



Tuesday, January 5, 2016

3:00 p.m.

Council Chambers

	Pages
1. Call to Order	
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3. Minutes of Previous Meeting	
a. Regular Council Minutes of December 15, 2015	1
4. Additional Items Disclosed as Other Business	
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	
6. Public Meeting	
7. Delegations	
a. Allison Armstrong, Health Care Recruitment Report	10
b. Hamid Salsali, Pilot Project, Palmerston Wastewater	15
8. Public Question Period	
9. Correspondence Received for Information or Requiring Direction of Council	
a. Changes to Ontario's Ministry of the Environment & Climate Change, Drinking Water Quality Standards, Testing and Reporting Requirements	29
b. Municipality of Port Hope, Resolution of Support re Opposition to Incineration Facilities	32

c.	Ministry of Agriculture, Food and Rural Affairs, 2015 Rural Roadmap: The Path Forward for Ontario	34
d.	The Township of North Stormont, Involvement at the IPM 2015	58
e.	The Township Of Madawaska Valley, Doctor Recruitment Resolution	59
f.	Crime Stoppers Guelph Wellington, Winter Edition 2015-2016 Newsletter	61
g.	Kingston City, Basic Income Guarantee Resolution	63
h.	Saugeen Valley Conservation Authority, Invitation to Annual Meeting	66
i.	Municipality of Brockton, Support Measures to Control Invasive Species, Phragmites	67
j.	Ministry of Municipal Affairs and Housing, Bill 73: The Smart Growth for Our Communities Act, 2015	68
k.	Watson and Associates Economists Ltd, Passage of Bill 73 and Ontario Regulation 428/15	72
l.	Ontario Drinking Water, Notice of Release of the Minister's Annual Report on Drinking Water 2015, the Chief Drinking Water Inspector's 2014-2015 Annual Report and Drinking Water Data on Ontario.ca	81
m.	Ombudsman Ontario, Annual Report	82
n.	Randy Pettapiece, MPP, Correspondence to Ontario Premier re: Climate Change Resolution	124

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

a.	Committee Minutes for Receipt	
1.	Saugeen Valley Conservation Authority Minutes of October 22, 2015	126
2.	Maitland Valley Conservation Authority Board of Directors Minutes of October 21, 2015	132
3.	Maitland Valley Conservation Authority Board of Directors Minutes of November 18, 2015	138
4.	Jamesway Manor Board Minutes of October 15, 2015	145
b.	Committee Minutes For Approval-None	

c. Staff Reports

1. Fire Chief, Tanker Truck Request for Proposal Results	147
2. Fire Chief, Fire Department Radio Purchase	149
3. C.A.O. Clerk, Engineering Services RFP	151
4. C.A.O. Clerk, Staff Performance Review Program	154
5. C.A.O. Clerk, Delegations 2016 OGRA ROMA Conference	163
6. Treasurer and Tax Collector, Interim Tax By-Law	167
7. Treasurer, Temporary Borrowing By-Law	168
8. Treasurer, Approval of Accounts for December 21, 2015	169
9. Public Works Director, Clifford Ultra Rib Pipe Sanitary Sewer Mains	171

d. Other Business Disclosed as Additional Item

11. Motion to Return To Regular Council

12. Notices of Motion

13. Resolution Adopting Proceedings of Committee of the Whole

14. By-laws

a. 2016-01, 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	173
b. 2016-02, Authorizing the Temporary Borrowing of monies to meet current expenditures pending receipt of current revenues of the Corporation of the Town of Minto	175
c. 2016-03, Confirm the Proceeding of the January 5, 2016 Committee/Council meeting	177

15. Adjournment



Council Minutes
Tuesday, December 15, 2015
7:00 p.m. Council Chambers

Council Present:

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

Council Regrets:

Councillor Ron Elliott

Staff Present:

Bill White, CAO Clerk
Chris Harrow, Fire Chief
Brian Hansen, Public Works Director
Stacey Pennington, Building Assistant

Annilene McRobb, CAO Clerk and Council Assistant
Belinda Wick-Graham, Business and Economic Manager
Matthew Lubbers, Recreation Services Manager
Todd Rogers, Water Lead Hand

1. **Call to Order at 7 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
 - a. Councillor Dirksen declared a conflict with Item 10. C) 11) C.A.O. Clerk, Marquardt Monster Truck Lease
3. **Minutes of Previous Meeting**
 - a. Regular Council Minutes of December 1, 2015

RESOLUTION: 2015-257

Moved By: Judy Dirksen; Seconded By: Mary-Lou Colwell

THAT the minutes of the December 1, 2015 Council Meeting be approved.

Carried

4. **Additional Items Disclosed as Other Business** – All Councillor members identified items.
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: 2015-258

Moved By: Ron Faulkner; Seconded By: Dave Turton

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

Carried

6. **Public Meeting-None**

7. **Delegations-None**
8. **Public Question Period** – No one came forward
9. **Correspondence Received for Information or Requiring Direction of Council**
 - a. Randy Pettapiece, M.P.P., Municipal Land Transfer Tax
 - b. Randy Pettapiece, M.P.P., Wynne Liberals' Failures Costing Billions
 - c. MPP Ernie Hardeman, Oxford, Pre-Budget Consultations Standing Committee on Finance and Economic Affairs
 - d. Carman Weppler, Note of Thanks
 - e. North Wellington Health Care Corporation and Groves Memorial Community, Hospital CEO/Administration Report Nov-Dec

MOTION: COW 2015-303

Moved By: Ron Faulkner; Seconded By: Dave Turton

THAT Council receives the correspondence as 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
1. Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee Minutes of May 8, 2015

MOTION: COW 2015-304

Moved By: Dave Turton; Seconded By: Judy Dirksen

THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee Minutes of May 8, 2015 be received as information.

Carried

- b. Committee Minutes For Approval
1. Cultural Roundtable Minutes of November 23, 2015
Business and Economic Development Manager Wick-Graham noted the soft launch of the volunteer portal took place and six groups came forward to be a part of this pilot project. Guelph Wellington Volunteer Centre will assist running in workshops for volunteers. The Treasures of Minto website has increased usage. The Committee is working with Gregory Smith to provide sessions with youth to help them discover their skills.
2. Economic Development and Planning Committee Minutes of December 10, 2015
Wick-Graham noted a site for the Palmerston Industrial Park sign is being discussed. Certified site information should be complete by the December 22 deadline, but the Province will extend if needed. A fibre optic conduit was installed in the Palmerston Industrial Park with cable to be run in spring. Façade and Structural Improvement grants recommended by Committee include \$44,405 in 2015 and \$46,810 in 2016. The 2015 overage is offset by an underspent Economic Development budget.

MOTION: COW 2015-305

Moved By: Mary-Lou Colwell; Seconded By: Dave Turton

THAT the Council receives the Cultural Roundtable Minutes of November 23, 2015 and the Economic Development and Planning Committee Minutes of December 10, 2015 and Council approve any recommendations contained therein.

Carried

3. Parks and Recreation Advisory Committee Minutes of November 30, 2015

Recreation Services Manager Lubbers noted the Committee is not pursuing a GHML franchise at this time. Grassroots hockey and basketball were successful as was the Norgan Barn Dance. Committee proposes Ryan Fisk to replace Gerald Koeslag as member at large. The Town facilities are switching back to Keystone Complete Facility Booking Software. The facilities are busy with holiday bookings.

MOTION: COW 2015-306

Moved By: Ron Faulkner; Seconded By: Judy Dirksen

THAT the Council receives the Parks and Recreation Advisory Committee Minutes of November 30, 2015 and Council approve any recommendations contained therein.

Carried

c. Staff Reports

1. Recreation Services Manager, Accessibility Annual Update

MOTION: COW 2015-307

Moved By: Jean Anderson; Seconded By: Judy Dirksen

That Council of the Town of Minto receives the December 7, 2015 report from the Recreation Services Manager entitled Accessibility Annual Update.

Carried

2. Recreation Services Manager, Joint Health and Safety Committee Annual Update

MOTION: COW 2015-308

Moved By: Mary-Lou Colwell; Seconded By: Dave Turton

That Council of the Town of Minto receives the November 17th, 2015 report from the Recreation Services Manager entitled Joint Health and Safety Committee Annual Update.

Carried

3. Recreation Services Manager, Trails Funding Programme, County of Wellington

Lubbers explained the County provides a matching fund program, up to \$50,000 over three years. Councillor Anderson noted the first Minto Trails meeting was today. Landowners will be approached regarding trail access to finish link from Palmerston through Harriston to Clifford. Volunteer Committee members will be contacted.

MOTION: COW 2015-309

Moved By: Jean Anderson; Seconded By: Ron Faulkner

That Council of the Town of Minto receives the December 7th, 2015 report from the Recreation Services Manager entitled Trails Funding Programme and endorses these trails initiatives and expenditures from 2015 and requests \$7,171.26 in funding from the County from their Trail Funding Programme.

Carried

4. Building Assistant, Consent Application Standard Conditions

MOTION: COW 2015-310

Moved By: Dave Turton; Seconded By: Judy Dirksen

THAT Council receives the report from the Building Assistant regarding Consent Application Standard Conditions dated September 15, 2015 and that Council approves the standard conditions contained in the report as a policy for the Town of Minto.

Carried

5. Building Assistant, Collaboration Agreement: LSWIMS Database

Building Assistant Pennington noted the database is a collaborative effort between Wellington County, local municipalities and Conservation Authorities and will help with provincial reporting.

MOTION: COW 2015-311

Moved By: Mary-Lou Colwell; Seconded By: Dave Turton

THAT Council hereby receives Risk Management Inspector's report dated December 3, 2015, regarding the Collaboration Agreement: Local Source Water Information Management System (LSWIMS) Database and that a by-law authorizing the signing of the LSWIMS Collaboration Agreement be considered in open session.

Carried

6. Building Assistant, Site Plan Approval H&H Gill Brothers, 439 Main Street East, Palmerston

MOTION: COW 2015-312

Moved By: Ron Faulkner; Seconded By: Jean Anderson

That Council receives the report from the Building Assistant dated December 7, 2015 regarding H&H Gill Brothers Site Grading and approves the Site Grading and Illustration of Existing Topography Prepared by Triton Engineering for H & H Gill Brothers 439 Main Street East, Palmerston subject to the following condition:

1. That a final site plan providing grading, drainage, servicing, sidewalk installation and landscaping details be submitted for approval by Town staff.

Carried

7. Chief Building Official, Monthly Building Statistics for November

MOTION: COW 2015-313

Moved By: Judy Dirksen; Seconded By: Dave Turton

THAT the Chief Building Official's Monthly Building Statistics for November be received as information.

Carried

8. Fire Chief, Aerial Truck Purchase Agreement

MOTION: COW 2015- 314

Moved By: Ron Faulkner; Seconded By: Judy Dirksen

THAT the Council receives the Fire Chief report regarding Aerial Truck Purchase Agreement and approve the agreement with Brindlee Mountain to purchase a 2004 American LaFrance Fire truck for \$215,000 USD and direct the Fire Chief to finalize and sign the agreement to purchase the vehicle.

Carried

9. C.A.O. Clerk, AMO Policy Update - AMO AND UQM to Collaborate on Climate Change
Mayor Bridge encouraged Council and staff to follow climate change initiatives.

MOTION: COW 2015-315

Moved By: Mary-Lou Colwell; Seconded By: Ron Faulkner

THAT Council receives the C.A.O. Clerk's report dated December 1, 2015 regarding Ontario's Climate Change Paper 2015 and that Council support AMO's standard letter to the Premier as follows:

Please be advised that the municipality of *Minto* supports the collaboration of the Association of Municipalities of Ontario (AMO) and the Union of Quebec Municipalities (UQM) to enhance support municipal climate action in our provinces.

To help meet reduction targets and to reduce emissions in our communities and improve resilience in local economies, we call on you to work in partnership with local governments and:

- Give municipalities adequate, stable and long-term funding resources to invest in greenhouse gas reduction initiatives in our communities such as public transit and active transportation, public and private building energy efficiency; water conservation, planning development and other programs;
- Recognize municipal projects that reduce greenhouse gases for offset credits in Cap and Trade programs;
- Provide dedicated funding for climate change adaptation to help municipalities provide resilient infrastructure to keep our economies and communities functioning and productive; and
- Provide tools to help facilitate and transfer knowledge regarding greenhouse gas reduction and climate adaptation projects.
- That reporting required for existing local Green Energy Plans not be enhanced or increased as pre-condition to receiving funding for climate change programs so that valuable local municipal staff resources can remain focused on program execution.

Carried

10. C.A.O. Clerk, City of Guelph Ambulance, 122 Robertson Street, Harriston

MOTION: COW 2015-316

Moved By: Dave Turton; Seconded By: Judy Dirksen

THAT Council receives the CAO Clerk's report dated December 4, 2015 regarding City of Guelph Ambulance, 122 Robertson Street, Harriston, and that Council approves the amendment to the agreement to allow installation of a generator subject to final review by the Town Solicitor.

Carried

11. C.A.O. Clerk, Marquardt Monster Truck Lease

Having earlier declared a pecuniary interest Councillor Dirksen left her Chair during discussion of this item. CAO Clerk White noted the applicant has been advised a zoning amendment is needed.

MOTION: COW 2015-317

Moved By: Jean Anderson; Seconded By: Ron Faulkner

THAT Council receives the CAO Clerk's report dated December 11, 2015 regarding the Marquardt Monster Truck Lease and that a by-law authorizing signing of the lease be considered when the Marquardts sign the lease and zoning is confirmed.

Carried

Councillor Dirksen returned to her Chair.

Councillor Colwell assumed the Chair during discussion of Finance matters.

12. Treasurer, Palmerston Trailer Park Rents

MOTION: COW 2015-318

Moved By: Jean Anderson; Seconded By: George Bridge

THAT Council receives and approves the report dated December 9, 2015 from the Treasurer and approves a two percent rate increase for Palmerston trailer park sites effective April, 2016 and a further increase on January 1st of each year thereafter at the maximum allowable under the Residential Tenancy Act, 2006.

Carried

13. Treasurer, Renewal of the Family Health Team Lease for the Clifford Medical Centre
Council asked that lease amount be reconsidered annually within the five year term.

MOTION: COW 2015-319

Moved By: Dave Turton; Seconded By: Judy Dirksen

THAT Council receives and approves the report dated December 9, 2015 from the Treasurer regarding Clifford Medical Centre Lease renewal and consider a By-Law in Open Council.

Carried

14. Treasurer, Approval of Accounts for December 8, 2015

MOTION: COW 2015-320

Moved By: Jean Anderson; Seconded By: Ron Faulkner

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for December 8, 2015 as follows: Administration \$699,091.54, Economic Development \$6,462.57, Incubator \$1,763.79, Fire \$2,612.36, Roads \$424,168.84, Cemetery \$852.00, Waste Water \$21,013.82, Streetlights \$11,551.71, Water \$21,948.64, Recreation \$3,757.55, Clifford \$9,926.61, Harriston \$2,272.34, Palmerston \$15,126.48, Norgan \$3,732.68.

Carried

Councillor Turton assumed the Chair during discussion of Public Works Matters

15. Compliance Coordinator and Water Lead Hand, DWQMS Management Review
Water Lead Hand and QMS Officer Rogers will assume Compliance Coordinator Buehler's position upon his retirement. Public Works Director Hansen and Rogers presented the DWQMS Management Review highlighting protocol for frozen water lines, dramatic increase in Ontario One Call locates, and on-going improvements to Well 2.

MOTION: COW 2015-321

Moved By: Ron Faulkner; Seconded By: Jean Anderson

THAT Council receives the Compliance Coordinators November 26, 2015 report regarding DWQMS Management Review and all members of Council review, approve and endorse the report.

Carried

d. Other Business Disclosed as Additional Item

Councillor Colwell advised the Minto Chamber of Commerce Annual General Meeting is February 1st. Mayor Bridge and members of Council wished everyone a Merry Christmas and Happy New Year.

11. Motion to Return To Regular Council

RESOLUTION: 2015-259

Moved By: Jean Anderson; Seconded By: Judy Dirksen

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: 2015-260

Moved By: Judy Dirksen; Seconded By: Ron Faulkner

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

Carried

a. DWQMS 2015 Management Review Resolution

RESOLUTION: 2015-261

Moved By: Dave Turton; Seconded By: Jean Anderson

WHEREAS the Ministry of the Environment Safe Drinking Water Act is regulating a Municipal Drinking Water License Program;

AND WHEREAS This Municipal Drinking Water License 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 License;

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, 2007 by Resolution 193/07;

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

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

Carried

14. By-laws

- a. 2015-99; to enter into a Land Lease Agreement with Horton and Quenelle

RESOLUTION: 2015-262

Moved By: Mary-Lou Colwell; Seconded By: Judy Dirksen

THAT By-law 2015-99; to authorize the Mayor and CAO Clerk sign a lease agreement for Town owned Property to Troy Jonathon Horton and Shannon Ashley Quesnelle, 132 Miller Crescent, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. 2015-100; to Amend Zoning By-law 01-86 of the Town of Minto, Sinclair

RESOLUTION: 2015-263

Moved By: Jean Anderson; Seconded By: Dave Turton

THAT By-law 2015-100; to amend Zoning By-law 01-86 for Part Lots 11 & 12, 61R-20381 Parts 2 & 3, with a municipal address of 506 Main Street E., Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2015-101; Execution of An Agreement for Local Source Water Information Management System (LSWIMS)

RESOLUTION: 2015-264

Moved By: Ron Faulkner; Seconded By: Mary-Lou Colwell

THAT By-law 2015-101; to authorize the Mayor and CAO Clerk sign an Agreement for Local Source Water Information Management System; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- d. 2015:102; Site Plan Agreement, Harj Gill

RESOLUTION: 2015-265

Moved By: Dave Turton; Seconded By: Judy Dirksen

THAT By-law 2015-102; to authorize the Mayor and CAO Clerk sign a Site Plan Agreement with H & H Gill Brothers to permit a six unit apartment building at 439 Main Street E, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- e. 2015-103; To authorize the Mayor and Clerk to execute Lease Agreements with Dr. Tanya Norman and the Minto Family Health Team

RESOLUTION: 2015-266

Moved By: Judy Dirksen; Seconded By: Ron Faulkner

THAT By-law 2015-103; to authorize the Mayor and CAO Clerk sign lease agreements at 7 Brown Street North, Clifford with Dr. Tanya Norman and the Minto-Mapleton Family Health Team; be

introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

f. 2015-104; To confirm actions of the Council of the Corporation of the Town of Minto

RESOLUTION: 2015-267

Moved By: Jean Anderson; Seconded By: Judy Dirksen

THAT By-law 2015-104; To Confirm the Proceedings of the December 15, 2015 Committee/Council Meeting; 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 at 8:58 p.m.

RESOLUTION: 2015-268

Moved By: Mary-Lou Colwell; Seconded By: Dave Turton

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White

RECEIVED NOV 17 2015



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

Tuesday, November 10, 2015

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 2015 as an excellent place to live, learn and practice health care.

The next few years ahead for our local Recruitment Committee, will be important and yet challenging years. Currently, Ontario physicians have been locked in a war of words with the province over cuts to health care funding, including reduction of fees for physicians that they say will hurt patient care and discourage good physicians from setting up practices in Ontario. Local physicians have voiced concern with a New Graduate Entry Program (NGEP) launched by the government in September, 2015, stating that the program will create an entire generation of family physicians who are not comfortable or experienced working in hospitals (an important component of rural medicine). This Program will significantly impact rural communities down the road as these new physicians will not be suitable recruits to rural medicine once they have completed the 3-year NGEP program.

Nurse Practitioners working in primary care (Family Health Teams or FHTs) and the Association of Family Health Teams of Ontario, have been actively lobbying the government for fair compensation for nurse practitioners and other health care professionals working in FHTs. To date, no progress has been made. Disparity in wages for health care professionals working in primary care compared to other sectors (community, acute and long-term care) need to be addressed if we hope to successfully attract and retain staff in our rural Family Health Teams.

Partnerships with our local Municipalities have never been more important to ensuring success in recruiting and retaining health professionals to our communities. Having good access to primary care providers in a community is an important indicator of the overall viability and health of a community. Without continued successful recruitment and retention of primary care providers, including physicians, nurse practitioners and other interdisciplinary health care providers, community growth, and the health and well-being of the residents of our communities will be negatively impacted. The Town of Minto clearly understands this relationship given its past interest and investments in recruitment efforts.

We are aware of a local physician who is looking to transition into retirement over the next two years. Our recruitment focus over the next year or so is to recruit for this physician, which will likely mean the recruitment of two new physicians to replace one retiring physician. We know that new graduates are looking for group practices, in modern facilities. The addition of the new Minto Rural Health Centre will certainly help attract and retain new physicians.

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 2016 for health professional recruitment and retention efforts. Without your support, we will not be successful.

Alison Armstrong and I would be pleased to attend a future 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

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.

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

The goal of recruitment strategies in Minto-Mapleton is to focus our energies on significantly increasing the number of medical students, residents, interns 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 Minto-Mapleton 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:

A NEW MINTO RURAL HEALTH CENTRE IS COMING



New Physicians are looking for group practices, in modern facilities with electronic medical records already in place. The current Minto physicians work in solo offices. To help plan for upcoming physician retirements our Committee has advocated and helped to plan for the Minto Rural Health Centre. The Centre will help attract and retain new physicians. The building will be designed to house a number of physicians and key community partners in the delivery of integrated health services to area residents. The building is well underway and construction and scheduled to be completed by the end of the calendar year.

TARGETING MEDICAL TRAINEES TO HAVE A RURAL EXPERIENCE

Education is the key to solving the problem of recruitment and retention of rural physicians. Appropriate education involves ongoing training suitable for practice in rural areas, from undergraduate medical school and into practice, to meet the needs of rural areas and to meet the educational needs of rural doctors. Learning experience for medical students increases interest and understanding of rural practice. Students go back to their main campus and tell other students about their experiences.

MORE.../

Over the past year, we have concentrated 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 and Dr. Chris Cressey are increasing the number of Residents they will mentor. This will give potential recruits an excellent opportunity to get to know our community and health care system.

RETENTION IS AS IMPORTANT AS RECRUITMENT



Retaining health care workers in our communities is just as important as recruiting health care workers. Rural health care workers are an important part of our communities. Not only do their health care skills and practices enhance the quality of rural life, but they also contribute to rural life on a more personal level. They have special relationships with their patients and staff because they live and work alongside them as family, friends, neighbours and community volunteers. This past year the Minto-Mapleton Health Care Recruitment Committee recognized the need to thank our health care workers for the work they do and the Committee hosted an appreciation day. The event was a success and will become an annual event.

ADDITIONAL RECRUITMENT INITIATIVES

- Hosting prospective applicants is an important strategy used in our health care recruitment initiatives.
- Increasing locum opportunities. A locum doctor is a physician holding a temporary job at a medical facility or medical office. New physician graduates will often want to try out a community by locuming. For those physicians interested in our community, and not ready to set up a practice, we encourage them to do a locum. The goal of increasing the number of locum experiences in Minto-Mapleton is to increase the odds a physician will want to stay and work in our area.
- Marketing our community through health care recruitment fairs and our website – promoting Minto-Mapleton as a place to live and work that offers rural comforts with close proximity to urban centres, along with plenty of recreational opportunities.

MORE.../

WHO WE ARE

The Minto-Mapleton Health Professional Recruitment Committee was created as a strategy to enhance the recruitment of doctors and other health care professionals to the Minto-Mapleton area. The Committee consists of members from The Town of Minto Council, Township of Mapleton Representative, 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. The Committee's work has become even more important as we face the reality of future physician retirements.



Small Footprint Sustainable Wastewater Treatment

By:

Dr. Hamid Salsali, P.Eng.
University of Guelph

January 5/2016



Overview and summary

This presentation focuses on the “Proposed Small Footprint Sustainable Wastewater Treatment Operation” for the Palmerston WWTP.

Wastewater treatment plant (WWTP)

Wastewater treatment or sewage treatment is the process that removes the majority of the contaminants from wastewater or sewage and produces both a liquid effluent suitable for disposal to the natural environment and a sludge.

Constituents Present in Domestic Wastewater

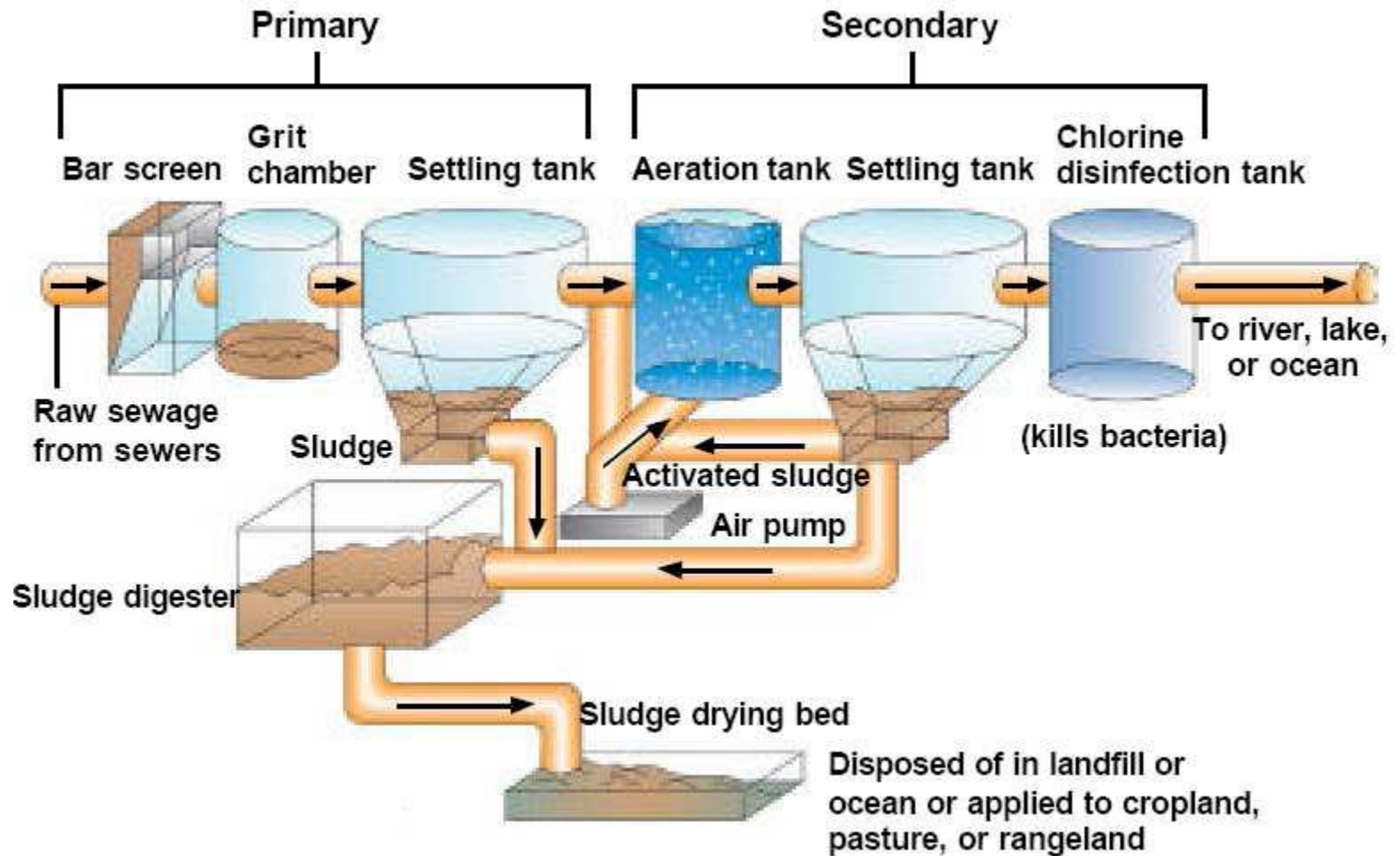
Wastewater constituents		
Microorganisms	Pathogenic bacteria, virus and worms eggs	Risk when bathing and eating shellfish
Biodegradable organic materials	Oxygen depletion in rivers, lakes and fjords	Fish death, odours
Other organic materials	Detergents, pesticides, fat, oil and grease, colouring, solvents, phenols, cyanide	Toxic effect, aesthetic inconveniences, bio accumulation in the food chain
Nutrients	Nitrogen, phosphorus, ammonium	Eutrophication, oxygen depletion, toxic effect
Metals	Hg, Pb, Cd, Cr, Cu, Ni	Toxic effect, bioaccumulation
Other inorganic materials	Acids, for example hydrogen sulphide, bases	Corrosion, toxic effect
Thermal effects	Hot water	Changing living conditions for flora and fauna
Odour (and taste)	Hydrogen sulphide	Aesthetic inconveniences, toxic effect
Radioactivity		Toxic effect, accumulation

(based on Henze et al., 2001)

Conventional WWTP component

- **Mechanical treatment;**
 - Removal of large objects
 - Removal of sand
 - Pre- precipitation
- **Biological treatment;**
 - Oxidation bed (oxidizing bed) or Aerated systems
 - Post precipitation
- **Chemical treatment**
 - Filtration

