

ORDRE DU JOUR

Agenda

Séance régulière du conseil qui aura lieu
à 19 h 00, le mercredi 8 février 2023
*Regular council meeting scheduled for Wednesday,
February 8, 2023 at 7:00 p.m.*

1. OUVERTURE CALL TO ORDER

- Reconnaissance des terres autochtones par la Mairesse / *Indigenous land acknowledgement by the Mayor;*

2. PRÉSENCE ROLL CALL

	In attendance	Absent	With Notice	Without Notice
Mayor Beverly Nantel				
Councillor Hélène Perth				
Councillor Luc Lévesque				
Councillor Julila Hemphill				
Councillor Krystel Lévesque				
CAO-Clerk				
Treasurer/Tax Collector				
Infrastructure Superintendent				
Misc. Municipal Employees				

3. APPEL ET DÉCLARATION D'INTÉRÊT PÉCUNIAIRE DECLARATION OF CONFLICT

4. ADOPTION DE L'ORDRE DU JOUR APPROVAL OF AGENDA

5. ADOPTION DES PROCÈS-VERBAUX
ADOPTION OF MINUTES

- 5.1 Procès-verbal daté du 11 janvier 2023 de la réunion régulière du conseil municipal / *Regular Municipal Council meeting minutes dated January 11, 2023; (Resolution)*

6. DÉLÉGATIONS
DELEGATIONS

- 6.1 Présentation de Pascal Fraser de Action Group Inc. au sujet d'une proposition de services menant à la construction de logements abordables / *Presentation by Pascal Fraser of Action Group Inc. with regards to a proposal of services leading to the construction of affordable housing; (Information / Resolution)*

7. CORRESPONDANCE
CORRESPONDENCE

- 7.1 Procès-verbal daté du 17 novembre 2022 du Groupe des maires nord-est-supérieur / *Northeast Superior Mayors Group meeting minutes dated November 17, 2022; et / and (Information)*
- 7.2 Examen du programme proposé de lutte contre les insectes nuisible de la Forêts Abitibi River, Gordon Cosens, Pineland, Roméo Malette, Spanish et Timiskaming / *Review of proposed insect pest management program of the Abitibi River, Gordon Cosens, Pineland, Romeo Malette, Spanish and Timiskaming Forests; et / and (Information)*
- 7.3 Mise à jour datée du 24 janvier 2023 des politiques de l'Association des municipalités de l'Ontario – ROMA 2023 / *AMO Policy Update – ROMA 2023 dated January 24, 2023; et / and (Information)*
- 7.4 Lettre du ministère des Affaires municipales et du Logement, bureau du ministre, datée du 24 janvier 2023, concernant la troisième tranche du Programme de modernisation des municipalités (PMM) / *Letter dated January 24, 2023 from the Ministry of Municipal Affairs and Housing, Office of the Minister, with regards to the third intake of the Municipal Modernization Program (MMP); et / and (Information)*
- 7.5 Lettre datée du 25 janvier 2023 du Secrétariat du Conseil du Trésor, Gestion des situations d'urgence Ontario au sujet d'aider les communautés des Premières Nations pendant la prochaine saison des inondations et feux de végétation de 2023 / *Letter dated January 25, 2023 from the Treasury Board Secretariat, Emergency Management Ontario with regards to supporting First Nations Communities during the upcoming 2023 flood and wildland fire season; et / and (Information)*

- 7.6 Lettre datée du 27 janvier 2023 de la Police provinciale de l'Ontario concernant l'événement tragique de Memphis Tennessee - Tyre Nichols / *Letter dated January 27, 2023 from the Ontario Provincial Police with regards to the tragic event in Memphis Tennessee – Tyre Nichols*; et / and **(Information)**
- 7.7 Lettre du 25 janvier 2023 de la Ville de Petrolia concernant les élections de la commission scolaire / *Letter dated January 25, 2023 from the Town of Petrolia with regards to school board elections*; **(Support / Resolution)**

8. RAPPORT DES COMITÉS ET DÉPARTEMENTS **REPORTS FROM COMMITTEES AND DEPARTMENTS**

- 8.1 Rapport du conseil daté du 31 janvier 2023 du Surintendant des infrastructures concernant la demande d'achat d'un réservoir de carburant mobile pour le compacteur du site d'enfouissement / *Council report dated January 31, 2023 from the Infrastructure Superintendent with regards to the request to purchase a mobile fuel tank for the landfill compactor*; et / and **(Resolution)**
- 8.2 Rapport du conseil daté du 19 janvier 2023 de l'Administratrice de bureau et de l'Agente d'application des lois municipales concernant le système de sanctions administratives pécuniaires (SSAP) / *Council report dated January 19, 2023 from the Office Administrator and Municipal Law Enforcement Officer with regards to the administrative monetary penalty system (A.M.P.S.)*; et / and **(Resolution)**
- 8.3 Rapport annuel du service d'incendie volontaire de Dubreuilville pour 2022 / *Dubreuilville Volunteer Fire Department Annual Report for 2022*; et / and **(Resolution)**
- 8.4 Politique de surveillance électronique / *Electronic Monitoring Policy*; et / and **(Resolution)**
- 8.5 Utilisation de la technologie informatique du Canton / *Use of Township information technology*; et / and **(Resolution)**
- 8.6 Politique de congés / *Time off policy*; et / and **(Resolution)**
- 8.7 Discussion générale concernant des sujets variés municipaux / *General discussion with regards to various municipal subjects*; **(Information / Resolution)**

9. APPROBATION DES RÉGISTRE DE CHÈQUES **APPOVAL OF CHECK REGISTER**

- 9.1 Rapport pour le Conseil (registre des chèques pour 2022) daté du 20 janvier 2023 (liste A – Visa / Virement électronique) / *Council Board Report (cheque register for 2022) dated January 20, 2023 (list A – Visa /*

- Etransfer*); et / and **(Resolution)**
- 9.2 Rapport pour le Conseil (registre des chèques pour 2022) daté du 20 janvier 2023 (liste B) / *Council Board Report (cheque register for 2022) dated January 20, 2023 (list B)*; et / and **(Resolution)**
- 9.3 Rapport pour le Conseil (registre des chèques pour 2023) daté du 20 janvier 2023 (liste C – Visa / Virement électronique) / *Council Board Report (cheque register for 2023) dated January 20, 2023 (list C – Visa / Etransfer)*; et / and **(Resolution)**
- 9.4 Rapport pour le Conseil (registre des chèques pour 2023) daté du 20 janvier 2023 (liste D) / *Council Board Report (cheque register for 2023) dated January 20, 2023 (list D)*; et / and **(Resolution)**
- 9.5 Rapport pour le Conseil (registre des chèques pour 2022) daté du 3 février 2023 (liste E – Visa / Virement électronique) / *Council Board Report (cheque register for 2022) dated February 3, 2023 (list E – Visa / Etransfer)*; et / and **(Resolution)**
- 9.6 Rapport pour le Conseil (registre des chèques pour 2022) daté du 3 février 2023 (liste F) / *Council Board Report (cheque register for 2022) dated February 3, 2023 (list F)*; et / and **(Resolution)**
- 9.7 Rapport pour le Conseil (registre des chèques pour 2023) daté du 3 février 2023 (liste G – Visa / Virement électronique) / *Council Board Report (cheque register for 2023) dated February 3, 2023 (list G – Visa / Etransfer)*; et / and **(Resolution)**
- 9.8 Rapport pour le Conseil (registre des chèques pour 2023) daté du 3 février 2023 (liste H) / *Council Board Report (cheque register for 2023) dated February 3, 2023 (list H)*; **(Resolution)**

10. RÉGLEMENTS **BY-LAWS**

- 10.1 Arrêté-municipal no. 2023-05, étant un règlement visant à confirmer les travaux du Conseil de la Corporation du Canton de Dubreuilville à sa séance régulière tenue le 8 février 2023 / *By-Law No. 2023-05, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on February 8, 2023*; et / and **(Resolution)**
- 10.2 Arrêté-municipal no. 2023-06, étant un règlement visant à modifier le règlement no. 2022-09 afin de conclure une entente entre Sa Majesté le Roi du chef de l'Ontario, représentée par le Ministre des Affaires municipales et du Logement, et la Corporation du Canton de Dubreuilville

/ By-Law No. 2023-06, being a By-law to amend By-law No. 2022-09 to enter into an agreement between His Majesty the King in right of Ontario as represented by the Minister of Municipal Affairs and Housing and the Corporation of the Township of Dubreuilville; (Resolution)

11. AJOUT
ADDENDUM

12. ASSEMBLÉE A HUIS CLOS
CLOSED SESSION

13. AJOURNEMENT
ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF DUBREUILVILLE

-MINUTES-

Regular Council Meeting held on
January 11, 2023 at 7:00 p.m.
Council Chambers

PRESENT: Mayor, B. Nantel
Councillor, H. Perth
Councillor, L. Lévesque
Councillor K. Lévesque
Councillor J. Hemphill

ABSENT:

STAFF: CAO-Clerk, Shelley B. Casey
EDO, Chantal Croft
Senior Manager, John Febraro

Mayor Beverly Nantel called the meeting to order at 7:00 p.m.

23-001 Moved by: Councillor J. Hemphill
Seconded by: Councillor H. Perth

Whereas that the agenda for the regular municipal council meeting dated January 11, 2023 be adopted as submitted.

Carried

23-002 Moved by: Councillor K. Lévesque
Seconded by: Councillor H. Perth

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the following municipal council meeting minutes as submitted:

- Regular Municipal Council meeting minutes dated December 14, 2022.

Carried

23-003 Moved by: Councillor H. Perth
Seconded by: Councillor L. Lévesque

Whereas that the following be received as information only:

7.1 Letter dated January 4, 2023 from the Ministry of Municipal Affairs and Housing, Office of the Minister, with regards to the More Homes Built Faster Act, 2022; and

7.2 Letter dated December 2022 from the Ministry of Infrastructure with regards to the Ontario Community Infrastructure Fund Formula-Based Component Agreement.

Carried

23-004 Moved by: Councillor H. Perth
Seconded by: Councillor K. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to amend resolution no. 22-027 dated January 26, 2022 with regards to the St-Joseph Street Extension project; and

Therefore be it resolved that the Council of the Corporation of the Township of Dubreuilville hereby also authorizes to not only use the Northern Ontario Resource Development Support (NORDS) funding, as originally planned, but to also use part of Ontario Community Infrastructure Fund (OCIF), as per attached updated spreadsheets prepared by the Treasurer.

Carried

23-005 Moved by: Councillor L. Lévesque
Seconded by: Councillor H. Perth

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to contribute \$5,000 towards the North Algoma Medical Recruitment and Retention Committee to aid in the important search and to secure physicians at our local Lady Dunn Health Centre.

Carried

23-006 Moved by: Councillor L. Lévesque
Seconded by: Councillor K. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached Council Report dated January 5, 2023 from the Office Administrator with regards to a request for Municipal Team to attend a Mental Health and Wellness Forum scheduled for February 9, 2023, as presented.

Carried

23-007 Moved by: Councillor L. Lévesque
Seconded by: Councillor H. Perth

Whereas that the attached Council Board Report (cheque register for 2022, list A - Visa / Etransfer) dated January 6, 2023 in the amount of \$60,924.36, be approved for payment.

Carried

23-008 Moved by: Councillor J. Hemphill
Seconded by: Councillor L. Lévesque

Whereas that the attached Council Board Report (cheque register for 2022, list B) dated January 6, 2023 in the amount of \$273,509.56, be approved for payment.

Carried

23-009 Moved by: Councillor H. Perth
Seconded by: Councillor K. Lévesque

Whereas that the attached Council Board Report (cheque register for 2023, list C – Visa / Etransfer) dated January 6, 2023 in the amount of \$8,040.37, be approved for payment.

Carried

23-010 Moved by: Councillor L. Lévesque
Seconded by: Councillor J. Hemphill

Whereas that the attached Council Board Report (cheque register for 2023, list D) dated January 6, 2023 in the amount of \$13,345.00, be approved for payment.

Carried

23-011 Moved by: Councillor H. Perth
Seconded by: Councillor K. Lévesque

Whereas that By-Law No. 2023-01, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on January 11, 2023, be adopted as presented.

Carried

23-012 Moved by: Councillor H. Perth
Seconded by: Councillor J. Hemphill

Whereas that By-Law No. 2023-02, being a By-law to provide that in the year 2023 a levy be made before the adoption of the estimates for the year, be adopted as presented.

Carried

23-013 Moved by: Councillor H. Perth
Seconded by: Councillor K. Lévesque

Whereas that By-Law No. 2023-03, being a By-law to authorize the borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2023, be adopted as presented.

Carried

23-014 Moved by: Councillor H. Perth
Seconded by: Councillor J. Hemphill

Whereas that By-Law No. 2023-04, being a By-law to enter into a Memorandum of Understanding with the Corporation of the Municipality of Wawa to provide GIS and related services to each participating partner community, be adopted as presented.

Carried

23-015 Moved by: Councillor H. Perth
Seconded by: Councillor K. Lévesque

Whereas that this regular municipal council meeting dated January 11, 2023 hereby adjourn at 8:51 p.m.

Carried

Mayor

CAO/Clerk

6.1



PROPOSAL OF SERVICES

LEADING TO THE CONSTRUCTION
OF AFFORDABLE HOUSING IN

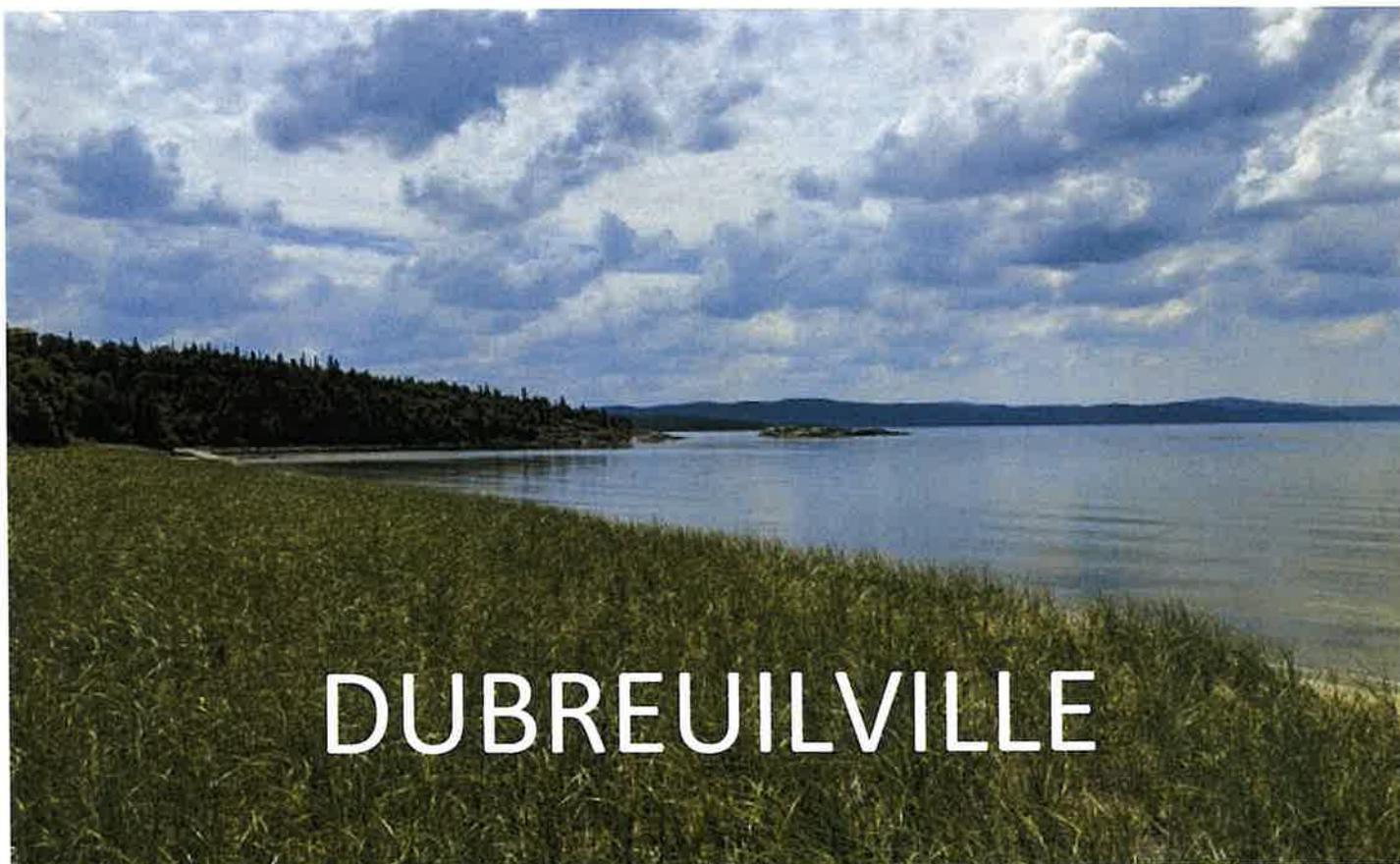




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Recipient: Township of Dubreuilville

Presented by: Pascal Fraser, Action Group Inc.

