hartung and the vendors for making the Farmers Market a success.

**b. Howard Sher, Quality Homes, Site Plan Approval, 24 George St N Harriston**

Mr. Sher noted Quality Homes have been in the community for 30 years and is entering real estate development to enhance business providing quality housing for adults and families. He advised Quality plans on a three year completion and outlined plans for 23 bungalow and "bungalow" units. He confirmed Quality Homes will abide by the Minutes of Settlement.

C.A.O. Clerk White noted a letter was received by email this afternoon from Rolf and Keri Schuttel with concerns the site plan does not comply with zoning and Minutes of Settlement approved by the Ontario Municipal Board.

**MOTION: COW 2017-305**

**Moved by: Councillor Turton; Seconded by: Deputy Mayor Faulkner**

**THAT Council receives the C.A.O. Clerk's report dated December 13, 2017 and approves the Proposed Servicing and Grading prepared by Triton Engineering project A6834 last revised October 2017 as presented by Quality Homes subject to execution of a site plan agreement with the Town requiring, among other matters, the following:**

- 1. Completion of the project within three years and retention of existing \$20,000 security through to completion, and execution of a condominium agreement if applicable.**
- 2. Final tree planting and landscaping details including details on the "hammerhead turnaround" and "P" gate or other method to restrict access to the turnaround to the satisfaction of the Fire Chief and Town staff.**
- 3. Servicing, grading and drainage, street paving and curbing details being provided to the satisfaction of the Town prior to execution of the site plan agreement including but not**

limited paving and rolled curbs for the interior private road with no parking on either side, energy efficient lighting that prevents glare on adjoining lands, prohibiting parking on the private roadway, and access to the fire hydrant on the lands for occasional Town servicing and emergency purposes.

4. That Quality Homes be advised that subject to the Town's Disposition of Lands Bylaw a purchase price of \$6,000 be accepted for no more than 0.29 acres of the park and pond with the purchaser providing the necessary survey, and that funds received be retained for future use on this park and pond.
5. That Council accepts that Section 3.14 of the development charges bylaw apply such that the development charge applicable to the square footage of the former senior school be deducted from the charge applicable to the proposed townhouse units.
6. That any applicable approvals from the Maitland Valley Conservation Authority be obtained including the emergency access outlined in the plan.
7. That the site plan agreement provide for the requirements outlined in the staff report, and confirmation that all terms of the minutes of settlement, applicable zoning and all other requirements and standards are met including approval of stormwater works by the Ministry of the Environment.

Carried

**MOTION: COW 2017-306**

Moved by: Councillor Dirksen; Seconded by: Councillor Elliott

THAT the December 19, 2017 letter from Rolf and Kerri Schuttel be received.

Carried

**8. Public Question Period - None**

**MOTION: COW 2017-307**

Moved by: Councillor Turton; Seconded by: Councillor Elliott

THAT Item 10 c) 7) be moved forward on the agenda.

Carried

10. c) 7. Roads and Drainage Foreman and C.A.O Clerk, Municipal Drain Update  
Greg Nancekivell of Dietrich Engineering and Roads & Drainage Foreman Mike McIsaac updated Council on municipal drain projects being considered under the Drainage Act. Mr. Nancekivell spoke of the growing workload and expanding authorizations needed from the different Federal and Provincial Agencies to get approval to complete work on Municipal Drains. Council asked questions of Mr. Nancekivell about timing of meetings and engineer's reports. Some delays are due to the volume of work, and some drains will proceed in 2018.

**MOTION: COW 2017-308**

Moved by: Councillor Colwell; Seconded by: Deputy Mayor Faulkner

That Council receive the Road and Drainage Foreman and C.A.O. Clerk's December 13, 2017 report Municipal Drain Update as information, that the Town pursue Federal and Provincial authorities to ensure approvals from Department of Fisheries and other agencies are expedited for municipal drains and request delegations at future conferences on this topic, that Council request Dietrich Engineering and staff to move forward in 2018 with any drain work that can be accommodated and report back to Council every six (6) months on drain status.

Carried

**9. Correspondence Received for Information or Requiring Direction of Council**

- a. Ontario Energy Board, Enbridge Gas Distribution Inc. and Union Gas Limited - Application for Amalgamation
- b. County of Wellington, Study Area for Potential Future Greenbelt Expansion
- c. United Way, Winter Hydro Disconnection Update
- d. Minister of Government and Consumer Affairs, Bill 59
- e. Ministry of Municipal Affairs, Passing of Bill 139

**MOTION: COW 2107-209**

**Moved by: Councillor Elliott; Seconded by: Councillor Anderson**

**THAT Council receives the correspondence for information.**

Carried

**10. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given**

- a. Committee Minutes for Receipt – None
- b. Committee Minutes for Approval – None
- c. Staff Reports
- 1. Recreation Services Manager, CELP Agreement

Recreation Services Manager Lubbers noted that PRACC and Trails Committee support relocating the CELP program to Town land near the Harriston Minto Community Complex.

**MOTION: COW 2017-310**

**Moved by: Councillor Dirksen; Seconded by: Councillor Anderson**

**THAT Council of the Town of Minto receives the December 1<sup>st</sup>, 2017 report from the Recreation Services Manager entitled CELP Agreement and that a By-law be considered in open session authorizing the Mayor and C.A.O. Clerk to sign the agreement.**

Carried

**2. Recreation Services Manager, Accessibility Annual Update**

The Recreation Services Manager highlighted work and training in the area of accessibility. Minto is part of the Wellington County Accessibility committee. Contrasting stair “nosings” in downtown areas, new doors in Harriston Arena and the Town office and proper sidewalk crossings according to County design are among accomplishments.

**MOTION: COW 2017-311**

**Moved by: Deputy Mayor Faulkner; Seconded by: Councillor Turton**

**That Council receives the December 1<sup>st</sup>, 2017 report from the Recreation Services Manager entitled Accessibility Annual Update.**

**Carried**

**3. Deputy Clerk, Records Management**

The C.A.O. Clerk White noted the Deputy Clerk has been implementing the provincially accepted TOMRMS records management system with Town Departments. By 2019 most all Departments will be using TOMRMS' consistent filing and retrieval systems.

**MOTION: COW 2017-312**

**Moved by: Councillor Dirksen; Seconded by: Councillor Turton**

**That Council receives the December 6, 2017 Records Management report from the Deputy Clerk, that the draft Records Management Policy be accepted, and that Records Retention By-law 2017-103 be considered in open session.**

**Carried**

**4. C.A.O. Clerk and Deputy Clerk 2018 Municipal Election Procedures, Accessibility Plan**

The C.A.O. Clerk White reviewed procedures set for the 2018 Election. It is proposed to continue using community centres and the Nursing Homes for ballot drop off.

**MOTION: COW 2017-313**

**Moved by: Councillor Anderson; Seconded by: Deputy Mayor Faulkner**

**That Council receives the report dated December 11, 2018 regarding 2018 Municipal Election Procedures and Accessibility Plan, and accepts them as presented.**

**Carried**

**Councillor Turton assumed the Chair**

**5. Treasurer, Approval of Accounts**

Treasurer Duff highlighted payments such as Quarterly County and School Board amounts, road maintenance gravel, minor hockey rink dividers, arena window work and Bunker Gear.

**MOTION: COW 2017-314**

**Moved by: Mayor Bridge; Seconded by: Councillor Elliott**

**That Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for November 21, 2017 as follows: Administration \$2,055,564.93, Building \$2,392.17, Economic Development \$1,911.37, Incubator \$4,698.85, Tourism \$708.96, Fire \$30,372.23, Roads \$96,650.91, Waste Water \$26,501.71, Streetlights**

**\$7,457.13, Water \$16,552.67, Recreation \$1,832.32, Clifford \$17,349.68, Harriston \$16,990.27, Palmerston \$29,117.32, Norgan \$3,910.15 for a total of \$2,312,010.67.**

**Carried**

**Councillor Turton assumed the Chair**

6. DWQMS Compliance Coordinator, 2017 DWQMS Management Review  
Todd Rogers DWQMS Compliance Coordinator provided an overview of the Management Review. Systems are functioning at 100%. The Town recently passed its audit so the municipal license is good until December 31, 2019. Council must exercise due diligence in oversight of the Town's systems.

**MOTION: COW 2017-315**

**Moved by: Deputy Mayor Faulkner; Seconded by: Councillor Dirksen**

**That Council receives the Compliance Coordinators November 30, 2017 report DWQMS Management Review and that all Council members reviewed, approve and endorse the report as well as their commitment to the Drinking Water Quality Management Standard.**

**Carried**

7. Roads and Drainage Foreman and C.A.O Clerk, Municipal Drain Update (considered earlier in the meeting as per **MOTION: COW 2017-307**)

**Mayor Bridge reassumed the Chair**

**6. Public Meeting**

a. ZBA-2017-10, Evergreen Apartment Company Inc. 260 Mary Street, Palmerston  
A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Lots 35 & 36, Survey Caswell and Clements's Part Park Lot 3, Pt Lane, Survey Borthwick's, municipally known as 260 Mary Street, Palmerston.

Mayor Bridge acted as the Chair, called the meeting to order at 5:06 p.m. requesting any member of the public present to please sign the attendance record, and stated that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White described the location of the property, and the purpose and effect of the amendment to alter site and building regulations in the current R3 zoning of the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12 unit apartment building. Relief is required as the vacant land adjacent to the apartment was severed off to create a new building lot for a multi residential development. In addition to the proposed changes to site and building regulations for the existing apartment building, the proposed rezoning may also consider reduced setbacks, including relief to certain site

and building regulations, to permit a 5 unit multiple residential dwelling on the recently created vacant parcel. This rezoning is a condition of severance application B129/16 granted provisional approval by County Land Division. He stated notice was mailed to property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies November 28<sup>th</sup>, 2017. Notice was posted on the subject property.

Comments were received from Town of Minto staff with no concerns, report from Curtis Marshall, Senior Planner, County of Wellington and Chris Clark, Triton Engineering Services Limited provided a conceptual site plan.

Chair Bridge called on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Applicant David Meyer was in attendance noting that the severance was a benefit to the Town to allow for higher density buildings.

CAO Clerk White noted the difference in the rezoning as far as applying to the severed and retained lot. County Senior Planner Curtis Marshall supports the rezoning, but noted a side yard setback of 5.0 metres (16.4 ft) for the townhouses was in the bylaw. If Council wanted 3.0 metres they needed to provide direction. Council discussed the application.

Chair Bridge called on anyone who wishes to comment in favour or in opposition of the proposed Amendment, no one came forward.

**MOTION: COW 2017-316**

**Moved by: Councillor Turton; Seconded by: Councillor Dirksen**

**THAT Zoning By-law 2017-105 be amended to show “Notwithstanding the provisions of section 13.2.2.5 a minimum interior side yard setback of 3.0 m (9.84 ft) is permitted for a 5-unit cluster townhouse” prior to passing.**

**Carried**

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at [Bwhite@town.minto.on.ca](mailto:Bwhite@town.minto.on.ca). With are no further comments, Chair Bridge adjourned the Public Meeting at 5:15 p.m.

**d. Other Business Disclosed as Additional Items**

Councillor Anderson reminded Council of the Christmas dinner and extended the invitation to anyone working on Christmas day are welcome to join them.

Deputy Mayor Faulkner noted that the Shriners Breakfast with Santa was successful and they were able to make donations to the Montreal Burn Hospital Palmerston Hospital, Listowel Hospital and Mount Forest Hospital.

Mayor Bridge reminded everyone of the Fire and Ice event on December 31<sup>st</sup> being held at the Palmerston Arena.

**11. Motion to Return To Regular Council**

**RESOLUTION 2017-250**

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott**

**THAT the Committee of the Whole convenes into Regular Council meeting.**

**Carried**

**12. Notices of Motion - None**

**13. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION 2017-251**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**

**THAT The Council of the Town of Minto ratifies the motions made in the Committee of the Whole.**

**Carried**

**14. By-laws**

**a. 2017-101, Harriston Historical Society sublease of space at the Harriston Carnegie Library Agreement**

**RESOLUTION 2017-252**

**Moved By: Councillor Anderson; Seconded By: Deputy Mayor Faulkner**

**THAT By-law 2017-101; to Authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and the Harriston Historical Society; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**b. 2017-102, Minto Arts Council sublease of space at the Harriston Carnegie Library Agreement**

**RESOLUTION 2017-253**

**Moved By: Councillor Elliott; Seconded By: Councillor Colwell**

THAT By-law 2017-102; to Authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and the Minto Arts Council; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2017-103, to provide for the classification, retention and destruction of the records

**RESOLUTION 2017-254**

Moved By: Councillor Dirksen; Seconded By: Deputy Mayor Faulkner

THAT By-law 2017-103; to provide for the classification, retention and destruction of the records of The Corporation of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2017-104, to authorize the transfer and/or correction of ownership of certain roads within the Town of Minto to confirm ownership by the County of Wellington

The C.A.O. Clerk noted this item referred to the previous term of Council. Town legal counsel had conducted a title search.

**RESOLUTION 2017-255**

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT By-law 2017-104; to authorize the transfer of ownership of certain roads with the County of Wellington; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

e. 2017-105, to Rezone 260 Mary St., Palmerston

**RESOLUTION 2017-256**

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT By-law 2017-105 To Amend Zoning By-law Number 01-86 for 260 Mary Street in Palmerston in the Town of Minto from Residential to Residential Exception; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

f. 2017-106, Public Facilities Limited Use Agreement Norwell District Secondary School

**RESOLUTION 2017-257**

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson



THAT By-law 2017-106; to Execute a Public Facilities Limited Use Agreement with Norwell District Secondary School for the Community Environmental Leadership Program; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

g. 2017-107, Amend CIP Agreement Hendrick

**RESOLUTION 2017-258**

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT By-law 2017-107; to execute an Amended Agreement to maintain certain approved work funded through the Town of Minto Community Improvement Plan (CIP); be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

h. 2017-108, Confirming Proceedings of December 19, 2017 Committee of the Whole/Council Meeting

**RESOLUTION 2017-259**

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Colwell

THAT By-law 2017-108; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held December 19, 2017; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

15. Adjournment 5:21 p.m.

**RESOLUTION 2017-260**

Moved By: Councillor Anderson; Seconded By: Councillor Turton

THAT The Council of the Town of Minto adjourn to meet again at the call of the Mayor.

Carried

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Mayor George A. Bridge

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C.A.O. Clerk Bill White

## The Corporation of the Town of Minto

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### COUNCIL AGENDA NO. 6 a)

Moved by: \_\_\_\_\_

Resolution: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: Tuesday January 9, 2018

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**WHEREAS** the Ministry of Environment and Climate Change Safe Drinking Water Act is regulating a Municipal Drinking Water Licence Program;

**AND WHEREAS** This Municipal Drinking Water Licence Program is a requirement of Justice O'Connor's Part II of the Walkerton Inquiry Report;

**AND WHEREAS** The Certificate of Approval which the Town of Minto's water systems now operate under will be eliminated and upon accreditation will operate under a Municipal Drinking Water licence;

**AND WHEREAS** The Corporation of the Town of Minto developed a drinking water quality management standard for its municipal water systems as first endorsed on May 9<sup>th</sup>, 2007 by Resolution 193/07;

**NOW THEREFORE BE IT RESOLVED THAT** The Council of the Corporation of the Town of Minto publicly states their commitment to the Drinking Water Quality Management Standard (DWQMS);

**AND FURTHER THAT** The Council of the Corporation of the Town of Minto acknowledge that Todd Rogers, Compliance Coordinator, a very capable and qualified Town of Minto employee is appointed to the position that will ensure that the Drinking Water Quality Management System (DWQMS) procedures are followed.

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Mayor George A. Bridge



**MINTO-MAPLETON HEALTH PROFESSIONAL RECRUITMENT COMMITTEE**  
**c/o North Wellington Health Care, 500 Whites Road, Palmerston, ON N0G 2P0**

Thursday, December 7, 2017

Mayor George Bridge  
Town of Minto  
5941 Highway #89, R.R. #1  
Harriston, ON N0G 1Z0

Dear Mayor Bridge:

On behalf of the Minto-Mapleton Health Professional Recruitment Committee, I would like to thank you for your continued support of our health care professional recruitment efforts in this area. With the past financial assistance from the Town of Minto, the Health Professional Recruitment Committee was able to successfully market and promote our community in 2017 as an excellent place to live, learn and practice health care.

Over the past year, we have been working with Dr. Cressey to prepare for his retirement and to ensure plans are in place to continue to provide care to his patients. Effective Dec 1, 2017, Dr. Joanna Wielgosz and Dr. Tamara Chu will be officially part of our Minto-Mapleton physician complement and both are committed to ensuring Dr. Cressey's patients will continue to have their primary health care needs met. Dr. Chu and Wielgosz will work together out of the Minto Rural Health Centre and both have privileges at the Palmerston Hospital.

The attached summary provides an update of the current recruitment and retention strategies that we have in place. These strategies have been guided by input and support from the Recruitment Committee. Funding that we receive from the Municipality allows us to continue successful recruitment and retention strategies.

It is our sincere hope that the Town of Minto will continue to provide \$10,000 financial support in 2018 for health professional recruitment and retention efforts. Without your support, we will not be successful.

Alison Armstrong and I are pleased to attend the January 9, 2018 Council meeting to discuss our past year's work with the Committee and our future plans. Should you have

any questions you may reach me at the Family Health Team Office (519-638-2110 ext. 227) or by email at: [sborges@mmfht.ca](mailto:sborges@mmfht.ca)

Sincerely,

Shirley Borges,  
Chair, Minto-Mapleton Health Professional Recruitment Committee.

c.c.: Alison Armstrong, Health Care Recruiter, North Wellington Health Care.

c.c.: Bill White, CAO Clerk, Town of Minto.

c.c; Belinda Wick-Graham, Business and Economic Manager, Town of Minto

## **Recruitment Strategies for Rural Family Physicians to the Mapleton-Minto Area**

The goal of recruitment strategies in Mapleton-Minto is to focus our energies on significantly increasing the number of family medicine residents and practicing physicians interested in exploring what our area has to offer, both in terms of work and leisure. We need to continue to put Mapleton-Minto on the map as a great place to live and work. While there are no guarantees when it comes to physician recruitment, we do know that the more interest and positive experiences we generate, the greater the odds of recruiting. Highlights of some of our key recruitment efforts are:

### **NEW MINTO RURAL HEALTH CENTRE HELPS TO ATTRACT NEW PHYSICIANS**



New Physicians are looking for group practices, in modern facilities with electronic medical records already in place. The newly opened Minto Rural Health Centre (pictured above) helped to attract two new physicians – Dr. Tamara Chu (pictured left with retiring Physician, Dr. Cressey) and Dr. Joanna Wielgosz. The building is designed to house a number of physicians and key community partners in the delivery of integrated health services to area residents. Physicians who work in the Minto Rural Health Centre also serve the Mapleton community through Emergency Room and Hospital coverage and care.

### **TARGETING MEDICAL TRAINEES TO HAVE A RURAL EXPERIENCE**

Education is the key to solving the problem of recruitment and retention of rural physicians. We continue to concentrate our efforts on increasing Medical Resident

training opportunities in our communities. Medical Residents are in their final years of training and are starting to look for places to live and work. They are also licensed physicians and, as such, are able to help provide care to our patients with the support and mentorship of our local physicians. Dr. Christine Peterkin is our champion mentor helping to attract both new Minto-Mapleton recruits Dr. Tamara Chu and Dr. Joanna Wielgosz.

## **MARKETING INITIATIVES**

We continue to benefit from the investment made in our recruitment marketing materials (website/booth displays/brochures/give-a-ways) targeting young physicians and nurses. The materials promote the Township of Mapleton as a place to live and work that offers rural comforts with close proximity to urban centres, along with plenty of recreational opportunities.

## **PROMOTING AND COORDINATING COMMUNITY SITE VISITS**

Hosting prospective applicants is an important strategy used in health care recruitment. Over the past year, interested applicants have been welcomed to our communities. This allows us to showcase the living and working opportunities throughout Mapleton-Minto.

## **WHO WE ARE**

The Mapleton-Minto Health Professional Recruitment Committee was created as a strategy to enhance the recruitment of doctors and other health care professionals to the Mapleton-Minto area. The Committee consists of members from Township of Mapleton Representatives, The Town of Minto Representatives, Local Physicians, Minto-Mapleton Family Health Team, local Chamber of Commerce staff, Economic Development staff, local Business Leaders, North Wellington Health Care Staff and Physician Recruiter.

The Committee meets quarterly to review recruitment strategies, monitor progress, identify gaps and develop strategies to meet these gaps.

Town of Minto  
5941 Highway 89  
Harriston, ON N0G 1Z0

November 16, 2017

To Whom It May Concern:

I am writing to request a proclamation from the Town of Minto the week of February 1<sup>st</sup> to February 7<sup>th</sup> 2018 as Eating Disorder Awareness Week (EDAW). EDAW has been commemorated across Canada since 1988 by established eating disorder organizations, education and public health institutions, and concerned members of the public. It draws attention to the causes, prevalence and impact of eating disorders.

Eating disorders are the number one cause of death among all psychiatric illnesses and are the third most common cause of death in teenage girls. In fact, 5-8% of Canadian girls will experience an eating disorder in their lifetime. However, eating disorders can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability. Unfortunately, stigma and secrecy still surround eating disorders, causing many people who are suffering to refrain from seeking help, and to struggle in silence.

We know that through open, supportive dialogue, we can help break the shame and silence that affect nearly 1 million Canadians that are living with a diagnosed eating disorder and the millions of others who are struggling with unhealthy food and weight preoccupation. EDAW is a time to increase awareness about eating disorders, their impact and to shed light on the dangerous and pervasive myths that surround them. It is a time of year when Canadians can learn more about eating disorders and about the resources that are available for individuals and family members who are impacted by them.

The National Eating Disorder Information Centre (NEDIC) was a founding member of the international drive to institute EDAW. Founded in 1985, NEDIC is Canada's oldest national organization dedicated to helping those with eating disorders. We provide education and information as well as support and referral for those with eating disorders, their families, friends and health care professionals. Since our toll-free helpline became available to Canadians from coast to coast in 2013, we have spoken with thousands of individuals, parents, friends, and teachers who are seeking help and information. It is through our outreach and education efforts, that we are able to support these individuals in their struggle to find hope and healing.

Municipal recognition of EDAW would help to affirm the experiences of those with a friend, family member, or important person in their life who is dealing with this life-threatening mental illness, and draw attention to the need for eating disorder prevention, research, treatment, and resources. Attached please find the goals of Eating Disorder Awareness Week 2018.

Please proclaim EDAW in the Town of Minto and help raise awareness and hope among the many who are impacted by this illness.

For more information about Eating Disorder Awareness Week and this request, please contact me.

Thank You.

Kind Regards,

Alicia Pinelli  
Outreach and Education Team Member

# *Proclamation*

## **Eating Disorder Awareness Week (EDAW) February 1<sup>st</sup> - 7<sup>th</sup> 2018**

WHEREAS: Eating Disorder Awareness Week will be from February 1 – 7, 2018; and

WHEREAS: The National Eating Disorder Information Centre (NEDIC) is Canada's only national organization dedicated to helping those with eating disorder, food and weight preoccupation and related issues. NEDIC provides information, education, resources and referrals to individuals with eating disorders, their families, friends and health care professionals; and

WHEREAS: Eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability; and

WHEREAS; Stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help; and

WHEREAS; Open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation; and

WHEREAS; Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones; and

WHEREAS, Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness.



It's  
YOUR  
Community  
... MAKE THE CALL!



**CRIME**   
**STOPPERS**  
GUELPH WELLINGTON  
1-800-222-TIPS (8477)

# THE INFORMANT



WINTER 2017-18

**YOUR TIP** could be the missing piece of the puzzle!



## IN THE NEWS

### BOARD MEMBERS

Crime Stoppers Guelph Wellington (CSGW) is currently looking for citizens from Guelph and Wellington County to join our volunteer Board of Directors. CSGW relies on fundraising, along with corporate and public donations to pay rewards to anonymous Tipsters and to promote awareness for our program. Visit [www.csgw.tips](http://www.csgw.tips) to apply.

**WELCOME** to our newest members to join the Board—Mamun Morshed and Sophie Cranley.

**CONGRATULATIONS** to Peter Canning who moves into the Board Chair position and to Deryck West who will take on the role of Vice-Chair. Both positions are for a 2 year term beginning January 1st, 2018.

### PROGRAM STATISTICS

*Stats since 1988 through November 2017 for  
Guelph and Wellington County*

Arrests.....	1,536
Charges Laid .....	4,247
Narcotics Seized .....	\$27,306,987
Property Recovered.....	\$10,180,546
Authorized Rewards .....	\$164,770

*Celebrating 30 years!*  
1988-2018

### CSGW WINS AWARDS



Sarah Bowers-Peter, accepted on behalf of the CSGW program, three awards won at the 38th annual **Crime Stoppers International** Conference held in October. In the Under 300,000 Population Category, our program was selected for:

- 1) **Best Special Report or Feature**
- 2) **Best website**
- 3) **Online Excellence**

Pictured above with Sarah is Dave Forster, President of the Canadian Crime Stoppers Association.



# FUNDRAISING AND AWARENESS

## CRIME STOPPERS MONTH

**JANUARY** is Crime Stoppers month! Watch and listen through your media outlets for information about our program throughout the month. We will also be holding Flag Raising events in our communities. Stay tuned to social media and our website, [www.csgw.tips](http://www.csgw.tips) for more information.

## UPCOMING EVENTS



Join us on **Saturday January 20th** at **Young's Home Hardware**, 525 Main Street North in Mount Forest for the third annual **BUCKET SALE EVENT!** From 8am until 6pm, CSGW representatives will greet you and offer you a HH bucket to buy for \$5. The proceeds from the bucket sales will be given to the CSGW program. Not only that, HH will give you 20% off your purchase for any items that will fit inside the bucket (some exclusions may apply).



On **Saturday February 17th**, CSGW will be holding its 2nd annual **TRIVIA NIGHT** at **Grand River Raceway** in Elora. We will once again hold a silent auction and there will also be an *all-you-can-eat Potato Bar* included in the price of your ticket. To purchase tickets, go to [grandriverraceway.com/triviaevents](http://grandriverraceway.com/triviaevents).

## PAST EVENTS

Thank you to everyone who played a part in the success of our annual **COMMUNITY SHREDDING EVENTS**.



We had a wonderful turnout at our 7th annual event in **Guelph** on September 23rd. **We raised \$2,277.00!**

On October 28th, we had our third event in **Mount Forest** and **raised \$1,842.00**—doubling last year.

Mark your calendar for next year — September in Guelph and October in Mount Forest.

## COMMUNITY SUPPORTERS

### 2017 Community Donor (\$100-\$499)

- \* Centre Wellington Hydro
- \* Fusion-Thetics Inc.
- \* Kinsmen Club of Fergus & District
- \* L R W Parts Warehousing Ltd.
- \* Vintex Inc.

### 2017 Slate Sponsor (\$500-\$999)

- \* Centre Wellington Contractors Association
- \* County of Wellington
- \* Fleming Fast Freight Inc.
- \* Mount Forest Lions Club
- \* RLB LLP Chartered Accountants
- \* Royal CDN Legion, Fergus Branch
- \* Royal CDN Legion, Guelph Branch

### 2017 Bronze Sponsor (\$1,000-\$4,999)

- \* Scotiabank, Mount Forest

### 2017 In-Kind Donors

- \* Brown Insurance Brokers
- \* County of Wellington
- \* Filebank
- \* McNain Communications
- \* Ontario Provincial Police
- \* Piller's Fine Foods
- \* Quantum Slice Corporation
- \* Wellington County OPP







# **BEARING THE BURDEN**

A REVIEW OF  
MUNICIPAL REPORTING  
TO THE PROVINCE

# ACKNOWLEDGEMENTS

Lead Researcher  
Devan Lobo

AMCTO would like to thank the following reviewers for providing valuable support and feedback for this research project and report. Please note that the recommendations and opinions included in this report are AMCTO positions, and do not necessarily reflect the views of individual reviewers.

## REVIEWERS:

Jeff Abrams,  
City Clerk, City of Vaughan

Peter Loewen,  
Director at School of Public Policy & Governance  
and Associate Professor of Political Science,  
University of Toronto

Zach Spicer,  
Assistant Professor of Political Science,  
Brock University

## A SINCERE THANK YOU TO THE FOLLOWING MUNICIPALITIES AND THEIR STAFF:

Bayham, Municipality of

Grey, County of

Oshawa, City of

Puslinch, Township of

Wawa, Municipality of

York, Regional Municipality of

AMCTO would like to send a special thanks to all survey respondents. This project would not have been possible without them.

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# INTRODUCTION

Governments at all three levels in Canada are entering a period of transition and change. Steep fiscal pressures, rapid technological and demographic change, coupled with steady urbanization and globalization have dramatically altered the environment in which governments deliver services and operate. Within this context, the intergovernmental relationships between the federal government and the provinces, and between the provinces and municipalities have also shifted. In particular, over the past several decades the regulatory relationship between the provinces and municipalities have grown complex with an increasing number of services shared between the two.

In Ontario, provincial ministries and agencies impose dozens of rules and regulations on municipalities. These come in the form of laws and statutes, funded and unfunded mandates, service standards, and fiscal controls that affect a wide array of municipal business. In their review of provincial-municipal relations, Andre Côté and Michael Fenn found that within Ontario's regulatory framework, there are numerous requirements for local governments to provide reports on a range of measures including: financial, performance, compliance, and various grant requirements.<sup>1</sup>

Reporting can be necessary to ensure accountability, monitor program performance, or the appropriate use of funds, but provincial requirements for municipal reporting have grown to become unwieldy. The result is that in a number of areas municipalities are micromanaged and burdened with overly proscriptive legislation. Far from achieving good governance, these measures have in fact hindered that ability of municipalities to function like responsible orders of government. In a review of Ontario's public services, the Drummond Report (2012) states, "Accountability is essential, but we often treat that goal as an absolute good. Taxpayers expect excellent management and transparent procurement, but an exclusive focus on rigorous financial reporting and compliance requires a significant investment of time, energy and resources that is subject to diminishing returns."<sup>2</sup> Côté and Fenn believe that the extensive rules and reporting required of municipalities creates a "significant administrative burden."<sup>3</sup> Additional reporting threatens to weaken municipal productivity at a time when municipalities must modernize to face increasing demands on the delivery of tangible services to the citizens of Ontario.

Unlike the significant research that has been conducted on the regulatory and reporting burden in the private sector, little research has been completed on the regulatory or reporting burden in the public sector, especially when it comes to municipalities. For any progress to be made on this important issue, there needs to be a better understanding of the problem. AMCTO is keen to fill in some of these gaps. This report will present a narrative on the municipal reporting burden. While there is a significant regulatory burden on municipalities, this report focuses on recognizing and understanding municipal reporting activities required by the province.

It should come as no surprise that local governments have expressed concern with the extent and burdensome nature of reporting to the province. In 2009, former Premier Dalton McGuinty made a commitment to reduce the regulatory burden put in place by the Ontario government by 25%.<sup>4</sup> While this was broader in scope than just local government, there has been little progress made in reducing the regulatory or reporting burden confronted by municipalities.

Meanwhile, the province has made a notable effort toward reducing and streamlining regulation and reporting for the private sector. Prior to this commitment, steps were taken by the Province to update their Open for Business Strategy which, since 2008 has aimed to produce a regulatory environment more conducive to businesses. The strategy includes the ongoing Red Tape Challenge, where the province consults with the private sector to assess the regulatory burden on businesses and enable the province to quickly respond and interact with the private sector.<sup>5</sup> In their 2014 paper, Côté and Fenn had suggested an initiative similar to Open for Business would be an appropriate strategy to reduce the reporting and regulation burden on municipal governments.<sup>6</sup>

The provincial government's Treasury Board Secretariat has also pushed forward the Transfer Payment Administration Modernization initiative, which is designed to streamline and modernize the government's approach to managing its transfer payments. One of the elements of TPAM is a Transfer Payment Common Registration system (TPCR); a one-window, online portal that enables organizations that receive transfer payments to maintain a single profile and allows this information to be accessed and used by all ministries. One of the goals of TPAM is to allow transfer payment recipients, such as municipalities, to spend less time on administrative processes and more time delivering services.