Conventional WWTP component - Cont'd

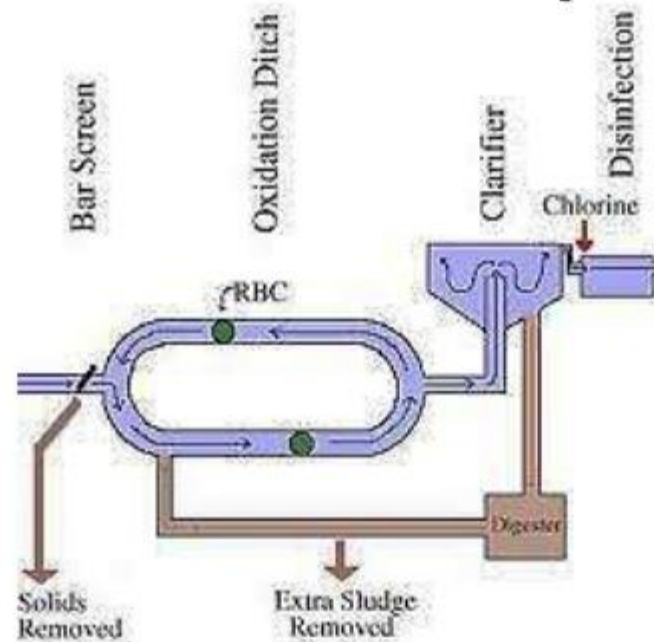


Wastewater Samples



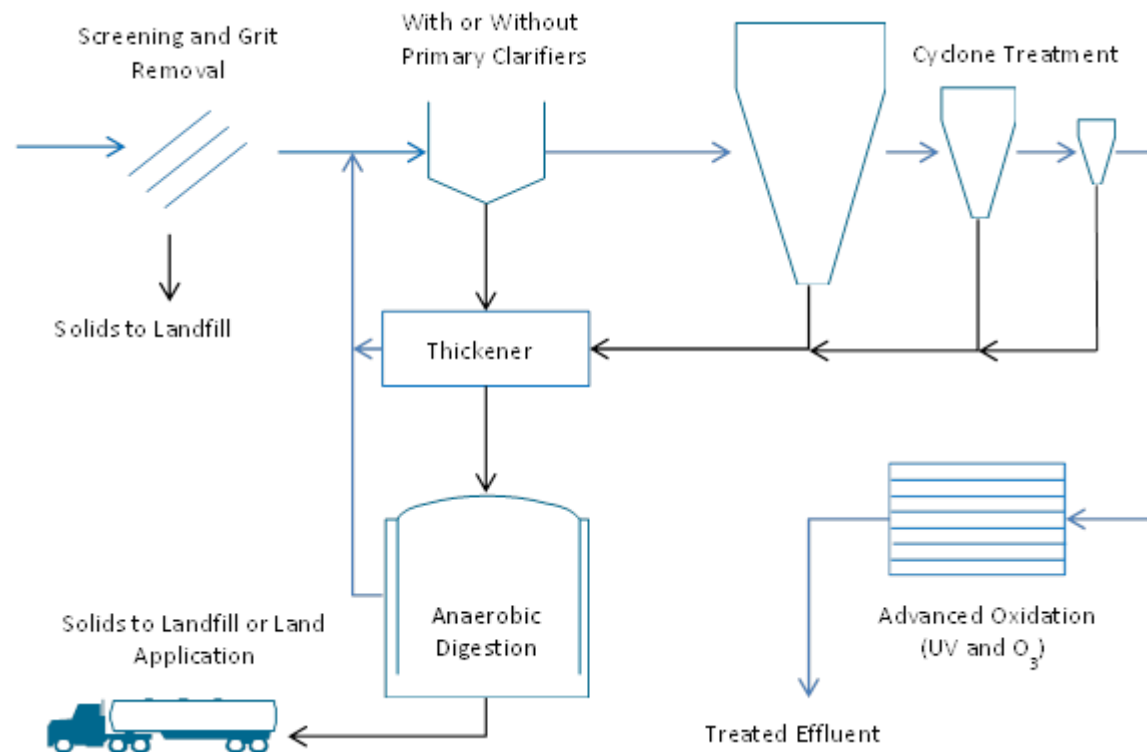
Oxidation Ditches Process (Palmerston WWTP)

Oxidation Ditches process

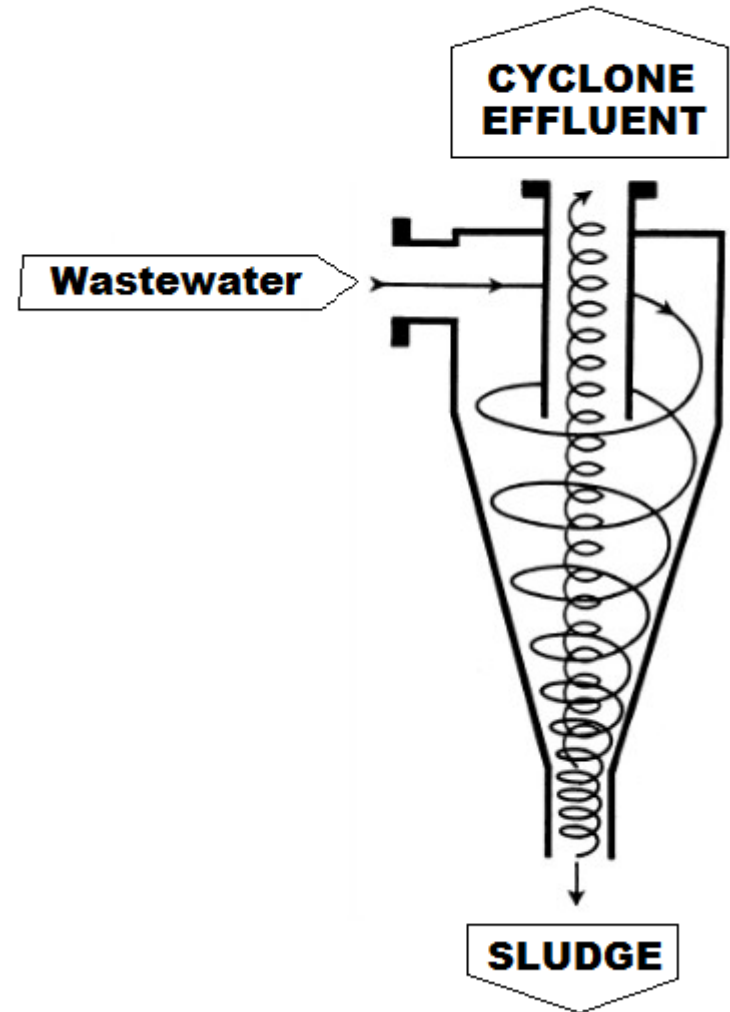


Source : <http://water.me.vccs.edu/concepts/oxidation.html>

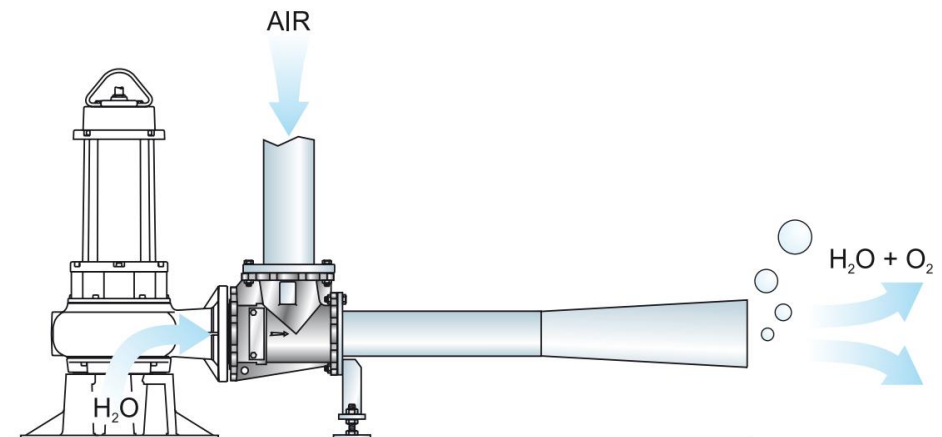
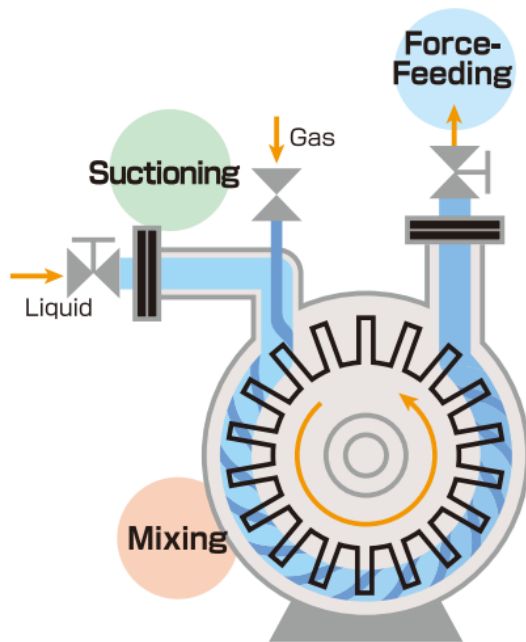
Proposed Treatment System



Cyclone

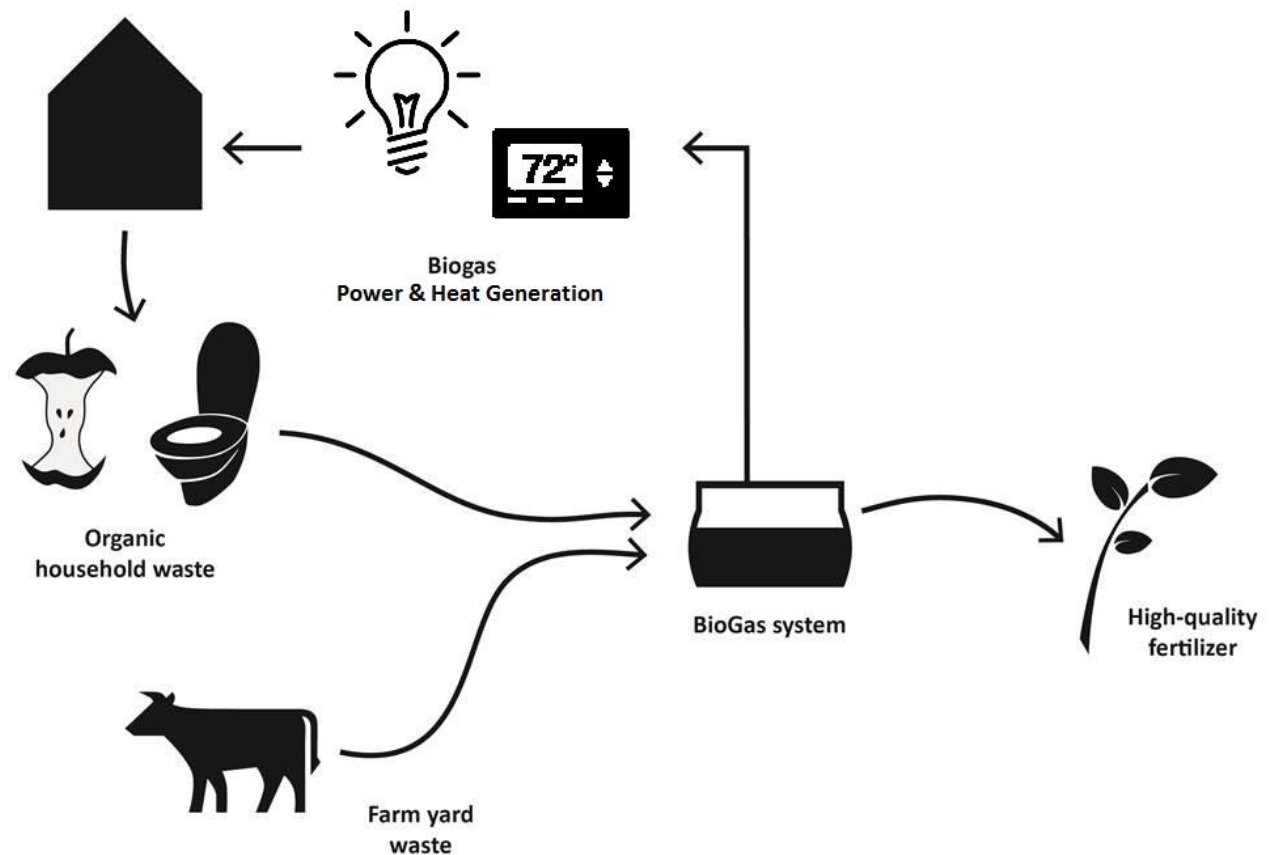


Advanced Oxidation Process



Opportunities

- Biogas Production



Opportunities Cont'd

- Smaller Footprint
- Simpler Process
- More Stable Process
- Emerging Contaminants Management



Thank you!

CHANGES TO O. REG 170/03 AND O. REG 169/03

Attention owners and operators of drinking water systems,

Upcoming changes to Ontario Drinking Water Quality Standards (OWDQS), and testing and reporting requirements found in Ontario Regulation 170/03 and 169/03 under the Safe Drinking Water may impact your drinking water system

Ontario is acting on internationally recognized scientific research and expert advice to align Ontario with current science and best practices.

To reduce the burden on drinking water system owners and operators, the changes will be phased-in over the next four years.

Effective January 1, 2016:

1. Removal of 13 pesticides from the standards and testing requirements

You will no longer need to test for 13 pesticides. These pesticides have not been detected in Ontario drinking water for at least 10 years and have been removed from the list of drinking water standards and the list of organic chemical testing requirements:

Aldicarb
Aldrin + Dieldrin
Bendiocarb
Chlordane (total)
Cyanazine
Dichlorodiphenyltrichloroethane (DDT) + metabolites
Dinoseb
Heptachlor + Heptachlor Epoxide
Lindane (total)
Methoxychlor
Parathion
Temephos
2,4,5 – Trichlorophenoxy acetic acid (2,4,5-T)

2. Addition of 2 methyl-4-chlorophenoxyacetic acid (MCPA)

You will need to include the test for MCPA when you are scheduled to test for Schedule 24 organic chemical parameters (once every one, three, or five years depending on your system and source).

You need to submit a Laboratory Services Notification (LSN) form to the Ministry of the Environment and Climate Change (MOECC) to indicate the licensed laboratory that will be testing your MCPA samples. You must submit this form before your Schedule 24 sampling cycle date. Email the form to LSB.Reg170 LSB@ontario.ca.

If you are unable to get MCPA included with the rest of the Schedule 24 parameters by your normal sample date for the first test cycle following January 1, 2016, the MCPA test can still be carried out separately as long as it is done prior to the end of the first, third, or fifth calendar year, depending on your system and source.

Click here for a list of Ontario Licensed Laboratories.

3. New sampling, testing and reporting requirements for trihalomethanes (THMs)

a) Calculating and Reporting THM samples

Laboratories are no longer responsible for calculating a drinking water system's running annual average (RAA). You will be responsible for calculating the RAA and reporting it to the ministry.

You will be required to calculate a new RAA and notify existing authorities of any adverse test results within seven days of the end of every calendar quarter. You will no longer be required to make contact with existing authorities by telephone for a THM report.

Resamples will no longer be required as part of the prescribed corrective actions for adverse results for THMs because multiple test results are already used in calculating the THM RAA.

How to calculate the Running Annual Average (RAA) for THMs

Starting January 1, 2016, a new calculation method for THMs will come into effect. The Ontario standard for THMs is 0.100 mg/L, expressed as a RAA of quarterly testing results.

The quarters are defined as:

- January 1st to March 31st
- April 1st to June 30th
- July 1st to September 30th
- October 1st to December 31st

The **RAA of calendar quarterly results** for THM must be calculated each calendar quarter using the following formula:

$$[A+B+C+D] \div 4$$

"A" is the average of all* the results from the samples tested in that calendar quarter

"B" is the average of all* the results from the samples tested in the calendar quarter immediately after "A"

"C" is the average of all* the results from the samples tested in the calendar quarter immediately after "B"

"D" is the average of all* the results from the samples tested in the calendar quarter immediately after "C"

*If more than one test is taken in a quarter, the previous calculation **using only the highest THM sample result will be invalid**. All THM sample results must be used to determine the new average value for each calendar quarter.

b) Reduced THM sampling schedule for small systems

A reduced THM sampling schedule will be available to small municipal and non-municipal year round residential systems. If none of your system's THM sample results from the last 12 consecutive calendar quarters exceed half of the THM standard (0.100 mg/L), you will not need to submit THM samples for the next eight consecutive quarters.

Following eight consecutive quarters without sampling, THM samples must be submitted for four consecutive quarters to establish your reduced sampling schedule of every third year.

Once on the reduced schedule, if your system's treatment equipment, water chemistry, or water source changes at any time, contact the ministry to determine if you are still eligible..

Additional future changes:

January 1, 2017:

- New testing requirements for HAAs
- Updated standards for carbon tetrachloride, benzene, vinyl chloride, chlorate, chlorite and MCPA

January 1, 2018:

- Updated standard for arsenic

January 1, 2020:

- New standard for HAAs and reporting requirements along with an opportunity for reduced sampling of HAAs for smaller systems

For additional information please contact your local water inspector or the [Public Information Centre](#).

We are committed to providing accessible customer service.

If you need accessible formats or communications supports, please contact us.

From: Tania Wilson [mailto:twilson@porthope.ca]
Sent: December-16-15 3:21 PM
Subject: Resolution of Support re Opposition to Incineration Facilities

Good Afternoon: Please find below a Resolution that was passed by Council for the Municipality of Port Hope at their regular Council meeting held on December 15, 2015 for your Council's consideration and support;

Resolution 129/2015
Moved by Councillor Hickey
Seconded by Councillor Polutnik

WHEREAS Council of the Municipality of Port Hope passed Resolution 95/2014 to deny an Official Plan and Zoning By-law Amendment application from a company wishing to locate a power generation facility utilizing the incineration of waste due to numerous concerns including associated health risks;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Port Hope requests that the Ontario Minister of Environment and Climate Change and the Ontario Minister of Energy prohibit incineration and related means of waste disposal, including "Energy from Waste" facilities, as these facilities result in significant release of toxic substances and greenhouse gases, and thus their use is in conflict with the Province's goal of reducing greenhouse gases;

AND BE IT FURTHER RESOLVED THAT the Municipality of Port Hope submits to the Minister of Environment and Climate Change and the Minister of Energy the attached document prepared by Dr. Stan R. Blecher, which addresses his review of the Environmental Screening Report process, his critique of this process, and his suggestions for improvements to this process to protect communities from harmful and dirty industries;

AND BE IT FURTHER RESOLVED THAT the Municipality of Port Hope request a meeting together with the Minister of the Environment and Climate Change and the Minister of Energy to discuss issues surrounding our opposition to incineration facilities; to discuss the opposing positions being taken by these Ministries with respect to Energy From Waste facilities; to discuss the promotion of clean waste management practices with emphasis on recycling; and to discuss our interest in exploring the establishment in the Municipality of Port Hope, of a Centre of Excellence in Recycling, with focus on attracting recycling industries to the area, and establishing, in collaboration with neighbouring institutions, a Learning and Research Hub in Recycling Technologies;

AND BE IT FURTHER RESOLVED THAT this motion be presented to Northumberland County Council to seek their support in opposing incineration and the banning of "Energy From Waste" facilities in the waste management strategies of Northumberland County;

AND BE IT FURTHER RESOLVED THAT this motion be circulated to all Municipalities in the Province of Ontario for their support;

AND BE IT FURTHER RESOLVED THAT this motion be forwarded to the Association of Municipalities of Ontario to inform them of the Municipality of Port Hope's opposition to incineration, and to request that the AMO advise the Standing Committee on Social Policy (currently reviewing Bill 73) that the Municipality of Port Hope does not support the AMO's position on supporting "Energy From Waste" facilities, but does support expanding options to improve on strategies to divert waste from landfills by reducing, reusing, and recycling.

Regards,

Tania Wilson, Administrative Assistant
Corporate Services
Municipality of Port Hope
56 Queen St.
PORT HOPE ON L1A 3Z9
tel: 905-885-4544
fax: 905-885-7698
www.porthope.ca
twilson@porthope.ca



Office of the Parliamentary Assistant

Bureau de l'adjoint parlementaire

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
Fax: 416-326-3083

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél.: 416-326-3074
Téléc.: 416-326-3083

December 16, 2015

Bill White
CAO
Town of Minto
BWhite@town.minto.on.ca

Dear Bill White:

I am writing to you regarding the recent release of our government's report, *2015 Rural Roadmap: The Path Forward for Ontario*. Building on the valuable input we have received from rural stakeholders this report outlines key government priorities and highlights the progress made in Ontario since the original report was issued in 2014. It also identifies additional initiatives impacting rural Ontario and sets the stage for ongoing consultations and engagement with rural Ontarians.

Ontario is committed to creating conditions where the province's rural municipalities, businesses and regional economies can grow and prosper. That is why Ontario is:

- **Investing in infrastructure** –, approximately \$15 billion has been committed through the Moving Ontario forward Fund to support investments in roads, bridges, transit and other critical infrastructure in communities outside of the Greater Toronto and Hamilton Area.
- **Improving rural health care**- the Telehomecare Expansion Project is reducing the need for rural patients with chronic health conditions to travel to receive health care. The project helps patients manage their health using remote monitoring technology with the support of specially trained nurses. As of March 31, 2015, more than 5,000 patients with congestive heart failure and chronic obstructive pulmonary disease have benefited from the program.
- **Helping youth to develop skills for success** - as part of Ontario's renewed Youth Jobs Strategy, the new Youth Job Connection program offers paid pre-employment workshops, job placement opportunities and mentorship to youth between the ages of 15 and 29, who are unemployed, in school, or in training. The program also offers part-time after-school and summer job opportunities to high-school students between the ages of 15 and 18, facing challenging life circumstances.

.../2

- **Supporting Aboriginal people in rural Ontario** - \$25 million has been committed through the [Aboriginal Economic Development Fund](#), to support Aboriginal businesses and communities over the next three years.

Thanks to the roadmap Ontario better understands how to provide rural communities with the tools they need to succeed. These tools help to support good jobs, attract investment, and ensure that rural Ontario continues to be a vital part of the Ontario economy.

The 2015 Rural Roadmap report can be viewed online here:

www.omafra.gov.on.ca/english/rural/roadmap.html

Thank you for your contribution to this effort.

Sincerely,

Original signed by

Arthur Potts
Parliamentary Assistant



Good Things Grow in Ontario
À bonne terre, bons produits



Le 16 décembre 2015

Bill White
Directeur Général
Town of Minto
BWhite@town.minto.on.ca

Monsieur,

Je vous écris au sujet de la récente publication du rapport de notre gouvernement intitulé *Feuille de route de 2015 pour les régions rurales : La voie à suivre pour l'Ontario*. Faisant fond sur les précieuses suggestions que nous avons reçues des intéressés ruraux, le rapport décrit les principales priorités du gouvernement et décrit les progrès réalisés en Ontario depuis la parution du premier rapport, en 2014. Il présente aussi d'autres initiatives qui se répercutent sur l'Ontario rural et prépare le terrain pour favoriser un dialogue suivi avec les Ontariens ruraux et encourager leur participation.

Le gouvernement provincial tient à créer les conditions qui permettront aux municipalités, aux entreprises et aux économies régionales de l'Ontario rural de croître et de prospérer. C'est pourquoi il fait ce qui suit :

- **Il investit dans l'infrastructure.** Une somme d'environ 15 milliards de dollars a été promise dans le cadre du plan *Faire progresser l'Ontario*, pour soutenir les investissements dans les routes, les ponts, les transports en commun et d'autres infrastructures d'une importance fondamentale dans les collectivités hors de la région du grand Toronto et de Hamilton.
- **Il améliore les services de santé en milieu rural.** Le projet d'extension des télésoins à domicile permet de réduire la nécessité pour les patients ruraux atteints de troubles de santé chroniques d'avoir à voyager pour obtenir des soins. Il aide les patients à prendre en charge leur santé au moyen d'outils de télésurveillance et par le soutien d'un personnel infirmier qui a obtenu une formation spécialisée. Au 31 mars 2015, plus de 5 000 patients atteints d'insuffisance cardiaque congestive ou de bronchopneumopathie chronique obstructive ont profité du programme.

.../2

- **Il aide les jeunes à acquérir des compétences qui leur permettent de réussir.** Créé dans le cadre de la *Stratégie ontarienne d'emploi pour les jeunes*, qui a été renouvelée, le nouveau *Programme d'accès à l'emploi pour les jeunes* offre aux jeunes des ateliers de préparation à l'emploi (les jeunes qui y participent sont rémunérés) et des possibilités de placement et de mentorat. Le programme est destiné aux jeunes âgés de 15 à 29 ans qui sont au chômage et ne suivent ni un cours ni une formation. Il offre aussi des possibilités d'emploi à temps partiel après l'école et des possibilités d'emploi d'été aux jeunes du secondaire âgés de 15 à 18 ans qui sont dans une situation difficile.
- **Il soutient les Autochtones de l'Ontario rural.** Une somme de 25 millions de dollars a été affectée au [*Fonds de développement économique pour les Autochtones*](#) pour appuyer les entreprises et les collectivités autochtones au cours des trois prochaines années.

Grâce à la *Feuille de route de 2015*, l'Ontario sait mieux comment fournir aux collectivités rurales les outils dont elles ont besoin pour réussir. Ces outils aident à favoriser de bons emplois, à attirer des investissements et à faire en sorte que l'Ontario rural puisse continuer de jouer un rôle crucial au sein de l'économie ontarienne.

La *Feuille de route de 2015* se trouve au site suivant :

www.omafra.gov.on.ca/french/rural/roadmap.html

Je vous remercie de participer à cet effort et vous prie d'agréer, Monsieur, l'expression de mes sentiments les meilleurs.

Original signé par

Arthur Potts
Adjoint parlementaire



Good Things Grow in Ontario
À bonne terre, bons produits

Ministry of Agriculture, Food and Rural Affairs

Rural Roadmap: The Path Forward for Ontario

Update

November 2015





Table of Contents

Letter from the Minister	2
Investing in People	3
Improving access to rural health care	3
Addressing aging	4
Improving skills training and addressing youth employment	5
Attracting and integrating newcomers	5
Supporting Aboriginal people in rural Ontario	6
Investing in Infrastructure	7
Investing in Business and Regions	9
Investing in rural economies	10
Creating connections	11
Reducing red tape	11
Going global	12
Addressing rural planning challenges	13
Additional initiatives to benefit rural Ontario	14
Continuing the Conversation	16
The Road Ahead	17

Letter from the Minister



The Honourable Jeff Leal,
Minister of Agriculture,
Food and Rural Affairs

Welcome to the Rural Roadmap report for 2015.

In 2014, we released Ontario's first "Rural Roadmap: The Path Forward for Ontario." The roadmap outlined many of our priorities for the following year. It also helped Ontario and its partners to better understand how to provide rural communities with the tools they need. These tools help to support good jobs, attract investment, and ensure that rural Ontario continues to make important contributions to the Ontario economy.

The 2015 roadmap outlines our progress to date in a way that is transparent and accountable. It also outlines additional initiatives impacting rural Ontario, and sets the stage for ongoing dialogue and engagement with rural Ontarians.

Ontario is committed to:

- investing in the talents and skills of rural Ontarians and promoting economic development to help create jobs;
- investing in regions and businesses, and improving infrastructure in rural Ontario;
- working together with rural residents, businesses, community organizations and municipal leaders to ensure that they are supported in a way that will help them to prosper in today's economy;
- listening to rural Ontarians

There's more work to do to help strengthen rural Ontario and our government is committed to helping communities succeed now and in the future.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Leal', written in a cursive style.

Jeff Leal,
Minister of Agriculture, Food and Rural Affairs



Healthy, productive and educated Ontarians create successful businesses, drive innovation and contribute to thriving communities. By investing in rural residents — including youth, seniors, newcomers, immigrants and Aboriginal peoples, Ontario is investing in the future prosperity of the province.

Improving access to rural health care

Ontarians deserve high-quality health care wherever they live, and the province is ensuring they receive it.

Through the **Small and Rural Hospital Transformation Fund**, Ontario has committed \$80 million to foster innovation and encourage collaboration among small and rural hospitals and care providers in the community. Over the first three years of the Transformation Fund, more than 370 initiatives have been funded in 65 small and rural hospitals across the province.

Rural health hubs are a promising service delivery approach for small and rural communities. In May 2015, the Minister of Health and Long-Term Care, Eric Hoskins, announced that his ministry would be working with health system partners to support the implementation of rural health hub models. These hubs will enable the development of new approaches to better patient care that link quality and funding, and are based on patient-driven needs. The ministry is currently working with a group of “early adopter” sites in Ontario’s rural and northern communities to discuss how to implement fully- integrated healthcare delivery systems. These systems will help to provide services such as emergency and inpatient care, comprehensive primary care (with a strong focus on population health and chronic disease management), home, community, and long-term care, and mental

health and addictions services. Better, more comprehensive care, closer to home.

As announced in the 2014 Budget, the province provided additional funding of \$300 million over 10 years to help shift care from hospitals to community settings and ensure adequate infrastructure capacity in the health care sector.

The Ministry of Health and Long-Term Care is working with its stakeholders to develop a revised community health capital programs policy to help identify financial support for: public health units, family health teams and nurse practitioner-led clinics. Once the stakeholder consultation is complete, and the policy is approved, any health service provider organization or partner organizations, such as a public health units, family health teams and nurse practitioner-led clinics that meet the eligibility criteria, would be eligible for capital funding consideration.

Meanwhile, the **Telehomecare Expansion Project** is reducing the need for rural patients with chronic health conditions to travel to receive health care. The project helps patients manage their health with the help of remote monitoring technology and the support of specially trained nurses. As of March 31, 2015, more than 5,000 patients with congestive heart failure and chronic obstructive pulmonary disease have benefited from the program.

Reducing hospital admissions

The **Telehomecare Expansion Project** is now underway in 7 of 14 LHINs across Ontario. Telehomecare nurses or respiratory therapists coach patients in self-management and remotely monitor their health status. Patients take their vital signs every weekday with easy-to-use equipment. The introduction of Telehomecare has led to an approximate 50 per cent reduction in hospital admissions and emergency department visits.

Addressing aging

Rural residents of every age should have the opportunity to enjoy healthy, active, independent lives.

Today, more seniors are receiving the care they need in their own homes. Since the 2013 Budget, Ontario has increased funding for home and community care by about five per cent each year. In the 2015 Budget, the province committed to continuing this funding and investing an additional

\$750 million across the province over the next three years.

At the same time, through **Age-Friendly Community Planning Grants**, Ontario provided 56 municipalities with \$1.5 million in funding in 2015. This initiative is accelerating planning to make communities more accessible to older residents and to help seniors participate in all aspects of local life.



Meeting the needs of South Glengarry seniors

The Township of South Glengarry is one of 56 communities across the province that received an Age-Friendly Community Planning Grant in 2015. Like many rural communities, South Glengarry's population is aging, with 37 per cent of residents now over the age of 55. The \$23,500 grant will help the township convene a seniors' advisory committee, to assess the needs of local seniors and draft a plan to address those needs.

Improving skills training and addressing youth employment

By investing in skills training and setting youth on the path to a good career, Ontario is investing in the province's future.

A part of Ontario's renewed Youth Jobs Strategy, the new **Youth Job Connection** program offers paid pre-employment workshops, job placement opportunities and mentorship, to youth between the ages of 15 and 29, who are not working, in school, or in training. The program also offers part-time after-school and summer job opportunities to high-school students between the ages of 15 and 18, facing challenging life circumstances. This intensive

program focuses on helping young people who face complex and multiple barriers to employment such as poverty, homelessness, living with a disability or a mental illness.

Meanwhile, more than 23,000 Ontarians gained new skills and accessibility training through the 2015 **Pan Am and Parapan Am Games**, returning to communities across the province as certified volunteers. The province also expanded the Pre-Apprenticeship Training Program to accommodate an additional 200 to 300 participants, who had the opportunity to work on the construction of Games' facilities.