Object

Present a proposal of services that will lead to the construction of affordable housing in the Township of Dubreuilville

Expected outcome

- Present the capacity of Action Group Inc. as a consultant and as a general contractor.
 - Present the Rapid Housing Initiative.
 - Bring forward a proposal for services that will lead to the construction of affordable housing in the Township of Dubreuilville.
-

General information

- While working on development projects in various Northern Communities, Action Group Inc. noticed that there is a very similar need in every community. The need for affordable housing.
 - Action Group Inc. invested energy on creating a systemic approach that can help all the communities that are in need of affordable housing.
 - The systemic approach includes the Rapid Housing Initiative that can provide the communities with forgettable loans.
 - The systemic approach includes an accessible, energy efficient and affordable multi-unit residential design that respects all of the Rapid Housing Initiative guide lines.
 - Action Group Inc. would like to invite the Township of Dubreuilville to join the movement and take advantage of the systemic initiative.
-

The corporation

- The corporation consist of a strong diversified team. The members bring to the table a vast variety of strength that results in superior quality buildings, services and long-term relationships.
-

Sister Companies

- Kap Healthy Living and Housing Ltd. (KHLH)
- BUMA Apartments Ltd.
- Neighborhood Contracting Inc.
- Action Group Inc.
- Action Group Contracting
- Action Group Enviro Clean
- Action Group Aluminar Systems

Collective Development and sustainable projects

- Buma Apartments Ltd. (over 60 residential, commercial and industrial properties)
- La Résidence Jody Blais (An Assisted Living senior residence)
- Kap Healthy Living and Housing Ltd. (A health hubb that includes a medical clinic and a Rexall Pharmacy)
- Fauquier Medical Clinic (Consultation and construction of the project)
- Hearst Kapuskasing & Smooth Rock Falls Counselling Services (Consultation and construction of the project)
- Management of health-related construction projects for hospital and universities on a national scale.
- Management of construction projects on a municipal, provincial and national scale.

Leadership

- Leadership towards the management of over 250 residential and commercial units
- Leadership towards a flourishing assisted living senior residence (La Résidence Jody Blais)
- Leadership towards multiple consultation and construction projects on a municipal, provincial and national scale

Rapid Housing Initiative

RHI represents Capital contributions for the rapid construction of new housing and/or acquisition of existing buildings for rehabilitation or conversion to permanent affordable housing.

Project Streams

- Cities Stream
 - Funding in the amount of \$0.5 billion for 41 pre-determined municipalities.
- Project Stream
 - Funding in the amount of \$1 billion is available under the Projects Stream via an open competitive application-based process.
 - CMHC prioritizes projects that support our objectives regarding groups of people who are considered a priority, including Indigenous Peoples and Black Canadians. At least 25% of the money for this round of the Rapid Housing Initiative will go to women-focused affordable housing projects.

Eligible Applicants

- provincial, territorial and municipal governments
- Indigenous governing bodies and organizations
- non-profit organizations

Eligible types of housing – new construction

Rapid Housing Initiative funding supports the new construction of single, scattered units up to larger multi-unit rental projects, which can include the acquisition of land. Traditional construction methods and modular housing will be accepted if the units can be delivered within the timelines that apply to the projects' location.

Eligible property types

- standard rental
 - transitional housing
 - permanent supportive housing
 - single room occupancy
 - seniors' housing (excludes delivery of healthcare)
-

Precisions

- Projects that have started construction prior to August 30, 2022, are not eligible. Start of construction refers to a project that has incurred hard costs relating to the physical construction of the building, such as pouring of foundation for new construction (or start of off-site work for modular construction) and start of physical conversion or rehabilitation of the building.
- RHI funding cannot replace prior funding commitments (e.g., executed loan/contribution agreements) that would otherwise see a project through to completion and will not cover cost overruns.
- RHI funding cannot be used to cover cost increases, overruns or any expenses related to Round 1 or 2 of this initiative.
- All projects must be:
 - located in Canada
 - available for year-round occupancy
 - long-term tenancy (3 months or more)
 - residential for its primary use
 - for rehabilitation funding, the project must be vacant, uninhabitable and lost from the housing stock
- All projects must have a minimum:
 - of 5 units or beds* (units and beds are interchangeable and are based on project type)
 - contribution request of \$1 million*

Accessibility and energy efficiency requirements

New construction projects will be prioritized for exceeding the minimum local/regional accessibility requirements in their jurisdiction (by percentage of additional accessible units).

New construction projects will be prioritized for exceeding the energy efficiency standards set out in the National Energy Code for Buildings or National Building Code, as it applies below:

- Part 3 of the 2017 National Energy Code for Buildings for buildings larger than 600m² in total area or greater than 3 stories.
- Part 9 of the 2015 National Building Code for buildings less than 600m² in total area and 3 stories or less.

Housing operations/property management experience

Non-profits and Indigenous organizations (not wholly owned by another level of government) must have been registered as a non-profit for a minimum of 5 years. They also must show a minimum of 5 years of demonstrated experience operating a housing project of similar size, scope and tenancy. CMHC reserves the right to determine if tenancy is considered similar.

CMHC will allow applicants to enter into a formal property management contract with a professional third party to oversee the maintenance of the assets.

Affordability requirements

All units must:

- provide a minimum depth of affordability (tenants pay no more than 30% of their before-tax income on housing costs or the equivalent of the shelter component of any provincial or territorial income assistance)
- remain affordable for a minimum of 20 years

Target population requirements

All units must serve priority populations as identified in the National Housing Strategy. These are people who are, or otherwise would be, in severe housing need or experiencing, or at imminent risk of homelessness. The National Housing Strategy will address the housing needs of vulnerable Canadians, including:

- Women and children fleeing domestic violence
- Seniors
- Young adults
- Indigenous peoples
- People with disabilities
- Racialized groups
- Veterans
- LGBTQ2+
- Recent immigrants, especially refugees
- People experiencing homelessness
- People dealing with mental health and addiction issues

Expediency

Recipients are expected to deliver completed units within 18 months (within 24 months for those in the North, remote or special access communities).

Documentation requirements

Applications have different document requirements based on the applicant type. Action Group Inc. Would provide all documentation.

Prioritization of applications

Once the minimum mandatory requirements have been met, Rapid Housing Initiative Projects Stream applications will be prioritized based on the prioritization criteria.

Application window

- The application window will be open from December 12, 2022, to March 15, 2023
 - All required documents must be uploaded and the application must be submitted on the portal by the close of the application window (11:59 p.m. Eastern Time).
 - All paper applications including supporting documents must be received before the close of the window for input into the portal.
 - Once the window closes, no new information will be accepted. At the close of the window, applications must be submitted in complete form to be considered for review and to maximize scoring eligibility.
 - Incomplete or draft applications will not advance to the review stage.
-

The design

Action Group Inc. has coordinated the design of an extremely efficient and affordable build specifically for the communities who wishes to participate in the systemic approach. The type of units will be determined during the consultation process. The community may choose from the following options:

- Twenty-four (24) one-bedroom residential units
- Eighteen (18) two-bedroom residential units
- Mixed unit style (1-br. and 2-br.) within the same foot print as option 1 and 2.

Following the analysis of the community' need in regards to affordable housing, duplicates of the proposed built may be added to the application for a reduced price. There are no limits to the number of buildings (proposed built) as long as the community demonstrate the need for every additional building.

The design is presented on Appendix A.

Consultation Services

The proposed services are as follows:

- **Oversee the application process.**
 - Guide the Community through STEP 1 of the application: CONTACT
 - Guide the Community through STEP 2 of the application: PROPONENT
 - Guide the Community in assigning the application to Action Group Inc.
 - Complete STEP 3 of the application: BUILDING
 - Complete STEP 4 of the application: EVALUATION
 - Complete STEP 5 of the application: BUDGET / PROJECT COSTS
 - Complete STEP 6 of the application: FUNDING / COLLABORATING
 - Complete STEP 7 of the application: ATTACHMENTS
 - Complete STEP 8 of the application: SUBMISSION

 - **Prepare, present and submit the supporting documents during the application process (December 12th 2022 to March 15th 2023):**
 - CMHC Integrity Declaration documentation
 - RHI Construction and Development Schedule
 - Vendor Information Form
 - Other forms that may be requested by CMHC (before March 15th 2023)
 - RHI Proforma
 - Class B Cost Estimate
 - drawings to 65% completion mark:

 - **Propose effective Property Management Strategies as required by CMHC.**

 - **Coordinate meetings with CMHC and other important contributors. The community is required to attend a minimum of one (1) meeting with CMHC. Action Group Inc. will be present.**
-

Construction Services

Conditional upon approval of the application, assume the responsibilities of GC (General Contractors) in regards to the proposed construction project elaborated in the application. A secondary construction contract reflecting the information that was developed and presented in the application is to be signed by both parties before the application is fully submitted. This contract will be conditional upon approval of the application.

Impact to consider

- Action Group Inc. has a very positive relationship with CMHC. CMHC has agreed to work with Action Group Inc. on the initiative.
- Applications are very often disregarded because of preventable mistakes. Action Group Inc. has developed an expertise as consultants and are proud to guide the communities towards their goal.
- Collective initiatives are always more powerful than independent initiatives.
- The design is extremely efficient and affordable.
- The systemic approach of the design reduces greatly the upfront costs of the drawings, proforma and class B estimate.
- The collective approach of the consultation reduces greatly the cost of the application and all-around process.

Compensation

Action Group Inc. will charge the community a flat fee of **\$85 470.00 + HST** for the Services presented in the **Consultation Services** section of this document.

Following the analysis of the community's needs in regards to affordable housing and with the community's approval to move forward with additional buildings, **\$27 242.50 + HST** will be added to the fee for every additional Apartment buildings (proposed built presented in Appendix A).

Proposal

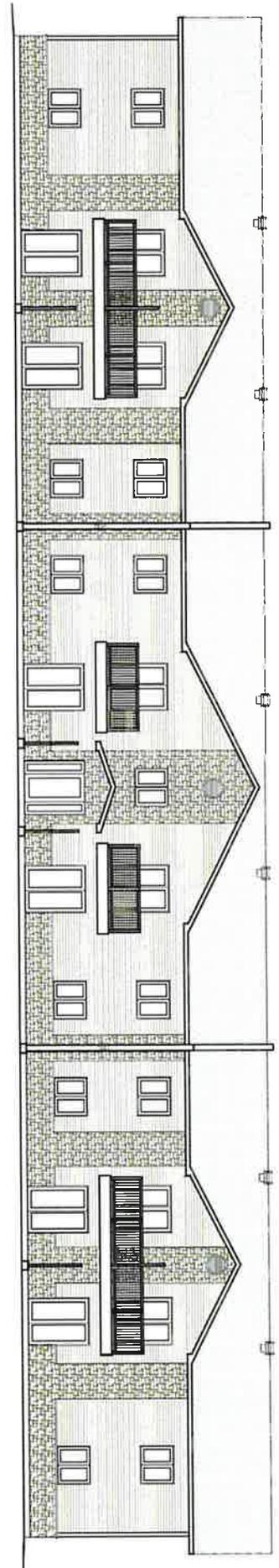
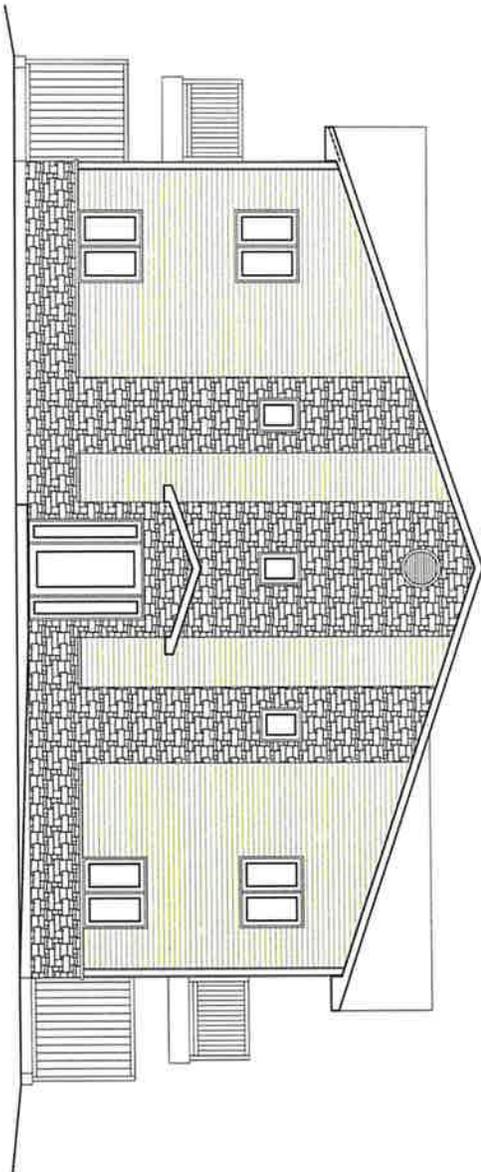
It is proposed that that the Township of Dubreuilville sign **the letter of engagement - Proposal of Services**.

Conclusion

Action Group Inc. is motivated to guide and work with the Township of Dubreuilville on the Rapid Housing Initiative application, the design of affordable housing development and the construction of a brand-new multi residential establishment.

APPENDIX A

ELEVATION OF THE PROPOSED BUILT



7.1



Northeast Superior Mayors Group Meeting
Thursday, November 17, 2022 - 10:30 a.m.
Zoom Call

MINUTES

1. CALL TO ORDER & NOTE MEMBERS PRESENT

The meeting was called to order at 10:43 a.m. by Mayor Fort.

Present:

Maury O'Neill, CAO Treasurer, Wawa
Tracy Amos, SECFDC General Manager
Linda Bouchard-Berzel, MND, Wawa
Shelley Casey, CAO/Clerk, Dubreuilville
Mayor Cheryl Fort, Hornepayne
Gail Jaremy, CAO/Clerk, Hornepayne
Aileen Singh, Deputy CAO/Clerk, Hornepayne
Marilyn Parent-Lethbridge, Deputy Clerk, White River
Mayor Jim Moffat, Manitouwadge
Mayor Ryan Bignucolo, Chapleau
Denis Duguay, CAO, Chapleau

Regrets:

Mayor Melanie Pilon, Wawa
Mayor Tara Hart, White River
Mayor Beverly Nantel, Dubreuilville
Florence MacLean, CAO, Manitouwadge
Mike Mantha, MPP
Carol Hughes, MP

Guests:

None

Media: None

Public: None

2. LAND ACKNOWLEDGEMENT

3. WELCOME TO NEW MAYORS

Introductions were made by the group. The new Mayors were welcomed as well as new CAOs.

4. REVIEW OF ADDENDUM AND APPROVAL OF AGENDA

Moved by: Mayor Bignucolo Seconded by: Mayor Moffat

RESOLVED THAT the agenda for the Northeast Superior Mayors Group as of Thursday, November 17, 2022, be approved,

CARRIED.

5. ANNOUNCEMENTS

Nil

6. **DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

Nil

7. **APPROVAL OF MINUTES**

Moved by: Gail Jaremy Seconded by: Shelley Casey R. Verbal

RESOLVED THAT the minutes of the Northeast Superior Mayors Group meeting, held on September 21, 2022 be approved.

CARRIED.

Business Arising from Minutes:

Nil

8. **DELEGATIONS AND VISITORS**

Nil

9. **OLD BUSINESS**

9.1. Outstanding Listing

Moved to next meeting for discussion.

10. **NEW BUSINESS**

10.1 Delegation at ROMA – North Algoma Locum Funding

Mayor Beverly Nantel and Mayor Melanie Pilon will attend a delegation with the Minister of Health at the ROMA meeting to discuss cuts to locum funding at the local hospital. The Mayors Group sent a letter to the Minister of Health along with support letters from local industries to bring the issue to their attention. Wanted to know if any other members were going and would like to join the delegation. There is still time to join. Mayor Fort will be attending ROMA. For those new to the group it was explained that ROMA is the Rural Ontario Municipal Association and they are holding their annual meeting January 22 – 24, 2023 in Toronto at the Sheraton Centre Hotel. Mayor Fort encouraged members to attend the meeting. Mayor Bignucolo indicated that it was on their council agenda for approval at the next meeting. The Municipality of Wawa will prepare a brief for the delegation. Would like to include as many Mayors as possible that are in attendance. The group has fifteen minutes to make their case. One or two staff members should also be part of the delegation. The EDO for Hornepayne will be in attendance. Maury and Shelley will also be attending.

10.2 Mayor/CAO Relationship Training

Gail gave an example of the training that they did and found it very helpful. It is totally beneficial for the relationship between Mayor and CAO. Also good for strategic planning. They are looking at bringing the consultant to this region, wondering if there would be interest in this from other municipalities. They believe it would be most beneficial if it is in person. Gail will reach out to the consultant to ask about pricing and get back to the group for consideration.

10.3 Managing Council Training for Mayors

George Cuff has written many books on councils and governance. Mayor Fort is looking into further training on this topic and put it on the agenda for information only. She will put it back on the agenda for a future meeting.

11. GENERAL DISCUSSION - ROUNDTABLE:

Hornepayne

- Hotel update – had planned to start construction this fall, will now start in the spring
- Will have a curling season this year
- Arena also open for hockey
- Work is continuing on the arena expansion, prices have gone way up due to Covid-19
- Council inauguration meeting went well
- Gail will be retiring at the end of this year, last Mayors Group meeting

Wawa

- Congratulations to all returning and new Mayors
- Nice to see full complement of CAOs in the region
- Would like to see the Terms of Reference brought to the next NESMG meeting
- NITGC Agreement ends December 31, 2022. New agreement needs to be in place, costs will stay the same. Looking at a one year agreement.
- Inauguration event went well, included Chief Tangie of Michipicoten First Nation
- Council consists of two returning members and two new ones
- Training will be provided
- Doing an orientation session with council
- Mayor Pilon is signed up to attend AMO, there will be training and other opportunities
- They are currently in the transition process
- Welcome to Aileen, wish Gail well in her future. Will be missed dearly.

