

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-01

**Being a By-law to adopt a Conflict-of-Interest Policy
for all Personnel and Employees of the Township of
McKellar**

WHEREAS Section 223.2 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended*, provides that municipalities may establish codes of conduct for Members of Council and local boards of the municipality; and

WHEREAS the Council of the Corporation of the Township of McKellar has enacted By-law No. 2023-54, being a By-law to adopt a Code of Conduct for Members of Council, Employees and Public Office Holders of the Township of McKellar, with third reading on September 5, 2023; and

WHEREAS Section 4.06.1 of By-law No. 2023-54 references the Municipal Conflict of Interest Act, which is applicable to members of Council; and

WHEREAS Council has deemed it appropriate and expedient to formally adopt a Conflict-of-Interest Policy that is applicable to not only members of Council but also to all Township personnel and employees;

NOW THEREFORE the Council of the Corporation of the Township of McKellar enacts as follows:

1. **THAT** the Township of McKellar Conflict of Interest Policy for all Personnel and Employees of the Township of McKellar is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law;
2. **THAT** the Township of McKellar Conflict of Interest Policy be posted on the Municipal website;
3. **THAT** the Township of McKellar intends that any section or sections of this By-law which may be held to be invalid shall be severable from the remainder, and not be deemed to have persuaded or influenced Council to pass the remainder of the By-law;
4. **THAT** this By-law shall come into force and effect on the date of final passing thereof.

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

Schedule 'A' to By-law 2024-01

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CONFLICT OF INTEREST POLICY

1.0 Policy Statement: Employees of the Township of McKellar are expected to conduct themselves with personal integrity, ethics, honesty, courtesy and diligence in performing their duties for the organization. Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Township.

2.0 Application: This policy applies to all Township of McKellar employees. The standards outlined in this policy are particularly relevant to employees who are in a position to make or influence decisions of the organization. The terms 'township', 'municipality', 'organization', 'corporation' are used interchangeably in this policy document.

3.0 Definition: A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of the Township of McKellar. It includes using an employee's position, confidential information or corporate time, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends or business associates. "Confidential information" means information that is not available to the public and that, if disclosed, could result in harm to the Township or could give the person to whom it is disclosed an advantage.

4.0 Special Treatment: Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

5.0 Receiving Fees or Gifts: Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that the Township pays them to do. The exceptions to this are promotional gifts or those of nominal value (e.g. coffee mug or letter opener with the Township's logo or the occasional lunch.)

6.0 Outside Work or Business Activities: Employees may not engage in any outside work or business activity:

- (a) that conflict with their duties as Township employees;
- (b) which use their knowledge of confidential plans, projects or information about holdings of the corporation;
- (c) that uses in the employment or undertaking any Township premises, equipment or supplies; and
- (d) that will, or is likely to, negatively influence or affect them in carrying out their duties as Township employees.

7.0 Using Township Property: Employees may not use, or permit the use of, items of township property, facilities, equipment, supplies or other resources for activities not associated with their work. Any exceptions to this must be expressly approved by Council.

8.0 Confidential Information: Employees may not disclose confidential or privileged information about the property, or affairs of the municipal corporation, or use confidential information to advance personal or others' interests. Employees cannot divulge confidential or privileged information about the township's employees without those employees' written authorization.

9.0 Note on confidential information: The rule against giving out confidential information does not apply to an employee who alleges wrong doing on the part of the Township or its Council members, officers, employees, agents or contractors - as long as the disclosure of such information is not frivolous, vexatious or slanderous - and making the disclosure serves the public interest and is made in accordance with the provisions of this policy. This reporting of wrongdoing is known as whistle-blowing.

10.0 Financial Interest: Employees who knowingly have financial interests in a Township contract, sale or other business transaction, or have family members, friends or business associates with such interests, must not represent or advise the Township in such transactions.

11.0 Guidelines for Management and Professional Staff: Some positions in the organization are more susceptible than others to conflicts of interest. The following two sections are specifically for executives, managers and employees who give professional advice or assistance, or who work on program policies or budgets. These sections also refer to employees in confidential positions working with the above-mentioned staff.

12.0 Representing Others: Staff described in the paragraph above may not appear before Council or a Township committee on behalf of a private citizen other than himself/herself, his/her spouse, his/her parents, or his/her minor children, where the employee is either paid, or is involved in any way in the issue/policy.

13.0 Appointments: Staff who hold positions described above may not seek or accept appointment to a Township committee or board (except in the capacity of a Township employee) and require permission from Council before accepting appointments to other municipal, provincial or federal commissions, boards and committees. Staff who hold positions as board members on community agencies that deal with issues related to their work at the Township should inform Council of their appointments. When agency issues arise that place them in actual or potential conflict with Township policy or procedures, they should declare a conflict of interest.

14.0 Requirement to Report Conflict of Interest: If employees or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as Township employees, they must report this conflict to Council in writing.

15.0 Reporting a Conflict of Interest: When an employee reports a conflict of interest to Council in writing, a copy is forwarded to the chief administrative officer. If an employee alleges wrong doing on the part of the Township or its Council members, officers, employees, agents or contractors he/she should report this in writing directly to the chief administrative officer.

16.0 Failure to Comply With the Policy: Employees who fail to comply with this policy are subject to disciplinary action up to and including dismissal.

17.0 Implementation: Managers and supervisors must make the policy available to all employees and must discuss the entire policy with their employees and highlight any of the rules that have particular relevance, given the nature of the employees' work. Managers and supervisors who need assistance interpreting rules and how they apply to specific situations must talk to their Council. Serious consequences may result from the contravention of this policy. Employees should check with management if they need assistance in interpreting whether a situation they have experienced or are confronting puts them in a conflict-of-interest situation.

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-02

**Being a By-law to Amend By-law No. 2022-42 Being a
By-law to establish and regulate a Fire Department
within the Township of McKellar**

WHEREAS Section 5 of the *Fire Protection and Prevention Act* authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality; and

WHEREAS Sections 8 and 11 of the *Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, *inter alia*, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide; and

WHEREAS it is deemed expedient to amend By-law 2022-42 to reflect the updates to services, training and skills of the Township of McKellar Fire Department;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **THAT** Section B.1.19 Water and Ice Rescue Service of By-law 2022-42 be amended to:

B.1.19 Water and Ice Rescue Services:

- (a) Water/Ice Rescue - Service shall be provided when adequate response by trained staff is available in accordance with the level of training, provided the Township and the Department's SOG's and NFPA 1670 Chapter 9.3 Operations/Technicians Level (excluding Swift Water and Diver), Standard for Operations and Training for Technical Search and Rescue Incidents, and may include or be limited to, shore based, water entry, and craft rescue operations, as determined by on scene leadership and trained staff availability, based on risk assessment.
 - iii. Dive Rescue/ Swift Water Rescue will not be provided by this department;
 - iv. Recovery services to retrieve property or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department;

- v. Wild animal rescue/recovery will only be, a modified shore-based consisting of throw, reach tactics;
- vi. Domesticated animal rescue/recovery services by entry into or onto a body of water, or onto ice over a body of water shall only be provided with adequate response of trained personnel and at the sole discretion of leadership and staff based on the risk assessment.

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-03

**Being a By-law to Adopt a Human Resources Policy
and Procedure**

WHEREAS Section 270 (1) of The Municipal Act 2001 as amended requires a municipality to adopt policies with respect to the hiring of its employees; and

WHEREAS the Council of the Corporation of the Township of McKellar deems it necessary and in the public interest to implement a Corporate Hiring Policy;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **THAT** the policy and procedures contained within Schedules 'A' and 'B' constitute this By-law.
2. **THAT** By-law 2004-24, including any amendments, are hereby repealed;
3. **THAT** this By-law shall come into force and take effect upon passage by Council.