Attracting and integrating newcomers

Many rural communities have seen their young people move away to pursue their education and careers. Attracting new residents can help these communities balance this trend, sustain their economy and ensure local businesses have access to a skilled workforce. That's why the province is helping rural Ontario welcome newcomers.

The **Community Immigrant Retention in Rural Ontario guidebook** offers strategies and best practices to help communities attract and retain newcomers, ensuring they achieve success in their new home town. During the past year, more than 170 individuals, upper and lower tier municipalities, community futures development corporations, public health units and local immigration partnerships have accessed the guidebook.

The **Ontario Immigration Act**, which received Royal Assent on May 28, 2015, is helping Ontario to maximize the benefits of immigration by helping to attract skilled immigrants. The Act demonstrates Ontario's commitment to helping all communities share in the benefits of immigration.

Ontario also continues to promote the settlement and integration of newcomers to the province, including those in rural and northern Ontario. For example, the **Municipal Immigration Information Online Program** provides funding to municipal governments to build immigration portals that promote communities as destinations for immigrants to settle and work.

Supporting Aboriginal people in rural Ontario

The province is working in collaboration with Aboriginal communities and leaders to improve quality of life and expand opportunities for all First Nations, Inuit and Métis people in Ontario, including those who live on reserves or in rural communities.

Introduced in the 2014 Budget, the **Aboriginal Economic Development Fund** is investing \$25 million in Aboriginal businesses and communities over three years. This funding is helping

Aboriginal communities increase access to economic development opportunities.

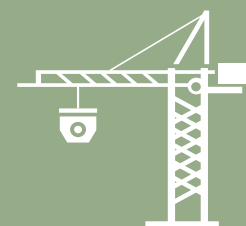
The Fund supports improved access to skills training, development and implementation of initiatives that diversify economic activity, as well as supporting Aboriginal financial institutions as they work to improve access to financing for high-potential Aboriginal businesses and community projects.

Creating economic opportunities for First Nations

Bingwi Neyaashi Anishinaabek was one of 22 communities and organizations that received funding in 2014-15, through the Aboriginal Economic Development Fund's Economic Diversification Grant. The First Nation received \$83,034 to develop a business plan for a sawmill in the community's new industrial park. It also received \$97,303 in 2015-16 to work with Wood-Mizer, a leading sawmill manufacturer, to train community members on all aspects of the sawmill's operations.



Anishinabek Employment and Training Services office



Investing in Infrastructure

Roads, bridges, water systems, telecommunication networks and other infrastructure create the backbone of a well-functioning economy and prosperous society. To keep that backbone strong, the province is investing more than \$130 billion over 10 years— the largest such investment in Ontario's history — to renew and expand crucial infrastructure. Total infrastructure investments are expected to support more than 110,000 jobs per year on average in construction and related industries, including over 20,000 jobs per year on average from investments made as part of Moving Ontario Forward.

Moving Ontario Forward represents a major part of this investment, providing funds to build priority infrastructure and create an integrated transportation network across the province. This ambitious initiative encompasses several programs.

The **Ontario Community Infrastructure Fund** gives small, rural and northern municipalities \$100 million annually to revitalize core infrastructure

and support asset management planning. There are currently two components to the program: an application-based funding stream that addresses critical projects and a formula-based funding stream that helps communities address projects identified in their asset management plans. Since 2014, 78 projects have been approved for application-based funding and 425 municipalities have received formula-based funding.

Better infrastructure for safer communities

Better infrastructure does more than just enhance Ontario's economy. The Ontario Community Infrastructure Fund is also creating safer communities. For example, the Township of Havelock-Belmont-Methuen, east of Peterborough, received more than \$1.6 million to improve existing water systems to ensure that firefighters have access to the water they need. Meanwhile, the Township of Armstrong in Timiskaming District is receiving more than \$200,000 to rehabilitate a culvert to shorten emergency response routes.

Rural communities are also benefitting from the **Small Communities Fund**. Through this initiative, the federal government and the province will each

provide \$272 million for infrastructure projects in rural municipalities with fewer than 100,000 residents.

Better water and sewer systems

In July 2015, Perth, Pelee Island and Leamington, among other communities, received infrastructure funding through the Small Communities Fund. In Perth, the financing will fund new storm water control measures, septic repairs and a sump pump disconnection program to decrease pollution in the Tay River. Pelee Island will use the funding for drainage improvement projects to reduce the risk of flooding of local farmlands and vineyards. Leamington's funding will build enhanced sewer capacity to help to reduce the risk of overflow during periods of peak demand.

Huntsville goes high-speed

Residents of Huntsville and Bracebridge can look forward to fibre optic cable through funding from the Small Communities Fund. Installing the cable will give residents, businesses and visitors access to high-speed e-mail, web browsing and e-commerce.

A new **Connecting Links program**, announced in April 2015, will provide \$15 million each year for the construction and repair of connecting links. Connecting links are designated municipal roads that connect communities to provincial highways and border crossings. This will help ensure that Ontarians can get around easily and safely, and that goods can reach markets more quickly. The application process for the program began on November 19, 2015.

A **Natural Gas Access Loan** and **Natural Gas Economic Development Grant** will help communities partner with utilities to extend access to the natural gas network. More access to natural gas will help attract new industry to rural communities, make commercial transportation and agriculture more affordable and provide more energy choices for businesses and families.

Ontario has earmarked \$1 billion for the development of **strategic transportation infrastructure** in the Ring of Fire region, including support for the Ontario Northland Transportation Commission. This will help improve employment opportunities, grow the economy and build a strong transportation network in the Northeast.

Additional **investments in transportation** include:

- Constructing a new alignment of Highway 7 between Kitchener and Guelph;
- Supporting the Maley Drive Extension project in Sudbury; and
- Expanding additional sections of Highway 11/17 between Thunder Bay and Nipigon.

The province is also responding to local needs that support *Building Together*, Ontario's long-term infrastructure plan, including:

- Investing up to \$11.3 million to expand and modernize Atikokan General Hospital. This funding will help to deliver better coordinated and integrated acute and long-term care, including providing four new acute care beds. This will bring the total of acute care beds to 15, while the addition of four more long-term care beds will bring the total of long-term care beds to 26.
- Investing in schools to help provide safe and healthy learning environments such as the retrofitting of:
 - Madawaska Valley District High School in Barry's Bay, to accommodate the consolidation of students from Sherwood Public School;
 - Land of Lakes Senior Public School in Burk's Falls, to accommodate incoming students from M.A. Wittick Junior Public School; and
 - Roland Michener Secondary School in South Porcupine, to support the consolidation of elementary and secondary school students.

The 2015 **Infrastructure for Jobs and Prosperity Act** ensures the province develops long-term infrastructure plans every five years, laying a strong foundation for sustained economic growth.



Strong local and regional economies form the foundation of thriving communities. Through a variety of tools, resources, funding programs and initiatives, Ontario is helping rural communities seize economic development opportunities, attract investment and create high-quality jobs.

Analyst is a web-based tool that provides economic data to communities and regions to help them make informed decisions about how to build a strong economy. Since the tool was launched in 2013, more than 650 Ontarians have used it to support 295 rural economic development initiatives across Ontario.

The Ministry of Agriculture, Food and Rural Affairs **Foundations for Regional Economic Analysis Training** workshop, has helped 230 economic development professionals analyze regional data and pinpoint the most promising areas of

potential economic development. The workshop also helped to develop targeted strategies for job and income growth.

The **Business Retention and Expansion program** is a structured action-oriented, community-based approach to business and economic development. In 2015, 10 projects were undertaken or completed, helping communities and local businesses set priorities, promote job growth and plan ways to address local economic needs.

Boosting business in Dryden

With the support of the Ontario Ministry of Agriculture, Food and Rural Affairs and the Ministry of Northern Development and Mines, the Dryden District Chamber of Commerce led an ambitious regional business retention and expansion project. Volunteers interviewed 82 businesses in the Dryden area to determine the biggest challenges they faced. Now the Chamber has 30 action plans and five new projects completed or underway to help those businesses grow and create new jobs.

The recently updated **Downtown Revitalization Program** helps communities enhance one of their biggest assets: their downtown core. In 2015, 10 municipalities either launched or completed projects with the help of advisors from the Ministry of Agriculture, Food and Rural Affairs and a suite of written resources.

The **Newcomer and Youth Community Indicators** is an analytical tool to help communities benchmark their attractiveness to newcomers and youth, relative to similar communities across the province. The online tool was developed in partnership with the

Rural Ontario Institute and the Conference Board of Canada. Since its launch in September 2014, more than 480 users have downloaded the tool.

The **Rural Economic Development Program** helps rural communities remove barriers to economic development and growth. Since 2003, Ontario has invested more than \$185 million in 598 projects, generating over \$1.2 billion in new economic activity as well as creating and retaining more than 37,000 jobs.

Advancing water innovation

In the Town of Georgina, a local farm will become the site of a demonstration and learning centre to promote the wise use of water, as well as an incubator for new businesses. Thanks to a \$100,000 grant through the Rural Economic Development Program, the Ontario Water Centre will launch ClearWater Farm, a community facility that focuses on the role of water in sustainable food production, healthy communities and economic growth.

Expanding business

Lindsay's award-winning Mariposa Dairy is getting much bigger, thanks to a \$500,000 grant from the Rural Economic Development Program. The expansion will help to increase sales and generate approximately 150 full-time jobs.

Attracting tourism

Through the Rural Economic Development Program, the City of Brockville received \$47,500 to develop a marketing and outreach strategy for the newly opened Aquatarium, a 25,000-square-foot interactive discovery centre located on the shore of the St. Lawrence River. The strategy will support the long-term sustainability of this tourist attraction, creating jobs and supporting regional economic growth.

Investing in rural economies

By investing in strategic funding programs, Ontario is helping rural business grow and prosper.

The \$30 million **Local Food Fund** was launched in 2013 to increase economic activity and encourage consumers to buy Ontario foods. Since then, the fund has leveraged a total investment of \$100 million for 163 projects that will create jobs and expand markets for local food.

Growing Forward 2 is a federal-provincial initiative that encourages innovation, competitiveness and market development in Canada's agri-food and agri-products sector. Since Ontario's Growing Forward 2 program was announced in April 2013, it has provided \$7.8 million in funding for food-processing businesses.

Ontario has also provided significant support to Ontario farmers through farm income stabilization and support programs. Expenditures for these programs totaled more than \$2.8 billion over the 2003-04 to 2013-14 fiscal years.

The five-year **Horse Racing Partnership Plan**, established in 2014, is providing up to \$500 million to support a sustainable horse racing industry in Ontario. Measures include enhanced support for racehorse breeders, increased purses and race dates and support for race track operators.

Ontario is working with the wine and grape sector to increase competitiveness and innovation, grow the sales of Vintners Quality Alliance (VQA) wines and boost tourism to Ontario's wine regions. As part of Ontario's \$75 million **Wine and Grape Strategy**, the province launched two programs on March 5, 2015. The **Marketing and Vineyard Improvement Program** will help increase the sale of Ontario wines both within Ontario and beyond its borders. It will also enhance the marketing of Ontario's wine regions as tourist destinations and support vineyard production improvements. The renewed **VQA Wine Support Program** will help increase LCBO sales of VQA wines, encourage innovation and improve exports and tourism.

The **Jobs and Prosperity Fund** is supporting projects that will increase productivity, bolster innovation and improve Ontario's international competitiveness. To enable the province to partner with more businesses, the fund will be enhanced by a total of \$200 million beginning in 2015–16, increasing the Fund to \$2.7 billion over 10 years. Part of this funding is earmarked for strategic investments in food, beverage and bio-product processors through the **Food and Beverage Growth Fund**. This fund supports growth in Ontario's

food and beverage processing sector, which is a major buyer of the good things that are grown in rural Ontario.

The **Eastern Ontario Development Fund** and **Southwestern Ontario Development Fund** are helping to create jobs and diversify the economy by encouraging regional businesses to pursue innovation and new markets. Together, these two funds have created and retained more than 29,000 jobs and attracted more than \$1.25 billion in investment.

Creating 73 new jobs in Elmira

More than \$1 million in funding from the Southwestern Ontario Development Fund has allowed Toyota Boshoku Canada to expand its Elmira manufacturing facility. This investment created 73 new jobs and supported new technology to enhance productivity and quality control. As a result, the company will be able to fill orders for many products that were previously imported.

The **Northern Ontario Heritage Fund Corporation** has approved \$137.2 million toward 952 projects in Northern Ontario. These investments have

leveraged \$427.8 million in other funding and created or retained (including internship placements) 2,503 jobs.

Creating connections

The fourth annual **Eastern Ontario Local Food Conference** held in Kingston in November 2014 attracted 200 participants. The event inspired participants to consider new business

opportunities expected to generate 15 new jobs and attract investment totalling \$925,000. The fifth annual Eastern Ontario Local Food Conference was held in Belleville on November 4th and 5th, 2015.

Boosting employment in Oldcastle

Oldcastle's Aalbers Tool & Mold Inc. is growing its business with more than \$1 million in funding from the Southwestern Ontario Development Fund. This investment will enable the company to purchase state-of-the-art machinery and engage in employee training to enhance productivity. The investment will also allow Aalbers to pursue opportunities in Ontario's growing aerospace sector and create 33 new jobs.

Reducing red tape

Ontario's strategic approach to streamlining regulations has created significant savings over the past four years. According to **Building a Better Business Climate for Ontario**, the annual report mandated by the **Burden Reduction Reporting**

Act, 2014, Ontario slashed \$50 million in costs and 2.5 million hours for businesses across the province since 2014. In 2015, the Canadian Federation of Independent Business ranked Ontario among the top three provinces reducing red tape.

Through the **Open for Business Agriculture and Agri-Food Sector Consultation Forum** process, stakeholders are working with the province to identify ways to clear the path for business success. For example, feedback from the process led Ontario to give greenhouse operators more options to manage waste water. Forum outcomes have also helped to streamline the approvals process for

on-farm anaerobic digesters, as well as amend meat regulations to promote competitiveness and innovation.

An eighth consultation forum was held in May 2015, to discuss issues across the sector. Jeff Leal, Minister of Agriculture, Food and Rural Affairs, co-chaired the forum. The ongoing dialogue and discussion had significant value for stakeholders and the province.

Going global

Ontario's **Going Global Trade Strategy** is helping the province's companies export to global markets. In 2014-2015, the International Trade Branch helped 1,700 new and experienced exporters to prepare for international markets and brought 625 executives

from Ontario companies on international trade missions to foreign markets. These companies anticipate \$680 million in potential sales from these missions.

Tapping the Chinese market

In April 2015, Jeff Leal, Minister of Agriculture, Food and Rural Affairs, co-led the province's first-ever agricultural trade mission to China. The 10-day event introduced delegates to more than 300 Chinese agri-food companies and government officials, resulting in \$9 million in trade agreements. To further help Ontario businesses and organizations expand into the Chinese market, the province is hiring an agri-food trade advisor, developing a Food Export Roadmap, and opening a new International marketing centre satellite office in Chongqing.



Minister Leal speaking during the Ontario Agri-Food Mission to China

Addressing rural planning challenges

The **Provincial Policy Statement 2014** details Ontario's policies with respect to land use planning. It provides clear policy direction to promote strong communities, a strong economy, and a clean and healthy environment.

The policy, which came into effect on April 30, 2014, better recognizes the unique challenges faced by rural communities. It provides more flexibility for development in rural areas, permitting additional agriculture-related and diversified on-farm development that ranges from grain drying to agri-tourism. These are types of development that will generate farm income,

create jobs and provide more rural services. The Ministry of Agriculture, Food and Rural Affairs is also developing a **Permitted Use Guideline** to help municipalities achieve consistency with the Provincial Policy Statement and help farmers understand the new opportunities that the Provincial Policy Statement creates. The province's goal is to maintain Ontario's best agricultural areas for agriculture, as well as support a thriving agricultural industry and help improve rural economies. Ontario also hopes to successfully meet the **Premier's Agri-Food Growth Challenge**, to double the growth of Ontario's agri-food industry and create 120,000 jobs by the year 2020.





Additional initiatives to benefit rural Ontario

The 2014 Rural Roadmap laid out Ontario's priorities for strengthening rural communities in 2014-15. As well as focussing on these goals, the province continues to move forward with new initiatives that promise to benefit rural Ontario.

By converting public buildings such as schools and recreation centres into **community hubs**, Ontario sees an opportunity to break down service silos and better meet the needs of people in their local communities. The Premier's Community Hub Framework Advisory Group, chaired by Karen Pitre has developed a framework to establish these hubs where residents can access a variety of services such as education, health care and social services. The report entitled, *Community Hubs in Ontario: A Strategic Framework and Action Plan*, was released on August 10, 2015. The action plan lays out eight overarching recommendations that the province has accepted and will begin to implement, including:

- Creating a provincial lead for community hubs
- Fostering integrated service delivery
- Developing a provincial strategy for public properties
- Removing barriers and creating incentives
- Supporting integrated and long-term local planning
- Ensuring financial sustainability
- Increasing local capacity
- Evaluating and monitoring outcomes.

Without adequate transportation, rural residents can't access health care and social services, get to work or school, or take advantage of community amenities. Under the **Community Transportation Pilot Grant Program**, 22 municipalities across all regions of the province have been selected to receive up to \$100,000 each to help provide better transportation services for residents. Many of these projects will help build capacity to better meet local transportation demand, where it is challenging to support transit service due to the size and/or density of the population. The program provides funds for partnerships with community organizations such as health and community agencies, transit agencies, school-bus operators and private transit operators. By co-ordinating local transportation services, more rides can be provided to more people and to more destinations.

Transit projects get rural residents where they need to go

New daily, fixed route shuttles and weekly bus routes will be introduced to serve rural and remote communities in Muskoka. A new service will also connect five communities to Thunder Bay for medical appointments. Rural residents in York Region can take advantage of a new dial-a-ride service that connects to regional transit buses.



Ontario is committed to giving students the best possible learning environment. In August 2014, the province announced investments in **six schools serving rural communities**. Elementary students in Severn, East Gwillimbury, Collingwood and Fort Erie will soon attend new schools, while those in Chatham and Brantford will benefit from renovated facilities and additions. These projects will create local construction jobs.

In September of 2015, the province announced the opening of 12 schools that serve rural communities. Thanks to a significant investment from the province, students in Lincoln, Brooklin, Sault Ste. Marie, Cobourg, Pickering, Cumberland, Caledon, Severn, Innisfil and Bradford, will

attend new schools, while students in Chatham, Tecumseh, Pickering and Bowmanville will benefit from renovated facilities and additions

Finally, Ontario's **Open Government** strategy is creating a more transparent and accessible government by making Ontario's data "open by default." Since the initiative was launched in 2013, over 400 provincial data-sets have been posted on the Open Government Catalogue. Over the coming months, the Treasury Board Secretariat will be working with all ministries to implement Ontario's Open Government strategy and action plan, giving Ontarians more opportunities to provide feedback and input into government decisions.

Continuing the Conversation



As the province continues to forge a promising future for rural Ontario, your ideas, challenges and opportunities are an essential part of the conversation. That's why the province is committed to an open dialogue with rural stakeholders across the province.

In March 2014, the first-ever Rural Ontario Summit was held in partnership with the Rural Ontario Institute. This was an important chance to discuss the challenges and opportunities rural Ontario faced and help set our goals for the future.

The next summit, to be held in 2016, will provide an excellent opportunity to continue ongoing dialogue with rural partners and capitalize on the momentum and progress from the first summit.



Minister Leal speaking during the 2014 Rural Summit

The Road Ahead



Ontario is committed to creating conditions where the province's towns, rural businesses and regional economies can grow and prosper. Strong rural communities contribute to good jobs, bright prospects and an enviable quality of life.

Ontario's approach is simple: we're listening.

Good public policy must be collaborative and focus on your ideas, needs, challenges and opportunities. That's why the province is holding consultations, convening roundtables and sitting down one-on-one, so that we can implement strategies that work for Ontarians living and working in rural communities.

The Ministry of Agriculture, Food and Rural Affairs is providing a rural lens at the Cabinet table to ensure that provincial programs and policies meet the needs of all residents, regardless of where they live.

Ontario is also strengthening relationships with rural stakeholders and working together to create thriving communities across the province.

The province looks forward to work with you to ensure that rural Ontario continues to be one of the best places in the world to live, work and raise a family.



Downtown Minden, Ontario





The Corporation of the Township of **NORTH STORMONT**

**P.O. Box 99
15 Union Street
Berwick, ON
K0C 1G0**

December 17th, 2015

Terry Kuipers, C.B.C.O
Chief Building Official/By-Law Enforcement Officer
Town Of Minto
5941 Highway 89
Harriston, ON N0G 1Z0

Subject : Your involvement at the IPM 2015

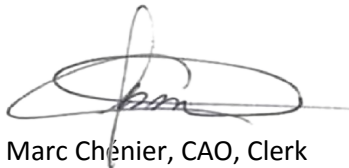
Dear Terry,

The Township of North Stormont would like to express its utmost appreciation for the help you offered us during the International Plowing Match of 2015. We are very grateful to both the Town of Minto and to you for taking the time out of your busy schedule to come down here and give us all your knowledge and experience before and during the International Plowing Match.

Without your help we would not have been able to complete the work in such a proficient and timely manner. Hence, we will always be grateful for all that you have done to help us. We hope that your time spent here was as greatly appreciated for you as it was for us. We wish you the best of luck for the IPM in 2016!

Warmest wishes for a happy holiday season and a wonderful new year to your family and the Council of the Town of Minto!

Kind Regards!



Marc Chénier, CAO, Clerk

c.c. Council

A Good Place to Grow...



**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Ph 613-756-2747 Fax 613-756-0553

info@madawaskavalley.ca

Moved by: Councillor Peplinski 22-0712-15
Seconded by: Councillor Bromwich 07 December 2015
BE IT RESOLVED

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost 7 per cent unilateral cut to physician services expenditures which cover all the care doctors provide to patients - including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

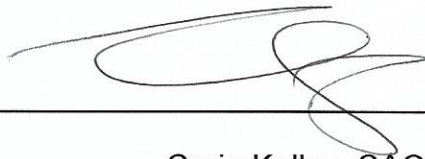
AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED THAT, in an effort to retain and attract family physicians to our rural Ontario municipality, the Township of Madawaska Valley hereby requests that; the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario; and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve.

AND THAT copies of this Resolution be sent to the Premier of Ontario, the County of Renfrew and all Renfrew County lower-tier municipalities, MPP John Yakabuski, Federal Minister of Health, Ontario College of Physicians and Surgeons and all municipalities in Ontario.

X CARRIED.




Craig Kelley, CAO/Clerk

Replies to this correspondence can be forwarded electronically to gdombroski@madawaskavalley.ca

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



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

THE INFORMANT

WINTER 2015-2016



NEWS

BOARD MEMBERS

We welcome Raymond Tout and Bryan Pacheco to our Board of Directors and we say goodbye to member Dave Guilbault. We acknowledge and thank Dave for his contribution to the program.

We are looking for individuals with connections in the community and those who can offer expertise in areas that will help enhance our program's growth. One area of interest currently would be someone with a financial background.

Contact us by phone at **519-846-5371** or by email at **info@csgw.tips** to become a member of our team.

www.csgw.tips



MEDIA

Crime Stoppers is featured live at 7pm-Tuesdays on "Swap Talk" at **92.9 The Grand** radio in Fergus.

CHOY and Magic 106.1 radio stations air our public service announcements and Crime of the Week.

CSGW is a featured guest on **Rogers TV** during the noon airing of "Inside Guelph". This program can be viewed the first Tuesday of every month.

Watch for Crime Stoppers segments which air on **Wightman's TV** community Channel #6 and on YouTube.

Eastlink TV is running our Crime of the Week.

CSGW is featured on **Cogeco TV** during "Over the Fence" segment that will air in January. This is in addition to running our Crime of the Week during their daily news segments.

THANK YOU to our **Police** and **Media partners** and to the **local businesses** and **service groups** across Guelph and Wellington

County who help promote and support our program throughout the year.

PROGRAM STATISTICS

Guelph and Wellington County stats since 1988 through November 2015:

Arrests	1,505
Charges Laid	4,145
Narcotics Seized	\$27,161,292
Property Recovered	\$10,152,165
Authorized Rewards	\$158,120

The numbers speak for themselves...Crime Stoppers works!

AWARENESS



(Pictured from L-R: Sarah Bowers-Peter, Program Coordinator, Andy Lennox, Mayor and Deryck West, Director)

Thanks to the Township of Wellington North and State Farm Insurance for sponsorship in the Wellington north area. What a great way to gain exposure! *Ask us for details.*

DECALS

Guelph Police Service has agreed to partner with CSGW by placing decals on their entire fleet!



CRIME STOPPERS MONTH

January is known nationally as Crime Stoppers Awareness Month. Follow us on twitter and like us on FaceBook for information about who we are and how you can be involved in your community.

EVENTS

GUELPH STORM GAME TICKETS - \$20



CSGW is a partner with the **Guelph Storm** for the 2015-2016 season and have tickets for sale for the following games:

- Sunday Jan 10th – 2:00pm vs Flint
- Friday Jan 29th – 7:30pm vs North Bay
- Friday Feb 5th – 7:30pm vs Saginaw

Congratulations to winner Mike Morrison who took home \$1,350 from our 50/50 draw held during the December 13th Storm game.

COMMUNITY SHREDDING EVENT



This was our 1st year to offer this fundraising event in the north part of our county and it was a **SUCCESS!** \$945 was raised for our program.

Thank you to our media and community partners who helped spread the word for this event. Thank you to Fire Chief Dave Guilbault for allowing us to use the Mount Forest Fire Hall parking lot.

Thank you to our new partner – **Watch for us** again next year - same time frame.



FILEBANK
MEMBER OF THE INNOVATIVE
RECORD SYSTEMS GROUP

SANTA CLAUS PARADES

Guelph: A beautiful day for a parade. The sun was shining in Guelph on November 15th.

Mount Forest: This was the first night time parade for CSGW held December 4th in Mount Forest.



BUCKET SALE



Thanks to our Board members and volunteers for offering their time in this first ever partnership for CSGW. A huge thank you to **Young's Home Hardware** in Mount Forest for giving us the opportunity. What a great community...we raised \$1,641.45!!

PARTNERS AND DONORS

SILVER SPONSOR: \$5,000 - \$9,999

- ◇ United Way, Guelph

BRONZE SPONSOR: \$1,000 - \$4,999

- ◇ County of Wellington
- ◇ Fleming Fast Freight Inc., Fergus
- ◇ Scotiabank, Guelph

COMMUNITY SPONSOR: \$100 - \$999

- ◇ All Treat Farms, Arthur
- ◇ Domino's Pizza
- ◇ Downtown Guelph Business Association
- ◇ Guelph Storm Ltd.
- ◇ McNeil Consumer Healthcare
- ◇ Rotary Club of Guelph Wellington
- ◇ Royal CDN Legion, Branch 234, Guelph
- ◇ Deryck West State Farm Insurance
- ◇ TD Canada Trust, Guelph
- ◇ Township of Wellington North
- ◇ Vintex Inc., Mount Forest
- ◇ Wellington Federation of Agriculture

IN-KIND DONATIONS

- ◇ Battlefield Equipment Rentals, Guelph
- ◇ Brown Group Insurance Brokers
- ◇ City of Guelph
- ◇ County of Wellington
- ◇ FileBank
- ◇ McNain Communications
- ◇ Nestle Waters
- ◇ Piller's Fine Foods
- ◇ Rlb Chartered Accountants
- ◇ Walsh's IDA Pharmacy, Arthur

**Merry
Christmas!**



Office of the City Clerk

December 18, 2015

Via Email

To all Municipalities in Ontario:

RE: Kingston City Council Meeting, December 15, 2015 – New Motion 2

I would confirm that Kingston City Council at its regular meeting held on December 15, 2015, unanimously approved the attached resolution with respect to the Basic Income Guarantee.

Kingston City Council has directed that I send this resolution to you with the request that your municipality consider supporting this most important initiative.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours truly,



John Bolognone
City Clerk

/s/
Attachment - Resolution



Office of the City Clerk

I hereby certify that the following is a true and correct copy of a resolution, being New Motion 2 unanimously approved by Kingston City Council at its regular meeting held on December 15, 2015:

Whereas the 2011 National Household Survey confirmed that 14.9% of the population live in low income circumstances, a percentage exceeded in the City of Kingston where the percentage of the population living in poverty has been documented at 15.4%; and

Whereas income insecurity and inequality continue to increase as a result of precarious employment; and

Whereas existing income security programs have not proved sufficient to ensure adequate, secure income for all; and

Whereas insufficient income, income insecurity and inequality have well-established, strong relationships to a range of adverse public health outcomes, and are root causes of many social ills such as illiteracy and short-fall of educational attainment, chronic stress, alienation, and criminal activity, all of which undermine the social fabric; and

Whereas a basic income guarantee would reduce income insufficiency, insecurity, and inequality and ensure everyone an income sufficient to meet basic needs and live in dignity regardless of work status; and

Whereas a basic income guarantee would provide an income floor for those doing socially essential but unpaid work, supporting the choices of those who engage in it; and

Whereas a basic income guarantee would provide additional direct personal income which would be spent locally, thereby revitalizing local economies; and

Whereas a basic income guarantee would enable individuals to pursue educational, occupational, social and wellness opportunities relevant to them and their families; and

Whereas a basic income guarantee would support entrepreneurship and job transition for those trying to establish a new productive role for themselves in response to a persistently changing economy; and

Whereas a basic income guarantee would resemble income guarantees already provided in Canada for seniors guarantees which have contributed to health and quality of life improvements in this age group; and

Whereas basic income has been studied in Canada for approximately forty years and has demonstrated improved physical and mental health and educational outcomes; and

Whereas a basic income guarantee program would involve the redistribution of the administrative functions of existing income support programs to the nation as

The Corporation of the City of Kingston

216 Ontario Street, Kingston, ON K7L 2Z3

Phone: (613) 546-4291 ext. 1247

Fax: (613) 546-5232

jbolognone@cityofkingston.ca

a whole and to senior government partners in the same manner as Medicare and the existing seniors and children's programs;

Therefore Be It Resolved That the City of Kingston endorse a national discussion of a Basic Income Guarantee for all Canadians; and

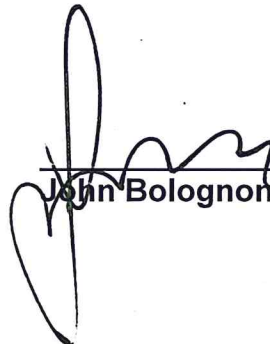
That the City of Kingston encourage the provincial and federal governments through their respective responsible Ministers, including the Ontario Minister of Health and the Ontario Deputy Minister in Charge of Poverty Reduction, to work together to consider, investigate, and develop a Basic Income Guarantee for all Canadians; and

That this resolution be forwarded to all municipalities in Ontario with the request that they consider indicating their support for this most important initiative; and

That this resolution be forwarded to the Association of Municipalities of Ontario and the Federation of Canadian Municipalities, including the Big City Mayors' Caucus, with the request that they include proposing a Basic Income Guarantee in their respective engagements with the provincial and federal governments; and

That copies of this resolution be shared with the Premier of Ontario, the Prime Minister of Canada, and all opposition leaders at both levels of government.