1 André Côté and Michael Fenn, "Approaching an Inflection Point in Ontario's Provincial-Municipal Relations," IMFG 1 Perspectives, No. 6, 2014, 33

2 Don Drummond, et al., "Commission on the Reform of Ontario's Public Services," Ontario Ministry of Finance, 2012, 73

3 Côté and Fenn, 2014, 33

4 Ernie Hardeman, "Internal document shows 'Open for Business' a sham," Ernie Hardeman News Release, March 3, 2011, 30

5 Government of Ontario, "Red Tape Challenge," Queen's Printer for Ontario, September 2016

6 Côté and Fenn, 2014, 33

# METHODOLOGY

This purpose of this research is to help provide a better understanding of the impact of municipal reporting to the province. It further seeks to identify recommendations that will help both municipalities and the province streamline and improve the effectiveness of this reporting. The ultimate goal is to encourage both the province and each municipality to gain an understanding of their reporting relationship and work together to do what is necessary to improve reporting.

Research was guided by the following questions:

- How do municipalities report to the province?
- How do these existing reporting requirements impact different municipalities?
- What regulatory mechanisms/supports/changes have/will lead to improved municipal reporting?

The findings are based on interviews and focus groups with 29 local government professionals throughout July and August of 2016. This qualitative data was supplemented by an online survey of municipal public servants, which received over 300 responses. Research respondents represented a wide cross-segment of Ontario's municipal sector, including a variety of population sizes, tiers, and years of employment in the sector and regions of the province.

## LIMITATIONS

While this research project was designed to provide a wholesome picture of municipal-provincial reporting in Ontario, several limitations must be acknowledged. The interviews and focus groups conducted for this project took place in six different municipalities.<sup>7</sup> While case studies and interviews were supplemented by a survey of municipal public servants from across the province, the conclusions presented in this report may not be representative of the experience of every individual municipality.

Additionally, while this project provides an overview of municipal reporting to the province, it does not cover reporting to the federal government. Nor does it cover the effect of regulations, either provincial or federal, on municipalities. These are both important topics in their own right.

## FINDINGS

This section of the report explores what can be learned from the information collected during this study. Five major findings can be drawn: 1) Reporting negatively impacts service delivery and prevents municipalities from innovating and preparing for the future; 2) Reporting is onerous and excessive; 3) The purpose of reporting is often unclear; 4) Municipal-provincial reporting is highly fragmented; and, 5) Municipalities think reporting is important.

### 1. REPORTING NEGATIVELY IMPACTS SERVICE DELIVERY AND PREVENTS MUNICIPALITIES FROM INNOVATING AND PREPARING FOR THE FUTURE

The most alarming finding that emerged from this research is that reporting to the province is negatively impacting the ability of municipalities to effectively deliver services to the citizens of their communities, and to plan, prepare and innovate for the future. As seen in Figure 1 about 48% of respondents agree or strongly agree that provincial reporting requirements impact their ability to productively deliver services, 33% are neutral, and 19% disagree or strongly disagree. The smaller the municipality, the more staff tended to agree that reporting impacts their productivity (see Figure 1a). Respondents from Northern and Eastern Ontario municipalities showed a slightly higher agreement that reporting impacts productivity, as seen in Figure 1b. As described by a focus group participant, "One of the main effects of reporting is that it sticks municipalities in a compliance, of-the-moment mentality, and prevents them from being proactive, and forward-looking."

<sup>7</sup> The six municipalities included both upper and lower tier, small, medium, and large communities, and municipalities located in a number of regions of the province, including the north.



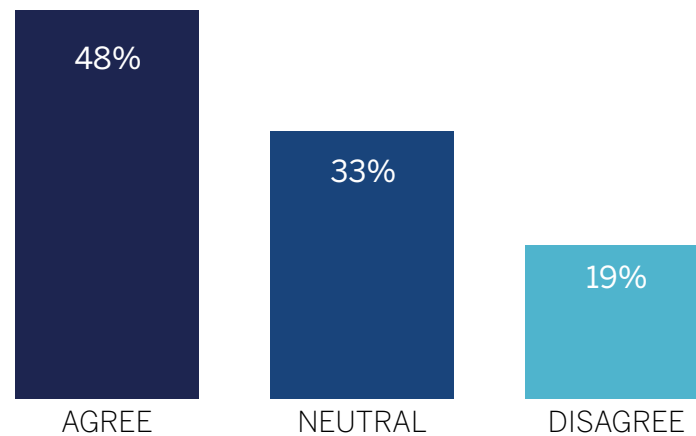
“One of the main effects of reporting is that it sticks municipalities in a compliance, of-the-moment mentality, and prevents them from being proactive, and forward-looking.” — Focus Group Participant

Municipalities note every so often it is useful to review and reflect on a program or service, however respondents indicated that reporting asks them to look back in time while they are trying to focus on current service delivery. Often, the municipality is not using the data they report on because it is historical, and not a tool that helps them make improvements or plan for the future. Moreover, municipalities that spend a significant amount of time on reporting find they are distracted from being proactive and innovative.

A fairly major conclusion drawn from the research is that reporting can be a barrier for innovation. Being pressed for time and financial backing may hinder municipalities’ ability to experiment and innovate. As a result municipalities do not necessarily seem to have the administrative capacity to analyze the data that is available or make comparisons when possible in order to analyze data and find innovative solutions to service delivery. Some are so bogged down by reporting that they stick to the status quo. Some cannot think of the future of a program or service while they are constantly looking back.

“It is more the case that reporting to the province is done because it is mandatory, not because it generates value. If municipalities saw the value of the data they collect for reporting, they would be eager to coordinate, participate, and find the utility of the reporting.” — Focus Group Participant

**Figure 1: To what extent do you agree or disagree with the following statement: Provincial reporting requirements are impacting my ability to productively deliver services**



**Figure 1a: Impact Productivity | by municipality’s population**

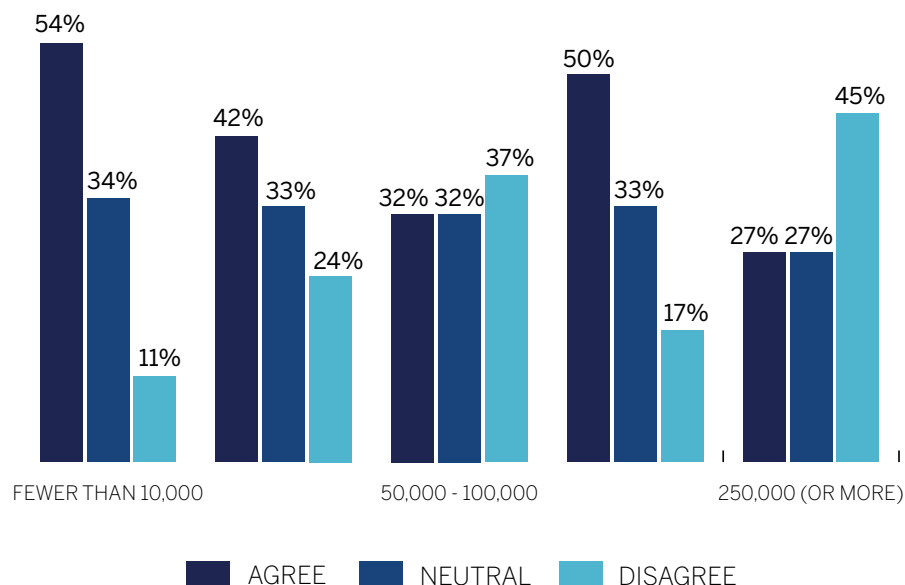
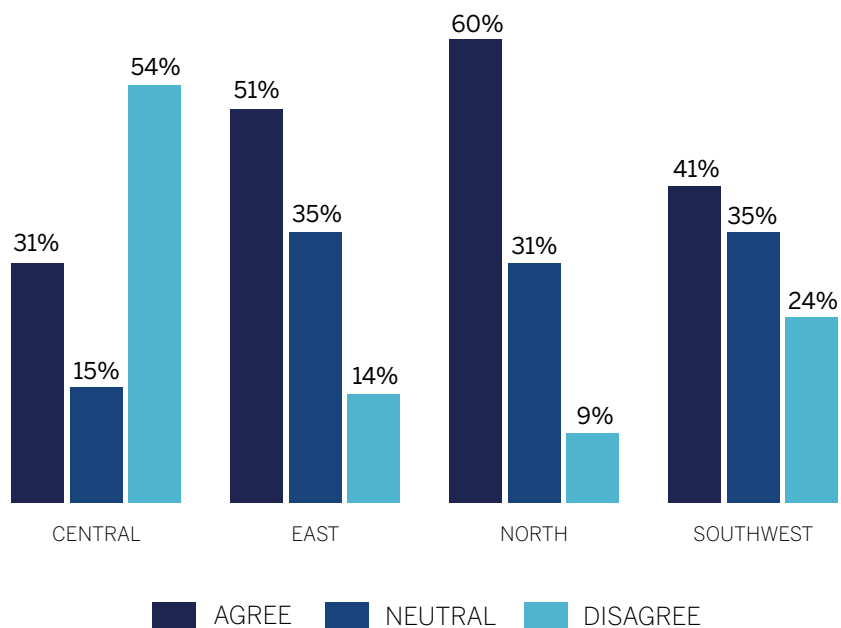


Figure 1b: Impact Productivity | by region



## 2. REPORTING IS ONEROUS AND EXCESSIVE

There was broad agreement amongst focus group, interview, and survey respondents that the reporting burden is both onerous and excessive. Over the years, efforts have been made to understand the reporting burden on municipalities. Several numbers have surfaced in reference to the amount of reports that municipalities are obligated to complete for the province. Each source suggests that there are many reports, but an exact number is unclear. It has been found that upwards of 250 separate reports are completed by municipalities and submitted to the province annually.<sup>8</sup> In 2012, the City of Toronto documented that they submit about 270 reports to 11 provincial ministries/agencies, and found to fulfill a year's reporting requirements would take the equivalent of 1 person doing reporting work for three years, not considering grant and audit reporting. Similarly, the Drummond Report identified that one Ontario municipality submits 287 reports to the province a year, specifically 8 monthly, 25 quarterly, and 3 semi-annually, 68 annually, as well as 16 audited statements and the FIR.<sup>9</sup>

Based on our research, we estimate that the province collects at least 422 reports from municipalities every year (225 separate reports, collected monthly, quarterly, biannually, and annually). We think that this is a conservative estimate. Consider that municipalities must complete reports for every environmental-related site, wastewater facility, or long-term care home in their jurisdiction. Moreover, this number doesn't include reports submitted on a unique frequency, like grant-based reporting. A full list of the reports that we have collected can be found on the AMCTO website.

Though the number of reports varies for each municipality, the bulk of respondents still agree there are too many requirements. Survey respondents were asked to rate their level of agreement with the following statement, "There are too many provincial reporting requirements." Around 63% agree or strongly agree that there are too many requirements, while 29% said neither agree nor disagree, and 9% disagree or strongly disagree with the statement (see Figure 2). A slightly higher percentage of respondents from upper tier, and relatively higher percentage from single tiers agree that there are too many reporting requirements, with respondents from lower tiers expressing more disagreement (see Figure 2a). Not surprisingly a relatively higher percentage of respondents from municipalities with fewer than 50 FTE employees agree that there are too many requirements, as shown in Figure 2b.

8 Côté & Fenn, 2014, 33

9 Association of Municipalities of Ontario (AMO), "AMO's 2015 Pre-Budget Submission Outline," AMO, 2015, 2

Figure 2: Please rate your level of agreement with the following: There are too many provincial reporting requirements.

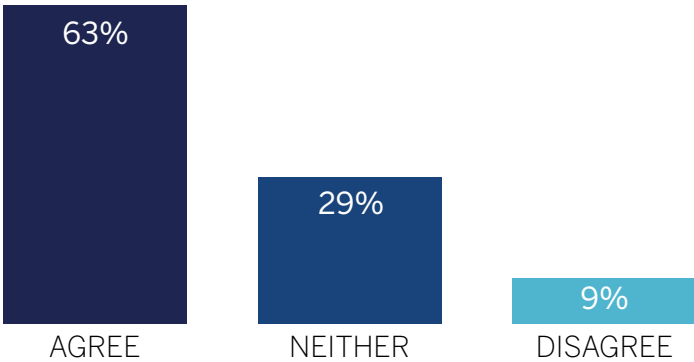


Figure 2a: Too Many | by tier

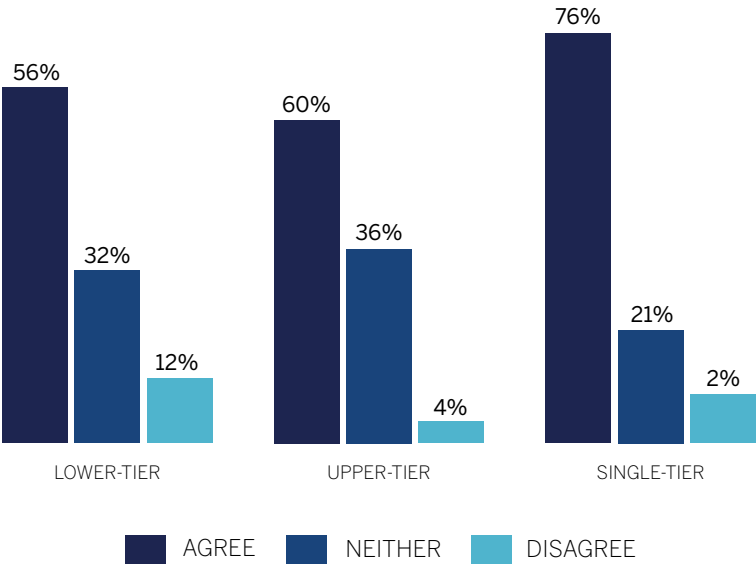
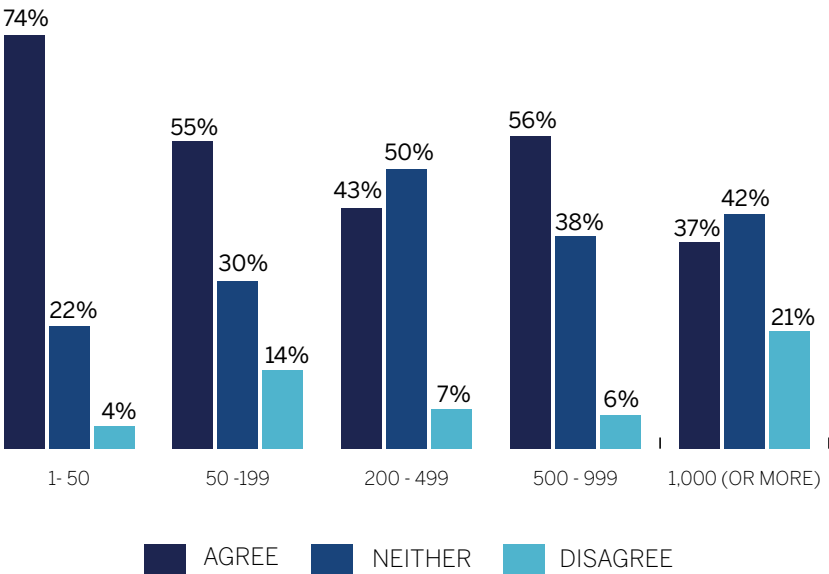
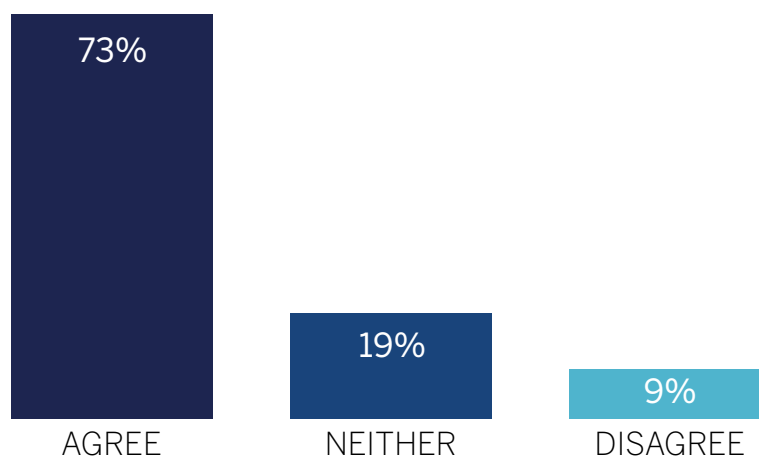


Figure 2b: Too Many | by municipality's full-time equivalent employees

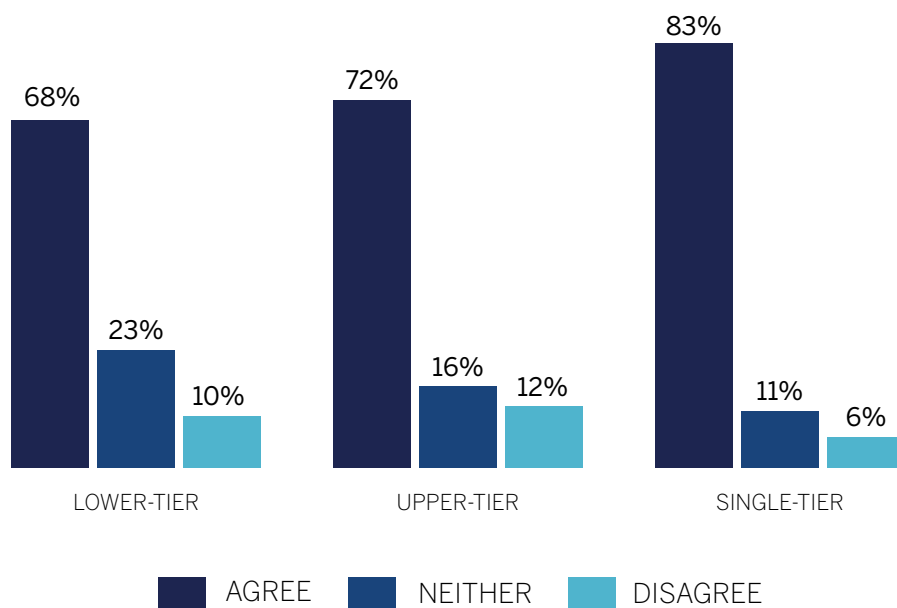


Respondents indicated that there is significantly more reporting now than 3-5 years ago. Requirements seem to be on a trend towards more rigorous or additional reporting with reporting rarely being streamlined or removed. At the same time, respondents are concerned about how onerous reporting can be. About 73% of respondents, from municipalities of all different sizes, agree or strongly agree that “Complying with reporting requirements is onerous” (see Figure 3). Regardless of tier, respondents of all municipality types find reporting onerous, but those of single tiers show more agreement that reporting is onerous (see Figure 3a). Respondents that work for municipalities whose population is 25,000-99,000 show relatively less agreement with the statement that reporting is onerous, which may provide insight as to population size being a differentiating factor affecting a municipality’s experience reporting (see Figure 3b). Based on the number of FTE employees, respondents from municipalities with 200-499 employees expressed less agreement and higher disagreement with the statement that reporting is onerous. Many research participants felt the time and resources spent on reporting outweighed the benefit or was not proportional to the program or service being reported on. Some participants described the reporting they are responsible for to be frustrating to complete, bringing them little to no added benefit, and taking time away from their service delivery tasks. Similar findings have been noted in the experience of provincial reporting to the federal government.<sup>10</sup>

**Figure 3: To what extent do you agree or disagree with the following statement:  
Complying with provincial reporting requirements is onerous.**

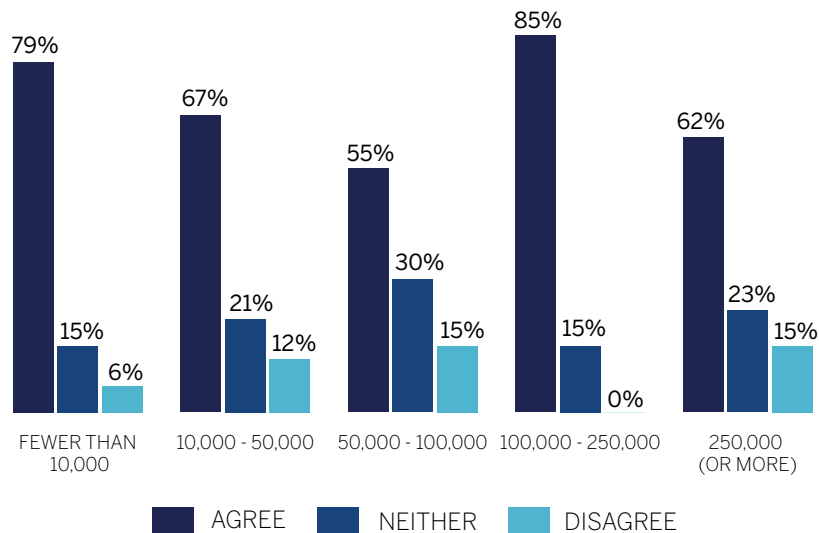


**Figure 3a: Onerous | by tier**

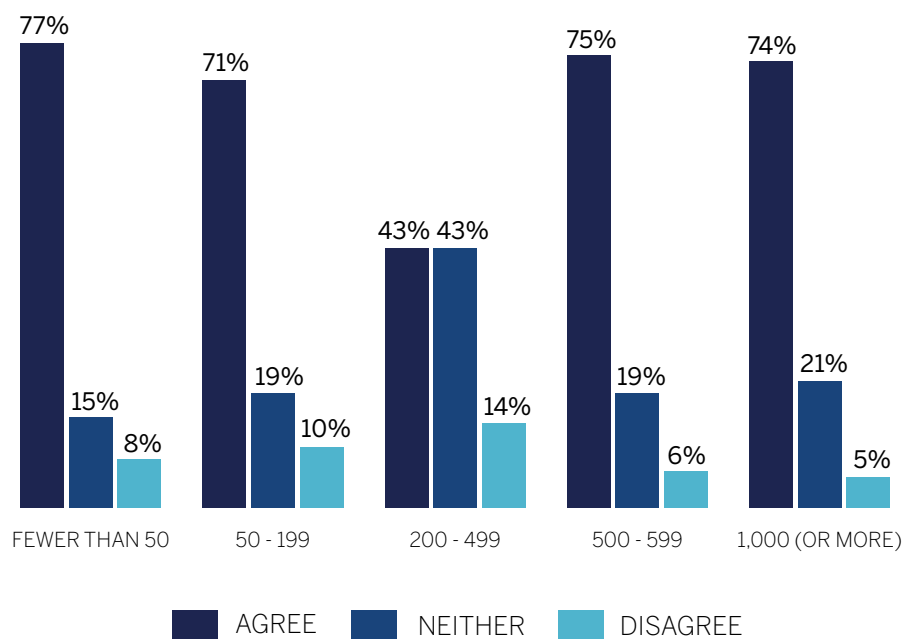


<sup>10</sup> Graefe, et al., 2013, 76

**Figure 3b: Onerous | by municipality's population**



**Figure 3c: Onerous | by municipality's full-time equivalent employees**



Some of the top challenges that contribute to the experience of municipalities were:

- lack of time,
- lack of resources,
- coordination required, and
- ability to collect data.

Municipalities explain they squeeze reporting into their busy schedules, prioritizing their time and resources for service delivery. Respondents from some municipalities indicated they find it difficult to keep up with reporting and meet the deadlines with the number of employees and amount of resources at their disposal. Instances where coordination is required, staff must wait and rely on other departments or tiers for reporting information which can delay reporting. Consequently, where municipalities cannot obtain the data, they may submit an incomplete report or none at all.

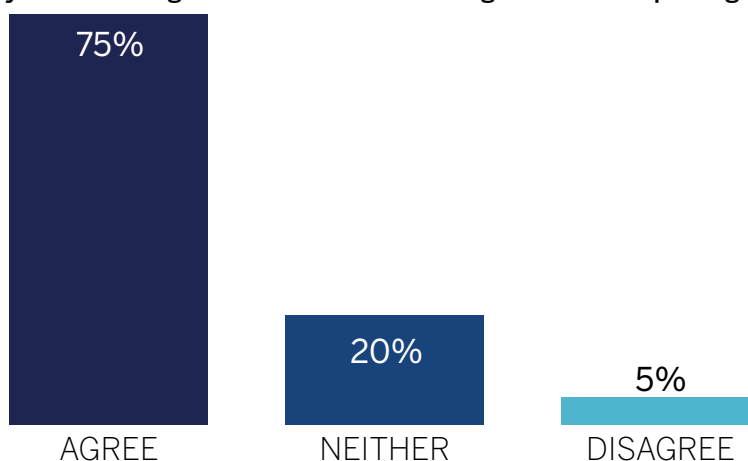
Similar challenges have been noted by other public sector bodies that report to higher levels of government such as hospitals and universities. In Australia, a consulting agency undertook a review of reporting requirements for universities in 2012 with the inten-

tion of reducing red tape in the higher education sector. The review found issues such as duplication and a lack of coordination of reporting requirements; issues relating to scale and proportionality; frequent changes to requirements; and inability for the university to access useful and timely information.<sup>11</sup>

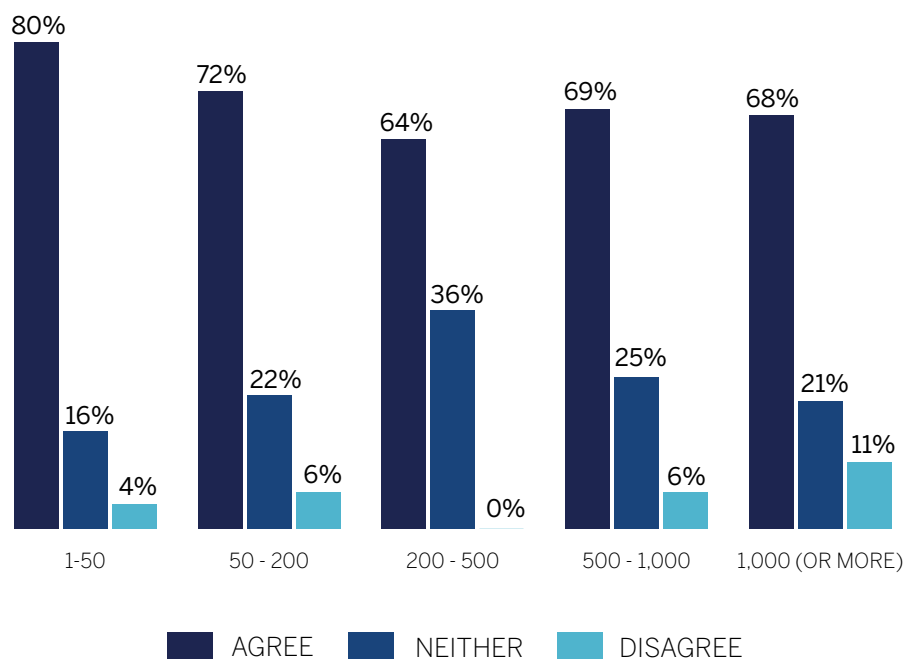
The process of reporting is considerably more complex than simply filling out a form, or template, and writing it up. There is the data gathering and data input, and record keeping involved. For example, municipal water/wastewater operators must collect and record information that will be used in a report to the province almost every day. It can be easier to collect data in smaller municipalities with fewer degrees of separation and a smaller staff size, but many of these municipalities lack resources and, or capacity. Similarly larger municipalities are better resourced and have greater capacity, but have to deal with more complex coordination challenges.

Small municipalities have found it difficult to keep up with reporting and meeting deadlines. They typically have the same number of days to complete reports as larger, more staffed and resourced municipalities. For the same reporting on the Long-Term Care Home Service Accountability Agreement, it takes one municipality 21 days to complete a report on one home, while another municipality takes 45 days. An overwhelming percentage of respondents believe provincial reporting takes too much time to complete. About 75% of survey respondents agree or strongly agree that provincial reporting is too time consuming, 20% neither agree nor disagree, and 5% disagree or strongly disagree (see Figure 4).

**Figure 4: Please rate your level of agreement with the following: Provincial reporting is too time consuming.**



**Figure 4a: Too Time Consuming | by municipality's full-time equivalent employees**



11 Department of Education and Training, "Government Response to the Review of Reporting Requirements for Universities," Australian Government, December 2013, 1

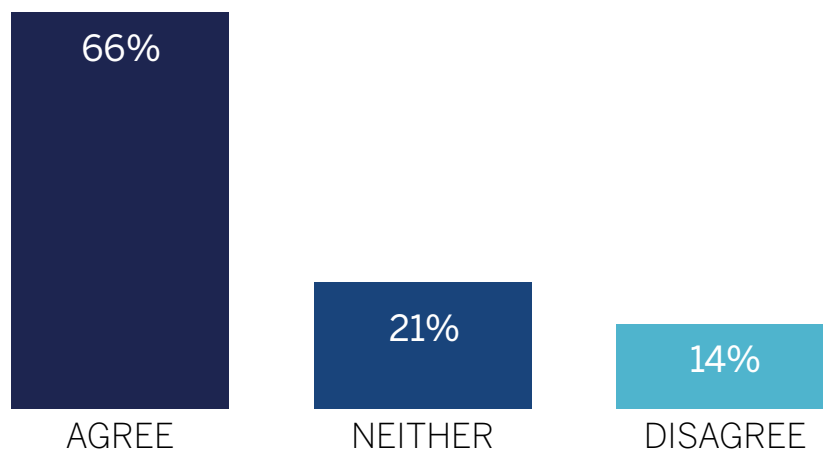
Some municipalities are working without electronic tools such as databases and software, or even reliable Internet access. Technology can be expensive or complex forcing municipalities to instead rely on manual reporting which may take longer. The majority of survey respondents elaborate that their municipality relies on Microsoft Excel to complete reports. Whether this is because the requirement specifies the use of Excel or that is what municipalities are comfortable using, or all they can afford to use is not clear. One municipality mentioned they only recently switched over from faxing in a report to emailing it and others respondent's still list fax as their method of submitting reports. Other municipalities indicate they mostly use paper records and documents.

In addition to being time-consuming, reporting is generally believed to be costly as well. As shown in Figure 5 below, 66% of survey respondents agree or strongly agree provincial reporting is costly, 21% neither agree nor disagree, and 14% disagree or strongly disagree. Respondents identified an administrative burden from the additional costs of reports that require audits. These costs of reporting are internalized by the municipalities. Typically, the province does not cover the cost of reporting. At times the cost of training for a certain report has been covered, but the loss of hours of work for the staff member attending training is not. Depending on the financial capacity of a municipality, the cost of reporting impacts their budget to a different extent.

Just as reporting experiences differ, so does the degree of impact - for example, by municipal size, region, etc. Small municipalities often do not have the financial resources or sheer capacity to complete the reports. With fewer staff and resources, some smaller municipalities are spending more time and money on reporting compared to larger municipalities. Some larger municipalities have explained because projects may be very contentious or on a large scale, a substantial amount of staff time can be spent on reporting. A higher percentage of respondents in Eastern and Northern Ontario tended to agree that reporting is too costly as opposed to those in Central and Southwestern Ontario (see Figure 5a).

A report by the START group (Single Tier and Regional Treasurers), "Making Accountability Work for the Province and Municipalities", outlined the impacts of reporting for municipalities. The report revealed reporting is not as efficient or effective as it could be and is incurring costs for both municipalities and the province. Aligning with the conclusions of this report, START found reporting impacted staff time to collect and input data, and learn new or modified reporting requirements.

