



West Nipissing Ovest

Joie de vivre

The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ovest
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)
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January 7, 2021

Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs
77 Grenville Street
Toronto, Ontario M7A 1B3

SENT VIA E-MAIL

Honourable Minister Hardeman:

SUBJECT: REQUEST TO SUPPORT COMMUNITIES WITH EMERGENCY OPERATIONAL FUNDING

At its regular meeting held on January 5, 2021, Council for the Municipality of West Nipissing passed resolution **2021/11**, a copy of which is attached hereto. The resolution supports a request circulated by the Municipality of Southwest Middlesex, seeking to address concerns regarding municipal drainage matters and the need for coordination with the national railways.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the
Chief Administrative Officer

\Encl.

cc: Minister of Municipal Affairs and Housing
Minister of Transportation
Association of Municipalities of Ontario (AMO)
Marc Serré, MP
John Vanthof, MPP
Ontario municipalities

January 22, 2021

RE: Item for Discussion – Infrastructure Funding

At its meeting of January 20, 2021, the Council of the Corporation of the Town of Bracebridge ratified motion 21-GC-024, regarding Infrastructure Funding, as follows:

“WHEREAS the Association of Municipalities of Ontario (AMO) has reported that municipal governments own more of Ontario’s infrastructure than any other order of government, and most of it is essential to economic prosperity and quality of life;

AND WHEREAS municipalities deliver many of the services that are critical to residents in every community, and these services rely on well-planned, well-built and well-maintained infrastructure;

AND WHEREAS the Ontario Provincial Government has stated that universal asset management will be the foundation of its municipal infrastructure strategy because effective asset management planning helps ensure that investments are made at the right time to minimize future repair and rehabilitation costs and maintain assets;

AND WHEREAS Federal and Provincial infrastructure funding models now contain requirements for recipients to demonstrate that comprehensive asset management planning principles are applied when making decisions regarding infrastructure investment;

AND WHEREAS infrastructure funding limits need to be large enough to support significant projects that have a lasting community impact over multiple generations;

AND WHEREAS targeted funding for critical infrastructure is inconsistent with the principle foundation of an asset management strategy which prioritizes needs over wants and has resulted in underfunding of the wide range of infrastructure that municipalities are responsible for maintaining, such as arenas and libraries;

AND WHEREAS the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program received demand of almost \$10 billion for a \$1 billion funding envelope;

AND WHEREAS broad eligibility for funding is more appropriate as municipalities best understand their infrastructure needs together with the needs of their community;

AND WHEREAS no and/or insufficient funding programs currently exist to fund the demonstrated need for the building, restoration and enhancement of community, culture and recreation assets;

AND WHEREAS funding the replacement of these needed capital assets is beyond the financial capacity of most communities;

AND WHEREAS the age of the Town of Bracebridge arena is greater than 70 years old, and the Library greater than 110 years old, requiring immediate replacement;

AND WHEREAS the Town of Bracebridge was recently denied any funding under the Community, Culture and Recreation stream of the Investing in Canada Infrastructure Program, despite clearly meeting the tests of proper asset management and identifying needs over wants;

AND WHEREAS the economy of Ontario has been negatively impacted by the ongoing measures implemented to reduce the spread of COVID-19;

NOW THEREFORE the Council of The Corporation of the Town of Bracebridge resolves as follows:

1. THAT the Federal and Provincial Governments provide immediate broad and substantial municipal funding opportunities for well-planned, shovel-ready projects already prioritized under municipal asset management plans to provide immediate stimulus to the local, provincial and the federal economies in order to rebound from the impact of the COVID-19 pandemic.
2. AND THAT this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Federal Minister of Infrastructure and Communities; the Honourable Premier of Ontario; the Ontario Minister of the Finance; the Ontario Minister of Infrastructure; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); the Local Member of Parliament (MP); the Local Member of Provincial Parliament (MPP); and all Municipalities in Ontario.

In accordance with Council's direction I am forwarding you a copy of the resolution for your attention.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

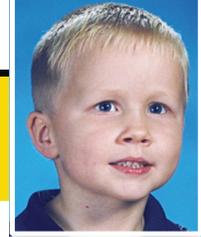
Yours truly,



Graydon Smith
Mayor

Let's Remember Adam

STOP FOR THE SCHOOL BUS



Good afternoon,

On behalf of the "Let's Remember Adam" campaign, my family, and the Mattawa community, I am thrilled to be writing to let you know that we officially launched the BusPatrol school bus safety program on Tuesday, January 12, 2021 on the Let's Remember Adam Facebook page.

I would like to thank you for your ongoing support for school bus safety in our region and across Ontario which contributed to making the launch of this program, the first of its kind in Ontario, happen. The virtual launch video reached over 13,000 viewers and was shared more than 275 times in less than 24 hours. You can view the video here: https://fb.watch/2_KqKaDI5T/

The launch occurred on what would have been my brother Adam's 26th birthday, and I could not be more proud to have marked the day with such an important milestone for our cause.

The implementation of the BusPatrol program is a monumental and much anticipated victory for the Mattawa community, and for children's safety advocates across our province. As the first jurisdiction in Ontario to implement a seamless stop-arm enforcement safety program, the launch that took place in the Town of Mattawa last week is an important step in the right direction towards the protection of students' safety everywhere.

By enacting regulations to allow this program to be implemented in communities across Ontario, the Government of Ontario has led the way in helping to ensure that those who break the rules of the road, and place our children at risk, are penalized. The use of stop-arm cameras on school buses can help protect the safety of more than 800,000 students who ride the school bus each day, including those in your community.

Your support and participation in our initiative are incredibly valuable. We look forward to continuing our important mission of spreading Adam's safety message in order to ensure no family ever has to endure what our family did again, and I hope that you will join us by advocating for the implementation of the school bus safety program in your own community. You can learn more about our organization on letsrememberadam.org, and about the BusPatrol program on buspatrol.com.

Kind regards,

Pierre Ranger

Chair of the Let's Remember Adam STOP FOR THE SCHOOL BUS committee

LetsRememberAdam.org

Let's Remember Adam STOP FOR THE SCHOOL BUS

www.letsrememberadam.org

Cell:705-840-8871

**This Has to Stop.
We Need to Stop.**



PO Box 342
Mattawa, Ontario
POH1V0



705-840-8871
info@letsrememberadam.org

January 22, 2021

RE: Insurance Rates Resolution

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held January 20, 2021, passed the following resolution:

2021-39

Moved by Tom Allwood, Seconded by Aakash Desai

Whereas the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021; and

Whereas Joint and Several Liability continues to ask property taxpayers to carry the lion’s share of a damage award when a municipality is found at minimum fault; and

Whereas these increases are unsustainable and unfair and eat at critical municipal services; and

Whereas the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

- 1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.**
- 2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations and whether a 1 year limitation period may be beneficial.**
- 3. Implement a cap for economic loss awards.**
- 4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.**
- 5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as nonprofit insurance reciprocals.**
- 6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its own and municipal arguments**

**as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General;**

Now therefore be it resolved that the Council for the Municipality of Grey Highlands call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities and

**Be it further resolved that this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Bill Walker, MPP for Bruce - Grey - Owen Sound, and all Ontario municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands

COVID-19 Vaccine Distribution Task Force

General (Ret'd) Rick Hillier
Chair

25 Grosvenor Street
11th Floor
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca

Groupe d'étude sur la distribution des vaccins contre la COVID-19

Général (à la retraite) Rick Hillier
Président

25, rue Grosvenor
11^e étage
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca



January 22, 2021

It's been almost six weeks since Ontario launched the first phase of the three-phased implementation plan of Ontario's COVID-19 vaccine program. Since then over 264,000 doses have been administered across the province. This is an amazing achievement and a bright light during a week where we have received sobering news on how this virus has taken hold in the province.

I have had the opportunity over the past weeks to hold meetings with many of our partners in this mission, including municipal leaders, public health unit Medical Officers of Health, CEOs of hospitals who have received vaccines and long-term care home operators. These meetings have been a way to connect with the leaders on the ground and to hear what is working, what we can improve on, to ask questions and provide solutions. The discussions will inform how we continue with our rollout and are a way to ensure connections are strong across all sectors – we are all in this together.

The public health units and local hospitals have played an enormous role throughout the pandemic. Vaccine distribution will be no exception. Our province will not have a one-size fits all approach to the vaccine rollout. From cities, small towns, rural communities and remote/fly-in parts of the province, we are going to rely on local implementation. As the situation is evolving rapidly, I urge the mayors and municipalities across the province to work closely with your public health unit as they implement the vaccine rollout for your community.

The Premier gave us a mission – to have all residents, health care workers, staff and essential caregivers in long-term care homes and high-risk retirement homes in Peel, Toronto, York and Windsor-Essex vaccinated with their first dose by January 21, 2021. Thanks to the dedication of public health units, hospitals and long-term care and high-risk retirement homes, we have achieved this goal and more, with Ottawa, Durham and Simcoe Muskoka also completing their long-term care homes.

On January 19, 2021, we were alerted by the federal government that due to work to expand its European manufacturing facility, production of the Pfizer-BioNTech COVID-19 vaccine will be impacted for a few weeks. In fact, we will not receive any doses of the Pfizer-BioNTech vaccine next week. We will hear more in the coming days from the National Operations Centre about the vaccine that Ontario will receive.

Once we hear more from the National Operations Centre about Ontario's allocations, we will work closely with public health units and hospitals to plan and manage the new allocation amounts.

This will not stop us from getting to our most vulnerable Ontarians. A good plan allows you to be prepared for the unexpected. We have been able to work quickly to adjust to this news. Vaccination of residents, staff and essential caregivers of all long-term care homes and high-risk retirement homes in Ontario will continue. Operation Remote Immunity, led by Ornge, includes the roll-out of the COVID-19 vaccine to 31 fly-in communities in Northern Ontario and continues to be a priority with an expected start date of February 1, 2021.

We have made incredible progress to date in our COVID-19 vaccine program, and we will continue to push forward. I look forward to our continued partnership.

Sincerely,

General (Ret'd) Rick Hillier
Chair of the COVID-19 Vaccine Distribution Task Force



PORT COLBORNE

Corporate Services Department
Clerk's Division

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January 22, 2021

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

VIA E-MAIL

Dear Premier Ford:

Re: Resolution – Drainage Matters on Canadian National Railway Lands

Please be advised that, at its meeting of December 14, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

That the resolution received from the Municipality of Southwest Middlesex Re: Drainage Matters on Canadian National Railway Lands, be supported.

A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe
City Clerk

Encl.

ec: Hon. Omar Alghabra, Federal Minister of Transport
Hon. Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Chris Bittle, MP St. Catharines
Tony Baldinelli, MP Niagara Falls
Vance Badawey, MP Niagara Centre
Dean Allison, MP Niagara West
Jennifer Stevens, MPP St. Catharines
Wayne Gates, MPP Niagara Falls
Jeff Burch, MPP Niagara Centre
Sam Oosterhof, MPP Niagara West
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



Municipality of Southwest Middlesex

December 7, 2020

Please be advised that the Council of Southwest Middlesex passed the following resolution at its November 25, 2020 Council meeting:

Drainage Matters: CN Rail

Moved by Councillor McGill

Seconded by Councillor Vink

“WHEREAS municipalities are facilitators of the provincial process under the *Drainage Act* providing land owners to enter into agreements to construct or improve drains, and for the democratic procedure for the construction, improvement and maintenance of drainage works; and

WHEREAS municipal drain infrastructure and railway track infrastructure intersect in many areas in Ontario; and

WHEREAS coordination with national railways is required for the construction or improvement of drains that benefit or intersect with national railways; and

WHEREAS the national railways have historically participated in the process for construction, improvement and maintenance of drainage works; and

WHEREAS currently municipalities are experiencing a lack of coordination with national railways on drainage projects; and

WHEREAS the lack of coordination is resulting in projects being significantly delayed or cancelled within a year; and

WHEREAS municipal drains remove excess water to support public and private infrastructure and agricultural operations;

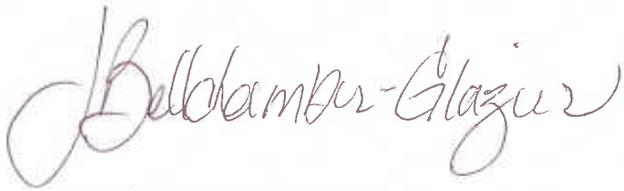
THEREFORE be it resolved that the Province of Ontario work with the Federal Minister of Transportation to address concerns regarding municipal drainage matters and need for coordination with the national railways; and

THAT Council circulate the resolution to the Provincial Ministers of Agriculture, Food, and Rural Affairs, and Municipal Affairs and Housing, and the Federal Minister of Transportation, the local MP and MPP, the Association of Municipalities of Ontario, and all municipalities.”

Municipality of Southwest Middlesex Resolution #2020-274

Carried

Sincerely,

A handwritten signature in cursive script that reads "Bellchamber-Glazier".

Jillene Bellchamber-Glazier
CAO-Clerk

Cc: The Honorable Marc Gardeau, Minister of Transport
The Honorable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Monte McNaughton, MPP Lambton-Middlesex-London
Lianne Rood, MP Lambton-Kent-Middlesex
The Association of Municipalities of Ontario
All Ontario Municipalities



PORT COLBORNE

Corporate Services Department
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January 22, 2021

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

VIA E-MAIL

Dear Premier Ford:

Re: Resolution – Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations

Please be advised that, at its meeting of December 14, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

That the resolution received from the City of Hamilton Re: Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations, be supported.

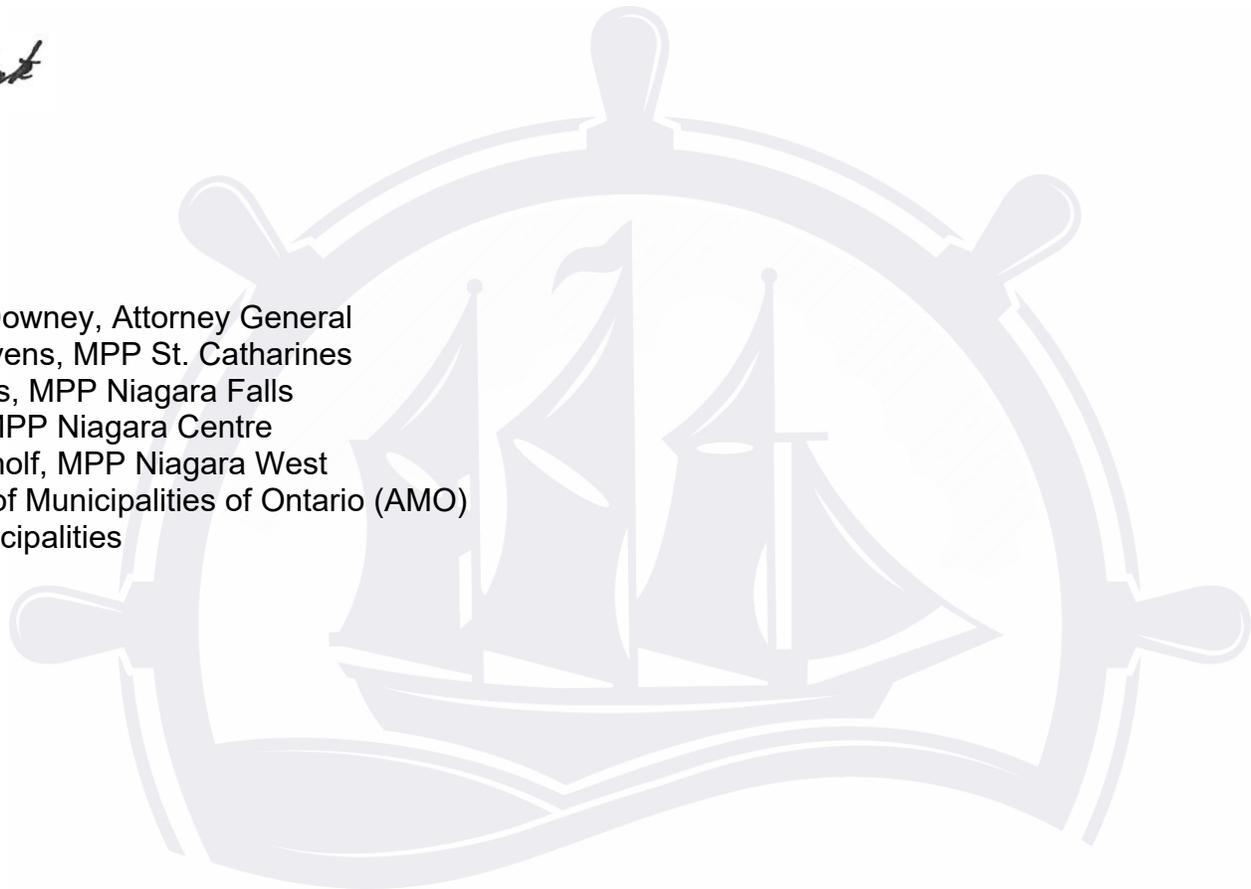
A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe
City Clerk

Encl.

ec: Hon. Doug Downey, Attorney General
Jennifer Stevens, MPP St. Catharines
Wayne Gates, MPP Niagara Falls
Jeff Burch, MPP Niagara Centre
Sam Oosterholf, MPP Niagara West
Association of Municipalities of Ontario (AMO)
Ontario Municipalities





OFFICE OF THE MAYOR
CITY OF HAMILTON

September 8, 2020

Honourable Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Honourable Doug Downey
Attorney General
Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Subject: **Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations**

Dear Premier & Attorney General,

Hamilton City Council, at its meeting held on August 21, 2020, approved a motion, Item 6.1, which reads as follows:

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO has continued to send Cannabis Retail Store applications to the City of Hamilton for the required 15-day comment period,

WHEREAS the City has reviewed 61 Cannabis Retail Store applications for comment since January 2020;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores.