**Dated at Kingston, Ontario
This 18th day of December,
2015.**



John Bolognone, City Clerk



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

December 21, 2015

Greetings and Happy New Year!

The Saugeen Valley Conservation Authority cordially invites you, or your alternate, to attend its Annual Meeting on Friday, January 15, 2016, at 1:00pm. The meeting will be held in the Boardroom at the SVCA's Administration Office, located at 1078 Bruce Road 12, Formosa.

The meeting will include various agenda topics including the Election of Officers.

Please RSVP to Janice Hagan, via email at j.hagan@svca.on.ca, or phone at 519-367-3040 Ext 221 no later than Friday January 8, 2015.

We hope you will be able to join us on the 15th.

Yours sincerely,

Wayne Brohman
General Manager/Secretary-Treasurer



Watershed Member Municipalities
Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

The Corporation of the Municipality of Brockton

No. 15-25 311

Session: December 14, 2015

Moved By: Ken Gieruszk

Seconded By: Bill Bell

12.9 Support Measures to Control Invasive Species - Phragmites

That the Council of the Municipality of Brockton endorse the Saugeen Valley Conservation Authority in their petition to provincial and federal authorities that measures are urgently needed to control the invasive species, Phragmites in the Saugeen Valley watershed.

And further that the Municipality circulate a copy of this resolution to Saugeen Valley Conservation Authority, The Rt. Honourable Prime Minister of Canada, The Honourable Premier of Ontario, the Federal Minister of Health, the Federal Minister of the Environment, the Federal Minister of Fisheries and Oceans, the Ontario Minister of Agriculture and Rural Affairs, the Ontario Minister of the Environment, the Pest Management Regulatory Agency (PMRA), Conservation Ontario and the Lake Huron Center for Coastal Conservation and all member municipalities within the Saugeen River watershed.

Member of Council	Yea	Nay
Adams, Steve		
Bell, Bill		
Gieruszk, Dan		
Inglis, David		
Leifso, Dean		
Oberle, Chris		
Peabody, Chris		
Totals		

Carried

Bill Bell

Defeated

Local Government and Planning Policy Division
777 Bay Street, 13th Floor
Toronto ON M5G 2E5

Phone: (416) 585-6320
Fax: (416) 585-6463

Division des administrations locales et des politiques d'aménagement
777, Rue Bay, 13e étage
Toronto ON M5G 2E5

Téléphone: (416) 585-6320
Télécopieur: (416) 585-6463

December 18, 2015

Dear: Chief Administrative Officer

RE: The Smart Growth for Our Communities Act, 2015

The Smart Growth for Our Communities Act, 2015, which makes a number of changes to the Development Charges Act, 1997, and the Planning Act, passed in the Ontario legislature and received Royal Assent on December 3, 2015.

The majority of changes to both the Development Charges Act, 1997, and the Planning Act will come into force on a day to be named by proclamation. However, the following provisions relating to the Planning Act have already come into force through Royal Assent.

- Subsection 1(2) of the Planning Act has been amended to restrict the ability of ministries other than the Ministry of Municipal Affairs and Housing to be added as a party to an Ontario Municipal Board appeal.
- Subsection 3(10) of the Planning Act has been amended to extend the review cycle of the Provincial Policy Statement from 5 to 10 years.
- Subsections 4(1) and 4(2) of the Planning Act have been amended to remove the references to "referral", as the Minister does not have delegation powers for site plan.
- Subsection 22.1 has been added to the Planning Act to provide certainty that when new policies or laws come into effect, applications for official plan amendments are subject to the previous policies or laws only if the required supporting material (i.e. complete application) has been submitted prior to the transition date.

This legislation provides for enhanced tools and processes for communities and residents to determine how their neighbourhoods grow, and to plan and pay for growth. The legislation aims to help municipalities recover more costs for growth-related infrastructure, give residents more say in how their communities grow, protect and promote greenspaces, enhance transparency and accountability, set clearer

rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.

Some examples of important improvements to the development charges and planning systems introduced by the new Act include:

Increasing Funding for Growth-Related Infrastructure by:

- removing the mandatory 10 per cent discount required when levying a charge for transit services
- creating an authority to identify services for which a planned service level calculation would replace the historic 10 year average service level
- creating an authority to identify ineligible services exclusively through regulation (a commitment to bring forward regulatory changes to make waste diversion as a service for which development charges can be collected has already been announced)

Enhancing Municipal Transparency by:

- requiring detailed reporting for municipal collection of density bonusing and parkland fees
- changing the alternative parkland dedication rate for cash-in-lieu payments to incent the acquisition of physical parkland
- requiring some municipalities, in consultation with school boards and the public, to prepare parks plans to help plan for parkland, greenspace, and park facilities
- requiring municipalities to reflect capital projects funded through development charges in a detailed report
- strengthening the language in relation to ‘voluntary payments’, not permitted under the Development Charges Act

Increasing Predictability and Accountability by:

- linking development charge background studies to municipal asset management planning
- requiring development charges for individual buildings to be set as of the date an initial building permit is issued, and for development charges to be payable on that date (there is an exception for multi-phase developments)

Enhancing Citizen Engagement by:

- requiring explanation of how public input affected a municipal planning decision
- ensuring consideration of public input at the municipal level by approval authorities and the Ontario Municipal Board
- requiring locally designed public consultation policies
- facilitating the modernization of the giving of notice through additional methods (e.g. email)
- increasing use and ensuring citizen membership on planning advisory committees

Increasing Certainty, Stability and Reducing Costs by:

- limiting requests for amendments to new official plans and/or new comprehensive zoning by-laws for 2 years after documents are approved, unless council authorizes the application(s) to proceed
- providing regulation-making authority to limit requests for amendments to the renamed community planning permit system policy (official plan) and by-law for 5 years after documents are approved, unless council authorizes the application(s) to proceed
- removing the ability to apply for a minor variance for 2 years after a site specific rezoning, unless council authorize the application(s) to proceed
- limiting approvals and appeals of lower-tier official plans, unless in conformity with upper-tier plans
- removing requirements to review employment land policies

Resolving Disputes, Improving Local Decision-Making and Accountability by:

- allowing time to be added to planning decision timelines to resolve disputes prior to appeals (90-day “timeout”)
- restricting appeals of specific provincially-approved matters (e.g. Ministry of the Environment and Climate Change approved source water protection boundaries)
- removing appeal of second unit residential policies at official plan updates
- requiring clearer reasons for appeals
- removing the ability to appeal entire new official plans
- providing enhanced opportunities for alternative dispute resolution

A copy of the Smart Growth for Our Communities Act, 2015 can be viewed online at: http://www.ontla.on.ca/web/bills/bills_detail.do?BillID=3176.

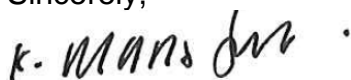
Please visit the Ministry of Municipal Affairs and Housing’s website periodically for further updates: ontario.ca/municipalaffairsandhousing.

If you have any questions related to the Planning Act, please contact Luke Fraser at (416) 585-6088 or send an e-mail to PlanningConsultation@ontario.ca.

If you have any questions related to the Development Charges Act, 1997, please contact John Ballantine at (416) 585-6348 or send an e-mail to DCAConsultation@ontario.ca.

I would also like to take this opportunity to thank municipalities for your efforts, input and advice in helping us to reform the land use planning system.

Sincerely,



Kate Manson-Smith
Assistant Deputy Minister

cc. Association of Municipalities of Ontario

Association of Municipal Clerks and Treasurers of Ontario
Municipal Finance Officers' Association of Ontario
Municipal Clerk, Municipal Treasurer, Municipal Planning Official

December 22, 2015

To our Municipal Clients

Re: Passage of Bill 73 and Ontario Regulation 428/15

This letter is to advise that on December 3, 2015, the Province passed Bill 73 which amended the *Development Charges Act*. Subsequently, on December 18, 2015, Ontario Regulation 428/15 was published which amended Ontario Regulation 82/98 (i.e. the DCA Regulation) and provided additional directives for the amended Act. Copies of both items are enclosed with this letter for your review.

We have reviewed the documents and would provide a summary of the changes which have been made to date. The table below provides the proposed changes which were presented by the Province upon the introduction of Bill 73 (as summarized in our March 9, 2015 letter) along with how these items have been included in the final legislation.

Proposed Changes to the Act (March 9, 2015)	Final Changes to the Act (December 2015)	Commentary
New definitions: <ul style="list-style-type: none"> • “Prescribed” – a reference to what may be contained in the Regulation 	Has been included in the definitions section of the Act (section 1)	“Prescribed” means prescribed by the regulations
<ul style="list-style-type: none"> • “Regulations” – used to specifically refer to regulations made under the DCA. 	Has been included in the definitions section of the Act (section 1)	“Regulations” means the regulations made under this Act

Proposed Changes to the Act (March 9, 2015)	Final Changes to the Act (December 2015)	Commentary
Ineligible Services – move the definition of Ineligible Services from the DCA to the Regulations – allows for easier adjustments to add or reduce ineligible services.	<ul style="list-style-type: none"> • Section 2(4) of the Act is repealed and replaced with a new section 2(4) which references ineligible “prescribed” services • New section 2.1(1) in Regulations provides the prescribed ineligible services 	<ul style="list-style-type: none"> • As noted, allows for easier adjustments to add or reduce ineligible services • Solid waste was formerly an ineligible service – sections 2.1(5) and (6) identify that only landfill and incineration are ineligible, thus allowing for alternative waste disposal methods (e.g. recycle, reuse, composting, etc.)
Area Specific Charges: <ul style="list-style-type: none"> • New requirements which will prescribe areas and services which must be undertaken on an area-specific basis 	<ul style="list-style-type: none"> • Section 2 of the Act expanded to include new subsections (9), (10), (11), (12) 	<ul style="list-style-type: none"> • The new sections provide that prescribed services or municipalities shall consider area rating • <u>The regulations do not provide for any prescribed services or municipalities at this time</u>
<ul style="list-style-type: none"> • New powers to allow the Province to prescribe municipalities, services and criteria so that the prescribed municipality must pass more than one by-law for prescribed services and criteria 	<ul style="list-style-type: none"> • Former section 60(1)(d) of the Act is repealed and replaced with a new 60(1)(d) and (d.1) 	<ul style="list-style-type: none"> • As noted above, no services or municipalities prescribed at this time • For the future, the new powers allow the Minister to provide this by regulation changes
Transit Service – 10% mandatory deduction from the growth-related costs will be removed	<ul style="list-style-type: none"> • New section 7.2 of the Act 	

Proposed Changes to the Act (March 9, 2015)	Final Changes to the Act (December 2015)	Commentary
Service Standard Calculations: <ul style="list-style-type: none"> • Prescribe services which will not be subject to the 10-year historic average service restriction 	<ul style="list-style-type: none"> • New section 5.2(1) and (2) of the Act provides for “prescribed” services • New section 6.1 of the regulations only prescribes transit service at this time 	<ul style="list-style-type: none"> • The Act allows for prescribed services to be defined • Only transit service is a prescribed service at this time
<ul style="list-style-type: none"> • Restrictions so that a planned 10-year level of service to be achieved over the 10-year forecast is not exceeded 	<ul style="list-style-type: none"> • New sections 5.2(3) and (4) of the Act provides for “prescribed” services • New section 8(2) of the Regulation provides for the manner in which transit service will be dealt with 	
<ul style="list-style-type: none"> • Methodology for determining the planned level of service will be set out in the regulations 	<ul style="list-style-type: none"> • New section 8(2) of the Regulation provides for the manner in which transit service will be dealt with 	<ul style="list-style-type: none"> • Methodology established for transit service only • Methodology requires ridership forecasts and ridership capacity for all modes of transit over the 10 years, identification of excess capacity which exists at the end of 10 years, identification of whether new ridership is from existing or planned development

Proposed Changes to the Act (March 9, 2015)	Final Changes to the Act (December 2015)	Commentary
Development Charge Background Study: <ul style="list-style-type: none"> • Municipalities must examine the use of area-rating 	<ul style="list-style-type: none"> • New section 10(c.1) 	<ul style="list-style-type: none"> • While there are no “prescribed” services, this section identifies that the background study must consider this to reflect the different needs for different areas • Note that while the background study must consider the option of area rating, it is not mandatory to pass area-specific charges
<ul style="list-style-type: none"> • Must include an asset management plan related to new infrastructure – the requirements of the asset management plan, the information to be provided and the manner in which it is prepared will be prescribed by regulation 	<ul style="list-style-type: none"> • New sections 10(c.2) and 10(3) • Section 8 of the Regulation amended to include subsections (2), (3) and (4) which provide for specific detailed requirements for transit (only) 	<ul style="list-style-type: none"> • For all services except transit, the background study shall deal with all assets proposed in the study and demonstrate that these assets are financially feasible over their full life cycle • Act identifies that further information or the manner in which these are provided may be prescribed; however, only transit service is prescribed at this time • However, it is expected that this requirement will align with the Asset Management Guidelines established by the Province

Proposed Changes to the Act (March 9, 2015)	Final Changes to the Act (December 2015)	Commentary
<ul style="list-style-type: none"> • Must demonstrate that all of the new infrastructure in the asset management plan is financially sustainable over their full life cycle 	<ul style="list-style-type: none"> • See above comments 	<ul style="list-style-type: none"> • See above comments
<p>Payment Timing for Multiple Building Permits – when multiple building permits are issued in respect of a single building, the DC is payable when the first building permit is issued.</p>	<ul style="list-style-type: none"> • New sections 26(1.1) and (1.2) of the Act 	<ul style="list-style-type: none"> • Requires that the development charge is calculated and payable when the first permit is issued • However, if the development has two or more phases that are not constructed concurrently, each phase is deemed a separate development
<p>Annual Report of the Treasurer – existing reporting requirements will be continued and new requirements added to:</p> <ul style="list-style-type: none"> • Identify all assets whose capital costs were funded by DCs and, for each asset, identify costs which were funded by other sources 	<ul style="list-style-type: none"> • Section 43(2) of the Act is repealed and replaced with a new 43(2) 	<ul style="list-style-type: none"> • Annual report must include opening/closing balances, all transactions in the fund, statements identifying all assets funded by DCs and how the portions not funded by DCs were funded
<ul style="list-style-type: none"> • Include a statement as to the municipality's compliance in not imposing, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by this Act 	<ul style="list-style-type: none"> • New section 43(2)(c) of the Act 	<ul style="list-style-type: none"> • Section 43(2) references the new section 59.1 of the Act (discussed below under "No Additional Levies") and requires a statement that the municipality is compliant

Proposed Changes to the Act (March 9, 2015)	Final Changes to the Act (December 2015)	Commentary
<ul style="list-style-type: none"> Require that the report be made available to the public 	<ul style="list-style-type: none"> New section 43(2.1) of the Act 	<ul style="list-style-type: none"> New section provides that “council shall ensure that the statement is made available to the public”
<ul style="list-style-type: none"> Submit the report to the Ministry of Municipal Affairs and Housing only when requested by the Minister 	<ul style="list-style-type: none"> Section 43(3) of the Act is modified 	<ul style="list-style-type: none"> The modification removes the requirement to file statements with the Ministry unless requested to provide
<p>No Additional Levies:</p> <ul style="list-style-type: none"> New provisions to prohibit municipalities from imposing additional payments or requiring construction of a service not authorized under the DCA (note that exceptions may be made for a prescribed class of development, a prescribed class of services related to development or a prescribed Act or a prescribed provision of an Act) 	<ul style="list-style-type: none"> New sections 59.1(1) and (2) of the Act 	<ul style="list-style-type: none"> New section prohibits municipalities from imposing additional payments or requiring construction of a service not authorized under the DCA except as permitted by this Act (e.g. Section 59, “Local Services”) or another Act (e.g. Local Improvements under the <i>Municipal Act</i>) Subsection (2) does allow for exceptions if a class of service or development, or an Act is prescribed – no provision is made in the Regulations at this time
<ul style="list-style-type: none"> Transitional provisions will make exceptions for existing payment agreements 	<ul style="list-style-type: none"> New section 59.1(3) of the Act 	<ul style="list-style-type: none"> Section 59.1 does not affect a charge imposed prior to January 1, 2016

Proposed Changes to the Act (March 9, 2015)	Final Changes to the Act (December 2015)	Commentary
<ul style="list-style-type: none"> Ministry of Municipal Affairs and Housing may investigate a municipality for compliance. Cost of all or a portion of the investigation may be imposed on the municipality 	<ul style="list-style-type: none"> New sections 59.1(4), (5), (6) and (7) of the Act 	<ul style="list-style-type: none"> Minister may at any time investigate a municipality for compliance - note that the powers provided to the Minister to investigate are extensive
Housekeeping Change to the Act – to update the reference to the <i>Condominium Act</i>	<ul style="list-style-type: none"> Section 2(2)(f) of the Act is amended 	<ul style="list-style-type: none"> Reference to the <i>Condominium Act</i> changed from “section 50” to “section 9”
Other Changes not Identified at the beginning of the Process <ul style="list-style-type: none"> Minimum 60 day circulation of the DC Background Study 	<ul style="list-style-type: none"> New section 10(4) of the Act 	<ul style="list-style-type: none"> Council shall ensure that the DC Background Study is made available to the public 60 days prior to the passing of the DC by-law Report must be available on the website for 60 days prior to passage and be available as long as the by-law is in effect

The Province has set January 1, 2016 for the amended legislation to take full force and effect. This means that starting January 1st of next year, any new by-laws (or amending by-laws) must conform to these new changes. We are aware of a few municipalities who have commenced a process for amending or updating their DC by-laws and hence, will need to refine their background study, draft by-laws and public process to conform to the new legislation.

Remarks

The legislative changes noted above will require a more detailed review to consider the impact to the DC methodology and policies. As we have done in the past, our firm will be engaging with legal advisors to further consider the full implications of the Bill and Regulation. A few direct comments are made at this time for consideration by the reader:

Transit – while there have been changes which appear to allow for a greater recovery of transit capital costs, the process now required to calculate the charge has become far more complex and prescriptive. We would perceive that more detailed background analysis will be required through transit/transportation master plans and ridership forecasting.

No Additional Levies - the new provision prohibits a municipality's ability to impose an additional charge or requirement to directly construct services. This provision does not impact a municipality's ability to impose local service conditions as allowed for currently under section 59(2) of the Act. However, it does emphasize the need for a comprehensive local service policy to be included as part of the DC Background Study. In addition, other Acts remain in effect for imposing charges against development (e.g. *Planning Act* Parkland Dedication, *Municipal Act* Local Improvements, etc).

As we have communicated in earlier correspondence, we feel that this requirement can restrict development in the future. For example, if a developer requests a project timing to be accelerated and there is a non-growth component to the project, the municipality cannot require the developer to fund this non-growth share. The developer will have to wait until the financial resources of the municipality are available to fund this cost. Further, for fast growing municipalities, the burden of the DC deductions and service restrictions may be too substantial to bear and will look to restrict growth to financially manageable levels.

Longer Circulation Period for DC Background Studies – while not a significant change, this will add approximately six weeks on to the DC process. For minor amendments to a by-law to address a definition change or add an additional exemption, it will take longer to implement that change.

Eligible Solid Waste Services – this service was removed by the DCA 1997, hence the methodology, approach to service standard measurements, etc., will need to be developed. It is unclear what data or background studies municipalities may have to support the calculations. This service is expected to evolve over time.

Treasurer Statement – the report requirements for the Treasurer have been expanded. As the Act takes effect on January 1, 2016, it would appear that the new requirement will be required for the 2015 year. We will be preparing sample reporting statements for all of our clients which we will make available in early January.

Area Rating – this new requirement will add additional time, effort and cost to the DC Background Study. Area rating is most applicable to water, wastewater and stormwater services however the Act does not limit which services shall be considered. It is also anticipated that this new requirement will foster additional dialogue with the development community. While the requirement for an open public process is embraced by the Act currently, this provision will compare averaged uniform charges against higher/lower area rated charges, thus giving rise to further discussion.

We trust that the above information is helpful.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

A handwritten signature in black ink, appearing to read 'G. Scandlan'.

Gary Scandlan, BA, PLE
Director

A handwritten signature in blue ink, appearing to read 'A. Grunda'.

Andrew Grunda, CMA, MBA
Principal

From: Water, Drinking (MOECC) [<mailto:Drinking.Water@ontario.ca>]

Sent: December-18-15 12:01 PM

To: Bill White

Subject: Notice of Release of the Minister's Annual Report on Drinking Water 2015, the Chief Drinking Water Inspector's 2014-2015 Annual Report and Drinking Water Data on Ontario.ca / Avis de publication du Rapport annuel 2015 du ministre sur l'eau potable, du Ra

Please be advised that today the Ministry of the Environment and Climate Change released the [Minister's Annual Report on Drinking Water 2015](#) and the [Chief Drinking Water Inspector's 2014-2015 Annual Report](#).

The Minister's Annual Report on Drinking Water 2015 showcases the work Ontario is doing to protect our drinking water and water resources while fighting climate change. The Chief Drinking Water Inspector's Annual Report provides an overview of the ministry's progress during 2014-15 and includes in-depth information on the performance of Ontario's drinking water systems and licensed and eligible laboratories. Both reports are available online at ontario.ca/drinkingwater.

The reports highlight that Ontario's drinking water continues to be of high quality and is well protected. These findings are supported by our drinking water quality and inspection results. The ministry and its partners are working together and remain committed to protecting the province's drinking water.

Starting this year, drinking water datasets that are used in the Chief Drinking Water Inspector's 2014-2015 Annual Report will also be released on Ontario's Open Data Catalogue when the report is released.

Improving public access to drinking water data supports the government's Open Data Directive to make government data accessible to the public by default. This directive requires Ontario ministries and provincial agencies to publish data unless there are legal, privacy, confidentiality, commercially sensitive or security reasons not to do so. Releasing the data we collect related to drinking water will increasingly become our normal business practice.

Going forward, most datasets will be updated on a quarterly basis so that information is available to the public between annual reports.

RECEIVED 2015 DEC 24

Re: Materials relating to the Ontario Ombudsman's oversight of municipalities

To the Clerk and Council,

On behalf of the Office of the Ombudsman of Ontario, I am pleased to send you the enclosed information that I hope you will find helpful as our Office prepares for its new responsibility related to municipalities.

As you are aware, our Office's jurisdiction is being extended, as of January 1, 2016, to include full oversight of local government services, administration and officials. We come to this role with eight years of experience in investigating closed municipal meetings, through our dedicated Open Meeting Law Enforcement Team (OMLET). Our latest Annual Report on these investigations was released December 16. Two copies are enclosed.

The report includes information about how our new, expanded oversight of municipalities will work, and what municipal officials and all Ontarians can expect. (When the report was released, we also provided you with a link to it on our website, www.ombudsman.on.ca.)

We have also enclosed copies of our brochure, *Complaints about Municipalities*, which explains key points about how we will handle municipal cases as of January 1, for distribution to the public and municipal officials. Similar packages are being sent to every municipal council in Ontario.

We encourage all municipal officials who have questions about our work to contact us at **1-800-263-1830**, or via email at info@ombudsman.on.ca. We will make additional information available through web and video resources very soon.

We are also seeking information from you: In early December, we sent every municipality an email survey to assist us in referring complainants to the appropriate local mechanisms. Many have already done so; we extend our thanks and hope others will follow soon. You may also direct questions or requests to our Director of Communications, Linda Williamson, at lwilliamson@ombudsman.on.ca, or 416-586-3426.

Sincerely,



Barbara Finlay,
Acting Ombudsman

Encl.

Annual Report

2014-2015



www.ombudsman.on.ca



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To The Honourable Dave Levac, Speaker,
Legislative Assembly, Province of Ontario, Queen's Park:

Mr. Speaker, I am pleased to submit this Annual Report on the work of the Ontario Ombudsman's Open Meeting Law Enforcement Team (OMLET) for the period of September 1, 2014 to August 31, 2015, pursuant to section 11 of the Ombudsman Act, so that you may table it before the Legislative Assembly.

This report summarizes our work in investigating closed municipal meetings. It also provides information on how we are preparing for the expansion of our jurisdiction to include full oversight of municipalities as of January 1, 2016. We are sending it to every municipal council in the province and making it available publicly on our website and in hard copy through our office, as well as tabling it in the Legislative Assembly.

Sincerely,

A handwritten signature in blue ink that reads 'Barb Finlay'.

Barbara Finlay,
Acting Ombudsman
December 2015

Office of the Ombudsman of Ontario
483 Bay Street
Bell Trinity Square
10th Floor, South Tower
Toronto, Ontario
M5G 2C9

Telephone: 416-586-3300
Complaints line: 1-800-263-1830
TTY: 1-866411-4211

Ombudsman
ONTARIO

“ For the first time, Ontarians will be able to turn to the **Ombudsman’s Office** for help if they have an unresolved issue with any local government service or official.”



TABLE OF CONTENTS

Ombudsman’s Message: A New Day for Municipal Transparency 5

- Coming soon to a municipality near you 7
 - Enhancing, not replacing, local accountability 8
 - The more things change... 8
- OMLET’s food for thought 9
 - The Municipal Act “exceptions” 9
 - Informal gatherings – “meeting” over coffee or meals, or at social events 9
 - Serial meetings – by email, phone or other means 10
 - Recording closed meetings 10
- Cleaning up the Act 11
- Looking forward... 12
- ... and reaching out..... 13

OMLET’s Recipe: How Complaints are Handled..... 14

Year in Review: Themes in Cases 15

- Statistics and definitions..... 15
- What’s except-able 17
- Personal and confidential 18
- When and where 19
- Virtual meetings and almost-councillors 19
- Special guests..... 20
- Making records..... 20
- Communications and Outreach 21

Case Summaries..... 24

- Town of Amherstburg..... 24
- Township of Baldwin 24
- Township of Black River-Matheson 25
- Town of Bracebridge 25
- Village of Casselman 26
- Township of Chamberlain 26
- City of Clarence-Rockland 27
- Town of Cochrane 27
- City of Elliot Lake..... 28
- Town of Fort Erie..... 28
- City of Hamilton 29
- Township of Joly..... 29
- Municipality of Killarney..... 30
- Township of Leeds and the Thousand Islands 30
- Municipality of Magnetawan 31
- City of Niagara Falls..... 31
- City of Owen Sound 32
- City of Thorold 32
- City of Welland..... 32
- Village of Westport..... 33
- Township of Woolwich..... 33

Your Feedback 34

Appendix: Complaint Statistics..... 36

- Municipalities where the Ombudsman is the investigator as of August 31, 2015, and new complaints received, September 1, 2014 to August 31, 2015..... 36
- Summary of completed investigations in municipalities where the Ombudsman is the investigator, September 1, 2014 to August 31, 2015 38



Ombudsman's Message: A New Day for Municipal Transparency



Photo by Brian Willer

Barbara Finlay, Acting Ombudsman

January 1, 2016 will be no ordinary New Year's Day in Ontario. It will mark the start of a new era of transparency for municipal government. For the first time, Ontarians will be able to turn to the Ombudsman's Office for help if they have an unresolved issue with any local government service or official. With this change, ushered in last year with the *Public Sector and MPP Accountability and Transparency Act, 2014* ("Bill 8" for short), Ontario joins six other jurisdictions where Ombudsman oversight includes municipalities: British Columbia, Manitoba, Nova Scotia, New Brunswick, Yukon and – as of November 2015 – Saskatchewan.

It will also mark eight years since our Office first began working with municipalities – when we were given the role of default closed meeting investigator. Changes to the *Municipal Act, 2001* that took effect January 1, 2008 enabled Ontarians to complain if they felt local councils were illegally meeting behind closed doors – something that previously could only be challenged in court.

The establishment and enforcement in Ontario of a "Sunshine Law" – as open meeting laws have long been known in U.S. jurisdictions – was part of a general trend toward greater openness and transparency in government, in response to strong public demand. Our new responsibility as default closed meeting investigator for municipalities across the province (unless they chose to hire their own) turned out to be a good fit: An Ombudsman's traditional role is to assist citizens in accessing the corridors of power, and enforcing the open meeting rules does just that. As well, it provided our Office with valuable exposure to the province's 444 municipalities – and vice versa.

From the beginning, our Office embraced this new role as an opportunity to promote transparent and accountable government at the local level, just as we have done with provincial government bodies for the past 40 years. We immediately established a dedicated team to specialize in closed meeting cases, dubbed the Open Meeting Law Enforcement Team, or OMLET. In addition to reviewing complaints, OMLET and the Office as a whole worked to spread the word about the open meeting rules to the public and officials – in all 444 municipalities, not just those that use us as their investigator.

In almost eight years (January 1, 2008 to August 31, 2015, the last date covered by this report), we reviewed **781** complaints about closed meetings in municipalities where our Office was the investigator. During that time – which included two municipal elections – we published three editions of our *Sunshine Law Handbook* and sent copies to every clerk and elected municipal official in the province, built a library of reports and publications accessible to all, and made presentations to numerous municipal officials about the open meeting rules, all with the aim of promoting uniform transparency across the province.

At the same time, public concern about the limits to Ombudsman authority in Ontario grew. The first Ombudsman, Arthur Maloney, noted shortly after he was appointed in 1975 that his mandate should be expanded to include municipal governments, since they affect citizens' lives so directly and consequently prompt a large number of complaints. This is no less true today – our Office has consistently received hundreds of complaints per year about municipalities. Bill 8 not only recognizes this longstanding and growing public demand, but entrusts our Office to respond to it in a robust and credible way.



We have no jurisdiction to deal with matters of complaint that relate to municipal or local government. Nova Scotia has this jurisdiction; Alberta is about to acquire it. England has a special Ombudsman to deal with local government complaints... It is apparent to me, in the light of my experience over the last year, that everybody's best interests would be served if jurisdiction were conferred to review complaints dealing with municipal government."

► SPEECH BY ARTHUR MALONEY, ONTARIO'S FIRST OMBUDSMAN, MAY 13, 1976

Fittingly, the Ministry of Municipal Affairs and Housing will also complete a much-needed review of municipal legislation in 2016. We were pleased to be consulted and to offer recommendations for reform, based on our experiences to date.