Chapleau

- Had a very good inauguration on Tuesday night, had a full house
- Looking at changing some things in the near future

White River

- No inauguration meeting yet, will take place on November 23, 2022
- Two councillors returning, two new ones. One of the new councillors had been on council years ago.
- Working on fire hall
- Aboriginal housing – 14 new homes for White River
- Looking forward to working with new council

Manitouwadge

- Acting Mayor at this time as the inauguration isn't until November 22, 2022
- John MacEachern is fully retiring
- Had some trouble with the arena due to roof issues, in process of repairing
- Council consists of two returning councillors and two new councillors
- Looks like a great council moving forward
- Looking forward to being a part of the Mayors Group

Dubreuilville

- Really busy
- Held inauguration last Tuesday. Mayor Nantel is back. Two previous councillors plus two new ones.
- The arena has been open since October 17th
- Was hoping to start 22 unit apartment building but too cold now so will start in spring
- Developer looking to create new subdivision
- Many people are looking to move to the community, nowhere to put anyone
- Mines are busy. There was an unfortunate death that occurred at Argonaut site.
- Expansion at Alamos is going well
- Argonaut is looking at starting operations in the second quarter of 2023
- The municipality has hired several new positions including a Health and Safety Officer, Administrative Assistant and Economic Development Officer. Had to hire new staff as they can't keep up with all of the activity going on.

Mayor Fort mentioned a topic that she would like to add to the next NESMG meeting. She was surprised to read an article about Medieval Villages being built in unorganized townships. The one that was mentioned was around Temiskaming Shores. An investor bought land in unorganized area and is subleasing it out. There are 100 people living outside of the community. Will share the article. FONOM is aware of the issue, will be sharing a document to bring to other municipalities.

Maury brought up the issue of the OPP detachment board makeup. She will follow up on this issue. It's important to have our voices heard.

12. NEXT MEETING

12.1. Thursday, January 12, 2023, at 10:00 a.m. via zoom.

13. MEETING CLOSE

Moved by: Gail Jeremy

Seconded by: Denis Duguay

R. Verbal

RESOLVED THAT; the meeting closed at 11:45 a.m.

CARRIED.

EXAMEN

Examen du programme proposé de lutte contre les insectes nuisibles Forêts Abitibi River, Gordon Cosens, Pineland, Roméo Malette, Spanish et Timiskaming

Le **ministère des Richesses naturelles et des Forêts (MRNF)** de l'Ontario vous invite à examiner et à commenter le programme proposé de lutte contre les insectes nuisibles et les propositions de projets relatifs à un ou des projets précis d'épandage aérien d'insecticide afin de contrôler l'infestation de tordeuse des bourgeons de l'épinette dans les **forêts Abitibi River, Gordon Cosens, Pineland, Roméo Malette, Spanish et Timiskaming** dans les districts de Chapleau Wawa, Hearst Cochrane Kapuskasing, Timmins Kirkland Lake, et Sudbury. D'après l'analyse des options accessibles de lutte contre les insectes nuisibles, le MRNF propose un plan d'action comprenant l'épandage aérien d'insecticide sur certains peuplements forestiers.

Le forum d'information sur l'examen du programme proposé de lutte contre les insectes nuisibles se tiendra dans le cadre de réunions à distance individuelles ou de groupe qui peuvent être organisées en communiquant avec nous par courriel à **NERbudworm@ontario.ca** pendant la période d'examen.

Des réunions à distance avec des représentants de l'équipe interdisciplinaire qui a élaboré le programme de lutte contre les insectes nuisibles peuvent également être demandées en tout temps pendant la période d'examen. Des occasions raisonnables de réunion à distance avec des membres de l'équipe d'élaboration du programme en dehors des heures d'ouverture seront offertes sur demande. Si vous avez besoin de plus amples renseignements ou que vous souhaitez discuter des points qui vous intéressent avec un membre de l'équipe d'élaboration du programme, veuillez communiquer avec la personne indiquée ci-dessous.

Comment participer

Pour faciliter votre examen, les renseignements suivants peuvent être obtenus par voie électronique sur le Portail d'information sur les richesses naturelles, à l'adresse <https://nrip.mnr.gov.on.ca/s/fmp-online?language=fr> :

- les renseignements sur les infestations d'insectes et les prévisions quant à la population;
- une représentation des zones admissibles à la lutte contre les insectes nuisibles;
- la version actuelle des renseignements sur les valeurs pour les unités de gestion concernées dans les districts du MRNF;
- l'évaluation des options de gestion;
- le plan d'action retenu ainsi que les raisons pour lesquelles il a été retenu;
- les propositions de projets relatifs à des projets précis d'épandage aérien d'insecticide et des produits d'information connexes (p. ex., cartes);
- les résultats du programme de lutte contre les insectes nuisibles de district pour la même espèce d'insecte au cours de l'année précédente (le cas échéant).

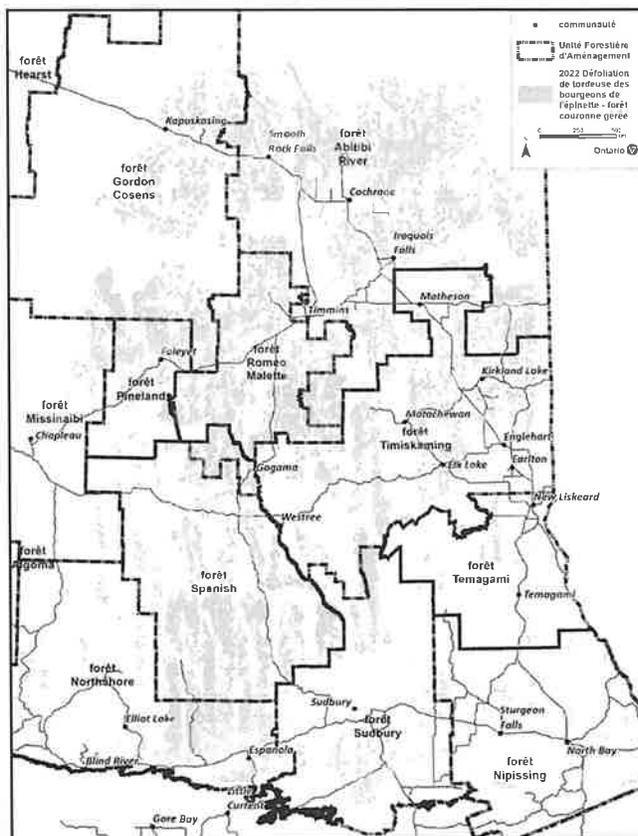
Les commentaires sur le programme proposé de lutte contre les insectes nuisibles et les propositions de projet connexes doivent parvenir à la personne-ressource du MRNF indiquée ci-dessous d'ici le **8 février 2023**.

Pour en savoir davantage sur le programme de lutte contre les insectes nuisibles, veuillez communiquer avec nous par courriel à : **NERbudworm@ontario.ca**.

Au cours du processus de planification, il sera possible de formuler une demande par écrit pour la résolution de problèmes avec le directeur du district du MRNF ou le directeur régional au moyen d'un processus décrit dans le *Manuel de planification de la gestion forestière 2020 (partie D, article 7.5.4)*. La date limite pour demander le règlement d'un différend est le **23 février 2023**.

Le ministère des Richesses naturelles et des Forêts (MRNF) recueille vos renseignements personnels et vos commentaires en vertu de l'autorité du Manuel de planification de la gestion forestière 2020 approuvé en application d'un règlement aux termes de l'article 68 de la *Loi de 1994 sur la durabilité des forêts de la Couronne*. Tout renseignement personnel que vous fournirez (adresse résidentielle et [ou] de courriel, nom, numéro de téléphone, etc.) peut être utilisé et transmis au MRNF et (ou) au titulaire d'un Permis d'aménagement forestier durable pour que nous puissions communiquer avec vous concernant les commentaires soumis. Vos commentaires seront intégrés au processus de consultation publique et pourraient être communiqués au grand public. Le MRNF peut également utiliser vos renseignements personnels pour vous transmettre davantage d'information sur cet exercice de planification de la gestion forestière. Si vous avez des questions sur l'utilisation de vos renseignements personnels, veuillez communiquer avec nous par courriel à **NERbudworm@ontario.ca**.

Information in English: **NERbudworm@ontario.ca**



REVIEW

Review of Proposed Insect Pest Management Program Abitibi River, Gordon Cosens, Pineland, Romeo Malette, Spanish and Timiskaming Forests

RECEIVED
JAN 10 2023

The Ontario **Ministry of Natural Resources and Forestry (MNR)** invites you to review, and comment on the proposed insect pest management program and draft proposals for specific aerial insecticide projects to control the spruce budworm infestation on the **Abitibi River, Gordon Cosens, Pineland, Romeo Malette, Spanish and Timiskaming Forests** in the Chapleau Wawa, Hearst Cochrane Kapuskasing, Timmins Kirkland Lake, and Sudbury Districts. Based upon the analysis of the available insect pest management options, the MNR is proposing a course of action that includes aerial spraying of insecticide on selected forest stands.

The Information Forum related to the review of the proposed insect pest management program will be held via individual or group remote meetings which may be arranged by contacting NERbudworm@ontario.ca during the review period.

Remote meetings with representatives of the interdisciplinary team that developed the insect pest management program can also be requested at any time during the review period. Reasonable opportunities to remotely meet the program development team members during non-business hours will be provided upon request. If you require more information or wish to discuss your interests with a program development member, please contact NERbudworm@ontario.ca.

How to Get Involved

To facilitate your review, the following information can be obtained electronically on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online>:

- insect infestation information and population forecasts;
- a portrayal of areas eligible for insect pest management;
- the current version of values information for the affected management units in the MNR districts;
- the evaluation of management options;
- the selected course of action, with reasons;
- draft project proposals for specific aerial insecticide projects, and associated information products (e.g., maps); and
- the results of the district insect pest management program for the same insect species in the previous year (if any)

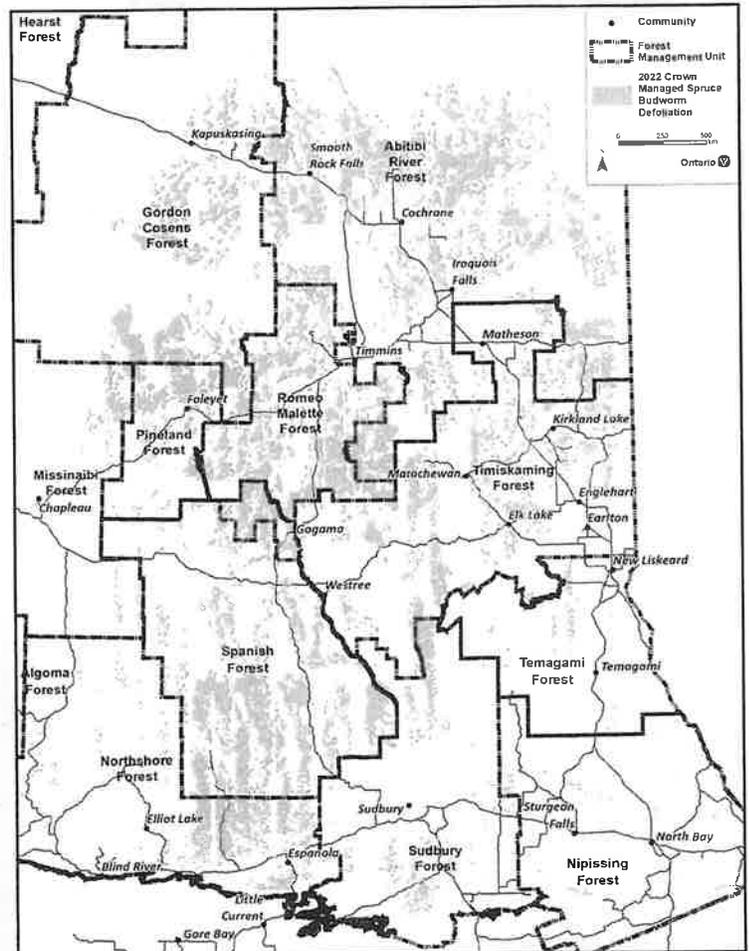
Comments on the proposed insect pest management program and associated project proposals must be received at NERbudworm@ontario.ca by **February 8, 2023**.

For more information on the Insect Pest Management Program, please contact: NERbudworm@ontario.ca.

During the planning process, there is an opportunity to make a written request to seek resolution of issues with the MNR District Manager or the Regional Director using a process described in the *2020 Forest Management Planning Manual (Part D, Section 7.5.4)*. The last day to request issue resolution is **February 23, 2023**.

The Ministry of Natural Resources and Forestry (MNR) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act, 1994*. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between MNR and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the MNR to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact NERbudworm@ontario.ca.

Renseignements en français : NERbudworm@ontario.ca



7.3

Shelley Casey

From: AMO Communications <Communicate@amo.on.ca>
Sent: January-24-23 4:35 PM
To: Shelley Casey
Subject: ROMA 2023 Conference, Federal Disaster Mitigation and Adaptation Fund, RED Funding Intake Open

AMO Policy Update not displaying correctly? [View the online version](#)
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POLICY UPDATE

January 24, 2023

AMO Policy Update – ROMA 2023 Conference, Federal Disaster Mitigation and Adaptation Fund, RED Funding Intake Open

ROMA 2023 Conference

Over the past three days, more than 1500 delegates from across Ontario gathered at the first in-person Rural Ontario Municipal Association (ROMA) conference since 2020. The conference is an important annual event in Ontario’s public policy calendar.

Housing and infrastructure remain at the forefront of the provincial-municipal relationship and featured prominently at the conference:

- ROMA chair Robin Jones highlighted the need for provincial-municipal collaboration, and a plan that goes beyond municipal planning and approvals to focus on expanding municipal infrastructure and services and removing provincial policy barriers.
- AMO President Colin Best called for the province to fully offset financial impacts of Bill 23 on municipalities, work in partnership with municipalities, and course correct where necessary.

- Premier Doug Ford and Minister of Municipal Affairs and Housing Steve Clark spoke to the importance of working collaboratively with municipalities to build affordable housing and acknowledged the need for investments in municipal infrastructure. Minister Clark signaled an openness to innovative solutions from municipalities to implement Bill 23 and inform future legislation.

Municipal representatives highlighted the need for urgent provincial action on homelessness as part of the housing crisis:

- A commitment to improving mental health and addictions services and expanding community and supportive housing was highlighted both by a mainstage panel on rural housing and homelessness, to be broadcast on TVO's The Agenda, and by Minister of Health Sylvia Jones as part of the Ministers' Forum.
- Minister Clark announced Ontario's 2023-24 and 2024-25 allocation under the federal-provincial National Housing Strategy, totalling \$936 million. This includes an additional allocation of \$23 million for the Canada-Ontario Housing Benefit.

Other areas of focus included property assessment, Indigenous relations, energy, waste management, and railway crossings and drainage:

- AMO President Colin Best highlighted the need to proceed with re-assessment to ensure a stable and predictable property tax system.
- Mississaugas of the Credit Chief Stacey Laforme, former ROMA Chair and mayor Allan Thompson, and Indigenous advocate and broadcaster Jesse Wenté all talked about the role of truth and reconciliation at the municipal level.
- Minister of Energy Todd Smith, the Independent Electricity System Operator and others highlighted the critical role of municipal councils in the future of Ontario's energy system, and the need for them to be informed and prepared.
- Minister of Environment, Conservation and Parks David Piccini highlighted the need for an on-schedule Blue Box transition to full

producer responsibility.

- Minister of Agriculture and Rural Affairs Lisa Thompson and Minister Clark recognized the impact on municipalities of railways failing to pay for crossing and drainage costs and committed to action.

Intake Open for New Projects Through Disaster Mitigation and Adaptation Fund

The Government of Canada is accepting applications until July 19, 2023 for new construction and infrastructure projects through the Disaster Mitigation and Adaptation Fund.

Eligible projects must have a minimum total cost of \$1 million and include new public infrastructure or the modification of existing public infrastructure that will help communities withstand natural disasters and climate-related risks.

Municipal, local, provincial or territory governments, public sector bodies, Indigenous organizations, not-for-profits or for-profit organizations in partnership with eligible applicants outside the private sector are all eligible to apply for the more than \$1 billion available in the fund for eligible projects.

AMO has been advocating for an extension of the fund on behalf of Ontario municipalities and is pleased to see the new intake open. Interested applicants can click [here](#) for more information.

New Rural Economic Development Program Intake Now Open

On January 23, 2023, the Minister of OMAFRA announced the next intake of the Rural Economic Development program is open until February 23, 2023. For more information click [here](#).

*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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et du Logement**

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Tél. : 416 585-7000



7.4

234-2023-286

January 24, 2023

Your Worship
Mayor Beverly Nantel
Township of Dubreuilville

Dear Mayor Nantel,

Thank you for your participation in the third intake of the Municipal Modernization Program (MMP) under the implementation stream and your commitment to delivering modern, efficient services that are financially sustainable.

I have heard from many municipalities that you need more time to complete your implementation projects due to supply chain disruptions, limited availability of vendors and other challenges.

I understand how important your projects are to your communities. That is why I announced at the Rural Ontario Municipal Association (ROMA) conference that our government has approved a deadline extension from February 28, 2023, to December 1, 2023, for all implementation stream projects approved under the third intake of the MMP.