**Figure 5: Please rate your level of agreement with the following: Provincial reporting is costly.**



When questions or problems arise, some municipalities have found the province unreliable, inconsistent, slow and unhelpful. A focus group participant states, "...often the implementation of new IT systems is a complete disaster. As a result, municipalities are sceptical about the government's ability to innovate in this space." An example given was the failure of the Social Assistance Management System (SAMS), a system for social assistance applications that was set to be launched in June 2013, but was delayed to November 2014.<sup>12</sup>

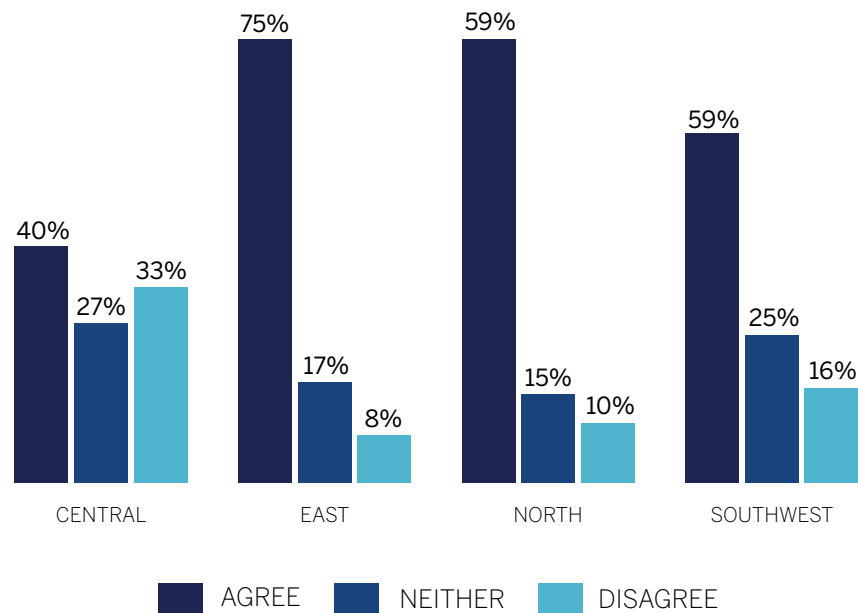
"... often the implementation of new IT systems is a complete disaster. As a result, municipalities are sceptical about the government's ability to innovate in this space." — Focus Group Participant

Respondents indicate that if they do not have close contacts within the ministry or agency to which they are submitting a report, they may choose to use informal municipal networks in order to get reporting done. The lack of intergov-

<sup>12</sup> Canadian Union of Public Employees (CUPE), "Backgrounder – Social Assistance Management System," CUPE Research, January 2015, 1

ernmental coordination and communication is demonstrative of an ineffective government-to-government reporting relationship. In the opening remarks of *Overpromising and Underperforming: Understanding and Evaluating New Intergovernmental Accountability Regimes*, editors Graefe, Simmons and White explain reporting can establish formal hierarchical relationships where there were none and alter the actions and ideas of those who complete reporting. They suggest reporting on a specific indicator can displace and blur policy goals, divert resources towards reporting, and/or alter the expertise valued in an organization.”<sup>13</sup>

**Figure 5a: Costly | by region**



Municipal staff currently responsible for fulfilling reporting requirements to the province have described feeling frustrated with reporting, indicating that it impacts their stress levels and ability to work effectively. In focus groups, concerns were expressed about the ability of municipalities to attract qualified staff, given the strain that reporting places on the municipal workforce. For instance, if a municipality does not have the financial flexibility to hire more staff, it may be forced to manage with what it has. Or, when municipalities are forced to report within a short timeframe, some forego funding opportunities that could otherwise improve a program or service.

Some respondents indicate they experience a decrease in job satisfaction when they are constantly looking back or frustrated with reporting. “Reporting has an impact on people’s job satisfaction, and the municipality’s ability to recruit good staff. Most public servants want to serve their communities, not fill out reports,” states a focus group participant. Many respondents indicated that they joined the public service to improve policy, programming and services to the benefit of their community and clients, but find that reporting, as it is currently structured, is not contributing to that mission.

“Reporting has an impact on people’s job satisfaction, and the municipality’s ability to recruit good staff.  
Most public servants want to serve their communities, not fill out reports.” — Focus Group Participant

While the volume and duplication of reporting is a key area of concern, equally so is the degree of difficulty and complexity of the reports. For example, some compliance reporting such as for environmental assessments have vague instructions, asking for information based on what the municipality believes to be “sufficient.” In this case, when contacting the province for clarification of what is “sufficient,” respondents noted that they receive a roundabout answer leaving them with little guidance.

Some municipalities are forced to expend substantial municipal resources and staff time to manage and complete reporting by the deadline and ensure all accompanying documentation gets to the appropriate provincial contact. A focus group participant explains the challenge experienced, “Time and resources are the biggest drawbacks for municipalities when they are complying with reporting. It takes staff away from working on service-delivery and improving municipal business.” Municipalities have taken action as a result of the excessive volume and difficulty of requirements, from

<sup>13</sup> Graefe, et al., 2013, 28



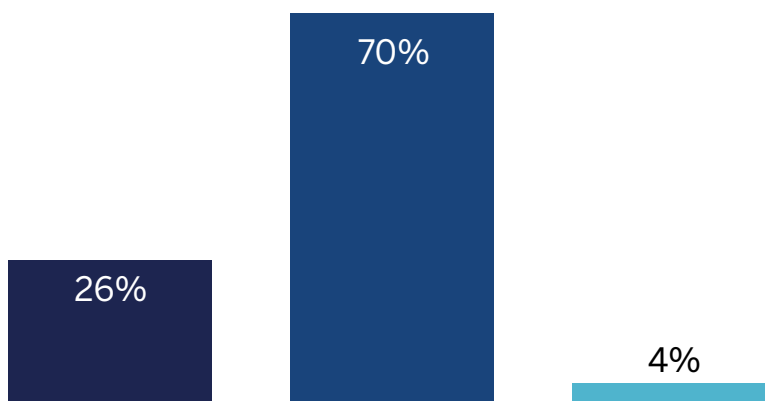
working overtime to complete reports, to hiring consultants when they do not have expertise in-house. Municipalities end up diverting resources that would otherwise go towards service delivery to reporting, again impacting productivity in municipalities.

“Time and resources are the biggest drawbacks for municipalities when they are complying with reporting. It takes staff away from working on service-delivery and improving municipal business.” – Focus Group Participant

There are structural, operational and governance differences between the province and municipalities that are important to consider in the design and implementation of reporting requirements. When unrecognized or misunderstood these differences can become problematic as municipalities try to capture the data. The province sometimes wants data that is normally not collected or measured in a certain way by local governments, or displayed in a format that requires municipalities to go out of their way to collect or reconfigure it, creating extra work for them and increasing the amount of staff time and resources dedicated to reporting. An interview participant shared, “Input methodology is the biggest concern. Often the information required by the province doesn’t fit with municipal accounting/reporting.” Only 26% of municipalities say they have all of the provincially required data for internal municipal purposes, while 70% say they have some of the data required, and 4% say they do not have any of the data required (see Figure 6). One issue in particular is that the fiscal year of the province and some municipalities do not line up. The province ends in March whereas municipalities’ fiscal year ends in December. It is not uncommon for the province to make funding available towards the end of their fiscal year. However, spending the funding is difficult for municipalities who must have plans in place to use the funding. In addition, since the funding is often tied to reporting, it leaves a short timeframe to fulfill the requirements, in which case a municipality may not even bother with accepting the funding if they don’t expect to complete the reporting in time.

“Input methodology is the biggest concern. Often the information required by the province doesn’t fit with municipal accounting/reporting.” – Interview Participant

**Figure 6: Typically, do you already have the data required, or do you have to collect it specifically for the provincial report(s)?**



### 3. THE PURPOSE OF REPORTING IS OFTEN UNCLEAR

Reporting can help municipalities become aware of inefficiencies, measure their progress, inform program decisions, or learn more about potential problems with the programs and services they deliver. Generally though, municipalities do not use the reports or data they submit for internal purposes. The reason for this is that in many cases they do not consider the information to be particularly valuable or relevant for their operations. During focus groups and interviews, respondents indicated that reporting brings little or no value to their work, as depicted in Figure 7.

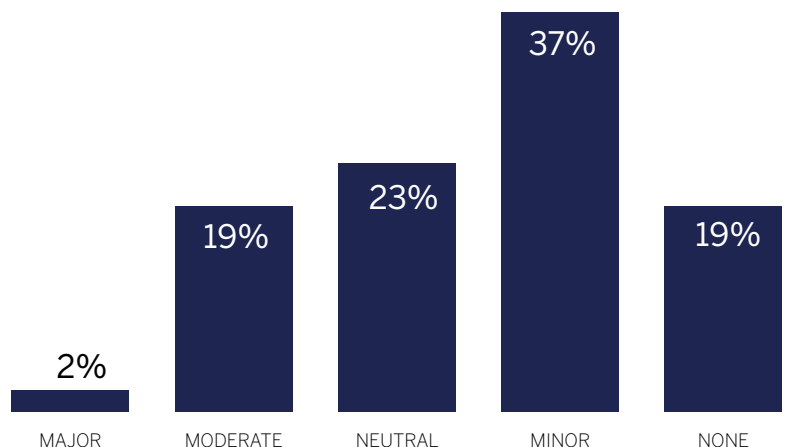
“...a lot of the information that the municipality sends in to the province, it isn’t clear how they use it, or if they use it.” – Focus Group Participant

Reporting may not be considered valuable because the information municipalities report on is not necessarily what is needed or at the appropriate level for their planning or program development. In addition, the information they report is often not shared with them. When asked whether they often see the information they report being used by the province, one participant explained, “...a lot of the information that the municipality sends in to the province, it isn’t clear how they

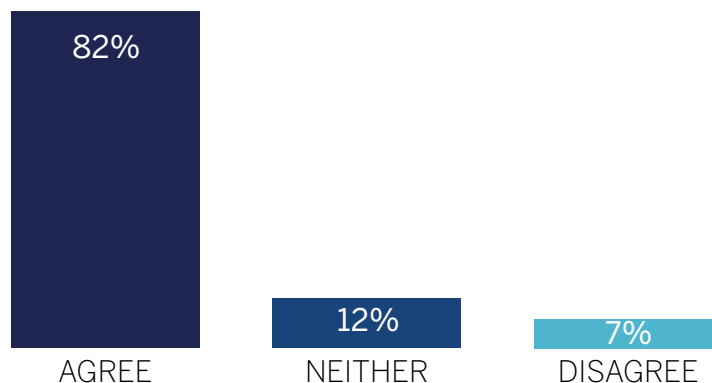
use it, or if they use it.” One respondent noted that, “One major struggle is that municipalities don’t always know what the data is used for, and the province doesn’t communicate about the value of the information that is being collected.” Approximately 81% of survey respondents agree or strongly agree that it is unclear how the data they submit is used, 12% neither agree nor disagree, and 7% disagree or strongly disagree (see Figure 8).

“One major struggle is that municipalities don’t always know what the data is used for, and the province doesn’t communicate about the value of the information that is being collected.” – Focus Group Participant

**Figure 7: Rate the value that reporting to the province generally brings to your work.**



**Figure 8: Please rate your level of agreement with the following: It is unclear how the data I submit is used.**



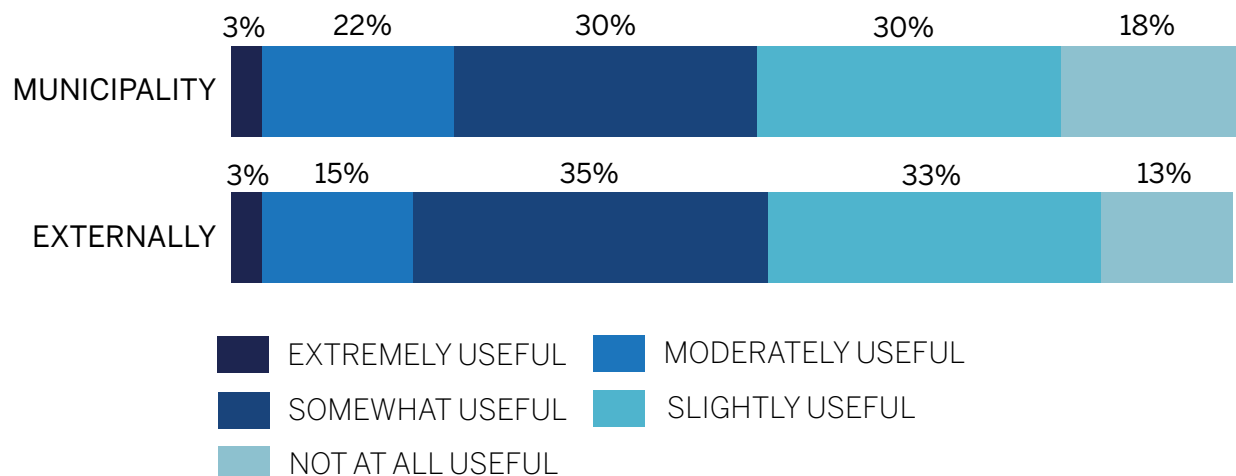
Respondents reported mixed perceptions on how useful they perceive reporting to be for their own municipality and for the province. One participant noted, “Some of the reporting information is useful and informs program decisions. However, some reporting seems to be used more for “surveillance” and for accountability.” As displayed in Figure 9, about 22% of respondents perceive the data used in reporting useful to their municipality, 30% somewhat useful, and 48% find it not very useful for their municipality. Meanwhile, 18% perceive the data used in reporting to be useful externally, 35% somewhat useful, and 46% perceive it to be not very useful for others outside the municipality. These findings concur with that of the Drummond Report which noted, “The information reported is often not used at the other end to influence changes in policy or service delivery.”<sup>14</sup>

“Some of the reporting information is useful and informs program decisions. However, some reporting seems to be used more for “surveillance” and for accountability.” – Interview Participant

Many respondents expressed that they would be supportive of reporting if joint value was present for both the province and themselves. A focus group participant explained, “It is more the case that reporting to the province is done because it is mandatory, not because it generates value. If municipalities saw the value of the data they collect for reporting, they would be eager to coordinate, participate, and find the utility of the reporting.” Whether it be the specific data that is reported on becomes useful to them, or improving comparability of the data, or having an aggregate provincial outlook available. At a minimum, municipalities would prefer to know what the data is used for.

<sup>14</sup> Drummond et al., 2012, 127

Figure 9: Do you perceive the provincially required reporting to be useful for your municipality? Externally?



#### 4. MUNICIPAL-PROVINCIAL REPORTING IS HIGHLY FRAGMENTED

One possible reason why the province has been unable to communicate the value of reporting is that it is so fragmented that even the province doesn't have a clear picture of the scale and scope of municipal reporting. The experience of reporting among municipalities and even staff within the same municipality varies greatly. Every municipality offers a different set of services, and receives funding from its own unique portfolio of provincial programs. Depending on both of these factors, the reporting that each municipality does will be different than other municipalities. Some are required to fulfill 90 reporting requests to the province over the course of a year, while others complete over 200.

A municipality's experience with reporting is contingent on a variety of factors, including the number of staff, their capacity, knowledge and skills, technological resources, and resource base. Through focus groups, it was found that in small municipalities, reporting tends to be more tightly concentrated in the hands of a few staff members, though they may collect data from individual departments. Upper tier municipalities examined in our research had a more decentralized approach to reporting where the individual departments are responsible for reporting on their own areas.

Municipalities submit reports to at least 34 different ministries and agencies. The way that provincial ministries and agencies approach their requests for information is fragmented, which sometimes results in redundant requests for the same information. For example, data required on long-term care homes was found to be duplicated in the Ontario Healthcare Reporting Standards and the Long-Term Care Service Accountability Agreement, or simply in quarterly and then annual reports on the same program. Provincial bodies do not appear to be coordinating or creating a standard for reporting resulting in the province's left hand not knowing what the right hand is doing. The fragmented approach to report was a key finding of the START group, who noted that reporting requirements are not uniformly implemented.

Some reports were identified as having to be submitted to more than one provincial ministry/agency, making them duplicative, exposing inefficiencies in Ontario's reporting scheme. Moreover, many reporting guidelines and templates from the province ask for the same set of information such as address, phone number, population, staff size, date of incorporation, heads of council, etc. Certain reports are also required of both an upper tier municipality and its lower tiers, who would be submitting the same information.

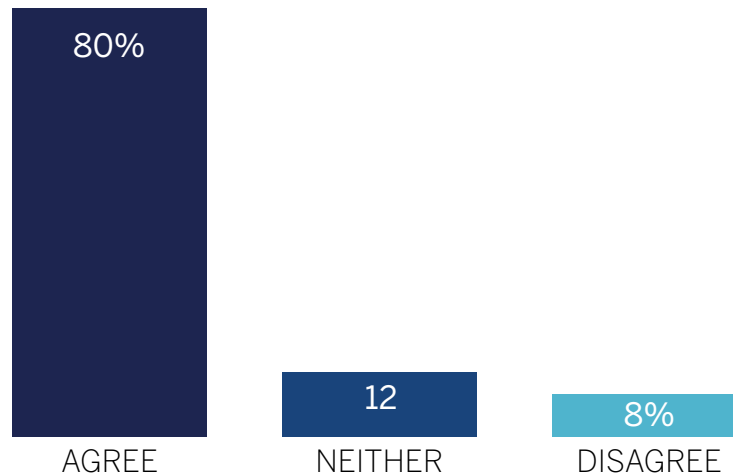
The features of each report can also differ greatly making reporting onerous for municipalities. Reports are to be submitted to different provincial ministries or agencies, at different points in time — some monthly, quarterly, annual, or a combination, in different formats, requiring audits and others not requiring audits, provincial staff convey and enforce repercussions for late or incomplete reports, and others not. Furthermore, ministries and agencies are inconsistent in following through on disciplinary action for incomplete or late reports. These features make the experience of reporting incredibly varied. While some reports, such as the Financial Information Return (FIR) are now tied to funding, the punishment for others is arbitrary or non-existent.

Depending on the report, certain ministries and agencies are seen as supportive and easy to contact when they are need to provide a clear interpretation of reporting requirements. Others, however, are not seen as very helpful. Some requirements are described as straightforward and clear in terms of determining what data is required. On the other hand, some reports were identified by respondents as needing further clarification and guidance from the province on what to report and how.

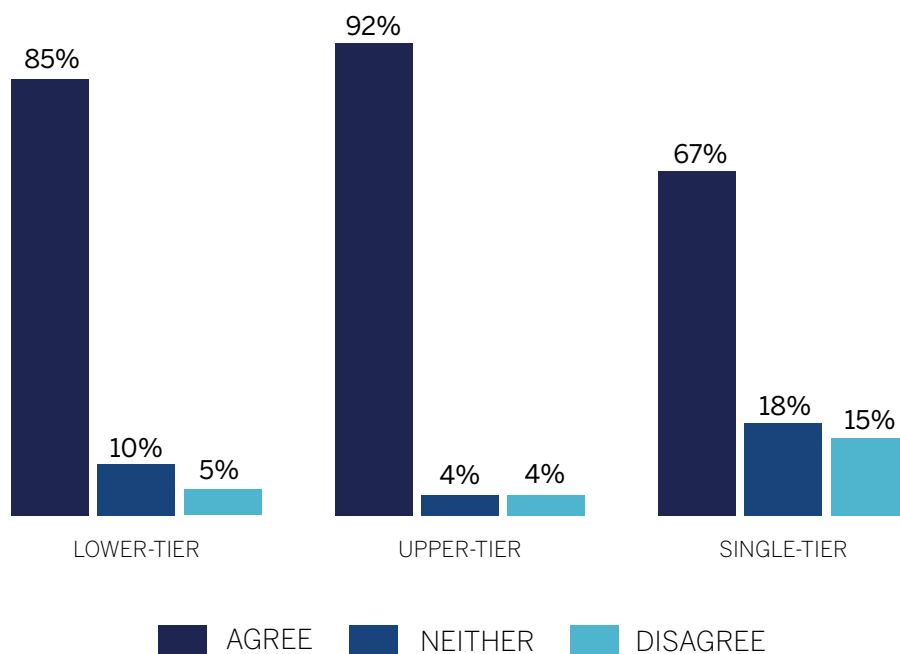
## 5. MUNICIPALITIES THINK REPORTING IS IMPORTANT

Finally, despite all the concerns that respondents expressed, and all of the issues currently associated with reporting, there is a strong belief amongst municipal public servants that reporting is important. As seen in Figure 10 80% of respondents agree or strongly agree that “Complying with provincial reporting requirements is important” (see Figure 10). A relatively higher percentage from upper and lower tier municipalities than from single tier municipalities seemed to agree that provincially required reporting is important (see Figure 10a).

**Figure 10: To what extent do you agree or disagree with the following statement:  
Complying with provincial reporting requirements is important.**



**Figure 10a: Important | by tier**



Research participants expressed recognition that certain reporting requirements are important and necessary, and that as a principle, reporting is an important component of intergovernmental arrangements. Respondents were able to identify a number of reporting processes that offered them opportunities to improve their core business. However, the elements of reporting that are useful are vastly overshadowed by the elements that are illogical and deeply frustrating for municipal officials.

Figure 10b: Important | by municipality population

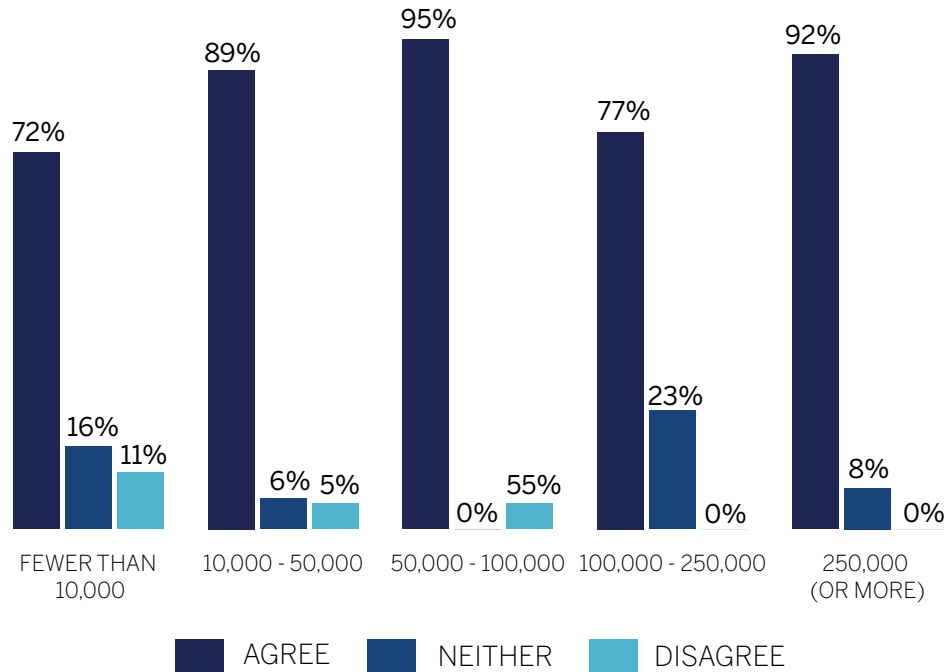
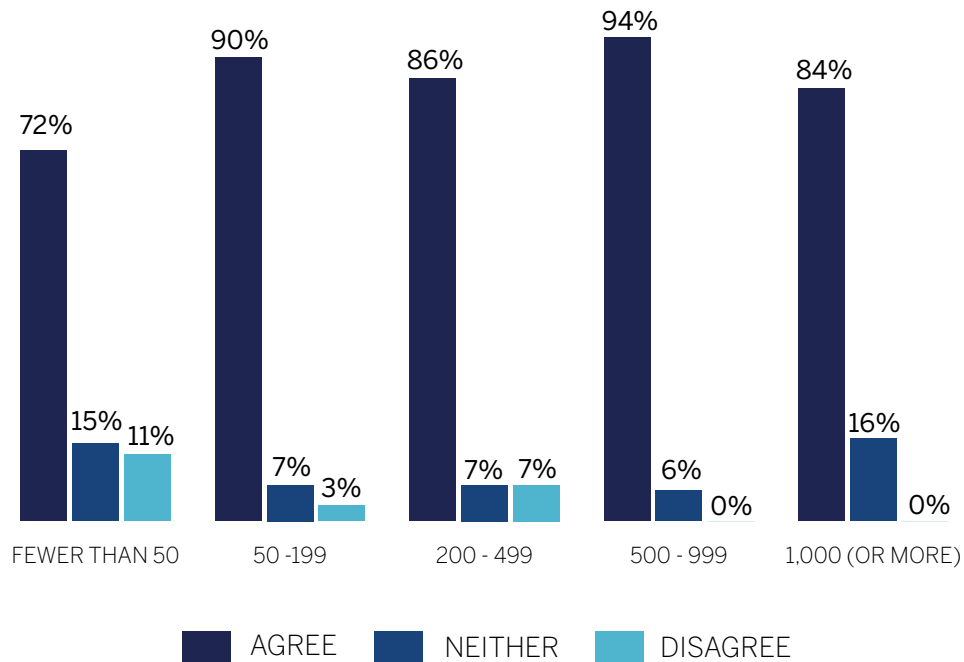


Figure 10c: Important | by municipality's full-time equivalent employees



## CONTEXT FOR REFORM

Ontario's municipal sector is undergoing vast changes with both longstanding and emerging concerns for local governments. These changes and how municipalities deal with them will shape their capacity and ability to productively deliver services for years into the future.

## THE EVOLVING NATURE OF MUNICIPALITIES

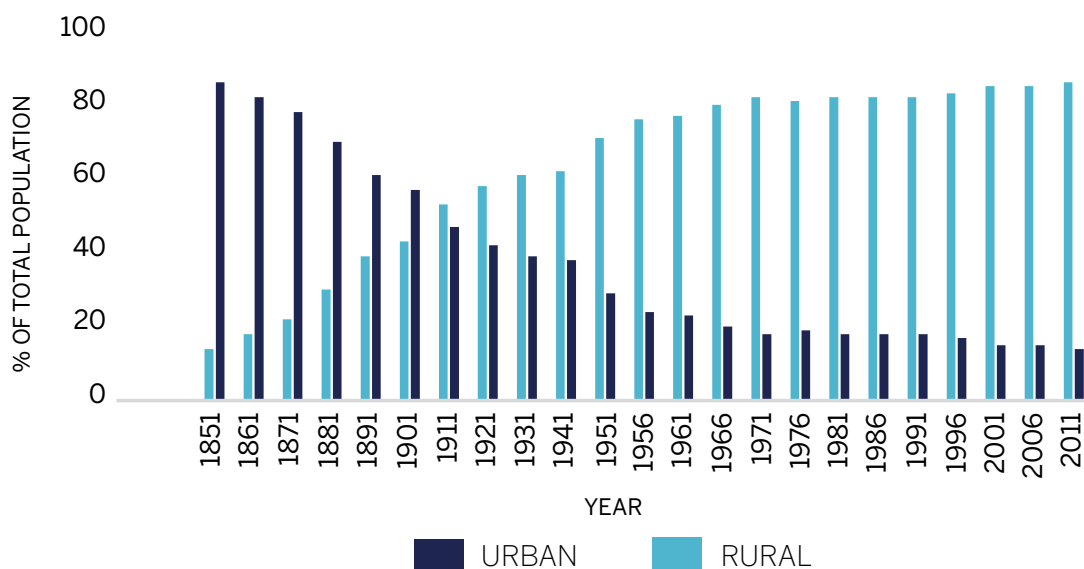
Over the past few decades, as the federal and provincial governments in Canada have embraced austerity, the role of municipalities has continued to expand. Municipalities face the pressures of maintaining service levels and delivering increasingly complex and costly services to their citizens. Pressure can be seen in shared provincial-municipal responsibility areas like economic development, infrastructure, health, and social services, among others.<sup>15</sup> Local governments are also now assuming front-line responsibility for new service areas such as climate change and mental health. These new responsibilities carry additional implications for municipal expenditures.

Given that the municipal sector only has a limited number of revenue tools at their disposal, they are struggling to maintain service levels. The main source of municipal revenue is property taxes, which were not designed to fund provincial programs.<sup>16</sup> Though many municipalities are striving to achieve fiscal sustainability, if all other variables remain unchanged, the Association of Municipalities Ontario (AMO) projects operating expenditures will increase by 12% from 2015-2020.<sup>17</sup>

## CHANGING DEMOGRAPHICS

Demographic and population changes also present new policy and financial challenges for the municipal sector. As Ontario's population ages, public services will increasingly be strained to meet the demands of aging populations. Municipalities will be confronted by the need to adapt and expand their current services, especially in housing, transportation and recreation.<sup>18 19</sup>

**Figure 11: Ontario Population Residing in Urban and Rural Areas from 1851-2011**



Source: Statistics Canada, 2011 Census of Population, 2011.

Ontario has also been experiencing steady urbanization (as shown in Figure 11 below) for several decades. More and more Canadians are moving from rural to urban areas, increasing the tax base and service demands in those areas, while rural, remote and northern regions are presenting with complex service demands, despite a step decline in their tax base. While areas with dense population, such as the GTHA will be challenged with managing growth and congestion, areas with declining populations still face the challenge of maintaining aging infrastructure with fewer ratepayers to contribute to large capital projects.

<sup>15</sup> AMO, 2015, 6

<sup>16</sup> AMO, 2015, 6

<sup>17</sup> AMO, 2015, 21

<sup>18</sup> Harry Kitchen, "No Seniors' Specials: Financing Municipal Services in Aging Communities," IRPP Study, No.51, February 27, 2015, 1

<sup>19</sup> AMO, 2015, 36

Aging demographics and the patterns of rural to urban migration pose a series of challenges for municipalities. Adding to these pressures, many senior municipal officials across Ontario will be eligible to retire in the next decade, taking valuable knowledge and experience with them.<sup>20</sup> A survey conducted by AMCTO in 2015 revealed that about 30% of senior municipal professionals will be eligible to retire in the next five years.<sup>21</sup> But with limited financial resources, attracting and retaining qualified staff for vacant positions can be a challenge for rural Ontario municipal governments in comparison to municipalities located in urban centres.<sup>22</sup>

## MUNICIPAL DIVERSITY

Municipalities in Ontario range in population sizes, geography, complexity, revenue, technological capacity, organizational processes, and a range of other factors.<sup>23</sup> As a result, each municipality has its own unique strengths and limitations. Nevertheless, provincial policy (including reporting) is often directed to municipalities with little consideration of each community's unique characteristics. The default inclination to treat all municipalities as if they are the same ignores the fact that some municipalities have fewer than 5 employees who are deeply embedded in the local community, while others are larger than provincial governments and have robust financial controls, rigorous accountability regimes, and sophisticated policy-making functions.<sup>24</sup> This "one size fits all" approach often creates perverse outcomes that would scarcely be tolerated in other sectors.

## DIGITAL TECHNOLOGY AND OPEN DATA

In response to increased challenges and pressures, many municipalities are looking to new technology.<sup>25</sup> The adoption of technology provides a range of new opportunities for governments. The Ontario government is taking a step forward in this regard, by appointing the first ever Minister Responsible for Digital Government and hiring a Chief Digital Officer to advance and coordinate the government's ability to offer online services and products to citizens.<sup>26</sup> Municipalities are also shifting their priorities to put importance on efficiency and a modernized system of government, but the sector has not made a concerted effort to prepare for the future. Incorporating new technology offers a range of opportunities for municipal reporting.

One of the most promising alternatives for municipal reporting is the shift towards open government and open data. Technological advancements have made public reporting and government transparency easier. Of Ontario's 444 municipalities, at least 21 of Ontario's municipal governments have some form of open data program. Open data provides others with an organizations' raw data, which can be used for comparison and analysis. The municipalities implementing "Open" initiatives are of all different sizes and regions of the province though the majority tends to be from Southwestern and Central Ontario.<sup>27</sup> The Public Sector Open Data Initiative has created a space where the federal, provincial and municipal governments are partnering to standardize the processes and formats of "open data" in the public sector. The province has generated a strategy of "Open by Default" to be consistently open and accessible to the public, with some limited exceptions.

## SHIFTING CITIZEN EXPECTATIONS

Citizens in Ontario, Canada and around the world have come to expect their governments to deliver faster, cheaper, and better quality public services, while at the same time, technology has enabled an instantaneous feedback loop that leaves a very small margin of error for governments to experiment and make mistakes. These changes have been reflected in declining levels of trust in government, which across the world are at an all-time low. While there are many explanations for declining trust, including high profile scandals and the 2008 financial crisis, the trend has been clear for several decades.

20 AMCTO State of the Membership Survey 2015, December 2015, n=455

21 AMCTO State of the Membership Survey 2015, December 2015, n=455

22 MUNISCOPE – AN ICURR SERVICE, "Senior staff attraction and retention measures in small rural municipalities," MUNISCOPE, April 2010, 3

23 Côté and Fenn, 2014, 25

24 Côté and Fenn, 2014, 3

25 Sunil Johal, et al., "Reprogramming Government for the Digital Era," Mowat Centre, 2014, 1

26 Government of Ontario, "Chief Digital Officer, Ontario," Queen's Printer of Ontario, 2016, <https://www.ontario.ca/page/chief-digital-officer>

27 For listing, see Government of Canada, "Open Government Across Canada," Government of Canada, August 2016, <http://open.canada.ca/en/maps/open-data-canada>

Recent examples of anti-establishment sentiment, such as the Brexit vote in the UK and the election of Donald Trump, are simply the most recent manifestations of a number of long-term trends. While levels of trust in Canada's federal government have rallied slightly over the last year, prior to that public trust in government had reached all-time lows. According to Canadian polling firm, EKOS, from 1970 to 2013, trust in Canada's federal government fell from 60% to 24%.<sup>28</sup>

## RECOMMENDATIONS

### FOR THE PROVINCE

#### **1) Establish and maintain a comprehensive list of provincially required reporting for municipalities**

The key to solving any problem is to first understand it. To that end, the province should work towards creating a cross-ministry list that catalogues all the reports that provincial ministries require municipalities to submit. We think that the Treasury Board Policy Suite's Inventory and Schedule of reports that the federal government is required to produce would be a good model to follow.<sup>29</sup>

#### **2) Explore more effective forms of reporting**

There are a number of ways that the government could ensure that it is accomplishing its goals of monitoring policy progress, compliance and accountability at the local level, while not requiring municipalities to fill out an endless number of reports. For example, one option would be to establish a list of priority indicators that municipalities report on, allowing the multiple provincial ministries and external stakeholders to easily access data, and removing the requirement for municipalities to report the same data multiple times to multiple ministries. In the United Kingdom, a single data list exists naming the datasets and each indicator that local governments are required to submit to the central government. Having the list allowed the government to eliminate 81 reporting requirements since summer 2010, and scale down another 34 requirements.<sup>30</sup> Another option, is a central data portal, similar to what is being used for TPAM, where municipalities report important data that could then be accessed by provincial ministries.