THEREFORE, BE IT RESOLVED:

.../3

- (a) That the Mayor contact the Premier of Ontario, Ministry of Attorney General, and local Members of Parliament to ask that the Province consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.
- (b) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.
- (c) That Staff be requested to submit heat maps outlining the location of all proposed AGCO Cannabis Retail Store in the City on all AGCO Cannabis Retail Store applications.

As per the above, we write to request, on behalf of the City of Hamilton, that the appropriate legislative and regulatory changes be made and implemented to the AGCO licensing and application process to take into consideration radial separation for Cannabis Retail Stores as a condition of approval for a license.

Currently the City of Hamilton has reviewed 61 cannabis retail location applications since January 2020. Approximately 12 of these potential locations are within 50m (or less) of each other.

The City of Hamilton appreciates that the AGCO conducts a background search prior to approving any licenses, however the lack of separation between locations poses a community safety issue, as the over saturation in specific area(s)/wards, can negatively impact the surrounding community with increased traffic flow, and an overall “clustering” of stores within a small dense area.

The City of Hamilton is confident that radial separations from cannabis retail locations will have a significant positive impact on the community and allow for its residents to continue to enjoy a safe and healthy community lifestyle.

Sincerely,



Fred Eisenberger
Mayor

C: Hon. Donna Skelly, MPP, Flamborough-Glanbrook

Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre

Hon. Paul Miller, MPP, Hamilton East-Stoney Creek

Hon. Monique Taylor, MPP, Hamilton Mountain

Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas



PORT COLBORNE

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January 25, 2021

The Honourable Ernie Hardeman
Ministry of Agriculture, Food and Rural Affairs
11th Floor, 77 Grenville St.
Toronto, ON M5S 1B3

VIA E-MAIL

Dear Mr. Hardeman:

Re: Resolution – Amending the Tile Drainage Installation Act

Please be advised that, at its meeting of December 14, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

That the resolution received from the Township of Howick Re: Amending the Tile Drainage Installation Act, be supported.

A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe
City Clerk

Encl.

ec: Jeff Burch, MPP Niagara Centre
Wayne Gates, MPP Niagara Falls
Jennifer Stevens, MPP St. Catharines
Sam Oosterhoff, MPP Niagara West
Rural Ontario Municipal Association
Ontario Federation of Agriculture
Christian Farmers Federation of Ontario
Association of Municipalities of Ontario (AMO)
Land Improvement Contractors of Ontario
Drainage Superintendents of Ontario Association
Ontario Municipalities



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City of Port Colborne
RECEIVED
DEC 03 2020
CORPORATE SERVICES
DEPARTMENT

December 3, 2020

The Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

By email only minister.omafra@ontario.ca

Dear Mr. Hardeman:

Please be advised that the following resolution was passed at the December 1, 2020 Howick Council meeting:

Moved by Councillor Hargrave; Seconded by Councillor Illman:

Be it resolved that Council request the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations under the Act that would require tile drainage contractors file farm tile drainage installation plans with the local municipality; and further, this resolution be forwarded to Minister of Agriculture, Food and Rural Affairs, Huron-Bruce MPP Lisa Thompson, Perth-Wellington MPP Randy Pettapiece, Rural Ontario Municipal Association, Ontario Federation of Agriculture, Christian Farmers Federation Of Ontario, Land Improvement Contractors of Ontario, Drainage Superintendents of Ontario and all Ontario municipalities. Carried. Resolution No. 288/20

If you require any further information, please contact this office, thank you.

Yours truly,

Carol Watson

Carol Watson, Clerk
Township of Howick



**Background Information to the Township of Howick
Resolution No. 288-20 Requesting Amendments to the
Agricultural Tile Drainage Installation Act**

Rational for Proposed Amendments

Over the years, Howick Township staff have received many requests for tile drainage information on farmland. Usually these requests come after a change in ownership of the farm. Some of these drainage systems were installed recently but many are 30 to 40 or more years old. Many were installed by contractors who are no longer in business or who have sold the business and records are not available.

Information is generally available if the tile was installed under the Tile Drain Loan Program because a drainage plan is required to be filed with the municipality. If the tile system was installed on a farm without using the Tile Drain Loan Program, there likely are no records on file at the municipal office.

The other benefits to filing tile drainage plans with the municipality are identified in Section 65 of the Drainage Act.

- 65(1) – Subsequent subdivision of land (severance or subdivision)
- 65(3) – Drainage connection into a drain from lands not assessed to the drain
- 65(4) – Drainage disconnection of assessed lands from a drain
- 65(5) – Connecting to a municipal drain without approval from council

Section 14 of the Act states:

(1) "The Lieutenant Governor in Council may make regulations,

(a) providing for the manner of issuing licences and prescribing their duration, the fees payable therefor and the terms and conditions on which they are issued;

(a.1) exempting classes of persons from the requirement under section 2 to hold a licence, in such circumstances as may be prescribed and subject to such restrictions as may be prescribed;

(b) Repealed: 1994, c. 27, s. 8 (5).

(c) establishing classes of machine operators and prescribing the qualifications for each class and the duties that may be performed by each class;



- (d) providing for courses of instruction and examinations and requiring licence holders or applicants for a licence under this Act to attend such courses and pass such examinations;
- (e) prescribing the facilities and equipment to be provided by persons engaged in the business of installing drainage works;
- (f) prescribing standards and procedures for the installation of drainage works;
- (g) prescribing performance standards for machines used in installing drainage works;
- (h) prescribing forms and providing for their use;
- (i) respecting any matter necessary or advisable to carry out effectively the intent and purpose of this Act. R.S.O. 1990, c. A.14, s. 14; 1994, c. 27, s. 8 (4, 5)."

I believe it would be beneficial if a regulation required the installer, of agricultural drainage, to file a plan of the drainage system with the municipality following completion of the work.

While most of Section 14 deals with contractor, machine and installer licences, I think that Section 14(f) or 14(i) may allow a regulation change. This would be a better solution than an amendment to the Act.

Recommendations:

- Request by municipal resolution that the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations, under the Act, that would require tile drainage contractors file all farm tile drainage installation plans in the Municipality where the installation took place
- Send the municipal resolution to:
 - Minister of Agriculture, Food and Rural Affairs
 - Lisa Thompson, MPP Huron Bruce
 - Randy Pettapiece, MPP Perth Wellington
 - Rural Ontario Municipal Association roma@roma.on.ca
 - [OFA](#)
 - [CFFO](#)
 - All Ontario municipalities
 - the Land Improvement Contractors of Ontario (LICO), and
 - the Drainage Superintendents Association of Ontario (DSAO)

Wray Wilson, Drainage Superintendent
Township of Howick
drainage@howick.ca

WHEREAS the operation, finance and regulatory compliance of elections is fully undertaken by municipalities themselves; and,

WHEREAS local governments are best poised to understand the representational needs and challenges of the body politic they represent, and when looking at alternative voting methods to ensure more people vote safely, it becomes more difficult to implement these alternatives with the proposed shorter period between Nomination day and the October 24, 2022 Election day;

NOW THEREFORE BE IT RESOLVED THAT Corporation of the County of Prince Edward Council send a letter to the Ministry of Municipal Affairs and Housing urging that the Government of Ontario continues to respect Ontario municipalities' ability to apply sound representative principles in their execution of elections;

AND THAT the Corporation of the County of Prince Edward Council recommends that the Government of Ontario supports the freedom of municipalities to run democratic elections within the existing framework the Act currently offers;

AND THAT this resolution be circulated to all Ontario Municipalities, AMO and AMCTO.

CARRIED



Catalina Blumenberg, Clerk

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau du ministre

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Tél. : 416 585-7100

January 22, 2021

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

SUBJECT: Updates Related to the Revised Rules for Areas in Stage 1 under the *Reopening Ontario Act*, the *Emergency Management and Civil Protection Act*, including the Set Fine Amounts under the *Provincial Offences Act*, and Reporting Enforcement Data

In my memorandum of January 14, 2021, I provided an update on the coordinated provincial enforcement effort and I wanted to thank you again for your work in limiting the spread of COVID-19 infection and managing the impact of the pandemic on your communities. Your actions are having a positive impact on compliance and data reporting across the province.

Today, I am writing to provide a further update on the revised rules for areas in Stage 1 under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA)*, and the establishment of set fine amounts under the *Provincial Offences Act* for individuals and corporations to be ticketed for failure to comply with an order or for the obstruct offences under the *Emergency Management and Civil Protection Act (EMCPA)* and ROA.

Specifically, Ontario Regulation 14/21 revised the Stage 1 Order, effective January 15, 2021 at 12:01 a.m., to permit construction projects that are funded in whole or in part by Canada or Ontario, or agencies of either, or by municipalities.

Additionally, the Chief Justice of the Ontario Court of Justice has established the set fine amounts under the *Provincial Offences Act*. These set fine amounts are effective January 14, 2021, and apply to individuals and corporations that fail to comply with an order made during a declared emergency and for obstructing any person exercising a power or performing a duty in accordance with an order made during a declared emergency. These set fine amounts apply to orders under both the EMCPA and ROA.

To help support municipal enforcement activities, I am attaching information the Ministry of the Solicitor General has shared with Chiefs of Police explaining, in more detail, the

updates to the *Emergency Management and Civil Protection Act*, including the set fine amounts and the revised rules for areas in Stage 1 under the *Reopening Ontario Act*.

Lastly, the Ministry of the Solicitor General has updated the COVID-19 enforcement data reporting template and developed detailed instructions on the use of this template to reflect new EMPCA orders. The updated enforcement data template for municipalities is attached. In addition, the weekly reporting is now requested each Monday at 4 pm. This new time will allow the information you provide to inform analysis and decisions in a more timely way. I have mentioned this reporting template in past communications. I am pleased to hear that many municipalities are contacting the Ministry of Solicitor General in this regard.

Thank you, once again, for your continued efforts to help keep our communities safe and healthy.

Sincerely,

Kate Manson-Smith
Deputy Minister, Ministry of Municipal Affairs and Housing

Enclosures: Correspondence from the Ministry of the Solicitor General to all Chiefs of Police dated January 15, 2021 – English version regarding Updates Related to the EMCPA and Revised Rules for Areas in Stage One under ROA

Correspondence from the Ministry of the Solicitor General to all Chiefs of Police dated January 21, 2021 – English version regarding Reporting Enforcement Data under the EMCPA and ROA

EMCPA -ROA Enforcement Data Template

If a French version is required, please contact Richard.Stubbings@ontario.ca.

Cindy Pigeau

Subject: FW: South Stormont Resolution - Support for Reopening Small Businesses

Sent: Monday, January 25, 2021 12:18 PM

Subject: South Stormont Resolution - Support for Reopening Small Businesses

Good day,

For your consideration, please find below a resolution passed by the Council of the Township of South Stormont on January 20, 2021:

Resolution No. 017/2021

Moved By: Councillor Guindon

Seconded by: Councillor Maclsaac

THAT the Council of the Township of South Stormont request that the Province of Ontario allow for small businesses to immediately reopen with the required health guidelines and protocols in place; and

THAT this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonell, and circulated to all municipalities in Ontario.

CARRIED

Kind regards,

Ashley Sloan, AMP

Deputy Clerk



Come see for yourself!

Township of South Stormont

2 Mille Roches Rd., P.O. Box 84

Long Sault, ON K0C 1P0

Email: ashley@southstormont.ca

Office: 613-534-8889 ext. 204

Fax: 613-534-2280

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FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Calvin Tp

Date Prepared:	29-Oct-20
MSO Office:	Northeast
Prepared By:	Bryan Searle
Tier	ST

2019 Households:	287
2019 Population	496
2020 MFCL Index	8.5

Median Household Income:	48,768
Taxable Residential Assessment as a % of Total Taxable Assessment:	42.8%
Own Purpose Taxation:	1,310,254

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	North - Population <= 1000		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2015	8.8%	14.3%	23.6%	LOW
		2016	8.6%	13.1%	19.8%	LOW
		2017	6.2%	12.8%	22.2%	LOW
		2018	5.3%	13.4%	17.1%	LOW
		2019	5.8%	10.8%	13.3%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2015	11.4%	47.4%	45.1%	LOW
		2016	22.1%	53.1%	49.1%	LOW
		2017	16.7%	51.4%	51.8%	LOW
		2018	8.0%	55.5%	53.0%	LOW
		2019	1.7%	70.1%	73.5%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2015	32.4%	34.7%	41.7%	LOW
		2016	36.3%	39.5%	44.3%	LOW
		2017	32.2%	42.2%	47.2%	LOW
		2018	29.6%	43.0%	50.1%	LOW
		2019	27.8%	58.1%	61.4%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2015	3.71:1	3.71:1	4.56:1	LOW
		2016	6.71:1	3.13:1	4.84:1	LOW
		2017	8.19:1	3.34:1	4.84:1	LOW
		2018	5.82:1	4.09:1	4.89:1	LOW
		2019	6.13:1	4.8:1	6.58:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2015	4.4%	1.6%	3.1%	LOW
		2016	4.9%	1.4%	2.6%	LOW
		2017	5.7%	1.6%	2.7%	MODERATE
		2018	3.4%	1.3%	2.6%	LOW
		2019	2.6%	1.5%	2.1%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2015	55.3%	50.8%	50.2%	MODERATE
		2016	56.8%	51.1%	51.0%	MODERATE
		2017	55.3%	50.9%	51.6%	MODERATE
		2018	52.8%	52.1%	51.7%	MODERATE
		2019	49.4%	50.3%	50.9%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2015	-3.4%	3.5%	12.9%	MODERATE
		2016	0.6%	4.6%	11.9%	LOW
		2017	3.2%	7.2%	16.1%	LOW
		2018	27.0%	10.7%	23.9%	LOW
		2019	33.7%	28.0%	44.2%	LOW

 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Calvin Tp

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.

A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.

- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Calvin Tp

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	$SLC\ 70\ 0699\ 01 / (SLC\ 26\ 9199\ 03 - SLC\ 72\ 2899\ 09)$
Net Financial Assets or Net Debt as % of Own Source Revenues	$SLC\ 70\ 9945\ 01 / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$
Total Reserves and Reserve Funds as a % of Municipal Expenses	$(SLC\ 60\ 2099\ 02 + SLC\ 60\ 2099\ 03) / (SLC\ 40\ 9910\ 11 - SLC\ 12\ 9910\ 03 - SLC\ 12\ 9910\ 07)$
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	$SLC\ 70\ 0299\ 01 / (SLC\ 70\ 2099\ 01 + SLC\ 70\ 2299\ 01)$
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	$(SLC\ 74\ 3099\ 01 + SLC\ 74\ 3099\ 02) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 1831\ 01)$
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	$SLC\ 51\ 9910\ 10 / SLC\ 51\ 9910\ 06$
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	$(SLC\ 10\ 2099\ 01 - SLC\ 10\ 1831\ 01) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$



PORT COLBORNE

Corporate Services Department
Clerk's Division

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

T 905.835.2900 ext 106 F 905.834.5746
E amber.lapointe@portcolborne.ca

January 26, 2021

Honourable Patty Hajdu
Federal Minister of Health
705 Red River Road, Suite 3
Thunder Bay, ON P7B 1J3

Sent via E-mail: Patty.Hajdu@parl.gc.ca

Dear Honourable Minister:

Re: Resolution – Unlicensed and unmonitored cannabis grow operations

Please be advised that, at its meeting of January 11, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

That Council support the correspondence item attached as Appendix B from the Township of Blandford-Blenheim regarding Cannabis Production.

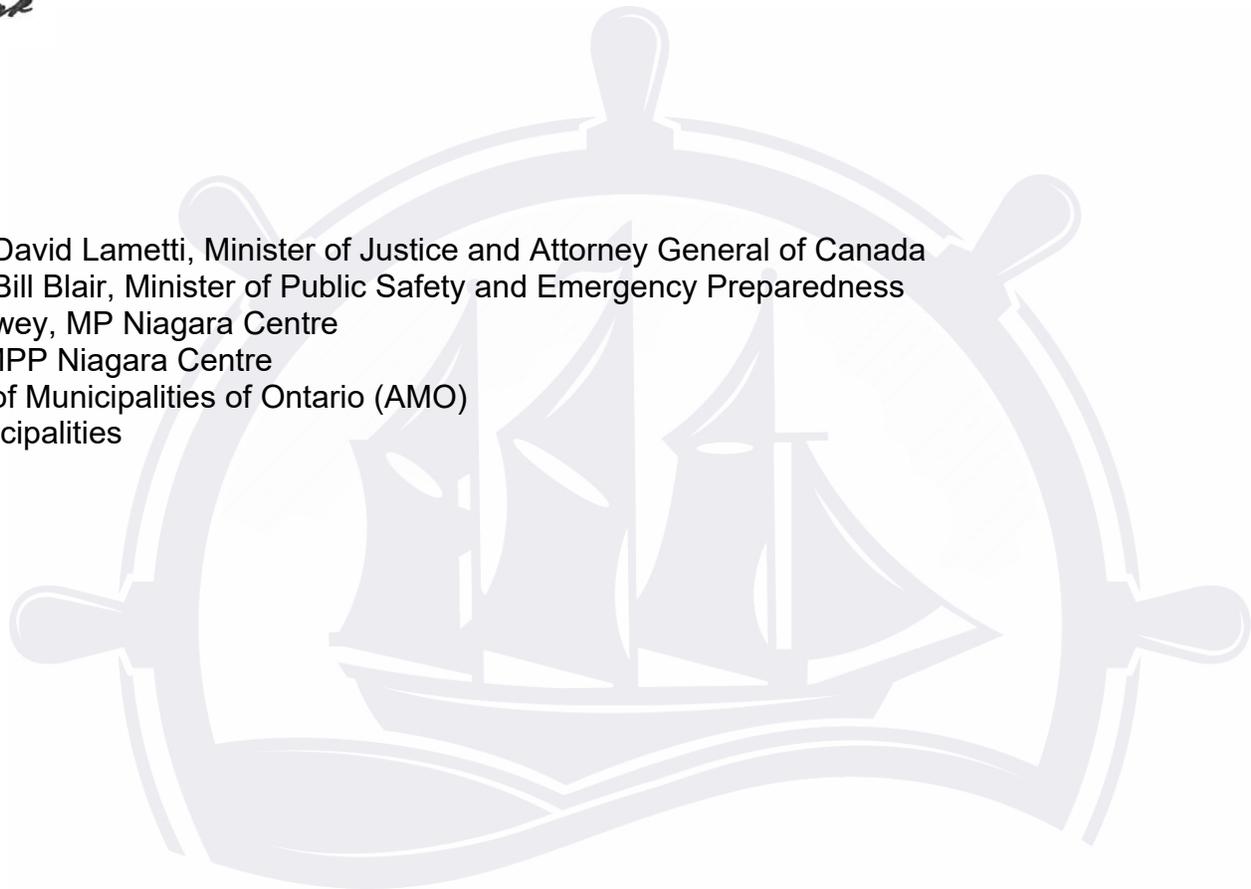
A copy of the above noted correspondence is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe
City Clerk

Encl.

ec: Honourable David Lametti, Minister of Justice and Attorney General of Canada
Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness
Vance Badawey, MP Niagara Centre
Jeff Burch, MPP Niagara Centre
Association of Municipalities of Ontario (AMO)
Ontario Municipalities





Township of Blandford-Blenheim

47 Wilmot Street South
Drumbo, Ontario N0J 1G0

Phone: 519-463-5347
Fax: 519-463-5881
Web: www.blandfordblenheim.ca

October 13, 2020

Emailed to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.

Re: Unlicensed and unmonitored cannabis grow operations

Please be advised that at the Regular Meeting of Council on October 7th, 2020, the Council of the Township of Blandford-Blenheim passed the following resolution:

Resolution Number: 2020-14

Moved by: Councillor Nancy Demarest

Seconded by: Councill Bruce Banbury

“That Whereas unlicensed and unmonitored cannabis grow operations have increasingly become a problem in communities in Ontario as well as across the Country; and,

Whereas these operations are allowed to establish with little or no consultation with the local community and municipalities are often only made aware of their existence after conflicts arise with neighboring land owners; and,

Whereas loopholes in existing Federal legislation allow these large scale grow op’s to establish and operate without any of the regulations or protocols that licensed and monitored operations need to adhere to,

BE IT RESOLVED that the Council of the Township of Blandford-Blenheim urges the Federal Government to amend the legislation under which these facilities operate to ensure the safety and rights of the local communities in which they are situated are respected; and,

That this resolution be forwarded to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.”

Regards,

Sarah Matheson
Deputy Clerk
Township of Blandford-Blenheim



The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2021 / 11

JANUARY 5, 2021

Moved by / *Proposé par* :

« Councillor Y. Duhaime »

Seconded by / *Appuyé par* :

« Councillor L. Sénécal »

WHEREAS the Municipality of West Nipissing received a request from the Municipality of Southwest Middlesex seeking support for their resolution asking various levels of government to address concerns regarding municipal drainage matters and the need for coordination with the national railways;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Municipality of Southwest Middlesex’s resolution seeking to address concerns regarding municipal drainage matters and the need for coordination with the national railways;

BE IT FURTHER RESOLVED THAT Council for the Municipality of West Nipissing also requests that the resolution be forwarded to the Provincial Minister of Agriculture, Food, and Rural Affairs, Municipal Affairs and Housing, the Federal Minister of Transportation, the local MP and MPP, the Association of Municipalities of Ontario, and all municipalities.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
WARD 7 (vacant)	X	X
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: « Mayor Joanne Savage »

DEFEATED: _____

DEFERRED OR TABLED: _____



Municipality of Southwest Middlesex

December 7, 2020

Please be advised that the Council of Southwest Middlesex passed the following resolution at its November 25, 2020 Council meeting:

Drainage Matters: CN Rail

Moved by Councillor McGill
Seconded by Councillor Vink

“WHEREAS municipalities are facilitators of the provincial process under the *Drainage Act* providing land owners to enter into agreements to construct or improve drains, and for the democratic procedure for the construction, improvement and maintenance of drainage works; and

WHEREAS municipal drain infrastructure and railway track infrastructure intersect in many areas in Ontario; and

WHEREAS coordination with national railways is required for the construction or improvement of drains that benefit or intersect with national railways; and

WHEREAS the national railways have historically participated in the process for construction, improvement and maintenance of drainage works; and

WHEREAS currently municipalities are experiencing a lack of coordination with national railways on drainage projects; and

WHEREAS the lack of coordination is resulting in projects being significantly delayed or cancelled within a year; and

WHEREAS municipal drains remove excess water to support public and private infrastructure and agricultural operations;

THEREFORE be it resolved that the Province of Ontario work with the Federal Minister of Transportation to address concerns regarding municipal drainage matters and need for coordination with the national railways; and

THAT Council circulate the resolution to the Provincial Ministers of Agriculture, Food, and Rural Affairs, and Municipal Affairs and Housing, and the Federal Minister of Transportation, the local MP and MPP, the Association of Municipalities of Ontario, and all municipalities.”

Municipality of Southwest Middlesex Resolution #2020-274

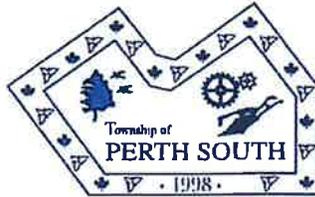
Carried

Sincerely,

A handwritten signature in cursive script that reads "Bellchamber-Glazier".

Jillene Bellchamber-Glazier
CAO-Clerk

Cc: The Honorable Marc Gardeau, Minister of Transport
The Honorable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Monte McNaughton, MPP Lambton-Middlesex-London
Lianne Rood, MP Lambton-Kent-Middlesex
The Association of Municipalities of Ontario
All Ontario Municipalities



Corporation of the Township of Perth South

3191 Road 122
St. Pauls, ON N0K 1V0
Telephone 519-271-0619
Fax 519-271-0647
lscott@perthsouth.ca

December 16, 2020

Municipality of Southwest Middlesex
Jillene Bellchamber-Glazier, CAO-Clerk

Sent by email

RE: Drainage Matters & CN Rail

At the regular meeting of the Township of Perth South council held December 15, 2020 council received the resolution sent December 7, 2020 in regards to drainage matters and the current working relationship with CN Rail. The Township has experienced similar delays with drainage projects and agrees that the situation needs to improve. Council directed staff to send a letter of support for your resolution.

If you require any additional information please contact me.

Regards,

Lizet Scott
Clerk

Cc: The Honourable Marc Garneau, Minister of Transport
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Randy Pettapiece, MPP Perth Wellington
John Nater, MP Perth Wellington
The Association of Municipalities of Ontario
All Ontario Municipalities

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-344

January 26, 2021

Dear Head of Council:

Our government is committed to improving local service delivery and better respecting taxpayers' dollars. That is why we launched the Municipal Modernization Program in 2019. Through this program, the Ontario government is providing funding to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective.

Today at the Rural Ontario Municipal Association (ROMA) conference, I announced the launch of the second intake under the Municipal Modernization Program. Modern, efficient municipal services that are financially sustainable are more important than ever in light of the COVID-19 pandemic. Even as municipalities continue to face challenges, there are also opportunities to transform services and stimulate new ways of doing business.

The second intake will allow municipalities to benefit from provincial funding to conduct third party reviews as well as to implement projects to increase efficiency and effectiveness and lower costs in the longer term. I also want to encourage you to work with your neighbouring municipalities to find innovative joint projects that can benefit each of you. The government is excited to learn about your project applications that support the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative delivery models

To apply, you must submit a completed Expression of Interest form with attached supporting documents via the Transfer Payment Ontario (TPON) system by **March 15, 2021**. To get started, visit www.Ontario.ca/getfunding.

If you have questions on the program, or would like to discuss a proposal, I encourage you to contact your [Municipal Services Office](#) or e-mail municipal.programs@ontario.ca.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents and businesses.

Sincerely,



Steve Clark
Minister

c. Chief Administrative Officers and Treasurers

From: AMO Communications <Communicate@amo.on.ca>
Sent: Tuesday, January 26, 2021 1:26 PM
To: Cindy Pigeau
Subject: AMO Policy Update – 2021 OCIP Funding, 2nd Intake of Municipal Modernization Program, Provincial Emergency Extension

AMO Update not displaying correctly? [View the online version](#)
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January 26, 2021

AMO Policy Update – 2021 OCIP Funding, 2nd Intake of Municipal Modernization Program, and Provincial Emergency Extension

A few provincial announcements occurred at the ROMA conference, which occurred on January 25-26, and we have put them together for your convenience.

Second Intake of the Municipal Modernization Program Announced at ROMA Conference

During the 2021 Annual ROMA Conference, the Honourable Minister Steve Clark has [announced](#) the opening of the second intake of the Municipal Modernization Program. At today's announcement, the Minister noted that government is investing \$40 million dollars to help small and rural municipalities to assist with service delivery reviews and modernization efforts.

The funding is application based and targets 405 municipalities across Ontario. The first intake of the program saw 184 modernization projects funded. These included service reviews, implementing previous recommendations from service reviews, IT upgrades, or process improvements that help municipalities become more efficient with taxpayers' dollars.

Today's announcement is part of the \$125 million committed through 2022-23. For more program information, please visit the [program website](#).

2021 Ontario Community Infrastructure Fund (OCIF) Announced

Premier Doug Ford [announced](#) the 2021 [OCIF](#) envelope at the ROMA Conference on Monday. In 2021, OCIF will be stable with the Province providing \$200M again this year to 424 municipalities across Ontario. Stability in the funding envelope has been a major policy goal of AMO's during the pandemic.

OCIF supports municipal core infrastructure such as roads, bridges, water, wastewater, and stormwater systems. Individual formula allocations to municipal governments have been provided by the Ministry of Infrastructure.

The Premier also noted in his remarks that the Province has allocated almost \$1 billion to broadband expansion. Affordable broadband access remains a key objective of AMO and ROMA. The full text of Premier Ford's comments can be found [here](#).

Provincial Emergency Declaration Extended

Ontario's [Declaration of Emergency](#), and all orders in force under the *Emergency Management and Civil Protection Act*, including the Stay-at-Home order, have been extended until Feb 9, 2021.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

8

Date:

Monday, January 25, 2021

Moved by: Jacques Massie

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry request that the Province of Ontario allow for small businesses to immediately reopen with the required health guidelines and protocols in place; and

THAT this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonell, and circulated to all municipalities in Ontario.

Carried

Deferred

Defeated



Mayor / Deputy Mayor

Cindy Pigeau

From: Ontario Clean Air Alliance <contact@cleanairalliance.org>
Sent: Wednesday, January 27, 2021 11:17 AM
To: Cindy Pigeau
Subject: Don't let the Trudeau government make the same mistake again

We can't afford to waste tax dollars on slow and costly nuclear energy -- again.

No images? [Click here](#)



Plugging Ontario into a renewable future.

BULLETIN

Don't let the Trudeau Government make the same mistake again

The Canadian government has made a number of disastrous bets on nuclear energy in the past, wasting hundreds of millions of dollars on reactors that don't work (the infamous Maple nuclear project) and ones that no one wants (Advanced Candu).

Now the government is under pressure from the nuclear industry to fund "small" nuclear reactors that they think can help them deal with the rapidly declining global interest in nuclear power. The problem is that these "small" reactors are just paper concepts, they have all the same waste and security risks of large reactors (and fact, could make the waste problem even worse), and they promise to produce **power that will cost 2 to 5 times more than power from renewable sources like solar and wind.**

They've found a booster in federal Natural Resources Minister Seamus O'Regan who has also been keen to spend money on oil pipelines and other energy albatross projects.

Tell **Chrystia Freeland:**

Don't subsidize a new GTA nuclear reactor!

NoNewNuclear.ca



NoNewNuclear.ca

We're hoping that Federal Finance Minister Chrystia Freeland will bring a clearer eye to the risks of wasting money on an energy proposal that is not ready, too expensive and too slow to help us deal with our rapidly accelerating climate crisis.

[Read our factsheet here.](#)

With the federal budget already under enormous stress from the COVID crisis, why would the federal government want to waste more money on nuclear when renewable solutions are exploding in popularity worldwide thanks to ever better technology and lower costs? Betting on nuclear would be like, well, buying a pipeline that is about to have its construction permits cancelled.

The Trudeau government says it's serious about meeting Canada's obligations under the Paris Climate Accord. Wasting money on dangerous distractions won't get us there.

What you can do

[Please send a message to Minister Freeland here urging her to back ready-to-roll renewable solutions, not costly nuclear.](#)

Tell Minister Freeland - no nuclear subsidies!

Thank you!

Angela Bischoff, Director

p.s. See our new [Freeland leaflet](#) here and order [free copies here](#).