Ministry staff will forward instructions and an amending transfer payment agreement for your municipality's implementation project(s) in the coming days. Municipal staff are welcome to contact municipal.programs@ontario.ca with any questions.

Thank you for your participation in the MMP program and your continued commitment to delivering the modern, efficient services that your local communities depend on.

Sincerely,

A handwritten signature in cursive script that reads "Steve Clark".

Steve Clark
Minister

- c. Shelley Casey, CAO/Clerk
Suzanne Bouchard, Treasurer/Tax Collector

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
 Toronto ON M3M 0B1
 Tel: 647-329-1200

Secrétariat du Conseil du Trésor

Gestion des situations d'urgence Ontario

25, rue Morton Shulman
 Toronto ON M7A 1Y6
 Tél. : 647-329-1200



DATE : 25 janvier 2023

NOTE DE SERVICE

DEST. : Coordonnateurs communautaires de la gestion des situations d'urgence (CCGSU)

OBJET : Aider les communautés des Premières Nations pendant la prochaine saison des inondations et feux de végétation de 2023

Au printemps 2022, la menace d'inondations a nécessité l'évacuation d'environ 1 800 personnes de trois communautés des Premières Nations, dans le Nord et dans le Sud de l'Ontario.

Au nom de Gestion des situations d'urgence Ontario (GSO), je tiens à transmettre nos sincères remerciements et notre appréciation pour les divers niveaux de soutien et d'assistance que les communautés touchées ont reçus des quatre coins de la province. Grâce à l'intervention de nos partenaires du secteur de la gestion des situations d'urgence, les résidents ont pu être mis à l'abri, avec à leur disposition toutes les ressources nécessaires pour leur confort, jusqu'à leur retour chez eux, sains et saufs.

En particulier, le Centre provincial des opérations d'urgence (CPOU) de GSUO a coordonné les évacuations vers les régions municipales et villes ci-dessous, auxquelles nous sommes très reconnaissants :

- la ville de Cochrane
- la ville de Kapuskasing
- la cité de Thunder Bay
- la cité de Timmins
- le canton de Val Rita-Harty
- la ville de Hearst
- la région de Peel
- la cité de Toronto

Par ailleurs, GSUO aimerait remercier la ville de Kenora et la ville de Dryden, qui continuent d'accueillir des membres d'une communauté des Premières Nations qui ont dû être évacués en raison de problèmes de qualité de l'eau à la fin de 2022 (et la cité de Thunder Bay, qui s'est déclarée prête à aider en cas de besoin).

Planification de l'évacuation d'urgence de 2023

Municipalités accueillant des membres de communautés des Premières Nations

Nous savons que les risques d'inondations et de feux de végétation apparaissent chaque printemps et chaque été, et qu'ils touchent particulièrement certaines communautés des Premières Nations. Nous devons tous être prêts à aider ces communautés dans leur réponse à ces risques, en particulier si des évacuations d'urgence sont nécessaires. C'est pourquoi nous avons déjà commencé à planifier ces activités. Un élément essentiel de notre plan d'urgence consiste à identifier les lieux qui seraient capables et susceptibles de venir en aide aux personnes évacuées tout au long de la saison des inondations et des feux de végétation de 2023.

Le personnel des Services régionaux de soutien (GSUO) se mettra bientôt en rapport avec les coordonnateurs communautaires de la gestion des situations d'urgence afin d'évaluer leur capacité à aider à accueillir des membres de diverses communautés des Premières Nations de l'Ontario en cas de besoin. Selon notre expérience, chaque municipalité hôte a généralement accueilli entre 100 et 1 000 personnes évacuées. Le personnel des Services régionaux de soutien (GSUO) se tient à votre disposition pour vous expliquer les principales responsabilités d'un lieu hôte en cas d'évacuation d'urgence et l'aide qui proviendra de GSUO et des partenaires fédéraux et provinciaux dans cette situation complexe.

Leçons tirées d'anciens hôtes municipaux :

GSUO organisera volontiers des discussions avec d'anciennes municipalités hôtes pour qu'elles puissent vous expliquer ce qui est requis d'un hôte et vous laisser observer une opération d'accueil en cours en 2023. Si cela vous intéresse, veuillez aviser le personnel de GSUO de votre disponibilité.

Marquez vos calendriers : symposium sur les inondations et les feux de végétation (28 février – 2 mars 2023) :

Restez branchés : la First Nation Emergency Response Association (FNERA) publiera prochainement des renseignements sur cet événement qui se tiendra à Sault-Ste Marie. Il s'agit d'un événement collaboratif, organisé par la FNERA avec GSUO et Services aux Autochtones Canada, qui se fonde sur les leçons tirées et les expériences vécues dans le cadre d'anciennes évacuations d'urgence.

Inscription à la liste de capacité d'intervention rapide du CPOU de GSUO :

Comme les années précédentes, GSUO a l'intention de dresser une liste de capacité d'intervention rapide pour le Centre provincial des opérations d'urgence, qui comprendrait des praticiens de la gestion des situations d'urgence municipaux et du ministère, pour 2023.

Cela pourrait être pour vous et votre municipalité une occasion idéale de perfectionnement professionnel, qui aidera votre équipe de gestion des situations d'urgence à acquérir une expérience opérationnelle et à apprendre directement comment la province coordonne le soutien aux communautés des Premières Nations en cas de situation d'urgence. Découvrez l'expérience d'un participant précédent en cliquant [ici](#). Si vous ou l'un de vos collègues souhaitez vous joindre à notre liste de capacité d'intervention rapide, contactez Chris Pittens, à Chris.Pittens@ontario.ca, pour plus de renseignements.

Merci de votre coopération et de votre contribution à la gestion des situations d'urgence en Ontario.

Cordialement.



Teepu Khawja
Sous-ministre adjoint et chef de Gestion des situations d'urgence Ontario (GSUO)
Secrétariat du Conseil du Trésor

c.c. Ray Lazarus, Activités et intervention relatives à la gestion des situations d'urgence (GSUO)
Chris Davies, directeur, Services régionaux de soutien (GSUO)

7.5

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence Ontario

25, rue Morton Shulman
Toronto ON M7A 1Y6
Tél.: 647-329-1200



DATE: January 25, 2023

MEMORANDUM TO: Community Emergency Management Coordinators (CEMCs)

SUBJECT: Supporting First Nations Communities During the Upcoming 2023 Flood and Wildland Fire Season

In the spring of 2022, the threat of flooding led to the emergency evacuation of approximately 1,800 people from three First Nations communities to both northern and southern Ontario.

On behalf of Emergency Management Ontario (EMO), I would like to express our sincere thanks and appreciation for the varying levels of support and assistance from across the province that was provided to the impacted communities. The support provided by our emergency management partners helped ensure residents were safe, comfortable, and had the necessary resources available and their eventual safe return.

More specifically, EMO's Provincial Emergency Operations Centre (PEOC) coordinated evacuations to the following municipal regional host and/or hub locations, to whom we are grateful:

- Town of Cochrane
- Town of Kapuskasing
- City of Thunder Bay
- City of Timmins
- Township of Val Rita-Harty
- Town of Hearst
- Region of Peel
- City of Toronto

Additionally, EMO wants to acknowledge the Town of Kenora and the Town of Dryden for their ongoing hosting of evacuees of a First Nation community experiencing water quality issues that began at the end of 2022 (and to the City of Thunder Bay for their willingness to also assist if the need arose).

2023 Contingency Evacuation Planning

Municipal Hosting of First Nation Community Members

We know that the risk of floods and wildland fires are present every spring and summer which especially affect some First Nations communities. We all need to be prepared to support these communities in their response to these risks, particularly if emergency evacuations are required. This is why our planning efforts are already underway. One critical component of our contingency planning is to identify locations, and their capacities and capabilities, that can support evacuees throughout the 2023 flood and wildland fire season.

EMO Regional Field Services (RFS) staff will soon begin their outreach to CEMCs to gauge your ability to support hosting potential evacuees from various First Nations communities in Ontario should the need arise. From our recent experience, the capacities committed by individual host municipalities ranged from ~100 up to ~1,000 evacuees. Our RFS staff will be happy to explain the key responsibilities for hosting during an emergency evacuation, and how EMO and other provincial and federal partners will partner with you in this complex endeavour.

Learning from Experienced Municipal Hosts:

EMO is happy to facilitate discussions with experienced municipal hosts to offer the opportunity for potential new hosts to understand what the role entails, and/or observe an active hosting operation in 2023. Let our EMO staff know when they contact you.

Save the Dates: Flood and Wildland Fire Symposium (February 28-March 2, 2023):

Stay tuned for details on this event hosted by the First Nation Emergency Response Association (FNERA) set to take place in Sault-Ste Marie. This is a collaborative event organized by FNERA with EMO and Indigenous Services Canada, that builds upon lessons learned and experiences from past emergency evacuations.

Joining EMO's PEOC Surge Capacity Roster:

As in recent years, EMO is seeking to develop a 2023 surge capacity roster for the Provincial Emergency Operations Center (PEOC) that would include ministry and municipal emergency management practitioners.

A key benefit to you and your municipality is that this can be a professional development opportunity that will help your emergency management team gain operational experience, as well as offer a first-hand perspective into how the province coordinates support to First Nations communities during emergencies. You can read about a prior participant's experience by clicking [here](#). If you, or any of your colleagues, is interested in considering joining our surge capacity roster, please contact Chris Pittens at Chris.Pittens@ontario.ca for more information.

Thank you for your continued commitment and contributions to emergency management in Ontario.

Sincerely,



Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management Ontario

Treasury Board Secretariat

c.c. Ray Lazarus, Director, Emergency Management Operations & Response (EMO)
Chris Davies, Director, Regional Field Services (EMO)



Thomas Carrique

Commissioner Le Commissaire

File #: OPP-7900

January 27, 2023

MEMORANDUM TO:

ALL MEMBERS

Re: Tragic Event in Memphis Tennessee – Tyre Nichols

By now, you are likely aware of the tragic incident involving Mr. Tyre Nichols and members of the Memphis Police Department. Tragically, Mr. Nichols died following the altercation. It is anticipated that the criminal acts of these officers that have led to his death will raise public concerns about police brutality, use-of-force and police interaction leading to erosion of trust and confidence in our profession.

Obviously, these acts do not reflect the vision, mission and values of the Ontario Provincial Police (OPP). Our members complete their professional obligations while maintaining the highest standard of conduct, integrity and ethical behaviour. Our actions align with our words by exemplifying our values of interacting with respect, compassion and fairness – something our members do every day. Along with our law enforcement partners we continue to monitor this situation and will disseminate any relevant operational information that arises.

The Chief of the Memphis Police Department has issued a video statement in light of this incident and in anticipation of the community's reaction in response to the release of video evidence. The anticipated release of this video evidence is expected to generate solidarity protests across North America.

We are reminded of our professional responsibility and duty to respect the right of everyone's freedom of expression and peaceful assembly. Our role is to ensure public safety and to keep the peace.



Tragic Event in Memphis Tennessee – Tyre Nichols

Page two

Such tragic events affect us all. You may be feeling, and/or subjected to, emotions of anger, sadness and outrage over this incident. It is important that we support one another. Confidential resources are available for all members, families, retirees, and auxiliaries through our Healthy Workplace Team (available by phone 24/7, toll-free at 1-844-OPP-9409 (1-844-677-9409)). The Ontario Provincial Police Association's (OPPA) Encompas Mental Health Wellness Program is also available to eligible OPPA and Commissioned Officers' Association members. Call 24/7: 1-866-794-9117 or visit encompascare.ca.

The event that occurred in Memphis, Tennessee was unconscionable and unacceptable. Never doubt, the OPP does not condone this type of behaviour, which goes against our values and equal respect for all.

Thank you all for your ongoing dedication and professionalism.



Thomas Carrique, O.O.M.

- c: Provincial Commanders
- President, Commissioned Officers' Association
- President, Ontario Provincial Police Association
- President, Civilian Association of Managers and Specialists

7.1

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imburement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



8.1



Council Report

From: Francis DeChamplain
Infrastructure Superintendent

Date: 31/01/23

Subject: The purchase of a mobile fuel tank for the Landfill Compactor

Purpose: To haul fuel for the compactor on site at the landfill

Recommendation: It is therefore being recommended that we purchase our very own mobile fuel tank to install in our secondary F150 truck. Ever since we purchased the compactor, we've been relying on RCMD to fuel our equipment at the landfill. This used to be every month or two; however, lately our compactor has been running much more, using way more fuel, which regularly creates a refuelling issue. RCMD are not always readily available to service our needs when convenient to our schedule.

Analysis: Purchasing our own fuel tank will give us the ability to fuel whenever we need to and also have fuel on stand-by if ever the local tanks fail. The fuel tank would be securely installed in the back of our secondary F150 truck.

Financial: The cost of purchasing the fuel tank is \$ 2,794.00 + taxes. Also, our insurance has no issues with this addition and no extra premium will be assigned.

A positive response would be greatly appreciated.

Thanks!

Francis DeChamplain
Infrastructure Superintendent



Council Report

From: Brigitte Tremblay, Office Administrator
Amanda Nolan, Municipal Law Enforcement Officer

Date: January 19, 2023

Subject: Administrative Monetary Penalty System (A.M.P.S.)

Purpose: To obtain council approval for the Administrative Monetary Penalty System and appoint a Screening Officer and a Hearing Officer.

Recommendation:

It is recommended that the attached Administrative Monetary Penalty System report be received as presented; and

That the Council of the Corporation of the Township of Dubreuilville implement an Administrative Monetary Penalty System (referred to as the AMPS Program) that will allow the municipality to govern its affairs, respond to municipal issues; while at the same time – ensuring accountability, transparency and protection of persons and property within the Municipality.

Analysis:

Administrative Monetary Penalty System (A.M.P.S.)

When an individual violates a Provincial Statute or Municipal By-law, the current system treats it as an “offence” to be prosecuted under the Provincial Offences Act (POA).

On average, it takes approximately 8 months to a year for an Offence Notice to be concluded in the court process. Often, there are 2-3 appearances, if not more, required by all parties involved before a matter reaches its conclusion in Court.

The process for dealing with these matters requires significant court and law enforcement resources, which are paid for by Ontario and municipal taxpayers –resources that could be redirected to other needs.

The resources required to process straightforward infractions of Provincial Statutes and Municipal By-laws in the court system are significant. This cost affects Dubreuilville greatly because the Township does not recoup much of any costs incurred when a Part I and Part III go to court.

The key costs for Dubreuilville associated with POA trials include the attendance of the Municipal Law Enforcement Officer (time & travel expenses), attendance of any witnesses to the offence and the costs for a prosecutor to prosecute the matter.

Other than the costs put on the Municipality, there are also costs to the accused, such as time off from work, travel and the costs for legal council.

The Administrative Monetary Penalty System transfers by-law disputes from the courtroom to the Municipality through the use of a Screening and a Hearing Officer who is able to modify, cancel, or affirm penalties. This approach aid in reducing the costs of the judicial process through the courts as well as providing a more local and accessible dispute resolution system for the public and the Township.

Screening and Hearing Officers are bound by the *Municipal Act, The Statutory Powers & Procedures Act*, and the general common law principle of procedural fairness and natural justice.

Under an AMPS program, there is an increased opportunity for early dispute resolution and the ability to recover costs associated with the administration of the system. Penalty Notices issued under the AMP System do not cost more than traditional fines. However, in certain cases, additional administrative fees may be applied to the original penalty amount.

Every person who is issued a Penalty Notice has the right to dispute the Penalty Notice by requesting a Screening Review. A Screening Review is an informal process for mediation with a Screening Officer. A majority of all matters should be resolved at this stage. If the accused is not satisfied with the Screening Officer's determination, they may then request a review with a Hearing Officer. Once the decision is made by a Hearing Officer, the decision is considered final, with no appeal process to a higher Court.

If an administrative penalty imposed is not paid within 15 days after the day that it becomes due and payable, the Treasurer/Tax Collector of a local municipality may, add the administrative penalty to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner.

With respect to a Parking Violation, a municipality is able to apply for a 'refusal' by the Registrar of Motor Vehicles to validate vehicle permits to a person who has not paid an administrative penalty that is owing to a municipality. That person would also be responsible for any fees charged by the MTO or the municipality for a 'refusal' application and the administration process.

An Administrative Monetary Penalty System is in the near future for all municipalities. If the Township of Dubreuilville were to implement an AMP system, the Township of Dubreuilville would be far ahead of neighboring municipalities.

In closing, AMPS is an effective, quick, clear and tangible way for the municipality to respond to infractions of the law.

Financial Impact:

This will create revenue for the Municipality.

Cost of having the Penalty Notices printed at a printing office. All other forms needed will be printed in-house.

A positive response to this request would be greatly appreciated.