"Best system would be for the province to have a centralized system for data that is reported, and then disseminated from ministry-to-ministry based on their need. This would allow municipalities to only report information once, rather than a number of times to different bodies." – Interview Participant

#### **3) Recognize the burden and look for opportunities to streamline and reduce the regulatory and reporting regime for Ontario's municipalities**

The province needs to demonstrate that any new reporting requirements are necessary, and recognize that reporting imposes a heavy burden on municipalities. We would urge the government to strike a working group or committee to review and reduce the number of municipal reporting requirements. Ontario should also look to the United Kingdom, where the government developed a New Burden Doctrine, setting out a process for assessing new burdens and ensuring any new burden is full funded.<sup>31</sup>

The government should also increase the extent to which it consults with the municipal sector, and approach municipal-provincial reporting as a partnership between two levels of government working at a common purpose. The province and municipalities should conduct open discussions surrounding current reporting requirements, upcoming changes or the introduction of any new reporting requirements. The government should also develop a review mechanism for any new reporting requirements that it plans to assign municipalities.

#### **4) Communicate the purpose and value of reporting and look for opportunities to share aggregated reporting data with municipalities**

For reporting to be successful, both the province and especially municipalities need to understand why data is being collected, or what it is going to be used for. Simply sharing with municipalities what the data is used for and its importance

28 Frank Graves, "The EKOS poll: Democracy and the death of trust," iPolitics, January 2, 2014

29 For Inventory, see <http://www.tbs-sct.gc.ca/ip-pi/trans/cal-eng.asp>

30 Department for Communities and Local Government, "2010 to 2015 Government Policy: Local Council Transparency and Accountability," UK Government, 2015, Appendix 5

31 Department for Communities and Local Government, "New Burdens Doctrine: Guidance for Government Departments," UK Government, 2011, 4



may provide a reporting incentive, helping encourage municipalities to complete reporting on-time and with accuracy. We also heard repeatedly from municipal officials throughout the course of this research that the best way to create buy-in for reporting is to make the data useful for them. One way to do this, is to share the aggregated version of some of the data that is being reporting so that municipalities can use it to get a better sense of where they stand compared to other municipalities in the province, and look for opportunities to share best-practices. Municipalities are looking for a joint benefit in report, but it is up to the province to create it.

## FOR MUNICIPALITIES

### **Work to understand your municipality's reporting obligations and practices**

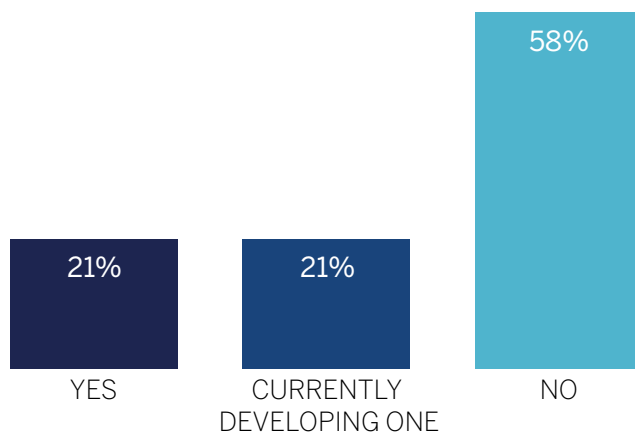
If they have not already, municipalities should learn more about and assess their internal reporting responsibilities and practices. While working and the province to improve the nature of municipal reporting, municipalities should also assess their own goals and strengths and look for ways to be more effective in the way that they approach reporting. The research conducted for this study revealed that reporting in most municipalities is decentralized across the organization. While this may make practical sense for the organization, it likely also means that senior municipal officials don't have a clear picture about how reporting is affecting their reporting systems and practices. Doing so will allow them to look for ways to optimize, and have better conversations with the province about the amount of reporting that they as a municipality are doing.

### **Develop data management approaches to improve quantitative records and optimize qualitative inputs within reporting requirements**

Only about 19% of municipalities surveyed for this project indicated that they have a central data management system, while 51% do not (see Figure 12). Those municipalities that have invested in a rigorous centralized data management system find reporting relatively less onerous and program level data easier to obtain than those without one. In addition, staff from municipalities with centralized data management approaches express relatively less agreement with the statement that provincially required reporting impacts their ability to productively deliver services.

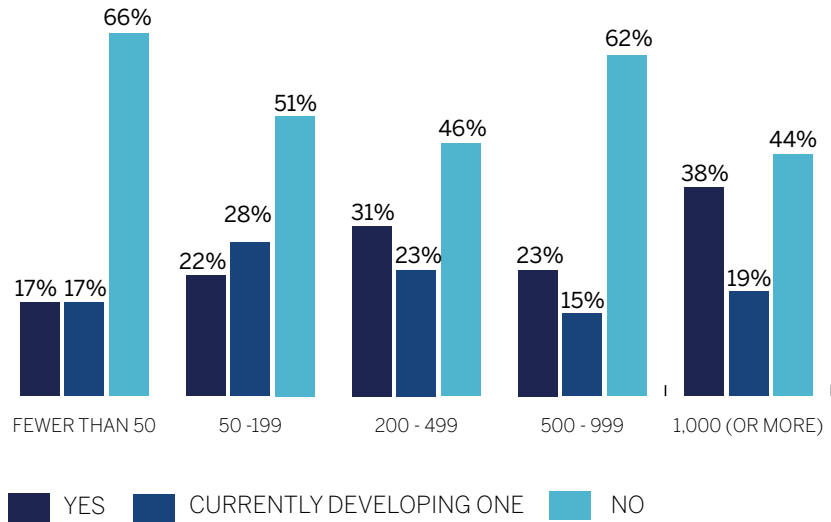
**Figure 12: Does your municipality have a central approach for data management?**

**requirements are impacting my ability to productively deliver services | by central data management.**

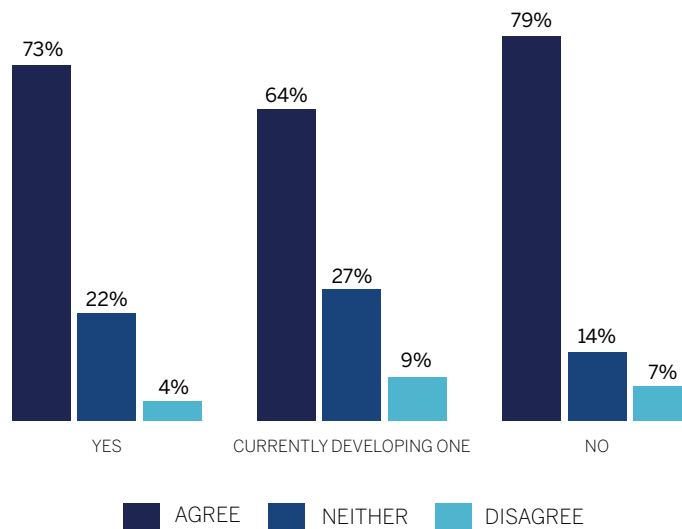


It seems clear from our survey results that more municipalities need to think about the way that they manage and operationalize data. One small Ontario municipality reports that they worked to save and find money in their budget to purchase a central software system. The system allows municipal staff to share and access data, which saved them a significant percentage of their budget and now reporting is less burdensome and they can more easily fulfill reporting requirements. A record management and data management system can help municipal staff quickly and easily share reporting data. Systems may be expensive and require planning and investment, but will likely see cost savings from better coordination and access to needed data.

**Figure 12a: Central data management | by FTE employees**



**Figure 12b: To what extent do you agree or disagree with the following statement: Complying with provincial reporting requirements is onerous | by central data management.**



**Figure 12c: Generally, how easy or difficult is it to obtain the data required for reporting to the province? | by central data management.**

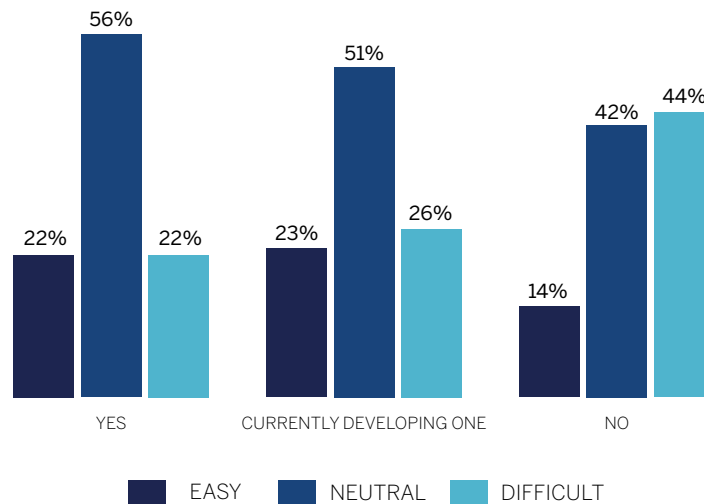
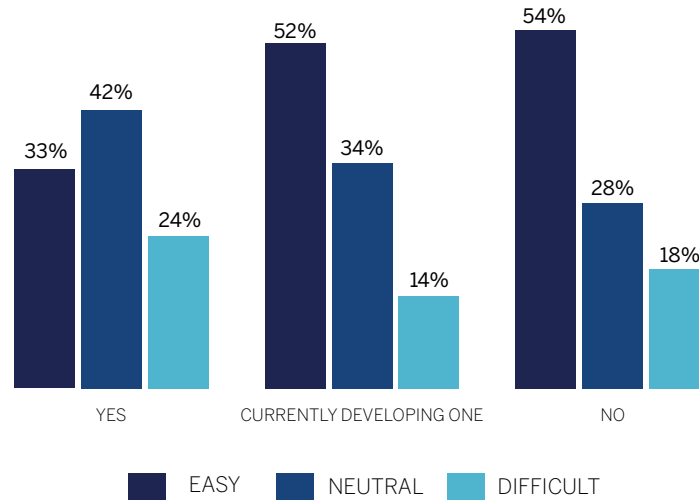


Figure 12d: To what extent do you agree or disagree with the following statement: Provincial reporting



## CONCLUSION

Understanding the characteristics of provincial-municipal reporting presented in this report is an important step towards a modernized reporting regime. This report reveals that municipalities view reporting as negatively impacting service delivery, onerous, burdensome, fragmented, without a clearly defined or communicated purpose, but nevertheless important.

Recognizing and making changes to improve municipal reporting will not automatically solve the bigger policy issues that municipalities are tasked with, but it will give them the opportunity to mitigate barriers to effective service delivery. It will allow them to move away from focusing on historic activities and free up staff time and resources to develop innovative solutions that improve the lives of their citizens.

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- Wood, Kathryn, "Municipal Affordability One of a Series of White Papers on the Financial Sustainability of Local Governments in Eastern Ontario," Eastern Ontario Warden's Caucus, 2013

# APPENDIX A: LIST OF REPORTING REQUIREMENTS

Program (e.g. Strong Communities Rent)	Name of Report (e.g. Service Manager Annual)	Provincial Ministry/Agency (e.g. Ministry of)	Reporting Frequency				Method of Submission			Estimated Business Days to Complete	Internal Certification Requirement				Audit Certification	
			Monthly	Quarterly	Annually	Other	Electronic	Hardcopy	Both		Division Manager	City Manager	CFO	Other	External Auditor	Provincial Auditor
Accessibility	Accessibility Compliance Report	Accessibility Directorate of Ontario			x		x			0.5				x		
Addiction Services Initiative	Addiction Services Initiative Budget Package	Ministry of Community & Social Services		x	x				x	5				x	x	
Affordable Housing	Annual Buildings Report	Ministry of Municipal Affairs & Housing			x		x			0.5				x		
Affordable Housing Program (AHP) Development - Annual Reports	Annual Reports	Ministry of Municipal Affairs & Housing			x		x				x					x
Affordable Housing Program (AHP) Mortgage Renewals	Mortgage Renewals	Ministry of Municipal Affairs & Housing				x	x				x					x
AIDS Bureau	Program Plan	Ministry of Health & Long-Term Care			x				x	1	x					
AIDS Bureau	Year End Financial Submission	Ministry of Health & Long-Term Care			x				x	2	x			x	x	
AIDS Bureau	Financial Projection Report	Ministry of Health & Long-Term Care			x				x	0.5						
Air Emissions	Air Emissions	Ministry of Environment & Climate Change			x		x			1	x					
Anonymous HIV Testing Program and HIV/IDU Outreach Project	Annual Reconciliation Report and Audited Financial Statement	Ministry of Health & Long-Term Care			x		x	x		3				x	x	
Anonymous HIV Testing Program and HIV/IDU Outreach Project	Budget Submission	Ministry of Health & Long-Term Care			x		x			3				x		
Anonymous HIV Testing Program and HIV/IDU Outreach Project	Financial Projections Report (Quarterly Report)	Ministry of Health & Long-Term Care		x	x	x	x			2				x		
Asset Management Plan	Asset Management Plan	Ministry of Infrastructure				x	x									
Bail Safety	Billing Statement	Ministry of Attorney General				x		x			x					
Blind Low Vision Early Intervention Program	Request for funding Schedule	Ministry of Children & Youth Services			x				x	1	x					
Blind Low Vision Early Intervention Program	Settlement Forms	Ministry of Children & Youth Services			x				x	7	x				x	
Blind Low Vision Early Intervention Program	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	1				x		
Capital Development	Environmental Activity and Sector Registry (EASR) construction dewatering	Ministry of Environment & Climate Change			x		x									
Cemeteries License	Cemetery License	Bereavement Authority of Ontario			x				x	5		x				
Certificate of Approval	Certificate of Approval	Ministry of Environment & Climate Change			x		x			1	x					
Chemical, Biological, Radiological, and Nuclear (CBRN)	Claim for Office of the Fire Marshal Funds	Ministry of Community Safety & Correctional Services			x	x		x		1	x			x		x

Child & Adolescent Services	Annual Reconciliation Report and Audited Financial Statement	Ministry of Community & Social Services			x		x	x		3.5				x	x	
Child & Adolescent Services	Transfer Payment Budget Package Submission	Ministry of Community & Social Services			x		x			3				x		
Child & Adolescent Services	Year-To-Date Report	Ministry of Community & Social Services		x			x			3.5				x		
Child Care	Estimates	Ministry of Education			x				x	7				x		
Child Care - Family Support Program	Revised Estimates	Ministry of Education			x				x	0.5				x		
Child Care - Family Support Program	Financial Information Submission (year end)	Ministry of Education			x				x	1				x	x	
Child Care Actual Expenditures & Analysis	Education Financial Information System (EFIS)	Ministry of Education			x	x			x	12	x			x		
Child Care Subsidies	Transfer Payment Annual Reconciliation Report (TPAR)	Ministry of Children & Youth Services			x		x			2	x			x	X	
Child Care Subsidies	Year to Date Quarterly Reporting	Ministry of Children & Youth Services		x					x	1	x					
Child Care Subsidies	Service Contract - Setting annual Service Targets	Ministry of Education			x					7	X			x		
Child Care Subsidies	Year End Financials	Ministry of Education			x				x	7	x			x	x	
Clean Water Act	Risk Management Annual Report	Ministry of Environment & Climate Change			x		x									
Collector Trunk Sewer Environmental Assessment (EA)	Compliance Report	Ministry of Environment & Climate Change			x				x					x		
Collector Trunk Sewer Environmental Assessment (EA)	Performance Management Plan Report	Ministry of Environment & Climate Change			x				x					x		
Collector Trunk Sewer Environmental Assessment (EA)	Ambient Air Monitoring Report	Ministry of Environment & Climate Change			x				x					x		
Collector Trunk Sewer Environmental Assessment (EA)	Odour Monitoring and Mitigation Report	Ministry of Environment & Climate Change					x		x					x		
Community Capacity Building - Choices & Changes	Annual Reconciliation Report and Audited Financial Statement	Ministry of Children & Youth Services			x		x	x		3				x	x	
Community Capacity Building - Choices & Changes	Transfer Payment Budget Package Submission	Ministry of Children & Youth Services			x		x			3				x		
Community Capacity Building - Choices & Changes	Year-To-Date Report	Ministry of Children & Youth Services		x			x			3				x		
Community Homelessness Prevention Initiative (CHPI)	French Language Service Plan	Ministry of Municipal Affairs & Housing			x					3	x			x		

Community Homelessness Prevention Initiative (CHPI)	Annual Budget, Mid year, 3rd quarter and Annual reporting of Actual Expenditures	Ministry of Municipal Affairs & Housing		x	x		x			15				x		
Community Homelessness Prevention Initiative (CHPI)	Performance Indicators	Ministry of Municipal Affairs & Housing			x				x	5				x		
Community Mental Health Promotion Program	3 Year Budget Submission	Ministry of Health & Long-Term Care				x	x			7				x		
Community Mental Health Promotion Program	Annual Reconciliation Report and Audited Financial Statement	Ministry of Health & Long-Term Care			x		x	x		7				x	x	
Community Mental Health Promotion Program	Trial balance and Year-To-Date Reports	Ministry of Health & Long-Term Care				x	x			6						
Community Mental Health Promotion Program	Yearly Budget Revision Submission	Ministry of Health & Long-Term Care			x		x			5				x		
Community Paramedicine	Community Paramedicine Year-End Report Submission	Ministry of Health & Long-Term Care			x		x			2				x		
Community Paramedicine Initiative	Status Reports by Quarter	Ministry of Health & Long-Term Care		x			x							x		
Community Policing Partnerships (CPP) Program	Interim and Final reports	Ministry of Community Safety & Correctional Services			x			x				x				
Community Support Services	Supplemental CAT (Community Analysis Tool) Report - Actual: Financial and Statistics	Local Health Integration Network		x			x					x		x		
Community Support Services	CAPS Supplemental - Community Accountability Planning Submission	Local Health Integration Network				x	x					x		x		
Community Support Services	Annual Reconciliation Report	Ministry of Health & Long-Term Care and Local Health Integration Network			x				x	21				x	x	
Community Support Services - Financial Branch	Multi-Sector Service Accountability Agreement	Ministry of Health & Long-Term Care														
Corporate Energy	Broader public sector energy reporting	Ministry of Energy			x		x							x		
Council Remuneration	Annual Report	Ministry of Municipal Affairs & Housing														
Court Operations	Provincial Offences Act (POA) Municipal Partner Annual Report-Administration	Ministry of Attorney General	x				x				x					
Court Security and Prisoner Transport (CSPT)	Annual Financial Report	Ministry of Community Safety & Correctional Services			x		x			1	x					
Court Services	Provincial Offences Act (POA) Court Administration/Prosecution Incident Report	Ministry of Attorney General				x	x				x					

Critical Care Transport	Preliminary Budget Request - Critical Care Transport Unit	ORNGE			x		x			0.5	x					
Critical Care Transport	In-Year Projection - Critical Care Transport Unit	ORNGE			x		x			0.5	x					
Critical Care Transport	Year End Financial Report - Critical Care Transport Unit	ORNGE			x		x			0.5	x					
Critical Care Transport	Request for Vehicle and Equipment - Critical Care Transport Unit Funding	ORNGE				x	x			0.5	x					
Dedicated Gas Tax Funds for Public Transportation Program	Dedicated Gas Tax Funds for Public Transportation Reporting	Ministry of Transportation			x			x		5			x	x		x
Development Charges Reporting	Annual report	Ministry of Municipal Affairs & Housing			x		x			4				x	x	
Diabetes	Diabetes Budget	Ministry of Health & Long-Term Care				x			x	3	x					
Diabetes	Diabetes Annual Settlement	Ministry of Health & Long-Term Care			x				x	2	x					
Diabetes	Diabetes In-Year Reports	Ministry of Health & Long-Term Care		x					x	1				x		
Diesel Fuel Tax Refund	Tax Refund for Power Takeoff Equipment	Ministry of Finance			x				x	10	x					x
Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Financial Plan	Ministry of Environment & Climate Change				x			x					x		
Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Operational Plan	Ministry of Environment & Climate Change			x		x				x				x	x
Drinking Water	Drinking Water System Schedule 22 Summary Report	Ministry of Environment & Climate Change			x				x		x				x	
Drinking Water	Annual Water Quality Report	Ministry of Environment & Climate Change			x				x		x				x	
Drinking Water	Permit to Take Water (PTTW) Report (XML Reporting)	Ministry of Environment & Climate Change			x		x							x	x	
Drinking Water	Intra-basin Transfer Volume Report	Ministry of Environment and Climate Change and Ministry of Natural Resources and Forestry			x				x					x		
Economic Development Strategic Plan	Annual Reports; Final Report; Community Economic Development Strategic Plan	Northern Ontario Heritage Fund Corporation			x			x			x					
Elderly Person Centre Funding	Maintenance and Operating Fund Summary	Ministry of Citizenship and Immigration			x		x			1	x					
Elderly Persons Centre	Elderly Persons Centre Final Report	Ontario Seniors Secretariat			x		x			7	x			x		



Emergency Health Services Branch	Preliminary Budget Request - Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x			x	1				x		
Emergency Health Services Branch	In-Year Statement - Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x			x	1				x		
Emergency Health Services Branch	Year End Financial Report Submission for Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x		x		15	x				x	
Emergency Health Services Branch	Land Ambulance Services - In-Year Projection/Budget Request Report	Ministry of Health & Long-Term Care			x			x	5				x		
Emergency Health Services Branch	Land Ambulance Services - Year End Financial Report	Ministry of Health & Long-Term Care			x		x		0.5		x				
Emergency Health Services Branch	Land Ambulance Services - Apportionment Report	Ministry of Health & Long-Term Care			x			x	0.007				x		
Emergency Health Services Branch	Annual Budget Request - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x			x	1	x					
Emergency Health Services Branch	In-Year Report - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x			x	1.5	x					
Emergency Health Services Branch	Year End Financial Report - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x			x	0.5	x					
Employer Health Tax (EHT)	Employer Health Tax (EHT) Annual Return	Ministry of Finance			x										
Energy Centre	Annual Diversion Report	Ministry of Environment & Climate Change			x			x		x				x	
Energy Reporting	Energy Consumption and Demand Management	Ministry of Energy	x		x		x		12						
Financial and statistical data collection	Financial Statements	Ministry of Municipal Affairs & Housing			x		x		30		x			x	
Fire Protection Program	Fire Protection & Prevention Act	Ministry of Community Safety & Correctional Services			x		x		3				x		
Freedom of Information	Information and Privacy Commission				x		x		1	x					
Funeral, Burial and Cremation Services Act	Report on Care and Maintenance Fund Account	Bereavement Authority of Ontario			x		x		1	x					
Funeral, Burial and Cremation Services Act	List of Cemetery/Crematorium Sites	Bereavement Authority of Ontario			x		x		1	x					
Gasoline Fuel Tax Refund	Gasoline Used in Unlicensed Business Equipment	Ministry of Finance			x			x	10	x					x
Green Energy Act OREG 397/11	Energy Consumptions and Green House Gas Emissions Reporting	Ministry of Energy			x		x		1	x					

Growing Great Generations	Reconciliation Template	Ministry of Children & Youth Services			x		x			0.25				x		
Hazardous Waste Information	Hazardous Waste Information	Ministry of Environment & Climate Change			x											
Network Registration	Network registration															
Health Data Branch Ontario Healthcare Reporting Standards/ Management Information System	Ontario Healthcare Reporting Standards Management Information System	Ministry of Health & Long-Term Care				x	x			6				x		
Health Quality Ontario	Quality Improvement Plans (QIP)	Health Quality Ontario				x	x			7				x		
Healthy Babies/ Healthy Children	Request for Funding Schedule (Budget Submission)	Ministry of Children & Youth Services			x				x	3	x					
Healthy Babies/ Healthy Children	Settlement and Audited Financial Statements	Ministry of Children & Youth Services			x				x	20	x			x	x	
Healthy Babies/ Healthy Children	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	4				x		
Healthy Communities Fund	Program Budget	Ministry of Health & Long-Term Care			x				x	1	x					
Healthy Communities Fund	Program Settlement	Ministry of Health & Long-Term Care			x				x	1	x					
Healthy Communities Fund	In-year Reports	Ministry of Health & Long-Term Care		x					x	1				x		
Healthy Kids Community Challenge	Financial Reports (quarterly); Project Activity Reports (semi- annual); Annual Reconciliation Report; Audited Financial Report	Ministry of Health & Long-Term Care		x	x	x			x		x				x	
Healthy Kids Community Challenge	Request For Funding (Budget Submission)	Ministry of Health & Long-Term Care			x		x			2				x		
Heavy Urban Search and Rescue (HUSAR)	Claim for Office of the Fire Marshal Funds	Ministry of Community Safety & Correctional Services			x	x			x	3	x			x		x
High Intensity Needs	High Intensity Needs Claims Reports	Ministry of Health & Long-Term Care		x			x			8				x		
Homemakers & Nurses Services	Homemakers & Nurses Services Claims	Ministry of Health & Long-Term Care	x						x	3				x		
Household Hazardous Waste (HHW)	Household Hazardous Waste Annual Report	Ministry of Environment & Climate Change			x				x					x		
HST\RST	HST\RST	Ministry of Finance	x				x							x		
Immigration workshop, video	Expense Summary Report	Ministry of Citizenship and Immigration				x			x		x					
Incorporation Documentation	Initial return notice of change	Ministry of Government and Consumer Services			x		x			1	x					
Industrial, Commercial and Institutional Water Usage - O. Reg. 450/07	Charges for Industrial & Commercial Water Users	Ministry of Environment & Climate Change			x		x									

Infant Hearing	Request for funding Schedule	Ministry of Children & Youth Services			x				x	2	x					
Infant Hearing	Settlement Forms	Ministry of Children & Youth Services			x				x	7	x				x	
Infant Hearing	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	1				x		
Integrated Pest Management	Integrated Pest Management Report	Ministry of Environment & Climate Change			x		x			10						
Interchange Reconstruction	Cost Sharing Agreement	Ministry of Transportation														
Internet Luring aka Cyber Crime project	Financial Expenditures Reports (monthly); Progress Reports (annual) and Statistical Reports (monthly, as available)	Ministry of Community Safety & Correctional Services	x		x			x			x					
Investment in Affordable Housing (IAH)	Annual Occupancy Reports, Rental Housing Construction	Ministry of Municipal Affairs & Housing			x									x		
Investment in Affordable Housing (IAH)	Housing Allowance, Program Delivery and Fiscal Plan (PDFP) updates	Ministry of Municipal Affairs & Housing		x	x	x	x			10	X			x		
Investment in Affordable Housing (IAH)	Provincial Fiscal Delivery Plan	Ministry of Municipal Affairs & Housing		x			x			2				x		
Investment in Affordable Housing (IAH) - Capital Component	Quarterly Report	Ministry of Municipal Affairs & Housing		x			x			0.5				x		
Investment in Affordable Housing (IAH) - Capital Component	Project Information Form (PIF)	Ministry of Municipal Affairs & Housing		x			x			1				x		
Investment in Affordable Housing (IAH) - Extension	Provincial Fiscal Delivery Plan	Ministry of Municipal Affairs & Housing		x			x			2				x		
Investment in Affordable Housing (IAH) - Homeownership Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Investment in Affordable Housing (IAH) - 'Name of Municipality' Renovates Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Investment in Affordable Housing (IAH) - Rental Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Lab Claims	Lab Claim Submissions	Ministry of Health & Long-Term Care		x			x			2				x		
Land Ambulance	Planning Form	Ministry of Health & Long-Term Care			x				x				x			
Library operations and pay equity	Annual Survey of Library Uses	Ministry of Tourism, Culture & Sport			x		x									

Literacy Program	Budget and 4 quarterly reports	Ministry of Children & Youth Services		x	x				x	10	x			x	x	
Long Term Water Conservation Strategy	Annual Program Report	Ministry of Environment & Climate Change			x			x						x		
Long-Term Care Home and Services	Quarterly Physio Therapy Report	Ministry of Health & Long-Term Care		x		x			1					x		
Long-Term Care Home and Services	Quarterly Exercise Report	Ministry of Health & Long-Term Care		x		x			1					x		
Long-Term Care Home and Services	Staffing Survey Report	Ministry of Health & Long-Term Care			x	x			2					x		
Long-Term Care Home and Services	Revenue/Occupancy Report	Ministry of Health & Long-Term Care			x	x			2					x		
Long-Term Care Homes & Services	Short Stay Application	Ministry of Health & Long-Term Care and Local Health Integration Network			x	x			2	x				x		
Long-Term Care Homes & Services	Outbreak Days	Ministry of Health & Long-Term Care			x		x		2	x				x		
Long-Term Care Homes & Services	Accreditation Report	Ministry of Health & Long-Term Care and Local Health Integration Network			x			x	3	x				x		
Lottery Licensing	Municipal Lottery Licence Report	Alcohol and Gaming Commission of Ontario		x			x		1	X						
Methadone Works	Annual Budget	Local Health Integration Network			x	x			1					x		
Methadone Works	Annual Reconciliation Report	Local Health Integration Network			x	x			1	x					x	
Methadone Works	Quarterly Forecast	Local Health Integration Network		x		x			1					x		
Ministry of Health and Long term care- Compliance Branch	Critical Incidents	Ministry of Health & Long-Term Care			x	x								x		
Ministry of Health and Long-term Care Cost-shared and Related Program Based Funding	Reconciliation Report (Certificate of Settlement)	Ministry of Health & Long-Term Care			x			x		x				x	x	
Monitoring wells		Ministry of Environment & Climate Change			x	x			1	x						
Monthly Process Reporting	R1 and R2 reporting systems	Ministry of Environment & Climate Change	x			x			1	x						
Municipal Hazards and Special Waste (MHSW) Funding	Municipal Hazards and Special Waste Financial/Tonnage Datacall	Waste Diversion Ontario			x			x	20	x				x		
Municipal Property Assessment Corporation	Property Income and Expense Return	Municipal Property Assessment Corporation			x	x			1					x		

Municipal Property Assessment Corporation (MPAC)	Rental Data Request	Municipal Property Assessment Corporation			x	x			1						
Name of Municipality - Habitat Subsidy	Year end & Annual Reconciliation Report	Ministry of Health & Long-Term Care			x		x		4				x		
New Grad/Late Career	New Grad/Late Career	Health Force Ontario			x		x		2				x		
Northern Fire Protection Program (NFPP)	Profile Update/Community Contacts	Ontario Fire Marshal			x										
Northern Ontario School of Architecture	Annual Reports; Final Report; Feasibility Study/Business Plan	Northern Ontario Heritage Fund Corporation			x		x			x					
Ontario Community Infrastructure Fund (OCIF)	Annual Project Information Update	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x		
Ontario Community Infrastructure Fund (OCIF)	Proposed Project Reporting Table	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x		
Ontario Community Infrastructure Fund (OCIF)	Copy of Asset Management Plan and Updates	Ministry of Municipal Affairs & Housing			x										
Ontario Community Infrastructure Fund (OCIF)	Annual Financial Report - Formula Reporting	Ontario Ministry of Agriculture, Food & Rural Affairs			x		x		2		x				
Ontario Community Infrastructure Fund (OCIF) Formula Based Funding	Project Reports	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x			1						
Ontario Libraries Capacity Fund	Expenditure Report	Ministry of Tourism, Culture & Sport				x				x					
Ontario Lottery & Gaming - Slots	Host Funding Expenditure Report	Ontario Lottery & Gaming Commission			x		x		0.5	x					
Ontario Tire Stewardship - Used Tire Program	Rebates under the Used Tire Program	Ministry of Environment & Climate Change													
Ontario Works (OW) Discretionary Benefits	Tracking sheet	Ministry of Community & Social Services	x			x									
Ontario Works (OW) Financial Assistance	FORM V	Ministry of Community & Social Services	x			x						x	x		
Ontario Works (OW) including CHPI Funding	Financial Statement and Reconciliation reports	Ministry of Community & Social Services			x			x						x	
Ontario Works Admin - Time-Limited Projects	Consolidated Ontario Works Budget Package - Year to Date Quarterly Reports	Ministry of Community & Social Services		x	x		x		2	x			x		
Ontario Works Cost of Administration and Employment Assistance Upload Funding	Consolidated Ontario Works Budget Package - Year to Date Quarterly Reports	Ministry of Community & Social Services		x	x	x	x		3	x			x		
Ontario Works Financial Assistance	Application for Monthly Payment of provincial Subsidy for Assistance	Ministry of Community & Social Services	x			x							x		
Parking Tags	Authorized Requestor Agreement - Schedule E	Ministry of Transportation	x				x		1	x		x			