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Ontario Clean Air Alliance
160 John St., #300
Toronto M5V 2E5

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Ontario Clean Air Alliance is dedicated to transitioning Ontario to a 100% renewable energy future

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TOWNSHIP OF AUGUSTA

Moved By: TANYA HEURCY

Date: January 25, 2021

Seconded By: JEFF SHAWLEN

Resolution No: 4

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Augusta requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

CARRIED: Donald
MAYOR

DEFEATED: _____
MAYOR

Declaration of pecuniary interest by: _____

Nature of interest: _____

- Disclosed His/Her/Their Interest
- Vacated His/Her/Their Seat
- Abstained from discussion and did not vote on the question

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

CARRIED: *Don Malanka*
MAYOR

DEFEATED: _____
MAYOR

Declaration of pecuniary interest by: _____

Nature of interest: _____

- Disclosed His/Her/Their Interest
- Vacated His/Her/Their Seat
- Abstained from discussion and did not vote on the question

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

January 27, 2021

Cindy Pigeau
Municipality of Calvin
1355 Peddlers Drive, RR#2
Mattawa ON P0H 1V0

Dear Cindy,

Please find enclosed the adjusted levy invoice for February 2021. In December 2020, the District of Nipissing Social Services Administration Board passed the 2021 budget which includes an overall increase in the levy of \$403,070 year over year. Using the 2020 Property Assessment Rolls and the 2020 tax ratios of the Municipalities in our district, the levy is apportioned amongst the Municipalities using a weighted assessment.

Included with the invoice is a worksheet showing the calculation of the apportionment of the municipal share of the 2021 Budget amongst the Municipalities in the District of Nipissing and Territories Without Municipal Organization (TWOMO). Also included is the calculation showing the adjusted invoice for February 2021, and the amount to be invoiced monthly for the balance of the year to December 31, 2021.

Should you have any questions regarding this calculation, please do not hesitate to contact me directly. I can be reached at (705) 474 - 2151 ext 3350, or at justin.avery@dnssab.ca

Yours truly,

DocuSigned by:

96794C76AB3642C...

Justin Avery, CPA, CA
Manager of Finance

**District of Nipissing Social Services Administration Board
2021 Approved Budget \$- Municipal Apportionment**

The weighted assessment figures have been calculated using 2020 Assessment Rolls and 2020 Tax Ratios.
There are no Tax Ratios available for the Unincorporated Townships.

Municipality	A - Current Value Assessment Method used to determined Unincorporated share only			B - Weighted Assessment Method (Excl. PIL) - Actual			2021 Monthly Levy =Col.6/12	2020 Budget Allocation	Variance Yr over Yr Budget Allocataion	Variance % Change
	Current Value Assessment-2020	%	Budget Allocation	Weighted Assessment-2020	%	Budget Allocation				
	1	2	3	4	5	6				
City of North Bay	5,576,321,395		-	6,583,734,224	60.8032%	12,712,758	1,059,397	12,484,679	228,079	1.83%
Municipality of West Nipissing	1,575,668,272		-	1,655,531,496	15.2894%	3,196,723	266,394	3,120,948	75,775	2.43%
Municipality of East Ferris	662,857,692		-	665,196,027	6.1433%	1,284,450	107,037	1,249,365	35,085	2.81%
Municipality of Temagami	490,693,500		-	494,918,280	4.5707%	955,655	79,638	931,514	24,141	2.59%
Township of Bonfield	288,941,702		-	277,153,101	2.5596%	535,164	44,597	523,295	11,869	2.27%
Township of South Algonquin	263,924,900		-	275,293,658	2.5424%	531,574	44,298	519,410	12,164	2.34%
Township of Papineau-Cameron	161,818,400		-	147,502,595	1.3622%	284,818	23,735	280,191	4,627	1.65%
Town of Mattawa	105,910,225		-	115,373,105	1.0655%	222,778	18,565	220,284	2,494	1.13%
Township of Chisholm	148,674,300		-	140,710,821	1.2995%	271,703	22,642	264,561	7,142	2.70%
Municipality of Calvin	89,103,300		-	125,565,827	1.1596%	242,459	20,205	237,881	4,578	1.92%
Township of Mattawan	27,881,800		-	27,755,236	0.2563%	53,594	4,466	52,007	1,587	3.05%
Sub Total Municipalities	9,391,795,486		20,291,676	10,508,734,370	97.0519%	20,291,676	1,690,973	19,884,135	407,541	2.05%
TWOMO - (MCSS, EDU, & MMAH)	407,877,200		616,380							
	-		-							
Sub Total Unincorporated	407,877,200	4.16%	616,380	407,877,200		\$616,380	\$51,365	\$620,851	(4,471)	-0.72%
TOTAL	9,799,672,686		20,908,056	10,916,611,570		20,908,056	1,742,338	20,504,986	403,070	1.97%
			Municipal share net of EMS 14,809,169			Municipal Share 20,908,056				
			EMS Budget (municipal share) 6,098,887			Less TWOMO 616,380				
						Municipal Levy 20,291,676				

Note: TWOMO share of DNSSAB costs excludes Emergency Medical Services Costs

Explanation of February Adjusted Levy Invoice

	A	B	C	D	E = C + D	F = 10 x D	A + E + F	
Municipality	Paid to date	Required to date	Adjustment	Regular Monthly invoice	Feb Adjusted Invoice	Remaining to be invoiced Mar - Dec	Total Levy 2021	Variance
City of North Bay	\$ 1,068,339.42	\$ 1,059,396.54	\$ (8,942.88)	\$ 1,059,396.54	\$ 1,050,453.66	\$ 10,593,965.38	\$ 12,712,758.46	-
Town of West Nipissing	260,028.59	266,393.55	6,364.96	266,393.55	272,758.51	2,663,935.50	3,196,722.61	-
Towship of East Ferris	104,117.48	107,037.49	2,920.01	107,037.49	109,957.49	1,070,374.87	1,284,449.85	-
Municipality of Temagami	77,628.97	79,637.89	2,008.92	79,637.89	81,646.81	796,378.92	955,654.70	-
Township of Bonfield	43,609.50	44,597.04	987.54	44,597.04	45,584.57	445,970.36	535,164.44	-
Township of South Algonquin	43,285.70	44,297.83	1,012.13	44,297.83	45,309.96	442,978.31	531,573.98	-
Township of Papineau-Cameron	23,350.08	23,734.82	384.74	23,734.82	24,119.56	237,348.19	284,817.83	-
Town of Mattawa	18,357.68	18,564.82	207.14	18,564.82	18,771.97	185,648.24	222,777.89	-
Township of Chisholm	22,047.52	22,641.95	594.43	22,641.95	23,236.37	226,419.46	271,703.35	-
Municipality of Calvin	19,824.13	20,204.95	380.82	20,204.95	20,585.76	202,049.47	242,459.37	-
Municipality of Mattawan	4,334.11	4,466.13	132.02	4,466.13	4,598.15	44,661.28	53,593.54	-



200 McIntyre Street East, P.O. Box 750, North Bay, ON P1B 8J8

INVOICE

Invoice Number: 2021-0009
 Invoice Date: 2021-02-01
 Page: 1

Customer

The Municipality of Calvin
 Cindy Pigeau
 1355 Peddlers Drive
 Mattawa, ON P0H 1V0
 Canada

Due Date	2021-03-03	Customer ID	1080
Terms	Net 30 Days	P.O. Number	
		P.O. Date	2021-01-20

Item/Description	Quantity	Unit Price	Total Price
Levy - February 2021	1	20,585.76	20,585.76

Amount Subject to Sales Tax	0	Subtotal:	20,585.76
Amount Exempt from Sales Tax	20,585.76	Tax:	0.00
		Total:	20,585.76

Please detach and include with your payment

Invoice Number _____
 Customer Number _____
 Amount Paid _____



200 McIntyre Street East, P.O. Box 750, North Bay, ON P1B 8J8

INVOICE

Invoice Number: 2021-0009
 Invoice Date: 2021-02-01
 Page: 1

COPY

Customer

The Municipality of Calvin
 Cindy Pigeau
 1355 Peddlers Drive
 Mattawa, ON P0H 1V0
 Canada

Due Date 2021-03-03
 Terms Net 30 Days

Customer ID 1080
 P.O. Number
 P.O. Date 2021-01-20

Item/Description	Quantity	Unit Price	Total Price
Levy - February 2021	1	20,585.76	20,585.76

Amount Subject to Sales Tax 0
 Amount Exempt from Sales Tax 20,585.76

Subtotal: 20,585.76
 Tax: 0.00
Total: 20,585.76

Please detach and include with your payment

Invoice Number _____
 Customer Number _____
 Amount Paid _____



January 27, 2021

MEDIA RELEASE

FONOM had a productive meeting with members of Premier Ford's Cabinet during the ROMA Conference

Due to increasing numbers of Covid-19 cases across the Province, the FONOM Board participated virtually during the 2021 Rural Ontario Municipal Associations (ROMA) Conference. Board members shared three Policy Positions with Minister's Clark, Romano, Elliott, Mulroney, Fedeli, and MPP's McDonald, Miller, and Thanigasalam, also over 50 Ministry staff were on the call. We discuss planned topics, including Satellites' role in addressing the North's Broadband deficiencies. We shared our thoughts on the Transportation issues facing communities and commerce in the North. President Whalen commented, "*we want to ensure that any Northern Provincial Transportations Strategy is not to only take people and resources out of the North*" as well as seeking clarity from the Province on the challenge the Province is experiencing with Homelessness, Mental Health & Addictions.

The board members also discussed the Ontario Vaccine distribution strategy, commenting that the Provincial Task Force is not forgetting the North. We noted that several Northern Health Units had recently received shipments of the Moderna Vaccine.

Earlier this month, at a FONOM's Board meeting, Chad Evans, Vice President of Corporate Service for the ONTC, provided the Board an overview of their current divisions. He spoke to the synergies that have developed since the ONTC transitioned to the Ministry of Transportation. "*the ONTC continues to be a valuable community partner for so many municipalities,*" said FONOM President Danny Whalen, "*we appreciate their efforts to connect the North.*" As well shared was the process that is presently underway to assess rail conditions, which will aid the Government when they discuss the of the Northlander.

During the Board meeting, members shared regional observations of the impacts the COVID19 pandemic has on communities. Stressed by several is the enhanced co-operation between communities and agencies, hoping that these lines of dialog continue after the pandemic ends. The Board also discussed the release of FONOM's third of eight "GoNorth" videos (www.youtube.com/watch?v=qkEeQSnLHnA). The videos have been well received, as they are showcasing Northern Ontario as a healthy part of the world to operate a business. The Board shared their appreciation to Drew Gauley

FONOM

The Federation of Northern Ontario Municipalities

(Good Gauley Productions), Jennifer Baker (Jennifer Baker Consulting Ltd), and Todd Eastman's team from the Trade, Investment & Marketing (TIM) Unit of (ENDM). For all the hard work done on these videos and their promotion.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.



President Danny Whalen
705-622-2479

Sean Weir, Executive Chair of Tribunals Ontario, issued the following statement on the Associate Chair appointment to the Assessment Review Board:

“I am pleased to announce the appointment of Ken Bednarek as Associate Chair to the Assessment Review Board (ARB), effective January 21, 2021.

Ken has over 30 years of experience in both private as well as federal and provincial public sectors. He has dedicated the last twenty years to public service in a range of positions including but not limited to counsel, litigation advisor, policy director and chief of staff across various agencies. In these capacities Ken gained significant experience with complex tax cases. Over the course of his career, Ken has demonstrated extensive knowledge in all areas of law, including administrative and public law, to navigate high-pressure, high-profile and challenging portfolios. In addition, his in-depth involvement with and practical knowledge of government decision-making procedures, operations and policies provide Ken with a unique perspective and ability to apply strategic leadership skills which will drive performance and offer steady guidance to the ARB.

I congratulate Ken on his appointment and have no doubt that he will bring his wealth of knowledge and experience to this role while also making significant contributions to the senior leadership team.”

For a list of Tribunals Ontario appointments, please visit the Public Appointments Secretariat at www.pas.gov.on.ca.

MEDIA CONTACT

Janet Deline

Tribunals Ontario Communications

Media.TO-TDO@ontario.ca

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Proxy Voting for Members of Council Guide for Ontario Municipalities

On July 21st, 2020, the Ontario government made amendments to the [Municipal Act, 2001](#) which allows municipalities the option of authorizing proxy voting for Members of Council. With Bill 197: *The COVID-19 Economic Recovery Act, 2020*, municipalities that wish to allow proxy voting must amend their procedure bylaw to allow members of council to appoint another member of the same council to act in their place when they are absent.

The Province has positioned proxy voting as a way to “ensure continuing representation of constituents’ interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.”

While this allows a member of council to continue to represent the interests of their constituents should they be waylaid by illness, such as contracting COVID-19, it could also be applied to a leave of absence, such as parental leave, a policy for which is now mandatory under [s.270 of the Municipal Act](#) (MA) as a result of amendments made through Bill 68: *The Modernizing Ontario’s Municipal Legislation Act, 2017*.

While there are a number of international legislative bodies at a provincial, state or federal level that have utilized proxy voting to conduct business, an initial scan of jurisdictions at the local level suggest that such a mechanism is unique in its application to members of a municipal council.

Legislative Considerations

The legislative provisions related to proxy voting for members of council are permissive and broadly written. This provides a municipality with the flexibility to craft an approach that works for their situation, subject to the rules set out in the legislation.

In accordance with a process established by the clerk, a member of council may appoint (“appointing member” hereafter) another member of the same council as a proxy (“proxyholder” hereafter) to act in their place when the appointing member is absent, subject to the following rules:

- The proxyholder must be a member of the same council as the appointing member.
- A member cannot act as a proxyholder for more than one member at a time.
- The appointing member must notify the clerk of the appointment consistent with any processes established by the clerk.
- In determining quorum, the proxyholder is to be counted as one member only.
- The appointing member must be considered absent from the meeting for the purpose of determining whether the office of the member is vacant under the *MA*.
 - This means that this process does not override the statutory requirements of one of the key vacancy and forfeiture provisions of the *MA*.
- A proxy must be revoked if the appointing member or the proxyholder requests that the proxy be revoked and complies with a proxy revocation process established by the clerk.
- In instances where a recorded vote is taken, the clerk must record the names of each proxyholder, the name of the appointing member, and the vote cast on behalf of that member.

Bill 197 also contains rules for proxy voting and pecuniary interest of members:

- A member who has a pecuniary interest as described under the [Municipal Conflict of Interest Act 1990](#), in a matter to be considered at a meeting cannot appoint a proxy on the matter if the interest is known to that member.
- Should an appointing member become aware before or during a meeting that they have a conflict of interest, and has appointed a proxyholder, the appointing member must:
 - Notify the proxyholder of the conflict of interest in the matter and indicate that the proxy will be revoked with regard to the matter;

Proxy Voting for Members of Council Guide for Ontario Municipalities

- Request that the clerk revoke the proxy with regard to the matter in accordance with an established proxy revocation process established by the clerk.
- Should a member become aware of a conflict after the meeting, the member must comply with the Municipal Conflict of Interest Act with respect to the declaration of interest at the next meeting.
- If a member of council is unable to participate in a meeting because of a pecuniary interest, they cannot participate in a meeting as a proxyholder for another member. See section [s. 243.1\(6\) of the Municipal Act](#) for details.
- Bill 197 amendments also empower the Minister to make regulations providing for any matters in regard to proxy voting, however, up to the publishing of this guide, no regulations have been made.

Implementation

If a municipality chooses to allow proxy voting, then the procedure bylaw will require amendments to allow for the use of proxy voting.

Prior to considering whether or not to authorize proxy voting, council may want to seek advice from legal advice. There may be implications for the use of proxy votes in council decision-making as an avenue to apply a legal challenge as a result of disqualifying bias. The leading common law case on the issue of bias is [Old St. Boniface Residents Assn. Inc. v. Winnipeg \(City\), \[1990\] 3 S.C.R. 1170](#).