Brigitte Tremblay
Office Administrator



Amanda Nolan
Municipal Law Enforcement Officer

**PENALTY NOTICE ISSUED UNDER ADMINISTRATIVE
MONETARY PENALTY SYSTEM**

**DISPUTE THE INFRACTION BY
REQUESTING A SCREENING REVIEW
(WITHIN 15 DAYS OF INFRACTION)**

**PAY THE FINE INDICATED WITHIN 15
DAYS OF ISSUE**

**DECISION OF
SCREENING
OFFICER AFTER
SCREENING
REVIEW**

**INFRACTION
PENALTY
AFFIRMED**

**APPEAL
SCREENING
DECISION
WITH 15 DAYS**

**DECISION OF
APPEAL
HEARING
OFFICER - FINAL
DECISION.**

**INFRACTION
PENALTY
AFFIRMED**

**INFRACTION
PENALTY
CANCELLED**

**PAY INFRACTION
PENALTY
AMOUNT IN FULL**

**NO FURTHER
ACTION
REQUIRED.
CASE CLOSED**

**INFRACTION
PENALTY
CANCELLED**

**PAY INFRACTION
PENALTY
AMOUNT IN FULL**

**NO FURTHER
ACTION
REQUIRED.
CASE CLOSED**

**NO FURTHER
ACTION
REQUIRED.
CASE CLOSED**

**NO FURTHER
ACTION
REQUIRED.
CASE CLOSED**

**PAY PENALTY
AMOUNT NO
FURTHER ACTION
REQUIRED**

**NO FURTHER
ACTION
REQUIRED.
CASE CLOSED**

Ministry of the Attorney General

Exploring an online Administrative Monetary Penalty System for infractions of provincial statutes and municipal by-laws in Ontario

Ministry of the Attorney General

March 3, 2015

Ontario 

Objectives of this Consultation

This consultation seeks public input on the merits and key features of an online Administrative Monetary Penalty (AMP) system for infractions of provincial statutes and municipal by-laws, excluding very serious offences (including those that result in imprisonment). This input will help the ministry make decisions about a potential framework and key features for the system, and draft proposals for legislative change needed for its implementation.^[1]

Introduction

When an individual violates a provincial statute or municipal by-law, the current system treats it as an “offence” to be prosecuted under the Provincial Offences Act (POA).

Last year in Ontario, roughly 1,650,000 Part I and Part III provincial offences charges were laid under provincial statutes and municipal by-laws. These charges are largely made up of traffic matters (e.g. driving without a license).

Although provincial offences are not crimes, the process for fighting them in court often mirrors the criminal trial process, which is designed to emphasize the seriousness of an offence and to protect defendants from being unfairly punished. Like the criminal court process, the process for dealing with these matters requires significant court and law enforcement resources, which are paid for by Ontario and municipal taxpayers – resources that could be redirected to other needs.

Compare and Contrast: POA vs. Criminal charges

Approximately 1,650,000 Part I and Part III provincial offences charges were laid in Ontario last year. In contrast, between 500,000 and 600,000 criminal charges are laid annually.

The complexity of the current system may also pose barriers to meaningful access to justice. Those who wish to dispute provincial offence charges may find that the cost, length of time involved, formality and inconvenience of the court process are significant deterrents to fighting a ticket.

To help build a system that is effective, simpler, faster, less expensive – but still fair – for all Ontarians, the Ministry of the Attorney General (“the ministry”) is exploring whether to adopt an online administrative monetary penalty system (AMP) for select infractions of provincial statutes and municipal by-laws. The most serious provincial matters would continue to be prosecuted as offences in the Ontario Court of Justice.

An online AMP system has the potential to be a more appropriate and accessible way to deal with certain matters under the Provincial Offences Act. It may also meet the public’s expectation of electronic access to modern public services.

[See Appendix for more information about Ontario’s current system for provincial offences](#)

About administrative monetary penalties

Administrative monetary penalties (AMPs) are a civil (rather than quasi-criminal) mechanism for enforcing compliance with regulatory requirements. They are an effective, quick, clear and tangible way for regulators to respond to infractions of the law. In practice, a monetary penalty is assessed and imposed in the form of a notice with a prescribed date and time for payment. While monetary penalties do not lead to convictions or pose a risk of imprisonment, administrative decisions may still be made (e.g. demerit points, driver license suspensions).

Because AMPs are imposed without a court hearing, other protections are put in place (e.g. unbiased decision maker, right to be heard) to ensure that the process for imposing a penalty is fair and in accordance with the principles of natural justice. AMP systems have been upheld by the courts as appropriate for matters under provincial control.

The case for change

Costs of the current system

The resources required to enforce straightforward infractions of provincial statutes and municipal by-laws under the Provincial Offences Act are significant.

An AMP system could provide a more proportionate, efficient means to ensure enforcement. Last year, POA matters used over 17 per cent of court time at the Ontario Court of Justice^[2], even though only three per cent of tickets resulted in a full trial. While criminal matters are given priority over provincial offences in scheduling, a significant portion of justice of the peace time must be set aside for provincial and municipal disputes.

Managing the cost of POA court in Toronto

In 2013, the City of Toronto was responsible for one quarter of all POA charges filed in the province.

As a result of a high volume of charges, the city has budgeted over \$50 million annually for POA courts in recent years. In 2014, the cost of having police officers appear in Toronto POA courts was over \$5.5 million.

(City of Toronto Court Services Division Service Efficiency Study, Sierra Systems 2012).

In addition, most POA trials – even for minor traffic offences – require the in-person participation of a justice of the peace or judge, a prosecutor and the officer who laid the charge. POA trials are therefore often scheduled months in advance, extending the public's wait times to resolve their cases and tying up valuable court resources that could be used for more serious, including criminal, matters.

Justices of the peace and prosecutors also perform critical functions in the criminal justice system. Addressing the less complex, straightforward provincial and municipal matters, which are not criminal in nature, through a civil process would not only be more proportionate to the seriousness of the majority of these infractions, but would also allow the Ontario Court of Justice to focus its resources on the over 220,000 criminal cases heard before the court each year.

Other key costs associated with POA trials include the attendance of enforcement officers as witnesses and courtroom facilities. An online AMP system would not require most of these resources and their associated costs.

The Law Commission of Ontario's report

In its 2011 report, [Modernizing the Provincial Offences Act](#), the Law Commission of Ontario conducted an in-depth review of the POA system. The review was to ensure the POA system was appropriate for Ontario's current legal environment, and to determine whether a less expensive, but equally fair, forum for adjudicating provincial offences should be made available to the public.

In developing the report, the Commission consulted with the judiciary and a wide range of stakeholders, including municipalities, court administrators, prosecutors, the criminal defence bar, police and ministry officials.

The report recommended that all parking offences be resolved in an AMP system. It also recommended a review of other minor provincial infractions to ascertain their suitability for AMPs. These recommendations were based on three core factors:

1. The high volume of minor cases being heard within POA courts on a yearly basis
2. The significant costs associated with the administration of those courts
3. The increased use of AMP systems in Canada and Ontario as alternatives to traditional court processes

The Commissions' review of AMPs, and literature documenting their effectiveness and advantages as an enforcement tool, provided a compelling case for a gradual shift away from court-based processes. Aside from court and resource considerations, the Law Commission of Ontario suggested that a greater respect for the rule of law and administration of justice would be achieved if court and judicial resources were reserved for more serious matters.

Achieving Ontario's access to justice goals

The Ministry of the Attorney General is committed to working with justice partners in new and more collaborative ways to make the province's justice system simpler, faster and less expensive for all Ontarians.

To achieve this goal, the ministry is leading a comprehensive plan to build [Better Justice Together](#). This strategy seeks to improve access to justice for all Ontarians by implementing changes in thoughtful, evidence-based and innovative ways that uphold principles of justice and fairness while making the best use of resources.

Many of these changes leverage new technologies to target and meet the expectations of court users and the public. For example:

- Ontariocourtdates.ca now provides information to the public and lawyers about cases being heard the next day in the Superior Court of Justice and the Ontario Court of Justice.
- Under a new pilot initiative, people or businesses can file small claims in Brampton, Oshawa, Ottawa and Richmond Hill online using an e-filing application.
- In the far North, the ministry is providing video solutions to connect First Nations people remotely with justice services.

Exploring the creation of an online administrative monetary penalty system for infractions of provincial statutes and municipal by-laws directly aligns with the ministry's vision.

Exploring an online administrative monetary penalty system

The provincial offences system is the part of the justice system that members of the public are most likely to use. Today, a significant number of people in the provincial offences courts are self-represented. An online AMP system for designated POA matters would provide an appropriate, efficient, accessible and fair process for challenging tickets, while decreasing costs to the public.

Specifically, the ministry is exploring a system that:

- takes place online, and provides essential educational and/or law-related resources to help users understand and navigate provincial or municipal infractions
- utilizes independent hearing officers, rather than judicial officers
- directs as many straightforward infractions out of the courts as possible
- resolves disputes through an informal, fair and accessible hearing process

The ministry is also interested in the views of the public and our justice partners about what kind of ticketable infractions could be captured within such a system.

Given the many kinds of offences currently prosecuted under the POA, a phased approach to implementation will help us to properly assess the suitability of an online AMP process. For example, the majority of POA matters heard in court are traffic-related. Some of these matters, along with parking and minor by-law tickets, might therefore appropriately be among the first to be dealt with in an alternative online AMP system.

Traffic-related charges in Ontario

Approximately 85 per cent of POA charges result from violations of the Highway Traffic Act (e.g. speeding, no vehicle permit) and Compulsory Automobile Insurance Act.

The ministry recognizes that not all matters are suitable for an online administrative monetary penalty system. Very serious offences raising significant concerns about public safety and welfare, for example, would continue to be prosecuted as offences in the court system. This would include prosecutions under *Christopher's Law* where the penalty includes

imprisonment, or the most serious provincial matters resulting in death or serious harm. As mentioned earlier, such matters would continue to be prosecuted as offences in the Ontario Court of Justice.

The widening use of AMPs generally, and for traffic offences

AMP systems are becoming widely accepted as the modern approach to regulation in Ontario, across Canada and around the world. There is a growing belief that using AMPs for straightforward infractions which are currently prosecuted as provincial offences more accurately reflects their regulatory nature, while also distinguishing them from criminal offences.

In Ontario, AMPs exist for many non-criminal violations of the law, including violations of energy licences, environmental damages and unfair insurance practices, among others. They are also being applied to parking infractions in several municipalities, including Oshawa, Brampton, Mississauga, and Windsor.

Ontario is not the only jurisdiction in Canada to explore the use of AMPs for some traffic matters. This is a relatively new concept taking shape in both British Columbia and Alberta. Like Ontario, both jurisdictions currently resolve traffic offences in provincial courts that are designed for prosecuting serious cases. Alberta, in particular, claims that this practice has become expensive, intimidating and confusing to taxpayers.

Both jurisdictions are currently in the design and development phases of their projects. British Columbia passed legislation in 2012 to set up an AMP system, which has not yet been implemented. Alberta consulted on their traffic court reform in early 2014. A pilot project is underway in Red Deer that removes traffic violations from local courts and redirects the public to a designated venue where their matters are heard before an impartial adjudicator.

Guiding principles for exploring an alternative system

Increase access to justice through online technologies

Online technologies have the potential to promote both efficiency and meaningful access to justice. While an online system for resolving POA disputes does not yet exist in Canada, it would have a number of advantages.

The current process for dealing with provincial and municipal infractions is primarily paper-based. Transitioning appropriate provincial and municipal matters to a user-friendly, online system could remove the barriers of complexity, formality and inconvenience experienced by some defendants.

There is growing consensus globally about the need to integrate technology into the provision of public services, including justice services. Today, Ontarians are growing increasingly accustomed to using computer and mobile devices to access business and government services, such as online shopping, banking, or applying for a new driver's licence or health card.

We are also seeing an increasing number of jurisdictions utilizing online technologies for the resolution of civil disputes. British Columbia began testing the use of online dispute resolution ("ODR") in 2011 for tenancy and consumer disputes. Since then, ODR models are being used by Consumer Protection BC and the Property Assessment Appeal Board with very promising results. BC is also finalizing the development and implementation of its Civil Resolution Tribunal, which it claims will rely heavily on modern information communication technologies, like ODR, to deliver its services. We can find examples of ODR being used globally in other areas including family law, housing or tenancy and employment. These examples demonstrate a shift towards alternative dispute resolution processes that are streamlined, user-focussed and complementary alternatives (or additions) to traditional court processes.

The Law Commission noted that the provincial offences system is the "face of the justice system" for most Ontarians and that most defendants are unrepresented. The POA must, therefore, have "simple, easily understood and accessible procedures". An online system could therefore provide a familiar and easy way for the public to access and efficiently resolve penalty disputes. It could also provide those wishing to challenge a penalty with important information about the dispute process, relevant legal considerations, including available defences and possible outcomes, and references to educational resources.

Proportionality

Proportionality is an important consideration in exploring an online AMP system.

Proportionality means that the public resources allocated to resolving a dispute are justified by, and do not exceed what would be appropriate for, the severity of that dispute. The most costly procedures should be reserved for the most serious disputes. This concept has been supported in civil law all the way up to the Supreme Court of Canada.

Proportionality in the courts

There is, of course, always some tension between accessibility and the truth-seeking function, but as much as one would not expect a jury trial over a contested parking ticket, the procedures used to adjudicate civil disputes must fit the nature of the claim. If the process is disproportionate to the nature of the dispute and the interests involved, then it will not achieve a fair and just result.

- Supreme Court, Madam Justice Karakatsanis writing for the court in *Hryniak v. Mauldin*, 2014 SCC 7 (CanLII) at para 29

Even in criminal law proportionality is one of many valid goals. For example, some years ago the federal government “reclassified” a number of criminal offences so that a prosecutor can now decide whether a particular case needs the most costly of procedures, for example a jury trial, or could be heard following a simpler and faster process.

Utilizing the same process for disputing some traffic, and other ticketable, matters that is required for prosecuting serious matters is disproportionate and unnecessary. Moving some POA matters from the courts to an administrative system would uphold the concept of proportionality while continuing to protect the public interest in using court resources where most appropriate.

Our next steps

The ministry has not made any decisions about a possible future online AMP system for infractions of provincial statutes or municipal by-laws, or what infractions would move to an AMP system. Your advice and input will help inform decisions about if and how the ministry will proceed with the AMP system, and the key components that could be included.

Determining the design elements of a delivery model, such as an online dispute resolution system, will require further consultation with technology and legal experts. These more detailed discussions will take place in future phases of this initiative.

Consultation questions

We would appreciate your input on any of these issues and on the questions below.

See **submissions** below for details on how to submit your input to the ministry.

1. What has been your experience with the current court process for prosecuting provincial offences, like traffic matters? Please provide details. For example:
 - Was it inconvenient to have to attend in person?
 - Was your matter resolved quickly?
 - Do you have concerns about the complexity of the process, significant lead times for trials, etc.?
2. Please tell us about your experiences with AMP systems (generally) in Ontario and/or other jurisdictions. Were you satisfied with the process and outcome? Why or why not?
3. What benefits and/or challenges do you foresee with creating an online AMP system for minor and/or straightforward matters currently dealt with under the POA? Also consider:
 - If the on-line system provided supporting information and guidance through the dispute or payment process, would this enhance access to justice for self-represented litigants?
 - What kinds of information and services could be provided on-line to help users (e.g. instructional videos, smart forms, on-line mediation, etc.?)
 - What is the best way for people without internet access to receive services, attain information or dispute a matter, e.g. over the telephone?
 - Would it be an advantage if the system was available 24-7?
4. What kinds of infractions do you think could be fairly and appropriately addressed in an online AMP system? For example:
 - Matters that could result in jail time are not appropriate for AMPs. Are there others?
5. If the first phase of the transition to an online AMP system was to focus on traffic infractions, what should be included? What should be excluded?

6. If you live in a municipality that is using AMPs for parking infractions, please tell us about your experience. What did you like/dislike about the system? Also:
 - o Some Ontario municipalities employ screening and hearing officers to resolve parking infraction disputes. What training and expertise should be expected of a screening and/or hearing officer in a new online AMP system for infractions of other ticketable matters?
7. In the coming years, the Ontario government will be focusing its energy on modernizing ministry and court processes and technologies to make our services more efficient, and to improve access to justice. Exploring an AMP system for POA infractions, and the online delivery of that system, is just one of the many approaches the ministry is considering. We encourage you to share your ideas for other approaches the ministry should consider to achieve its [Better Justice Together](#) goals.
8. (For large organizations) What impact would a new AMP system have on your organization? What challenging implementation issues do you foresee? How might we address them?

Submissions

Please provide your submissions no later than **April 14, 2015**.

Both electronic and hard copy submissions will be accepted.

Electronic submissions may be sent by email to poa-amp.feedback@ontario.ca. Please use subject line: Administrative Monetary Penalty System for Provincial Offences.

Written submissions may be mailed to:

POA-AMP Consultation
Ministry of the Attorney General
720 Bay Street, 11th Floor
Toronto, Ontario
M7A 2S9

Questions/Privacy Statement

Please note that unless agreed otherwise by the Ministry of the Attorney General, all responses received from organizations in response to this consultation will be considered public information and may be used and disclosed by the ministry to assist in evaluating and revising the proposal. This may involve disclosing any response received to other interested parties.

An individual who provides a response and who indicates an affiliation with an organization will be considered to have submitted the response on behalf of that organization.

Responses received from individuals who do not indicate an affiliation with an organization will not be considered public information. Responses from individuals may be used and disclosed by the ministry to assist in evaluating and revising the proposal. Any personal information such as an individual's name and contact will be handled in accordance with the Freedom of Information and Protection of Privacy Act and will not be disclosed by the ministry except in accordance with that Act or as may otherwise be required by law.

If you have any questions about the collection of this information or about any other aspect of the review, please contact: poa-amp.feedback@ontario.ca

Appendix A: About Ontario's current system for provincial offences

Canada's constitution enables the federal government to make substantive criminal law. It also grants provinces with the power to impose punishments by fine, penalty or imprisonment for the purpose of enforcing otherwise valid provincial law. In Ontario, the Provincial Offences Act (POA) is the procedural code for prosecuting offences created by provincial statutes, regulations and municipal by-laws. This means that while charges are laid under the legislation that created the offences (e.g. speeding and many other traffic-related charges are laid under the Highway Traffic Act), the forms used and the procedures followed are set out in the POA.