At this important turning point in municipal oversight, this report is our Office's chance to demonstrate our own transparency: To share how we have prepared for our new, expanded mandate over municipalities in the new year and how we suggest municipal legislation be improved, as well as the highlights of our recent closed meeting investigations.

Coming soon to a municipality near you

Complaints to our Office about municipalities rose to a new height of **1,656** in fiscal 2014-2015, likely as a result of publicity related to Bill 8. The new legislation officially gives this Office authority to investigate the administrative conduct of publicly funded school boards and universities, as well as municipalities, local boards, and municipally-controlled corporations.¹

As we prepare for a more substantial role in the municipal sector, we are growing our team and conducting extensive research, education and training related to municipal law, accountability structures and issues. We also partnered with Canada’s Public Policy Forum to convene a series of roundtables across the province with stakeholders in the municipal, university and school board sectors. In these sessions, we heard concerns and questions about Ombudsman oversight, which have helped us in planning outreach materials as well as a public conference that will take place early next year. In addition, we have participated in numerous conferences and educational sessions across the province to inform municipal officials about what they can expect from our Office in future.

To build on our existing knowledge of and experience with municipalities, we are gathering information about their complaint resolution processes. We will also distribute outreach materials and encourage municipalities to share information about our Office with council members, staff, and the citizens they serve.

More detail about how our new mandate works can be found on our website, but the main points to know are:

- We will act as a **last resort**, referring people to local complaint and accountability mechanisms, where they exist.
- As we do with the tens of thousands of complaints we receive about provincial bodies, **we will work to resolve complaints about municipalities wherever possible.**
- Our services will be **efficient, confidential and free of charge.**
- We will **track trends in complaints** and will be able to conduct investigations into systemic issues across municipalities, including Toronto.



The role of the Ontario Ombudsman will be expanded to include municipalities, school boards, and publicly-funded universities. Complaints made to the Toronto Ombudsman will be exempt from the Ontario Ombudsman's jurisdiction. However, the Ontario Ombudsman could still include Toronto, along with any other municipality, in a systemic, broad-ranging investigation.”

► **ONTARIO GOVERNMENT PRESS RELEASE ON THE DAY BILL 8 WAS PASSED (DECEMBER 9, 2014)**

¹ Our authority is subject to a couple of limits: We will not be able to investigate matters within the authority of the Ombudsman for the City of Toronto, although our ability to conduct “own motion” investigations is preserved. In addition, certain local boards will be exempt under O.Reg. 114/15.



Enhancing, not replacing, local accountability

Our eight years of experience with closed meeting investigations positioned our Office well for the broader responsibilities of Bill 8. Unfortunately, after eight years of explaining how we function as the free-of-charge, default closed meeting investigator for all municipalities, we are now seeing some confusion about our new role.

After 2008, many municipalities determined that they did not need to hire outside investigators for closed meeting complaints, since our Office provided that service. More recently, we have heard municipalities use the same rationale for not establishing local accountability officers such as ombudsmen, auditors general and integrity commissioners: Under Bill 8, won't the Ombudsman's office do that for free?

Despite having the authority to establish their own accountability officers since 2008, very few municipalities did so. Only Toronto has an ombudsman, because it is required by the *City of Toronto Act*. At the time this report was written, only a handful had auditors general, and fewer than 10% (about 40) had integrity commissioners.

Our role under Bill 8 is not to usurp or replace local accountability offices, and we encourage municipalities to create and bolster their own complaint resolution processes. It is a matter of good operational practice to resolve complaints at the local level and have accountability officers to ensure the integrity of council and municipal administration. Municipalities can design these systems and positions with their local needs and context in mind. Some have recently opted to group together to share the services of an ombudsman or integrity commissioner; this is an encouraging trend.

Traditionally, the Ombudsman is an office of last resort. We do not duplicate the work of local complaints resolution processes or accountability officers; we ensure they reflect best practices and are operating as intended. However, we will be able to step in where local officers fail or simply cannot go, and we can tackle broader systemic issues that go beyond individual municipalities, just as we do at the provincial level.

The more things change...

It should be noted that Bill 8 did not change Ombudsman oversight with respect to the closed meeting investigation system. As has been the case since 2008, municipalities can still hire anyone they choose to be their closed meeting investigator. We recommended that the Ministry address the existing patchwork system of investigators as part of its review of the *Municipal Act*.

However, Bill 8 did include important changes to clarify how our reports are to be dealt with by municipalities. After January 1, 2016, municipalities will have to deal with our draft preliminary reports behind closed doors. This welcome change – consistent with how we have always worked with provincial bodies (by law, we must provide them with an opportunity to respond to our findings before they are made public) – clears up several issues that have frustrated the process in the past. It will prevail over municipal information and privacy legislation, and, among other things, removes the risk that privately discussing one of our ongoing investigations of an illegal closed meeting could trigger yet another investigation. As always, once our report is finalized, the municipality must make it public.

OMLET’s food for thought

Although we publish our OMLET reports throughout the year as they are released through the municipalities involved, for the past four years we have reviewed trends and significant cases in this separate annual report in an effort to raise awareness of the Sunshine Law across the province and to encourage consistent open meeting practices. Between September 1, 2014 and August 31, 2015, we received **195** complaints overall – **133** relating to municipalities where we are the investigator – and reviewed **85** meetings in **61** municipalities. This represents a significant jump from the same period last year: The number of meetings went up by **73%** and the number of municipalities complained about increased by **45%**.

There are many factors behind these numbers, but the October 2014 municipal elections and the passing of Bill 8 very likely contributed to heightened public awareness of municipal accountability and the open meeting rules. As noted in the **Themes in Cases** section of this report, we received a flurry of complaints immediately after the elections – several of them involving newly elected officials.

In most cases we reviewed, even where we found meetings were illegal, we received good co-operation from municipal officials and our recommendations were accepted.

The most common sources of confusion and misinterpretation continue to be:

The Municipal Act “exceptions”

Most Sunshine Law cases turn on the nine (soon to be 10) exceptions to the rule that all council and committee meetings must be open to the public – for example, when issues like land acquisitions, labour disputes, litigation or personal matters about an identifiable individual are discussed. Most violations and errors we see involve a misunderstanding or misinterpretation of the exceptions. We continually remind councils that most of the exceptions are discretionary and should be interpreted narrowly: When in doubt, a meeting should be open, not closed.

Informal gatherings – “meeting” over coffee or meals, or at social events



Our Office has always maintained it is healthy in a democracy for government officials to share information informally. To expect council members never to talk to one another outside of a public meeting is unrealistic and would have an unnecessarily chilling effect on free discourse. The purpose of the open meeting rules is not to limit this – it is to guard against council members using social gatherings as a pretext to do council business away from public scrutiny.

Council members are not expected to avoid informal exchanges, but should always be mindful of the risk that informal exchanges can cross the line into council business, and govern themselves accordingly.

Serial meetings – by email, phone or other means



The public appreciates that council members are embracing technology as a means to efficiently share information and connect with constituents. While this can certainly increase the accessibility of municipal government, councillors should be wary of holding illegal meetings – that is, conducting council business or laying the groundwork for doing so – via email. Similarly, a series of phone calls, one-on-one meetings or even

individual councillors signing a document at different times (as we saw in two cases this year) can also spark complaints and might constitute an illegal “meeting.”

Recording closed meetings

This is an area where municipalities have been slow to embrace technology, which is unfortunate because it would greatly improve the efficiency of closed meeting investigations by providing accurate and unassailable records. We have consistently recommended that councils digitally record closed meetings, and have been encouraged to see the number grow slowly but surely over the years; we now know of 17 municipalities that follow this practice.



Cleaning up the Act

As many municipal law experts, officials and other closed meeting investigators have acknowledged since 2008, much of the confusion about the open meeting rules stems from the *Municipal Act* itself. For example, the Act does not include a clear definition of “meeting.” The good news is that the Ministry of Municipal Affairs and Housing is conducting a review of the Act and related legislation, and consulting stakeholders on potential changes. Our Office was pleased to participate in this process. Then-Ombudsman André Marin and I, along with other members of our senior team, met with the Minister in July 2015 and offered suggestions for legislative reform.

Our comments were focused on the need for consistent and meaningful enforcement of the law. As we have done for the past several years in our OMLET Annual Reports, we stressed the need for **consequences** for those who violate the Sunshine Law, including **invalidating decisions** that are made during illegal closed meetings. (As we have noted in several previous reports, the present law carries no penalties for those who hold illegal closed meetings. In other jurisdictions, including several U.S. states, elected officials who violate Sunshine Laws are subject to fines and even imprisonment.) We also suggested that the law be amended to make it mandatory for councils to make **digital recordings** of closed meetings, as we have recommended in dozens of cases.

Most importantly, we recommended the Ministry include a **definition of “meeting”** in the *Municipal Act*. We suggested this definition ², which we developed in 2008 after canvassing the relevant legislation in depth and considering the underlying objectives of the Sunshine Law. Our Office has used this definition consistently since then; it has stood the test of time and has never been challenged judicially:

Members of a council, local board or committee must come together for the purpose of exercising the power or authority of the council, local board or committee or for the purpose of doing the groundwork necessary to exercise that power or authority.

We also spoke with the Minister about a fundamental flaw in the closed meeting complaints regime, which lets municipalities hire any investigator they choose. This has led to inconsistencies in investigation quality and procedures. We have also seen cases of “oversight shopping” by some municipalities, which have opted for a new investigator in the wake of a negative report (be it from our Office or a hired investigator). Some municipalities also charge a fee to complainants, which can be a disincentive for citizens to come forward. We suggested that **a single, credible and independent body be tasked with conducting all closed meeting investigations** and that municipalities be **prohibited from charging fees for closed meeting complaints**.

² Our report of April 25, 2008, relating to a closed meeting in the City of Greater Sudbury, details the rationale for this definition: <https://www.ombudsman.on.ca/Resources/Reports/City-of-Greater-Sudbury-br--Don't-Let-the-Sun-Go-D.aspx>



July 21, 2015: Municipal Affairs and Housing officials (including Minister Ted McMeekin, second from left) met with members of the Ombudsman's senior management and legal teams as part of consultation on the Ministry's ongoing review of municipal legislation.

However, the change that we believe would be the most constructive in establishing greater accountability and transparency across the province would be to **require all municipalities to have codes of conduct and provide a uniform framework for them**. At present, municipal codes of conduct are far from common, and where they exist, their scope varies widely. As with open meetings, standards for local government integrity should be consistent across Ontario.

Looking forward...

As we stand on the brink of taking on expanded jurisdiction in the municipal sector, we are encouraged by our past experience. As Deputy Ombudsman since 2005 and Acting Ombudsman since September 2015, I have been involved in all of our municipal work from the start, and can attest that we have been able to investigate and report on hundreds of complaints effectively and efficiently. We have learned a great deal along the way, and worked productively and co-operatively with municipal officials across the province who appreciate that our common goal is to serve the public interest.

Beginning in 2016, Ontarians will benefit from increased emphasis on complaint resolution at the local level, and from our Office's ability to promote systemic improvements in municipal administration throughout the province. For our part, we look forward to the chance, at long last, to help people resolve their issues with the governments that are literally closest to home.

... and reaching out

We invite all municipal stakeholders to get to know our Office better as our new mandate approaches. Our teams are available to answer questions or speak to interested groups, and we are happy to provide information about our work and processes, be it in person, via our website, or through social media. In the spirit of transparency fostered by the Sunshine Law and Bill 8, we will keep Ontarians posted as we embark on this exciting new area of our work.



November 20, 2015: Senior Counsel Laura Pettigrew addressed the Ontario West Municipal Conference about the Ombudsman's new role and Bill 8, as Ombudsman staff distributed literature about our Office.

OMLET's Recipe: How Complaints are Handled

Through the Open Meeting Law Enforcement Team (OMLET), the Ontario Ombudsman investigates complaints about closed municipal meetings in Ontario under the *Municipal Act, 2001*. Anyone can make a complaint. Here are the steps we follow to triage and investigate complaints in municipalities where the Ombudsman is the closed meeting investigator.

REVIEW



Upon receipt of a complaint, OMLET staff contact the Clerk of the relevant municipality to explain our process, obtain documents relating to the meeting(s) in question (e.g., notice of meeting, agenda, minutes) and gather information relevant to the complaint.

NOTICE



If an investigation appears warranted, OMLET staff notify the municipality.

INVESTIGATION



OMLET staff gather relevant evidence, including interviewing witnesses (by phone, Skype or in person) and reviewing more documents as warranted.

REPORT



Based on the evidence, the Ombudsman makes findings (including whether an illegal meeting occurred and/or procedures were violated), and makes recommendations, including best practices.

RESPONSE



The Ombudsman's preliminary findings are shared with municipal officials and they are given a chance to respond.

PUBLIC



The Ombudsman's report is finalized and sent to the municipality, which is expected to make the report public as soon as possible. The Ombudsman then makes the report public on the Office's website (www.ombudsman.on.ca), and might comment publicly on the case. Complainants are also informed of the outcome.

**75% of all
complaints are
resolved in less
than a month.**

Year in Review: Themes in Cases

Statistics and definitions

The statistics in this report cover the period from **September 1, 2014 to August 31, 2015**. As of the latter date, the Ombudsman was the closed meeting investigator for **206** of Ontario’s 444 municipalities, up from 196 in the same period in 2013-2014. This number has fluctuated since 2008 as various municipalities chose to hire other investigators, only to switch to our Office – or vice versa – from 188 in 2008 to the present peak. Approximately **140** municipalities pay for investigators from the firm Amberley Gavel, contracted through Local Authority Services, which is a subsidiary of the Association of Municipalities of Ontario; the rest have hired other contractors.

Our Open Meeting Law Enforcement Team (OMLET) received **195** complaints and inquiries about municipal meetings. Of those, **133** were about municipalities where our Office is the investigator; the rest were referred accordingly.

The cases OMLET reviewed related to **85** meetings in **61** different municipalities and local boards – a **73%** increase over last year, and the second-highest number since 2012-2013, when we reviewed 96 meetings. The Ombudsman issued findings in **37** cases. More than three-quarters (**76.4%**) of all complaints were resolved in less than a month.



The charts at the end of this report list the outcomes of these cases. The Ombudsman determined **16** of the **85** meetings reviewed were **illegal meetings**. The Ombudsman also found **40 procedural violations** and made **80 best practice** recommendations.

For the purpose of reporting these figures, we use the following definitions:

Illegal meeting:

A closed formal or informal gathering of a municipal council, committee or local board, where:

- members come together for the purpose of exercising the power or authority of the council, committee or local board, OR
- for the purpose of doing the groundwork necessary to exercise that power or authority; AND
- the subject matter being discussed is not permitted under an exception listed under section 239(2), 239(3) or 239(3.1) of the *Municipal Act*.

Procedural violation:

When a council, committee or local board violates any of the procedural requirements for closing a meeting, as defined under various provisions of the *Municipal Act*, including:

- procedural by-law is improper or lacking;
- wrong exception cited to close the meeting;
- no resolution made to close the meeting, or resolution fails to include the general nature of the topic to be considered;
- improper voting in closed session on a matter of substance;
- advance notice to the public is not given or is insufficient;
- records are not kept, or are insufficient;
- the applicable procedural by-law is not followed;
- the open meeting requirements generally are not followed.

Best practice:

A measure that the Ombudsman recommends to municipalities to improve overall transparency and accountability in their meeting practices, even if they have not violated the *Municipal Act* per se. Typically, the Ombudsman recommends that they:

- improve the information they give in public meeting notices, agenda contents or resolutions, to provide more details about the items discussed in closed sessions;
- avoid last-minute additions to the agenda;
- keep better records, including by making and properly storing audio and video recordings of closed sessions;
- report back in open session.

The Ombudsman's reports on these cases are issued throughout the year to the municipalities in question, which make them public. We also publish all of them on our website as they are issued, under **Investigations/Municipal Meetings**. Brief summaries of some selected cases are contained in the "**Case Summaries**" section of this report.

We also analyze cases for recurring trends, in order to educate municipalities and the public about the open meeting requirements and best practices. What follows is our summary of the most common and notable issues we encountered in the past year.

What's except-able

The *Municipal Act, 2001* requires all meetings of councils, committees and local boards to hold open meetings. There are nine narrow, limited exceptions to this, listed in sections 239(2), 239(3) and 239(3.1).

Eight of the exceptions are discretionary – that is, closing the meeting is not mandatory.

A meeting MAY be closed to consider:

1. The security of the property of the municipality or local board;
2. Personal matters about an identifiable individual, including municipal or local board employees;
3. A proposed or pending acquisition or disposition of land by the municipality or local board;
4. Labour relations or employee negotiations;
5. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
7. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act; and
8. Education or training of the members of the council, local board or committee (as long as no member discusses or otherwise deals with any matter in a way that materially advances business or decision-making).

The most common error municipal officials make is in misapplying these exceptions, usually by citing the wrong ones or interpreting them too broadly.

The ninth exception is mandatory; municipal officials **MUST** close a meeting to consider:

9. A request under the *Municipal Freedom of Information and Protection of Privacy Act*.

Make it 10: As of January 1, 2016, there will be a tenth exception, also mandatory. It will stipulate that municipal officials **MUST** close a meeting to consider:

10. An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman of Ontario, a locally-appointed Ombudsman, or an appointed closed meeting investigator.

This addresses a conundrum faced by many municipalities since the system of closed meeting investigations began in 2008: It was illegal for them to hold a closed meeting to discuss an ongoing investigation of a previous closed meeting, including, for example, a preliminary report from our Office requesting their response.

Personal and confidential

Year after year, we have found that the exception most often misunderstood and misapplied by councils seeking to close their meetings is “**personal matters about an identifiable individual.**” For example, council for the **Town of Amherstburg** used it to close a meeting out of concern that discussions touching on distrust of municipal staff might be personal in tone.

A few councils erroneously tried to close meetings to discuss sensitive matters that were not at all personal. For example, the **City of Elliot Lake** illegally closed a meeting to talk about finding a band to play at a city event. While the municipality wanted to protect its bargaining position with the various potential bands, there is no exception in the Act to close a meeting to talk about negotiating a contract for services.

Similarly, information about a business arrangement that identifies a person in his or her professional capacity does not make a discussion fit under the exception for “personal matters about an identifiable individual” – unless it reveals something inherently personal.

We reviewed many cases where municipalities correctly applied this exception. For example, the **Town of Bracebridge**, the **Township of Baldwin**, and the **City of Elliot Lake** properly closed meetings to review job applications, which included discussion of such personal information as candidates’ education and work history. The **Municipality of Whitestone** did so to talk about staff performance. Similarly, discussions about the conduct of identifiable

individuals in the **Municipality of South Huron**, the **Township of Woolwich**, the **Town of Cochrane**, the **Township of Joly**, and the **Municipality of Central Huron** all fit within the exception.

Several municipalities have expressed an interest in having the open meeting exceptions extended to allow them to discuss confidential commercial or financial information behind closed doors, and have asked the Ministry of Municipal Affairs and Housing to consider this in its ongoing review of the *Municipal Act*.



(Top photo) August 16, 2015: Ombudsman staff distributed information about our work with closed meetings and how we will oversee municipalities under Bill 8 at the Association of Municipalities of Ontario annual conference in Niagara Falls.

October 14, 2015: Senior Counsel Laura Pettigrew explains the Ombudsman’s new role at an Association of Municipal Managers, Clerks and Treasurers meeting in Petrolia.

When and where

Public notice of a meeting is essential to ensuring citizens can observe local government in action. The *Municipal Act* doesn't specify how or when the public should be notified of meetings, but it does require each municipality to write its procedure into its by-laws, including the time and location of regular meetings. Short-notice meetings in the case of an emergency can be permissible, depending on the municipality's procedure by-law. The Ombudsman found this was the case in April 2014, when the **Township of Joly** called a special closed meeting to discuss urgent employment matters with the township solicitor.

However, the Ombudsman found that the **Municipality of Magnetawan's** failure in February 2015 to post any notice of an open meeting until two hours after it started effectively made it an illegal closed meeting. Similarly, council for the **Township of Black River-Matheson** violated the open meeting rules when it moved its meeting from council chambers to a local arena but failed to tell the public – even though the larger venue was selected in order to accommodate more people.

The Mayor of the City of **Clarence-Rockland's** sudden decision to move an August 2014 meeting because of a disruption generated our highest number of complaints this year – 20. In that case, even though the meeting was video recorded and posted online, the Ombudsman found it was illegal because the public was barred from attending.

But when councillors for the **Municipality of Killarney** took a mid-meeting field trip to a local wharf in April 2014, the Ombudsman found that the meeting was not illegal because members of the public were present, although ideally, notice should have been given.

Virtual meetings and almost-councillors

One of the most challenging aspects of the Sunshine Law is that an illegal closed "meeting" can occur outside of formal council proceedings – even if there is no physical "meeting" at all. An attempt to do council business by **a series of emails, phone calls or one-on-one meetings** can still constitute an illegal "meeting." Immediately after the October 2014 municipal elections, we received several complaints about this kind of behaviour on the part of newly-elected municipal officials.

In two cases we reviewed, most of the participants had not yet been officially sworn in as councillors, so the "meetings" were not subject to the open meeting rules. One involved an exchange of emails about remuneration for the Deputy Mayor of the **Township of Leeds and the Thousand Islands**. Another was a dinner "meeting" of councillors-elect for the **Village of Casselman**. The Ombudsman noted that the email case clearly involved an attempt to conduct council business, but the dinner case was more about the participants getting to know one another.

However, when members of the **Township of Leeds and the Thousand Islands** council discussed business by email in March 2015, the Ombudsman cautioned them to be more vigilant in adhering to the open meeting rules. This time, the Ombudsman found that the only reason the messages didn't constitute an illegal meeting was that two of the councillors didn't open them, and therefore a quorum wasn't reached.


The Ombudsman also found that council for the **Village of Casselman** held an illegal "meeting" in November 2014 when members who were still in office individually signed a letter directing staff not to make any hiring decisions until the new council was sworn in. Even though councillors signed the letter at different times and did not physically "meet," they conducted business in private and it was therefore an illegal meeting. The Ombudsman made a similar finding when members of council for the **Township of Joly** were summoned individually by the Mayor to sign a resolution in March 2014.

However, not all serial communications are “meetings” subject to the Sunshine Law. For example, the Ombudsman found that when the Mayor of the **City of Owen Sound** sent council members an email about a vacant industrial lot in August 2014, it was only to share information, and didn’t lay the groundwork for council business.

Special guests

Other informal council gatherings that often spark complaints are those that involve third parties – these could be community leaders, business owners, representatives from other levels of government, etc. The Ombudsman has found that such gatherings do not constitute illegal meetings when they are simply to share information about council’s work or its position on a matter. For example, when members of the **City of Hamilton’s** Government Relations Contact Team (including five of council’s 16 members) held a closed-door meeting in July 2014 with two provincial cabinet ministers, the Ombudsman found it was not illegal. Such gatherings do, however, constitute illegal meetings when they are used to further council business or to lay the groundwork for council business. For example, the Ombudsman found a January 2015 lunch “roundtable” at which a quorum of **Village of Casselman** council met with several developers and other parties was illegal. In that case, the discussions involved steps to be taken in the next few weeks to move development forward in the municipality.

Making records

Municipalities and local boards are ed to keep records of all meetings, open and closed. We have found over the years that ~~that~~ the accuracy and quality of these records varies significantly between municipalities. The Ombudsman routinely recommends municipalities keep **audio or video recordings** of all meetings, which provide the most reliable and accessible way to review exactly what took place. In the absence of an accurate record, investigators are left to rely on the recollections of those who were at the meeting, which often differ.

For example, when we investigated a September 2014 complaint about a closed meeting that occurred in the **Municipality of South Huron** more than a year earlier, those interviewed by OMLET staff gave conflicting accounts of what was discussed, and the Ombudsman was unable to determine whether or not an illegal meeting was held. And during our investigation of several meetings in the **City of Welland**, we found evidence of items being discussed in a March 2014 closed session that were not included in the minutes. The Ombudsman recommended better record-keeping and audio or video recordings in this and several other cases.

In one unusual case this year, OMLET discovered that one municipality that had accepted this recommendation – and even put it into its procedure by-law in the wake of a 2013 Ombudsman report – still failed to record a closed meeting in January 2015. The **Municipality of Central Huron** has since begun recording meetings. We are aware of 17 municipalities that now follow this practice: The Townships of **Adelaide Metcalfe, McMurrich/Monteith, Tiny and Brudenell, Lyndock and Raglan**; the Municipalities of **Brighton, Lambton Shores, Meaford and Central Huron**; the Cities of **Brampton, Niagara Falls, Oshawa, Sault Ste. Marie, Port Colborne and Welland**; and the Towns of **Amherstburg, Fort Erie and Midland**.

Communications and Outreach

In the spirit of the Sunshine Law and the new *Public Sector and MPP Accountability and Transparency Act, 2014* (Bill 8), our Office works to inform and educate the public and municipal officials about the benefits of open and accountable government. In addition to publishing and centralizing our reports on closed meeting investigations (all available on our website), we have issued guides and tips to help municipal officials observe the open meeting rules, and disseminated them across the province. Our OMLET staff and senior team also participate in stakeholder conferences and make public speeches to raise awareness of how we work – and how we will work after January 1, 2016, when our new oversight of municipalities under Bill 8 takes effect.



August 16, 2015: Ombudsman staff used Twitter to spread the word about our booth at the annual conference of the Association of Municipalities of Ontario.



October 2, 2015: Senior Counsel Laura Pettigrew speaks about Bill 8 and the Ombudsman's new role to the Simcoe County Clerks and Treasurers Association in Innisfil.



Public and media interest in our oversight of municipalities has grown over the past year as this date approaches, and questions from municipalities have intensified, too. To ensure their concerns and questions were heard, our Office partnered with Canada's Public Policy Forum to host six roundtable meetings around the province – in Toronto, Ottawa, Sarnia, Thunder Bay, Sault Ste. Marie, and Sudbury – in fall 2015. Representatives from municipalities (as well as universities and school boards, which also come under our jurisdiction thanks to Bill 8) also shared suggestions for how we can best reach people in their communities who need the Ombudsman's help. We are incorporating these suggestions into the materials we share with all 444 municipalities.

Among the many engagements we participated in were events with the Toronto Taxpayers Coalition, the Association of Municipal Clerks and Treasurers of Ontario (various forums and zone workshops), the Association of Municipalities of Ontario (regional gatherings), the Simcoe County Clerks and Treasurers Association, the Ontario Municipal Administrators' Association, and the Ontario West Municipal Conference. Some of our presentations, as well as past presentations to councils for Brighton, London, Midland, and Elliot Lake, are available on our YouTube channel (www.youtube.com/OntarioOmbudsman).

This is our fourth standalone OMLET Annual Report: Media coverage of our third, released in January 2015, reached an aggregate audience of **1.4 million people** (according to Infomart), and the press conference for its release received hundreds of views. Since 2014 was a municipal

election year, we created an updated edition of our *Sunshine Law Handbook* (a wallet-size guide to the open meeting rules and best practices) and distributed it to the more than 10,000 new and re-elected council members across the province. It is also publicly available and can be downloaded from our website.

One of the most-visited sections of our website is our **Municipal Meetings** section, which includes our municipal reports and our “**Find Your Municipality**” database – the only resource in the province that allows people to search for their municipality to determine whether their closed meeting investigator is our Office, Local Authority Services or another contractor. Our reports can also be found there, under the relevant municipality’s name. In the near future, we hope to enhance this resource by making our growing library of closed meeting investigation reports searchable by topic as well, to allow municipal officials and anyone interested in local transparency to be able to review common closed meeting issues.



CASE SUMMARIES

These summaries cover a selection of Ombudsman reports on OMLET investigations between September 1, 2014 and August 31, 2015. The full reports – and many more from this year and previous years – can be found on our website.

Town of Amherstburg

When this council held two closed sessions on the same day in December 2014, the Ombudsman found one was permitted and the other was not. The first was properly closed under the “personal matters” exception to discuss the appointment of an individual as treasurer. During the second session, which was also closed under the “personal matters” exception, council discussed its preference to have only the Mayor and Deputy Mayor act as bank signing authorities for the town, rather than members of staff. OMLET staff were told this session was closed because the general “tone” of the meeting was one of distrust of municipal staff. The Ombudsman found that no personal information about any identifiable individual was actually discussed, and that the “tone” of a meeting isn’t reason enough to close it to the public.

We also investigated closed sessions in July and September 2014 that involved discussion of the selection process for a new Chief Administrative Officer. The Ombudsman found that these closed meetings were permissible under the “personal matters” exception, because they pertained to personal information about the qualifications and conduct of several individuals.



Township of Baldwin

In September 2014, council held a closed meeting to discuss potential candidates for the job of municipal works foreman. They talked about the applicants’ qualifications, and the process for extending an offer to a future employee. The Ombudsman found these discussions were permitted, since they related to personal matters about identifiable individuals, and labour relations matters.

However, council members went too far when they voted by secret ballot on the candidates, ranking each one. The Ombudsman found this violated the Act, which only allows voting in closed session on procedural matters or to give directions to staff.



CASE SUMMARIES

Township of Black River-Matheson

The township council changed the location of a September 2014 meeting without informing the public – thereby making the entire meeting (both open and closed sessions) illegal under the open meeting rules. Ironically enough, the location had been moved from the usual council chambers to a local arena in order to accommodate an anticipated larger audience, due to high public interest in an ongoing strike by municipal staff. However, no notice of the venue change was provided to the public – an oversight that the Ombudsman found was likely because of staff shortages caused by the strike. The Ombudsman recommended the township improve its general closed meeting procedures, such as reporting publicly about each closed session and ensuring its by-laws reflect the provincial legislation.



Town of Bracebridge

OMLET reviewed two separate closed sessions in Bracebridge relating to appointments to the Accessibility Advisory Committee. Both involved discussion of personal information about individual candidates and therefore fit within the “personal matters” exception. However, the closed sessions attracted considerable public attention and speculation that they involved discussion of other things – specifically, the reduction of the committee from 10 to five members.

The Ombudsman noted that this could have been avoided if council had shared more detail with the public about what was to be discussed in the closed sessions – and that council could have asked the candidates’ permission to discuss their qualifications publicly in order to make the process even more transparent.



CASE SUMMARIES

Village of Casselman

Several complaints immediately after the October 2014 elections brought good news and bad news for this council. The first involved a dinner gathering of the newly-elected council members at a local restaurant. Most of those present were new to council and hadn't yet taken office, and the discussions were largely of a general and informal nature. The Ombudsman found that since the councillors were not officially sworn in yet and the gathering didn't lay the groundwork for council business, it wasn't considered a closed meeting.