Procedure Bylaw Amendments

Should your council choose to allow proxy voting, the municipality's procedure bylaw will need to be updated and amended. Amendments could include but are not limited to:

- Allowing the use of proxy voting during meetings.
- Indicating application and scope of the use of proxy voting such as:
 - Use at Council meetings only or;
 - Extending use to committee meetings;
 - Applying for all decisions of Council or;
 - Setting certain exceptions to its use (i.e. budget deliberations, land-use planning decisions or others) and;
 - Use in circumstances such as medical or parental leaves.
- Stating whether members can use proxy voting for closed session matters.
- The rules as outlined in the *MA*.
- Managing pecuniary interest of an appointing member or proxyholder.
- Consideration for whether proxy voting can be used if members are allowed to participate electronically when they cannot attend the meeting in person ([see the resource on electronic meetings](#)).

Updates to Existing Policies and Procedures

A few existing policies and procedures that may need to be updated to include provisions related to proxy voting:

- Council Code of Conduct
- Complaint Procedures related to Integrity Commissioners
- Agenda and minute development procedures
- Conflict of Interest Policies
- Parental Leave for Members of Council Policy

It may be helpful to involve your municipality's integrity commissioner in the review of the Council Code of Conduct and in the development of proxy voting processes – this may be especially important in the event that members of council or members of the public submit complaints about decisions made through the use of proxy.

Proxy Voting for Members of Council Guide for Ontario Municipalities

Clerk's Processes

In line with s. 243.1 (2) of the *MA*, which provides the rules for proxy voting, the clerk must establish a process to implement proxy voting should the Council choose to amend their procedural bylaws to authorize proxy voting.

Two-Tier Structures

Circumstances for upper-tier councils with regard to proxy voting should also be read in conjunction with other sections of the *MA*, which deal with matters of representation at the upper-tier. For instance:

- A member of a local council who is appointed as an alternative member under s. 267 of the *MA*, may appoint a member of the upper-tier council to act in their place when they are absent from the upper-tier council.
- S. 267 also provides direction on situations of temporary vacancies due to a member either being “unable to act as a member of [the local and upper-tier] councils for a period of exceeding one month” or when the offices of a member of both councils “become vacant and the vacancies will not be filled for a period exceeding one month”, then an alternate member may be appointed by the local council.
- Section 267 also states that it “does not authorize the appointment of an alternate head of council of the upper-tier municipality.”
- There are additional rules for upper-tier councils in s. 243:
 - A member who is unable to attend at a meeting of the upper-tier council and for whom an alternate member is appointed under s. 267 shall not appoint a proxy.
 - Absentee members under the *MA* cannot appoint a proxyholder where an alternate member has already been appointed.

Implementation Process

In establishing an implementation process for proxy voting, a clerk must consider the rules as set out in the *MA* and might want to consider:

- The notification process a member must utilize to inform the clerk of the appointment of a proxy.
- What documentation must be filled out and provided to the clerk as part of the notification or use of a proxy (e.g. a form that provides the relevant meeting details and voting instructions provided to the proxy holder).
- What are the timelines by which a member must notify and provide any required documentation, ahead of a committee or council meeting, in order to utilize a proxy.
- Processes or guidance for the appointing member or proxyholder to declare a pecuniary interest and seek advice from an accountability officer.
- References to the requirement under [s. 5.1](#) of the *Municipal Conflict of Interest Act, 1990*, which requires a member to file a Written Statement of Disclosure of Interest Form after the member discloses a pecuniary interest under s.5 is embedded in this process.
- How declarations are captured in the municipality's registry of statements required under [s. 6.1](#) of the *Municipal Conflict of Interest Act*.
- What, if any, notification will be provided to other members of council and members of the public about the appointment and revocation of a proxy.
- What, if any process a proxyholder participating in a meeting of committee or council must follow when they are voting, speaking or asking a question on behalf the appointing member.
- Guidance for managing closed session matters.
- The procedure and/or process for how a vote, made by the proxyholder on behalf of an appointing member, is recorded and included in official meeting minutes when a recorded vote is taken (**Note: this is required by the rules for proxy voting set out in the Municipal Act**):
 - For a recorded vote under s. 246, the clerk must record the name of each proxyholder, the name of the member of council who appointed the proxyholder and the vote cast on behalf of the appointing member.

Proxy Voting for Members of Council Guide for Ontario Municipalities

- This requirement should be embedded in any existing process or procedures used by the clerk for the development of official meeting minutes.
- Tracking the number of proxyholders appointed for a given meeting to ensure quorum is maintained.
- Whether the proxy vote will be recorded in votes taken by methods other than a recorded vote.
- The procedure and/or process for how a proxy vote may be captured as part of a member's voting recorded and is made available to the public, if applicable.

Revocation Process

In addition, clerks are required to have a revocation process. This could form part of an overall process with regard to proxy voting or could be a separate process. In establishing a revocation process for proxy voting, a clerk must consider the rules as set out in the *MA* and might want to consider:

- How the appointing member will notify the clerk and the appointed proxyholder of the revocation and provide a process to follow.
- What notification could be provided to other members of council and members of the public of the revocation.
- How the process will be used and applied in the event the appointing member or proxyholder have declared a conflict of interest on a matter before, during or after a meeting.
- How to manage the revocation of a proxy in the event that the appointing member attends the meeting they were expected to be absent from and had appointed a proxyholder.

During Meetings

In line with the rules prescribed by the *MA*, a clerk must:

- Record the appointing member as absent from the meeting.
- Count the proxyholder as one member for the purposes of quorum.
- Record the vote made by the proxy holder, the name of that proxy holder and the name of the member for whom the member are acting as proxy.

Post-Meeting

In the development of meeting minutes, the clerk should include how the proxyholder voted on behalf of the appointing member where there was a recorded vote requested. Some consideration may have to be given to recording all votes the proxyholder was authorized to hold on behalf of an appointing member, in line with any instructions that may have been given to a proxyholder by the appointing member.

If there is a process in place for keeping voting records of members of Council, a clerk will also have to determine how best to record a proxy vote both for the appointing member and for the proxyholder.

Moving Forward

As of November 1, 2020, only 1 municipality that AMCTO is aware of has implemented proxy voting by making a change to its procedural bylaw, while a handful more have brought forward reports but Councils have decided not to authorize the use of proxy voting.

As proxy voting remains a new option for municipalities at the time of the publishing of this guide, it means that there is still much to learn and consider when implementing proxy voting. AMCTO will continue to track those municipalities who have chosen to authorize proxy voting. If your municipality is considering or has successfully implemented proxy voting, please contact [AMCTO](#).

Proxy Voting for Members of Council Guide for Ontario Municipalities

Acknowledgements

Guide Author:

Alana Del Greco, AMP, OCT
Manager, Policy and Government Relations
AMCTO

A special thank you to the following reviewers for providing their participation, support and feedback for this guide and research project.

Nina Lecic
Manager, Legislative and Legal Services/Deputy Clerk
Town of Milton

Tara Lajevardi
Deputy Clerk
Town of East Gwillimbury

Karen Landry
Clerk
Town of Orangeville

Madison Zuppa
Deputy Clerk
City of Sault Ste Marie

Rick O'Connor
City Clerk and Solicitor
City of Ottawa

Joanna Hyde
Clerk
Town of Cobourg

Municipal Office
15 Water Street
Telephone (705) 282-2420
Fax (705) 282-3076



Postal Box 590
Gore Bay, Ontario
POB 1H0

Office of the

CAO/Clerk

January 25, 2021

Dan Thibeault
Clerk Treasurer CAO
Municipality of Charlton and Dack
287237 Sprucegrove Road
Englehart, ON P0J 1H0

Re: Motion Regarding Insurance

Please be advised that at a recent Council meeting held on January 11, 2021 Council reviewed your correspondence regarding the increased cost of municipal insurance.

The Town of Gore Bay is in support for the Municipality of Charlton and Dack to urge the Province of Ontario to immediately review the recommendations and investigate the unethical practices of preferred vendors who are paid substantial amounts over the industry standard despite Covid 19 delays, as insurance premiums will soon be out of reach for many communities.

Please find attached a certified true copy of Resolution No. 14993 indicating the Town of Gore Bay's support.

Yours truly,

Stasia Carr
CAO/Clerk
Encl.
SC/pf

CC: Honourable Doug Ford, Premier of Ontario
Honourable Rod Phillips, Minister of Finance
Honourable Doug Downey, Attorney General of Ontario
All Ontario Municipalities

THE CORPORATION OF THE TOWN OF GORE BAY

RESOLUTION NUMBER 14993

14993

Moved by Jack Clark

Seconded by Aaron Wright

BE IT RESOLVED THAT Gore Bay Council send a letter of support to the Municipality of Charleton and Dack to immediately review the recommendations to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities;

FURTHER, this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Rod Phillips, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario and all other Ontario municipalities.

Carried

THIS IS A CERTIFIED TRUE COPY
OF RESOLUTION NUMBER 14993
ADOPTED BY COUNCIL ON
January 11, 2021



.....
Stasia Carr
CAO/Clerk



Tribunals Ontario

Assessment Review Board
15 Grosvenor Street, Ground Floor
Toronto ON, M7A 2G6
Tel: 1-866-448-2248
Website: www.tribunalsontario.ca/arb/

Tribunaux décisionnels Ontario

Commission de révision de l'évaluation foncière
15 rue Grosvenor, rez-de-chaussée
Toronto, ON M7A 2G6
Tél : 1-866-448-2248
Site web : www.tribunalsontario.ca/cref/

January 29, 2021

TO: ARB Stakeholders
Counsel of the Assessment Bar
Property Tax Representatives
Municipal Property Assessment Corporation (MPAC)
Municipalities

RE: ARB Digital-First Approach – Looking Ahead

We are writing to provide you with an update on the Board's continued focus on digital services as we move forward.

The ARB continues to enhance its operations and processes using a digital-first approach to providing services. Some of the digital services we remind you to use are:

- **Website** – www.tribunalsontario.ca/arb

Our website is the main portal to access all information about the Board. By visiting our website you can:

- find information about managing the appeal process and news updates
 - access our E-Services and other important resources
 - view appeals and appeal commencement dates, which are updated monthly
 - review ARB Rules of Practice and Procedure
 - download forms
 - stay informed about [Operational Updates](#)
- **[Tax Calculator](#)** – This is an interactive online reference tool that helps potential appellants calculate estimated savings from a possible change in assessment value. Potential appellants can then determine if any potential savings offset all related costs for filing an appeal.
 - **[E-Filing](#)** – Our appeals are primarily filed electronically. We encourage you to continue to use our safe, secure, reliable and “real time” filing system for filing your appeal. You will receive immediate confirmation of your appeal once all information is entered and payment is received. E-Filed appeals receive a \$10 discount off the filing fee.

- **Email Addresses** - As the Board continues to pursue its digital-first approach to meet the diverse needs of Ontarians and enhance the quality of dispute resolution services, anyone who files an appeal with the Board must provide us with an email address. There are many different options available to create an email address if you do not already have one. Email is the most efficient way of communicating with the Board; it's fast and reliable. Appeals may take longer to process without the ability to communicate with all parties by email.
- **Email Communication** – The Board is committed to communicating with all parties by email. This means that an email address must be provided by appellants for the purpose of resolving appeals. It is the Board's intention to issue a Practice Direction outlining this requirement.
- **Electronic Document Guideline** – The Board will be issuing a guideline providing direction on the requirements for naming documents that will be filed with the Board electronically.

As we continue to look forward, the ARB is interested in further reducing our paper footprint. The ARB is currently researching ways to eliminate the paper notice to the municipalities by creating a data file that can be sent electronically. We are still in the early stages of this research however we will soon be reaching out to the municipalities to gather more information.

If you are interested in having an “early thinking” discussion with the Registrar, please contact the Board at ARB.Registrar@ontario.ca.

Thank you all for your continued support.

Sincerely

Ken Bednarek
Associate Chair

Kelly Triantafilou
Registrar



Call for Nominations

Nominations are now being accepted from municipalities and individuals in Northeastern Ontario for the FONOM Executive Award to be presented at the upcoming Virtual FONOM Conference, hosted by the City of Timmins.

Following is a description of the purpose of the award and eligibility requirements.

Purpose

The purpose of this award is to honour an individual member of FONOM who has contributed in a special and meaningful way toward the enrichment and betterment of the lives of the residents of Northeastern Ontario and who has exerted tireless efforts over a period of years in promoting the objectives of FONOM regionally and provincially.

Who is eligible? To qualify for the Executive Award, recipients must have served in an elected office in one of the municipalities within the FONOM membership district.

When are the awards presented?

The award is presented concurrent with the annual FONOM Conference. The recipient and their nominator will be notified in advance of the awards ceremony.

When is the deadline for nominations?

Any person or organization can nominate an individual by completing the following nomination form and sending the signed form to the address below, no later than **April 9th, 2021**.

Previous recipients of the FONOM Executive Award are:

1997 Joe Mavrinac, Kirkland Lake
1998 John Hodder, Manitoulin
1999 Marcel Noel, West Nipissing
2000 Fred Poulin, Smooth Rock Falls
2001 Vic Power, City of Timmins
2002 Austin Hunt, Manitoulin
2003 Jim Gordon, Sudbury
2004 Richard Adams, Parry Sound
2005 Phyllis Floyd, Former Executive Director, Sudbury
2006 Henry (Chick) Goertzen, Township of Laird
2008 Ellwood McKinnon, Township of Johnson
2009 George Farkouh, City of Elliot Lake
2010 John Rowswell, Sault Ste. Marie
2011 Michael "J.J." Doody, Timmins
2012 Frank Gillis, Espanola
2013 Austin Hunt, Billings
2014 Stephen Butland, Sault Ste. Marie
2015 Vyrn Peterson, Blind River
2016 Tom Laughren, Timmins
2017 Alan Spacek, Kapuskasing
2018 Jamie McGarvey, Parry Sound
2019 Mac Bain, North Bay
2020 Merrill Bond, Charlton and Dack

Need more information?

Further information and nomination forms may be obtained from:

Federation of Northern Ontario Municipalities

Mail:

FONOM

615 Hardy Street

North Bay, Ontario P1B 8S2

Email:

office@fonom.org

Nominations must be submitted by April 9th so please submit your nomination forms as soon as possible. Thank you!

FONOM Executive Award Nomination Form

Personal information on this form is collected under the Federal Personal Information Protection and Electronic Documents Act (PIPEDA). Some of the information may constitute personal information. By filling out this form you agree that all personal information provided by you on the form may be collected, used and disclosed by FONOM for purpose of determining eligibility and notifying recipients of the FONOM Executive Award.

PLEASE TYPE OR PRINT CLEARLY AND COMPLETE IN FULL.

Individual Being Nominated

Title	First Name	Last Name
Name of Organization	Position	
Address		
City/Town	Province	Postal Code
Telephone No. (9:00am – 5:00pm)	Fax No.	Email Address

Nomination Submitted By:

Title	First Name	Last Name
Name of Organization	Position	
Address		
City/Town	Province	Postal Code
Telephone No. (9:00am – 5:00pm)	Fax No.	Email Address

Is nominee aware of this nomination Yes No

Signature of Nominator	Date
------------------------	------

In addition to completing the form, please see the following page for additional material to be included in your submission.

Please provide a brief description of your nominee's activities and the contribution he or she has made. Please note that the selection of award recipients is based solely on information provided in the nomination package. It is therefore important that all materials in the package be complete.

Please include the following in your submission:

1. Description of achievement:

- a) Describe the achievement in detail, including any background or historical information related to the achievement.
- b) Describe what made this an outstanding achievement for your nominee, including any extraordinary circumstances or challenges the nominee faced.
- c) Describe how this achievement has touched the lives of others or the life of the person being nominated.
- d) Indicate how long you have known the nominee.
- e) Indicate the timeframe that this achievement took place.

2. Two Written Testimonials

Testimonials should be current and from persons who can attest to the value and impact of the achievements of the nominee.

3. Additional Material (optional)

List any additional material provided to support this nomination. For example, additional testimonial letters, publications, media stories, etc.

NOTE: Please do not send originals of important or official documents, as they will not be returned.

Please submit signed nomination form and supporting materials to:

Mail:

FONOM

615 Hardy Street

North Bay, Ontario P1B 8S2

Email:

office@fonom.org

DEADLINE Completed forms must be received by April 9th.