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

Schedule 'A' to By-law 2024-03

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1. Policy

- (a) The Township of McKellar is an equal opportunity employer and will not discriminate in the hiring process for reasons protected under the *Ontario Human Rights Code*, such as but not limited to age, sex, race, creed, colour, marital status, ethnic or national origin, ancestry, place of origin or place of residence, sexual preference, political or religious affiliation or disability as such terms may be defined in the *Ontario Human Rights Code*. [Human Rights Code, R.S.O. 1990, c. H.19 \(ontario.ca\)](#)
- (b) Employment decisions are based on an individual's qualifications and competencies focusing on skills, training and overall ability to perform the work. Persons with disabilities will be considered for employment on the basis of their capability for a particular position. Disabilities which do not interfere with performance shall not disqualify if they do not constitute a hazard to the Municipality or its employees.
- (c) The employees recognize and acknowledge that the management of the Employer and direction of the working forces are fixed exclusively in the Employer and, without restricting the generality of the foregoing, the employees acknowledge that it is the exclusive function of the Employer to:
 - (i) Maintain standards, order, discipline and efficiency;
 - (ii) Hire, assign, direct, promote, demote, classify, transfer, layoff, recall, contract out work and, for just cause, suspend, discharge or otherwise discipline employees;
 - (iii) Determine the nature of business conducted by the Employer, the methods and techniques of work, the schedules of work, and the number of personnel to be employed;
 - (iv) Make studies of and to institute changes in jobs and job assignments;
 - (v) Make and enforce and alter from time to time rules and regulations to be observed by the employees, which will be provided to the employees five (5) work days in advance of the implementation.
- (d) In the exercise of employment duties, employees may acquire knowledge of the Township's operations, client lists, processes and other confidential information and documents which are the property of the Township and which it is entitled to protect. All employees must agree not to retain, reproduce, disclose, publish or use any confidential information related to the private or confidential affairs of the Township of McKellar either during their employment or after the employment ends, unless the employee is required to do so by law, in accordance with the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31 \(ontario.ca\)](#).

2. Definitions

- (a) **RELATIVE** means any person who is a spouse, child, sibling, niece, nephew, parent or grandparent of an employee, member of council or local board member or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee, councillor or local board member is similar to that of persons who are family members or are related by marriage.
- (b) **EMPLOYER** means the Corporation of the Township of McKellar.

EMPLOYMENT STANDARDS ACT means the *Employment Standards Act, 2000*, S.O. 2000, c.41, as amended from time to time.
[Employment Standards Act, 2000, S.O. 2000, c. 41 \(ontario.ca\)](#)

3. **Wages**

- (a) Employees engaged by the Corporation of the Township of McKellar shall be classified as follows:
 - (i) Permanent Full-Time Employee – an employee whose job status will be continued indefinitely, and works the hours of a regular work day or a regular work week set by the Council. Wages will be determined by Council and expressed in hourly or weekly terms. These are to be reviewed annually and may be adjusted on the basis of inflation factors, seniority and/or merit.
 - (ii) Part-Time Employee – an employee employed casually, short term or temporarily (called into work by the Employer when their services are required), seasonally (an Employee who normally works no more than six [6] consecutive months), or on a regular basis (permanent) who works less than twenty-five (25) hours per week. Wages will be determined by Council and expressed in hourly terms. These are to be reviewed annually and may be adjusted on the basis of inflation factors, seniority and/or merit.
- (b) The Council shall give each employee a wage statement every two weeks (26 pay periods), for the previous pay period, showing the hours worked, the rate, the gross wages, the amount of deductions and the net amount paid to the employee.
 - (a) The employees will be paid such remuneration as is set from time to time by resolution of Council.
 - (b) Equal pay for equal work shall be observed as per the *Employment Standards Act, 2000*, except when the rate of pay is based on seniority, merit, or any other factor other than sex.

4. **Hours of Work**

- (a) It is understood and agreed that the following list is to provide a basis for calculating time worked and shall not be considered a guarantee as to the hours of work per day, the days of work per week, nor a guarantee of working schedules, pay or benefits.
- (b) “Regular rate” shall mean the wage rate for an hour of work in a regular non-overtime work week.
- (c) The regular hours will be as follows:
 - (i) Office 8:30 a.m. – 4:30 p.m. Mon. to Fri.
8 hrs./day inclusive of a one (1) hour lunch. 30 minutes of the lunch is paid, for a total regular work week of thirty-seven and one-half (37 ½) paid hrs./week. Lunch hours are staggered so that the Office is always open to the public (in-person, email, telephone, etc.) throughout the work day.
 - (ii) Public Works 8:30 a.m. – 4:30 p.m. Mon. to Fri.
8 hrs./day 40 hrs./week
8 hrs./day inclusive of a thirty (30) minute paid lunch.
 - (iii) Waste Disposal Days and hours as set from time to time by resolution of Council.
- (d) “Overtime” is defined as any time in excess of an employee’s regular work week. All overtime must be approved by the employee’s supervisor prior to being worked. Overtime shall be calculated weekly for office employees at a rate of time and a half the regular rate for all hours exceeding 44 hours per week, and for the public works crew at a rate of time and a half the regular rate for all hours exceeding 48 hours per week.
- (e) Overtime benefits apply to full-time, part-time and student employees.

- (f) Compensation for overtime shall be given as time off at the discretion of Council. Where an employee works on a public holiday, the hours the employee works on a public holiday shall not be taken into consideration in calculating any overtime pay to which the employee is entitled for the work week in which the public holiday occurs. Salaried employees are not entitled to overtime.

5. Benefits

- (a) The following employee benefit plan shall be in effect as of October 1, 2019 for Permanent Full Time and Permanent Part Time Employees:
 - (i) Health & Wellness Benefits;
 - (ii) Long-term Disability, Life Insurance and Critical Life Insurance;
 - (iii) Enrollment in OMERS (Ontario Municipal Employees Retirement System);
 - (iv) Public Works employees, By-law Enforcement Officer and the Chief Building Official shall be entitled to a clothing/boot allowance of \$400.00 per year for Hi-Vis work clothing and CSA approved work boots.
- (b) Council may, by resolution, provide such other employee benefits as it sees fit.

6. Sick Leave

- (a) Sick leave credits apply to permanent full-time employees and will accumulate on the basis of one (1) day per month during each year of the employee's employment effective December 1, 2010. Previously accumulated sick leave credits and accumulated continuous employment service shall be used in the calculation and implementation of this policy.
- (b) Employees must provide a doctor's certificate from the attending physician if absent for more than three (3) consecutive work days.
- (c) Sick leave credits may accumulate during the term of employment, less the number of days lost on account on illness. After a minimum of ten (10) years of continuous employment and upon termination of employment, an employee shall be entitled to twenty (20) percent of the unused portion of accumulated sick leave credits to a maximum of 120 days, rising two (2) percent for each additional full year of service to a maximum of fifty (50) percent divided by 120 multiplied by the annual salary at the time of employment termination. For the purpose of this policy, salary shall be calculated as the hourly rate times thirty-seven and one half/forty hours times fifty-two weeks. The R.R.S.P. benefit shall not be included in the calculation of the sick leave credit termination payout.

7. Vacations

- (a) The vacation year will be deemed to run each year from January 1 to December 31.
- (b) A "vacation week" shall commence on a Monday and end on a Sunday, and all vacations shall mean a calendar week of seven days with five days pay at regular wage rate.
- (c) Vacations will be taken at a time which is mutually satisfactory to both the employee and Council/Director of Operations/Clerk Administrator.
- (d) It is the intention that full-time employees shall have time off as vacation. Therefore, there shall be no option to provide payment in lieu of actual vacation time off, except in cases of termination settlement.
- (e) Except in case of emergency, no employees shall be required to work during their scheduled vacation.
- (f) Annual vacation earned shall be taken with the current year, unless otherwise authorized by resolution of Council.