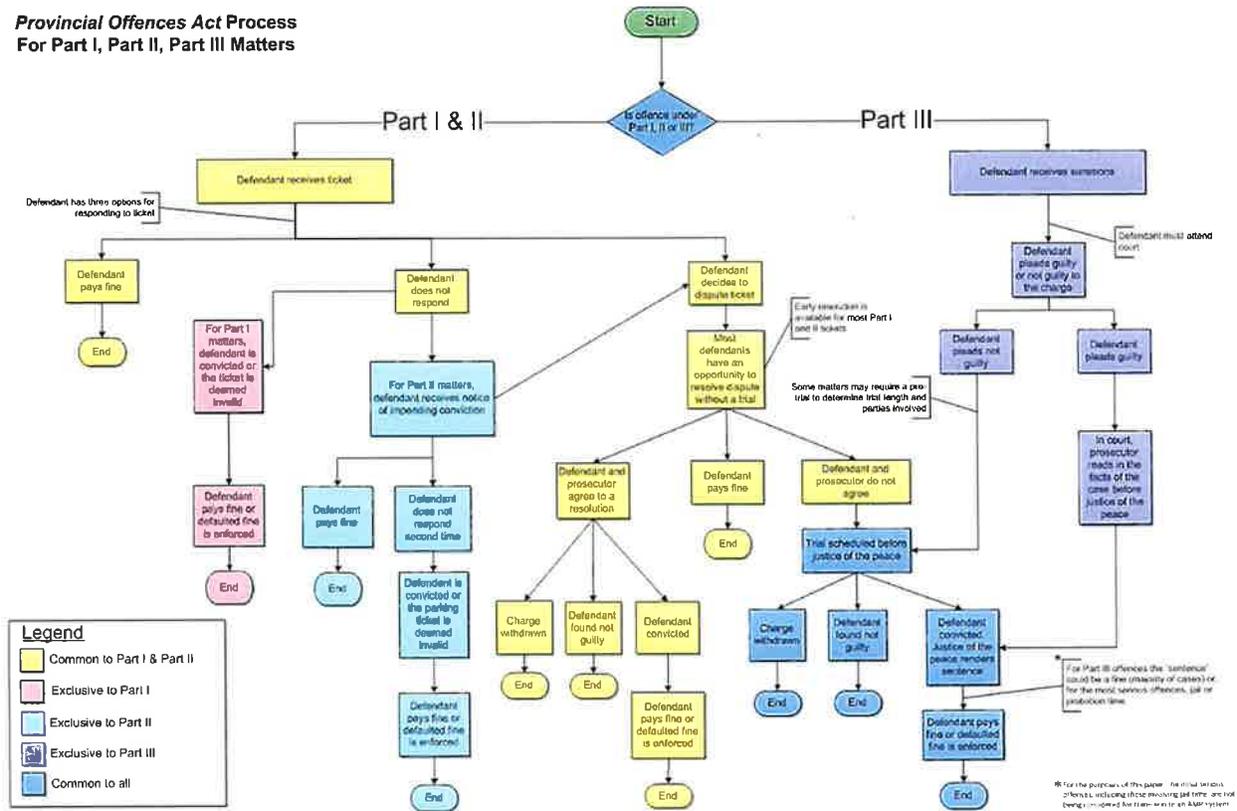
POA offences are divided into three categories:

- **Part I:** Minor ticketable offences with a maximum penalty of a \$1,000 fine. There were 1,500,000 charges received in 2014.
- **Part II:** Parking tickets. About 4 million are issued each year. These matters take up a minimum amount of POA court time.
- **Part III:** Serious matters where defendants are required to appear before the court and the maximum penalty could be a significant fine and/or jail time. There were 145,000 charges received in 2014.

Municipalities administer the courts where provincial offences trials are heard. Justices of the peace adjudicate most provincial offence trials. Some provincial offences trials – usually those pertaining to serious matters— are heard by judges. Depending on the type of charge, prosecutions are conducted by either municipal or provincial prosecutors, or by Crown counsel in the Ministry of the Attorney General.

The following page provides a map of the Part I, Part II, and Part III processes for resolving disputes in the current POA model. For a complete written description of each process, please see the **Provincial Offences Act Process Map-Text Version** which is also posted on the ministry's website. If you require an alternative format to either the map or the written document, you may submit your request to the contact provided in the **submissions** section of this paper.

Provincial Offences Act Process
For Part I, Part II, Part III Matters



[1] Detail about how the system will operate, and specifically the elements of the online adjudication system, is beyond the scope of this consultation. The ministry plans to work with technological and subject-matter experts throughout the development process.

[2] The remainder of Ontario Court of Justice court time is comprised of criminal matters (74%) and family matters (9%).

Annual Report

From the



for the

Corporation of the Township of Dubreuilville

For the year ending December 31st

2022



Prenez le temps de vivre  Experience the Freedom

January 13, 2023

Mayor Beverly Nantel and Members of Council:

I am pleased to present the Annual Report of the Corporation of the Township of Dubreuilville Fire Department for the year 2022.

The Volunteer Fire Department managed a total of twelve (12) calls for assistance in 2022, including three (3) MVC calls, one (1) fire call (house), two (2) calls for ambulance assistance, one (1) false alarm, one (1) single tractor trailer fire (trailer fire) and four (4) fire calls with no fire; however, inspections were required to ensure the area was safe to return. Unfortunately, we lost two (2) firefighters during the year who moved away and I suspect that we will lose one (1) more in the coming year. We are in the process of recruiting at least two (2) more firefighters to bring our total back to twenty (20) and we are still seeking an individual to take the position of captain for hoses and ladders, as well as filling the position of Deputy Fire Chief.

We didn't suffer any injuries during 2022. There are clear indicators that public fire education and fire prevention programs are key for education and we are using social media as well for public education.

The Dubreuilville Volunteer Fire Department, in partnership with the Office of the Fire Marshal-Emergency Management, will continue our efforts to reduce the fire-related losses in our community and convince the public to embrace a responsible fire-safe lifestyle.

I would like to take this opportunity to acknowledge and thank my management team: Prevention Officer Stéphanie Sonier, Captain Steeve Pinel, Captain Robin Bélanger, as well as every other member of our volunteer fire services organization for their valued support and commitment.

I would also like to express my appreciation on behalf of the Dubreuilville Volunteer Fire Department to Argonaut Gold Inc. and Alamos Gold Inc. mines for their generous donations this year to update our very old and overdue equipment. New equipment consists of a compressor for SCBA's, washer for bunker gear, dryer for bunker gear, dryer/oven to dry our SCBA's face masks and finally extrication tools for a quicker response on the scene of an accident. These key items are extremely important for a better response and maintaining our equipment in good operating order. And finally, to the Township Municipal Team and to you, Mayor Nantel, and all Members of the Council, for your continued support and cooperation.

Respectfully yours,

Patrick Sigouin
Fire Chief
Dubreuilville Volunteer Fire Department

**DUBREUILVILLE VOLUNTEER FIRE DEPARTMENT
MEMBERS AND YEARS OF SERVICE**

NAME	APPOINTED TO DEPT.		Years of Service
SIGOUIN, PATRICK	APR	2008	15
SONIER, STÉPHANIE	MAY	2015	7
NOEL, RAYMOND	JUL	1993	29
BÉLANGER, ROBIN	OCT	2008	14
PINEL, STEEVE	NOV	2010	12
DECHAMPLAIN, JESSY	JAN	2021	2
CHABOT, CARL	SEP	2007	15
LEVESQUE, EMILYN	MAR	2022	1
TREMBLAY, LANY	MAR	2020	3
DECHAMPLAIN, JOEY	JAN	2021	2
GAMACHE, ROGER	JAN	2021	2
TREMBLAY, SYLVAIN	NOV	2010	12
LÉVESQUE, LUC	MAY	2015	7
MOHAMADOU, BELLO	SEPT	2022	0
MAYES, CHRIS	JAN	2021	2
BEAUPRÉ, NORMAN	JUN	2016	6
LÉVESQUE, DAVID	JUN	2016	6
ROY, YANNICK	JUN	2016	6
LORD, DARIO	MAR	2022	1

DUBREUILVILLE VOLUNTEER FIRE DEPARTMENT MEMBERS AND POSITION

NAME	TITLE
PATRICK SIGOUIN	FIRE CHIEF
VACANT	DEPUTY FIRE CHIEF
STÉPHANIE SONIER	FIRE PREVENTION OFFICER
STEEVE PINEL	CAPTAIN FIRE APPARATUS
ROBIN BÉLANGER	CAPTAIN SCBA
VACANT	CAPTAIN HOSE & LADDERS
SYLVAIN TREMBLAY	VOLUNTEER FIREFIGHTER
LANY TREMBLAY	VOLUNTEER FIREFIGHTER
CARL CHABOT	VOLUNTEER FIREFIGHTER
ROGER GAMACHE	VOLUNTEER FIREFIGHTER
CHRIS MAYES	VOLUNTEER FIREFIGHTER
RAYMOND NOEL	VOLUNTEER FIREFIGHTER
LUC LÉVESQUE	VOLUNTEER FIREFIGHTER
JOEY DECHAMPLAIN	VOLUNTEER FIREFIGHTER
JESSY DECHAMPLAIN	VOLUNTEER FIREFIGHTER
EMILYN LEVESQUE	VOLUNTEER FIREFIGHTER
YANNICK ROY	VOLUNTEER FIREFIGHTER
NORMAN BEAUPRÉ	VOLUNTEER FIREFIGHTER
DAVID LÉVESQUE	VOLUNTEER FIREFIGHTER
BELLO MOHAMADOU	VOLUNTEER FIREFIGHTER

ESTIMATED FIRE LOSS – CLASSIFICATION OF PROPERTY (2022)

OCCUPANCY	FIRE LOSS
Chimney.....	\$ 0
Dwellings.....	\$ 0
Apartment Buildings.....	\$ 0
Garage.....	\$ 0
Commercial.....	\$ 1
Vehicle fire (truck, car, etc.).....	\$ 1
Vehicles accidents (need extraction, spill control).....	\$ 3
Mobile homes	\$ 1
Lumber Processing (bark pile).....	\$ 1
Other (Medical assist).....	\$ 2
Other (fire call) needed inspection.....	\$ 3

TOTAL ESTIMATED FIRE LOSS	\$ 165,000
TOTAL EXTRACTIONS, SPILLS	\$ 3

TRAINING

Training was conducted on a bi-weekly basis throughout the year. Training is a struggle to have everyone participate all at once with shift work; however, with the addition of new members to the team who are eager to learn, attendance has increased. Most training/practices are hands-on training based on the typical calls that the department responds to. In addition, some members attended courses during the year. It is essential for all firefighters to keep up with their skills, for their own safety, as well as their partners and the residents.

Training includes maintenance on our equipment such as: vehicles, vehicle checks, SCBAs, medical equipment, small engine equipment, etc. By doing training, firefighters get to learn specific pieces of equipment. There are many pieces of apparatus which need to be maintained, and it takes time to look after it. Many hours are also spent on administration, filing, keeping track of activities, training and record keeping.

ALARMS ANSWERED – 2022

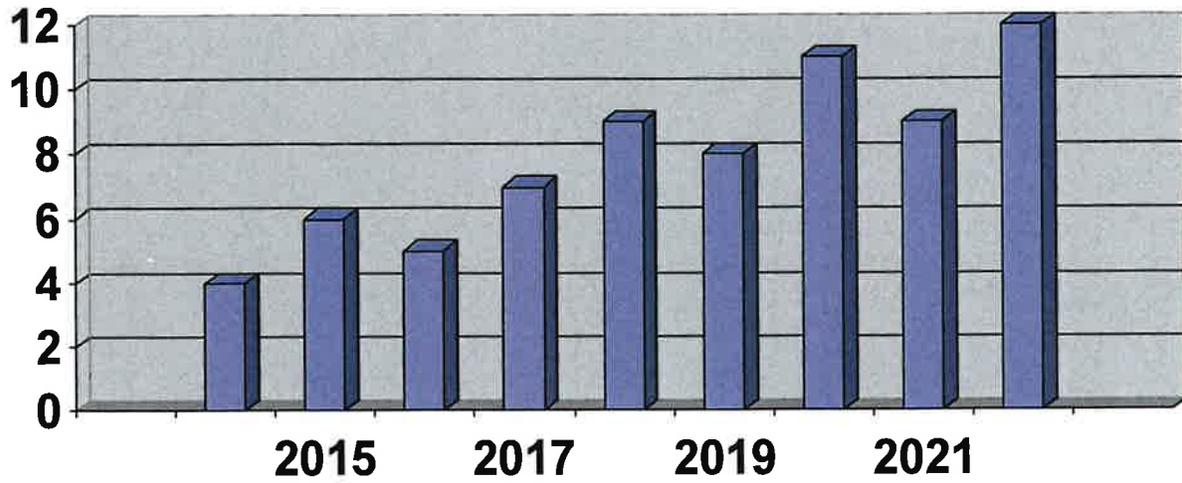
MONTH	NUMBER OF ALARMS	ESTIMATED FIRE LOSS
January	2 alarms	\$ 0
February	1 alarms	\$ 0
March	0 alarms	\$ 0
April	0 alarms	\$ 0
May	2 alarms	\$ 165 000
June	2 alarms	\$ 0
July	2 alarms	\$ 0
August	0 alarms	\$ 0
September	0 alarms	\$ 0
October	1 alarms	\$ 0
November	1 alarms	\$ 0
December	1 alarms	\$ 0

Total

12 alarms

\$165, 000

**TOWNSHIP OF DUBREUILVILLE
FIRE DEPARTMENT
Number of Alarms Answered**



FIRE PREVENTION ACTIVITIES

House Inspection for fire alarms.....	25
Number of fire inspections.....	7
Number of fire investigations	0
Fire drills.....	1
Number of burning permits issued.....	5
Fire prevention activities.....	2

APPARATUS AND EQUIPMENT

All SCBA and compressor equipment have been serviced by SPI Health and Safety.
All Fire apparatus are serviced every 6 months.

Dubreuilville Volunteer Fire Department

Primary Goals and Mission Statement of the Dubreuilville Volunteer Fire Department

The goal of the Dubreuilville Volunteer Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires or exposure to dangerous conditions created by man or nature; first to their municipality, second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third to those municipalities that are provided fire protection by our Volunteer Fire Department via authorized agreement.

January 13, 2023

TOWNSHIP OF DUBREUILVILLE

E-4

8.4

ADMINISTRATIVE POLICIES AND PROCEDURES

<p>Section of Manual</p> <p style="text-align: center;">- E -</p>	<p>Effective Date</p> <p style="text-align: center;">February 8, 2023</p>
<p>Subject</p> <p style="text-align: center;">ELECTRONIC MONITORING</p>	
<p>Department</p> <p style="text-align: center;">ALL</p>	<p>Resolution No. 23-000</p> <p>By-law No.</p>
<p>As per attached Electronic Monitoring Policy.</p>	



Electronic Monitoring Policy

1. Purpose

The Corporation of the Township of Dubreuilville values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored.

This policy is to be used in addition to the Township's Policy No. U-1: Use of Municipal Information Technology and is intended to establish guidelines for Township practices and procedures related to electronic monitoring of employees.

2. Applicability

This policy applies to any persons or entities that have access to and/or make use of the Township's Information Technology in any form or plan (referred to as "User or Users"); except anonymous persons (i.e. unidentified persons who are visiting and accessing the Township's public website).

This policy applies to all Information Technology owned or leased by the Township or those that are not owned by the Township, but are certified, contracted, or permitted to connect and access the Information Technology through approved processes, remote access tools, or programs.

3. Definitions

For the purposes of this policy:

- (a) "Corporation" means the Corporation of the Township of Dubreuilville.
- (b) "CAO" means the Chief Administrative Officer or his/her designate.
- (c) "Electronic monitoring" means using technological, electronic, or digital means to track, observe, or monitor someone's actions.
- (d) "E-Mail" means messages distributed by electronic means from one computer user to one or more recipients via a network.
- (e) "Employee" means part-time and/or full-time employees of the Corporation of the Township of Dubreuilville, and includes volunteers, and members of Council.
- (f) "Hardware" means the physical aspects of computers, servers, networking equipment, including but not limited to; monitors, keyboards, printers, mouse, etc.

- (g) “Internet” means a global communication network that allows all computers worldwide to connect and exchange information.
- (h) “IT Department” means the Township of Dubreuilville Information Technology Department.
- (i) “Personal Information” means any factual or subjective information about an identifiable individual.
- (j) “Software” means any set of instructions that directs a computer to perform specific operations.
- (k) “Township” means the Corporation of the Township of Dubreuilville.

4. Policy - General

4.1 Electronic Monitoring Practices:

The Township of Dubreuilville collects information through electronic monitoring for distinct reasons, including protecting the company’s legal and business interests. The Township will electronically monitor the following activities and procedures:

- (a) The Township uses monitoring software for the purpose of enforcing acceptable use policies. Monitoring software blocks access to certain Websites for which access is deemed to be a contravention of these policies.
- (b) The Township uses filtering software to restrict access to Websites deemed unsuitable for business use. Where the Township discovers activities that conflict with the law or this policy, Internet usage records may be retrieved and used to document any wrongdoing.
- (c) Individuals using the Township’s hardware, software, equipment, and accounts to access the Internet are subject to having online activities reviewed by Information Technology or security personnel. Use of the Township’s Internet resources implies the user’s consent to Web monitoring for security purposes. All users covered by this policy should bear in mind that Internet sessions are not private.
- (d) Employees shall assume that all e-mails are public and shall not place any attachments with e-mails that contravene any Township employment policies, e-mails are to be objective and for the purpose of communicating in a respectful businesslike manner.
- (e) Personal use of the Internet and e-mail is authorized within reasonable limits if it does not interfere with or conflict with business use and provided that the employee has their Supervisor's approval. However, under no circumstances is the internet used to access sites viewed as inappropriate.