Police Services internship: Appraisal Developer	Request for Reimbursement; Statement of Account; Final Report	Northern Ontario Heritage Fund Corporation			x		x			x					
Police Services internship: Training Videographer	Request for Reimbursement; Statement of Account; Final Report	Northern Ontario Heritage Fund Corporation			x		x			x					
Polychlorinated Biphenyl Chemicals (PCB) Program	Polychlorinated Biphenyl Chemicals Annual Report	Ministry of Environment & Climate Change			x		x						x		
Preschool Speech & Language	Request for funding Schedule	Ministry of Children & Youth Services			x			x	2	x					
Preschool Speech & Language	Settlement Forms	Ministry of Children & Youth Services			x			x	15	x				x	
Preschool Speech & Language	In-Year Financial Reports	Ministry of Children & Youth Services		x				x	4				x		
Proceeds of Crime (POC) Front Line Policing (FLP)	Interim and Final Progress reports	Ministry of Community Safety & Correctional Services			x		x			x					
Program-Based Grants (PBG) - Mandatory & Related Programs	Program-Based Grants Request (Budget Submission)	Ministry of Health & Long-Term Care			x	x			13				x		
Program-Based Grants (PBG) - Mandatory & Related Programs	Quarterly Reports	Ministry of Health & Long-Term Care		x		x			3				x		
Prosecutions	Provincial Offences Act (POA) Municipal Partner Annual Report-Prosecution	Ministry of Attorney General			x								x		
Provincial Anti-Violence Intervention Strategy (PAVIS)	Financial Reporting and Final Evaluation Report	Ministry of Community Safety & Correctional Services			x		x			x					
Public Sector Salary Disclosure	Public Sector Salary Disclosure	Ministry of Municipal Affairs & Housing			x	x			0.5						
Reduce Impaired Driving Everywhere (RIIDE) Program Funding	Annual Statistical Report	Ministry of Community Safety & Correctional Services			x	x			1	x					
Reduce Impaired Driving Everywhere (RIIDE) Program Funding	Final Report	Ministry of Community Safety & Correctional Services			x	x			1	x					
Retail Sales Tax Rebate	Sales Tax Rebate	Ministry of Finance		x		x			1	x					
Safer Communities - 1,000 Officers Program	1,000 Officers Program Interim and Final Reports	Ministry of Community Safety & Correctional Services			x		x			x					
Service Agreement (Long-Term Care Home Service Accountability Agreement - (LAPS))	Long-Term Care Home Service Accountability Planning Submission (LAPS)	Local Health Integration Network			x			x	3				x		
Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Long-term Care Home Service Accountability Agreement (L-SAA)	Local Health Integration Network			x			x	45				x		
Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Long-term Care Home Service Accountability Agreement (L-SAA) Indicators	Local Health Integration Network	x			x			0.5				x		

Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Declaration of Compliance	Local Health Integration Network			x		x		60				x		
Single Use Battery Incentive	Reimbursement for eligible costs incurred in respect of the proper management of selected household hazardous waste	Ministry of Environment & Climate Change													
Small Business Enterprise Centre (SBEC) Core Funding	Audit Report	Ministry of Research, Innovation & Science			x	x	x		1	x					
Small Business Enterprise Centre (SBEC) Core Funding	Annual Full Financial Report	Ministry of Research, Innovation & Science			x		x		2	x					
Small Business Enterprise Centre (SBEC) Core Funding	Interim Financial Report	Ministry of Research, Innovation & Science			x		x		2	x					
Small Business Enterprise Centre (SBEC) Core Funding	Monthly Enterprise Centre Report	Ministry of Research, Innovation & Science	x				x			x					
Social Assistance Restructuring Reinvestment Ontario Child Benefit (OCB)	Social Assistance Restructuring Reinvestment Quarterly Monitoring and Year-end Reporting	Ministry of Community & Social services		x	x		x		2				x		
Social Housing Renovation and Retrofit Program (SHRRP)	Annual report	Ministry of Municipal Affairs & Housing			x		x		2				x		
Social Services Homemakers & Nurses	Application for Reimbursement	Ministry of Health & Long-Term Care		x				x		x					
Source Protection	Annual Source Protection report	Conservation Authorities			x			x					x		
Steward Ontario Transportation and Processing Incentive Program	Reimbursement for eligible costs incurred in respect of the proper management of selected household hazardous waste	Ministry of Environment & Climate Change													
Strong Communities Rent Supplement	Report and Forecast	Ministry of Municipal Affairs & Housing			x		x		0.5				x		
Investment in Affordable Housing	Service Manager Annual Information Return (SMAIR)	Ministry of Municipal Affairs & Housing			x		x	x	5 Days	x			x		x
The Joint Emergency Preparedness Program (JEPP)	Claim for Joint Emergency Preparedness Program funding	Ministry of Community Safety & Correctional Services			x	x		x	7	x			x		x
Tires Funding	Tires Datacall	Waste Diversion Ontario			x			x	20	x			x		
Transitional Housing Support Programme	Transitional Housing Support Programme Housing Referral Agreements	Ministry of Community & Social Services			x		x		3				x		
Vector Borne Disease	In-Year Financial Reports	Ministry of Health & Long-Term Care		x				x					x		

Violent Crime Linkage Analysis System (ViCLAS)		Ontario Provincial Police													
Waste Electrical and Electronic Equipment (WEEE) Funding	Waste Electrical and Electronic Equipment Financial/Tonnage Datacall	Waste Diversion Ontario						x	20	x			x		
Waste Management Facilities	Annual reports for each site	Ministry of Environment & Climate Change					x							x	
Waste Diversion Ontario (WDO) Funding	Waste Diversion Ontario Financial/Tonnage Datacall	Waste Diversion Ontario			x			x	20	x			x		
Wastewater	Annual Wastewater Reports	Ministry of Environment & Climate Change			x	x							x	x	
Wastewater	Quarterly Municipal Utility Monitoring Program (MUMPS)	Ministry of Environment & Climate Change		x		x							x	x	
Water Taking - O.Reg 387/04	Permit to Take Water (Surface Water)	Ministry of Environment & Climate Change			x	x									
Water/Wastewater- Water Opportunities Act	Water/Wastewater Financial Plan (for each system)	Ministry of Environment & Climate Change and Ministry of Municipal Affairs & Housing			x										
Young Offenders Assessment	Annual Reconciliation Report and Audited Financial Statement	Ministry of Children & Youth Services			x	x	x		3				x	x	
Young Offenders Assessment	Transfer Payment Budget Package Submission	Ministry of Children & Youth Services			x	x			3				x		
Young Offenders Assessment	Year-To-Date Report	Ministry of Children & Youth Services		x		x			3				x		
Financial Information Return (FIR)	Financial Information Return (FIR)	Ministry of Municipal Affairs & Housing			x	x							x		
Affordable Housing	Demolition & Conversion of Rental Housing Approvals	Ministry of Municipal Affairs & Housing			x		x		2	x			x		





## ABOUT AMCTO:

AMCTO represents excellence in local government management and leadership. AMCTO has provided education, accreditation, leadership and implementation expertise for Ontario's municipal professionals for over 75 years.

With approximately 2,200 members working in 98 per cent of municipalities across Ontario, AMCTO is Canada's largest voluntary association of local government professionals, and the leading professional development organization for municipal administrative staff.

Our mission is to provide management and leadership service to municipal professionals through continuous learning opportunities, member support, and legislative advocacy.

## CONTACT US:

AMCTO  
2680 Skymark Avenue, Suite 610  
Mississauga, Ontario L4W 5L6  
Tel: (905) 602-4294 | Fax: (905) 602-4295  
Web: [www.amcto.com](http://www.amcto.com) | [@amcto\\_policy](https://twitter.com/amcto_policy)

For more information about this paper, contact:

**RICK JOHAL**  
Director, Member and Sector Relations  
[rjohal@amcto.com](mailto:rjohal@amcto.com) | 905.602.4294 ext. 232

**ERIC MULLER**  
Policy Advisor  
[emuller@amcto.com](mailto:emuller@amcto.com) | (905) 602-4294 x234

**Ernie Hardeman, MPP**  
**PC Critic for Municipal Affairs and Housing**

RECEIVED DEC 19 2017

December 11, 2017

Mayor George Bridge  
Town of Minto  
5941 Highway 89  
Harriston, ON N0G 1Z0

Dear Mayor Bridge and members of Council,

As you know, PC Leader Patrick Brown recently released the Ontario PC Platform, called the People's Guarantee. I want to take this opportunity to provide more information on some of the policies that will impact municipalities. I also want to thank municipalities for their input. These policies are based on ideas, suggestions and concerns that we heard from municipal representatives both through our policy process and during the many meetings and conversations we've had.

Below I have outlined some of the most significant policies impacting municipalities.

**Restore the Ontario Municipal Partnership Fund.** We understand the importance of this unconditional grant that municipalities can use to fund their own local priorities so we will restore the \$70 million that has been cut from this fund since 2013.

**Increase transparency by explaining infrastructure decisions.** On numerous occasions, we heard from municipalities about the cost of preparing infrastructure applications that are turned down with no explanation, such as those for the Ontario Community Infrastructure Fund. We will provide feedback on these applications. We will also allow pooling of similar projects so smaller municipalities can benefit from P3 financing.

**Fix the Joint and Several Liability issue.** We know that municipalities are sometimes viewed as having deep pockets and therefore required to pay a far greater portion of settlements than they are responsible for leading to rapidly increasing insurance costs. As Patrick Brown announced at the AMO conference, an Ontario PC government would fix joint and several insurance issues while still ensuring adequate protection for victims.

**Invest in Broadband and Cellular infrastructure.** We understand that infrastructure is necessary to attract new businesses, improve quality of life, and even ensure that emergency calls can be completed. We will invest up to \$100 million into the Ontario Community Infrastructure Fund. The money will be tied specifically to broadband and cellular infrastructure to help rural and smaller municipalities build the necessary infrastructure.

**Increased input into Growth Plans.** Municipalities have told us that they need more input into their growth and intensification targets to ensure that they are appropriate and suit the municipality. We will ensure a planning process that provides proper input into future growth plans.

**Investing \$124 million for recreational infrastructure.** We heard from many municipalities that have aging recreational infrastructure that they cannot afford to upgrade or replace. As part of our commitment to healthy living and supporting municipalities, we will invest \$124 million to build and upgrade this infrastructure including arenas, swimming pools, sports fields, and other recreational infrastructure.

**Restore local planning authority over renewable energy projects.** The *Green Energy Act* started a dangerous precedent of removing local planning authority over renewable energy projects. We do not believe that these projects should be forced on unwilling hosts. An Ontario PC government will restore the local planning authority over renewable energy projects.

**Red Tape.** We understand the burden and costs that excess regulation creates for municipalities. We have committed to address red tape across the government by eliminating two regulations for each new regulation that is introduced. This will lead to smarter regulations that will allow businesses and municipalities to thrive.

If you would like to read the full plan it is available at: [www.ontariopc.ca/peoplesguarantee](http://www.ontariopc.ca/peoplesguarantee).

I hope that these policies will help build a strong future for your community and help relieve some of the pressures facing your municipality.

Please let me know if you have any feedback. I would appreciate hearing your thoughts on how these proposals will impact municipalities. As always if you have any questions or if I can be of assistance please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, sweeping loop at the end.

Ernie Hardeman, MPP

PC Critic for Municipal Affairs and Housing



From Your Clifford  
Rec Association

# JANUARY 2018

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

## UPCOMING EVENTS...

**JAN 07:** GRASSROOTS HOCKEY, 3:30-4:30 pm

**JAN 14:** GRASSROOTS HOCKEY, 3:30-4:30 pm

**JAN 21:** GRASSROOTS HOCKEY, 3:30-4:30 pm

**JAN 23:** CRA FEBRUARY NEWSLETTER  
DEADLINE

**JAN 28:** GRASSROOTS HOCKEY, 3:30-4:30 pm

Visit [town.minto.on.ca](http://town.minto.on.ca) website >Facilities Calendars and click on the Clifford Arena & Community Hall for up to date online booking and scheduling.

**PUBLIC SKATING AND OTHER WEEKLY PROGRAMS — SEE ADS ON THIS PAGE**

**FREE weekly  
Shinny Hockey!  
Thursdays 5-6 pm  
January 8th-26th**

Full equipment required. Brought to you by  
Minto-Mapleton Communities in motion



## FREE ADULT SKATING

**Wednesdays 7:00-8:30 pm**

Jan. 10 to Jan. 31 sponsors are Binkley Plumbing; Rob Carere Flooring, Clifford Rotary Club; and Clifford Recreation Association.



**FEBRUARY 2018**

### **CRA Newsletter Deadline**

is Tuesday, JANUARY 23rd. [randy@ruetz.ca](mailto:randy@ruetz.ca)  
Please include complete information: event name,  
date, time and contact information.

## Free! CHRISTMAS HOLIDAY SHINNY!

10 am to 12 noon (all three Minto arenas!)  
**Dec. 27 to 29 & Jan. 2 to 5**

— Full equipment required. —

Brought to you by...  
Blessings to You Centre,  
Main St., Palmerston

For more info contact [matt@town.minto.on.ca](mailto:matt@town.minto.on.ca)

## PUBLIC SKATING is FREE!

Tuesday, Jan. 02, 12:30-2:00 pm  
(sponsored by Clifford Firefighters)  
Wednesday, Jan. 03, 12:30-2:00 pm  
(sponsored by Clifford Firefighters)  
Thursday, Jan. 04, 12:30-2:00 pm  
(sponsored by Clifford Firefighters)  
Friday, Jan. 05, 12:30-2:00 pm  
(sponsored by Clifford Firefighters)  
Sunday, Jan. 07, 2:00-3:20 pm  
(sponsored by Clifford Rotary Club)  
Sunday, Jan. 14, 2:00-3:20 pm  
(sponsored by Rob Carere Flooring)  
Sunday, Jan. 26, 12:30-2:00 pm  
(sponsored by Town of Minto)  
Sunday, Jan. 28, 2:00-3:20 pm  
(sponsored by Clifford Firefighters)

Please note that session times occasionally need to be adjusted. Advance notice will be given on Town of Minto FaceBook page in these instances.

*Come join us in Clifford!*

Check us out on FaceBook!

[https://www.facebook.com/  
CliffordRecreationAssociation](https://www.facebook.com/CliffordRecreationAssociation)



Calling kids from 4-12 years...

Come and join a morning of stories, crafts and fun activities.  
Knox United Church, Clifford

## KID'S WORSHIP EVENT

on Saturday mornings, third Saturday of the month, 10 am until 1 pm. Lunch included.

Please call Jennifer (519) 335-3544 to register or the Church (519) 327-8378 for more information.



Clifford & District

## Horticultural Society

Regular Meeting

**January 23 at 7:30 pm**

Clifford Community Hall small room

Guest speaker Stacey Black  
will be talking about Tower Gardens.

## Clifford Community Kids Club

**THURSDAY EVENINGS** starting October 6th  
at Clifford Community Hall

○ 6:45 pm to 8:00 pm ○

For children 4 to 12 years

Come and enjoy a fun time  
with a Bible lesson, games,  
crafts, snacks and  
fun time together.

For more information call Stephanie  
881-1159; Pat 327-8748 or  
the Botts 327-8157



## Clifford MEALS on WHEELS



are available weekly, Mondays, Wednesdays and  
Fridays to Clifford seniors who want/need meals.  
Contact Ross Derbecker for details 519 327 8967

*Come join us!*

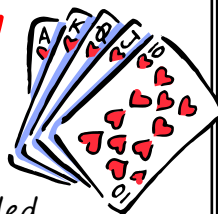
## EUCHRE or SOLO

\$3.00/evening \* Lunch Provided

**7:30 p.m.** Clifford Community Hall (small room)

- ♦ January 8, 22      ♦ April 2, 16, 30
- ♦ February 5, 19    ♦ May 14, 28
- ♦ March 5, 19       ♦ June 11, 25

Every two weeks until May.



## Join us at the... CLIFFORD LIBRARY!



**BEDTIME STORIES** (all ages) Wed., Jan. 3, 10, 17, Wed. 6:30-7:00 pm. Wear your PJs. Drop in. Quiet evening story time for families.

**EVENING BOOK CLUB** (adult), 2nd Thursday of each month 6:45-8:00 pm. Jan. 11, discussing *"The Light Between Oceans"* by M. L. Stedman. All welcome.

**CARNEGIE CAFÉ** (adults) Jan. 10, 2:00-3:30 pm. Colour Me Calm.

**VALENTINES FOR VETS** (all ages) Sat., Jan 6, 13, 20, 27 during Branch hours.

**IN STITCHES** (teens) Wed. Jan 24, 6:00-7:00 pm.; (adults) Tues., Jan 9 and 16, 2:30-3:30 pm. Please register.

**PA DAY PROGRAMME: STUFFIE SLEEPOVER** (all ages) Fri., Jan. 26, 2:00-3:00 pm. Please register.

**TWEEN CLUB** (pre teens) Wed., Jan 31, 6:45-7:15 pm

**All branches closed Dec. 31-Jan. 01, 2018.**

For more information about Wellington County Library programmes, please call the Clifford Branch (519) 327-8328 or visit [www.wellington.ca/library](http://www.wellington.ca/library)

## Stay up-to-date on the CLIFFORD DIGGIN IT 2018 PROJECT

by following...  
[www.clifforddiggin.it.ca](http://www.clifforddiggin.it.ca)



# The Corporation of The Town of Amherstburg

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,

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 Michie**  
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



# 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,

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

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,

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](http://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**

**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



# 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,

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



## TOWN OF LAKESHORE

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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

## Happy New Year

Today is the first calendar of 2018 and we look forward to seeing you at your community programs. If your resolution was to exercise regularly, there is no end of opportunities for you to increase your activity level, and all safely indoors. Check out the dates and times for the SMART program or the walking groups in your area. We know that exercise is key to maintaining independence, all these programs are completely free, so there is no excuse not to participate. If you have ideas for programs that you would like to see in your community please don't hesitate to get in touch. We always appreciate ideas for our dining programs too! Wishing you all the best in 2018.

### CAUTION; WINTER WEATHER AHEAD!

In an effort to keep everyone safe and sound through the winter season and avoid those "white knuckle" car rides, our programs will not run if the school buses in North Wellington have been cancelled. Please check your local radio station, call Norwell District High School at 519.343.3107 and push 600 to hear the status of school buses in North Wellington, or if you're online visit [www.stwdsts.ca](http://www.stwdsts.ca). This cancellation policy will apply to all programs scheduled for that day.

**Walking Groups Are Up and Running;** all you need is a pair of indoor shoes, a bottle of water and the desire to improve your fitness level. All are held at your local arena. Check your calendar to see the times and days the group runs in your community. Keep your money in your pocket, these are all free!

**Living with Loss: Wednesday, January 3rd @ 7 p.m. Birmingham Retirement Community, Mount Forest @ 7-9 p.m.** This free peer-support group is for adults grieving the death of a loved one, meetings will be held on the first Wednesday evening of each month. Come and connect with other people who are grieving, have an opportunity to share your thoughts and feelings and hear new perspectives and coping strategies. Registration is suggested but not required. For more information please call 519.603.0196.

**Arthur Writers Group Thursday, January 4th @ 6 p.m. Arthur Public Library, lower level;** Doris Cassan will facilitate this writing group that will meet the first Thursday of the month. If you like to write fiction, short stories, poems or memoirs, this is the group for you. Please email [Arthur.writers@outlook.com](mailto:Arthur.writers@outlook.com) or call Doris at 519.848.2019 for more information or to register.

**Tastes for Life: Thursday January 4th @ 11a.m. Mount Forest Pentecostal Church @ 11-1**—this cooking program offers an opportunity to try different recipes, with ingredients you may have not cooked with before. Held the First Thursday of each month, has a different theme, with a healthy twist, facilitated by Mount Forest Family Health Team dietitian, Gwen Simms. Please call 519.323.0255 ext.5085 to register FREE

**\*Gentle Yoga Mondays @10 a.m. Palmerston United Church 8 week session Dec 4 to Feb 5** Join local instructor Kerry Ammerman as she leads you through some gentle stretching that may increase your range of motion and overall strength. Please register - 519.638.1000 as space is limited. \$5 per class.

**Line Dancing - Mondays @ Harriston Arena @ 10 am.** Starting on January 8. Kick up your heels and join this group that has successfully combined fun and fitness at the same time. No coordination required. \$3.00 per class

**Art Workshop: Wednesday, January 10th @ 2:00p.m. Harriston Library-** Donna Hirtle will bring out your artistic flair by stenciling. \$5 per person. Please call 519 638 0888 to register.

**Cards and Games Afternoon Wednesday, January 17th CRNA building Palmerston @ 2p.m.** - Cost is \$2 - all playing abilities are invited. – **Note: change—now 3rd Wednesday of the month.**

**Art Workshop Wednesday, January 17th Palmerston Library @2 p.m.** - Donna Hirtle will bring out your artistic flair by stenciling. Cost is \$5 please call to register at 519.638.0888

**Friendship Circle; each Tuesday Mount Forest Pentecostal Church 10:30-11:30 a.m.** -this coffee group takes place each Tuesday morning @ 259 Fergus Street South. A great venue to learn about other community events and health programs available in Mount Forest and surrounding area.

**Friendship Circle Wednesday January 31st, Palmerston United Church @ 10:00-11:00 a.m.** - the coffee and the conversation flow with this group. This friendly group welcomes anyone who is interested in chatting while enjoying a cup of hot coffee or tea and a delicious cookie or two. **FREE**

### **CONGREGATE DINING PROGRAMS 12:00pm – 2:00pm**

CONGREGATE DINING PROGRAMS 12:00pm – 2:00pm. People of all faiths welcome! Presentations are free and begin at 12:30pm; if you would like to stay for lunch the cost is \$12. Please register by calling 519-638-1000 or toll free 1-866-446-4546. **For the winter months if the buses in North Wellington don't run our programs are cancelled.**

**Wednesday, January 10th 12 p.m. Palmerston United Church;** Karen Armstrong will be gathering your input as she completes a community needs assessment. Please come and share what services you feel are needed to improve health outcomes in our area.

**Friday, January 12th 12p.m. Drayton Reformed Church-** Tonia-Joy Skipper will be joining us to provide a musical afternoon of your favourite songs and hymns. Please plan to attend and bring your singing voices.

**Thursday, January 25th 12p.m. Arthur United Church;** Jeopardy- One of the ways to maintain brain health is to challenge it! Come out for this lighthearted version of Jeopardy where everyone is a winner. We guarantee you will come out with a bit of knowledge that you didn't have before. Meals are \$6.00 each and are catered by the Arthur United Church Women.

**Friday January 26th 12p.m. \*note date change\* Clifford United Church;** Join Paula Trinier, dietitian with the Minto-Mapleton Family Health Team as she discusses the latest research into the effects of sugar and saturated fats on your overall health.

**Wednesday, January 31st 12 p.m. Harriston Legion;** Join Laura Greenaway from Right at Home Canada as she shares tips on how to keep you safe in your home.

**Do you need information about the services available to support you in your home? Please call us at 519.638.1000, Toll Free 1-866.446.4546 – we'd be happy to help!**

Monday	Tuesday	Wednesday	Thursday	Friday
01	02	03	04	05
<div>January 2018</div> <div>   </div> <div>  </div>	<b>Good Food Box Payment Date</b>	9:00 Palmerston & Harriston Walking - Arena	9:00 Palmerston Walking - Arena	9:00 Palmerston Walking - Arena
	9:00 Drayton Walking - PMD 9:30 Arthur Exercise - ASH 9:00 Arthur Walking - Arena 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC	9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 1:00 Games Afternoon - Mt Forest District Sports Plex 7:00 Bereavement Group - Birmingham Retirement Community	9:30 Arthur Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Tastes for Life - MFPC 11:00 Harriston Exercise- KPC 2:00 Hooks & Needles- Arthur Library 3:15 SMART Exercise - VON Mt Forest 6:00 Writing Group - Arthur Library	9:00 Harriston Walking - Arena 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 1:00 Bridge - Arthur Seniors Hall
08	09	10	11	12
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - Palmerston United Church -\$5. per class 10:00 Line Dancing - Harriston Arena \$3. per class	<b>Good Food Box Drop Off Date</b>	9:00 Palmerston & Harriston Walking - Arena	9:00 Palmerston Walking - Arena	9:00 Palmerston Walking - Arena
	9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:00 Arthur Walking - Arena 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC	9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC <b>12:00 Palmerston Dining: 'Have Your Say</b> 1:00 Games Afternoon - Mt Forest DSP 2:00 Art Workshop-Harriston Lib- Stenciling \$5.00 per class	9:00 Arthur Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 3:15 SMART Exercise - VON Mt Forest	9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC <b>12:00 Drayton Dining- Tonia-Joy Skipper</b>
15	16	17	18	19
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise DR Church 10:00 Yoga - PUC - \$5. per class 10:00 Line Dancing - Harriston Arena - \$3.00 per class	9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:30 Arthur Walking - Arena 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Golden Hearts Luncheon - MFPC 11:00 Harriston Exercise - KPC 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston & Harriston Walking 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise Drayton Reformed Church 1:00 Games Afternoon Mt Forest DSP 2:00 Cards & Games \$2 - CRNA Palmerston 2:00 Art Workshop - Palmerston Library - Stenciling \$5.00 per class	9:00 Palmerston Walking - Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 2:00 Hooks & Needles - Arthur Library 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise PUC 9:30 SMART Exercise Drayton Reformed Church 10:00 SMART Exercise PUC
22	23	24	25	26
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - PUC - \$5.00 per class 10:00 Line Dancing - Harriston Arena \$3. per class	9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 Arthur Walking - Arena 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston & Harriston Walking - Arena 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise Drayton Reformed Church 1:00 Games Afternoon - Mt Forest DSP	9:00 Palmerston Walking - Arena 9:30 Arthur Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC <b>12:00 Arthur Dining - Jeopardy</b> 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC <b>12:00 Clifford Dining Dietitian Paula</b>
29	30	31	01	02
9:00 Palmerston Walking Group - Arena 9:00 Harriston Walking Group Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise DR Church 10:00 Yoga - PUC - \$5.00 per class 10:00 Line Dancing - Harriston Arena \$3. per class	9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 Arthur Walking - Arena 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston & Harriston Walking - Arena 9:30 Arthur Walking - Arena 9:30 SMART Exercise Drayton Reformed Church 10:00 Friendship Circle PUC <b>12:00 Harriston Dining- Right at Home Canada - Safety at Home</b> 1:00 Games Afternoon - Mt Forest & District Sports Complex	ASH - Arthur Seniors Hall CUC - Clifford United Church DRC - Drayton Reformed Church KPC - Knox Presbyterian Church CRNA -Palmerston	MFPC - Mount Forest Pentecostal Church PUC - Palmerston United Church VON - SMART 392 Main St North Mount Forest

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Fax: 519-273-9045

*Wellington Office*  
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P.O. Box 464  
Harriston, Ontario N0G 1Z0  
Tel: 519-338-3589  
Fax: 519-338-5615



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*John Nater*

Member of Parliament  
Perth—Wellington

*Ottawa Office*  
House of Commons  
Ottawa, Ontario K1A 0A6  
Tel: 613-992-6124  
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*Online*  
E-Mail: [John.Nater@parl.gc.ca](mailto:John.Nater@parl.gc.ca)  
Website: [johnnater.ca](http://johnnater.ca)

November 21, 2017

Bill White, CAO  
Town of Minto  
5941 Hwy 89  
Harriston ON N0G 1Z0

Dear Bill,

Enclosed, please find Minister McKenna's response to Mr. Nater's September 12, 2017 letter concerning the historic flooding in the Town of Minto on June 23<sup>rd</sup>.

Sincerely,

Matthew Rae

Communications and Stakeholder Manager  
Office of John Nater, M.P.  
Perth—Wellington



OCT 26 2017

Mr. John Nater, M.P.  
Perth – Wellington  
House of Commons  
Ottawa ON K1A 0A6

Dear Mr. Nater:

Thank you for your letter of September 12, 2017, regarding the flooding in the Town of Minto experienced on June 23.

I appreciate your sharing your concerns, and those of the Maitland Valley Conservation Authority, regarding the impact of this event on the Town of Minto, as well as the future cost of flood mitigation and control.

Environment and Climate Change Canada strives to provide the best possible weather information and services, and is committed to making sure Canadians receive timely, accurate, and high quality weather forecasts across the country. The Department is continually working to improve its weather forecasts and warnings in order to keep Canadians informed about weather in their area.

One of the recognized impacts of climate change is an increased frequency of extreme weather events such as the damaging flash flood experienced by the Town of Minto in June. Flash flooding events resulting from intense thunderstorms invariably develop very quickly and often affect very localized areas.

The current state of the science of meteorology as it pertains to short-duration and high-intensity rainfall is not at a level where long lead times are achievable. However, Environment and Climate Change Canada is making constant improvements through significant investments in, and advancements to, higher resolution weather forecasts coupled with faster supercomputing capabilities and new weather radar systems. For more information on these initiatives, please visit [www.canada.ca/en/environment-climate-change/news/2017/02/the\\_government\\_ofcanadainveststomodernizeweather-forecastinginfr.html](http://www.canada.ca/en/environment-climate-change/news/2017/02/the_government_ofcanadainveststomodernizeweather-forecastinginfr.html).

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- 2 -

To draw attention to the risks of events such as the one you mention in your letter, the Department issues weather alerts in which it describes the most likely weather and the risks of flash flooding. The weather watch and subsequent weather warning that were issued for the region on the evening of June 22 are enclosed for your information.

With respect to the concerns raised regarding future flood mitigation and control for smaller municipalities, please note that Public Safety Canada is the lead agency responsible for flood mitigation. That department is also responsible for the delivery of the National Disaster Mitigation Program. As such, I am sharing your comments with the Honourable Ralph Goodale, Minister of Public Safety and Emergency Preparedness, for consideration.

Please accept my best regards.

Sincerely,

A handwritten signature in black ink, appearing to read 'C McKenna', with a long horizontal flourish extending to the right.

The Honourable Catherine McKenna, P.C., M.P.

Enclosures

c.c.: The Honourable Ralph Goodale, P.C., M.P.  
Mr. Ben Lobb, M.P.



WWCN11 CWTO 230015  
SEVERE THUNDERSTORM WATCH  
FOR SOUTHERN ONTARIO  
UPDATED BY ENVIRONMENT CANADA  
AT 8:15 P.M. EDT THURSDAY 22 JUNE 2017.

---

SEVERE THUNDERSTORM WATCH FOR:

=NEW= WOODSTOCK - TILLSONBURG - OXFORD COUNTY =NEW= CALEDON =NEW= HURON - PERTH  
=NEW= WATERLOO - WELLINGTON =NEW= DUFFERIN - INNISFIL =NEW= SAUGEEN SHORES -  
KINCARDINE - SOUTHERN BRUCE COUNTY =NEW= HANOVER - DUNDALK - SOUTHERN GREY COUNTY  
=NEW= OWEN SOUND - BLUE MOUNTAINS - NORTHERN GREY COUNTY  
WINDSOR - ESSEX - CHATHAM-KENT  
SARNIA - LAMBTON  
ELGIN  
LONDON - MIDDLESEX.

---

==DISCUSSION==

CONDITIONS ARE FAVOURABLE FOR THE DEVELOPMENT OF SEVERE THUNDERSTORMS THAT MAY BE CAPABLE OF PRODUCING STRONG WIND GUSTS, LARGE HAIL AND HEAVY RAIN.

SEVERE THUNDERSTORMS ARE POSSIBLE THIS EVENING.