Cindy Pigeau

Subject: FW: Closure of the Ontario Fire College

From: Save OFC [<mailto:savetheofc@gmail.com>]

Sent: Monday, February 1, 2021 1:51 PM

Subject: Closure of the Ontario Fire College

Dear Municipal Leaders:

We are writing to you regarding the province's announcement on January 13, 2021, of the impending closure of the Gravenhurst campus of the Ontario Fire College on March 31, 2021.

We know that at least two of the three associations quoted in the Ontario Government's press release were not informed that the government would close the Ontario Fire College in Gravenhurst!

The Ontario Government says its plan to modernize and regionalize fire service training will be more cost-effective and accessible to municipalities. Yet, the government has not shared a plan showing how these changes will provide training of equal value in a more cost-effective and accessible manner for municipalities across Ontario.

The province's regionalization model currently has Memorandums of Understanding (MOUs) with a mixed bag of 20 "Regional Training Centres" (RTCs) located in various parts of Ontario. The municipalities' cost to send one firefighter to an RTC range between \$300 and \$1,200 for the course alone. This cost does not include accommodations or meals.

The Gravenhurst campus of the Ontario Fire College has modern facilities and equipment where subject matter experts provide training in all fire service disciplines. The cost is \$65 for a municipality to send one firefighter to the college. That cost includes onsite accommodations and three meals a day. In shifting firefighter training to RTCs, the price for training our firefighters will shift to your municipality's taxpayers. If the government revives [O. Reg 379/18](#) (firefighter certification) while shuttering the college, the growth in training demand and cost will be significant.

The Fire Protection and Prevention Act, 1997, as amended, requires the fire marshal to "develop training programs and evaluation systems for persons involved in the provision of fire protection services." It also

stipulates the fire marshal must "provide programs to improve practices relating to fire protection services" and "maintain and operate a central fire college."

As municipal leaders, would you prefer an affordable, cost-effective training model that keeps students in one location with up-to-date, technically accurate training facilities led by subject matter experts? Or a more expensive training model in multiple facilities that cannot match what the Ontario Fire College provides?

Please stand with us against this ill-conceived closure of the Ontario Fire College and the government's undefined plan. Let's keep your firefighters and community safe by keeping the ONLY provincial fire training facility in Ontario open. As municipal councils, we ask that you send a strong letter of rejection of this plan to your local Member of Provincial Parliament and lobby the Doug Ford government to reverse its decision.

Thank you for your consideration. If you have any questions or a need for further information please let us know.

Regards,

Chris McConnell
President, OPSEU Local 317

(Representing the workers of the Ontario Fire College)

705-801-5774
savetheofc@gmail.com



T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON P0A 1H0

February 3, 2021

Via email: jrussell@mississippimills.ca

Municipality of Mississippi Mills
Attention: Jennifer Russell, Deputy Clerk
3131 Old Perth Road
PO Box 400
Almonte, ON K0A 1A0

Dear Ms. Russell:

RE: Correspondence – Request for Revisions to the Municipal Elections Act

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on February 2, 2021, and the following resolution was passed.

“Resolution #8(a)/02/02/21

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the resolution from the Municipality of Mississippi Mills regarding support to amend the Municipal Elections Act to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list and to ensure that there is a clear and accessible way to report election fraud, dated January 18, 2021;

AND FURTHER THAT this resolution be forwarded to the Municipality of Mississippi Mills, Premier Doug Ford, Norm Miller, M.P.P. for Parry Sound-Muskoka, all Ontario Municipalities and the Association of Municipalities of Ontario.

Carried.”

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk.
CS/cw
Encl.

Copy to: Hon. Doug Ford, Premier of Ontario
Hon. Norm Miller, M.P.P. for Parry Sound-Muskoka
All Ontario Municipalities

Hon. Steve Clark, Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario



CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

3131 OLD PERTH ROAD · PO BOX 400 · RR 2 · ALMONTE ON · K0A 1A0

PHONE: 613-256-2064
FAX: 613-256-4887
WEBSITE: www.mississippimills.ca

January 18, 2021

Ministry of Municipal Affairs and Housing

17th Floor, 777 Bay Street
TORONTO, ON
M7A 2J3

Attention: The Honourable Steve Clark

Re: Request for Revisions to Municipal Elections

Dear Minister Clark,

On October 20, 2020 the Council of the Municipality of Mississippi Mills passed a resolution in support of Wollaston Township to request the Ministry of Municipal Affairs and Housing to review the *Municipal Elections Act* and provide amendments to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list and to ensure that there is a clear and accessible way to report election fraud and that the rules described in the *Municipal Elections Act* are actually enforceable even if there is not a current case law.

A copy of the resolution is attached for your reference.

Sincerely,

Jennifer Russell
Deputy Clerk
jrussell@mississippimills.ca
613-256-2064 x 225
3131 Old Perth Rd, PO Box 400
Almonte, ON K0A 1A0

cc. Premier Doug Ford, Daryl Kramp, AMO and all Ontario Municipalities

Attachment: Resolution No. 421-20



COUNCIL RESOLUTION

October 20, 2020

Resolution No 421-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

CW148-20 Info List Item #6 - Request for Revisions to Municipal Elections

BE IT RESOLVED, that the Council of the Municipality of Mississippi Mills ask Minister of Municipal Affairs and Housing, the Hon, Steve Clark, to review the Municipal Elections Act and provide amendments to ensure that loopholes are closed on any pay to play schemes in rural communities where non-resident electors are permitted to participate in elections so that \$100.00 leases do not tum into ballots for garden sheds;

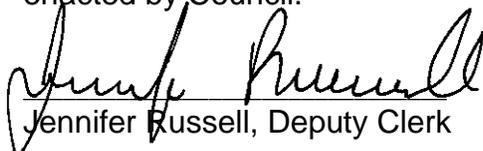
AND BE IT FURTHER RESOLVED, that the Council of the Municipality of Mississippi Mills ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to review the Municipal Elections Act and provide amendments to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list;

AND BE IT FURTHER RESOLVED, that the Council of the Municipality of Mississippi Mills ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that there is a clear and accessible way to report election fraud;

AND BE IT FURTHER RESOLVED, that the Council of the Municipality of Mississippi Mills ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that the rules described In the Municipal Elections Act are actually enforceable even if there is not current case law;

AND BE IT FURTHER RESOLVED, that support for this resolution be sent to Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, all Ontario Municipalities and the Association of Municipalities of Ontario.

I, Jennifer Russell, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.


Jennifer Russell, Deputy Clerk



February 3, 2021

Via email: lglazier@westgrey.com

Municipality of West Grey
Attention: Lindsey Glazier, Legislative Coordinator
402813 Grey Road 4
RR 2
Durham, ON
N0G 1R0

Dear Ms. Glazier:

RE: Correspondence – Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on February 2, 2021, and the following was passed.

“Resolution #8(b)/02/02/21

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the resolution from the Municipality of West Grey requesting support to repeal Schedule 8 of Bill 229, Protect, Support and Recover from COVID-19 Act, 2020 (Endangered Species Act), dated January 13, 2021;

AND FURTHER THAT this resolution be forwarded to the Municipality of West Grey, Premier Doug Ford, Minister of Finance, Minister of Natural Resources and Forestry, Minister of the Environment, Conservation and Parks, M.P.P of Parry Sound-Muskoka, all Ontario Municipalities and the Association of Municipalities of Ontario.

Carried.”

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk.
CS/cw
Encl.

Copy to: Hon. Doug Ford, Premier of Ontario
Hon. John Yakabuski, Minister of Natural Resources and Forestry
Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks
Hon. Norm Miller, M.P.P. for Parry Sound-Muskoka
Hon. Peter Bethlenfalvy, Minister of Finance
Association of Municipalities of Ontario
All Ontario Municipalities



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4
RR 2 Durham, ON N0G 1R0
519-369-2200

January 13, 2021

Re: Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act

WHEREAS the Ontario Government proposes amendments to the Crown Forest Sustainability Act in Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020;

WHEREAS the Crown Forest Sustainability Act applies to almost two thirds of Ontario's land base which amounts to over 70 million hectares of land that is habitat for many species at risk;

WHEREAS Bill 229 schedule 8 amends the Crown Forest Sustainability Act in order to exempt all forestry operations from mandatory consideration of species at risk protection and recovery as mandated by the Endangered Species Act;

WHEREAS Bill 229 schedule 8 removes the ability to issue orders in circumstances when there is imminent danger to a species at risk;

THEREFORE BE IT RESOLVED THAT West Grey council requests the Province of Ontario repeal schedule 8 of Bill 229 and that a copy of this resolution be forwarded to:

Premier Ford

Minister Philips, Minister of Finance

Minister Yakabuski, Minister of Natural Resources and Forestry

Minister Yurek, Minister of the Environment, Conservation and Parks

MPP Bill Walker, Bruce-Grey-Owen Sound

MPP Ian Arthur, NDP Environment Critic

Grey County Council
Ontario municipalities
Association of Municipalities of Ontario
Conservation Ontario
Saugeen Valley Conservation Authority
Grey Sauble Conservation Authority

Respectfully,

Genevieve Scharback,
Director of Administration / Clerk
Municipality of West Grey

February 3, 2021

Via email: TArbuckle@bracebridge.ca

Town of Bracebridge
Attention: Mayor Graydon Smith
1000 Taylor Court
Bracebridge, ON
P1L 1R6

Dear Mayor Smith:

RE: Correspondence – Request for Municipal Infrastructure Funding Opportunities

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on February 2, 2021, and the following was passed.

“Resolution #8(d)/02/02/21

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the resolution from the Town of Bracebridge requesting the Federal and Provincial Governments provide immediate broad and substantial municipal Infrastructure Funding opportunities for well-planned, shovel-ready projects already prioritized under municipal asset management plans to provide immediate stimulus to the local, provincial and the federal economies in order to rebound from the impact of the COVID-19 pandemic, dated January 22, 2021.

AND FURTHER THAT this resolution be forwarded to the Town of Bracebridge, the Right Honourable Prime Minister of Canada, the Federal Minister of Infrastructure and Communities, the Honourable Premier of Ontario, the Ontario Minister of Finance, the Ontario Minister of Infrastructure, the Ontario Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, the Local Member of Parliament, the Local Member of Provincial Parliament, and all Ontario Municipalities.

Carried.”

...2

Page 2

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk.

CS/cw

Encl.

Copy to: Right Honourable Prime Minister of Canada
Federal Minister of Infrastructure and Communities
Hon. Doug Ford, Premier of Ontario
Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Scott Aitchison, M.P. Parry Sound-Muskoka
Hon. Norm Miller, M.P.P. Parry Sound-Muskoka
Federation of Canadian Municipalities
Association of Municipalities of Ontario
All Ontario Municipalities

January 22, 2021

RE: Item for Discussion – Infrastructure Funding

At its meeting of January 20, 2021, the Council of the Corporation of the Town of Bracebridge ratified motion 21-GC-024, regarding Infrastructure Funding, as follows:

“WHEREAS the Association of Municipalities of Ontario (AMO) has reported that municipal governments own more of Ontario’s infrastructure than any other order of government, and most of it is essential to economic prosperity and quality of life;

AND WHEREAS municipalities deliver many of the services that are critical to residents in every community, and these services rely on well-planned, well-built and well-maintained infrastructure;

AND WHEREAS the Ontario Provincial Government has stated that universal asset management will be the foundation of its municipal infrastructure strategy because effective asset management planning helps ensure that investments are made at the right time to minimize future repair and rehabilitation costs and maintain assets;

AND WHEREAS Federal and Provincial infrastructure funding models now contain requirements for recipients to demonstrate that comprehensive asset management planning principles are applied when making decisions regarding infrastructure investment;

AND WHEREAS infrastructure funding limits need to be large enough to support significant projects that have a lasting community impact over multiple generations;

AND WHEREAS targeted funding for critical infrastructure is inconsistent with the principle foundation of an asset management strategy which prioritizes needs over wants and has resulted in underfunding of the wide range of infrastructure that municipalities are responsible for maintaining, such as arenas and libraries;

AND WHEREAS the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program received demand of almost \$10 billion for a \$1 billion funding envelope;

AND WHEREAS broad eligibility for funding is more appropriate as municipalities best understand their infrastructure needs together with the needs of their community;

AND WHEREAS no and/or insufficient funding programs currently exist to fund the demonstrated need for the building, restoration and enhancement of community, culture and recreation assets;

AND WHEREAS funding the replacement of these needed capital assets is beyond the financial capacity of most communities;

AND WHEREAS the age of the Town of Bracebridge arena is greater than 70 years old, and the Library greater than 110 years old, requiring immediate replacement;

AND WHEREAS the Town of Bracebridge was recently denied any funding under the Community, Culture and Recreation stream of the Investing in Canada Infrastructure Program, despite clearly meeting the tests of proper asset management and identifying needs over wants;

AND WHEREAS the economy of Ontario has been negatively impacted by the ongoing measures implemented to reduce the spread of COVID-19;

NOW THEREFORE the Council of The Corporation of the Town of Bracebridge resolves as follows:

1. THAT the Federal and Provincial Governments provide immediate broad and substantial municipal funding opportunities for well-planned, shovel-ready projects already prioritized under municipal asset management plans to provide immediate stimulus to the local, provincial and the federal economies in order to rebound from the impact of the COVID-19 pandemic.
2. AND THAT this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Federal Minister of Infrastructure and Communities; the Honourable Premier of Ontario; the Ontario Minister of the Finance; the Ontario Minister of Infrastructure; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); the Local Member of Parliament (MP); the Local Member of Provincial Parliament (MPP); and all Municipalities in Ontario.

In accordance with Council's direction I am forwarding you a copy of the resolution for your attention.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,



Graydon Smith
Mayor

February 3, 2021

Via email: asimonian@augusta.ca

Township of Augusta
Attention: Annette Simonian, Clerk
3560 County Road 26
Prescott, ON
K0E 1T0

Dear Ms. Simonian:

RE: Correspondence – Ontario Fire College

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on February 2, 2021, and the following was passed.

“Resolution #8(f)/02/02/21

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the resolution from the Township of Augusta regarding their request for support for the Province of Ontario to reverse their decision to close the Ontario Fire College, dated January 25, 2021;

AND FURTHER THAT this resolution be forwarded to the Township of Augusta, the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all Ontario Municipalities.

Carried.”

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

...2



**LAKE
OF BAYS**
• MUSKOKA •

T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON P0A 1H0

Page 2

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC,*
Director of Corporate Services/Clerk.
CS/cw

Encl.

Copy to: Hon. Doug Ford, Premier of Ontario
Hon. Sylvia Jones, Ontario Solicitor General
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Jon Pegg, Ontario Fire Marshal
All Ontario Municipalities

TOWNSHIP OF AUGUSTA

Moved By: TANYA HEURCY

Date: January 25, 2021

Seconded By: JEFF SHAWLEN

Resolution No: 4

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Augusta requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

CARRIED: Donald
MAYOR

DEFEATED: _____
MAYOR

Declaration of pecuniary interest by: _____

Nature of interest: _____

- Disclosed His/Her/Their Interest
- Vacated His/Her/Their Seat
- Abstained from discussion and did not vote on the question

Honourable Doug Ford, Premier of Ontario
doug.fordco@pc.ola.org

February 2, 2021

RE: Significant Negative Impacts of Current Value Assessments in Perth County

Dear Premier Ford,

During the January 28th, 2021 Perth County Council meeting a resolution was passed directing staff to write a letter to the Province highlighting the concerns of assessment delays. The motion reads:

WHEREAS the property tax system is based on current value assessment;

AND WHEREAS the current delay in assessment does not utilize the Province's model of CVA,

THEREFORE, County Council direct staff to correspond with the Premier, the Finance Minister, the Minister of Municipal Affairs, Minister of Agriculture, Perth's MPP to move forward with implementing reassessment based on CVA, and that copies of the correspondence be sent to all Ontario municipalities.

Primary Concerns:

- The 2016 assessment valuation does not use the property tax model of Current Value Assessment (CVA). The assessment valuations in use are 5 years old.
- Assessment delays do not benefit all tax classes equally by shifting the assessment disproportionately between residential and farmland.
- Assessment delays create skepticism in the overarching framework of CVA and this skepticism causes citizens to question the Provincial model and process of CVAs.
- Current legislation restricts the ability for local government flexibility, as the ratio for residential tax class cannot be changed from a ratio of 1.00.