Any information collected by electronic monitoring may be used during employee reviews or during consideration of disciplinary decisions.

To promote impartiality, and to ensure any information collected through electronic monitoring is handled appropriately, the Township of Dubreuilville will monitor these activities by:

- Track the websites that employees visit during work hours;
- Use filtering software to restrict access to Websites deemed unsuitable for business use;
- Use of the Township's hardware, software, equipment, and accounts, including e-mail accounts, to access the Internet may be reviewed by Information Technology or security personnel;
- Personal use of the Internet and e-mail is authorized provided that the employee has their Supervisor's approval; and
- Cellphone use must be used reasonably and comply with Township policies.

4.2 Privacy and Confidentiality:

The Township's monitoring is aimed at collecting information related to its business. However, some information collected by electronic monitoring may be considered personal information. When personal information is under the Township of Dubreuilville's control, it is the responsibility of the Township to protect it.

All information collected through electronic monitoring will be securely stored and protected. If any personal information is collected, its use and disclosure will be limited to achieve the stated purpose of its collection. The company will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

5. **Review**

This policy shall be reviewed by each term of Council or as determined necessary by Council or the CAO-Clerk.

6. **Forms**

Form Title	Purpose

7. Policy Adoption and Review Guidelines

Date of Adoption by Council	By-Law No.	Date o Most Recent Review by Council	Changes Made Yes/No
February 2023		February 2023	New

8. References to Other Policies or By-laws

Policy Title	Policy Number	By-Law
Use of Municipal Information Technology	U-1	
Cell Phone Usage at Work	C-18	



Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Electronic Monitoring Policy of the Corporation of the Township of Dubreuilville. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Signature

Print name

Dated

Witness

TOWNSHIP OF DUBREUILVILLE

U-1 8.5

ADMINISTRATIVE POLICIES AND PROCEDURES

<p>Section of Manual</p> <p style="text-align: center;">- U -</p>	<p>Effective Date</p> <p style="text-align: center;">February 8, 2023</p>
<p>Subject</p> <p style="text-align: center;">USE OF MUNICIPAL INFORMATION TECHNOLOGY</p>	
<p>Department</p> <p style="text-align: center;">ALL</p>	<p>Resolution No. 23-000</p> <p>By-law No.</p>
<p>As per attached Use of Municipal Information Technology Policy.</p>	



Use of Municipal Information Technology

1. Introduction

- 1.1 The purpose of this policy is intended to help reduce and protect the Township of Dubreuilville against possible legal and other exposures related to the use of the Township's Information Technology systems, as well as to protect the Township systems, networks, and employees.
- 1.2 The Township of Dubreuilville is committed to promoting appropriate and responsible use of technology and social media, to enable a productive working environment for all Municipal Information Technology users and to improve customer service internally, across departments and externally to the public.
- 1.3 This policy is established to provide governance and awareness for the acceptable use of computers, systems, communication devices, electronic communication, telephones, servers, applications, data, software tools, electronic access accounts, information assets, technology acquisition, technology standards and processes, network resources and the overall Information Technology at the Township with its established culture of good ethical behavior, trust, and integrity.
- 1.4 Users of the Municipal Information Technology must comply with this policy and all other Township policies and related Standard Operating Procedures (SOPs) to ensure appropriate and responsible use of the Information Technology.

2. Policy Statement

- 2.1 This policy applies to any persons or entities that have access to and/or make use of the Municipal Information Technology in any form or plan (referred to as "User or Users"); except anonymous persons (i.e. unidentified persons who are visiting and accessing the Township's public website).
- 2.2 This policy applies to all Information Technology owned or leased by the Township or those that are not owned by the Township but are certified, contracted, or permitted to connect and access the Information Technology through approved processes, remote access tools, or programs.

3. Definitions

- 3.1 Wherever a word is used in this policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its consistently applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.
- (a) **“CAO”** means the Chief Administrative Officer of the Corporation of the Township of Dubreuilville.
 - (b) **“E-Mail”** means messages distributed by electronic means from one computer user to one or more recipients via a network.
 - (c) **“Employee”** means part-time and/or full-time employees of the Corporation of the Township of Dubreuilville, and includes volunteers, and members of Council.
 - (d) **“Hardware”** means the physical aspects of computers, servers, networking equipment, including but not limited to; monitors, keyboards, printers, mouse, etc.
 - (e) **“Internet”** means a global communication network that allows all computers worldwide to connect and exchange information.
 - (f) **“IT Department”** means the Township of Dubreuilville Information Technology Department.
 - (g) **“Township”** means the Corporation of the Township of Dubreuilville.
 - (h) **“Software”** means any set of instructions that directs a computer to perform specific operations.

4. General

- 4.1 The Corporation of the Township of Dubreuilville is committed to the appropriate use of Information Technology and social media by its employees.

It is recommended that every Township adopt a policy establishing rules and regulations for the safety and protection of all technological resources used by Township employees and council in carrying out their duties.

This policy applies to all Township employees as well as all Township Council members, contractors and clients who are authorized to use technology resources and related equipment, software, and programs by the applicable Department Head.

5. Guiding Principles

5.1 Ownership

The Township of Dubreuilville provides various technologies to authorized employees to assist them in performing their job duties for the Township. Everyone has a responsibility to use the Township's technology resources in a manner that increases productivity, enhances the Township's public image and is respectful of other employees. Failure to follow the Township's policies regarding its technology resources may lead to disciplinary measures.

All equipment and software programs, information and data installed or created on corporate equipment belong to the Township of Dubreuilville. This includes all programs, documents, spreadsheets, databases and methods or techniques, etc., developed using corporate equipment and/or software, while employed by or acting on behalf of the Township.

5.2 Privacy

This policy permits certain personal uses to be completed on Township systems provided such uses are made in accordance with this policy. However, employees do not have any personal privacy rights when using the Township of Dubreuilville Information Technology assets. The Township shall endeavor to respect the privacy of personal usage to an extent appropriate in the circumstances, as determined by the Township. However, in all circumstances, the paramount consideration shall be the Township's interest in effectively reducing and protecting against all exposures relating to the use of Township systems. Further to this, the Township is not responsible for the integrity or safety of any personal data stored on Township systems. Any personal use of the Township systems is done at your own risk.

5.3 Monitoring & Filtering

The Township of Dubreuilville reserves the right to monitor any Internet, email and network activity occurring on its hardware, software, equipment, and accounts. Specifically:

- (a) The Township of Dubreuilville does utilize monitoring software for the purpose of enforcing acceptable use policies. Monitoring software blocks access to certain Websites for which access is deemed to be a contravention of these policies.
- (b) The Township of Dubreuilville does utilize filtering software to restrict access to Websites deemed unsuitable for business use. Where the Township of Dubreuilville discovers activities that conflict with the law or this policy, Internet usage records may be retrieved and used to document any wrongdoing.
- (c) Individuals using the Township of Dubreuilville's hardware, software,

equipment, and accounts to access the Internet are subject to having online activities reviewed by Information Technology or security personnel. Use of the Township of Dubreuilville's Internet resources implies the user's consent to Web monitoring for security purposes. All users covered by this policy should bear in mind that Internet sessions are not private.

5.4 Personal Usage

Personal usage of the Township systems shall be:

- (a) Kept to a minimum.
- (b) Reasonable and appropriate in all respects, as determined by management.
- (c) Subject to this policy.
- (d) Subject to further controls as management may require.
- (e) Non-private, in that all aspects of usage are subject to inspection at any time.
- (f) A privilege only, being subject at any time to restriction, suspension or discontinuance regarding any employee, as management deems appropriate.

5.5 Township Software and Hardware

Only approved software or hardware shall be acquired by or for the Township. No software or hardware shall be installed or used on or with any Township systems unless authorized by the Information Technology Department and management. Further to this, the Information Technology Department shall install and configure Township software or hardware within Township systems. Other employees shall not do or attempt to do any of these things unless under the guidance of the Information Technology Department. Software found in violation of this will be uninstalled by the Information Technology Department.

5.6 Software/Hardware Use and Disposal

- (a) Township software and hardware shall not be used on or with any employee's personal hardware of any other non-Township system except for approved USB memory keys.
- (b) Only Township owned software and hardware shall be used on or with Township systems.
- (c) Township software and hardware shall be used in accordance with any applicable license agreements or contracts.

- (d) Upon discovering that any Township software or hardware has become damaged, an employee shall promptly inform the Information Technology Department and management.
- (e) Upon discovering that any hardware device has been lost or stolen, an employee shall immediately inform their supervisor and the Information Technology Department.
- (f) To ensure the protection of Township data, the Information Technology Department shall dispose of any Information Technology software or hardware.
- (g) Employees and Council are only authorized to access information or data based on their employment or associated responsibilities. Information regarding ratepayers, employees, service providers, etc., is collected or developed based on legislated service responsibilities. Access, altering or divulging any data or information outside of any employees' or councillors' responsibilities will result in disciplinary action or dismissal.

5.7 Network Use

- (a) Employees will make every effort not to store unnecessary data, or unnecessary copies of data on the network and to meet any storage quotas that may be in place.
- (b) Employees will show proper respect for the laws governing copyright and fair use of copyrighted material owned by others. Make sure you have permission to store any copyrighted or confidential information on the Township Information Technology networks or any Township owned devices.
- (c) All data and documents created for work purposes are to be stored on the File Server. Exceptions include rough drafts, or any data created for personal use.
- (d) Media files (including pictures, videos, and music) not related to Township purposes are not to be stored on the file server or any server system.

5.8 Virtual Private Networks (VPN)

Remote access into the Township systems is made available to Township employees and, where necessary, third-party support providers through VPN's. All network activity while connected to the VPN is subject to guidelines laid out in the policy.

- (a) VPN access will be controlled using passwords that meet the password guidelines laid out in this policy. Additional security measures such as a one-time password generator may be implemented where necessary.

- (b) All computers, whether personal or company owned, used to connect to network resources via VPN must use an updated antivirus software from a reputable provider. Procurement and installation of antivirus software on personal computers are the responsibility of the user.
- (c) The Township of Dubreuilville Virtual Office will be the sole means of VPN into the Township network.
- (d) Countless incompatibility can arise between an employee's personal computer and the Township VPN network. This incompatibility can consume many hours of troubleshooting for both the employees as well as the Information Technology Department. Therefore, the Information Technology Department will only be responsible for supporting Township owned equipment, software, and operating systems, with its VPN systems.
- (e) The Township bears no responsibility for any hardware/software problems or data loss occurring from the use of its VPN systems. Users are responsible for backing up all data on a personal computer before attempting to use the Township VPN systems.

5.9 **Email**

The Township is aware that employees use e-mail for correspondence that is less formal than written memoranda. Employees must take care; however, not to let informality degenerate into improper use. Under no circumstances may employees use the Township's technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way, as described more fully in the Township's Code of Conduct, Policy C-15.

Employees shall assume that all e-mails are public and shall not place any attachments with e-mails that contravene any Township employment policies. E-mails are to be objective and for the purpose of communicating in a respectful businesslike manner.

Professional business practices shall be adhered to in respect to the creation and content of e-mail records. The following guidelines shall be adhered to:

- (a) Use only businesslike language. Since e-mail records must be taken into consideration when a "statutory access request" under the Township Freedom of Information and Protection of Privacy Act (Section 1) is received by the Township, inappropriate, nonbusiness-like records could prove embarrassing to the person who created the e-mail, as well as to the Township. The Township's legal position could be compromised with potential or ongoing litigation and/or the expressed will or a policy or by-law of the Township could be undermined.

- (b) Do not express subjective opinions about individuals or situations unless it is a specific task or requirement as a part of your position or job function.
- (c) If there is a need to include confidential information, mark text as "confidential".
- (d) Do not include any text or information that would not be suitable or could not be "made public" subject to confidential issues.
- (e) Electronic mail addresses shall be verified before transmitting any messages.
- (f) When possible, password protect data leaving the Township network.
- (g) E-mails being sent by Township employees should also contain a confidentiality message at the bottom of the e-mail.

5.10 **Internet**

The Township provides authorized employees access to on-line services such as the Internet for research or system support purposes relevant to the Township's business and to provide such information to residents, potential residents, businesses, business prospects, etc. The Township expects that employees will use these services in a responsible way for the business-related purposes only. Downloading of non-executable files for business use is permitted. These would include reports, Adobe "PDF" files, spreadsheets, information flyers, etc. Employees must ensure that the source is reliable as viruses can be introduced to the system through these documents. Executable software may not be downloaded without written authorization from the employee's Supervisor and the Information Technology Department. Such software, if approved, must be checked for viruses before being executed by the Information Technology Department. Personal use of the Internet and e-mail is authorized within reasonable limits, if it does not interfere with or conflict with business use and provided that the employee has their supervisor's approval. However, under no circumstances is the internet to be used to access sites that are viewed as inappropriate.

Employees are not permitted to use the Township's technology resources to access, download, receive, send, or contribute to the following:

- (a) Gross, indecent, or sexually oriented materials.
- (b) Materiel that is intended to annoy, harass, or intimidate another group or person.
- (c) Gambling sites, gaming sites.
- (d) Chat rooms and instant messaging sites.
- (e) File sharing (P2P, Torrent, etc.).

- (e) Politically oriented sites or sites devoted to influencing the course of legislation or public policy.
- (f) Illegal purposes or to gather information to support illegal activities.

5.11 **Security of User Accounts and Passwords**

- (a) Employees are required to read this policy and sign an agreement prior to receiving access to the Township of Dubreuilville's network and/or Information Technology equipment.
- (b) Employees shall be assigned individual user accounts for accessing Township systems. All passwords shall meet standard guidelines for security, which are suggested to be: i) They are unique to the system they are used with; ii) They are at least eight (8) characters in length; iii) Contain each of; a lowercase letter, an uppercase letter, a number, and a Symbol; and iv) Contain no personally identifiable information (family members names, pet names, anniversaries, and birthdates).
- (c) Employees do not share a systems account password with any user.
- (d) Employees shall not post, display, or make easily available any passwords.
- (f) Employees shall logoff or lock their computers when they are finished the workday.
- (g) Employees shall not access any other person's account without authorization or attempt to do so. An employee who considers access to another employee's account to be required shall notify the Information Technology Department. If access is approved, the Information Technology Department shall provide the appropriate means for access.
- (h) Upon discovering any breach of security or confidentiality, an employee shall promptly notify the Information Technology Department and the employee's immediate supervisor of the same and shall assist the Information Technology Department regarding the breach as required, such as by changing any passwords if so instructed.

5.12 **Removable Media**

- (a) Under no circumstances shall the information on a removable media device constitute the primary copy.

- (b) Under no circumstances shall personal removable media devices, or devices owned by a third party (including contractors working for the Township) be used to store Township information.
- (c) Township owned removable media devices that are used on a non-Township system must be scanned for viruses, malware, adware, etc., before being used on a Township system.
- (d) Upon completion of the removable media device-specific business purpose, any information contained on that device shall be erased in such a manner as to make data recovery on the device impossible.
- (e) Users shall take the appropriate safety measures to protect any removable media device in their possession against theft, damage, or loss. Should the removable media device become lost or stolen, the user shall report the incident to the CAO immediately.
- (f) Upon completion of the removable media device-specific business purpose, any information contained on that device shall be erased in such a manner as to make data recovery on the device impossible.
- (g) Users shall take the appropriate safety measures to protect any removable media device in their possession against theft, damage, or loss. Should the removable media device become lost or stolen, the user shall report the incident to the CAO immediately.

5.13 Viruses, Malware

Upon detecting any virus on the Township systems, an employee shall immediately power down the system, and inform the Information Technology Department of the problem. The Information Technology Department shall endeavor to remove the virus and remedy any affected systems. Employees shall not take any deliberate or careless action that may disrupt or damage Township systems.

5.14 Retirement, Layoff or Termination

If an employee terminates their employment with the Township of Dubreuilville for any reason, Human Resources shall provide notification to the Information Technology Department immediately to ensure the removal of the former employee's access to the Township of Dubreuilville email and internet resources.

Upon retirement, layoff, or termination of employment with the Township of Dubreuilville, employees shall promptly return (without duplicating or summarizing), all material pertaining to the Township of Dubreuilville business in their possession including, but not

limited to: all customer lists, physical property, documents, keys, electronic information storage media, manuals, letters, notes, and reports.

If a device containing the Township of Dubreuilville business information is password protected, the employee will be required to provide the correct username and password for the device.

5.15 **Policy Violation**

- (a) Violation of any part of this policy could result in disciplinary action deemed necessary by the Township up to and including dismissal.
- (b) In all cases, the CAO and the employee's Supervisor will investigate and determine if there are extenuating circumstances or a valid reason for not following the policy. Such cases will be recorded in writing to the employee, the employee's personnel file and to the Information Technology Department.
- (c) Violations by individual Council members will be addressed and dealt with by the Township Council.



Schedule A

Employee Acknowledgement of the Use of Municipal Information Technology:

I _____, have read and acknowledge this attached Use of Municipal Technology Policy as an important part of my responsibilities as a Dubreuilville Township employee.