- (g) Employees may receive any pay cheques which fall due during their vacation period on the last working day prior to the commencement of their vacation provided the Clerk has been given sufficient notice of vacation.
 - (h) An employee terminating his/her employment at any time in a year who has vacation time accrued shall be entitled to payment on a percentage basis according to the Employments Standard Act.
 - (i) All permanent full-time employees shall receive an annual vacation with pay during the vacation year in accordance with credited service as of the anniversary date of hire as follows:
 - a. Vacation time can be used after the employee's probation period has ended.
 - b. Within the first calendar year of employment, the employee shall earn a maximum of ten (10) days per year. Each vacation year thereafter, ten (10) days vacation shall be provided until the anniversary year of employment reaches the number of years required to receive additional time:
 - (i) a maximum of ten (10) days for the first calendar year.
 - (ii) Five (5) years of service – (15) working days.
 - (iii) Nine (9) years of service – (20) working days.
 - (iv) Thirteen (13) years of service – (22) working days.
 - (v) Fifteen (15) years of service – (25) working days.
 - (vi) Twenty (20) years of service – (30) working days.
- An additional day will be added per year after 20 years of service.
- (i) For scheduling purposes, the Public Works Department shall take vacations earned, in one or more one-week periods as defined in 7 (b) and subject to 7(h) and 7 (i) unless otherwise authorized by resolution of Council.
 - (j) Each Public Works employee shall give four weeks notice to the Director of Operations prior to taking his/her annual vacation or part thereof. The Director of Operations shall notify Council of same.
 - (k) Part-time (casual, seasonal, temporary) employees are eligible to receive four percent (4%) vacation pay in lieu of vacation time, in accordance with the *Employment Standards Act*.

8. Absences

- (a) Any authorized leave of absence does not cause a break in an employee's service with the municipality.
- (b) Office staff who will be absent must notify the Mayor and Clerk/Administrator, preferably prior to the absence, but, in the case of an emergency, at the time of the absence. The Clerk Administrator must notify the Mayor if absent or plans to be absent from the office for whatever reason. Public Works staff who will be absent must notify the Director of Operations who in turn will notify the Mayor in a timely manner.
- (c) The Council may, in its discretion, grant a leave of absence with or without pay and for a period not exceeding five (5) consecutive days to any employee for personal reasons.

- (d) A paid leave of absence of up to five (5) days may be granted to any employee for the purpose of making arrangements for and/or attending the funeral of a member of his/her immediate family. The immediate family shall consist of the employee's spouse (including common-law), son, daughter, mother, father, brother, sister, grandparent, mother-in-law, father-in-law.
- (e) Up to three (3) day paid leave of absence may be allowed for the death of the following relatives not covered in (d) above: niece, nephew, sister-in-law, brother in-law, aunt, uncle, first cousin or grandparent-in-law.
- (f) A paid leave of absence will be granted to any employee who serves or attends as a juror or witness in any Court of Law provided the employee is not a party to the proceedings and remits to the municipality any fees received for such service or attendance.
- (g) Maternity and parental leave shall be granted in accordance with the terms set out in the *Employment Standards Act*, 2000, S.O. 2000, as amended from time to time.
 - (a) When an employee is granted pregnancy/parental leave the Employer shall continue to carry the medical and welfare benefits of the employee.
- (h) An employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade his/her employment qualifications where specifically requested by the Employer.
- (i) An employee injured in the course of duty will have his compensation received from the Workers' Compensation Board supplemented from his sick leave credits so that he will receive full wages until such time as his sick leave credits are exhausted or his employment terminates.
- (j) Termination of employment shall be exercised in accordance with the terms set out in the *Employment Standards Act*, 2000, S.O. 2000, as amended from time to time.

9. **Holidays**

- (a) Paid holidays each year are: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, Family Day
- (b) Section (a) will apply to full-time, part-time, and student employees who have worked their regularly scheduled days of work before and after the public holiday.
- (c) Remuneration for hours worked on a Public Holiday shall be calculated in accordance with the Employment Standards Act.
- (d) When a specified holiday falls during the vacation period of an employee, one additional day shall be granted at a time convenient to the Council and the employee.
- (e) Where an employee works on a public holiday, Council may, with the agreement of the employee, substitute another working day for the public holiday which day shall not be later than ninety (90) days from the public holiday, and the day so substituted shall be deemed to be the public holiday.
- (f) The provisions of the Employment Standards Act shall govern in all circumstances.

10. **Employment Contract/Agreement**

- (a) In the case of employees who are hired under the terms of an employment contract or agreement, the terms of the employment contract or agreement shall govern, although it is the Employer's right to present any new employment contract or agreement for the employee to negotiate.

11. **Hiring**

- (a) All vacancies will be advertised, as a minimum, within the Corporation, on the Township website allowing at least ten (10) days for reply by prospective candidates.
- (b) Unless Council determines otherwise, all selected applicants will be interviewed by the full Council and will receive word of their acceptance or rejection for the position by telephone and then by a follow-up letter as soon as possible after selection has been made.
- (c) For special projects, the Director of Operations and/or the Clerk Administrator may hire casual or short term temporary help for a maximum of two weeks provided notification is given to Council.
- (d) (i) All new employees may be required to provide a copy of a current criminal record check and a current copy of their Provincial driving record may also be requested where it is a necessary qualification for the position prior to commencing employment. Additionally, vulnerable sector screening may be required.

(ii) The Township may permit a new employee to begin working before all background checks are satisfied, but this will not constitute a waiver of the condition. Should the Township subsequently receive unsatisfactory results with respect to any outstanding check, the new employee's employment will be deemed to be immediately terminated for cause.
- (e) It will be the Supervisor's responsibility to ensure that new employees receive worksite Health and Safety training and to ensure that they have received general Health and Safety training as well.
- (f) It will be the Supervisor's responsibility to ensure that new employees receive a proper orientation and adequate training in order to commence duties in their new position.
- (g) All new employees, dependent upon the length of employment, are subject to a six (6) month probation period which may be extended or reduced at the sole discretion of Council. The Township may terminate employment at any time during the probationary period without notice, pay in lieu of notice or severance of any kind, subject only to any entitlement that may be required by the *Employment Standards Act, 2000, S.O. 2000*, as amended from time to time.

12. **Hiring of Relatives**

- (a) No employee, member of Council or local board member will participate in the hiring of; discipline of; or discussion of an employee; and/or in the voting on any issues directly related to an employee to whom he or she is a relative.
- (b) It is the responsibility of the employee, member of Council or local board member to declare, in advance, a possible conflict in the case where an individual being considered for a position, is a relative.
- (c) No employee, member of Council or local board member may be in a position responsible for the handling of confidential material related to the performance or evaluation of an immediate relative.
- (d) An employee cannot be hired to a position that would result in a direct reporting relationship between relatives. In instances where a conflict or the potential for a conflict arises, even where no supervisory relationship exists, the parties may be separated by reassignment.

13. **Seniority**

- (a) "Seniority" shall mean the length of service, continuous or broken, an employee has been employed by the municipality.
- (b) Seniority shall be retained but not accumulated when an employee is granted a leave of absence by Council not exceeding six (6) months.

- (c) All employees will serve a probationary period of six (6) months, unless Council by resolution determines otherwise for valid reasons. Appointment to regular staff and the seniority list will be conditional upon reports by Department supervisors of satisfactory service which will be kept on file at the office.

14. **Severability**

Should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

15. **Training Courses**

- (a) The employer will make training available for employees for the purpose of acquiring new skills that the Employer determines to be necessary for the position or to gain knowledge/training for other positions within the Municipality.
- (b) Employees will complete an (optional) Employee Development Profile (Schedule "B" to By-law 2024-03) by December 31st of each year to identify training opportunities. The Employee Development Profile will be reviewed in January of each year so it may be included in the current year's draft operating budget for Council's approval.
- (c) Council approved training included in the annual budget will be paid (100%) by the Employer. If the employee is terminated or is no longer employed by the Municipality, the Employer may invoice the person up to three (3) years for training courses paid by the Municipality up to a limit of \$1,500.00.
 - (i) Correspondence Training for Professional Development
This training is conducted online, not during working hours and employees are not compensated for their training hours.
 - (ii) Training to Maintain Professional Accreditation
This training is provided as a requirement of the employee's current position on Township Property or away at a Training Facility. Applicable costs include, mileage, hotel and accommodations (if required). Employees are compensated for their training hours.
 - (iii) Cross Training
This training is completed during working hours and facilitated by staff, as time allows. If an employee is receiving training for a position that is of a higher pay grade, the employee will receive remuneration at the rate of their current position during training hours. If the employee accepts the interim role and is at a higher level, the employer shall pay the employee a salary appropriate to that level position for the duration of the assignment.