A further delay in reassessment continues to create challenges in how local government, along with tax policy, is ensuring the appropriate assessment values pay for their appropriate allotment of taxation levies. Local tax levies are developed within the constraints of the boundaries that provide the services to their communities. With property assessment valuations being 5 years past due, it causes citizens to question the validity of the system of property taxes that the Province of Ontario adheres to.

This is particularly exacerbated in a community such as Perth County that is a mix of urban and rural. The 2016 assessment valuation significantly shifted property taxes to the farmland class, which was phased in over the past 4 years. The shift was significant enough that the residential class has seen decreases in their portion of the overall municipal burden while the burden on farmland is disproportionately increasing.

Natural assessment valuation shifts do impact the tax policies of local governments with an urban-rural mix and more directly follow the overall property tax model of CVA. Equipping municipalities with the knowledge of the set dates related to reassessment and new valuation dates, provides the ability for key financial municipal departments to better plan for these assessment shifts that cannot be alleviated through tax ratio changes.

Below is some further information that outlines the significant impact on Perth County in particular:

- The overall tax burden on Perth County farmland increased from 21% in 2016 to 29% in 2020 of the overall levy. These percentages do include growth from 2017 to 2020. The amount of farmland would be higher in relation to phase in assessment amounts only. Based on 2020 without growth the percentage burden would have been higher than the 29%.
- The geography of Perth County is unique as it includes two urban center single tiers: The City of Stratford and The Town of St. Marys. This pushes the amount of farmland within the two-tiered structure of Perth County to greater than 90% of the total area covered by farmland.
- As they are single tier municipalities, The City of Stratford and The Town of St. Marys do not assist in subsidizing farmland as they would if they were part of a true two tiered structure. All of the Perth County's OMPF allocations are categorized as transitional, which is soon to be phased out completely. As of 2021, \$1,020,400 still remains to be phased out of the County's budget

In summary, Perth County is asking the province to update the CVA calculations to bring them in line with current property valuations and further to consider the impacts of the urban-rural mix of the region and the resultant impact causing residents to disproportionately carry the tax burden over citizens in neighbouring regions without the inclusion of single tier municipalities in their borders.

We look forward to hearing from you.

Sincerely,



Corey Bridges, Manager of Finance / Treasurer
On behalf of Perth County Council

Cc:

Minister of Finance – Peter Bethlenfalvy
Minister of Municipal Affairs and Housing – Steve Clark
Minister of Agriculture – Ernie Hardeman

Perth Wellington MPP – Randy Pettapiece
All Ontario Municipalities



February 3, 2021

Via Email

Re: Letter of Support, Grant Extension for Ontario Municipalities

This letter is being sent in support of the Township of Matachewan's resolution regarding grant application deadlines.

Please be advised that at their meeting on February 1, 2021, Council of the Municipality of Meaford passed the following resolution of support pertaining to the Township of Matachewan's request regarding grant opportunity timelines for Ontario municipalities:

Moved by: Councillor Vickers

Seconded by: Councillor Greenfield

That Council of the Municipality of Meaford directs Staff to prepare and send a letter of support on the Township of Matachewan resolution regarding the extension of grant deadlines to all Ontario Municipalities and AMO.

Carried - Resolution #2020-02-08

As per the above resolution, please accept a copy of this correspondence for your information and consideration.



Yours sincerely,

A handwritten signature in black ink, appearing to read "Margaret Wilton-Siegel".

Margaret Wilton-Siegel

Deputy Clerk / Manager of Community Services
Municipality of Meaford
21 Trowbridge Street West, Meaford
519-538-1060, ext. 1100 | mwiltonsiegel@meaford.ca

cc: Association of Municipalities Ontario
All Ontario Municipalities

FONOM

The Federation of Northern Ontario Municipalities

February 4, 2021

MEDIA RELEASE

FONOM comments on the creation of a Provincial Working Group, looking at 2 + 1 Highways

The Federation of Northern Ontario Municipalities is pleased with recent transportation safety and improvements in northern Ontario.

“The commitment to a working group to determine suitable locations and criteria for a 2 + 1 model pilot project comes as welcome news to municipalities across the North,” says FONOM President Danny Whalen.

Municipalities across the North have provided resolutions supporting the proposed project and see it as a financially feasible way to create safer and more efficient travel.

Mark Wilson was the lead for "Going the Extra Mile for Safety (GEMS)," a committee of the Temiskaming Shores and Area Chamber of Commerce. Mark has been named to the Provincial working group. He brings a wealth of knowledge, having studied the model for years and has traveled to Sweden and Ireland to see the construction and maintenance in both winter and summer seasons.

Wilson also presented the concept during presentations to the annual conferences of the Ontario Good Roads Association and FONOM. Both presentations generated significant interest and support for the 2+1 model, which has significantly reduced fatalities and severe injuries in many countries worldwide.

FONOM greatly appreciates the involvement in discussions by Minister Caroline Mulroney and the interest and guidance provided to GEMS by ministry staff. *“Safe and efficient travel is vital to growing the North”* said Whalen, *“and having the provincial government as a partner in new ideas is a direct benefit to northern communities.”*



President Danny Whalen
705-622-2479

Electronic Council, Committee and Board Meetings Guide for Ontario Municipalities (2nd edition)



Background:

As a result of amendments made to the Municipal Act (MA) in March 2020, municipalities were granted the authority to quorum with electronic participation during a declared emergency.

On July 21st, 2020, the Ontario government made further amendments to the MA to permanently allow quorum for electronic meetings outside of an emergency – a decision that was built on the successful implementation of electronic meetings by multiple municipalities and in response to advocacy efforts of various municipal stakeholders. Bill 197, *The COVID-19 Economic Recovery Act, 2020*, allows municipalities to update the procedure bylaws for meetings of municipal councils, committees and local boards under sections s. 238 and s. 239 of the MA.

The following document is an updated version of the Electronic Meetings Guide that was originally published by AMCTO in March 2020. The purpose of this guide is to build on the legislative context for changes to a procedure bylaw; and to provide additional consideration for electronic governance. This guide also aims to highlight some best practices that have been unveiled since the beginning of the COVID-19 pandemic with the increased use of electronic meetings by more municipalities across the province.

Legislative Considerations

Current Context:

[Bill 197: The COVID-19 Economic Recovery Act](#)

Bill 197 is an omnibus bill that received Royal Assent on July 21st, 2020 and was positioned as addressing three critical needs: restarting jobs and economic development; strengthening communities and; creating more opportunities for people.

While Bill 68: *Modernizing Ontario's Municipal Legislation Act, 2017* allows the electronic participation of municipal councils, local boards and committees, and Bill 87: *The Municipal Emergency Act, 2020* specifically provides municipalities with the authority to quorum during a declared state of emergency, Bill 197 allows electronic participation in a meeting, and leaves it to the municipality's discretion as to whether members count towards quorum and can participate in a closed session.

Additionally, Bill 197 allows municipalities the discretion to allow members of municipal council the authority to vote by proxy.

Previous Context:

[Bill 187: The Municipal Emergency Act](#)

As of the publishing of this edition, the Provincial Declaration of Emergency has lifted. However, when the COVID-19 pandemic struck in early 2020, the Province had issued a Declaration of Emergency and introduced Bill 187: *The Municipal Emergencies Act, 2020*.

Bill 187 applies to sections of the *MA* that govern the creation and application of procedure bylaws. The amendment allows for a municipality's procedure bylaw to be updated in a special meeting to allow members of councils, committees and boards who choose to participate electronically to "be counted in determining whether or not a quorum of members is present."

The [Emergency Management and Civil Protection Act, 1990](#) requires municipalities to prepare for emergency declarations,

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and may be referenced for further information regarding the role of the Province in emergency situations. The nature of a pandemic as an emergency has created a set of conditions for which no municipality could have reasonably been prepared, as fully electronic meetings have not been contemplated previously.

Information Technology Considerations

Security

Security concerns have become heightened with the fast and unexpected digitization of municipal services and operations. Considerations for municipal security may include:

- Staff awareness of how data is secured and how they can protect themselves from potential malicious actors;
- The security of the online meeting platform your municipality chooses to run and;
- How to protect municipal information on personal staff devices through end-to-end encryption.

See also Pre-Meeting Security considerations under the [Timeline of Considerations](#).

Compatibility

The compatibility of the electronic meeting platform used by a municipality must be considerate of the users and the technical capability. Municipalities should choose a platform that is accessible to all staff and councillors and does not require extensive training. Personal technical capability will vary among staff and council, however the training and learning period should be considered.

Municipalities may also consider the risk associated with delaying procedural amendments. Councils, committees and boards should understand that there may not be a 'perfect' platform for all users, but there may be a suitable platform for the majority of users at the time.

Technical compatibility is dependent on the size, location, and digital literacy of a municipality. Municipalities are encouraged to assess their needs regarding technical capability and electronic compatibility. Municipalities may already be equipped with conferencing software with other products, such as Teams conferencing software through Microsoft 365. Some municipalities should consider teleconferencing platforms as opposed to video conferencing, should technical compatibility be limited.

Access

Accessibility must be considered in the digitization process. Staff and council must have access to physical technology, such as laptops, tablets, or phones, as well as access to a stable internet connection or telephone signal. Resident access must also be considered for public meetings and streaming. Many municipalities have closed or limited access to libraries and public spaces, potentially limiting resident access to technology. Municipalities should consider who has access to the information being shared and how any accessibility gap might be reduced.

Additionally, municipalities are encouraged to comply with Accessibility for Ontarians with Disabilities Act (AODA) best practices for web content. You can find a guide on Web Content Accessibility Guidelines (WCAG) [here](#).

Technical Difficulties

A special issue that arises with the use of electronic meetings is around technical glitches such as lost internet connectivity, issues with software or applications or some other difficulty. Having a plan in place to manage technical difficulties, including a process for when a technical failure does not allow for the meeting to continue, is essential. Such planning is

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particularly important for smaller municipalities that may not have support with in-house IT services and/or for those in areas with internet connectivity issues.

Such a plan may include:

- Conducting a trial run – especially when using new technology or in a new location.
- Designating a staff member as a point person for participants having technical issues.
- Developing ways to organize and incorporate public comments into meetings:
 - Some municipalities ask questions to be emailed in advance, some set up opportunities for the public to access the meeting application, and/or provide special kiosks in City Hall for members of the public to access the meeting (following appropriate health and policy guidance in place) depending on their established processes.
 - If the public can participate in a live streamed meeting, consider what controls the moderator has and consider a chat option where questions can be asked.
- Provide etiquette guidelines for those attending online or by phone (e.g., asking participants to mute themselves unless speaking, asking participants to state their full name, and providing expectations around participants' online behaviour or they may be dropped from the meeting).

Having a plan in place to manage such technical difficulties will be helpful in ensuring that meetings of local boards, committees and Council remain open to the public in compliance with section s. 239(5) of the *MA*.

Timeline of Considerations

Pre-Meeting

Procedure Bylaw Amendments

Per Bill 197, amendments to your procedure bylaw may be amended at a special meeting. Amendments could include:

- Allowing the use of electronic participation at meetings.
- Stating whether members can participate in both open and closed meetings. The amendment may also address whether electronic meeting participation will be permitted only during emergencies.
- Electronic participants can vote and count towards achieving quorum. The amendment may also include procedure for regaining quorum if a member of the meeting is lost due to technical difficulties.
- Allow for hybrid-meetings. Consideration will have to be given as to whether the municipality has the technological capabilities to manage this approach.
- If your existing procedure bylaw already enables electronic participation and/or voluntarily sets conditions or limitations on its use, consider adding a new provision specifically for use of electronic participation during emergencies that alleviates any voluntary limitations.
- Detailed roles for council, committee, or board members during the meeting. For example, include who will read motions, who will ask for movers and seconders, who manages the discussion and who calls the vote.

Providing Notice

Per section s. 239 of the *MA*, notice must be given for public meetings even when they are held electronically. Formal guidelines or best practices for electronic notification have not yet been established, however accessibility and digital literacy should be considered when preparing and providing any public meeting notification. Many municipalities currently publish agendas and provide notice on the websites well in advance of the date of a meeting.

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In your notice, be sure to note if the meeting will be held electronically, either partially or fully, and if public attendance is permitted or not. If the meeting is fully electronic, provide as much detail as possible about where residents may watch the meeting if livestreamed, view a copy afterwards, and find the agenda and minutes for the meeting.

Corporate Policies and Procedures Amendments

Depending on your municipality's approach to corporate policies (Council Policy or Administrative Policy), there may be a need to review and amend certain corporate policies to align with amendments to your procedural bylaw. Some policies or procedures you may want to review include:

- Records retention/management policies, guidelines and bylaws: references to the production and recording of electronic meetings.
- IT Use: Consideration for whether your municipality will require that a member accessing an electronic meeting use only corporate-issued technology assets to access meetings, particularly those that are closed to the public in accordance with the MA.
- Council Code of Conduct/Local Board/Advisory Committee Code of Conduct: some codes address behaviours during meetings, which may be expanded to include electronic meetings.
- Workplace harassment/respectful workplace: the definition of workplace may be expanded to include virtual or electronic work environments.
- Public participation procedures or guidance: procedures and instructions for the public on how they can participate in the meeting, including delegations and posing questions.

Security

As municipal governance shifts primarily online, digital security measures should be heightened. Considerations for phishing emails with links to online meetings (such as Zoom Meeting ID links), sharing of electronic invites to meetings, and participation in municipal governance on a personal device (such as a home desktop or tablet) should be discussed prior to any electronic meeting.

When in closed session, municipalities may choose to ask meeting attendees to use headsets to provide further confidentiality. Along with practicing electronic meeting etiquette, meeting members should be mindful of their surroundings, what is visible on-screen and in the background of videos, and what can be heard.

Connectivity and Accessibility

Considerations for connectivity and accessibility are dependent on the internet capabilities and levels of digital literacy in a given municipality. Consult with councillors and respective committees to assess internet access and to troubleshoot electronic meeting software.

Connectivity issues may be resolved through teleconferencing and in instances where video conferencing is not necessary. Established quorum and voting regulations should be considered throughout the call as tracking meeting members through teleconference may be challenging.

To ensure connectivity and accessibility, municipalities may choose to hold practice meetings where members can test software and hardware. If practice meetings are held, municipalities should ensure that quorum is NOT met during testing.

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During a Meeting

Agenda and Minutes Management

The Clerk and/or Chair of a meeting must be considerate of agenda items and meeting management. Municipalities may 'stream' the agenda (present the document in a video-conferencing manner) so that all meeting members are able to follow along.

Agenda items and meeting minutes should account for connectivity and accessibility concerns. For example, voting methods for *both* video and audio conferencing may be established regardless of format to ensure that if video is lost, the meeting member is still accounted for. Speakers should also identify themselves regardless of meeting format, for clarity. Should a meeting member become disconnected for any reason, proceedings must stop if quorum is lost, unless other procedures have been established in a procedure bylaw.

Etiquette

- Consider clothing, lighting, and general optics of the on-screen area and support elected members by [providing best practices](#) in this regard.
- Ensure all meeting attendees are able to mute and unmute and are able to see themselves and others during the call, if video conferencing.
- For clarity, only allow one participant to speak at a time.
- Be present in the electronic meeting the same way you would be present in an in-person meeting. Try to avoid having other distractions in the room or on-screen.
- Consider how to capture speaking order and requests to speak and decide how this should be done – either through instant messaging (chat) features, a hand-raising feature or pre-arranged beforehand. Determine if these requests need to be read into the record.

Electronic Participation, Voting and Maintaining Quorum

Considerations on the type of platform are necessary for participation. Consider the requirements of a meeting when choosing an electronic meeting platform. The information that is available to members through the meeting platform will determine how stringent the Clerk and Chair need to be when conducting the meeting and calling votes.