I will ensure to do my part to maintain a safe working technological environment daily. I will only use the municipal technology when it is safe and appropriate to do so.

Signature

Print name

Dated

Witness

ADMINISTRATIVE POLICIES AND PROCEDURES

Section of Manual <p style="text-align: center;">- T -</p>	Effective Date <p style="text-align: center;">February 8, 2023</p> Revised:
Subject <p style="text-align: center;">Time Off Policy</p>	
Department <p style="text-align: center;">All Departments</p>	Resolution No. 23-XX By-law No.

1. Vacation weekly scheduling for all employees shall be requested and determined at least two (2) months in advance or within a timely and reasonable fashion to ensure that it does not interfere with continued efficient municipal operations during the said time off from work;
2. All administrative and infrastructure support employees shall only be permitted a maximum of two (2) consecutive weeks at once, in order to avoid operational issues;
3. All other scattered days off from work, such as TIL, floaters and remaining holidays should be scheduled within a timely and reasonable fashion to allow for continued efficient municipal operations during an employee's time off from work;
4. All employees shall obtain approval from their supervisors by filling out a request for time off form (as per attached Schedule "A");
5. The CAO or designate in charge shall give final approval of all requests for time off;
6. It is mandatory that requests for time off be discussed internally amongst your co-workers, prior to final approval, to avoid any conflicting time off. If a conflicting issue arises for same time off, then the CAO shall consider the approval for time off based on the employee's seniority, unless the senior employee's request is for the same vacation period as the previous year. In that case, the next employee based on seniority shall be awarded the requested time off;

7. All employees with remaining unscheduled vacation, floater and time in lieu as of September 15th of the current year shall submit their requests as soon as possible for time off scheduled prior to year-end. The CAO will make the final call if time and manpower are a final deciding factor and unreasonable to do so;
8. No year over year carry over will be granted, unless there are special circumstances that grant such carry over, which must be approved by the CAO;
9. It should never be assumed that exact requested time off will be approved. Alternate dates may need to be considered depending on workload, replacement and ensuring continued efficient municipal operations during absences.

Resolutions No. 80-229, 87-118, 07-303 & 13-250 be and are hereby repealed.

Employee Time-Off Request Form

Today's Date: _____

Employee's Name: _____

Time-Off Request: _____ Days Hours

Dates: _____

Reason for Request

- Vacation - Sick Leave - Funeral / Bereavement

- Floater - Time In Lieu - Personal Leave Without Pay

- Other: _____

I understand that this request is subject to approval by my employer.

Employee's Signature: _____ Date: _____

Employer's Decision

- Approved - Rejected

Employer's Signature: _____ Date: _____

Print Name: _____

(PLEASE FILL OUT ONE FORM PER REASON FOR REQUEST)

Council Board Report



2022
 Visa & E-Transfer

9.1 List A

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 27-Jan-2023 to 27-Jan-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Algoma Power Inc.	1902	27-Jan-2023	Hydro - December 2022 - St Light - Ste-Cecile	10,120.96
Amazon.ca	1903	27-Jan-2023	Admin - Supplies Office - USB Cable	70.94
Murray OK Tires	1904	27-Jan-2023	Loader - Labour - Studs	2,036.97
Staples Business Depot	1905	27-Jan-2023	Admin - Supplies Office - Pens & Laminating Pot	128.85
Pepco Corp.	1906	27-Jan-2023	Complexe - Supplies- Blue Urinal Screen	190.69
Total:				12,548.41

Council Board Report



2022

9.2 List B

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 24-Jan-2023 to 24-Jan-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Belisle, Daniel	6534	24-Jan-2023	Petty Cash - Expenses - January to December 21	70.00
Bell Canada	6535	24-Jan-2023	Admin - Fix Phone - Need an extension number	339.00
Blais, René	6536	24-Jan-2023	A/R - Cemetery - Build Fence	1,000.00
Carriere, Robert	6537	24-Jan-2023	Complexe - Labour - Paint - January 1 to January	1,260.00
CIMCO Refrigeration	6538	24-Jan-2023	Arena - Labour - Ammonia Leak High Side Float	22,464.37
Eighty-Five Electric	6539	24-Jan-2023	Multi-trail - Labour - Install Buried Cable & Street	10,238.93
J. Provost Contracting Ltd.	6540	24-Jan-2023	Sewer Collection - Labour - Clean Man Hole	1,861.59
ROGER NANTEL TRUCKING	6541	24-Jan-2023	Fire Vehicle - Labour - Change Water Pump	472.25
Ontario Clean Water Agency	6542	24-Jan-2023	Sewer Collection - Ultrasonic Level Controller - C	7,139.24
Linde Canada Inc.	6543	24-Jan-2023	Garage - Cylinder Rental - December 2022	51.92
R.C.M.D. a Division of Pioneer Construction Inc.	6544	24-Jan-2023	Landfill Compactor - Supplies Diesel - December	2,746.67
SPI Health and Safety Inc.	6545	24-Jan-2023	Fire Department - Buying - New Gear - Bunker B	1,499.01
Zamboni Company Ltd	6546	24-Jan-2023	Zamboni - Supplies - Parts - Cap & Spring	120.02
Total:				49,263.00

Council Board Report



Visa & E-Transfer 9.3 list C

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 26-Jan-2023 to 26-Jan-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Algoma Office Equipment	1890	26-Jan-2023	Admin - Photocopies - December 16 to January	126.68
AMCTO	1891	26-Jan-2023	Admin & Fire & PW Department & By-Law Enfor	1,779.75
Canada Post Corporation	1892	26-Jan-2023	Admin - Supplies Postage - Register Letter (Serv	13.21
Donald L. Davidson Fuels Ltd.	1893	26-Jan-2023	Garage - Supplies Fuel - January 13/2023	1,088.77
EDCO Awards of Excellence	1894	26-Jan-2023	Economic Development - Membership 2023	63.28
MDC Store	1895	26-Jan-2023	By- Law Enforcement - Supplies - Ontario Evider	55.31
Municipal Law Enforcement Officer's Association	1896	26-Jan-2023	By-Law Enforcement - Travelling Expenses - Par	1,177.46
NORTHROUTE FUELS	1897	26-Jan-2023	Garbage Truck - Supplies Gas - January 4/2023	1,889.64
ONTERA	1898	26-Jan-2023	Library - Internet Service - January 2023	79.04
TBAYtel	1899	26-Jan-2023	Cell Phone Usage - January 10 to February 9/20.	22.60
The Repair Manual	1900	26-Jan-2023	Loader - Supplies - Service Manual	50.97
ViaNet	1901	26-Jan-2023	Admin - Monthly Fees - January 2023	116.27
Total:				6,462.98

Council Board Report



2023

9.4 List D

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 25-Jan-2023 to 25-Jan-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Algoma District Services Administration Board	6547	25-Jan-2023	Municipal Levy - January 2023	10,659.92
Nantel Beverly,	6548	25-Jan-2023	Mayor - Travelling Expenses - Mileage - Missinat	84.96
NORTH STAR FUSION LTD.	6549	25-Jan-2023	Grader - Labour - Cut & Prep Spacer	1,232.43
Sault Area Hospital	6550	25-Jan-2023	Prepays & Fire Department - Fire Dispatch Serv	1,198.50
Troy Life & Fire Safety Ltd.	6551	25-Jan-2023	Arena - Annual Monitoring 2023	474.60
TOWNSHIP OF WAWA	6552	25-Jan-2023	CBO - 2023 Building Department Service	11,300.00
Total:				24,950.41

Council Board Report



2022
Visa & E-Transfer 9,5 list E

Vendor : 1372101 to ZOOM01
Fund : 1 GENERAL FUND
Include all Payment Types : No

Date Range: 26-Dec-2022 to 26-Dec-2022
Sequence by: Cheque/EFT#
Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Algoma Power Inc.	1907	26-Dec-2022	Hydro - December 2022 - Sewer Collection - Gov	2,251.30
Minister of Finance	1908	26-Dec-2022	OPP Service - December 2022	9,629.00
Total:				11,880.30

Council Board Report



2022

9.6 list F

Vendor : 1372101 to ZOOM01
Fund : 1 GENERAL FUND
Include all Payment Types : No

Date Range: 10-Feb-2023 to 10-Feb-2023
Sequence by: Cheque/EFT#
Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
F. Provost Contracting	6553	27-Dec-2022	Street Hard Top - Rue St-Joseph Extension	30,602.17
Kresin Engineering Corporation	6555	10-Feb-2023	Landfill Site - Misc Service Professional - Annual	27,649.34
Lacroix Enterprises Ltd.	6556	10-Feb-2023	Fire Department - Supplies P/R - Cake	156.99
Wishart Law Firm LLP	6557	10-Feb-2023	Admin - Misc Service Lawyer - General Matters	1,767.05
Total:				60,175.55

Council Board Report



2023
 Visa & E-Transfer 9,7 list G

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 09-Feb-2023 to 09-Feb-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Adobe	1909	09-Feb-2023	Admin - Buinyng - Adobe Acrobat Pro	352.42
Amazon.ca	1910	09-Feb-2023	Credit - A/R & Cemetery - Buying - Lights for Fen	4.88
Bell Canada	1911	09-Feb-2023	Monthly Service - January 22 to February 21/202	1,097.04
Canada Post Corporation	1912	09-Feb-2023	Admin - Supplies Postage - Register Letter	14.62
Donald L. Davidson Fuels Ltd.	1913	09-Feb-2023	Garage - Supplies Fuel - January 25/2023	841.76
Dubreuilville Broadband	1914	09-Feb-2023	Admin - Internet Service - January 2023	11,300.00
EDCO Awards of Excellence	1915	09-Feb-2023	Economic Development - Travelling Exp - Who C	113.00
NORTHROUTE FUELS	1916	09-Feb-2023	Grader - Supplies Diesel - January 19/2023	1,997.26
OMAVRIK	1917	09-Feb-2023	Multi Trail - Supplies - Gift Card	258.48
O.M.E.R.S.	1918	09-Feb-2023	OMERS - Remittance - January 2023	9,261.84
Porter Air	1919	09-Feb-2023	Admin & Mayor - Travelling Expenses - Plane Tic	737.04
Staples Business Depot	1920	09-Feb-2023	Admin - Supplies Office - Ethernet Switch	78.26
UnitedCloud Inc.	1921	09-Feb-2023	Monthly Service - January 2023	328.93
Total:				26,385.53

Council Board Report



2023

9.8 List H

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 28-Jan-2023 to 08-Feb-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Croft,Chantal	6554	28-Jan-2023	Economic Development - Tra Exp - Mileage & M	757.60
Algoma Kinniwabi Travel Association	6558	08-Feb-2023	Admin - 2023 Membership Fees	333.35
B. Casey,Shelley	6559	08-Feb-2023	Admin - Employee Contract Visioncare - Jan 25/	738.10
Carriere,Robert	6560	08-Feb-2023	Complexe - Labour - Paint - January 15 to Janua	1,260.00
Castonguay,Renaud	6561	08-Feb-2023	Recycling - January 4/2023	400.00
CIMCO Refrigeration	6562	08-Feb-2023	Arena - Labour - High Side Float Travel	1,220.40
FOTENN Consultants Inc.	6563	08-Feb-2023	Planning / Zoning - Misc Service Professional - F	637.06
J.Provost Contracting Ltd.	6564	08-Feb-2023	Sewer Treatment - Labour - Clear Overflow Pipe	1,577.03
Mario / Propane & Bergeron Contracting	6565	08-Feb-2023	Zamboni - Supplies Propane - January 27/2023	176.00
N1 STRATEGY INC.	6566	08-Feb-2023	Economic Development - Misc Service Professio	10,170.00
Nantel Beverly,	6567	08-Feb-2023	Mayor - Travelling Expenses - Rooms & Parking	612.10
ROGER NANTEL TRUCKING	6568	08-Feb-2023	A/R - Roll # 12700	10,735.00
Nolan,Amanda	6569	08-Feb-2023	By-Law Enforcement - Employee Contract Vision	349.00
Northshore Tractor LTD	6570	08-Feb-2023	Kubota Tractor - Supplies- Kub Link 1 - 2 - 3 - 4	606.70
Ontario Clean Water Agency	6571	08-Feb-2023	Water Well Supply & Wastewater - January 2023	14,066.33
Telizon Inc.	6572	08-Feb-2023	Monthly Business Lines / Internet / Long Distanc	1.92
Town of/Canton de Dubreuilville	6573	08-Feb-2023	Taxe - Interim Billing 2023	2,802.80
Walkerton Clean Water Centre	6574	08-Feb-2023	Water Treatment - Travelling Expenses - Mainte	791.00
Total:				47,234.39



10.1

By-Law No. 2023-05

Being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on February 8, 2023.

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Section 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS Section 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Dubreuilville at the February 8, 2023 meeting be confirmed and adopted through a confirmatory by-law;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Dubreuilville enacts the following as a By-Law:

1. The actions of the Council of the Corporation of the Township of Dubreuilville in respect of each recommendation and in respect of each motion and resolution passed, and other action taken by Council at the February 8, 2023 meeting is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Council in the above-mentioned minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That the Mayor and the CAO-Clerk of the Corporation of the Township of Dubreuilville are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor and the CAO-Clerk are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of Dubreuilville and to affix the Corporate Seal thereto.

4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first, second and third time and be finally passed this 8th day of February, 2023.

MAYOR

Shelley B. Casey

CAO-CLERK



10.2

By-Law No. 2023-06

***Being a By-law to amend By-law No. 2022-09
to enter into an agreement between His
Majesty the King in right of Ontario as
represented by the Minister of Municipal
Affairs and Housing and the Corporation of
the Township of Dubreuilville***

WHEREAS the Corporation of the Township of Dubreuilville deems it desirable to authorize the execution of an amendment to the original Third-party stream of the Municipal Modernization Program Intake 3 payment agreement dated February 9th, 2022 with the Minister of Municipal Affairs and Housing to provide financial assistance to assist with the implementation project stream of our Digital Upgrade and Record Management Modernization Project;

WHEREAS an amendment is deemed to be necessary to extend the duration of the project;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Dubreuilville enacts the following as a By-Law:

1. That the Council of the Corporation of the Township of Dubreuilville authorizes the execution of an amendment to the original Third-party stream of the Municipal Modernization Program Intake 3 payment agreement between the Minister of Municipal Affairs and Housing and the Corporation of the Township of Dubreuilville in accordance with Schedule "A" attached to this By-Law.
2. That the Mayor and the CAO-Clerk be authorized to execute the agreement on behalf of the Corporation.
3. That this By-Law shall come into force and take effect upon its reading and being passed.

READ a first, second and third time and be finally passed this 8th day of February, 2023.

MAYOR

Shelley B. Casey

CAO-CLERK

ONTARIO TRANSFER PAYMENT AMENDING AGREEMENT

This Amending Agreement No.1 effective as of the 8. day of February, 2023.

B E T W E E N :

**His Majesty the King in right of Ontario
as represented by the Minister of Municipal Affairs and
Housing**

(the "Province")

- and -

The Corporation of the Township of Dubreuilville

(the "Recipient")

BACKGROUND

1. The Province and the Recipient entered into an agreement effective as of March 4, 2022 (the "Agreement") for the Township of Dubreuilville Digital Upgrade and Record Management Modernization Project.
2. Pursuant to section 4.1 of Agreement, the Parties wish to amend the Agreement in the manner set out in this Amending Agreement No.1.

IN CONSIDERATION of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

3. All references to "Her Majesty the Queen in right of Ontario" are replaced with "His Majesty the King in the right of Ontario".
4. Capitalized terms used but not defined in this Amending Agreement No.1 (the "Amending Agreement No.1") have the meanings ascribed to them in the Agreement.
5. Section 1.2 of the Agreement is deleted in its entirety and replaced by the following:

“Entire Agreement. The Agreement and Amending Agreement No. 1 constitute the entire agreement between the Parties with respect to the subject contained in the Agreement and supersedes all prior oral or written representations and agreements.”

6. Schedule “B” (Project Specific Information and Additional Provisions) of the Agreement is amended by deleting “March 31, 2024” in the 2nd row and 2nd column of the chart and replacing it with “March 31, 2025”.
7. Schedule “D” (Budget) of the Agreement is amended by deleting the 2nd row and 1st column of the chart in its entirety and replacing it with:

“Reimbursement of up to 65% of Project costs incurred between August 16, 2021 to the earlier of December 1, 2023 or the submission of the Final Report Back”.

8. Schedule “F” (Reports) of the Agreement is amended by:
 - (a) Deleting “February 28, 2023” in the 3rd row and 2nd column of the chart and replacing it with “December 1, 2023”;
 - (b) Deleting “February 28, 2024” in the 4th row and 2nd column of the chart and replacing it with “December 2, 2024”; and
 - (c) Deleting “February 28, 2023” in the first paragraph under the subheading “2. Final Report Back” and replacing it with “December 1, 2023”.
9. Amending Agreement No.1 shall be effective as of the date set out at the top of the Amending Agreement No.1.
10. Except for the amendments provided for in Amending Agreement No.1, all provisions in the Agreement shall remain in full force and effect.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed this Amending Agreement No.1 on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by Minister of Municipal Affairs
and Housing**

Date

Name: The Honourable Steve Clark
Title: Minister of Municipal Affairs and Housing

The Corporation of the Township of Dubreuilville

Date

Name: Beverly Nantel
Title: Mayor
I have authority to bind the Recipient.

Date

Shelley B. Casey

Name: Shelley B. Casey
Title: CAO-Clerk
I have authority to bind the Recipient.