LARGE HAIL CAN DAMAGE PROPERTY AND CAUSE INJURY. STRONG WIND GUSTS CAN TOSS LOOSE OBJECTS, DAMAGE WEAK BUILDINGS, BREAK BRANCHES OFF TREES AND OVERTURN LARGE VEHICLES. REMEMBER, SEVERE THUNDERSTORMS CAN PRODUCE TORNADOES. HEAVY DOWNPOURS CAN CAUSE FLASH FLOODS AND WATER POOLING ON ROADS. LIGHTNING KILLS AND INJURES CANADIANS EVERY YEAR. REMEMBER, WHEN THUNDER ROARS, GO INDOORS (EXCLAMATION MARK)

SEVERE THUNDERSTORM WATCHES ARE ISSUED WHEN ATMOSPHERIC CONDITIONS ARE FAVOURABLE FOR THE DEVELOPMENT OF THUNDERSTORMS THAT COULD PRODUCE ONE OR MORE OF THE FOLLOWING: LARGE HAIL, DAMAGING WINDS, TORRENTIAL RAINFALL.

THE OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT RECOMMENDS THAT YOU TAKE COVER IMMEDIATELY IF THREATENING WEATHER APPROACHES.

PLEASE CONTINUE TO MONITOR ALERTS AND FORECASTS ISSUED BY ENVIRONMENT CANADA. TO REPORT SEVERE WEATHER, SEND AN EMAIL TO EC.CPIO-TEMPETES-OSPC-STORMS.EC (AT) CANADA.CA OR TWEET REPORTS USING (HASH) ONSTORM.

FOR MORE INFORMATION:

[HTTP://WWW.EMERGENCYMANAGEMENTONTARIO.CA/ENGLISH/BEPREPARED/BEPREPARED.HTML.](http://www.emergencymanagementontario.ca/english/beprepared/beprepared.html)

[HTTP://WEATHER.GC.CA](http://weather.gc.ca)

END/OSPC

WUCN11 CWTO 230414  
SEVERE THUNDERSTORM WARNING  
FOR SOUTHERN ONTARIO  
ISSUED BY ENVIRONMENT CANADA  
AT 12:14 A.M. EDT FRIDAY 23 JUNE 2017.

---

**SEVERE THUNDERSTORM WARNING FOR:**

=NEW= WINGHAM - BLYTH - NORTHERN HURON COUNTY =NEW= MOUNT FOREST - ARTHUR -  
NORTHERN WELLINGTON COUNTY =NEW= ORANGEVILLE - GRAND VALLEY - SOUTHERN DUFFERIN  
COUNTY =NEW= SHELBURNE - MANSFIELD - NORTHERN DUFFERIN COUNTY =NEW= SAUGEEN SHORES -  
KINCARDINE - SOUTHERN BRUCE COUNTY =NEW= HANOVER - DUNDALK - SOUTHERN GREY COUNTY.

---

**==DISCUSSION==**

UPDATED OR ENDED BY 3:13 A.M. EDT.

AT 12:14 A.M. EDT, ENVIRONMENT CANADA METEOROLOGISTS ARE TRACKING A LINE OF SEVERE THUNDERSTORMS CAPABLE OF PRODUCING STRONG WIND GUSTS, PEA TO DIME SIZE HAIL AND TORRENTIAL RAIN.

A LINE OF THUNDERSTORMS TRACKING ACROSS LAKE HURON WILL CONTINUE MOVING OVER THE SAME AREA BETWEEN GODERICH AND KINCARDINE AND INLAND TO MOUNT FOREST AND SHELBURNE FOR NEXT FEW HOURS. LOCAL RAINFALL AMOUNTS OF 75 TO 100 MM ARE POSSIBLE. A WEATHER STATION IN MOUNT FOREST REPORTED 36 MM IN JUST UNDER AN HOUR.

HEAVY DOWNPOURS CAN CAUSE FLASH FLOODS AND WATER POOLING ON ROADS. IF VISIBILITY IS REDUCED WHILE DRIVING, TURN ON YOUR LIGHTS AND MAINTAIN A SAFE FOLLOWING DISTANCE. LIGHTNING KILLS AND INJURES CANADIANS EVERY YEAR. REMEMBER, WHEN THUNDER ROARS, GO INDOORS(EXCLAMATION MARK)

SEVERE THUNDERSTORM WARNINGS ARE ISSUED WHEN IMMINENT OR OCCURRING THUNDERSTORMS ARE LIKELY TO PRODUCE OR ARE PRODUCING ONE OR MORE OF THE FOLLOWING: LARGE HAIL, DAMAGING WINDS, TORRENTIAL RAINFALL.

THE OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT RECOMMENDS THAT YOU TAKE COVER IMMEDIATELY IF THREATENING WEATHER APPROACHES.

PLEASE CONTINUE TO MONITOR ALERTS AND FORECASTS ISSUED BY ENVIRONMENT CANADA. TO REPORT SEVERE WEATHER, SEND AN EMAIL TO EC.CPIO-TEMPETES-OSPC-STORMS.EC (AT) CANADA.CA OR TWEET REPORTS USING (HASH) ONSTORM.

FOR MORE INFORMATION:

[HTTP://WWW.EMERGENCYMANAGEMENTONTARIO.CA/ENGLISH/BEPREPARED/BEPREPARED.HTML](http://www.emergencymanagementontario.ca/english/beprepared/beprepared.html).

[HTTP://WEATHER.GC.CA](http://weather.gc.ca)  
END/OSPC

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HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

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September 12, 2017

The Honourable Catherine McKenna, P.C., M.P.  
Minister of Environment and Climate Change  
House of Commons  
Ottawa, ON K1A 0A6

Dear Minister McKenna:

I am writing you today on behalf of the Maitland Valley Conservation Authority (MVCA), which is partially located in my riding of Perth—Wellington. I recently met with the MVCA to discuss the historic flooding the Town of Minto experienced on June 23<sup>rd</sup>.

The Town of Minto, specifically the community of Harriston, received 176mm of rain in the course of one night on June 22<sup>nd</sup>. The result was widespread flooding with the Maitland River spilling over its banks. The Town of Minto estimates that close to \$11 million dollars damages were a result of this sudden rainfall.

A major concern of the MVCA was the lack of warning from Environment Canada. Environment Canada predicted a rainfall of only 40mm for the time period in question. The representatives I met with explained that Environment Canada has been focusing fewer resources on weather forecasting. In fact, it was the MVCA's own automated rain gauges that alerted the staff to a potentially dire situation in the early hours of June 23<sup>rd</sup>.

In addition, in light of the once-in-a-100-year event, MVCA is concerned about the lack of resources devoted to the National Disaster Mitigation Program. The Town of Minto estimates that a flood mitigation and control system would cost between \$12 and \$15 million. Rural municipalities simply do not have the tax base to fund such projects.

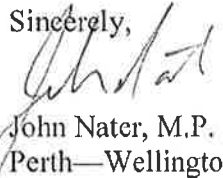
...2/

The MCVA is attempting to work within the current National Disaster Mitigation Program. However, there is a growing concern among rural conservation authorities that urban centres will receive a larger portion of the funding. The MCVA supports the establishment of a separate stream for rural municipalities.

I share their concerns about the National Disaster Mitigation Program. It is vital that our rural municipalities receive their fair share of funding under this program.

I look forward to your response on this important matter.

Sincerely,



John Nater, M.P.  
Perth—Wellington

c. Jim Campbell, Chair of Maitland Valley Conservation Authority  
c. Ben Lobb, Member of Parliament for Huron Bruce



7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-325-0400  
Facsimile: 416-325-0374

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
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.

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

**From:** Minister of Infrastructure [<mailto:Minister.MOI@ontario.ca>]  
**Sent:** January-03-18 2:40 PM  
**To:** Minister of Infrastructure  
**Subject:** A message from the Minister of Infrastructure / Un message du Ministre de l'Infrastructure

Dear Sir/Madam:

I am pleased to provide you with an important update on the Clean Water and Wastewater Fund (CWWF): the federal government has recently advised of **the elimination of the 60 per cent expenditure constraint and for a program-wide extension until March 31, 2020.**

These changes arise from the work we have done together to ensure the federal government was aware of the need for flexibility in the timelines and expenditure requirements under the CWWF program. Based on feedback provided by municipalities across Ontario, and that provided by my colleagues across the country, on September 20, 2017 I wrote the federal government on behalf of all provinces and territories outlining the challenges of the federal timelines and expenditure requirement. I also raised these issues in discussions I recently held with Minister Sohi at the Ontario-Canada Ministers' meeting on December 8, 2017. I am pleased that by working together, we were able to collaborate with the federal government and achieve this outcome.

Now, with over 1,360 projects approved in Ontario, and over 30 per cent of projects confirmed to be underway, Ontario's municipalities and First Nations are well placed to benefit from water, wastewater and stormwater capital works improvements in their communities.

I would also like to note the importance of the program reporting requirements, as the federal government has made timely reporting a condition of the program extension, building on the existing requirements. The CWWF Team at Infrastructure Ontario will be reaching out to you shortly to identify the necessary reporting and associated deadlines, and are available to provide any assistance you require in completing your reporting requirements.

Should you have any questions, please contact the CWWF Team at Infrastructure Ontario at 1-844-803-8856 or email [CWWF@infrastructureontario.ca](mailto:CWWF@infrastructureontario.ca).

I look forward to continuing to work together as you implement these important projects across Ontario.

Sincerely,

Bob Chiarelli  
Minister

The Ontario Ombudsman's annual top 10 list of key developments in the past year.

[View this email in your browser](#)



Twitter



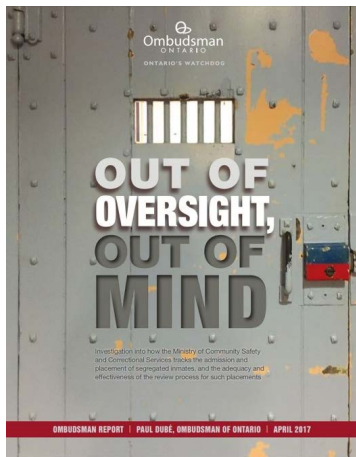
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LinkedIn

## THE OMBUDSMAN'S TOP 10 STORIES OF 2017

Ombudsman Paul Dubé's second year in office was distinguished by our first-ever investigations in the broader public sector (related to municipalities and school boards), important reforms in correctional services and policing, and connecting with a wider range of stakeholders than ever before. Here's our annual top 10 list of key developments in the past year.



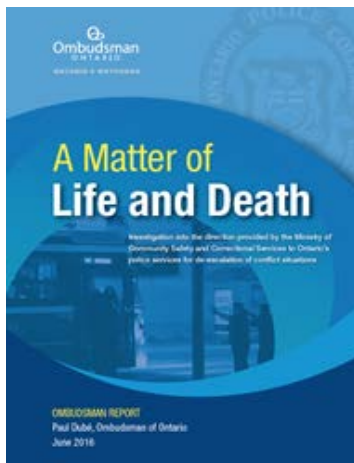
### 1. REFORMING SOLITARY CONFINEMENT

The province committed to implementing all 32 of the Ombudsman's recommendations in his April 2017 report [Out of Oversight, Out of Mind](#), which exposed serious failures in how it tracks inmates who are placed in segregation, or solitary confinement. [Read the investigation update in our 2016-2017 Annual Report here.](#)

### 2. IMPROVING POLICE OVERSIGHT

The province's new policing legislation – [Bill 175, the Safer Ontario Act](#) – supports numerous longstanding Ombudsman recommendations for strengthening civilian oversight of police, including extending our office's mandate to all three police oversight bodies, and strengthening the Special Investigations Unit. In welcoming the bill's improvements, Ombudsman Dubé





said he is hopeful that the government will also follow through on its commitment to [mandatory de-escalation training for police](#), as he recommended in his 2016 report, [A Matter of Life and Death](#).



### 3. MAKING A DIFFERENCE FOR MUNICIPALITIES

We've received more than 5,500 complaints about municipalities since they were brought under our jurisdiction on New Year's Day 2016. Almost all have been resolved, but this year, we also reported on our first-ever investigations of municipal issues – in [Brampton](#), [Red Rock](#) and [Elliot Lake](#).

The Brampton case was notable in that it found no wrongdoing, but proposed best practices applicable to all municipalities for procurement policies. Our [latest investigation](#) – into a Niagara regional council meeting earlier this month where property was seized from a journalist and citizen-blogger – is now under way. [Read more about our municipal oversight here](#).



### 4. LETTING THE SUNSHINE IN

Speaking of municipalities, we're about to mark the 10-year anniversary of Ontario's "Sunshine Law" – the *Municipal Act* changes that established a complaints system to ensure council meetings are open to the public unless they fit specific, narrow exceptions.

As the closed meeting investigator for more than 200 municipalities (the remaining ones have appointed their own investigators), our office has issued hundreds of recommendations over the years, helping municipalities ensure their meeting practices are within the law. With [new amendments kicking in this New Year's Day](#), adding more exceptions and a new definition of "meeting," we're adding [more public resources](#) to our website and will add an improved online

digest of our closed meeting investigation reports later in 2018.



## 5. LEARNING FROM CRISIS

The Ombudsman's first systemic investigation related to school boards, launched in the wake of the September 2016 school bus driver shortage in Toronto that left thousands of young children stranded, wrapped up in time for the city's public and Catholic boards to implement lessons learned this fall. The boards and their transportation consortium accepted all 42 of Ombudsman Dubé's recommendations in his report, [\*The Route of the Problem\*](#).

The Ombudsman encouraged all boards to take note of the recommendations to improve their transportation and communication policies and procedures.

## 6. INVESTIGATING DRIVER LICENCE SUSPENSIONS

In May, the Ombudsman [announced a systemic investigation](#) into how the Ministry of Transportation communicates with drivers whose licences have been suspended or cancelled due to unpaid fines, in the wake of complaints from drivers who had no idea they were on the road without valid driving permits. The investigation is complete and the Ombudsman's findings and recommendations are in the process of being drafted.

## 7. RELAUNCHING OUR ONLINE HOME

Our [new and more accessible website](#) relaunched in November with a refreshed design that also adapts easily to all screen sizes – desktop, tablet and mobile. There's also a section dedicated to [video resources](#).

## 8. TRAINING THE WORLD



In October, the Ombudsman welcomed more than 70 investigators and ombudsmen from across Canada and around the world to the 10<sup>th</sup> edition of our annual training course, *Sharpening Your Teeth: Advanced Investigative Training for Administrative Watchdogs*. This year's participants included the ombudsmen of Bermuda and Botswana, and staff from investigative agencies in the U.K., New Brunswick and Nova Scotia.

Kevin Page, who served as Canada's first Parliamentary Budget Officer from 2008 to 2013, gave the [keynote address](#). "I'm humbled you do this work," Page told participants, "We need you folks." Since 2007, our office has trained hundreds of watchdogs around the world in conducting systemic investigations, always on a cost-recovery basis.



## 9. GETTING TO KNOW YOU

Ombudsman Dubé and staff met with stakeholders and the public at more than 100 outreach events across Ontario this year, including speeches and presentations, community fairs, conferences of municipal, university, school board and provincial stakeholders, as well as gatherings of other ombudsmen and oversight professionals.

Look for our staff in the new year at the [Rural Ontario Municipal Association conference](#) in Toronto on January 21 and 22, and at the [Drainage Superintendents Association of Ontario annual convention](#) in London on January 25.



## 10. MAKING RESOLUTIONS STICK

The Ombudsman's resolutions aren't the kind you make on New Year's Day. Our [staff](#) handle more than 20,000 complaints per year, by resolving more than two-thirds of them quickly and informally, in two weeks or less, without need for formal investigation. In 2017, for example, we helped a man get his health care coverage back after he lost all his identification; we aided an ODSP recipient in recovering her benefits when they were suspended after a miscommunication with her case manager; and we assisted a college

student whose parents were both significantly ill access \$1,880 in provincial grants. [Read more examples of our quick complaint resolutions here.](#)

**File a complaint or contact us here**

**The Ombudsman is an independent officer of the Ontario legislature who conducts oversight of provincial government agencies and municipalities, universities and school boards. Ombudsman Paul Dubé began his five-year term on April 1, 2016.**

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You can [update your preferences](#) or [unsubscribe from this list](#)

December 18, 2017

Dear Mayor George Bridge and members of Minto Council,

We are writing to express our concerns for the safety of school children walking down the proposed walkway from the new subdivision off Prospect Street to its exit on Toronto Street across from Derby Street. When the youngsters reach Toronto Street, the only route available is for them to cross over this extremely busy road and then, they can either walk on the sidewalk to continue to Palmerston Public School or continue along Derby Street to Norwell District High School.

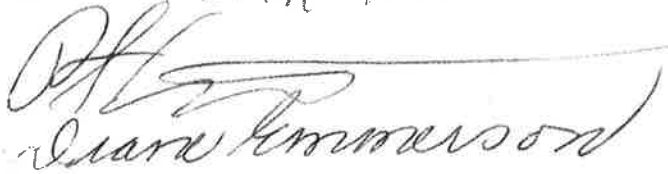
As conditions currently stand, with all the traffic on Toronto Street, we recommend that the walkway be withdrawn from the plans and that the students exit onto Prospect Street. They then can continue to Toronto Street, where they can safely cross with the help of the crossing guard in the new pedestrian crosswalk.


Should the walkway become a reality, we would appreciate knowing what safety features you are planning to implement for children using it when they reach Toronto Street.

Sincerely,

Don and Lynn Hodgins  
186 Toronto St. Box 800  
Palmerston ON N0G2P0

Bob and Diane Emerson

  
Bob Emerson

Don & Teresa Sinclair  
 Teresa Sinclair

# TOO FAR. TOO FAST.

December 19, 2017

Mayor George Bridge  
Town of Minto  
5941 Hwy 89,  
Harriston, Ontario  
N0G 1Z0

RECEIVED JAN 03 2018

Dear Mayor Bridge,

We are writing to you as health and safety experts to consider passing a motion to prevent the opening of legalized cannabis stores in your community in the interest of protecting public safety and young people.

The federal government's cannabis legalization aggressive commercialization agenda has fallen short on ensuring that our youth, road users and communities are protected from the hazards of legal marijuana consumption. In turn, provincial regulatory frameworks to sell and distribute cannabis have been hastily set up according to the federal government's rushed process, which has resulted in further health and safety deficiencies and a patchwork of inconsistent rules across the country. The bottom line is that cannabis legalization and commercialization is going too far, too fast and public health and safety will pay the price.

We stand with public health experts, healthcare professionals, community leaders, parents and law enforcement who have raised important concerns about the federal legalization scheme, but have been ignored thus far. Ultimately, communities such as yours will have to contend with the negative impact brought on by rushed legalization and commercialization: more drug-impaired driving; easier access to cannabis for youth; increased strain on mental health services and counseling; higher costs for enforcement of new laws and regulations with vague promises of new resources (but no guarantee that the black market will fade); and evolving challenges to manage the consumption of a new product that is toxic, addictive and dangerous.

Please consider debating a motion such as the one passed unanimously by the Council of the Town of Richmond Hill, which declares the Town is not willing to host a legal cannabis outlet: <https://pub-richmondhill.escrimemeetings.com/Meeting?Id=b5b08598-6cae-43eb-bcb4-d84c5434a064&Agenda=Agenda&lang=English#21>

[www.toofartoofastcanada.com](http://www.toofartoofastcanada.com)

[2f2fcanada@gmail.com](mailto:2f2fcanada@gmail.com)

2595 Skymark Ave, Mississauga, ON L4W 4L5

Other jurisdictions, including Manitoba, have recognized a municipality's right to decide by ensuring they have a local option right to preclude the establishment of retail cannabis outlets in their municipalities. Why aren't Ontario municipalities being afforded the same respect and consideration for their residents?

Please also consider pressing your federal and provincial representatives for answers on how they intend to address the health and safety gaps of the current framework. You may wish to use the Too Far Too Fast position paper – [www.toofartoofastcanada.com](http://www.toofartoofastcanada.com) - as a reference tool on how cannabis legalization legislation needs to be improved before we are confident that the risks to public health and safety are minimal. It includes important data and evidence from healthcare advocates, municipal leaders and other experts on the impact of legalization on health and safety.

I have enclosed for your information, a recent report by the Traffic Injury Research Foundation that speaks to the rise of cannabis impairment and the devastating impact on road safety. A reminder that our law enforcement officials do not yet have the tools they need, we are not ready.

This is the first time since the repeal of alcohol Prohibition that a harmful product has been legalized for wide public consumption. There is a way to do this right, but we only have one chance to get it right. The current scheme poses great risks to public safety according to the experts.

We believe that your citizens would want you to take the best available measures to mitigate the risks of cannabis legalization and commercialization, including reducing access.

Yours truly,



Brian Patterson

Enclosure





## MARIJUANA USE AMONG DRIVERS IN CANADA, 2000-2014

*Traffic Injury Research Foundation, December 2017*

### Introduction

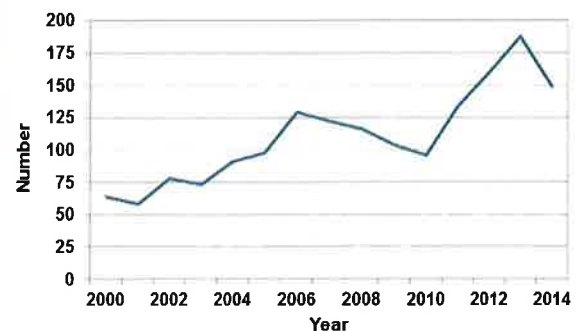
Public concern about drug-impaired driving in general and marijuana-impaired driving in particular has increased in recent years. Marijuana studies have shown that the psychoactive chemical delta-9-tetrahydrocannabinol (or THC) enters the user's bloodstream and brain immediately after smoking or consuming marijuana, and has impairing effects. In addition, research on drivers in fatal crashes has shown that THC-positive drivers are more than twice as likely to crash as THC-free drivers (Grondel 2016). There is also evidence from surveys of Canadian drivers suggesting that the prevalence of marijuana use is greater among 16-19 year old drivers than drivers in other age groups (Robertson et al. 2017).

In light of this concern, this fact sheet, sponsored by State Farm, examines the role of marijuana in collisions involving fatally injured drivers in Canada between 2000 and 2014. Data from TIRF's National Fatality Database were used to prepare this fact sheet which explores trends in the use of marijuana among fatally injured drivers, and the characteristics of these drivers.<sup>1</sup> Other topics that are examined include the presence of different categories of drugs among fatally injured drivers in different age groups, and the combined presence of marijuana and alcohol among this population of drivers.

### Trends in marijuana use among fatally injured drivers

The number of fatally injured drivers who tested positive for marijuana from 2000 to 2014 is displayed in Figure 1. In 2000, 64 fatally injured drivers tested positive for marijuana. This number increased to 129 in 2006, decreased to 96 in 2010, and reached a higher peak at 188 in 2013 before decreasing to 149 in 2014. Since a much smaller percentage of drivers (37.0% to 62.1%) that were killed in road crashes were tested for drugs between 2000 and 2010, as compared to a much larger percentage (73.9% to 82.9%)

**Figure 1: Number of fatally injured drivers who tested positive for marijuana: Canada, 2000-2014**

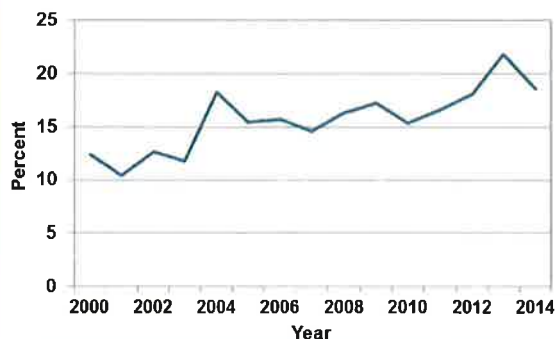




that were tested between 2011 and 2014, these results should be interpreted with caution. A much larger absolute number of drivers were tested for marijuana during this latter period, thus, it would be expected that from 2011 to 2014, the absolute number of fatally injured drivers who tested positive for marijuana would be larger than during the earlier period.

An analysis of trends related to the percentage of marijuana-positive drivers among all fatally injured drivers who were tested for the presence of drugs was also conducted. Figure 2 shows the percentage of fatally injured drivers in this group that tested positive for marijuana. Among those drivers tested for drugs, 12.4% of fatally injured drivers were positive for marijuana in 2000. This percentage decreased to 10.4% in 2001, and gradually rose to its highest level in 2013 (21.9%) before declining in 2014 to 18.6%.

**Figure 2: Percentage of fatally injured drivers who tested positive for marijuana: Canada, 2000-2014**



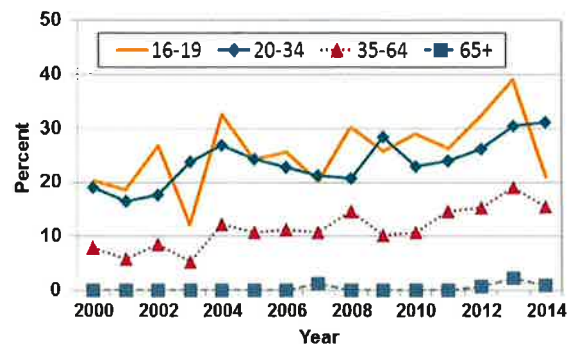
### Characteristics of fatally injured drivers testing positive for marijuana

In this section, demographic factors were analyzed to determine their role in marijuana-related driver fatalities from 2000 to 2014. Fatally injured drivers that tested positive for marijuana were examined according to the age and sex of drivers. These results were further compared to data regarding the presence of alcohol use among fatally injured drivers.

The percentage of fatally injured drivers in each age group who tested positive for marijuana from 2000-2014 is shown in Figure 3. Drivers were grouped according to the following age categories: 16-19 years, 20-34 years, 35-64 years, and 65 years and older. The percentage of fatally injured 16-19 year old drivers that tested positive for marijuana

generally decreased from 2000 (20.4%) to its lowest level in 2003 (12.1%), but then gradually rose to its highest level in 2013 (39.1%) before decreasing to 21.1% in 2014.

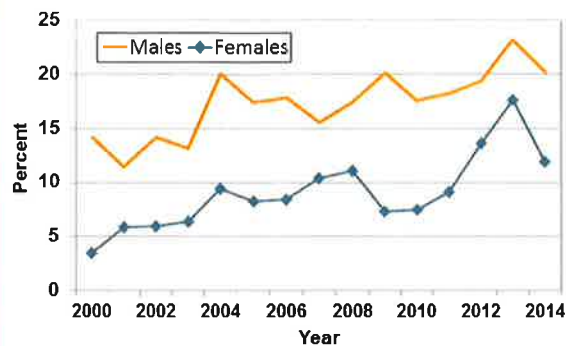
**Figure 3: Percentage of fatally injured drivers testing positive for marijuana by age group: Canada, 2000-2014**



The proportion of fatally injured drivers aged 20-34 years that tested positive for marijuana generally increased from 2000 (19.0%) to its highest level in 2014 (31.3%). Similarly, there has been a general increase in the percentage of fatally injured 35-64 year old drivers who tested positive for marijuana between 2000 (7.8%) and 2014 (15.5%). In sharp contrast, throughout this 15-year period, a very small percentage of fatally injured drivers aged 65 and older tested positive for marijuana (ranging from 0.0% to 2.3%).

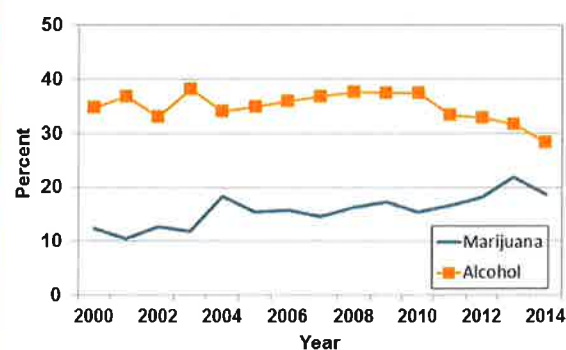
The percentage of male and female fatally injured drivers who tested positive for marijuana from 2000 to 2014 is compared in Figure 4. Throughout this 15-year period, males were more likely than females to test positive for marijuana. Among fatally injured male drivers, the percentage of drivers who tested positive for marijuana generally increased from 2000 (14.2%) to its highest level in 2013 (23.2%), before decreasing in 2014 (20.2%). Similarly, the percentage of fatally injured female drivers who tested positive for marijuana increased between 2000 (3.5%) and 2013 (17.6%), before decreasing in 2014 to 11.9%. Although there was a decrease from 2013 to 2014 in the percentage of male and female fatally injured drivers who tested positive for marijuana, the decrease among female drivers appears to be more pronounced.

**Figure 4: Percentage of fatally injured drivers testing positive for marijuana by sex: Canada, 2000-2014**



Trends in marijuana use and alcohol use among fatally injured drivers are compared in Figure 5; it shows the percentage of fatally injured drivers that tested positive for each of these substances between 2000 and 2014. A larger percentage of fatally injured drivers tested positive for alcohol as compared to marijuana during this 15-year period. In 2000, more than one-third (34.8%) of fatally injured drivers tested positive for alcohol compared to just 12.4% who tested positive for marijuana. However, from 2010 to 2013, the percentage of fatally injured drivers who tested positive for alcohol consistently decreased (from 37.6% to 31.6%), while the percentage of those drivers who tested positive for marijuana increased (from 15.4% to 21.9%). By 2014, the percentages of fatally injured drivers who tested positive for alcohol (28.4%) and marijuana (18.6%) had both declined.

**Figure 5: Percentage of fatally injured drivers testing positive for marijuana and for alcohol: Canada, 2000-2014**



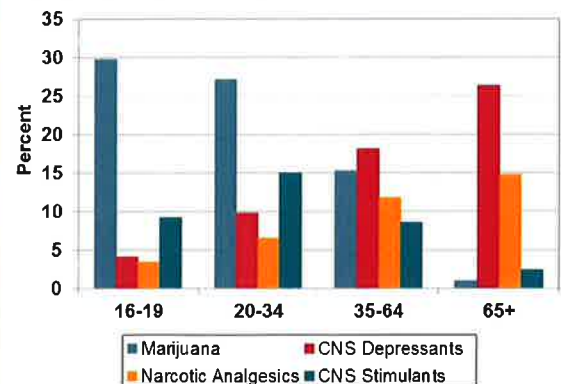
## Marijuana and other types of drugs used by fatally injured drivers by age group

Drugs are categorized according to the Drug Evaluation Classification (DEC) program which has been adopted by police services throughout North America. This classification system is based upon common signs and symptoms associated with the presence of different types of drugs (Jonah 2012). The seven drug categories are:

- > cannabis (marijuana);
- > central nervous system depressants (e.g., benzodiazepines and antihistamines);
- > central nervous system stimulants (e.g., cocaine, amphetamines, and ecstasy);
- > hallucinogens (e.g., LSD, magic mushrooms);
- > dissociative anesthetics (e.g., ketamine and phencyclidine);
- > narcotic analgesics (e.g., morphine, fentanyl, heroin, codeine, oxycodone); and,
- > inhalants (e.g., toluene, gasoline, cleaning solvents).

The percentage of fatally injured drivers in each age group who tested positive for each drug type during a five-year (2010-2014) period is presented in Figure 6. The drug types shown are marijuana, CNS depressants, CNS stimulants and narcotic analgesics. Less than 2.0% of fatally injured drivers tested positive for dissociative anesthetics, hallucinogens, and inhalants, hence, data related to these drug categories are not shown.

**Figure 6: Percentage of fatally injured drivers testing positive for different categories of drugs by age group: Canada, 2010-2014**



Marijuana was the drug most commonly detected among 16-19 and 20-34 year old drivers (29.8% and 27.2%, respectively). The prevalence of marijuana among fatally injured 16-19 year old drivers is similar to levels that were reported in previous analyses of fatally injured drivers (TIRF 2014). This finding is also consistent with an online survey of Canadian drivers that showed marijuana use was more prevalent among 16-19 year old drivers (6.1%) as compared to drivers aged 25-44 years (2.8%), 46-64 years (0.9%), and over age 65 (0.1%) between 2002 and 2015 (Robertson et al. 2017). Less than 1.0% of fatally injured drivers aged 65 years and older tested positive for marijuana.

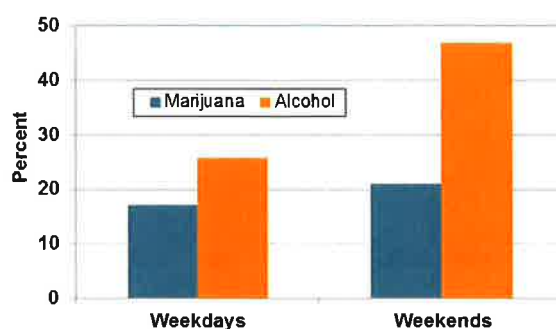
CNS depressants were the type of drug most commonly found among fatally injured drivers aged 35-64 and 65 and older (18.1% and 26.3% respectively). Drivers aged 20-34 were the most likely to test positive for CNS stimulants (15.0%), and narcotic analgesics were most commonly found among fatally injured drivers aged 65 and older (14.6%).