17. **Remote Work**

The following positions are eligible to work remotely:

- (i) Clerk/Administrator
- (ii) Treasurer
- (iii) Chief Building Official
- (iv) Deputy Clerk
- (v) Fire Chief
- (vi) Market Manager

The employee working remotely may request their immediate supervisor of their intent and of the reason for the remote work. Each department will make its own work decisions and be responsible for measuring the success of the results.

The Township shall purchase equipment for the above-mentioned positions to perform remote work. The equipment shall remain property of the Township and shall be returned upon request or upon departure of the employee. Employees must understand that the Municipality can access the Township owned equipment, or ask for its return at any time.

For security reasons, remote work shall not be conducted in public places or through public wifi connections. The employee that is working remotely will be conducting such work in a room where there are no other persons. This is to ensure that any confidential information is protected.

By way of Direction from Council, Council may revoke working from home privileges if work is not being completed or time is not being used in an efficient manner, as recommended by the Employee's supervisor.

Schedule 'B' to By-law 2024-03



Township of McKellar Employee Development Plan

701 Hwy 124 P.O. Box 69 McKellar, ON P0G 1C0

Schedule "B" to By-law 2024-03

Year: 20____

NAME:	
POSITION:	
DEPARTMENT:	
SUPERVISOR:	

CAREER AND/OR ACADEMIC GOALS

GOALS	ACTION STEPS	TIMEFRAME

PERFORMANCE EVALUATION (SELF ASSESSMENT)

Performance Measurement	Excellent	Very Good	Achieves Expectations	Needs Improvement
Verbal Communication				
Written Communication				
Quality of Work				
Organization				
Team Skills				
Multitasking Abilities				
Professionalism				
Time and Attendance				

PERFORMANCE LIMITING FACTORS

Factors	Very Limiting	Somewhat Limiting	Neither	Not a Limiting Factor
Workload				
Work/Life Balance Culture				
Employee Communications				
Technology				
Training/Education				
Other:				
Other:				
Other:				

What is your biggest achievement(s) this year?

What has been the most challenging aspect of your work this past year and why?

What skills do you have that you believe we could use more effectively?

What are the ideal working conditions to be the most productive?

What do you like the most about your current position?

Signature of Employee & Date

Signature of Employee's Supervisor & Date

Comments from Supervisor:

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-04

**Being a By-law to Establish Policies for the Closure
and Sale of Road Allowances**

WHEREAS Section 26 of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, states highways include all road allowances made by the Crown surveyors that are located in Municipalities, and all road allowances, highways, streets and lanes shown on a registered plan of subdivision; and

WHEREAS Section 27 of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that a municipality may pass by-laws in respect of a highway it has jurisdiction over; and

WHEREAS the Municipality from time to time receives applications to close and sell portions of its road allowances and/or to authorize the continued existence of an encroachment of privately-owned improvements (buildings and structures) thereupon; and

WHEREAS the purpose of this By-law is to establish polices with respect to the foregoing requests;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. GENERAL POLICY

Council may approve applications for the closure and sale of unopened road allowances, except in those situations where Council deems it not to be in the best interests of the Municipality to proceed with such closure and sale.

Council in considering an application may determine or give direction concerning potential alternatives to a disposition and may direct or offer the granting of an easement or right of way or some other form of authorization concerning the use and/or occupation of the subject road allowance (in accordance and subject to any other applicable by-laws).

2. OWNER OF ADJACENT OR ABUTTING LANDS

Applications for road closure and sale shall be received only from an owner of land adjacent to or abutting that portion of said road allowance which is the subject matter of the application, subject to Section 3. The Municipality will consider closure of only the entire width of the subject road allowance.

The Municipality will consider joint applications. For each additional "neighbouring application" each neighbouring property owner (Neighbouring Applicant) shall complete a separate application form. An additional \$100.00 non-refundable fee is required per "Neighbouring Applicant". A maximum of four (4) neighbouring property owner applications may be considered with the initial application (e.g. a joint application is limited to a total of five (5) properties). **All applications should be submitted together as one package and one (1) main contact person clearly identified.**

3. APPLICATION BY NON-ABUTTING OWNERS

Council may consider and approve applications submitted by those persons who are not abutting land owners where Council is satisfied that:

3.1 Consent

The approval would not adversely affect the land adjacent to or abutting the subject road allowance; in this regard, Council may require the applicant to obtain the consent from the abutting land owner(s);

- 3.2 **Access**
The applicant has the appropriate road access (Municipally maintained roads and/or registered right-of-way) to the applicant's lands;
- 3.3 **Compliance: Zoning**
The applicant's lands, including the lands which are subject of the application, comply with the Zoning By-law requirements of the Municipality;
- 3.4 **Conditions**
Such further conditions as Council deems necessary in the circumstances.
4. **SALE PRICE**
Prior to selling a conveyance of a closed road allowance, Council shall obtain an appraisal completed by an accredited appraiser with the Appraisal Institute of Canada (AIC) designation.
- Any appraisals obtained shall be used solely as a guide and shall not be determinative of the terms or the price upon which Council may sell the subject lands.
6. **SURVEY**
Upon the application being approved in principle by Council, the applicant for the road closure shall be required to obtain a survey (reference plan) of the subject lands to the application. The survey must show the original boundaries of the road allowance, and the location and size of all buildings situated on the road allowance.
- 6.1 With respect to a joint application, division of the road allowance must be mutually agreed upon by the applicants. The proposed division must be presented to Council for approval. In any method of division, the entire width must be conveyed.
7. **LEGAL AND ADMINISTRATIVE COSTS**
The applicant will be responsible for all Municipal legal, administrative and survey costs in connection with the proposed application. A deposit will be required by the Municipality for the legal and administrative costs. Notwithstanding the deposit amount, the applicant shall be responsible for all costs incurred by the Municipality should it exceed the deposit amount.
8. **EASEMENTS**
As a condition of the closure and sale of the road allowance, the Municipality will consult with utility providers (e.g. electricity, telecommunications, Public Works Canada, and other agencies) and any such other persons (including owners of other properties in proximity to the lands subject to the application) as it may deem appropriate to determine if such providers, agencies or persons have infrastructure on the lands subject to the application and/or whether such entities or persons require an easement or right of way.
- The Municipality may in its sole discretion grant such easement(s) or right(s) of way prior to any conveyance to the applicant.
9. **CONDITIONS**
Council may impose any condition upon the sale and transfer of the closed road that it considers necessary and appropriate. This may include a registration of a prohibition or restrictive covenant on title of the lands.
10. **MERGING OF ACQUIRED AND ABUTTING LANDS**
The applicant will take all steps/actions required by the Municipality to effect the merger of the acquired lands with the applicant's abutting lands. Among other things, the applicant may be required to make an application to Council to deem the applicant's abutting lands not to be within a Plan of Subdivision to effect the merger. Where a legal merger will not be obtained, the applicant may be required to consolidate the acquired lands with its abutting lands into one parcel register. The

applicant shall be responsible for all costs incurred by the Municipality concerning the forgoing processes/applications.

11. **TRANSFER**

The transfer shall be prepared by the Municipality's retained Solicitor. The applicant(s) shall be responsible for their own costs and the Municipality's costs as referenced in Section 7.

12. **PROCEDURAL GUIDELINE AND APPLICATION**

To aid in the processing of applications submitted under this By-law, Schedule 'A' outlines the specific process for the commencement of an application and consideration thereof the prescribed application form as Schedule "B".

13. **LANDS THIS BY-LAW SUBJECT TO**

This By-law shall only apply to highways, roads and road allowances. All other sale of real property is governed by By-law 2011-24, as amended. This By-law does not apply to shore road allowances.

14. **DELETE SCHEDULE 'A' OF BY-LAW 2003-04**

By-law 2003-04 is hereby amended by deleting all of Schedule 'A' attached thereto and forming part of By-law 2003-04

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

PROCEDURES FOR ROAD ALLOWANCE CLOSURE APPLICATIONS

1. APPLICATION

Applicant to complete Application for road allowance closing (Schedule 'B' to By-law 2024-04 and submit the non-refundable fee as per the Municipality's current Fees and Charges By-law.

1.1 It is highly recommended that the applicant informs any abutting and adjacent land owners to the subject lands of the intentions of the application. This will also be completed by the Municipality as a part of the process.