However, the Ombudsman found that council members did violate the *Municipal Act* on November 6, 2014, without getting together at all. In this case, a quorum of sitting council members signed a letter giving direction to staff. Even though they signed the letter serially in separate locations, it was an exercise of council's authority and therefore constituted an illegal "meeting" under the law.

A few months later, in January 2015, a quorum of council met over lunch with developers and engineers, with respect to construction planning in Casselman. Village staff told our investigators they were worried this gathering could be an illegal closed meeting. The Ombudsman found it was, because it laid the groundwork for council decision-making. The Ombudsman recommended council establish guidelines for such gatherings to ensure the open meeting requirements are followed.



Township of Chamberlain

OMLET's investigation into seven closed meetings between November 2013 and February 2015 revealed a lack of documentation of three of the meetings – despite the township's own by-law that minutes must be kept permanently. This lack of records meant the Ombudsman was not able to determine whether or not there were any violations of the Act during the 2013 meetings.

The Ombudsman found that meetings in June 2014 and February 2015 were permitted to be closed to discuss personal matters about identifiable individuals and labour relations matters, but there were problems with the township's record-keeping and closed meeting procedures, including not providing enough detail about the reasons for closed sessions and not reporting back in open session about the general nature of what was discussed behind closed doors.



CASE SUMMARIES

City of Clarence-Rockland

We received multiple complaints about an August 2014 council meeting that was moved out of council chambers to a small basement conference room after a verbal altercation between the Mayor and a council member, during which members of the public became loud and unruly. Although police were called to the scene and determined there was no threat to public safety, all members of the public were barred from the meeting. It was video recorded and posted online, but the Ombudsman found it was still an illegal closed meeting because it deprived the public of the right to observe municipal government in process.



Town of Cochrane

In January 2015, we investigated a complaint about a February 2013 closed meeting, during which council discussed a contract with a specific person, as well as that person’s credibility and conduct. After the session, council members voted not to renew the contract. Although the topic fit within the exception for personal matters about an identifiable individual, there was not enough information about the subject to be discussed in the resolution to close the meeting. The Ombudsman recommended the municipality provide more information about topics to be discussed in closed session, improve its record-keeping, and use the actual wording of the exceptions in the Act when it closes a meeting.



In February, we received a complaint that council had again met behind closed doors – this time, to consider the Ombudsman’s report and receive privileged legal advice about amending the town’s by-laws to reflect the report’s recommendations. The Ombudsman found this discussion fit within the “solicitor-client privilege” exception.

CASE SUMMARIES

City of Elliot Lake

We received eight complaints about the City of Elliot Lake between September 1, 2014 and August 31, 2015. One complaint was about three members of the seven-member council attending a regional roundtable on sustainable development in July 2014; the Ombudsman found no illegal meeting of council took place. In another case, the Ombudsman found that a closed meeting of the Finance and Administration Committee to discuss the White Mountain Academy was within the rules, since the discussion focused on a potential land acquisition. The Ombudsman noted that while this exception is discretionary and should only be used to close a meeting where an open discussion could cause harm to a municipality's bargaining position, in this case, the committee used its discretion to close the meeting under this exception because discussing the potential land acquisition in public could have harmed the city's financial interests.



More recently, we investigated complaints about several in-camera meetings in December 2014 and January and February 2015. The Ombudsman found most of these meetings were properly closed under the Act's exceptions – to discuss such things as personal matters, labour relations, and the purchase or sale of land – but one special meeting on December 22, 2014 was illegally closed under the "personal matters" exception. At that meeting, council looked at the cost of hiring bands to play at a special event, and there was no indication that anything "personal" was discussed. The Ombudsman noted that there is no general exception in the Act to allow councils to close a meeting to discuss service contracts.

Town of Fort Erie

The Ombudsman found that a gathering of council members to hear about the role and function of the Fort Erie Economic Development and Tourism Corporation fell within the "education or training" exception. However, the Ombudsman noted that one of the exceptions council cited to close the meeting – acquisition or disposition of land – did not apply, since any discussion of buying or selling land was speculative. The Ombudsman recommended council refer only to the applicable exceptions when it makes a resolution to close a meeting.



CASE SUMMARIES

City of Hamilton

In December 2014, OMLET received a complaint about a closed meeting held by Hamilton's General Issues Committee to discuss facility space for the Hamilton Police Service. We were told the closed session examined confidential information about an outstanding parcel of land that the city had to purchase on behalf of the Board before constructing a new Investigative Services Division facility. The topic was discussed publicly at an open session the following month, when the police service provided a presentation about the project. The Ombudsman found the December meeting was properly closed under the "acquisition or disposition" of land exception because the committee considered information about a property the city was considering obtaining at the time, including a potential purchase price. The report noted that there was no information about the substance of the discussion provided in the closed meeting minutes. The Ombudsman recommended that the city improve its record-keeping, including making audio or video recordings of closed meetings.



We also investigated complaints about a July 2014 meeting between members of Hamilton's Government Relations Contact Team and two provincial cabinet ministers, which received some attention in the news media. The Ombudsman found this was not a "meeting" covered by the *Municipal Act* open meeting requirements, because the team wasn't a functioning committee of council and didn't make any municipal decisions or lay the groundwork for future decision-making. Instead, the purpose of the meeting was for representatives of Hamilton council to communicate council's position on light rail transit funding and the city's transit needs to the province. However, the Ombudsman recommended the city clarify the role and authority of the team to avoid future confusion and complaints.

Township of Joly

In March 2014, the Mayor asked the clerk to contact all members of council to request they sign a resolution at the township office. The resolution authorized the Mayor to sign a letter of intent aimed at bringing a hockey team to a local arena. Although no formal meeting was called, members of council did as requested and signed the resolution at different times. OMLET staff were told this was done due to time pressures, but the Ombudsman found this constituted an illegal "meeting" because council exercised its authority through the serial attendance of councillors at the township office and their signing of the resolution. As well, the subject matter – bringing a hockey team to town – didn't fall within any of the *Municipal Act* exceptions.



Four other meetings between December 2013 and April 2014 were also reviewed by OMLET, but were found to be closed under the Act's exceptions, including an April 2014 special meeting between council and its solicitor that the Mayor called without public notice. We also determined Joly council kept no records of closed meetings prior to 2012, and that its procedure by-law did not call for public notice of special meetings. The Ombudsman recommended best practices to improve the town's record-keeping and procedures.

CASE SUMMARIES

Municipality of Killarney

In April 2014, council adjourned an open meeting to the local wharf, to meet with representatives of a local business and discuss a proposed temporary processing facility. Council invited members of the public who were observing the meeting to go to the wharf as well, and resumed the open meeting after the visit. The Ombudsman found that the gathering at the wharf was not an illegal closed meeting, since the public was invited to attend, but noted that council should have provided notice and should have continued to record minutes during the visit.



Township of Leeds and the Thousand Islands

Shortly after the October 2014 municipal elections, councillors-elect had a series of meetings and email exchanges to address municipal issues, including the remuneration of the Deputy Mayor. The Mayor noted in an email to his colleagues that one purpose of these meetings and exchanges was to come to consensus before they "officially" became councillors, saying: "We have not been sworn in officially, so it means that any meetings we have are not considered council meetings." The Ombudsman found that while this was technically true, the meetings – particularly the emails about the remuneration issue – "were inconsistent with [the Act's] underlying principles of openness and transparency."



In March 2015, a councillor circulated a draft code of conduct to a few other councillors by email and hard copy in advance of an open meeting discussion on the same topic, prompting a complaint that this constituted an illegal meeting. The Ombudsman found that the email discussion "came very close to the line" – in fact, the only reason it was not considered an illegal meeting was that two councillors didn't open and read the document, meaning a quorum of council didn't participate in the discussion.

CASE SUMMARIES

Municipality of Magnetawan

When the municipality held a special meeting one morning in February 2015, it did not provide notice to the public on its website until two hours after the meeting began – although council members had been informed 24 hours in advance. The meeting was public, but was held in a boardroom rather than council's usual meeting location. The Ombudsman found that the lack of notice made it impossible for the public to attend. It was an illegal closed meeting under the Act and violated the municipality's own procedure by-law. The Ombudsman advised council to look at other ways of giving public notice of special meetings, such as on the front door of the town hall.



The Ombudsman found that another meeting in March 2015, to discuss hiring a public works superintendent, was closed within the “personal matters” exception of the Act, but said council should be more diligent in providing information about the substance of discussions in its meeting minutes and reporting back publicly about them in open session.

City of Niagara Falls

OMLET received a complaint in September 2014 about a meeting that was held almost a year earlier (October 2013) to discuss the potential development of a university campus in the city. The Ombudsman found the meeting was illegal because the discussions did not fit within any of the *Municipal Act* exceptions, and also noted that council failed to provide proper public notice about the meeting.



OMLET also investigated complaints about multiple meetings between 2011 and 2013 relating to local theme park Marineland. Several of these were informal “operational” meetings and the Ombudsman found they were within the law because there was no quorum of council or exercise of council's authority. A more formal session, in May 2012, involved advice from the city's solicitor about a proposal to lease city-owned land and was properly closed under the “solicitor-client privilege” exception.

CASE SUMMARIES

City of Owen Sound

In August 2014, the Mayor of Owen Sound shared an email with council members relating to a vacant industrial lot. A few days later, members of council and the public met at the same lot at the invitation of the owner. The Ombudsman found that neither the email nor the gathering at the lot violated the open meeting rules. The email was informative and did not reflect a council decision, and the gathering was held to facilitate discussion between the owner and citizens about the property; there was no evidence that a quorum of council advanced or laid the groundwork for future council business.



City of Thorold

After media reports indicated the Mayor of Thorold was planning one-on-one luncheon dates with newly-elected councillors in November 2014, we received a complaint that these lunches constituted illegal closed meetings. OMLET staff were told they involved discussions about council co-operation and individual members' priorities for the coming term. Since only two members of council were present at each lunch date, the Ombudsman found there was no quorum at any of them. As the discussions were informal and of a general nature, the authority of council was not exercised; therefore the lunches were not "meetings" subject to the open meeting rules.



City of Welland

OMLET received a complaint about four closed meetings between March and May 2014. The Ombudsman found that three of these were illegally closed because the subject matter did not fit within the Act's exceptions. One meeting was closed under the "security of property" exception, but the discussion actually related to the prospect of hosting an Olympic-level rowing event; the Ombudsman found that the fact that the issue was sensitive did not justify closing the meeting. Another included discussion of a development and marketing plan under the "security of property" and "acquisition of land" exceptions; the Ombudsman noted that council's desire to protect the marketing plan was not a "security of property" issue, and no actual land acquisition was discussed. "Councillors must be cognizant of the fact that the open meeting exceptions were not meant to shield from public view any discussion that council considers 'private' or 'confidential,'" the Ombudsman noted.

The investigation also revealed that council recorded very little in its closed meeting minutes. Among the Ombudsman's recommendations was that the city digitally record its meetings, and it has since begun audio-recording them.



CASE SUMMARIES

Village of Westport

When the village held a special closed meeting to discuss a legal matter, it violated its own by-laws because public notice was only posted the day of the meeting – even though council members knew about it a full week in advance. The Ombudsman recommended council correct this and other procedural errors in future, by providing adequate advance notice, offering details in resolutions about the closed-session subjects, keeping a better public record of the closed and open session minutes, and reporting back in open session about the general nature of what was discussed behind closed doors.



Township of Woolwich

We reviewed complaints about three closed sessions in January and February 2015, during which council members discussed issues like volunteer recreation associations, a local skate park, and whether council should take a break between its open and closed sessions. The Ombudsman found none of these topics fell within the exceptions in the Act. Votes taken to direct staff on two of those dates also violated the Act because they were taken during illegally closed meetings. However, the Ombudsman did find that other closed-door discussions, about individual committee members and selling land owned by the township, fell within the Act's exceptions.



OMLET also reviewed an August 2014 meeting of the Chemtura Public Advisory Committee, which was formed to address the operations of a specialty chemicals company in Elmira. The Ombudsman found that despite some small procedural issues, the discussion about potential litigation fell within the Act's exceptions.

Your Feedback

“I applaud your dedication to ensuring that the municipal decision-making process is transparent and accessible to the public.”

Premier Kathleen Wynne,
letter in response to the
Ombudsman's 2013-2014
OMLET Annual Report,
February 26, 2015

“On behalf of Niagara Falls city council, we wanted to thank you for your recent closed meeting investigations and the professionalism of your OMLET team. Although we may not always concur on the findings of closed-meeting investigations, the information and recommendations provided are always helpful in our Council becoming more open and transparent.”

Niagara Falls Mayor Jim Diodati,
letter to Ombudsman,
March 12, 2015

“While I can appreciate and respect the work you are responsible for completing, and the amount of detail which you put into your work, I can honestly say that I hope we never have to meet on a professional level.”

London, Ont. Councillor Virginia Ridley,
letter to Ombudsman,
February 10, 2015

“I would urge you to listen to the request by the Ombudsman and I offer my own support, as a long-time municipal leader, to act immediately to put in place appropriate penalties for Mayors and Councils who violate the Act and help restore trust in local government across the Province of Ontario.”

Sarnia Mayor Mike Bradley, letter to
Premier Wynne, January 28, 2015

Your Feedback

“The Ombudsman and staff do very positive work to assure the public that open and transparent public business is conducted in the public forum as it should be.”

[Darlene Banning, comment via Facebook, March 4, 2015](#)

“Democracy can’t exist behind closed doors. The trust we place in elected officials to spend our money and shape our communities is immense, and must be reciprocated with a dedication to openness. Politicians who conduct business in secret meetings violate the principles of good government and create the impression that they are serving special interests. In many cases they are breaking the law, and should face tougher consequences.”

[Editorial, *Globe and Mail*, September 8, 2015](#)

“Bill 8, passed by the government of Kathleen Wynne, expands the Ombudsman’s mandate ... but it should go further. It should follow the Ombudsman’s advice to include sanctions against those who violate the [open meeting] law. A penalty without punishment has no deterrent effect, as every parent well knows.”

[Pierre Jury, *Le Droit*, January 29, 2015 \[translated from original French\]](#)

Appendix

COMPLAINT STATISTICS

MUNICIPALITIES WHERE THE OMBUDSMAN IS THE INVESTIGATOR AS OF AUGUST 31, 2015, AND NEW COMPLAINTS RECEIVED, SEPTEMBER 1, 2014 TO AUGUST 31, 2015

Adelaide Metcalfe, Township of	0
Ajax, Town of	0
Alberton, Township of	0
Alfred and Plantagenet, Township of	0
Amherstburg, Town of	7
Armour, Township of	1
Armstrong, Township of	0
Arnprior, Town of	0
Arran-Elderslie, Municipality of	0
Ashfield-Colborne-Wawanosh, Township of	0
Assignack, Township of	0
Augusta, Township of	0
Baldwin, Township of	1
Black River-Matheson, Township of	1
Blind River, Town of	2
Bluewater, Municipality of	0
Bonfield, Township of	3
Bracebridge, Town of	1
Brethour, Township of	0
Brighton, Municipality of	5
Brockton, Municipality of	2
Brockville, City of	0
Bruce Mines, Town of	0
Brudenell, Lyndoch and Raglan, Township of	0
Burk's Falls, Village of	1
Burpee and Mills, Township of	0
Calvin, Municipality of	0
Carleton Place, Town of	0
Casey, Township of	0
Casselman, Village of	7
Central Frontenac, Township of	0
Central Huron, Municipality of	1
Central Manitoulin, Municipality of	0
Chamberlain, Township of	1
Champlain, Township of	0
Chapple, Township of	0
Charlton and Dack, Municipality of	0
Chatsworth, Township of	0
Chisholm, Township of	0
Clarence-Rockland, City of	20
Cobalt, Town of	1
Cochrane, Town of	1
Cockburn Island, Township of	0
Coleman, Township of	0
Dawn-Euphemia, Township of	0
Dawson, Township of	0
Deep River, Town of	0
Dorion, Township of	0
Dubreuilville, Township of	0
Dufferin, County of	0
East Hawkesbury, Township of	0
Edwardsburgh/Cardinal, Township of	0

Elliot Lake, City of	8
Emo, Township of	0
Englehart, Town of	0
Enniskillen, Township of	0
Essex, Town of	1
Evanturel, Township of	0
Fauquier-Strickland, Township of	0
Fort Erie, Town of	3
Front of Yonge, Township of	0
Gauthier, Township of	0
Georgian Bay, Township of	1
Gillies, Township of	0
Gordon/Barrie Island, Municipality of	0
Gore Bay, Town of	0
Gravenhurst, Town of	0
Greater Sudbury, City of	0
Grey Highlands, Municipality of	0
Grimsby, Town of	0
Halton Hills, Town of	0
Hamilton, City of	9
Harley, Township of	0
Harris, Township of	0
Hawkesbury, Town of	0
Head, Clara & Maria, United Townships of	0
Hearst, Town of	0
Hilliard, Township of	0
Hilton Beach, Village of	0
Hilton, Township of	0
Hornepayne, Township of	0
Howick, Township of	0
Hudson, Township of	0
Huron East, Municipality of	0
Huron, County of	0
James, Township of	0
Jocelyn, Township of	0
Johnson, Township of	1
Joly, Township of	0
Kawartha Lakes, City of	0
Kerns, Township of	0
Killarney, Municipality of	1
Kitchener, City of	0
La Vallee, Township of	0
Laird, Township of	0
Lake of Bays, Township of	0
Lake of the Woods, Township of	0
Lakeshore, Town of	0
Lambton Shores, Municipality of	0
Lambton, County of	0
Lanark Highlands, Township of	0
Larder Lake, Township of	0
LaSalle, Town of	0
Latchford, Town of	0

Appendix

COMPLAINT STATISTICS

MUNICIPALITIES WHERE THE OMBUDSMAN IS THE INVESTIGATOR AS OF AUGUST 31, 2015, AND NEW COMPLAINTS RECEIVED, SEPTEMBER 1, 2014 TO AUGUST 31, 2015

Laurentian Hills, Town of	0	Petrolia, Town of	0
Leamington, Municipality of	0	Pickering, City of	0
Leeds and the Thousand Islands, Township of	5	Plummer Additional, Township of	0
London, City of	5	Plympton-Wyoming, Town of	0
Macdonald, Meredith and Aberdeen Additional, Township of	0	Port Colborne, City of	1
Machar, Township of	0	Powassan, Municipality of	0
Madawaska Valley, Township of	0	Prescott and Russell, United Counties of	0
Magnetawan, Municipality of	1	Prescott, Town of	1
Marathon, Town of	0	Prince, Township of	0
Markstay-Warren, Municipality of	0	Rainy River, Town of	0
Matachewan, Township of	0	Renfrew, Town of	0
Mattawa, Town of	0	Russell, Township of	3
Mattawan, Municipality of	0	Ryerson, Township of	0
Mattice-Val Côté, Township of	0	Sables-Spanish Rivers, Township of	0
McDougall, Municipality of	1	Sarnia, City of	0
McGarry, Township of	0	Saugeen Shores, Town of	0
McKellar, Township of	2	Sault Ste. Marie, City of	1
McMurrich/Monteith, Township of	2	Schreiber, Township of	0
Melancthon, Township of	1	Seguin, Township of	1
Midland, Town of	0	Sioux Narrows-Nestor Falls, Township of	0
Minden Hills, Township of	0	Smooth Rock Falls, Town of	0
Montague, Township of	0	South Algonquin, Township of	0
Moonbeam, Township of	0	South Bruce Peninsula, Town of	5
Moosonee, Town of	0	South Huron, Municipality of	1
Morley, Township of	0	South River, Village of	0
Morris-Turnberry, Municipality of	0	Southgate, Township of	0
Mulmur, Township of	0	Spanish, Town of	0
Muskoka, District Municipality of	0	St. Catharines, City of	1
Nairn and Hyman, Township of	0	St. Joseph, Township of	0
Neebing, Municipality of	0	St.-Charles, Municipality of	1
Newbury, Village of	0	Tarbutt & Tarbutt Additional, Township of	0
Niagara Falls, City of	4	Tehkummah, Township of	0
Niagara, Regional Municipality of	2	Temagami, Municipality of	0
Nipigon, Township of	0	Temiskaming Shores, City of	1
Nipissing, Township of	0	The Nation Municipality	2
Norfolk County	1	The North Shore, Township of	0
North Dumfries, Township of	0	Thessalon, Town of	0
North Frontenac, Township of	0	Thornloe, Village of	0
Northeastern Manitoulin and The Islands, Town of	0	Thorold, City of	1
Northern Bruce Peninsula, Municipality of	0	Tillsonburg, Town of	1
Oil Springs, Village of	0	Timmins, City of	0
Opasatika, Township of	0	Val Rita-Harty, Township of	0
Orangeville, Town of	0	Welland, City of	1
Oshawa, City of	1	West Lincoln, Township of	3
Owen Sound, City of	2	West Nipissing, Municipality of	0
Papineau-Cameron, Township of	0	Westport, Village of	1
Pelee, Township of	0	White River, Township of	0
Pelham, Town of	0	Whitestone, Municipality of	1
Pembroke, City of	3	Whitewater Region, Township of	0
Penetanguishene, Town of	0	Woolwich, Township of	2
Perry, Township of	0	Zorra, Township of	0

FOOTNOTE: A complaint was received about meetings of the Heads of Council in West Parry Sound (Town of Parry Sound, the Township of McKellar, Seguin Township, the Municipality of McDougall, the Township of The Archipelago, the Municipality of Whitestone, and the Township of Carling). Three of these municipalities have appointed their own closed meeting investigator.

Appendix

COMPLAINT STATISTICS

SUMMARY OF COMPLETED INVESTIGATIONS IN MUNICIPALITIES WHERE THE OMBUDSMAN IS THE INVESTIGATOR, SEPTEMBER 1, 2014 TO AUGUST 31, 2015

Municipality	Reports Issued	Meetings & Gatherings Reviewed	Procedural Violations Found	Best Practices Suggested	Illegal Meetings
Amherstburg, Town of	2	4	0	2	1
Baldwin, Township of	1	1	1	3	0
Black River-Matheson, Township of	1	1	1	7	0
Bracebridge, Town of	1	2	0	1	0
Casselman, Village of	2	3	0	4	2
Central Huron, Municipality of	1	1	1	1	0
Chamberlain, Township of	1	7	5	5	0
Clarence-Rockland, City of	1	4	1	1	1
Cochrane, Town of	2	2	0	3	0
Elliot Lake, City of	4	8	2	4	2
Fort Erie, Town of	1	1	0	0	0
Hamilton, City of	2	2	0	3	0
Hawkesbury, Town of	1	1	0	1	0
Joly, Township of	1	7	1	5	1
Killarney, Municipality of	1	1	0	0	0
Leeds and the Thousand Islands, Township of	2	4	0	1	0
London, City of	1	1	0	0	0
Magnetawan, Municipality of	1	2	2	5	1
McMurrich/Monteith, Township of	1	6	6	6	0
Moosonee, Town of	1	4	1	4	1
Niagara Falls, City of	2	2	2	7	1
Owen Sound, City of	1	2	0	0	0
South Huron, Municipality of	1	7	1	3	0
Thorold, City of	1	1	0	0	0
Welland, City of	1	5	4	2	3
Westport, Village of	1	1	3	5	0
Whitestone, Municipality of	1	1	0	0	0
Woolwich, Township of	1	4	9	7	3



2014 | 2015 **OMLET Annual Report**

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Randy Pettapiece, MPP
Perth-Wellington

ENTERED DEC 29 2015

Perth-Wellington Constituency Office
Stratford, Ontario

December 22, 2015

Bill White
CAO/Clerk
Town of Minto
5941 Highway 89
Harriston, ON N0G 1Z0

Dear Bill,

Thank you for sending me a copy of Council's recent resolution on climate change. I appreciate the information.

I have brought this resolution to the Premier's attention, and have enclosed a copy of my letter.

Please continue to keep me informed.

Merry Christmas and Happy New Year!

Sincerely,

Randy Pettapiece, MPP
Perth-Wellington

Encl.





Randy Pettapiece, MPP
Perth-Wellington

Perth-Wellington Constituency Office
Stratford, Ontario

December 22, 2015

The Hon. Kathleen Wynne, MPP
Premier
Room 281, Main Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier:

Enclosed you will find a resolution I received from the Town of Minto. The Town is calling on your government to work in partnership with local governments to achieve climate change action.

The Town has put together a thoughtful list of actions that your government must take to help meet reduction targets and reduce emissions in our communities. These actions include providing stable and long-term funding to municipalities so they can invest in things like public transportation and conservation; providing dedicated funding for climate change adaptation; and recognizing municipal projects that reduce greenhouse gases for offset credits in your cap-and-trade program.

It is also very important to the Town that your government not enhance or increase reporting requirements for existing local Green Energy Plans as a pre-condition to receiving funding for climate change programs. I agree with the Town that municipal staff resources should remain focused on program execution as opposed to filling out forms and working through red tape.

What is your response to this resolution and will you act on the advice of Council and partner with municipalities to address climate change?

We look forward to your response.

Sincerely,

Randy Pettapiece, MPP
Perth-Wellington

Enclosure

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



SAUGEE VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority
DATE: Thursday, October 22, 2015
TIME: 7:00pm
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

MEMBERS PRESENT: Robert Buckle, Barbara Dobreen, Kevin Eccles, Brian Gamble, Wilf Gamble, Stewart Halliday, Steve McCabe, Mike Smith.

ABSENT WITH REGRET: Maureen Couture, John Eccles, Dan Gieruszak, Dan Kerr, Sue Paterson, Andrew White

OTHERS PRESENT: Wayne Brohman, General Manager/Secretary-Treasurer
Jo-Anne Harbinson, Manager, Water Resources and Stewardship Services

Janice Hagan, Recording Secretary
Member of the Media

Chair Luke Charbonneau called the meeting to order at 7:04 pm.

1. ADOPTION OF AGENDA

MOTION #G15-55

Moved by Robert Buckle

Seconded by Barbara Dobreen

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 BOARD OF DIRECTORS MEETING – September 24, 2015

MOTION #G15-56

Moved by Barbara Dobreen

Seconded by Mike Smith

THAT the minutes of the Board of Directors meeting, held on September 24, 2015, be adopted as circulated.

Carried

4. MATTERS ARISING FROM THE MINUTES

a. 2016 Budget – update/questions

The General Manager/Secretary-Treasurer was asked to break out the salary costs allocated to the Foundation for the Community Relations Department. He presented an updated budget showing these amounts. There were questions from the members regarding the methods used for salary increases and the GM/S-T explained that there is a salary grid system which is increased each year based on the Ontario CPI cost of living adjustment. As well an employee moves up the grid based on performance.

The GM/S-T reminded the Members that he is willing to attend Municipality meetings to discuss the proposed SVCA budget. He also reminded the Members that their presence at the Authority budget approval meeting is required to cast a vote.

b. Planning & Regulation Customer Service Survey

The GM/S-T explained the changes that were to be made to the Customer Service Survey and that the expected start date for distribution would be November 2, 2015.

c. SVCSV Signed Lease Agreement

Mr. Brohman presented the signed lease Agreement for the Saugeen Valley Children's Safety Village. He told the Members that the effective date of the lease was October 17, the keys had been handed over and that renovations were commencing before year end.

5. CORRESPONDENCE

Letter from the Town of Hanover indicating that Council had passed a resolution approving the 2016 SVCA Draft Budget. The GM/S-T explained that it isn't necessary for the Municipalities to pass resolutions on the budget and that there will be a vote at the next scheduled Authority meeting. The letter was noted and filed.

6. PRESENTATION: LOCKERBY DAM REMOVAL

Jo-Anne Harbinson shared a Power Point presentation on the removal of the Lockerby Dam. She showed photographs of the entire process from beginning to completion, and described the various steps that had to be taken in order to make the project a success. The Chair thanked Jo-Anne and told the Members that the project had been well executed. The Members congratulated her on her accomplishments.

Jo-Anne left the meeting at 8:05pm.

7. REPORTS

a. Finance Report #7a

MOTION #G15-57

Moved by Steve McCabe

Seconded by Wilf Gamble

THAT the Financial Report to August 31, 2015 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$654,537.46 be approved as distributed.

Carried

b. Program Reports #7b

MOTION #G15-58

Moved by Robert Buckle

Seconded by Brian Gamble

THAT the Program Report be adopted as presented.

Carried

c. Financial Reserve Report

The GM/S-T explained the Financial Reserve report and gave the Members information on how the amounts are increased and distributed. The members requested that at the December Authority meeting the GM/S-T present a draft Reserves schedule that incorporates the financial results of the draft 2016 budget presented at the September Authority meeting.

d. Planning & Regulations Action Items Report

The GM/S-T reviewed the Planning & Regulations Action Items Report. He summarized the changes and described the items that had been updated. He explained the property identifier aspect of the file tracking system (Item #2). The Members would like the File Tracking System to be a high priority treated with urgency. The members would like to have more information regarding staff promotion (Item #9). The Chair requested that Mr. Brohman review the human resources policies and ensure that they are compliant.

8. NEW BUSINESS

a. Phragmites Letter

The Chair presented information regarding the serious phragmites issue and explained the concerns over the spread of this invasive species. He submitted a letter to the Members that is to be sent to governmental staff per the following motion, outlining new measures for extermination of phragmites. The Authority requests that the measures be put in place to effectively eliminate phragmites and offers assistance in implementing a plan to assist that initiative.

MOTION #G15-59

Moved by Mike Smith

Seconded by Robert Buckle

Be it resolved that, the Saugeen Valley Conservation Authority endorses the attached letter regarding new measures urgently needed to control the invasive species, Phragmites in the Saugeen Valley watershed, and further;

THAT the Authority directs that this letter be signed by the Chair and sent to all Saugeen Valley watershed municipalities seeking their support, and further;

THAT the Authority directs that this letter be sent directly to the following recipients; The Rt. Honourable Prime Minister of Canada, The Honourable Premier of Ontario, the Federal Minister of Health, the Federal Minister of the Environment, the Federal Minister of Fisheries and Oceans, the Ontario Minister of Agriculture and Rural Affairs, the Ontario Minister of the Environment, the three Watershed MP's and three MPP's, the Pest Management Regulatory Agency (PMRA), Conservation Ontario and the Lake Huron Center for Coastal Conservation.

Carried

b. Pay by Phone

The GM/S-T told the Members about the McKay Pay-by-Phone option for collecting parking payments. Currently there is a donation box at Sulphur Spring Park. Donation boxes had been at other parks but were removed over the years due to theft and vandalism. The Pay by Phone option is expected to encourage more people to pay, and would eliminate theft/vandalism of the donation boxes. The members asked Mr. Brohman to update the User Fee Schedule to reflect daily parking fees and the season pass.