### Characteristics of collisions involving drivers testing positive for marijuana and alcohol

Patterns of marijuana use and alcohol use among fatally injured drivers were compared during a five-year period (2010-2014). Characteristics that were examined included the type of day (weekdays versus weekends) and hours of day that collisions occurred. Weekday collisions were defined as those which occurred between 6:00 p.m. on Sunday to 5:59 p.m. on Friday whereas weekend collisions are defined as those which occurred between 6:00 p.m. on Friday to 5:59 p.m. on Sunday.

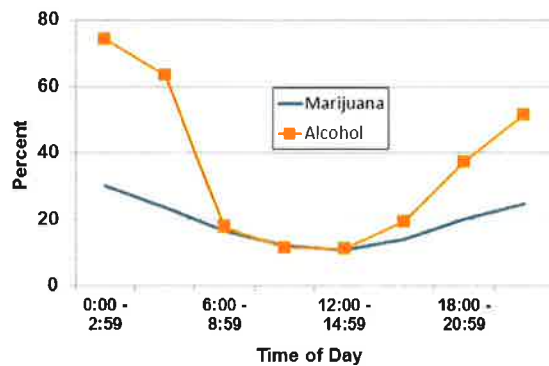
Figure 7 compares drivers killed in weekday versus weekend crashes from 2010 to 2014 and the percentages that were positive for marijuana and alcohol. Drivers that died in weekend crashes (20.9%) were slightly more likely to test positive for marijuana than those who died in weekday crashes (17.0%). There was a more pronounced difference in terms of the presence of alcohol with almost half (45.8%) of fatally injured drivers in weekend crashes who tested positive compared to approximately one-quarter (25.8%) of drivers killed in weekday crashes.

**Figure 7: Percentage of fatally injured drivers in weekend and weekday crashes who tested positive for marijuana and alcohol: Canada, 2010-2014**



An analysis was also performed to identify any variations based upon the time that collisions occurred in relation to the percentage of fatally injured drivers who tested positive for marijuana versus alcohol between 2010 and 2014. The results are presented in Figure 8. Collision times were divided into three-hour increments on a 24-hour scale. The largest percentage of drivers who tested positive for marijuana and who tested positive for alcohol were involved in collisions which occurred between midnight and 2:59. An almost identical proportion of drivers tested positive for marijuana and alcohol for the three time periods between 6:00 and 14:59. After this time of day, there was an increase in the percentage of both drivers who tested positive for marijuana and those who tested positive for alcohol until 23:59. Although there was a greater likelihood that drivers tested positive for both substances in collisions that occurred between midnight and 2:59, a larger percentage of drivers tested positive for alcohol (74.3%) than for marijuana (30.0%). For collisions which occurred just prior to midnight (21:00 to 23:59), more than half of drivers were positive for alcohol (51.6%) compared to 24.8% who tested positive for marijuana.

**Figure 8: Percentage of fatally injured drivers who tested positive for marijuana and alcohol by time of day: Canada, 2010-2014**



## Conclusions

In the past 15 years, there has been a steady increase in the percentage of fatally injured drivers in Canada who tested positive for marijuana. Generally speaking, drivers aged 16-19 years were the age group of fatally injured drivers who were most likely to test positive for marijuana. However, in 2014, a larger percentage of fatally injured drivers aged 20-34 years tested positive. Continued monitoring is required to determine whether the presence of marijuana in fatally injured drivers aged 20-34 remains higher as compared to the prevalence in younger drivers aged 16-19.

Trends in the percentage of male and female fatally injured drivers who tested positive for marijuana from 2000 to 2014 were similar in terms of annual increases and decreases. However, throughout this 15-year period, males were twice as likely as females to test positive for marijuana. While driver sex may explain differences in the magnitude of marijuana use among fatally injured drivers, it does not appear to account for differences in trends.

Between 2000 and 2014, a larger percentage of fatally injured drivers tested positive for alcohol than for marijuana. There was a four-year period (2010-2013) during which the percentage of alcohol-positive drivers decreased while the percentage of marijuana-positive drivers increased. Trends in the prevalence of these substances among fatally injured drivers warrant further attention.

Almost one-third of fatally injured drivers aged 16-19 tested positive for marijuana which is comparable to data reported previously. Notably,

the percentage of drivers aged 20-34 years who tested positive was almost as large. This suggests that education programs that have been developed to reduce marijuana use among 16-19 year old drivers may also be appropriate to address marijuana-impaired driving among this older age group. Conversely, fatally injured drivers aged 35-64, and aged 65 and older were more likely to test positive for CNS depressants and narcotic analgesics. Although programs to reduce marijuana use among older age drivers do not appear necessary at this time, continued monitoring of trends is needed to track whether the prevalence of marijuana use will increase across age categories. Furthermore, a 'one size fits all' approach to reduce any kind of drug-impaired driving among all age groups may not resonate equally throughout the driving population.

Similar to alcohol, a larger percentage of drivers tested positive for marijuana on weekends as opposed to weekdays and at night as opposed to daytime. However, it should be noted that the differences were less pronounced for drivers who tested positive for marijuana than for alcohol. This suggests targeting drivers by time of day and day of week may be less effective for marijuana impaired driving than alcohol impaired driving.

To summarize, an increasing percentage of fatally injured drivers in Canada tested positive for marijuana in recent years whereas a decreasing percentage of these drivers tested positive for alcohol. Nevertheless, despite such opposite trends, the percentage of alcohol-positive fatally injured drivers remains larger than the proportion of drivers who tested positive for marijuana. In addition, the incidence of marijuana use appears greater among drivers in younger age groups that are involved in crashes on weekends and night-time, however, these indicators were not as reliable to predict marijuana use as they were to predict alcohol use. Ongoing analysis of data in future years is needed to monitor progress in reducing marijuana-impaired driving.



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<sup>1</sup> Fatality data from British Columbia from 2011 to 2014 were not available at the time that this fact sheet was prepared. As a result, Canadian data presented have been re-calculated to exclude this jurisdiction and make equitable comparisons.

## Traffic Injury Research Foundation

The mission of the Traffic Injury Research Foundation (TIRF) is to reduce traffic-related deaths and injuries. TIRF is a national, independent, charitable road safety institute. Since its inception in 1964, TIRF has become internationally recognized for its accomplishments in a wide range of subject areas related to identifying the causes of road crashes and developing programs and policies to address them effectively.

Traffic Injury Research Foundation (TIRF)

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Ottawa, Ontario K2P 0B4

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Website: [www.tirf.ca](http://www.tirf.ca)

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Public Health  
Agency of Canada

Agence de la santé  
publique du Canada



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**From:** Irma DeVries [REDACTED]  
**Sent:** January-03-18 8:18 PM  
**To:** Bill White  
**Subject:** Marijuana legislation should be defeated

Bill,

Please bring this letter to the attention of all your councillors and consider NOT bringing a Medical Grow Operation to Minto. It will increase crime in our township. This will not be a benefit to our town.

Trudeau has done some crazy things -this is one of them! Senator Unger is totally logical in her argument - this legislation will do grave harm to our kids - and all this for money which he is spending like there is no tomorrow. Sincerely, Irma DeVries RR #4 Harriston ON N0G1Z0



Betty E. Unger  
Alberta Senator



January 3, 2018

## **Marijuana legislation will not achieve its objectives and should be defeated by the Senate**

It's difficult to remember the last time the federal government and the provinces came to an agreement on revenue sharing in a single day. But that's what happened in December when the feds agreed to give the provinces 75 per cent of tax revenue generated by the sale of marijuana.

Initially, the Trudeau government was going to share only 50 per cent of the tax proceeds with the provinces. But when the provinces protested - noting that they will carry the brunt of the costs associated with legalization - Finance Minister Bill Morneau backed down. Like mob bosses divvying up the spoils, everyone went away happy that they were going to get their "fair share" of the latest heist.

The ease and enthusiasm with which the deal was closed reeks of self-interest. Mesmerized by the lure of tax dollars dangled by the federal government, the provinces took the bait and bit hard. Rather than challenging the government's legalization agenda with the hard questions, they acquiesced without a whimper, thereby selling out the future well-being of our young people.

Perhaps they believed Prime Minister Trudeau's talking points on marijuana legalization:<sup>[1]</sup> We need to legalize marijuana in order to keep it out of the hands of children, protect the health of users, and remove the criminal element from the business. Who would not support those outcomes? The problem is, legalization will achieve none of them. In actual fact, it will do the opposite.

Consider the experience of Colorado: Prior to the legalization of marijuana, youth usage had been in a four-year decline.<sup>[2]</sup> After legalization, this decline abruptly stopped and marijuana usage by youth began to rise. Colorado now leads the U.S. in marijuana usage amongst 12 - 17-year-olds.<sup>[3]</sup>

And it's not just Colorado. Youth usage of marijuana in U.S. states that have legalized marijuana surpasses usage in those that have not legalized.<sup>[4]</sup>

If this seems odd or merely coincidental, it is neither. Researchers at the University of Michigan noted that, "Perceived risk for marijuana has fallen substantially in recent years as the recent string of states that have legalized recreational marijuana use have led some youth to believe the drug is safe and state-sanctioned."<sup>[5]</sup> In other words, legalization creates normalization which decreases the perception of risk and results in increased usage.

So what about Trudeau's claim that legalizing marijuana will shut down the black market and remove the criminal element? It's an attractive proposition, but there's only one problem - the police disagree, the experts disagree and the experience disagrees.

When Joanne Crampton, RCMP assistant commissioner of federal policing criminal operations addressed the House Health Committee studying Bill C-45, she said, "There are a number of issues that will need to be addressed to fight organized crime, including the possibility that the black market could undercut legal marijuana sales."<sup>[6]</sup> As for the odds of eliminating the black market through legalization, she said it would be "naïve to think that that could happen."<sup>[7]</sup>

Dr. Kevin Sabet, a former drug policy adviser to U.S. President Barack Obama, told the same House Committee that it is delusional to believe that legalizing marijuana will remove the criminal element.<sup>[8][9]</sup> The black market has not gone away in Colorado, Oregon or Washington State, which have all legalized the recreational use of marijuana. In many cases, criminal activity has increased. <sup>[10] [11] [12] [13]</sup>

The government's suggestion that they can protect public health by legalizing marijuana is also seriously misguided. There is no such thing as a safe supply of marijuana for youth. In the words of Dr. Amy Porath, Director, Research and Policy at the Canadian Centre on Substance Use and Addiction, "There should be no cannabis use below the age of 25 if you want to protect brain development."<sup>[14]</sup>

Trudeau tells us that by regulating growing conditions, chemical usage, mould, and THC content, the government will be able to ensure users have a safe, secure supply of marijuana. This is nonsense. The decision to allow homegrown marijuana defeats these efforts. When it comes to home grow operations, it doesn't matter what your regulations are-the government will never know if they are being followed or not.

The negative health impacts of legalization don't stop there. You have the problems of second-hand smoke,<sup>[15]</sup> exposure to children,<sup>[16]</sup> impaired driving,<sup>[17] [18]</sup> and the fact that smoking marijuana is far more harmful to your health than smoking cigarettes.<sup>[19] [20]</sup> All of these issues will be exacerbated by legalization due to the increased usage which inevitably follows. Instead of diminishing health impacts, legalization will be increasing them.

Determining who gets to keep the tax revenue from marijuana sales is like deciding who gets to keep the tolls collected on the road to tragedy. Bill C-45 is horrible legislation which will not achieve its objectives and should never see the light of day. The Senate will do its job and thoroughly study the Bill, but Canadians will be well-served if it is defeated.

- Betty Unger, Alberta Senator

[Originally published in The Hill Times, December 20, 2017](#)

#### Footnotes:

<sup>[1]</sup> [http://www.parl.ca/Content/Bills/421/Government/C-45/C-45\\_3/C-45\\_3.PDF](http://www.parl.ca/Content/Bills/421/Government/C-45/C-45_3/C-45_3.PDF) (See Bill summary)

<sup>[2]</sup> “Lessons Learned After 4 Years of Marijuana Legalization.” Smart Approaches to Marijuana. October 2016. Page 7. <https://bettyunger.ca/wp-content/uploads/2017/12/SAM-report-on-CO-and-WA-issued-31-Oct-2016.pdf>

<sup>[3]</sup> “The Legalization of Marijuana in Colorado: The Impact.” Vol. 5/October 2017. Page 33. <https://bettyunger.ca/wp-content/uploads/2017/12/FINAL-2017-Legalization-of-Marijuana-in-Colorado-The-Impact.pdf>

<sup>[4]</sup> “Lessons Learned After 4 Years of Marijuana Legalization.” Smart Approaches to Marijuana. October 2016. Page 5. <https://bettyunger.ca/wp-content/uploads/2017/12/SAM-report-on-CO-and-WA-issued-31-Oct-2016.pdf>

<sup>[5]</sup> Monitoring the Future: National Survey on Drug Use 1975 – 2016.” Page 33. [http://www.monitoringthefuture.org/pubs/monographs/mtf-vol1\\_2016.pdf](http://www.monitoringthefuture.org/pubs/monographs/mtf-vol1_2016.pdf)

<sup>[6]</sup>/a> <http://nationalpost.com/news/politics/legalizing-marijuana-wont-shut-down-black-market-rcmp-official>

<sup>[7]</sup><http://www.ourcommons.ca/DocumentViewer/en/42-1/HESA/meeting-64/evidence#Int-9638182>

<sup>[8]</sup> <http://www.ourcommons.ca/DocumentViewer/en/42-1/HESA/meeting-65/evidence#Int-9640803>

<sup>[9]</sup> <https://www.youtube.com/watch?v=n-vZCsdIGUc#t=5m49s>

<sup>[10]</sup> “A Baseline Evaluation of Cannabis Enforcement Priorities in Oregon.” January 2017. Page 5. [http://media.oregonlive.com/today/other/cannabis\\_enforcement\\_oregon%202.pdf](http://media.oregonlive.com/today/other/cannabis_enforcement_oregon%202.pdf)

<sup>[11]</sup> <https://www.denverpost.com/2017/06/28/massive-marijuana-bust-dismantles-illegal-trafficking-ring-denver/>



<sup>[12]</sup> <https://link.springer.com/article/10.1007%2Fs10935-017-0472-9>

<sup>[13]</sup> <https://www.denverpost.com/2017/07/11/colorado-sees-big-increase-crime-10-percent-higher-murder-rate/>

<sup>[14]</sup> Quotation from oral comments given during presentation to Senators on December 13, 2017 in Ottawa, “Understanding Youth Perceptions on Cannabis”.

<sup>[15]</sup> See <http://calgaryherald.com/news/local-news/second-hand-toke-could-make-you-fail-a-workplace-drug-test-calgary-study-finds> and <https://bettyunger.ca/wp-content/uploads/2017/12/Second-hand-mj-smoke-3-times-as-dangerous-Springer-UCSF-2016-J-Am-Heart-Assoc.pdf>

<sup>[16]</sup> <http://torontosun.com/2017/05/08/marijuana-related-er-visits-among-kids-quadruples-at-colorado-hospital-study/wcm/dad82cc5-5b6f-4b7e-8352-8302cdf20ebe>

<sup>[17]</sup> <https://www.drugabuse.gov/publications/research-reports/marijuana/does-marijuana-use-affect-driving>

<sup>[18]</sup> “The Legalization of Marijuana in Colorado: The Impact.” Vol. 5/October 2017. Page 13. <https://bettyunger.ca/wp-content/uploads/2017/12/FINAL-2017-Legalization-of-Marijuana-in-Colorado-The-Impact.pdf>

<sup>[19]</sup> <https://www.sciencedaily.com/releases/2008/01/080123104017.htm>

<sup>[20]</sup> <https://www.sciencedaily.com/releases/2007/12/071217110328.htm>

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Canada

**Ontario  
Provincial  
Police**

**Police  
provinciale  
de l'Ontario**



**Municipal Policing Bureau  
Bureau des services policiers des municipalités**

**777 Memorial Ave.  
Orillia ON L3V 7V3**

**777, ave Memorial  
Orillia (ON) L3V 7V3**

**Tel: (705) 329-6200**

**Fax: (705) 330-4191**

File number/Référence: 612-20

November 14, 2017

Mayor/Reeve and Clerk/CAO,

As a follow-up to the letter from April 27, 2017, I am pleased to share with you some updates from the Municipal Policing Bureau of the OPP.

In October 2017, our Bureau organized a webinar on the 2018 Annual Billing Statements, issued to municipalities in September. The Financial Services Unit Manager explained in detail the 2018 Annual Billing Statements and answered questions. The webinar presentation with the speaking notes was sent to all webinar participants; however, if you or your municipal representatives are interested in receiving it, please let our Bureau know at [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca). The presentation will be also uploaded in both official languages on [www.opp.ca/billingmodel](http://www.opp.ca/billingmodel) page. Please check our [www.opp.ca/municipalpolicing](http://www.opp.ca/municipalpolicing) page for other municipal policing information and documents. Should you have any questions specific to your municipality, please email our Financial Services Unit members at [opp.mpb.financial.services.unit@opp.ca](mailto:opp.mpb.financial.services.unit@opp.ca)

On November 2, 2017, Marie-France Lalonde, Minister of Community Safety and Correctional Services, and Attorney General Yasir Naqvi announced that the first Reading for [Bill 175, Safer Ontario Act, 2017](#) was carried. The bill is a comprehensive community safety legislative package that, if passed, would represent the largest policing and public safety transformation in a generation. A bill is considered to be "passed" by the Legislative Assembly once it has received three readings; upon receiving Royal Assent, the "passed" bill becomes an Act. Accordingly, the Police Services Act, 1990 will be in force until the new Act will receive Royal Assent.

As usual, our Bureau will have a booth at the upcoming Rural Ontario Municipal Association (ROMA) Conference, which will be held January 21-23 in Toronto. Drop in at our booth and speak to our analysts directly or should you like to have a more formal discussion during the conference, please contact us directly at [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca) and we will set up a time to meet you the day following the Minister's delegation meetings.

Further, we will maintain the tradition we initiated last year, and will share with you the 2018 Municipal Policing Bureau Calendar. Same as last year, the Calendar will be sent to your Detachment Commanders and he/she or a detachment designate will further distribute it to your municipality.

We look forward to hearing from your municipality on these initiatives and our fruitful collaboration in the future.

The OPP is committed to work diligently with municipal stakeholders to ensure effective, efficient and sustainable police service delivery in Ontario.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc Bedard". The signature is fluid and cursive, with the first name "Marc" and last name "Bedard" clearly distinguishable.

M.M.(Marc) Bedard  
Superintendent  
Commander,  
Municipal Policing Bureau

Email [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca)

Web: [www.opp.ca/municipalpolicing](http://www.opp.ca/municipalpolicing)

Twitter @OPP\_Mun\_Pol

/nv

# SAUGEE VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

## MINUTES

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**MEETING:** Authority Meeting  
**DATE:** Tuesday October 17, 2017  
**TIME:** 1:00 p.m.  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** Robert Buckle, Maureen Couture, Mark Davis, Barbara Dobreen,  
Kevin Eccles, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday,  
Mike Smith, Andrew White

**ABSENT WITH REGRETS:** John Bell, Steve McCabe, Sue Paterson

**OTHERS PRESENT:** Paul Philips, Loucks & Loucks  
Wayne Brohman, General Manager/Secretary-Treasurer  
Erik Downing, Manager, Environmental Planning & Regulations  
Les McKay, Manager, IT  
Laura Molson, Manager, Accounting  
Dave Growden, IT Consultant  
Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 1:02pm.

### **1. Adoption of Agenda**

#### **MOTION #G17-96**

Moved by Kevin Eccles

Seconded by Wilf Gamble

THAT the agenda be adopted as presented

**CARRIED**

### **2. Declaration of Pecuniary Interest**

No persons declared a pecuniary interest relative to any item on the agenda.

### **3. Minutes of the Authority Meeting – September 19, 2017**

Kevin Eccles requested that comments regarding Jim Penner's intention to retire in 2018 be included in the Minutes.

**MOTION #G17-97**

Moved by Stewart Halliday

Seconded by Maureen Couture

THAT the minutes of the Authority meeting, held on September 19, 2017 be approved as amended.

**CARRIED**

**4. Presentations**

**a. Legal Matter Resolution**

Paul Philips, Loucks & Loucks reported to the Authority that the legal matter in the Municipality of South Bruce, had been resolved. He told the members that the Judge had recommended that the charges be dismissed since there was little chance of reoccurrence. The fill and the trailer that had been placed on the property have been removed and the ultimate goal of remediation has been reached.

Paul Philips left the meeting at 1:09 p.m.

**b. File Tracking Demonstration**

Les McKay introduced David Growden, hired on contract to assist with the compilation of the Planning & Regulations file tracking database system. Les demonstrated the various modules including reporting and search capabilities. He explained that staff will be able to use a tablet out in the field to access data and upload new information.

Les McKay and David Growden left the meeting at 1:40 p.m.

**5. Correspondence**

None at this time.

**6. Matters Arising from the Minutes**

**a. Wood's Agricultural Land Rental**

The GM/S-T informed the members that the current renter of the Woods' property agricultural lands offered to lease the land for 2018 at \$2,520 which approximates market value. The matter of long term land usage will be referred to the Property & Building Committee to consider options. After discussion the following motion was passed:

**MOTION #G17-98**

Moved by Mark Davis

Seconded by Stewart Halliday

THAT the GM/S-T be authorized to sign a one year lease agreement for the 34 acre agricultural portion of the Wood's property at the annual sum of \$2,520.

**b. 2018 Draft Budget**

Wayne Brohman presented various options for reduction of 2018 proposed budgeted expenses. After discussion the following motions were passed:

**MOTION #G17-99**

Moved by Kevin Eccles

Seconded by Dan Gieruszak

THAT Legal Fees in the draft 2018 Environmental Planning & Regulations program budget be reduced by \$5,000.

**CARRIED**

**MOTION #G17-100**

Moved by Kevin Eccles

Seconded by Maureen Couture

THAT advertising in the draft 2018 Administration program budget be reduced by \$4,000.

**CARRIED**

**MOTION #G17-101**

Moved by Kevin Eccles

Seconded by Dan Gieruszak

THAT the General Levy revenue line in the Environmental Planning & Regulations department be reduced by \$29,000; and further

THAT \$29,000 be added to the Regulation revenue income line.

**CARRIED**

**MOTION #G17-102**

Moved by Stewart Halliday

Seconded by Mike Smith

THAT the amended 2018 draft budget be approved in principle; and further

THAT staff be authorized to forward the amended 2018 draft budget to the Authority's watershed municipalities for a 30 day review.

**CARRIED**

A coffee break was called at 2:35 p.m. The meeting was called back to order at 2:45 p.m.

**7. Reports**

**a. Finance Report**

The GM/S-T pointed out that the expense for the WHISKI software has not yet been realized, however it is expected before the end of 2017. The Planning & Regulations department has generated higher than expected revenues due to increased number of permits and inquiries. The campgrounds received revenues from group camping that had not been previously budgeted. Motor pool budgeted expenses are down since an appropriate dump truck has not yet been purchased.

**MOTION #G17-103**

Moved by Robert Buckle

Seconded by Wilf Gamble

THAT the Financial Report to August 31, 2017 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$277,037.01 be approved as distributed.

**CARRIED**

**b. Program Report**

The GM/S-T presented several photographs of the Markdale dam removal. After discussion the following motion was passed:

**MOTION #G17-104**

Moved by Barbara Dobreen

Seconded by Mike Smith

THAT the Program Report be received as information.

**CARRIED**

**c. Planning & Regulations Action Items**

It was noted that the file tracking system is priority #1 in the action items. The members inquired about procedures for obtaining updated mapping in their municipality. Staff can recommend an engineering firm who will give a quotation based on certain criteria.

**8. New Business**

None at this time.

**9. Other Business**

**a. Planning & Regulations Customer Service Survey Update**

The GM/S-T reviewed several survey submissions. It was noted that knowledge of the appeal process is still not acceptable.

**b. Annual Meeting date for January 2018**

**MOTION #G17-105**

Moved by Maureen Couture

Seconded by Mark Davis

THAT the 2018 Annual Meeting be scheduled for January 16<sup>th</sup>, 2018 at 1:00 p.m.

**CARRIED**



c. Policy on notification of dam water levels

Kevin Eccles requested that a policy on notification of water level reductions from SVCA dam maintenance be considered. He explained that an issue had arisen where a boat owner was unaware of the date that the boards on the Durham middle dam were to be removed. The options will be discussed at the next Authority meeting.

d. Memorandum of Agreement – Township of Howick

After discussion the following motion was passed:

**MOTION #G17-106**

Moved by Dan Gieruszak

Seconded by Brian Gamble

THAT the Authority authorizes the Chair and GM/S-T to sign the Memorandum of Understanding for Planning Services with the Township of Howick.

**CARRIED**

e. Three Year Term for Authority Member Appointments

It was noted that the term for Authority member appointments is currently three years in the Conservation Authorities Act. A notice will be sent out to applicable municipal clerks requesting updated appointments.

f. News Articles

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority Members up to date on current events.

There being no further business, the meeting adjourned at 3:32 p.m. on motion of Maureen Couture.

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Luke Charbonneau  
Chair

---

Janice Hagan  
Recording Secretary



## Town of Minto

**DATE:** January 04, 2018  
**TO:** Mayor Bridge and Members of Council  
**FROM:** Michelle Brown, Building Assistant  
**RE:** B161/17 – Andrade Severance  
 Part Lot 79, Concession C, 5892 Highway 9 Harriston

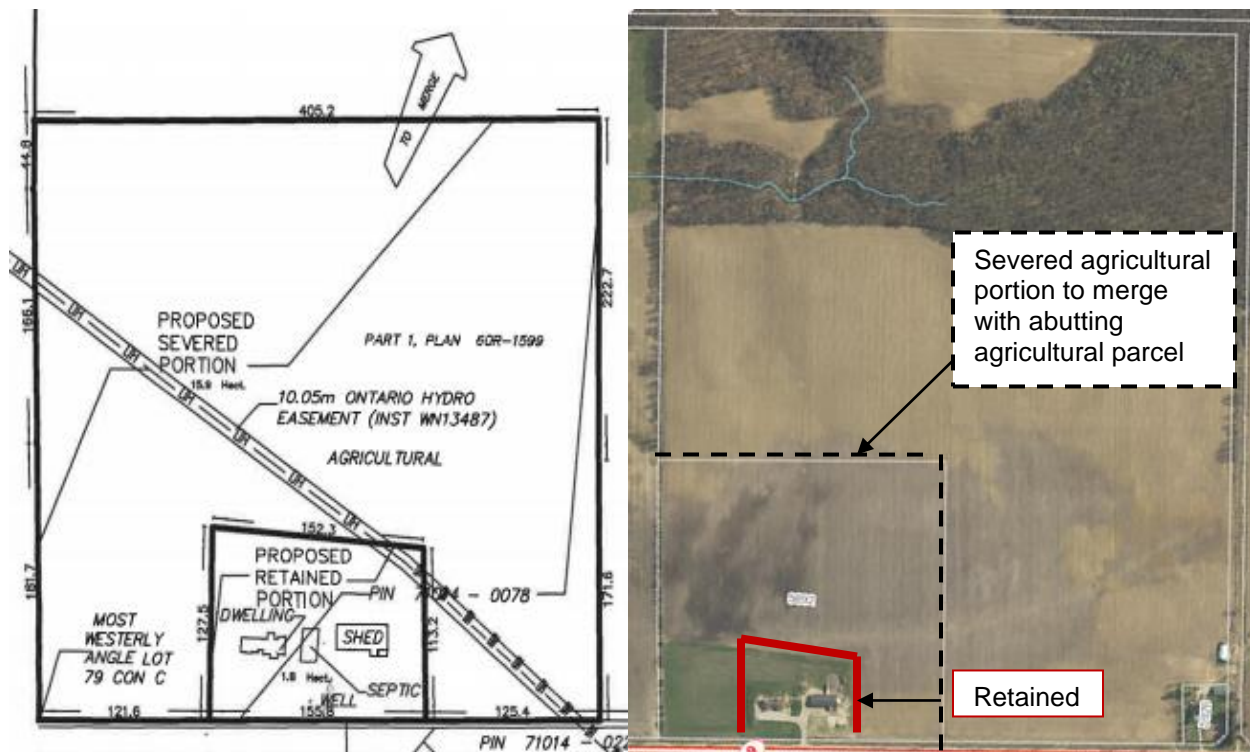
### STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

### BACKGROUND

This application to County of Wellington Land Division is to sever 15.9 hectares (39.3 acres) of vacant land and join that parcel with an abutting agricultural parcel. The proposed severed parcel Part Lot 79, Concession C, 5892 Highway 9 is to merge with is Part Lot 80, Concession C, of Highway 9. The retained parcel is 1.8 hectares (4.4 acres) with existing rural residence, and shed where the applicant currently resides.

Since the time of the original application, both parcels of land have been sold to Von Westerholt Farms Ltd and Lavolit Limited.



### COMMENT

Town of Minto staff reviewed the application and no serious concerns were noted.

### Clerks

Standard financial and access conditions recommended. The lot will be conveyed to an abutting owner so that future severance of the same parcel would require County approval.

### Public Works

Currently the retained parcel has private septic and well. An apportionment will need to be completed for this severance for any Municipal Drains taking the original assessment of one property and reassessing for 2 separate ones Section 65(5) of the Drainage Act.

The applicant will need to obtain approval from the Ministry of Transportation of Ontario to create a new access to the severed parcel of land.

### Building

The proposed retained lot will require zoning relief for the existing shed. The shed is currently 5120 ft<sup>2</sup> and the zoning for the retained 1.8 hectare lot permits 2350 ft<sup>2</sup>.

## RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B161/17 Andrade Severance, Part Lot 79, Concession C, 5892 Highway 9 Harriston, and that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant supply to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain be completed to the satisfaction of the Local Municipality.
3. That the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made for the severed parcel including payment of applicable fees.
4. THAT the applicant obtain a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.

Michelle Brown  
Building Assistant

## ATTACHMENTS

County of Wellington Planner, Curtis Marshall  
B161/17Andrade Severance Report



<b>Application</b>	B161/17
<b>Location</b>	Part Lot 79, Concession C TOWN OF MINTO
<b>Applicant/Owner</b>	Frank Andrade

**PLANNING OPINION:** The purpose of this lot line adjustment application is to sever 15.9 ha (39.3 acres) of vacant agricultural land and merge it with an abutting agricultural parcel. The retained parcel is 1.8 ha (4.4 acres) and contains an existing single detached dwelling and shed/hobby barn.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land;
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent; and,
- c) That the severed parcel be rezoned to prohibit residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and,
- d) That zoning compliance for the retained parcel be achieved to the satisfaction of the Local Municipality.

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL.

According to section 10.3.5 Lot line adjustments may be permitted for legal or technical reasons, such as easements, correction of deeds, quit claims, and minor boundary adjustments in the Prime Agricultural Area. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- Two abutting farms are merged and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- More viable agricultural operations will result;
- An undersized lot is made useable given the requirement for appropriate sewer and water systems.

Lot line adjustments are deemed not to create new lots for the purpose of this plan. The proposed severed parcel is to be merged with an agricultural parcel which has been rezoned to prohibit the construction of a residential dwelling (as a condition of a surplus farm dwelling severance which was approved in 2012). A condition should be included requiring that the proposed severed parcel be rezoned to prohibit the construction of a residential dwelling to ensure that the proposed lot line adjustment does not serve to create a new building lot.

The matters under Section 10.1.3 were also considered.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a WHPA.

**LOCAL ZONING BY-LAW:** The proposed severed and retained lots are zoned Agricultural (A). A zoning amendment will be required to restrict the construction of a residence on the severed lands. The lands to be retained will also require zoning relief, as the existing shed/hobby barn (446 m<sup>2</sup> or 4800 ft<sup>2</sup>) is larger than the accessory structure/hobby barn provisions allow for.