1.2 Joint applications are to be submitted as one (1) package. Each applicant must complete an application form. Fees for joint applications are referenced in Section 2 of this By-law.

2. COUNCIL CONSIDERATION (SUPPORT IN PRINCIPLE RESOLUTION)

Council will consider the application during an open Regular Meeting of Council and if in agreement, will pass a support in principle resolution. Council is under no obligation to support an application and the decision of Council is final. If Council does not support the application, the item will not be passed, the applicant will be notified and the process will end.

3. DEPOSITS

Upon Council's support of the application, a legal and planning deposit, as per the Municipality's current Fees and Charges By-law, is to be held until the finalization of the application.

3.1 The file will be placed "on hold" until the deposit funds have been paid to the Municipality. This deposit is to be received by the Municipality within thirty (30) days of the passing of Council's support in principle resolution.

4. PUBLIC MEETING TO DECALRE THE LAND SURPLUS

Notice of a Public Meeting will be posted on the Municipality's website at least fourteen (14) days prior to the Council meeting. The purpose of the meeting is to allow the public to speak in favour or against the application.

At this meeting, Council will choose to deem the lands subject to the application surplus. If the lands are not deemed surplus and Council wishes to retain the land, the applicant will be notified and the process ends. The applicant's deposit will be refunded within thirty (30) days.

The consideration amount for the lands subject to the application may be considered at this meeting if an appraisal has been received by the Municipality at this time.

4. CLERK (OR DESIGNATE)'S LETTER TO MUNICIPAL SOLICITOR

The Clerk (or their designate) will send a copy of the application, Council's support in principle resolution and resolution deeming the lands surplus to the Municipality's solicitor and retain their services to facilitate the processes of the application.

4.1 The Municipality's solicitor will provide the following instructions:

- (i) instructions to the applicant, advising them of the process and providing instructions to the surveyor;
- (ii) give notice to abutting land owners to the lands subject to the application;

- (iii) prepare a notice of public meeting considering the By-law for publication/posting;
- (iv) circulate notice to utilities including Hydro One, Bell Canada and Public Works Canada for clearance and requirement of easement(s) or right(s) of way;
- (v) prepare the By-law(s) required such as a By-law to Stop Up, Close and Sell the subject land, and, if applicable, a deeming By-law;
- (vi) investigate title to property;
- (vii) prepare a Transfer/Deed

5. **SURVEY**

Upon payment of the deposit, the applicant is to retain an Ontario Land Surveyor to prepare a draft survey plan (reference plan). Instructions regarding the survey will be received from the Municipality's solicitor. The applicant is responsible for all costs associated with the survey and costs are to be paid directly to the surveyor.

6. **NOTICE**

Notice of Passing a By-law to Stop Up, Close and Sell the subject property, as identified by a reference plan, shall be as follows:

- 1) Posted onto the Municipality's website at least 25 days prior to the meeting;
- 2) Digitally published with a local news publication once in the four-week period in advance of the meeting;
- 3) Posted on the subject lands for at least 25 days prior to the meeting;
- 4) Posted in the Municipal Office.

7. **PASSING OF THE APPLICABLE BY-LAWS**

The By-law to Stop Up, Close and Sell the road allowance is considered at a regular meeting of Council. The consideration amount for the lands is included in the Stop Up, Close and Sell By-law. An appraisal, as described in Section 4 of By-law 2024-04 must be received before the meeting is held to consider the Stop Up, Close and Sell By-law.

7.1 If no objections, Council may pass the By-law.

- (i) Where required, a deeming By-law may be passed at this time.

7.2 If there are objections which appear to have merit, Council may defer the By-law to receive more information or make changes to the draft By-law.

8. **REGISTRATION OF THE TRANSFER/DEED**

The applicant will be required to retain a solicitor and the draft Transfer/Deed will be sent to the applicant's solicitor. Once all fees have been paid (including land purchase price) by the applicant, the Municipality's solicitor will release the Transfer/Deed to the applicant's solicitor for registration. The applicant's solicitor will provide a copy of the Transfer/Deed to the Municipality's solicitor.

9. **APPLICATION TO CONSOLIDATE**

The applicant, through their solicitor, may be required to register an application to consolidated their lands with the portion of the road allowance that they have purchased if it will be permitted by the Land Registry Office.

10. **CLOSING LETTER AND FUNDS TO MUNICIPALITY**

The Municipality's solicitor will forward funds (less solicitor's fees) and registered Transfer/Deed to Municipality.

Schedule 'B' to By-law 2024-04

Road Allowance Closure Application



TOWNSHIP OF MCKELLAR
701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0
Phone: (705) 389-2842 Fax: (705) 389-1244

APPLICATION FOR ROAD CLOSURE AUTHORIZED UNDER BY-LAW 2024-04

1. Application to be completed in full.
2. **Fee: \$750.00**
Includes costs of photocopying, postage, holding of special meeting, and any other directly relatable expenditure over and above normal municipal staff administrative costs, and shall exclude any costs associated with the participation of professionals, such as surveyors, planners or solicitors.
3. **Deposit: \$1,000.00**
The applicant shall reimburse the Township on demand for all costs incurred in the processing of the application, including but not limited to the costs of professional planning services, surveying, legal fees, costs relating to the serving of notices and advertising and survey fees. A deposit of \$1,000.00 shall be required to cover above costs, which shall be returned if no additional costs are incurred or a further deposit may be required to cover additional costs.
4. Application to be signed by owner or authorized agent only.
5. The consideration of this application does not make the Township liable for any of the applicant's costs for legal, surveying, or other professional costs.

Name of Applicant: _____

Mailing Address of Applicant: _____

Owner's Property Description and Address: _____

Names and Addresses of Adjacent Owners (each side): _____

Check (circle) if abutting/adjacent owners have been notified of application

Description of Lands for Closure: _____

Agent Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be attached to this form or the authorization set out below must be completed. Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for the purchase of a road allowance, and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

Payment of Fees (this section must be completed for the application to be processed)

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any legal, and/or external planning consulting expenses incurred by the Township of McKellar during the processing of this application, in addition to any application fee set by the Township of McKellar.

Date

Signature of Owner

Personal Information

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended*. Questions about this collection should be directed to the Clerk's office at clerk@mckellar.ca or (705) 389-2842.

PLEASE ATTACH A DETAILED SKETCH OR MAP OF THE LANDS PERTAINING TO THIS APPLICATION.

CORPORATION OF THE TOWNSHIP OF MCKELLAR**BY-LAW NO. 2024-05**

**Being a By-law to authorize the Borrowing of Money
to Meet Current Expenditures of the Council of the
Township of McKellar**

WHEREAS pursuant to Section 407(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year;

AND WHEREAS pursuant to Section 407(2) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, except with the approval of the Local Planning Appeal Tribunal, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

- a) From January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
- b) From October 1 to December 31 in the year, 25 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year;

AND WHEREAS pursuant to Section 407(3) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **That** the Head of Council and the Treasurer are authorized on behalf of the Municipality to borrow from time to time by way of promissory note or bankers' acceptance from CANADIAN IMPERIAL BANK OF COMMERCE ("CIBC") a sum or sums not exceeding the aggregate \$800,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year (including the amounts required for the purposes mentioned in subsection 407(1) of the Act) and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Municipality and signed by the Head of Council and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC.

2. **THAT** all sums borrowed pursuant to this by-law, as well as all other sums pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. **THAT** the Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. **THAT** the Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.
5. **THAT** By-law No. 2023-07 is hereby repealed.