MOTION #G15-60

Moved by Steve McKay

Seconded by Barbara Dobreen

THAT the Authority instruct staff to install McKay Meters signage at the following parks: Sulphur Spring, Allan Park, and Bells Lake on a trial basis and further;

THAT the fee amount is to be set out in the 2016 User Fee Schedule and further;

THAT staff report back to the Authority in one year on the results of this initiative.

Carried

A coffee break was called at 9:04pm.

Chair Luke Charbonneau called the meeting back to order at 9:12pm

c. User Fee Schedule

The Members of the Authority discussed the proposed changes to the 2016 User Fee Schedule and added the Seasonal Pass (Section 2-h) in the amount of \$30.

MOTION #G15-61

Moved by Mike Smith

Seconded by Brian Gamble

THAT the 2016 Fee Schedule, dated October 2015, be adopted, and further;

THAT the entrance fee be \$5.00 per vehicle and \$30 per season pass at Sulphur Spring, Allan Park, and Bells Lake.

Carried

d. Nottawasaga Valley CA – legal matter

The GM/S-T advised the Authority about a legal issue that had been brought against the Nottawasaga Valley CA and that they have applied for the right to appeal. The Chair requested that Mr. Brohman forward the details of the case via email to each of the Members.

e. Local Newspaper 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 9:52pm on motion of Kevin Eccles.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary

Board of Directors Meeting #9/15

October 21, 2015

DIRECTORS PRESENT:

Art Versteeg, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, Roger Watt, Matt Duncan, Bob Burtenshaw, David Turton

ABSENT:

Jim Campbell, Paul Gowing

STAFF PRESENT:

Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator

1. Call to Order

Chair Art Versteeg called the meeting to order at 7:01 pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Board of Directors meeting #8/15 held on September 16, 2015 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and followed with this motion.

Motion FA #94/15

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT the minutes from the Board of Directors meeting #8/15 held on September 16, 2015 be approved.

(carried)



4. Business Out of the Minutes

a) Municipal Communications 2015: Report #60/15

This report evaluates the feedback from member municipalities after staff presented the 2015-2017 MVCA workplan and conveyed our key messages from our communication strategy throughout the year.

Jayne Thompson, Communications Coordinator presented this report to the Board to seek direction in order to proceed with preparing the 2016 communication strategy.

The Director's feel it is very worthwhile to continue to give verbal and visual presentations to reaffirm our cause with municipalities and will continue to support the strategies by participating in the presentations as much as possible.

This motion followed.

Motion FA #95/15

Moved by: Alison Lobb

Seconded by: Matt Duncan

THAT staff update the municipal communications strategy for 2016-2018 based on feedback received to date and direction from MVCA Directors.

(carried)

Further discussion of reaffirming our key messages to municipalities lead to planning for the AGM that is held in February and this motion followed.

Motion FA #96/15

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

THAT staff contact the Town of Minto to determine if they would consider hosting the 2016 Annual Meeting.

(carried)

5. Business Requiring Direction

a) 2016-2018 Work Plan and Financial Forecast: Reports #61A & #61B/15 (attached)

Phil Beard, General Manager/Secretary-Treasurer began the presentation of these reports by confirming with the Board that MVCA priorities remain as follows:

- Strengthen capacity of Flood Safety Services
- Strengthen capacity of Watershed Stewardship Services
- Stabilize MVCA financial base.

These reports outline the major activities that are detailed in the 2016-2018 work plans and the funding requirements to carry out these plans. Staff is looking for direction from the Board in order to proceed with developing a draft operating and authority funded project budget for 2016.

The work plans for each service area outline the major activities and projects to be undertaken over the next three years. The Board reaffirmed the priorities for the next three years and support the activities and projects identified in the work plan.

Staff has reviewed the 2016-2018 financial forecast to the Board outlining the shortfalls in funding for operating and authority funded projects. The forecast includes the Board's intention to restrict levy increases between \$55,000 and \$58,000 per year for the next three years. Staff requested direction on whether the 2016 financial forecast and work plan could be used as a starting point to develop the 2016 draft Budget.

The Directors agreed with the reports and this motion followed.

Motion FA #97/15

Moved by: Deb Shewfelt

Seconded by: David Turton

THAT the 2016-2018 work plan and financial forecast be approved; **AND THAT** the 2016 draft budget and work plan be developed based upon the financial forecast for 2016; **AND FURTHER THAT** the 2016 draft budget for Authority funded projects be presented at the November 18, 2015 Board meeting for review and direction; **AND FURTHER THAT** the 2016 budget and work plan be presented to the Board of Directors at the December 16, 2015 Board meeting for review and direction.

(carried)

b) Maitland Shoreline Working Group: Report 62/15 (attached)

This report was presented by Stephen Jackson, Flood/Erosion Safety Coordinator and outlines the Shoreline Working Group recommendations and proposed changes to the MVCA shoreline regulation policies following their September 28, 2015 meeting. One recommendation asks MVCA staff to prepare an education plan for shoreline hazardous issues which has been incorporated into the flood and erosion safety services 2016-2018 work plans.

Following discussion, the Directors made the following motion.

Motion FA #98/15

Moved by: Alison Lobb

Seconded by: Bob Burtenshaw

THAT public notification via the MVCA website occurs for 30 days for the proposed amendment to the MVCA Shoreline Policies: the word "removal" is added with respect to shore protection as follows: "MVCA Permit is required for any repair, maintenance, *removal*, or replacement"; **AND THAT** public notification via the MVCA website occurs for 30 days for the proposed amendment to the MVCA Shoreline Policies to include the guidelines for creating beach access and sitting areas; **AND FURTHER THAT** public notification via the MVCA website occurs for 30 days for the proposed inclusion of the Coastal Study Requirements into the Maitland Valley Conservation Authority Administration Policies for Implementing Ontario Regulation 164/06.

(carried)

c) Development Policies: Fuel Storage in Flood Plain Areas: **Report 63/15** (attached)

Presented by Stephen Jackson, Flood/Erosion Safety Coordinator, this report is to obtain direction from the Board to clarify the differences between regulation 164/06 and MVCA policies relating to fuel storage in flood plain areas.

This motion followed.

Motion FA #99/15

Moved by: Alston Lobb

Seconded by: David Turton

THAT MVCA regulation policies be amended to read that, “uses relating to the storage or consumption of hazardous materials should not occur in a MVCA regulated area if there will be an impact on flooding, erosion, pollution, dynamic beaches or conservation of land.”

(carried)

d) Conservation Ontario: Consent Agenda Recommendation: **Report 64/15** (attached)

Phil Beard GM/ST presented report 64/15 to obtain direction and feedback on the subject of voting delegates at Conservation Ontario meetings and the need to develop more meaningful council meetings. The Board thought that it would help to strengthen CO’s relationships with member authorities, municipal associations and the Provincial Government if all CO voting delegates were restricted to Conservation Authority board members. The board thought that this change would help council to improve both its governance and advocacy efforts with different levels of government.

Motion FA #100/15

Moved by: Deb Shewfelt

Seconded by: Wilf Gamble

THAT Chair Art Versteeg takes recommendations to Conservation Ontario with the comments and feedback as discussed including developing criteria for a consent agenda and raise the issue that voting delegates should be conservation authority board members and that each Conservation Ontario should clarify its bylaws to require each conservation authority to provide a resolution from their Board outlining who they have appointed to Conservation Ontario council.

(carried)

e) Personnel Committee: **Report #65/15** (attached)

Phil Beard GM/ST and recorder for the personnel committee presented this report to the Directors for their information and direction on proposed changes to the personnel policies which were detailed in the report.

The Directors agreed with the proposed changes to the personnel policies and the following motion was made.

Motion FA #101/15

Moved by: Deb Shewfelt

Seconded by: David Turton

THAT the proposed changes to the personnel manual as recommended by the personnel committee and outlined in the personnel committee summary report #65/15 be approved as recommended.

(carried)

6. Reports

a) Chair's Report

Gratitude was expressed to the representatives from member municipalities who gave feedback to the Conservation Authority Act review.

It was announced at County Council that University students will be part of the water protection steering committee and perhaps MVCA will have a role in this program in the future.

Jim Donnelly, Deputy Mayor of the Town of Goderich will be touring the MVCA office on November 2, 2015 to review the flood forecast system and operations. Chair, Art Versteeg opened this opportunity to Board members and their municipal councillors.

b) Director's Reports

Matt Duncan announced that the Municipality of North Perth passed a carbon footprint strategy and helped with a carbon footprint tree planting event in Gowanstown. Matt acknowledged MVCA for paving the way to this initiative by starting the carbon footprint initiative.

Deb Shewfelt has been invited by Conservation Ontario to attend a meeting with the Honorable Glen Murray, Minister of Environment and Climate Change to outline to the Minister how conservation authorities programs related to tree planting and wetland restoration contribute to climate change mitigation.

7. Consent Agenda

- a) Conservation Ontario Council Meeting Highlights: **Report #66/15** (attached)
- b) Carbon Footprint Initiative Summary: **Report #67/15** (attached)
- c) Maitland Conservation Foundation: **Report #68/15** (attached)
- d) Revenue/Expenditure Report for September: **Report #69/15** (attached)
- e) Stewardship Funding Agreements: **Report #70/15** (attached)
- f) Correspondence: For Directors' Information
 - i) Letter from Township of Wellington North
 - ii) Letter from Town of Minto
 - iii) Letter from Municipality of Central Huron

The following items were circulated to the Board of Directors for their information.

The following motion was made.

Motion FA #102/15

Moved by: Matt Duncan

Seconded by: Alvin McLellan

THAT reports #66/15 through #70/15 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

8. Review of Meeting Objectives/Follow-up Actions/Next meeting: November 18, 2015 at the Admin Centre in Wroxeter

Chair Art Versteeg called for adjournment on the meeting and declared that the meeting objectives have been met which include:

- To provide direction on the 2016-2018 Work Plan and Financial Forecast
- To provide direction on the Shoreline Working Groups Recommendations
- To provide direction on a proposed change to MVCA's policies related to development in flood prone areas.

9. Adjournment

The meeting adjourned at 8:45pm with this motion.

Motion FA #103/15

Moved by: Alston Lobb

Seconded by: Roger Watt

THAT the meeting be adjourned.

(carried)



Art Versteeg
Chair



Danielle Livingston
Recording Secretary

Board of Directors Meeting #10/15

November 18, 2015

DIRECTORS PRESENT:

Art Versteeg, Jim Campbell, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, Roger Watt, Paul Gowing, Bob Burtenshaw

ABSENT WITH REGRETS:

David Turton, Matt Duncan

STAFF PRESENT:

Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator

COMMUNITY ATTENDEES:

1. Call to Order

Chair Art Versteeg called the meeting to order at 7:00 pm and referred attendees to the agenda for the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Board of Directors' meeting #9/15 held on October 21, 2015 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



Motion FA #104/15

Moved by: Alvin McLellan

Seconded by: Roger Watt

THAT the minutes from the Board of Directors meeting #9/15 held on October 21, 2015 be approved.

(carried)

4. Business Requiring Direction

- a) 2016 Draft Outline of Authority Funded Projects: **Report #71/15** (attached)

This report was presented by Phil Beard, GM/ST to gain direction from the Board on which Authority funded projects to include in the 2016 draft budget. Coordinators outlined those projects within their service area to provide additional information to the Directors. Projects outlined in more detail include the Listowel Conduit repairs; 100 year erosion risk mapping along the shoreline and within the shoreline gullies; admin centre repairs to the basement; and the need to replace the stop logs for the Brussels Dam.

The Directors discussed the capital projects at great length and agreed that these projects should be included in the draft budget. Therefore the following motion was put forward.

Motion FA #105/15

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT the Authority funded projects outlined in report #71/15 be included in the draft budget report.

(carried)

- b) Proposed Revisions to Huron Clean Water Project Delivery Agreement: **Report #72/15** (attached)

Stewardship Services Coordinator Geoff King presented the key points from Report #72/15 which included:

1. Need for an updated agreement with the County of Huron, previous agreement expired at the end of 2005.
2. Need to ensure that Authority delivery costs are covered in the agreement.
3. Need to increase funding in the program to better match demand for stewardship projects and the increased number of stewardship categories that have been added to the program.

The Directors discussed the importance of having an active agreement between MVCA/ABCA and the County of Huron to further the objectives of improving and protecting water quality. The Board decided to put forward the following motion.

Motion FA #106/15

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT the challenges and possible ideas for addressing these challenges as identified in Report #72/15 be discussed with ABCA and the County of Huron; **AND THAT** the results of these discussions be

brought back to the Board of Directors for consideration and direction; **AND FURTHER THAT** the Huron Clean Water Program agreement between the County of Huron and MVCA/ABCA be reviewed, updated and signed on an annual basis by all parties to ensure that it is meeting the needs of all parties.

(carried)

c) Direction on MVCA Fee Changes/Directors Per Diems/Draft Levy: **Report #73/15** (attached)

Phil Beard, GM/ST presented this report to update the Authority's fee schedule for 2016. The changes were identified based upon a review of costs to review applications. The Board also reviewed Director per diems, mileage and Chair/Vice honorarium rates and decided not to make any changes in 2016. The Board also reviewed the proposed levy for 2016 in light of the limits that they had placed on any increases as part of the 2016-2018 workplan.

The following motions were approved.

Motion FA #107/15

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT the per diem, mileage and honorarium rates remain unchanged for 2016; **AND THAT** the fee changes presented in the master fee schedule be approved for 2016; **AND FURTHER THAT** a levy increase of \$58,000.00 be incorporated in the draft budget for 2016.

(carried)

d) Proposed Office Hours over Christmas/New Year's: **Report #74/15** (attached)

This report was presented by Phil Beard GM/ST to the Directors to approve the proposed office hours over the Christmas season.

Motion FA #108/15

Moved by: Alison Lobb

Seconded by: Jim Campbell

THAT the MVCA office be closed from December 23, 2015 at 4:30 p.m. until Monday, January 4, 2016 at 8:30 a.m.

(carried)

5. Reports

a) Chair's Report

Chair Art Versteeg advised the Board that he has drafted a letter to the Chair of Conservation Ontario as directed by the Board of Directors in October. These included developing criteria for a consent agenda; raising the issue that voting delegates should be Conservation Authority Board Members; and that Conservation Ontario should clarify its bylaws with respect to appointments to Conservation Ontario. A copy of MVCA's letter will be sent to all Authority Directors.

In light of the recommendations made to Conservation Ontario by MVCA, the Chair thinks that it would be appropriate to appoint the Second-Vice Chair as the second alternate to Conservation Ontario instead of the General Manager/Secretary-Treasurer. The following motion was made.

Motion FA #109/15

Moved by: Deb Shewfelt

Seconded by: Paul Gowing

THAT appointment of the General Manager/Secretary Treasurer as the second alternate to Conservation Ontario be rescinded; **AND THAT** the Second-Vice, Deb Shewfelt be appointed as the second alternate delegate to Conservation Ontario.

(carried)

b) Director's Reports

Director, Deb Shewfelt, was invited to attend a meeting with Glen Murray, Minister of Environment and Climate Change in Toronto on November 4, 2015. Deb accompanied the Chair of Conservation Ontario, Dick Hibma and CO's Executive Director, Kim Gavine to the meeting. The purpose of the meeting was to outline the contributions that conservation authorities can make to climate change mitigation through our stewardship programs. CA programs focus on undertaking/promoting conservation practices that sequester carbon in soil/vegetation, such as tree planting, soil/water conservation.

6. Consent Agenda

- a) Revenue/Expenditure Report for October: **Report #75/15** (attached)
- b) Stewardship Funding Agreements: **Report #76/15** (attached)
- c) Correspondence: For Directors' Information
 - i) Letter from Municipality of North Perth
 - ii) Letter from Municipality of Huron East
 - iii) Letter from Township of Mapleton
 - iv) Green Legacy Press Release & Debate
 - v) Letter from Trillium Insurance re ROOTS

One Director commented on the correspondence that was received from the Municipality of Huron East in regard to the Conservation Authorities Act Review and asked the respective Director to pass gratitude on behalf of the Board on to the CAO for the time taken to compose the letter.

The following items were circulated to the Board of Directors for their information and the following motion was made.

Motion FA #110/15

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT reports #75/15 through #76/15 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

7. **Review of Meeting Objectives/Follow-up Actions/Next meeting: December 16, 2015 at the Admin. Centre in Wroxeter**

Chair Art Versteeg noted that staff provided informative explanation throughout the meeting and declared that these meeting objectives were met:

- To provide direction on the 2016 Authority funded projects
- To provide direction on the changes to MVCA's fee schedule, Directors Per Diems and the draft levy
- To provide direction on proposed changes to the Huron Clean Water Project Agreement

8. **Adjournment**

The meeting adjourned at 8:27 pm with this motion.

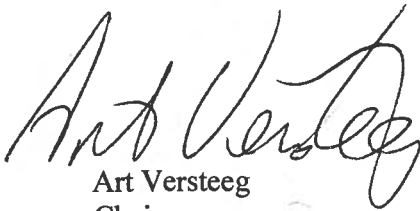
Motion FA #111/15

Moved by: Jim Campbell

Seconded by: Alvin McLellan

THAT the meeting be adjourned.

(carried)



Art Versteeg
Chair



Danielle Livingston
Recording Secretary

Cheryl Dobbyn

From: Danielle Livingston <dlivingston@mvca.on.ca>
Sent: December-17-15 3:44 PM
To: 'Maggie Sootheran'; Cheryl Dobbyn (MVCA)
Subject: To Do Reminders

Hi Ladies,

I've jotted some to do things down to take care of – most are likely already on your radar but the reminder helps reassure me that I haven't forgot to pass any info along.

In addition to usual items, PLEASE;

Erica

- Process and print pay cheques Dec 22nd.
- Enter all payables as received and date Dec 30th.
- Create deposit as necessary. This can be done with the book manually and I can post in QB later. Just ensure the payments have all been linked and we can reference your manual record if needed.
- Check my mailbox and process anything you are able to such as invoices.

Maggie

- Hand out pay cheques Dec 23rd and remind staff not to cash before Dec 31st.
- Prepare 4th quarter diems as soon as possible.
- Box 2015 files in filing cabinet from top 3 drawers. Some boxes are setup on top shelf in copy room but more will need to be added.
- Process final petty cash payment as close to Dec 23rd as possible.
- Check my mailbox and process anything you are able to.

Cheryl

- Process month end allocations (vehicle, copier, mail) Dec 29 or 30th. (Dave isn't going to be here after all on Dec 30th, therefore you will need to pull the mileage sheets out of the 1 van and 3 cars. You can do this any time after Dec 23rd if there won't be any use on these vehicles from that point on. (Talk to Stewart Dec 18th about this process)
- Reconcile remaining Visa payment Dec 30th (determine amount of cheque to be processed).
- ~~Pay payroll deductions at bank by Dec 23rd. Take Visa cheque and make payment too and make deposits as necessary.~~ I did this. Not required.
- Complete employee contracts to the best of your knowledge. Touch base with Erica first as she has already got a good start on this. Add the two new hires Sarah Fleischhaur starting Jan 4 at \$25.96 and Hayley Murray Jan 11 at \$23.30 and otherwise, leave the rates in red to be adjusted when determined.
- Finalize TCAP entries.
- Finalize Insurance document.

Feel free to juggle things amongst yourselves as you need and are able to.

Thank you all for your support now and always. It makes taking vacation much more enjoyable when I know you are taking care of things. Be safe and have a nice Christmas vacation with your families and enjoy the Christmas party. Say hello to Dianne for me.

D

DLivingston

Danielle Livingston
Administrative and Financial Services Coordinator
Maitland Valley Conservation Authority
dlivingston@mvca.on.ca
Box 127, 1093 Marietta Street
Wroxeter, ON
N0G 2X0

 519-335-3557  519-335-3516
maitland@mvca.on.ca

Jamesway Board Meeting

October 15, 2016 @ 9 A.M.

Attendances - Randy Kuetz, Larry Grummett, Jean Anderson, Karen Lawler, Marion Wylie
Absent - Diane Lawless.

Minutes - from the August 18, 2015

Motion by Larry Grummett to accept
seconded by Marion Wylie Carried

No Declaration of Conflict of Interest
Update to Existing Business

- Crack in Driveway Asphalt has been repaired
- Ants in Apt. 109 have been sprayed & see to be gone. Lamcott said there would be no use spraying around the building as these ants live on the foundation under the building. Karen had him spray some of the large ant kills outside when he was here.

New Business -

Snow Removal - Motion by Larry Grummett to accept Harry Kitz's Tender of \$53.00 per hour for Jamesway Parking Lot. Seconded by Jean Anderson. Carried
Letter from Tenants - about the Board purchasing a new Hair Dressing Chair Motion by Jean Anderson that we purchase a new Chair or a good used one up to \$500.00 seconded by Larry Grummett [Carried]

Capital Budget - Motion to approve by Larry Grummett seconded by Jean Anderson [Carried]

Phone Call - Randy Kuetz had a complain phone Call. The issue was Keith's scooter & Joyce's walker. parked in the

hallway. It was decided that Joyce's
walker is not in the way. But Keith's
scooter being larger can block the
hallway. Keith's scooter can not be
left in the hallway in the future.
Randy Ruetz was to phone Joe and
let him know of our decision and
Karen Howler will advise Keith his
scooter ~~walker~~ can not be left in the hallway.

Christmas Supper - Motion by Jean
Anderson seconded by Larry Grummett
that we go to The Meekjohns house in
Harriston on December 10 @ 5:30 p.m.

Insurance Quotes - Larry Grummett
made a motion we stay with Millers
Insurance \$5825. + HSC \$131.06

(Marsh \$6598 + Tax) seconded by Jean
Anderson (Carried)

All Staff to complete Training Matrix

Succession plan and Contingency plan
will be completed and forwarded
to everyone to review before the
December meeting.

Jean Anderson to check up on this.

- Review Profit & Loss Statement
- Accounts Payable Sept. \$23,440.93
Oct. \$13,882.32

Motion to accept Larry Grummett
seconded by Jean Anderson Carried.

- Next Meeting Thursday Dec. 10 @ 9.A.M.
Adjournment Larry Grummett
President

Secretary
Marion M. Wylie



TOWN OF MINTO

DATE: December 29, 2015
REPORT TO: Mayor and Council
FROM: Chris Harrow
SUBJECT: Tanker RFP Award

STRATEGIC PLAN:

6.3 Support the Fire Department's mission to service the community with high standards of emergency response and fire prevention programs to ensure a safe environment for residents and to protect local business and property.

BACKGROUND:

The Tanker trucks in the Fire Department are getting older. The truck being replaced is a 1998 GMC Tanker truck that is starting to show its age. Our Truck Replacement Plan called for the purchase of a new Tanker in 2016. This will enable us to keep current with our plan and ensure our truck fleet remains operational.



In the 2016 Capital Budget, a new Tanker truck is listed for Minto Fire. The RFP for proposals was sent out at the beginning of December as well as posted on our website. The closing date was December 22nd. Six proposals were received, all in the acceptable time frame and format.

The Clerks Assistant, Treasurer and Fire Chief opened the proposals on December 22nd and recorded the initial information. The Fire Chief and Deputy Chiefs reviewed all of the proposals in detail over the next 2 weeks and came up with a recommendation.

COMMENTS:

The RFP process for this Tanker truck received 6 proposals. This many proposals are unusual for any purchases we have done in the past. I believe that the reasons for us receiving the number of proposals are due to the competitive nature for truck manufacturers

in the market right now. I also believe that Minto Fire is a respected organization that companies are not afraid of dealing with.

The benefit to the number of proposals was the ability to compare the manufactures to more than one comparator. We were able to make some good comparisons and come up with a truck plan that will suit our needs. The similarity of all of the proposals was surprising as was the differences in price. The prices ranged from a low of \$225,000 to a high of \$318,500. But as mentioned, this allowed us to come up with a good comparison that will work best for the Town.

Through our deliberations, the Senior Managers are recommending that we award the truck to Dependable Emergency Vehicles from Brampton, Ontario. Dependable's proposal best meets our needs and ideas for a truck. Their proposal was well written and detailed. We were able to have our questions answered quickly and efficiently which gives us reassurance that they will be excellent to work with. We anticipate some work with Dependable to finalize the proposal. Our Equipment Committee will become involved to go through the proposal in even more detail to ensure all areas will meet our needs.

FINANCIAL CONSIDERATIONS:

The 2016 Capital budget has allocated funds for the truck if approved. The funds will be transferred from Minto Fire's reserves to cover the cost of the project.

RECOMMENDATION:

That Council of the Town of Minto award the manufacturing of a new Tanker truck for Minto Fire to Dependable Emergency Vehicles at a cost of \$235,000 +HST with the total cost to not exceed \$240,000 +HST.

Chris Harrow
Fire Chief



TOWN OF MINTO

DATE: Dec. 23, 2015

REPORT TO: Mayor and Council

FROM: Chris Harrow

SUBJECT: Fire Department Radio Purchase

STRATEGIC PLAN:

6.3 - Support the Fire Department's mission to service the community with high standards of emergency response and fire prevention programs to ensure a safe environment for residents and to protect business and local property.

6.4 - Maintain and enhance the local volunteer fire fighter model in Minto, and take a leadership role in setting the standard for forces for municipalities this size by ensuring training, equipment and vehicles available to volunteers equivalent to any full time fire service.

BACKGROUND:

At the 2015 Budget meetings, the topic of Fire Department radios and the County Radio system was discussed. At the time we were in the preliminary stages of moving the Fire Department onto the County Radio system which is the same one Public Works utilizes.

Throughout the year, Fire Departments in the County not on the system determined it would be the proper thing for all departments to join the same radio system. The cost to change all of the equipment in each of the stations was assessed, and coordinated so radios could be purchased together to realize savings through bulk purchasing.

COMMENTS:

At the end of 2015, MRC, the radio supplier for the County system notified of us that a price increase was coming to all radio hardware in 2016, mainly because of the drop in the Canadian dollar. On top of this, as an incentive, they offered an additional 10% off their list price as it stands now plus an incentive program offered by Motorola to trade in any existing portable radios and receive a further discount of \$126 per radio. Three of the four departments not already on the system were able to put their numbers together to improve costing.

Minto Fire needs three base radios, 13 truck radios and 50 portable radios. From our calculations, based on our order and the discounts being offered, the Town could realize cost savings of approximately \$20,000 on our order. Staff is asking for permission to join the other Departments to achieve this savings and move onto the County Radio system.

There are many advantages to moving to the newer digital system. Having six of seven departments on the system gives us the ability to be interoperable with each other at any scene or emergency. This extends to Minto Public Works and the County Roads Department who are already on the system. We would have the ability to speak directly with them when the need arises.

Finally, the County Emergency Management channels are on the system. Our ability to be interoperable with the Emergency Operations Centre at the Municipal Office during an emergency would be invaluable. Communicating effectively between municipalities and within the Town was a major concern to be addressed during previous emergency planning exercises.

FINANCIAL CONSIDERATIONS:

The quote received before any discounts are applied is \$83,608. As mentioned previously, we are in line to receive approximately \$20,000 in discounts. This item has been placed in the 2016 Capital Budget for the fire department.

RECOMMENDATION:

That the Council receives the Fire Chiefs December 23, 2015 report regarding Radio Purchase and that the Fire Chief be permitted to place the order for new radios for the Fire Department to begin the switch over to the County Radio system.

Chris Harrow, Fire Chief



TOWN OF MINTO

DATE: December 17, 2015
REPORT TO: Mayor and Council
FROM: Bill White, CAO/Clerk
SUBJECT: Engineering Services RFP

STRATEGIC PLAN

- 5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.
- 9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably.
- 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

BACKGROUND

The Town has secured consulting services from several different engineering firms over the years. Work was allocated based on historical work in a particular area. For example one firm conducted most of the work regarding the Palmerston Waste Water Treatment Plant because they were involved with its original design. Another firm did much of the work in Harriston due to their involvement with the Lagoon system. This arrangement on engineering services survived the transition to new staff in Public Works in some form but over time work was re-allocated as firms changed.

It is necessary to formalize a consulting arrangement with one or more engineering firms that the Town may call upon “as and when required”. The intent is to be able to call upon one or more firms that “best fit” the Town’s needs for the service required, reduce project turnaround by retaining one or more firms, and decrease and control project costs. Services to be considered for RFP might include:

1. Expertise in water treatment and distribution, sanitary sewer collection and treatment, road construction, construction management, experience in environmental assessments and storm water management (wetlands, endangered species, and hydrologic studies), GIS materials testing, surveying, traffic studies, drainage and extensive knowledge of applicable rules and regulations.
2. Demonstrated ability to prepare, or cause to be prepared, plans, designs and specifications for Public Works projects and improvement, and provide and maintain surveys, maps, plans, specifications and control records with respect to Public Works projects.

3. Provide technical and engineering advice and assistance to the Town Council, CAO/Clerk, Director of Public Works and designated staff.
4. Attend meetings and Council meetings as requested by CAO/Clerk or Public Works Director
5. Prepare, review and approve construction plans and specifications for capital improvement projects as directed by the CAO/Clerk or Public Works Director
6. Respond to resident concerns when an engineering project impacts their property, and deal with commercial and residential developments and projects
7. Demonstrate experience with engineering design, inspection and contract administration of annual municipal road, water, sewer projects

If Council wishes to proceed to RFP the following general points should be considered:

- Five year agreement, Town option for an addition five years.
- Form a Municipal evaluation team to review proposals and recommend to Council based on the following criteria

a) Firm Capability, Experience, Qualifications, Proximity	10%
b) Primary Contact Capability, Experience, Qualifications, Style	20%
c) Team Members Capability, Experience, Qualifications, Aptitude	10%
d) Methodology and Approach	30%
e) Cost five year weighted average	30%
	100%
- Within categories a) through d) scores will be determined as follows:

0% does not meet requirements	25% partially meets requirements
50% meets requirements	75% exceeds requirements
100% exceptional	
- The cost category will be scored using weighted hourly rates

0 points for 15% or more above five year average rate
7.5 points for 5% to 15% above five year average rate
15 points for meeting the five year average rate +/- 5%
22.5 points for 5% to 15% below the five year average rate
30 points for greater than 15% below the five year average rate
- 90 days written notice of termination of service
- Council may split award by community (Palmerston, Harriston, Clifford, Rural) or by services (plant- water and sewer operations; plan review – subdivision, site plan; capital project; general – all other services)

COMMENTS:

Engineering services directly impact cost and time of internal projects (road reconstruction and servicing) and external development (subdivision and site plan approvals). It is critical the consulting engineering firm selected provide engineering advice in a manner consistent with the Town's approach as set out in the Strategic Plan:

- High level customer service; response commitment to email or phone inquiries
- Diversified, accommodating, versatile, well trained workforce
- Focus on quality and affordability

Should Council choose to go to RFP it is expected the selected firm will clearly demonstrate these qualities.