**SITE VISIT INFORMATION:** The subject property has not been visited to date.

Curtis Marshall, MCIP, RPP  
Senior Planner  
December 18, 2017

# Building Department Monthly Review



Year End - 2017



# December 2017 Permit Activity

- December's Permit numbers reflect a normal year's end.
- Construction activity is normally affected by weather and shortened working days – 7 Permits issued for \$1,100,000 worth of construction

PERMIT TYPE	2017		2016	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	3	\$ 877,000.00	1	\$ 399,000.00
Multiple Family Dwelling	0	\$ -	3	\$ 1,650,000.00
Accessory Dwelling	0	\$ -	0	\$ -
Residential Additions/Renovations	2	\$ 201,000.00	2	\$ 169,000.00
Residential Accessory Structures	1	\$ 20,000.00	0	\$ -
Residential Pool Enclosures/Decks	0	\$ -	0	\$ -
Commercial Permits	0	\$ -	0	\$ -
Industrial	0	\$ -	1	\$ 250,000.00
Institutional	0	\$ -	3	\$ 1,811,000.00
Agricultural	0	\$ -	0	\$ -
Sewage Systems	0	\$ -	2	\$ 20,000.00
Demolitions	1	\$ 2,000.00	0	\$ -
<b>Monthly Total</b>	<b>7</b>	<b>\$ 1,100,000.00</b>	<b>12</b>	<b>\$ 4,299,000.00</b>
<b>Total Year to Date</b>	<b>222</b>	<b>\$ 28,762,000.00</b>	<b>205</b>	<b>\$ 20,087,008.00</b>



# 2017 Year End Summary

- 2017 - 222 Permits resulting in \$28.8 Million constructed value
- 2016 - 205 Permits resulting in \$21.3 Million constructed value
- 2015 - 168 Permits resulting in \$14.7 Million constructed value

PERMIT TYPE	2015		2016		2017	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	22	\$ 4,713,000.00	26	\$ 7,553,000.00	29	\$ 8,559,000.00
Multiple Family Dwelling	2	\$ 720,000.00	7	\$ 3,200,000.00	10	\$ 5,785,000.00
Accessory Dwelling			1	\$ 40,000.00	0	\$ -
Residential Additions/Renovations	26	\$ 1,127,000.00	34	\$ 2,246,000.00	35	\$ 1,681,000.00
Residential Accessory Structures	21	\$ 336,000.00	32	\$ 557,000.00	25	\$ 608,000.00
Residential Pool Enclosures/Decks	19	\$ 154,000.00	34	\$ 305,000.00	35	\$ 149,000.00
Commercial Permits	9	\$ 2,343,000.00	3	\$ 605,000.00	6	\$ 247,000.00
Industrial	8	\$ 3,138,000.00	6	\$ 950,000.00	17	\$ 5,172,000.00
Institutional	11	\$ 581,000.00	7	\$ 2,476,000.00	7	\$ 1,583,000.00
Agricultural	24	\$ 1,045,000.00	36	\$ 3,193,000.00	34	\$ 4,752,000.00
Sewage Systems	17	\$ 201,000.00	15	\$ 144,000.00	16	\$ 161,000.00
Demolitions	9	\$ 379,000.00	4	\$ 23,000.00	8	\$ 65,000.00
<b>Total</b>	<b>168</b>	<b>\$ 14,737,000.00</b>	<b>205</b>	<b>\$ 21,292,000.00</b>	<b>222</b>	<b>\$ 28,762,000.00</b>



# 2017's Highlights

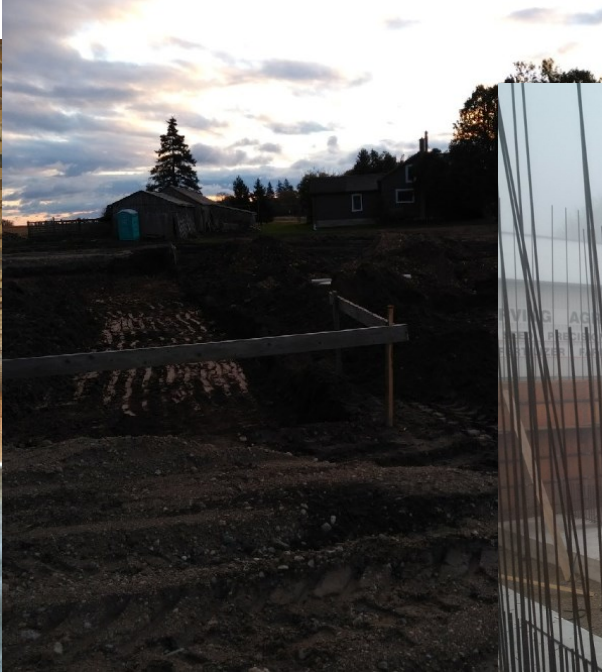
- **Highlights include:**
  - **29 Single Family Dwellings and 10 Multi-Res Buildings, realizing 59 new residential units (5 year average – 39 units per year)**
  - **12 units in Harriston, 23 units in Palmerston, 14 units in Clifford, 10 units in the former Township**





# 2017's Highlights

- **Highlights include:**
  - **17 Industrial Permits, creating 7 new buildings and 68,075 sq. ft. of New Industrial space**



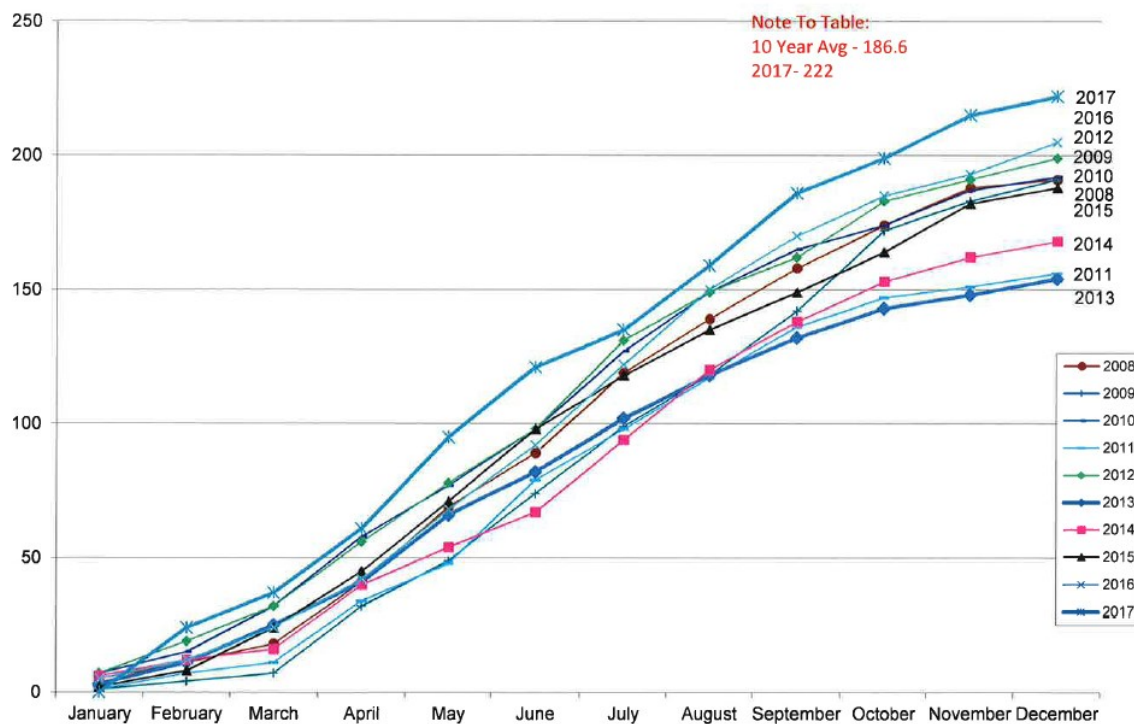
# 2017's Highlights

- Highlights include:
  - 34 Agricultural Permits, which includes 4 new barns and 9 additions onto existing barns, totaling 141,872 sq. ft. of new livestock facilities



# 10 Year Permit Numbers

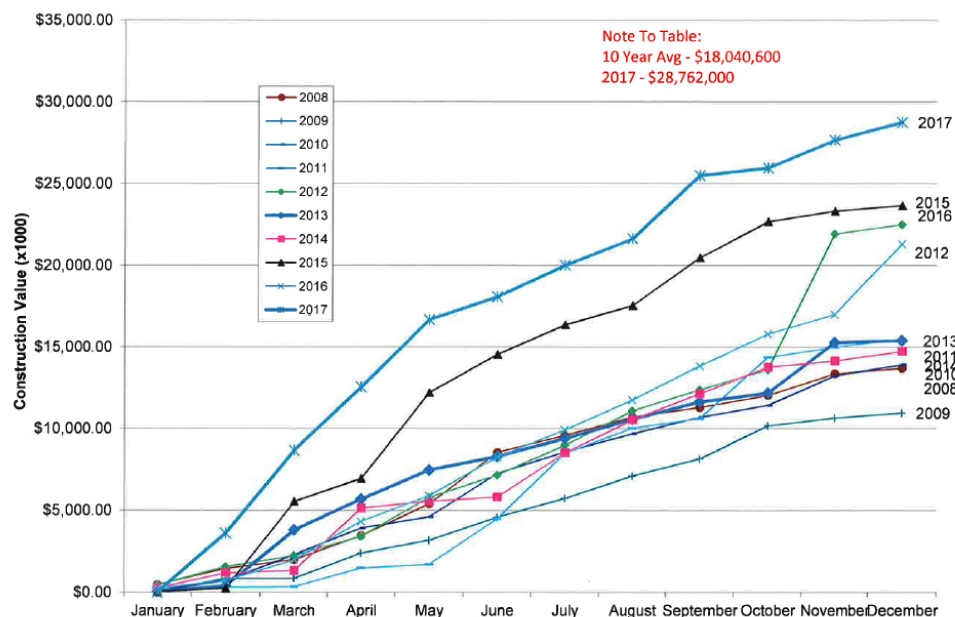
- 10 Year Average – 186.6
- Year End – 222
- Record high year end permit volume





# 10 Year Construction Value

- 10 Year Average - \$18,040,600
- Year End - \$28,762,000
- Record high construction value



## 2018 Preview

- 2 new Residential Subdivisions starting
- More Clifford Ann St houses to be built
- Buildings on 4 sold Palmerston Industrial lots yet to be constructed
- The agricultural sector remains strong



# Questions/Comments





## **TOWN OF MINTO**

**DATE:** January 3, 2018

**REPORT TO:** Mayor and Council

**FROM:** Bill White, C.A.O. Clerk

**SUBJECT:** Ann Street Lot Bid Process, Four Remaining Lots

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### **STRATEGIC PLAN:**

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

### **BACKGROUND**

At the June 6, 2017 meeting Council passed a resolution authorizing the sale of six of ten remaining lots on Ann Street between Allan and John Street to six separate bidders. Bids received were between \$30,000 and \$35,100. Conditions that applied to the sale of the lots are outlined below:

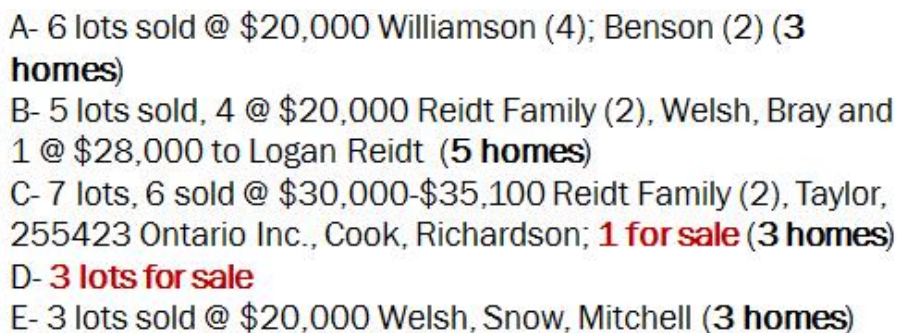
- compliance with Town standard covenants (not for resale or speculation)
- Obtaining a building permit as a condition of closing to start construction by November 1, 2017 (earlier start preferred)
- No other land transactions are pending on Ann Street;
- Offer of one lot per person or company; multiple lots with delayed closings not preferred
- Minimum bid \$28,000 includes 1 connection for water and 1 connection for sewer
- Identify whether single family or semi-detached lot to be constructed; added cost for semi
- Town assign lot based on availability/interest, and must meet its disposition of land policy

The signed bid form accompanied by a certified deposit was used as the agreement of purchase and sale, and all six lots were closed in 2017. In May Council awarded to Moorefield Excavation a \$371,865 contract to install water and sewer on two blocks of Ann Street between Allan and Nelson. This work was completed in the fall. Of the six lots sold through the bid process, construction began on four homes and the remaining two took out building permits for construction start early in 2018. Builders worked with Triton Engineering and Moorefield to meet servicing and grading elevations.

There are four remaining serviced lots on Ann Street to go out for bid. Originally Council had directed that these four lots go for bid in November 2017, but staff was unable to initiate the process due to the number of other closings on various properties. Interest in the remaining lots on Ann Street remains strong, and going to bid early in 2018 should result in a positive sale environment.



The following map shows lots sold to date, number of homes constructed (or underway) and lots remaining to be sold:

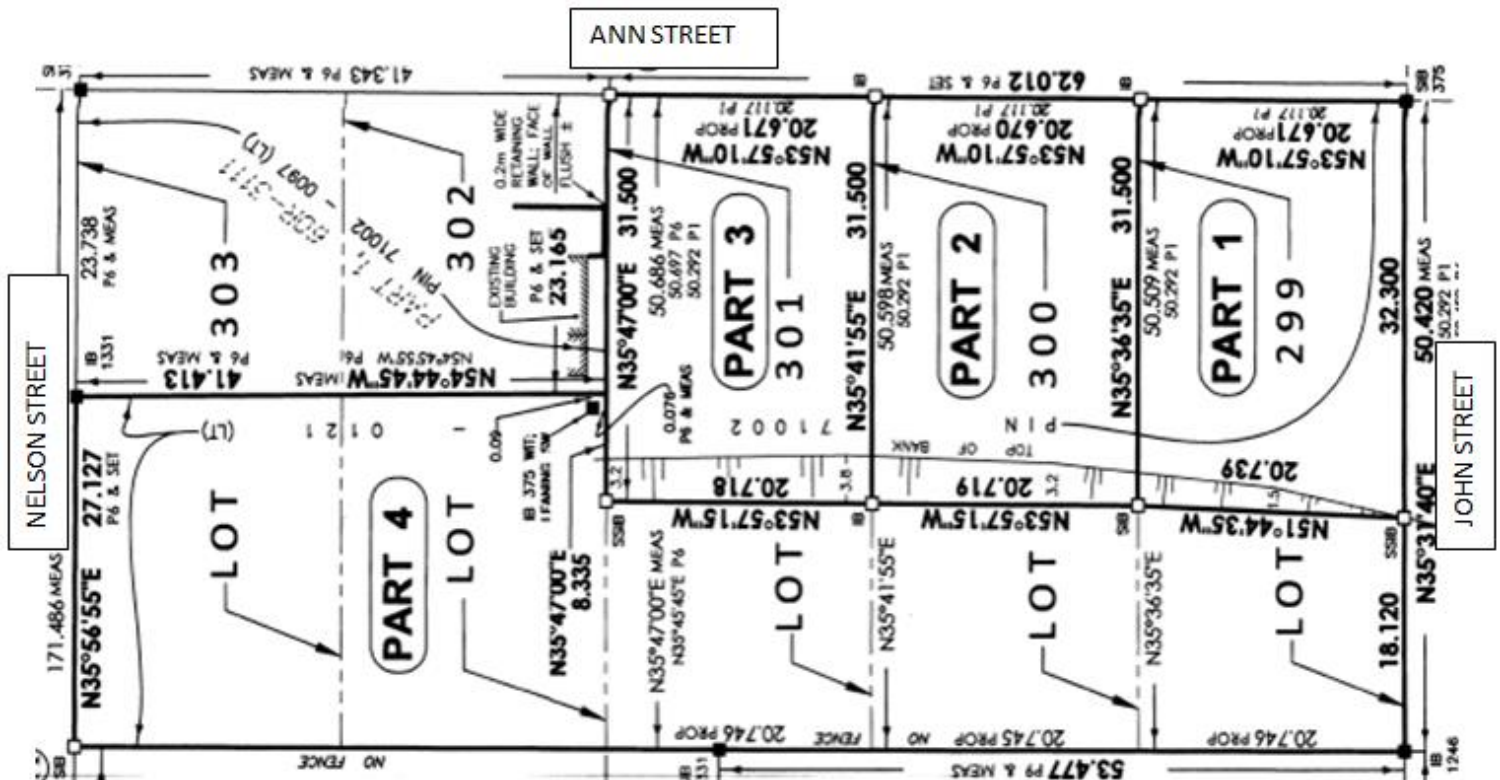


- Compliance with Town standard covenants (not for resale or speculation)
- Obtaining a building permit as a condition of closing to start construction this year by November 1, 2018 (earlier start preferred)
- Minimum bid \$28,000 includes one connection for water and sewer to lot line
- Purchaser to identify whether single family or semi-detached lot to be constructed; additional cost for second water and sewer connection
- Town may assign lots based on availability and interest
- Compliance with Town disposition of land policy

## Ann Street Lot Sale Process



The three lots in Block D were set at a depth of 31.5 metres (103.3 feet) to 32.3 metres (106 feet), about 7.5 metres (23 feet) less than the other blocks. As shown on the drawing below, the top of bank at the back of the lots (Parts 1, 2 and 3) to be sold leads down to Town's rail trail. The lots were made shallower so major re-grading of the trail is not needed. This may result in a slightly lower price for the parcels. This reference plan confirms that the trail is fully located on Town property which was a concern to Minto Trails Committee.



If Council agrees with the approach outlined, the bid form would be revised and circulated to potential purchasers. Bids could close on Friday February 23 so that Council can consider awarding at the March 6 meeting.

#### FINANCIAL CONSIDERATIONS:

The Town bought these former rails lands on Ann Street for \$440,000 to settle a lawsuit. Blocks A through E are only part of the holdings acquired which include lands north to West Heritage Street and south to the 13<sup>th</sup> Line. Sale of Blocks A through E will pay the Town at least \$600,000. Sale proceeds help pay off the debenture on the original \$440,000 purchase and the Kaufman lot bought in 2017 at the corner of Allan and Elora Street.

The cost to place curbs and pave Ann Street with drainage will be about \$500,000 tentatively budgeted for 2018 and 2019. Replacing the ultra-rib pipe and installing water in the five blocks cost over \$650,000. At least six more homes on the opposite side of Ann Street can potentially be created through infilling will have to contribute toward servicing when they apply for severance.

Selling Ann Street lots and the former Clifford Ballfield resulted in \$825,000 in actual or pending revenue to the Town (less legal and survey costs). This will have allowed 46 new residences to be built in Clifford, which will have paid around \$250,000 in one time development charges. The Town will receive around \$41,500 annually in water and sewer charges, and at least \$60,000 each year in property tax (Town share only) once the homes are all built.

**RECOMMENDATION:**

That Council receives the C.A.O. Clerk's January 3, 2018 report regarding Ann Street Lot Bid Process, Four Remaining Lots and that Council supports the bid process as outlined including eliminating the requirement restricting purchasers to one lot.

Bill White, C.A.O. Clerk



## **TOWN OF MINTO**

**DATE:** December 20, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Gordon Duff, Treasurer  
**SUBJECT:** Investment Policy Amendments

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### **STRATEGIC PLAN:**

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

### **BACKGROUND**

The Town Investment Policy has been in place for many years. February 2016 after the Province gave Toronto “Prudent Investor” status, staff reported on possible changes to legislation to allow other municipalities more diversified options in portfolio management and asset selection. These changes are not in effect so Minto and other smaller municipalities do not have “Prudent Investor” status, but there have been other changes to legislation over the past few years requiring updated language in Minto’s Investment Policy.

### **COMMENTS:**

In a low interest rate environment, it is difficult to obtain a reasonable rate of return and still maintain liquidity and invest in low risk securities. Returns from bond funds have been disappointing and money market interest rates are also low. For short term funds, Town staff has investigated the allocation of a small portion of funds with credit unions. Interest rates are competitive and the range of investments is flexible.

The Town’s Investment Policy is vague on the eligibility of deposits held in credit unions as an allowable investment. The proposed amendments explicitly include credit unions as an eligible investment for the Town’s funds for deposits with a term of up to two years. At the same time, Schedule III Banks have been added to the investment list. These are generally foreign banks which operate in Canada such as HSBC Bank, Citibank and Wells Fargo.

### **FINANCIAL CONSIDERATIONS:**

This amendment may lead to higher investment returns with minimal risk.

### **RECOMMENDATION:**

That Council of receives the Treasurer’s report dated December 20, 2017, and approves proposed amendments to the Investment Policy to include credit unions as an eligible investment and adding Schedule III banks to the investment list.

Gordon Duff, Treasurer

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## TOWN OF MINTO

**DATE:** December 22, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Gordon Duff, Treasurer  
**SUBJECT:** Approval of Accounts

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### STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

### BACKGROUND

The following is a summary of accounts by Department paid for December 22, 2017

Administration	\$ 74,641.53
People & Property	
Health & Safety	
Health Services	
Building	3,960.65
Economic Development	19,830.73
Incubator	692.98
Tourism	
Fire	8,782.01
Drains	299.45
Roads	418,395.33
Cemetery	8,476.70
Waste Water	47,097.44
Streetlights	4,419.78
Water	26,451.47
Town Landscaping Care	208.54
Recreation	2,600.65
Clifford	10,509.85
Harriston	13,506.66
Palmerston	40,962.23
Norgan	<u>4,109.41</u>
	\$ 684,945.41

The Roads projects responsible for most of the expense include payments on George Street South, final payment on Jane and Inkerman and servicing of Ann Street.

**COMMENTS:**

The above information is provided to provide an update on monthly spending by Department as public information. Council also receives three budget update reports per year outlining the status of budget to actual for the capital plan and operating budgets.

Council receives by email a detailed summary of accounts including personal information about identifiable individuals that is protected under the Municipal Freedom of Information Act. The auditor supports Council approving the accounts in this fashion.

**FINANCIAL CONSIDERATIONS:**

Council's approval of the accounts increases transparency by disclosing monthly spending by Department.

**RECOMMENDATION:**

That Council receives the Treasurer's report dated December 22nd regarding Approval of Accounts, and approves the Town of Minto accounts by Department for November and December 2017.

Gordon Duff, Treasurer



## TOWN OF MINTO

**DATE:** January 4, 2018  
**REPORT TO:** Mayor Bridge and Members of Council  
**FROM:** Gordon Duff, Treasurer & Janet Klemp, Tax Collector  
**SUBJECT:** Interim Tax By-Law

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### STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

### BACKGROUND

Before adopting estimates for the year, the Municipal Act Section 317 allows a municipality to levy amounts as may be determined on the rateable assessments for local municipal purposes. Section 317 (1) states:

- the amount levied on assessment shall not exceed 50 per cent of the total taxes levied on that assessment for all purposes in the previous year;
- the municipality may provide for the payment of taxes in one amount or by installments;
- all taxes shall be paid to the Treasurer, except as may be provided under Section 346 (2) where payment may be made by any person into a financial institution to the credit of the Treasurer of the municipality;
- local municipalities may impose a percentage charge as a penalty for non-payment of taxes on any class or installment not exceeding 1.25 percent on the first day of default, and on the first day of each calendar month in which default continues interest may be charged not exceed 1.25 percent per month.

### COMMENTS:

The Municipal Act allows us to raise money on the interim basis until final budget is set and final taxes are raised. This by-law also sets the percentage and dates when penalty and interest are added to outstanding tax accounts for the year, and sets out the due dates for the interim installments and where and how interim installments may be made.

### FINANCIAL CONSIDERATIONS:

The interim levy raised will enable the municipality to pay County and School Board interim levies and supplier invoices.

### RECOMMENDATION:

THAT Council receives the January 4, 2018 report from the Treasurer and Tax Collector regarding the Interim Tax By-law and consider passing By-law 2018-01 in open session.

Gordon Duff  
Treasurer

Janet Klemp  
Tax Collector



## **TOWN OF MINTO**

**DATE:** January 4, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Gordon Duff, Treasurer  
**SUBJECT:** Temporary Borrowing By-Law

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### **STRATEGIC PLAN:**

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

### **BACKGROUND**

It is common for municipalities to seek authority to borrow temporarily to cover operating expenses, especially before final tax rates are set. A By-Law for this purpose is normally required by financial institutions in order to renew credit limits on an annual basis.

### **COMMENTS:**

The Town of Minto has passed Temporary Borrowing By-Laws in the past and has been asked for proof of such by our Bank as part of the annual renewal of credit and as part of our banking agreements. Cash flow is frequently tight between tax due dates if large expenditures are due during these time periods. The Town of Minto has not needed to exercise this authority in the past, but it is prudent to have this option if required.

### **FINANCIAL CONSIDERATIONS:**

This By-Law allows the Town to borrow to cover expenditures on a short-term basis.

### **RECOMMENDATION:**

THAT Council receives the Treasurer's report dated January 4, 2018, and considers passing By-law 2018-02 in regular Council session to authorize Temporary Borrowing if deemed.

Gordon Duff  
Treasurer

The Corporation of the Town of Minto  
By-law No. 2018-01

To provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for taxes in default.

**WHEREAS** Section 317 (1) of The Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a local municipality may for any year, before the adoption of the estimates for the year, levy amounts as may be determined on the rateable assessments for local municipal purposes;

**AND WHEREAS** Section 317 (3) of The Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the amount that may be levied on assessment under Section 317 (1) shall not exceed 50 per cent of the total taxes that were levied on that assessment for all purposes in the previous year;

**AND WHEREAS** Section 342 (1) of The Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a local municipality may provide for the payment of taxes in one amount or by installments;

**AND WHEREAS** Section 346 (1) of The Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that all taxes shall be paid to the Treasurer, except as may be provided under Section 346 (2) where payment may be made by any person into a financial institution to the credit of the Treasurer of the municipality;

**AND WHEREAS** Section 345 of The Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a local municipality may impose a percentage charge as a penalty for non-payment of taxes on any class or installment thereof not exceeding 1.25 percent on the first day of default, and on the first day of each calendar month thereafter in which default continues interest may be charged not exceeding 1.25 percent per month;

**AND WHEREAS** Section 347 (1-3) of The Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides for the allocation of payment received on account of taxes;

**NOW THEREFORE** the Council of the Corporation of the Town of Minto hereby enacts as follows:

- 1. **THAT** the said interim tax levy shall become due and payable in two installments as follows:
- 2. **THAT** for the year 2018 the following interim tax amounts shall be levied, raised and collected on all real property taxable within the residential, farmland, pipeline, managed forest, commercial, industrial, large industrial and multi-residential classes, and liable to pay the same according to the last revised assessment roll:

<u>CLASS</u>		<u>TOTAL TAX AMOUNT</u>
a. Residential/Farm	Taxable	50 % of 2017 billed
b. Farmlands	Taxable	50 % of 2017 billed
c. Pipeline	Taxable	50 % of 2017 billed
d. Managed Forest	Taxable	50 % of 2017 billed
e. Commercial	Taxable	50 % of 2017 billed
f. Industrial	Taxable	50 % of 2017 billed
g. Large Industrial	Taxable	50 % of 2017 billed
h. Multi-Residential	Taxable	50 % of 2017 billed

- 3. **THAT** the said interim tax levy shall be due and payable in two installments at the Town of Minto Municipal Office and at most Financial Institutions, on or before the following dates:

- |     |                    |                               |
|-----|--------------------|-------------------------------|
| i.  | FIRST INSTALLMENT  | MARCH 27 <sup>th</sup> , 2018 |
| ii. | SECOND INSTALLMENT | MAY 29 <sup>th</sup> , 2018   |



The Corporation of the Town of Minto  
By-law No. 2018-01  
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4. **THAT** the Treasurer mail or cause same to be sent by first class mail or electronic means to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, due dates and late payment rates to be applied upon default.
5. **THAT** failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which late payment charges shall be imposed.
6. **THAT** penalty of 1.25 percent will be added to current taxes with installment due dates which are in default in accordance with Section 345 (2), on the 1<sup>st</sup> day of default, and thereafter interest of 1.25 percent will be added on the 1<sup>st</sup> business day of each month and every month in which the default continues.
7. **THAT** the Treasurer be authorized to accept partial payment for taxes, from time to time, as long as it does not affect the collection of taxes registered for tax arrears.
8. **THAT** the Treasurer be required to apply all payments received to the outstanding penalty and/or interest first and then to that part of the taxes that has been in arrears for the greatest period of time but no such payment shall be received after a tax arrears certificate has been registered under Part XI of The Municipal Act, 2001, S.O. 2001, c. 25, as amended.
9. **THAT** the current taxes and tax arrears are payable by cash, cheque or debit at the Town of Minto Municipal Office, 5941 Hwy #89, Harriston or payment mailed to 5941 Hwy #89, RR 1, Harriston, Ontario NOG 1Z0. Current taxes are also payable at most Financial Institutions, if accompanied by the installment stub relative to the payment being made. After the fore mentioned due date banks will no longer be authorized to take tax payments. Current taxes are also payable by pre-authorized payment plan, epost, ecommerce, telephone or internet banking for ratepayers with this service from any Financial Institution of Canada.
10. **THAT** Section 342 (1) of The Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides the authority, on the default of payment of any installment by the day named above for payment thereof, that the subsequent installment or installments shall become payable immediately.
11. **THAT** the Tax Collector appointed is hereby invested with all powers and authority provided by the Municipal Act, for the collecting of all unpaid and overdue taxes.
12. **THAT** this by-law shall be deemed to come into force and effect on January 1<sup>st</sup>, 2018 and shall apply to all tax classes.

Read a first, second and third time and passed in open Council this 9<sup>th</sup> day of January 2018.

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Mayor George A. Bridge

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C.A.O. Clerk Bill White

The Corporation of the Town of Minto  
By-law No. 2018-02

Authorizing the Temporary Borrowing of monies to meet current expenditures pending receipt of current revenues of the Corporation of the Town of Minto.

**WHEREAS**, in accordance with subsection 407(1) of the *Municipal Act*, 2001 S.O. 2001, c. 25 (the “Act”), the Municipality considers it necessary to borrow an amount, equal to or less than the limit set by the Minister of Finance, to meet current expenditures of the municipality, until taxes are collected;

**AND WHEREAS**, pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this By-law, together with the total of any similar borrowing is not to exceed the limits set forth in that subsection;

**NOW THEREFORE**, the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. The Town of Minto is hereby authorized to borrow from a Bank or person from time to time by way of Promissory Notes or Bankers’ Acceptances, a sum or sums, not exceeding at any one time, the amounts specified in subsection (2) to pay off temporary bank overdrafts for the current expenditures of the Town for the year 2018, including amounts for sinking funds, principal and interest falling due within such fiscal year and the sums required by law to provide for the purposes of the Town.
2. The amount of monies that may be borrowed at any one time for the purposes of subsection (1), together with the total of any similar borrowings that have not been repaid, shall not, except with the approval of the Ontario Municipal Board, exceed the prescribed percentages of the total of the estimated revenues of the Town as set forth in the estimates adopted for the year, which percentages are set out in section 407 of the *Municipal Act*, 2001, as it may be amended from time to time.
  - (a) Until estimates of revenue for the Town for the 2018 year are adopted, borrowing shall be limited to the estimated revenues of the Town as set forth in estimates adopted for the next preceding year.
  - (b) The total estimated revenues of the Town, including amounts levied for Education purposes, adopted for the year 2017 are Twelve Million, Seven Hundred and Twenty Thousand dollars (\$12,720,000)
3. All sums borrowed pursuant to the authority of this By-law, together with any and all similar borrowings in the current year and in previous years that have not been repaid shall, together with interest thereon, be a charge upon the whole of the revenues of the Town for the current year and for all preceding years, as and when such revenues are collected or received.
4. The Treasurer is authorized and directed to apply in payment of all sums borrowed pursuant to this By-law, together with interest thereon, all of the monies thereafter collected or received for the current and preceding years, either on account or realized in respect of taxes levied for the current year and preceding years or from any other sources which may lawfully be applied for such purpose.

5. That the Mayor and failing such person, the Deputy Mayor of the Town Council, together with the Treasurer or the Deputy Treasurer be authorized and directed to sign and execute the aforesaid Promissory Notes and Bankers' Acceptances, hypothecations, agreements and such other documents, writings and papers which shall give effect to the foregoing.
6. This By-Law shall come into force and effect on the 1st day of January 2018 and shall remain in force and effect until 31<sup>st</sup> day of December 2018.

Read a first, second, third and finally passed in Open Council this 9<sup>th</sup> day of January, 2018.

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Mayor George A. Bridge

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C.A.O. Clerk Bill White

The Corporation of the Town of Minto  
By-law No. 2018-03

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held January 9, 2018

**WHEREAS** the Council of the Town of Minto met on January 9, 2018 and such proceedings were conducted in accordance with the Town's approved Procedural By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. That the actions of the Council at its Committee of the Whole/Council meeting held on January 9, 2018 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate By-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the C.A.O. Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.
3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 9<sup>th</sup> day of January, 2018.

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Mayor George A. Bridge

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C.A.O. Clerk Bill White