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-06

**Being a By-law to levy certain interim rates, taxes
and charges for the Year 2024**

WHEREAS Section 317 of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS the Council of the Corporation of the Township of McKellar deems it advisable and expedient that such a levy should be made:

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. (i) **THAT** The following interim taxes, rates and charges are hereby levied, rated and imposed to be collected on the whole of the rateable properties in the Township of McKellar, in the following manner:
 - a. For all the properties in the Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim tax levy of 50% of the total taxes for municipal and school purposes levied in the year 2023.
 - b. For all properties in Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim tax levy of 50% of the total taxes for municipal and school purposes levied in the year 2023.
- (ii) **THAT** for the purposes of calculating the total amount of taxes for the year 2024 under paragraph 1, if any taxes for municipal and school purposes were levied on the property for only part of 2023 because assessment was added to the collector's roll during 2023, an amount shall be added equal to the additional taxes that would have levied on the property if taxes for the municipal and school purposes had been levied for the entire year.
- (iii) **THAT** the provisions of this by-law apply in the event that assessment is added for the year 2024 to the collector's roll after the date this by-law is passed and an interim levy shall be imposed and collected.
- (iv) **THAT** all taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
2. **THAT** said interim tax levy shall become due and payable on the 1st day of April 2024.
3. **THAT** on all the taxes of the interim levy, which are in default on the 1st day of April 2024, a penalty of one and one quarter percent of such tax levy (1.25%) shall be added and thereafter a penalty of one and one quarter percent (1.25%) will be added on the first day of each and every month the default continues, until December 31, 2024.
4. **THAT** penalties added on all taxes of the tax levy in default shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid tax levy.
5. **THAT** the Tax Collector or Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

6. **THAT** taxes are payable at the Township of McKellar Municipal Office, McKellar, Ontario.
7. **THAT** the subsequent interim levy for the year 2024 to be made under the Municipal Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
8. **THAT** the provisions of Section 317 of the Municipal Act, as amended, apply to this by-law with necessary modifications.
9. **THAT** the Tax Collector and Treasurer are hereby authorized to accept part payment from time to time on account of any taxes due or to become due and to give a receipt for such part payment, provided that the acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment of any taxes or of any installment thereof.
10. **THAT** nothing in this by-law shall prevent the Treasurer/Tax Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-07

**Being a By-law to Set Tax Ratios for Municipal
Purposes for the Year 2024**

WHEREAS the Municipal Act 2001, Sec 308 (2) & (3) state that a set of tax ratios for every municipality shall be established in accordance with this section and that the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1; and

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class; and

WHEREAS the Municipal Act 2001, Sec 308(8) states that the tax ratio for a property class must be within the allowable range prescribed for the property class; and

WHEREAS Ontario Regulation 386/98 sets out Allowable Ranges for Tax Ratios;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **THAT** For the taxation year 2024, the tax ratio for property in:
 - a) the residential/farm property class is 1.0;
 - b) the commercial property class is 1.1;
 - c) the industrial property class is 1.1;
 - d) the farmlands property class is 0.25;
 - e) the managed forest property class is 0.25;
 - f) the multi-residential property class is 1.1
2. **THAT** for the purpose of this By-law:
 - a) the commercial property class includes all commercial office property, shopping centre property and parking lot property;
 - b) the industrial property class includes all large industrial property;
3. **THAT** By-law No. 2023-06 is hereby repealed.
4. **THAT** This By-law shall come into force and take effect upon passage by Council.

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-08

Being a By-law to Amend By-law 2018-20 Being a By-law to Adopt an Accessibility Plan

WHEREAS the Ontario Integrated Accessibility Standards Regulation (hereinafter referred to as the IASR) established under the *Accessibility for Ontarians Act, 2005*, provides requirements for businesses in Ontario in order that they may be fully accessible by 2025; and

WHEREAS the IASR requires that municipalities create accessibility policies and multi-year plans to help municipalities achieve Ontario’s accessibility goals;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **THAT** the Township of McKellar Multi-Year Accessibility Plan 2024-2028 be adopted as attached;
2. **THAT** the Policy (2018-20) and Plan be posted on the Municipal website and made available in the office to any member of the public who requests a copy;
3. **THAT** this By-law come into force and effect upon its passage by Council.

READ a **FIRST** and **SECOND** time this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 9th day of January, 2024.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

2024-2028 Multi-Year Accessibility Plan

Introduction

It is known that everyone is likely to be affected by disability at one point in their lives – whether personally or indirectly through the experiences of family, friends or co-workers. Better access helps everyone. It improves the quality of life for our entire community.

This 2024-2028 Accessibility Plan outlines the strategies and actions to be implemented in order to improve access and opportunities for people of all abilities, and help Ontario become an accessible province for all.

Accessibility Requirements

Ontario Human Rights Code

The Ontario Human Rights Code (OHRC) ensures that all individuals have access to equal opportunities and rights. It prevents discrimination and unequal treatment against persons with disabilities.

Ontarians with Disabilities Act

The Ontarians with Disabilities Act (ODA) received Royal Assent on December 14, 2001. The purpose of the ODA is to improve the quality of life and experiences of person with disabilities by identifying, preventing, and removing any barriers that may limit opportunities for individuals with disabilities to fully participate in society. The ODA requires all municipalities to prepare annual accessibility plans, which outline their commitment for accessible communities.

Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act (AODA) became law on June 13th, 2005. The AODA advances the goals of the ODA by requiring public, private and non-profit organizations to identify, remove and prevent barriers to accessibility in order to make the Province of Ontario fully accessible for all persons with disabilities by 2025. The AODA represents collaboration between various representatives of the private and public sectors and person with disabilities to develop accessibility standards. The AODA creates mandatory accessibility standards that will identify, prevent and remove barriers for persons with disabilities in key areas of daily living.

Integrated Accessibility Standards (O.Reg. 191/11)

The Integrated Accessibility Standards Regulation (IASR) has identified key area for the development of common accessibility standards that are intended to ensure all sectors and organizations can provide fully accessible services and environments for Ontarians. The goal of these standards is to facilitate the full participation of persons with disabilities in society.

The standards are:

- Customer Service Standard
- Information and Communication Standard
- Employment Standard
- Design of Public Spaces Standard
- Transportation Standard

2024-2028 Multi-Year Accessibility Plan

Township of McKellar – Statement of Commitment

The Township of McKellar is committed to ensuring equal access and participation for people with disabilities. We are committed to treating all people in a way that allows them to maintain their dignity and independence.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will achieve the above by removing and preventing barriers to accessibility and meeting our accessibility requirements under the AODA and Ontario's accessibility laws.

The Township of McKellar is committed to providing our customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

The Township of McKellar will provide training to employees, volunteers and other staff members on Ontario's Accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of the employees, volunteers and other staff members.

Barrier Identification

The goal of the Multi-Year Accessibility Plan is to prevent, identify and remove barriers or obstacles that limit or prevent people with disabilities from engaging in day-to-day activities that are taken for granted by people without disabilities.

A barrier may be defined as anything that inhibits or prevents a person with a disability from full participation in all aspects of society due to his or her disability.

There are several types of barriers to be considered:

- **Environmental Barriers:** features, buildings or spaces that restrict or impede physical access.
- **Communications Barriers:** obstacles that restrict or impede the processing, transmission and interpretation of information.
- **Attitudinal Barriers:** prejudgments or assumptions that directly discriminate against a person with a disability.
- **Technological Barriers:** when technology cannot be or is not modified to support various assistive devices and or software.
- **Systemic Barriers:** policies, practices and procedures within an organization that do not take accessibility into consideration.

Past Achievements

- Audio Visual System in the Community Centre with closed captioning and hearing devices
- Upgraded audio visual system in Council chambers to include closed captioning and improved audio
- Redesigned Reception area to accommodate wheel chair access.

2024-2028 Multi-Year Accessibility Plan

Accessibility Initiatives and Priorities 2024-2028

The Township of McKellar is committed to a high standard of accessibility for residents and visitors. Our primary focus is to ensure that we are meeting the requirements of AODA and the ISAR. This multi-year plan represents the Township's response to the requirements of the legislation and our commitment to providing public service in an accessible manner.

General

- Ensure that the Township is compliant with Provincial Accessibility Legislation. Township staff will continue to monitor and follow amendments to accessibility legislation and report to Council as necessary.
- Complete compliance reports for the Province as required.
- Accessibility Plan Status Report – Township Staff will report to Council annually on the status of this Multi-Year Accessibility Plan.

Customer Service Standard

This standard helps remove barriers for people with disabilities so they can access good, services or facilities, with the same high quality and timeliness as others.