For example:

- Most stringent: all votes are treated as recorded votes. You may need to use this if you are using a teleconference line only and have a larger council.
- Least stringent: ordinary show of hands. You may be able to use this if all council members are participating by audio and video and can be seen by each other and any livestream observers during a vote.
- Consider a verbal roll-call at the start of the meeting– this can be useful to confirm all attendees for recording of the meeting, as well as for anyone watching or listening.
- Some municipalities use a voice vote if they cannot project each participant on the same screen or if a particular participant is using teleconferencing equipment.
- Consider whether participants should be required to verbally declare if they are exiting the meeting, as it may not be clear on an audio-only meeting if quorum has been maintained.
- Consider how to manage declared conflicts of interest including the communication of the procedure to members of council and the public.
 - It may be possible to use means within your chosen meeting platform to remove a council member when that member has declared a conflict and then add them back into the meeting when the discussion item has wrapped up.

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In the event that both electronic meetings and proxy voting are used in your municipality, some consideration will have to be given to whether a proxy could be used if there are fully virtual or hybrid meetings and if so, how a proxy vote will be recorded. This should be captured in the Clerk's processes and procedures for proxy voting.

Post-Meeting

Records Management

The *Municipal Freedom of Information and Protection of Privacy Act, 1990* does not mention electronic or digital meeting protocol. Video recordings of meetings, electronic copies of agendas and minutes, and voting records may be managed in accordance with existing records management procedures/bylaws.

If there are any aspects of your records management procedures for meetings that are ordinarily handled by way of physical copy (e.g. signing of bylaws, minutes, etc.), consider whether you will temporarily use electronic formats for such documents until such a time as physical originals can be executed.

Moving Forward

Some of the best practices included in this edition of the guide come from those municipalities that used electronic meetings for the first time between March and September 2020, and more lessons learned will become available as more municipalities work through procedural and technical challenges.

A further challenge arising as municipalities consider using electronic meetings as a regular part of business is hybrid meetings. Hybrid meetings are those where some members of council are in the council chamber while others participate in the meeting by electronic means elsewhere. This presents additional challenges from an IT, human resource capacity and facilities point of view.

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Municipal Case Studies of Experience with Electronic Platforms

Municipality	County of Middlesex	City of Peterborough	County of Perth**	City of Guelph
Software	Zoom	Microsoft Teams	Pragmatic with Streamlabs and GoToMeeting	Webex with Facebook
Software Medium and Overview	Zoom is an internet-enabled meeting software that allows up to 100 participants in an online meeting (in its free, basic version). Visually, Zoom allows users to view multiple participants at the same time in a conference-style setting and is enabled with features that allow for typed chat conversations, screen sharing, and sub-meeting breakout rooms.	Microsoft Teams is an internet-enabled meeting software being used by approximately 700 City staff and council members. Microsoft teams is part of the Office 365 E1, E3, or E5 bundle. Meeting members are able to video conference or call-in to meetings.	Pragmatic is a teleconference meeting software that Perth County uses in conjunction with Streamlabs video streaming that is connected to the County's YouTube channel. Perth's first meeting was held with audio only, however, GoToMeeting will be used in the future to allow the agenda or other documents to be streamed during the meeting. A dedicated workstation will be setup to stream this live to YouTube as well.	WebEx is a Cisco product that allows for video conferencing, chat and document sharing. The platform allows users to record video and sound and can provide a transcript of a typed chat. Streaming to Facebook is enabled through a WebEx plug-in.
Support and Connectivity	Zoom seems to work well for those who have poor internet connections when tested against the use of other similar platforms. Those who host meetings, and who are participants of meetings have been trained to ensure risk mitigation and usability of the video conferencing application.	Due to the circumstances, little training was provided for new users. However instructional videos and one-on-one training was provided for those needing assistance. A minimum of 1.2mbs is required to have a video and audio call.	The call-in teleconference format accommodates varying locations and internet connections. In addition, GoToMeeting allows for toll-free audio-only connecting.	Little to no training is needed. Support documentation available online . No known issues with connectivity at this time.

** Since the publication of the first edition of this guide, Perth County has switched to Zoom. Perth County staff have indicated that Zoom provides a simpler approach for YouTube integration and also the ability to use the webinar feature

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Municipality	County of Middlesex	City of Peterborough	County of Perth**	City of Guelph
Software	Zoom	Microsoft Teams	Pragmatic with Streamlabs and GoToMeeting	Webex with Facebook
Live Streaming Capability	Zoom meetings can be recorded and uploaded to the County's YouTube channel. In addition there is a livestream functionality through Zoom via YouTube and Facebook. There is roughly a 20 second delay in the livestream.	Livestreaming is available through the Live Events function. There is a 20 second delay between the meeting and the livestream.	Video of teleconference is enabled through Streamlabs software.	Live streaming is available via Facebook plugin. The stream can also be embedded on a municipality's website.
Participation, Voting and Quorum	<p>The Host role is assigned to and monitored by IT to ensure response to technical challenges throughout the meeting, including enabling livestreaming to YouTube.</p> <p>For voting, if all councillors are video-enabled, they raise their hand. For those councillors who call in to the Zoom meeting, they must state their name and verbally cast a vote.</p>	<p>Microsoft Teams does not have a 'raise hand' function so the typed chat function allows meeting members to join the conversation. Chat etiquette is an issue, with some private chats being more suited to private email.</p> <p>Quorum is handled by the clerks being able to see who is in attendance and audibly confirming they are in attendance for the public to hear. Votes are done as if all votes are recorded by the city clerk calling each councillor by name and the councillor then voting.</p>	<p>A verbal roll call was completed to account for all meeting members.</p> <p>Voting has not yet been tested, but will likely be handled in the same verbal/ audio manner.</p>	<p>The meeting host, delegated to the clerk in Guelph, oversees all meeting functions. The host can mute, call on, and lock down the meeting and/or the members.</p> <p>Voting completed by hand raising.</p>

Electronic Council, Committee and Board Meetings Guide for Ontario Municipalities (2nd edition)



Municipality	County of Middlesex	City of Peterborough	County of Perth**	City of Guelph
Software	Zoom	Microsoft Teams	Pragmatic with Streamlabs and GoToMeeting	Webex with Facebook
Security	<p>Once all meeting members have entered the meeting, Zoom allows the meeting Host to 'lock' the meeting. Screensharing and Meeting IDs are permitted only by the host of the meeting. The meeting is also password enabled for further security.</p> <p>To further secure Zoom meetings, consider disabling file sharing and making use of the waiting room function.</p>	<p>Only a producer can invite people into the meeting. As well, the producer has full authority over whom and what is shared in the video livestream and the ability to mute all. The clerk is the meeting producer and is the only one who can provide access as a presenter.</p>	<p>Access to the conference call was only provided to the members or council and required staff. In the future, when GoToMeeting is used, meeting access will require a link and password, and once all have joined, the meeting will be locked by the host.</p>	<p>Only those invited to the meeting can participate. The meeting can be locked; however, timeliness can be an issue in securing members. Meetings can be password-enabled and the password is sent to specified and known invitees. The lobby feature allows meeting members to remain on the call without having access to the meeting, which is useful for closed meetings.</p>

Electronic Council, Committee and Board Meetings Guide for Ontario Municipalities (2nd edition)



Cisco Webex User Guide

Get Started with Cisco Webex Meetings for attendees

Note: This guidance is from a certain point in time. Guidance is often updated and improved for the latest, visit the Cisco [WebEx Help Centre](#).

WebEx Meetings makes joining and collaborating hassle free. You can meet anyone in the world online, talk to them over the phone or your computer, see each other's video and share content.

Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the Join link to join the meeting. You might be asked to enter meeting password. The password will be included in the meeting invitation email. The Webex user interface is simple. Meeting options are located in the centre of the screen and participants and other panels will be on the righthand side of the screen.

Connect Audio

Before you join a meeting you can choose the audio settings you prefer for the meeting

1. Click the audio connection options in the Webex Meeting app.
2. Choose how you want to hear the audio in the meeting:
 - a. Use computer for audio** (default) – use your computer with a headset or speakers
 - b. Call me** – enter or select the work or home phone number that you'd like the meeting to call
 - c. Call in** – dial in from your phone when the meeting starts. A list of global call-in numbers is available once you join the meeting
 - d. Don't connect audio** – you won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting
3. If you want to join the meeting with your audio muted, click **'Mute my microphone'**. The microphone icon will turn red when your microphone is muted. Click **'Unmute my microphone'** when you want to speak.

Start Your Video

Before joining a meeting, you can choose the video setting you prefer for the meeting:

1. If you want to join the meeting with your video turned off, click **'Turn off my video'**. The camera icon will turn red when the video is turned off. Click **'Turn on my video'** when you want to show your video.
2. By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

Share Content

You can share content during a WebEx meeting. In the **Participants** panel, grab the WebEx icon (blue circle) with your mouse and drop it next to your name. You will become the presented. Select **Share content** and start sharing. For more sharing options, visit the **Share** menu.

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Zoom User Guide

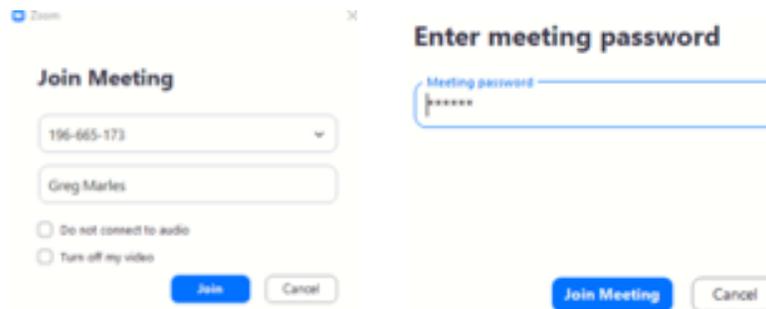
Joining Zoom Meetings

Join by Link (link will contain the password in most cases)

Join by Meeting ID

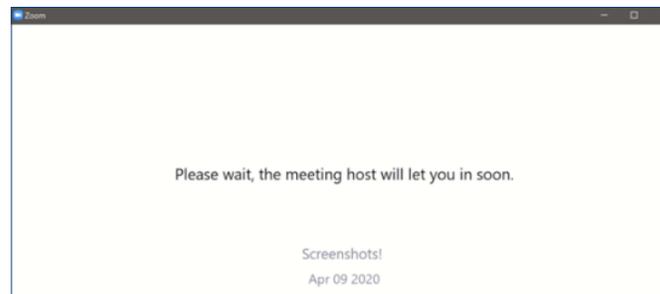
Enter the meeting ID and your name and click/tap “Join”.

On the next screen enter the meeting password and click/tap “Join Meeting”



Waiting Room

When joining a meeting you will be presented with this screen until the host allows entry

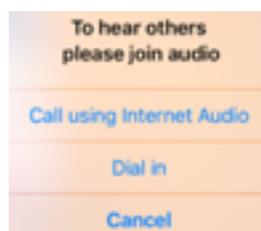


Joining Audio

Click or tap the following icon to be presented with options to join audio. This icon will be at the top of the screen on iPad and the bottom left of the screen on a laptop.



In most cases, you will want to use the “Call using Internet Audio” option – this will enable audio through your device. Alternatively, “Dial in” will provide you with a list of phone numbers to call.



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Meeting Controls

Along the top of the screen on iPad or the bottom of the screen on a laptop you will have a number of controls.



Mute/Unmute: Tapping/clicking this will mute your microphone, you will see the following when you are muted (there will also be the same icon over your participant window in the meeting). Tapping the icon again will unmute.



Stop/Start Video: Tapping/clicking this will stop your video. You will see the following when your video is stopped. Tapping the icon will show your video again.



Gallery/Speaker View: There are 2 views available in each meeting. One will show the active speaker, the other will show all participants (**note:** only 9 participants can be viewed on an iPad at one time, swiping the screen to the side will show the other participants). These controls are located at the top left on iPad at the top right on a laptop.



Share Content: If the meeting host has allowed sharing content (this is off by default) the "Share Content" option allows you to choose what you would like to share (**note:** this information is shared with all participants of the meeting).



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Head of Council

- Practice with the technology until there is a high comfort level
- Use a laptop to ensure larger screen real estate
 - Allows Head of Council to see all Council Members
 - Provides easier access to meeting tools menu
 - Ensure Participants Menu is open to see all participants and enable additional meeting tools

Managing the Speakers List

- Be mindful of those who are on video and those who are not on video
- Use Recorded Votes to your advantage when managing a meeting to ensure everyone is accounted for

Clerk

- Help the Head of Council manage the Meeting
- Voting/Procedural
 - If all Councillors are video-enabled, raise hand
 - If some Councillors are video-enabled and others are not, be sure to be mindful and attentive of those that have called in
- Be more prepared than usual - information provision to Council during meetings

Technical Considerations

- Local the meeting when all attendees have entered
- Enable and control live stream options
- Record the meeting locally to ensure continuity of electronic meeting - the recorded files can be uploaded to a file storage service like Dropbox, Google Drive or streaming service like YouTube

Closed Meeting Considerations

- Managing the Live Stream
- One person per physical room to minimize potential for reverb or feedback loops
 - Use headsets if you must be in the same physical space

Before your Meeting

- Control audio quality by situating yourself in a quiet space
- Adjust your lighting to ensure light is in front of you
- When possible, place the video camera 2-inches above eye-line

During your Meeting

- Look into the camera when speaking
- Pay attention when others are speaking
- Only one person speaks at a time to ensure clarity of meeting
- Mute yourself when not speaking
- Use the chat function to message entire group or an individual

Security Considerations

- Lock the meeting when all attendees have entered
- Don't screen capture and share the meeting with meeting ID embedded
- Don't share the meeting ID beyond the required attendees
- Treat the meeting ID as if it is a password. Do not share with anyone
- Let the Host share the Meeting ID
- Ensure every meeting is password enabled
- Only allow Host to share screen

Other features to consider as part of a Zoom meeting

- Invite more people to join by email, IM, SMS (mobile users) or meeting ID
- Screen share your desktop or specific application window
- Mute/unmute audio
- Stop/start video
- Configure your settings
- Leave or end the video meeting

You will find a series of buttons at the centre of the bottom of the screen which allows you to use these features. For more details please go to Zoom Help Pages.

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Platform Resources

GoToMeeting:

<https://blog.gotomeeting.com/5-best-practices-staying-secure-gotomeeting/>

Microsoft Teams:

<https://docs.microsoft.com/en-us/microsoft-365/security/top-security-tasks-for-remote-work?view=o365-worldwide>

Technical Security Details:

<https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>

WebEx:

<https://help.WebEx.com/en-us/8zi8tq/Cisco-WebEx-Best-Practices-for-Secure-Meetings-Hosts>

Zoom:

<https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf>

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Acknowledgements - 2nd edition

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Additional Content for 2nd edition

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Regional Municipality of York

Alison Gray
Clerk
Township of Severn

Alexander Harras
Manager of Legislative Services/Deputy Clerk
Town of Ajax

From: AMO Communications <Communicate@amo.on.ca>
Sent: Thursday, February 4, 2021 2:08 PM
To: Cindy Pigeau
Subject: AMO Policy Update – Expanded Library Broadband, AMO Response to Long-Term Care COVID-19 Commission

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



February 4, 2021

AMO Policy Update – Expanded Library Broadband and AMO Response to Long-Term Care COVID-19 Commission

Expanded Library Broadband

Today the Province announced a \$4.8 million investment to upgrade broadband at public libraries in unserved and underserved communities. This investment is part of the Province's [Up to Speed: Ontario's Broadband and Cellular Action Plan](#).

The Ontario Library Service will oversee and deliver the project. As a first step in the broadband upgrade process, site surveys and assessments will be conducted to identify eligible library branches, with priority given to those with inadequate broadband located within five kilometres of a secondary school.

AMO's Response to the Long-Term Care COVID-19 Commission

In June 2020, AMO's Health Task Force established a working group on long-term care to help provide advice to the independent Long-Term Care COVID-19 Commission over the course of its investigation. In October 2020, AMO submitted [interim recommendations](#) on an ongoing provincial pandemic response to the Commission for their consideration. The working group on long-term care was also provided an opportunity to meet with the Commissioners on October 26, 2020. The [testimony from that meeting](#) can be found on the LTC Commission website.

AMO provided a final submission, [Improving the Long-Term Care Outbreak Response in Ontario: AMO's Final Submission to the Long-Term Care COVID-19 Commission](#), on January 29, 2021. Looking forward, AMO will continue to provide perspectives to the Commission and the Ministry of Long-Term Care on how municipal long-term care homes are handling the COVID-19 pandemic.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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