It is recommended the proposals be reviewed by a technical committee consisting of the C.A.O. Clerk, Treasurer, Public Works Director, Water Foreman, Sewer Foreman, and Chair of Public Works. The scoring criteria should allow selection without interviews but if necessary the Committee could choose to interview two or three firms if their scoring is close.

The approach recommended is a “two envelope” proposal system. Envelope one would outline the Firm’s Background, Qualifications of the Primary Contact, Diversity of the Team, and Methodology of Approach. This represents 70% of the scoring criteria. The second envelope contains the Firm’s pricing and would only be opened for firms that achieve at least 50% of the 70 points available in the scoring system. This approach is recommended by Engineering Associations to place a focus on the technical side of the RFP rather than on cost alone.

The option of hiring a Town Engineer is often raised when consulting amounts are discussed in this fashion. A Town Engineer would require support staff, equipment and office space to provide the expertise available in diversified firms such as those that provide service to the Town. By using a consulting firm there are a range of professionals available that can be called upon for specific projects in the Town.

The Town has not recently conducted a comprehensive proposal call for general engineering consulting. In 2013 the Town did call for services for engineering support on the Class EA for Harriston Industrial Expansion and Servicing Design for Palmerston Industrial. Going to RFP for comprehensive engineering services ensures a fair and open competitive process to help the Town control costs.

FINANCIAL CONSIDERATIONS:

For all engineering services the Town spends on average about \$450,000 annually on consulting engineering. This includes all advice including water and sewer plant operating, capital design and tendering, municipal drains, and similar. The amount spent is directly proportionate to the amount of capital work completed by the Town as design and tendering is the largest part of fees paid.

ECOMMENDATION:

That Council receives the report from the CAO/Clerk dated December 17, 2015 regarding Engineering Services RFP and provide direction on proceeding to proposals as generally outlined in the report.

Bill White
C.A.O. Clerk

Gordon Duff
Treasurer

Brian Hansen
Public Works Director



TOWN OF MINTO

DATE: December 21, 2015
REPORT TO: Mayor and Council
FROM: Bill White, CAO/Clerk
SUBJECT: Staff Performance Review Program

STRATEGIC PLAN:

Vision

A friendly, safe, affordable, family oriented rural community built on a foundation of respect, volunteerism, and prosperous business, and sustained by people who value neighbourliness, fairness and inclusiveness.

Mission

Provide cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

3.1 Guiding Principles

- Transparent with public, media, customers
- High level customer service; response commitment to email or phone inquiries
- Diversified, accommodating, versatile, well trained workforce
- Focus on quality and affordability

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

BACKGROUND

Annually all staff receive a performance evaluation from their immediate supervisor. The current form requires the Supervisor assign a number to indicate whether an employee's performance is Unsatisfactory, Needs improvement, Meets expectations, Exceeds expectations or is Superior. There are 52 questions "scored" over these 8 Factor areas:

- | | |
|----------------------------------|---|
| 1. Achievement of Results | 5. Judgement |
| 2. Initiative and Planning | 6. Communication and Interpersonal Skills |
| 3. Quality of Work | 7. Job Related Skills |
| 4. General Quality and Abilities | 8. Customer/Public Relations |

In addition to scoring, the review form had comment sections, and short and long term goal units to be completed. This performance review form has been modified very little in the eight years or so since approval when the numerical score was used to determine whether an individual moved up one half or one full step in the pay grid.

COMMENTS:

In 2013 Council approved a revised pay policy eliminating half steps in the pay grid. Under the new policy, only staff members with a successful performance review delivered by their supervisor move up the pay grid toward job rate. Council approves any change to the overall

grid, but steps in the pay band are based on performance. This approach reduces the importance of a numerical score for the 52 questions in the old performance review form.

During leadership training some staff was exposed to new performance management models. A search of management books and publications will discover hundreds of approaches and theories. Rather than seek consulting help or sift through endless information, the Senior Management Team developed a new performance evaluation form that accomplishes:

- A fair overall look at employee performance.
- A “two-way” assessment of Leadership/Management qualities.
- Goal Setting linked to performance and “two-way” leadership assessments
- Re-enforcement of Town Strategic direction for employee services

The proposed Performance Review Form contains the following:

- a) Three sections Factor Check, Leadership Check and Goal Check
- b) **Factor Check** includes the 8 factors on the previous review with only one “score” for each area being:

Unsatisfactory; Needs improvement; Meets expectations; Exceeds expectations; Superior.

Any Factor Unsatisfactory or Needs improvement is addressed in the Goals section.

- c) **Leadership Check** asks staff to check six leadership/management qualities that best represent them, and six leadership/management qualities in their favourite leader. To be completed by staff before the performance review is given.
- d) **Goal Check** consists of a) a series of yes or no questions completed when the performance review is given; the person being reviewed answers the questions and the supervisor does not debate the answers; any questions answered “no” are to be listed in b) short, long and other goals.

This new approach will generate dialogue between Employee and Supervisor focussing on self-assessment, feedback and goal setting. The issue with “scoring” 52 questions and linking that score to grid movements is impartiality between Department “scoring”. This new performance review program eliminates that issue.

FINANCIAL CONSIDERATIONS:

There is no cost to developing and implementing this new Performance Review program. Updating the process with two-way feedback and re-enforcing customer service directions in the Strategic Plan helps align all staff more consistently with Department Business Plans.

RECOMMENDATION:

That Council receives the CAO Clerk’s report dated December 21, 2015 regarding Staff Performance Review Program and approves the revised performance review form attached to the report.

Bill White, C.A.O. Clerk

TOWN OF MINTO
Performance Appraisal Form

Instructions: Immediate Supervisor to complete for Staff Member. Complete Parts 1, 2 and 3. Part 2 can be completed prior to meeting with Immediate Supervisor; Part 3a) should be completed together.

Date: _____

Employee's Name: _____

Job Position: _____

Department: _____

Completed by: _____

Appraisal Period: from: _____ to: _____

Employee's Signature

Supervisor's Signature

Department Head's Signature

CAO/Clerk Signature

Supervisor's Checklist:

- ☐ Have a copy of last updated job description? (Review any changes with employee and forward to CAO/Clerk to be updated)
- ☐ Copy of most recent Employee Manual? Review any updates or changes. Ask employee if any questions.
- ☐ Copy of last year's performance review? Review with staff member.
- ☐ Discussion of Health and Safety Requirements?

Performance Level and Step Movement Eligibility:

Current Step on Pay Grid _____ Recommended Step Movement (circle): yes or no

	Rating Scale
U	Unacceptable – Consistently fails to meet job duties and expectations, immediate and extensive improvement needed to meet job requirements.
N	Needs Improvement – Occasionally fails to meet job duties and expectations; considerable improvement needed to meet job requirements.
M	Meets Expectations – Performs job duties at a satisfactory level according to job description, under normal supervision and direction.
E	Exceeds Expectations – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
S	Superior – Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role.

Performance Appraisal Report

PART 1: FACTOR CHECK

FACTOR #1 - ACHIEVEMENT OF RESULTS

Achieved previous goals/objectives, Successfully completes assigned projects, Meets set deadlines, Successfully produces required volume of work, Organizes work environment, Uses resources effectively and efficiently

U N M E S

Comments required below.

Employee

Supervisor

FACTOR # 2 - INITIATIVE AND PLANNING

Asks for assistance when needed, Willingly takes action without specific instructions, when appropriate. Creative, Independently establishes sound objectives or priorities, Develops and maintains schedules or courses of action, Follows all procedures & policies, Willingly takes on new or increased responsibilities, Undertakes self-development activities

U N M E S

Comments required below.

Employee

Supervisor

FACTOR # 3 - QUALITY OF WORK

Completes work in a timely and efficient manner, Ensures work is thorough and accurate, Requires thorough and accurate work from others, Decision making is proactive & does not procrastinate, Innovative creative problem solving, Looks for ways to improve and promote quality, Monitors own work to ensure quality and quantity.

U N M E S

Comments required below.

Employee

Supervisor

Performance Appraisal Report

FACTOR # 4 - GENERAL QUALITIES AND ABILITIES

SUBFACTORS

Rating

Attendance Record, Punctuality, Time management skills, Organizes work environment, Interested in work, Ability to handle a number of tasks simultaneously, Willingness to spend extra time at work when required, Willingness to learn and stay informed on relevant work related issues Willingness to accept new ideas and approaches Develops positive working relationships and contributes to group success. Leadership?

U N M E S

Comments required below.

Employee

Supervisor

FACTOR #5 - JUDGEMENT

Ability to analyze problem situations quickly and accurately. Problem solving? Ability to make sound decisions when required, Ability to react to adversity in a logical and practical manner Ability to prioritize work.

U N M E S

Comments required below.

Employee

Supervisor

FACTOR # 6 - COMMUNICATION AND INTERPERSONAL SKILLS

Uses effective verbal communication skills, Uses effective written communication skills, Ability to work in a team environment, Uses effective communication skills with colleagues, Uses effective communication skills with public, Ability to accept direction and constructive criticism. Supervisory skills?

U N M E S

Comments required below.

Employee

Supervisor

Performance Appraisal Report

FACTOR # 7 - JOB RELATED SKILLS

Proficient in required skills and knowledge, Demonstrates ability to learn new skills, Keeps current with new knowledge and skills, Requires minimal supervision, Understands government organizational relationships, Has thorough knowledge and understanding of departmental policies and procedures, Skills and knowledge of computer applications or machines or equipment required for the job.

U N M E S

Comments required below.

Employee _____

Supervisor _____

FACTOR # 8 – CUSTOMER/PUBLIC RELATIONS

Exhibits courtesy and care, Deals with difficult customers, takes responsibility in representing the municipality's intended image, Displays appropriate business etiquette, Responds to internal and external customers in a timely manner.

U N M E S

Comments required below.

Employee _____

Supervisor _____

Performance Appraisal Report

PART 2: LEADERSHIP CHECK

To be completed by staff member receiving the evaluation before meeting with Supervisor.

Below is a list of Leadership and Managerial competencies which includes behaviours, skills, and traits. Please identify the six (6) competencies that best represent your strengths in the first column, and the six (6) competencies that best represent the strengths of your favourite leader you have encountered.

You Fav	Competency	Definition
	Accountability	Holds self and others to responsibilities and commitments.
	Business Savvy	Interpreting in advance the impact of decisions on others.
	Change Management	Supporting and implementing Company's change initiatives.
	Coaching	Explaining expectations clearly and gaining agreement on actions.
	Developing Others	Encourages ongoing growth and development.
	Diversity Management	Treating all people fairly regardless of differences.
	Empowerment	Expressing confidence in the ability of employees
	Financial Acuity	Managing company financial resources wisely.
	Inspiration	Inspires others through words and actions.
	Interpersonal Relationships	Interacting effectively with a diverse group of people.
	Motivating Others	Positively impacting the actions of others to achieve success.
	Mentoring	Sharing knowledge / expertise to enhance development of others.
	Patience	Exhibiting calm endurance of difficulty, provocation, or annoyance.
	Performance Management	Setting, managing, and coaching to performance objectives.
	Problem Solving/Decision Making	Defining issues, examining alternatives and effects.
	Project Management	Overseeing project to complete on time and on budget.
	Recognition and Feedback	Providing performance direction through fair feedback.
	Strategic Leadership	Maintaining a "big picture" perspective.
	Tactical Leadership	Directing the actions and results of individuals and teams.
	Training	Transfers knowledge using a variety of adult learning methods.

Performance Appraisal Report

PART 3s): GOAL CHECK: Complete during meeting with Immediate Supervisor

Check yes or no to the following where applicable.

Leadership

Do you understand the strategic vision for Minto?

Have you communicated the vision to your staff? Or has the vision been communicated to you?

Do you understand the strategic mission for Minto?

Have you communicated the mission to your staff? Or has the mission been reviewed with you?

Are you aware of the guiding principles in Strategic Plan (transparency, high level customer service, response commitment to email or phone inquiries, diversified, accommodating, versatile, well trained workforce, focus on quality and affordability?)

Do budget business plans align with the vision and mission?

Are you a good listener?

Do you demonstrate empathy to your staff?

Management

Is there a strong team in place to achieve strategic direction of your Department?

Is performance being managed effectively?

Are people being held accountable?

Have you had discussions regarding succession planning in your Department?

Financial Performance

How was the budget process as far as business plans, performance measures and presentation?

Are capital expectations consistent with strategic and asset management plans?

Is the set budget being met?

Are budget increases justified?

Have cost savings been sufficiently investigated?

Is innovation apparent in the Department Operations?

Are you aware of the overall financial position of the Town?

Marketing

Are your web materials to support your operations complete?

Do you have other mechanisms in place to promote your Department?

Are you measuring public perception of your Department?

Operations

Are the processes and procedures in place to govern on-going activities?

Are there incentives in place to follow procedures and respond to the public?

Is there sufficient training for your staff?

Are you monitoring and responding to performance?

For any "no" answers above please list and address in as short, long or additional goals below

Performance Appraisal Report

PART 3b): GOALS

The following short and long term goals for improvement of employee performance will be developed in collaboration with the reviewer(s) and will vary for each person. Goals should reflect the results of the performance appraisal.

The goals may address the following questions:

1. What has to be improved?
2. What training/education programs will be undertaken as a result of the assessment?
3. What is the time frame necessary to reach these goals?
4. What are some of the specific measurable output goals?
5. What are the employee's interests?

Short Term Goals (Six months to one year)

Long Term Goals (one to four years)

Any additional goals or comments (personal, educational, career)?

The undersigned have reviewed and discussed this performance review.

Employee's Signature

Supervisor's Signature

**TOWN OF MINTO**

DATE: December 23, 2015
REPORT TO: Mayor and Council
FROM: Bill White, CAO/Clerk
SUBJECT: Delegations 2016 OGRA ROMA Conference

STRATEGIC PLAN

- 5.1 Actively and professionally seek out Federal and Provincial grants and revenue-sharing programs, and promote sustainable and equitable funding programs that require a minimal amount of reporting and promote local accountability.

BACKGROUND:

The 2016 Combined Ontario Good Roads Association Rural Ontario Municipalities Conference (OGRA ROMA) is February 21-24 in Toronto. The conference, along with AMO in August, is a chance for Council to seek delegations with Provincial Ministers regarding areas of municipal concern. The following are the delegations since 2011:

- February 2011 OGRA/ROMA Minister of Infrastructure Bob Chiarelli access to Provincial Gas Tax
- August 2011 AMO Rick Bartolucci Ministry of Municipal Affairs downtown incentives
- February 2012 OGRA/ROMA then Minister of Municipal Affairs Kathleen Wynn Source Water Protection integration with Provincial Policy
Attorney General John Gerretson Joint and Several Liabilities
- August 2012 AMO Minister of Environment James Bradley Source Water Protection Implementation
- February 2013 OGRA/ROMA Minister of Environment James Bradley Source Water Protection Implementation, Town of Minto Resolution
Minister of Transportation Glen Murray Connecting Link Funding
- August 2013 delegation Parliamentary Assistant to Minister of Transportation jointly with Wellington North and North Perth regarding restoration of the connecting link program
- February 2014 Minister of Municipal Affairs Linda Jeffrey Streamlining Municipal Reporting
- August 2014 Parliamentary Assistant to Minister of Municipal Affairs regarding streamlining reporting and Public Sector and MPP Accountability and Transparency Act; Deputy Premier Deborah Matthews Public Sector and MPP Accountability and Transparency Act; Minister of Agriculture Jeff Leal Rural Ontario Municipalities Economic Development Update; Minister infrastructure Sustainable Infrastructure Funding Model
- February 2015 Minister of Municipal Affairs Ted McMeekin Streamlining Municipal Reporting; Associate Minister of Health with responsibility for Long-Term Care Hon. Dipika Damerla, Strong Health Care Options Rural Ontario

Council and staff monitored a number of key Provincial positions through 2015 and provided feedback on such matters as ranked ballots; connecting link funding, climate change, and municipal act and conflict of interest act reform. In 2014 Minto had delegations with the Ministry of Municipal Affairs and the Deputy Premier regarding the Public Sector and MPP Accountability and Transparency Act 2014 which had just been

proclaimed. That legislation allows complaints regarding any municipal service to be referred to the Ombudsman for review. There is no known direction on how these complaints will be monitored or handled by the Province. In fact the Ministry of Municipal Affairs and Housing website is not informative on this issue.

COMMENTS:

This legislation comes into effect January 1, 2015 with little guidance on how it will work. At the time of delegations in 2014 Provincial officials up to the Deputy Premier assured the Town that procedures would be in place to ensure people fully exhausted local appeal processes before the Ombudsman would become involved. Also complaints would be tracked and grouped so that the Ombudsman would only be expected to become involved if there was a trend in concern being expressed.

Council can appreciate that every time a water meter issue, dog control matter, or pothole complaint goes to the Ombudsman there will be an issue with the amount of reporting the agency may require and the number of complaints the Ombudsman will have to address. Also the Ombudsman was not to have the authority to “overrule” any local decision making although the extent of what their reports might be on such complaints is not clear. According to the Ombudsman 2014-15 Annual Report they are still “preparing” to perform this new roll. It would be in order to appear before the Province on this issue.

The Town has also appeared before the Province regarding streamlining municipal reporting, sustainable formula based infrastructure funding, and on-going support for rural downtowns and economic development. There has been a good exchange of information, and some progress has been made on these issues.

Before AMO staff reported that the Province was taking stock of its municipal relationships with a view to some long term initiatives noting the publication of key documents for review:

1. Review of key elements of Ontario’s municipal legislative framework: the Municipal Act, the City of Toronto Act, and the Municipal Conflict of Interest Act. September
2. Building Ontario Up, Discussion Guide for Moving Ontario Forward – Outside the GTHA
3. Climate Change: Discussion Paper 2015 A Plan for Ontario’s Future

Staff did bring forward these reports so it may be worthwhile following up on such matters as climate change funding and reporting, rural broadband, ranked ballots, natural gas for rural areas and similar. Expanding municipal revenue generating options (such as share of the gas tax) to help fund rural infrastructure are other issues that may be relevant.

FINANCIAL CONSIDERATION:

Delegations are at no additional cost to the Town. Deadline for requests is January 8.

RECOMMENDATION:

That Council receives the December 23, 2015 report from the C.A.O. Clerk regarding delegation requests 2016 OGRA ROMA Conference and that Council request a delegation with the Ministry of Municipal Affairs and Housing on implementing the Public Sector and MPP Accountability and Transparency Act 2014, and the Ministry of Environment and Climate Change on funding and reporting on local climate change initiatives.

Bill White, C.A.O. Clerk

Coming soon to a municipality near you

Complaints to our Office about municipalities rose to a new height of 1,656 in fiscal 2014-2015, likely as a result of publicity related to Bill 8. The new legislation officially gives this Office authority to investigate the administrative conduct of publicly funded school boards and universities, as well as municipalities, local boards, and municipally-controlled corporations.¹

As we prepare for a more substantial role in the municipal sector, we are growing our team and conducting extensive research, education and training related to municipal law, accountability structures and issues. We also partnered with Canada's Public Policy Forum to convene a series of roundtables across the province with stakeholders in the municipal, university and school board sectors. In these sessions, we heard concerns and questions about Ombudsman oversight, which have helped us in planning outreach materials as well as a public conference that will take place early next year. In addition, we have participated in numerous conferences and educational sessions across the province to inform municipal officials about what they can expect from our Office in future.

To build on our existing knowledge of and experience with municipalities, we are gathering information about their complaint resolution processes. We will also distribute outreach materials and encourage municipalities to share information about our Office with council members, staff, and the citizens they serve.

More detail about how our new mandate works can be found on our website, but the main points to know are:

- We will act as a **last resort**, referring people to local complaint and accountability mechanisms, where they exist.
- As we do with the tens of thousands of complaints we receive about provincial bodies, we will **work to resolve complaints about municipalities wherever possible**.
- Our services will be **efficient, confidential and free of charge**.
- We will **track trends in complaints** and will be able to conduct investigations into systemic issues across municipalities, including Toronto.

“The role of the Ontario Ombudsman will be expanded to include municipalities, school boards, and publicly-funded universities. Complaints made to the Toronto Ombudsman will be exempt from the Ontario Ombudsman's jurisdiction. However, the Ontario Ombudsman could still include Toronto, along with any other municipality, in a systemic, broad-ranging investigation.”

¹ ONTARIO GOVERNMENT PRESS RELEASE ON THE DAY BILL 8 WAS PASSED
(DECEMBER 9, 2014)

¹ Our authority is subject to a couple of limits: We will not be able to investigate matters within the authority of the Ombudsman for the City of Toronto, although our ability to conduct "own motion" investigations is preserved. In addition, certain local boards will be exempt under O.Reg. 114/15.



Enhancing, not replacing, local accountability

Our eight years of experience with closed meeting investigations positioned our Office well for the broader responsibilities of Bill 8. Unfortunately, after eight years of explaining how we function as the free-of-charge, default closed meeting investigator for all municipalities, we are now seeing some confusion about our new role.

After 2008, many municipalities determined that they did not need to hire outside investigators for closed meeting complaints, since our Office provided that service. More recently, we have heard municipalities use the same rationale for not establishing local accountability officers such as ombudsmen, auditors general and integrity commissioners: Under Bill 8, won't the Ombudsman's office do that for free?

Despite having the authority to establish their own accountability officers since 2008, very few municipalities did so. Only Toronto has an ombudsman, because it is required by the City of Toronto Act. At the time this report was written, only a handful had auditors general, and fewer than 10% (about 40) had integrity commissioners.

Our role under Bill 8 is not to usurp or replace local accountability offices, and we encourage municipalities to create and bolster their own complaint resolution processes. It is a matter of good operational practice to resolve complaints at the local level and have accountability officers to ensure the integrity of council and municipal administration. Municipalities can design these systems and positions with their local needs and context in mind. Some have recently opted to group together to share the services of an ombudsman or integrity commissioner; this is an encouraging trend.

Traditionally, the Ombudsman is an office of last resort. We do not duplicate the work of local complaints resolution processes or accountability officers; we ensure they reflect best practices and are operating as intended. However, we will be able to step in where local officers fail or simply cannot go, and we can tackle broader systemic issues that go beyond individual municipalities, just as we do at the provincial level.

The more things change...

It should be noted that Bill 8 did not change Ombudsman oversight with respect to the closed meeting investigation system. As has been the case since 2008, municipalities can still hire anyone they choose to be their closed meeting investigator. We recommended that the Ministry address the existing patchwork system of investigators as part of its review of the *Municipal Act*.

However, Bill 8 did include important changes to clarify how our reports are to be dealt with by municipalities. After January 1, 2016, municipalities will have to deal with our draft preliminary reports behind closed doors. This welcome change – consistent with how we have always worked with provincial bodies (by law, we must provide them with an opportunity to respond to our findings before they are made public) – clears up several issues that have frustrated the process in the past. It will prevail over municipal information and privacy legislation, and, among other things, removes the risk that privately discussing one of our ongoing investigations of an illegal closed meeting could trigger yet another investigation. As always, once our report is finalized, the municipality must make it public.



TOWN OF MINTO

DATE: December 18, 2015

REPORT TO: Mayor Bridge and Members of Council

FROM: Gordon Duff, Treasurer & Janet Klemp, Tax Collector

SUBJECT: Interim Tax By-Law

STRATEGIC PLAN:

Fiscal responsibility - Establish sustainable financing mechanisms and sources and act in a fiscally responsible manner.

BACKGROUND

According to the Municipal Act Section 317 the 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; 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; that the local municipality may provide for the payment of taxes in one amount or by installments; 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; 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 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. 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 the County and School Board interim levies and supplier invoices.

RECOMMENDATION:

THAT the Council of the Town of Minto receive the December 18, 2015 report from the Treasurer and Tax Collector regarding the Interim Tax By-law and consider passing By-law 2016-01 in open session.

Gordon Duff
Treasurer

Janet Klemp
Tax Collector



TOWN OF MINTO

DATE: December 18, 2015
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Temporary Borrowing By-Law

STRATEGIC PLAN:

Fiscal responsibility - Establish sustainable financing mechanisms and sources.

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 of the Town of Minto receives the Treasurers report regarding temporary borrowing dated December 18, 2015, and considers passing By-law 2016-02 in regular Council session.

Gordon Duff
Treasurer

**TOWN OF MINTO**

DATE: December 21, 2015
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Approval of Accounts

STRATEGIC PLAN:

Fiscal Responsibility/Financial Strategies - strategies support the goal of being a fiscally responsible municipality.

BACKGROUND

The following is a summary of accounts by Department paid for December 21, 2015:

Administration	64,385.40
People & Property	24.78
Health & Safety	
Health Services	
Building	1,297.74
Economic Development	47,209.48
Incubator	581.04
Tourism	3,395.27
Fire	28,819.40
Drains	12,870.14
Roads	111,813.45
Cemetery	
Waste Water	\$ 35,911.02
Streetlights	945.24
Water	27,117.98
Town Landscaping Care	
Recreation	2,538.24
Clifford	10,379.29
Harriston	21,283.00
Palmerston	21,560.84
Norgan	3,474.72
	\$ 393,607.03

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 of the Town of Minto receives the Treasurer's report dated December 21, 2015, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for Nov/Dec 2015.

Gordon Duff, Treasurer



TO: Mayor Bridge and Members of Council
FROM: Brian Hansen, Public Works Director
DATE: April 21, 2015
SUBJECT: Clifford Ultra Rib Pipe Sanitary Sewer Mains

STRATEGIC PLAN:

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.

BACKGROUND

GM Blue Plan formerly known as Gamsby and Mannerow Limited was retained by the Village of Clifford back in the late 1980's to do an EA report to provide the Village of Clifford with a viable solution to their existing sanitary sewage disposal problem. This EA was completed and approved in 1992. Up until this time the entire Village relied upon individual septic tanks and tile fields for treatment and disposal.

Three certified main sewer pipes were recommended in this consultant's report to be acceptable for this project. They were:

- PVC Smooth Wall Pipe SDR 35
- PVC Smooth Wall Rib-Profile Pipe – Minimum strength 320 kPa, and
- Concrete pipe

The Contractor Re-Sar chose to use PVC Smooth Wall Rib-Profile Pipe known as “Ultra-Rib pipe” with pea stone bedding throughout the entire Village because of the huge cost savings at the time. The preferred pipe choice would have been the PVC SDR 35 with Class “B” bedding. The design life of this project in the mid 1990's was estimated to be 50 years at a cost of \$2,705,000.

During construction several issues with the Contractor arose including their filing for bankruptcy in October 1994. A second contractor, The Murray Group; was hired to complete the pavement portion of this project under the direction of Maple Engineering. The Village of Clifford's operators of the waste water system at the time was OCWA and they were signing off on the payment certificates. The project was secured by a performance bond posted by the original contractor upon reward.

COMMENTS

“Ultra-Rib pipe” is no longer a recommended installation in urban areas. When a connection is made to “Ultra-Rib pipe” installers must core into the wall to connect the laterals (PDC”S). This reduces the pipe's strength causing it to weaken, lose its conformity and eventually collapse. In these cases the design life is considerably less than 50 years especially when there are multiple connections and the sewer is very deep, which is the situation on many streets in Clifford.

In discussion with Triton Engineering who designed the watermain construction on Ann Street there is concern that some 30 or more connections 4 to 5 metres below ground will compromise the Ultra-Rib pipe. The sewer has only been installed for a little over 20 years, but it may be desirable to re-place it and begin a process to remove “Ultra-Rib Pipe” from Clifford where it is practical to do so.

In the case of the upcoming Ann Street construction starting in January, The Director of Public Works asked for a cost breakdown in having the existing sanitary replaced on Ann St in Clifford and the costs are shown below.

Allan Street to Geddes Street

Supply, Excavate for and Install 200mm Sanitary Sewer:

120.0m @ \$179.00/m =\$21,480.00

Connect to Existing Maintenance Hole

2 @ \$299.00/each =\$598.00

TOTAL=\$22,078.00

Geddes Street to Queen Street

Supply, Excavate for and Install 250mm Sanitary Sewer

141.0m @ \$190.00/m = \$26,790.00

Connect to Existing Maintenance Hole

4 @ \$299.00/each = \$1,196.00

TOTAL= \$27,986.00

To replace the main line sewer on Ann Street between Allan Street and Queen Street in Clifford adds an additional cost of \$50,064.00 + HST.

One option to removing “Ultra-Rib Pipe” in some cases is to place a lining inside the old sanitary sewer main over the next few years to help re-inforce these structures. The option of leaving the “Ultra-Rib Pipe” and installing a new parallel sewer is not recommended due to concerns the older pipe could collapse resulting in settlement and causing connections to separate from the main. This also causes unwanted road deterioration.

FINANCIAL IMPLICATIONS

Money for this project be included as part of the 2016 Capital budget.

RECOMMENDATION

That Council receives the report from the Public Works Director regarding Clifford Ultra Rib Pipe Sanitary Sewer Mains and approves adding an additional \$50,064 plus HST to the Ann Street reconstruction contract to replace the Ultra Rib Pipe; AND FURTHER that the Public Works Director develop a strategy to re-line and replace sanitary mains in Clifford over the next few years to help alleviate future threats of pipe failure.

Brian Hansen
Public Works Director

The Corporation of the Town of Minto
By-law No. 2016-01

A By-law 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 2016 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 2015 billed
b. Farmlands	Taxable	50 % of 2015 billed
c. Pipeline	Taxable	50 % of 2015 billed
d. Managed Forest	Taxable	50 % of 2015 billed
e. Commercial	Taxable	50 % of 2015 billed
f. Industrial	Taxable	50 % of 2015 billed
g. Large Industrial	Taxable	50 % of 2015 billed
h. Multi-Residential	Taxable	50 % of 2015 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 29 th , 2016 |
| ii. | SECOND INSTALLMENT | MAY 27 th , 2016 |

The Corporation of the Town of Minto
By-law No. 2016-01
Page 2 of 2

4. **THAT** the Treasurer mail or cause same to be sent by first class mail 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 1st day of default, and thereafter interest of 1.25 percent will be added on the 1st 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 1st, 2016 and shall apply to all tax classes.

Read a first, second and third time and passed in open Council this 5th day of January 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2016-02

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 2016, 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 2016 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 2015 are Eleven Million, Eight Hundred and Ninety-Four Thousand dollars (\$11,894,000)
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.

The Corporation of the Town of Minto
By-law No. 2016-02
Page 2 of 2

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 2016 and shall remain in force and effect until December 31, 2016.

Read a first, second, third and finally passed in Open Council this 5th day of January, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2016-03

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held January 5, 2016

WHEREAS the Council of the Town of Minto met on January 5, 2016 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 5, 2016 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 5th day of January, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White