- Continue to incorporate accessibility and the needs of people with disabilities when procuring or acquiring goods, services and facilities.
- Continue to provide and maintain records of relevant training for staff, Council and Township volunteers on the requirements of the AODA, IASR and OHRC.
- Provide feedback and complaint process in an alternate format, upon request. Provide an electronic option compliant with WCAG 2.0 to provide feedback on accessibility within the Township.
- Provide notice of any temporary disruptions to accessible features/facilities.
- Permit support persons and service animals in Township facilities, unless prohibited by law.
- Provide accessible Elections. Plan for the identification, removal and prevention of barriers that affect electors and candidates during Municipal Elections – for 2026 Election.
- Staff will formalize a training policy for new employees that includes accessibility training.

Information and Communication Standard

These standards ensure that all communication and information distributed by the Township of McKellar is accessible to persons of all abilities.

- Continue to implement best practices for creating accessible documents and continue to create web-ready, accessible documents for public use.
- Continue to respond to feedback with respect to accessibility through accessible feedback processes.
- Continue to ensure website accessibility for persons with disabilities. Ensure the website meets WCAG2.0 Level AA Standards, and will be updated to continue meeting accessibility requirements, as needed.
- Provide public emergency information in an accessible format upon request, and strive to create any new public safety information in accessible document formats.

2024-2028 Multi-Year Accessibility Plan

Employment Standards

These standards provide fair and accessible employment practices during the recruitment process and throughout the duration of employment at the Township of McKellar.

Continue to ensure that recruitment, hiring, promotion and retention processes are inclusive and accommodating.

Continue to develop, document and maintain individual accommodations plans for employees with disabilities.

Design of Public Spaces Standards

These standards address accessibility planning in a range of public spaces, including trail/beach access routes, outdoor public eating areas, play spaces, accessible parking, exterior paths of travel including sidewalks, service counters, fixed queuing lines, waiting areas and the emergency and preventative maintenance of accessible elements in public spaces. These standards only apply to new construction or the redevelopment of existing public spaces and buildings.

- Continue to incorporate public consultations into existing processes wherever possible.
- Acquire updated Accessibility Assessments of municipal buildings.
- Identify and plan for the removal of barriers in Township owned spaces, when possible.
- Adhere to accessibility regulations when designing, implementing, or re-developing spaces.
- Incorporate accessible features and designs in accordance with AODA and Ontario Building Code regulations on any current or future construction of, or renovation/expansion to municipally owned buildings and facilities.
- Ensure the accessibility of new and redeveloped play spaces, such as including an area with equipment to enhance play opportunities and experiences for children and caregivers of all abilities.
- Ensure best practices in the preventative maintenance of accessible elements of existing public spaces, with periodic checks, such as annual inspections, or more frequently if needed as part of any reports of vandalism or complaints.
- Ensure the best practices in the emergency maintenance of accessible elements when notified.
- Identify and plan for temporary disruptions when accessible elements required are not in working order. Procedures for when disruptions occur that will impact the accessibility of goods, services or facilities provided by the Township will involve notice being given to the public indicating:
 1. Description of the service disruption
 2. Reason for the disruption
 3. Anticipated duration of the disruption
 4. Alternate routes, facilities or services, if any, that are available
 5. Contact information
- Notice will be given by posting the information at public entry points, key locations around the service disruption, posted on the Township website and Facebook, the electronic signboard, or any other method that is reasonable.

Transportation Standards

The Township of McKellar does not currently provide conventional transportation services (bus, taxi-cab services, etc.). Therefore this section of the IASR does not apply.

2024-2028 Multi-Year Accessibility Plan

Procurement Standards

The Township of McKellar is committed to accessible procurement processes. Staff will review and update the procurement policy in 2024, and will ensure that accessibility guidelines are included in the updated policy and in all future procurement activities, where possible

Communication of the Plan

The Municipal Accessibility Plan will be available upon request at the Administration Building, on the Township website at www.mckellar.ca . Standard and accessible formats of this document are free on request from:

McKellar Township Office
701 Highway 124
McKellar, ON P0G 1C0
705-389-2842

Conclusion

The Township of McKellar has adopted policies and practices that aim to ensure accessibility for all persons with a disability. Accessibility considerations should always be at the forefront of Municipal planning and the continued development of best business practices, whether it be through improvements to by-laws, policies, work procedures, facilities, services, or programs.

The Township of McKellar will continue its commitment to the removal of accessibility barriers and to the improvement of overall accessibility in the community. The Multi-Year Accessibility Plan will be updated again in 2027/2028 for another five-year period, as per the AODA and IASR Regulation.

Members of the public are encouraged to provide comments on the Township of McKellar's Multi-Year Accessibility Plan, the Multi-Year Accessibility Plan Status Report and any other accessibility related matter. To provide feedback, please visit the Township's website or contact:

Ina Watkinson, Clerk/Administrator
Email: clerk@mckellar.ca or
Phone: 705-389-2842 Ext. 4

Karlee Britton, Deputy Clerk
Email: DeputyClerk@mckellar.ca
Phone: 705-389-2842 Ext.5



22. Unfinished Business

Date	Res. No.	Item & Description	Assigned to	Status
		Updating Human Resources Policy	Clerk's Dept.	By-law presented at Jan. 9, 2024 meeting.
		Deerfield-Bay Road Upgrades	Public Works & Clerk's Dept.	Public Meeting to be held in February 2024 to inform residents and the public on information gathered by the Engineer.
Sept. 13/22	22-353	Agreement with Cogeco Cable	Deputy Clerk	Cogeco starting internal process for asset disposal (Dec. 19/23) Will forward the Asset Purchase Agreement to transfer the tower ownership to the Township in 2024.
Mar. 7/23	23-204	By-law 2023-23 Being a By-law to Regulate Dogs in the Township	By-law Enforcement Officer	By-law deferred at Dec. 19/23 meeting. BLEO to make updates and present to Council at a future meeting.
May 16/23	23-352	Volunteer Waiver	Clerk's Dept./ Municipal Solicitor	Currently being reviewed by the Twp's Solicitor after comments received by the Twp's insurance company.
Jul. 4/23	23-470	Re-name Hart Road (formerly Fire Route 306)	Clerk's Dept.	Residents on road have been contacted, they are coming up with another name.
Sept. 19/23	23-646	By-law 2023-66 Being a By-law to Regulate the Speed of Motor Vehicles on Certain Highways within the Municipality	Public Works / Clerk's Dept.	Signs are ordered, not yet received. The By-law will be presented at the Jan. 23/24 meeting if signs have arrived.
Nov. 21/23	23-726	Placement of a Dry Hydrant	Fire Chief / Director of Operations	The FC & Director of Operations are discussing a suitable location. A report to Council with a new location to follow.



December 13, 2023

SENT ELECTRONICALLY

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queens Park
Toronto, ON M7A 1A1

The Honourable Sylvia Jones
Minister of Health / Deputy Premier
777 Bay Street, College Park, 5th Floor
Toronto, ON M7A 2J3

Michael Parsa
Minister of Children, Community and Social Services
438 University Avenue, 7th Floor
Toronto, ON M7A 1N3

Dear Premier Ford, Minister Jones, and Minister Parsa:

RE: Intimate Partner Violence and Public Health Action

On behalf of the Board of Health for North Bay Parry Sound District Health Unit (Health Unit), please accept this correspondence highlighting the need to advance local and provincial action on monitoring, preventing, and reducing Intimate Partner Violence, and adverse events experienced by children with violence or abuse in the family unit. As a local public health unit, we are engaged in this work as per the following Ontario Public Health Standards: Healthy Growth and Development (including Health Babies Healthy Children Program); Substance Use and Injury Prevention; and Foundational (such as Population Health Assessment and Health Equity). At its meeting on November 22, 2023, the Board of Health carried the following resolution #BOH/2023/11/04:

WHEREAS, the Ontario Public Health Standards identifies violence as a topic for consideration within the Substance Use and Injury Prevention Standard and requires public health units to use a comprehensive health promotion approach that addresses risk and protective factors to reduce the burden of preventable injuries in the health population;

WHEREAS, the Ontario Public Health Standards require public health units to monitor and assess trends related to injuries;

WHEREAS, public health units and their programs, such as Healthy Babies Healthy Children and Sexual Health, respond to disclosure of Intimate Partner Violence or support disclosing of Intimate Partner Violence within individual client care using best practices;

Your lifetime partner in healthy living.
Votre partenaire à vie pour vivre en santé.

myhealthunit.ca

📍 345 Oak Street West,
North Bay, ON P1B 2T2

📞 1-800-563-2808
705-474-1400

☎ 705-474-8252

📍 90 Bowes Street, Suite 201,
Parry Sound, ON P2A 2L7

📞 1-800-563-2808
705-746-5801

☎ 705-746-2711

WHEREAS, it is well documented that Intimate Partner Violence is a serious preventable problem that significantly impacts victims and their children with effects across the lifespan and has considerable societal costs associated with medical and mental health services, lost productivity, and criminal justice and child welfare costs;

WHEREAS, responding to and preventing Intimate Partner Violence requires urgent and sustained evidence-based interventions by multisectoral agencies at a local and provincial level that are effective in preventing violence, and effective in changing risk and increasing protective factors, especially in adolescents and young adults;

WHEREAS, Intimate Partner Violence is generally underreported. Locally reported police, victim, and healthcare service data likely does not represent the full extent of Intimate Partner Violence, nor the risk and nature of the abuse and how it varies across specific population groups (e.g., 2sLGBTQ+, Indigenous) and age groups. Local level survey data is not available on Intimate Partner Violence, as collected through the Statistics Canada General Social Survey on Canadian's Safety (Victimization), or Adverse Childhood Experiences (ACEs);

THEREFORE BE IT RESOLVED, That the Board of Health for the North Bay Parry Sound District Health Unit is committed to being a member on the Violence against Women Coordinating Committee (VAWCC) of Nipissing and VAWCC of Parry Sound, and support the efforts of staff to research and consult with local, regional, and provincial experts and community partners to enhance surveillance methodologies, knowledge of effective prevention strategies, promotion of local services, and capacity for collective action and evaluation; and,

THEREFORE BE IT RESOLVED, That the Board of Health call on the Province of Ontario to invest in surveillance and analytical methodologies at a provincial and local public health unit level to gain a better understanding of the prevalence of Intimate Partner Violence and Adverse Childhood Experiences and to permit monitoring of trends, and data-informed action; and,

THEREFORE BE IT RESOLVED, That the Board of Health call on the Province of Ontario to develop a Provincial Intimate Partner Violence strategy to support the identification, implementation, evaluation, and monitoring of effective violence prevention strategies; and

THEREFORE BE IT RESOLVED, That the Board of Health call on the Province of Ontario and the Ministry of Children, Community and Social Services (MCCSS) to increase the funding allocated to the Healthy Babies Healthy Children Home Visiting program that is operated out of local public health units. The program directly services individual parents who need more support. Within this work, staff respond to disclosure of Intimate Partner Violence or support disclosing of Intimate Partner Violence. The annual budget for the Healthy Babies Healthy Children program has not increased in over 10 years.

Intimate Partner Violence which can include physical, sexual, and/or emotional harm toward a current or former intimate partner, is a serious preventable problem that significantly impacts victims and their children with effects across the lifespan.

On an individual level, exposure to Intimate Partner Violence has been associated with negative impacts to social functioning, mental health, and physical health. In addition, it has been well established through research, that children exposed to violence in the family either directly, or through witnessing interparental violence are at increased risk of intimate partner violence experiences in adolescence and adulthood. Domestic abuse is recognized as an Adverse Childhood Experience. Adverse childhood experiences, otherwise known as ACEs is a term used to describe negative, stressful, traumatizing events that occur before the age of 18 years. They are associated with risk of serious physical, mental health, and neurobiological problems, and more exposure to adverse events predicts greater risk in later years. There is a need to invest in interventions that are effective in preventing violence, or effective in changing risk and increasing protective factors. Research indicates that Intimate Partner Violence starts early in the lifespan, in adolescents and young adults, highlighting the need for early prevention efforts, and interventions targeting this population.

The Board of Health respectfully urges the Provincial Government to invest in surveillance and data-informed strategies at a provincial and local level that will help to monitor trends, prevent and reduce intimate partner violence; reduce adverse childhood experiences; and, increase resilience and protective factors to decrease the likelihood of future risk, such as becoming a victim, or perpetrator of violence.

Sincerely,



Rick Champagne
Chairperson, Board of Health



Carol Zimbalatti, M.D., CCFP, MPH
Medical Officer of Health/Executive Officer

Copy to:

Vic Fedeli, MPP, Nipissing
Graydon Smith, MPP, Parry Sound-Muskoka
John Vanthof, MPP, Timiskaming-Cochrane
Ontario Boards of Health
Health Unit Member Municipalities
The Honourable Michael Kerzner (Solicitor General of Ontario)
Josée Bégin (Assistant Chief Statistician, Statistics Canada)
Chairs of the VAWCC of Nipissing and VAWCC of Parry Sound

References:

1. Statistics Canada, Victims of police-reported family and intimate partner violence in Canada, 2021. 2022 Oct. 19.
2. Cotter, Adam. "Intimate partner violence in Canada, 2018: An overview." *Juristat*. 2021. Statistics Canada Catalogue no. 85-002-X.
3. Statistics Canada, Brief: Statistical profile of intimate partner violence in Canada. 2022 Feb. 15.
4. Public Health Agency of Canada. The Chief Public Health Officer's Report on the State of Public Health in Canada 2016: A focus on Family Violence in Canada. 2016 Sept. 30.
5. Public Health Agency of Canada. Canada's Road Map to End Violence Against Children. July 15, 2019.
6. Finnie RKC, Okasako-Schmucker DL, Buchanan L, Carty D, Wethington H, Mercer SL, Basile KC, DeGue S, Niolon PH, Bishop J, Titus T, Noursi S, Dickerson SA, Whitaker D, Swider S, Remington P; Community Preventive Services Task Force. Intimate Partner and Sexual Violence Prevention Among Youth: A Community Guide Systematic Review. *Am J Prev Med*. 2022 Jan;62(1):e45-e55.
7. Ontario Agency for Health Protection and Promotion (Public Health Ontario). Carsley S, Oei T. Interventions to prevent and mitigate the impact of adverse childhood experiences (ACEs) in Canada: a literature review. Toronto, ON: Queen's Printer for Ontario; 2020.



December, 14 2023

In This Issue

- AMO is moving!
- Renewal of Ontario Invasive Species Strategic Plan.
- Volunteer firefighter recruitment and retention.
- Applications open: Rural Transit Solutions Fund.
- ROMA Conference 2024: Programming update.
- Free asset management webinar series.
- Join changemakers at the Future of Aging Summit next May.
- Data Standards for Planning and Development Applications: Terminology.
- Fleming College seeking municipal partnership projects.
- Careers.

AMO Matters

Effective January 2, 2024, AMO is moving to a new location:

*Association of Municipalities of Ontario (AMO)
155 University Ave, Suite 800
Toronto, ON M5H 3B7*

Telephone and fax remain the same. Please amend your records with our new address.

Provincial Matters

The Ministry of Natural Resources and Forestry is [seeking feedback](#) on the proposed renewal of the Ontario Invasive Species Strategic Plan.

The Ontario Fire Marshal is conducting an [online survey](#) for volunteer firefighters and fire chiefs to inform their understanding on recruiting and retaining volunteer firefighters.

Federal Matters

Infrastructure Canada is now accepting applications for the Planning and Design Projects Stream of the [Rural Transit Solutions Fund](#) (up to \$50,000). Visit their website for [webinars for potential applicants](#).

Education Opportunities

With just over a month until the ROMA 2024 Conference, the full slate of concurrent sessions is available. [View the program](#) and [register today](#).

The [webinar series](#) will unravel the intricacies of infrastructure asset management building on the experiences that AMO and Asset Management Ontario have learned working with nearly 100 municipalities in partnership with FCM's [Municipal Asset Management Program](#). The first webinar is on [Asset Hierarchy and Data Gaps](#) on January 18, 2024 at 12:00 p.m. EST. Click [here](#) for more details.

Municipal Wire*

The [Future of Aging Summit](#) in Toronto, May 15 - 17, 2024, will bring together policymakers, researchers, designers, planners, advocates, and others focused on supporting healthy aging, ending ageism and building age-friendly societies. See the speaker lineup and get early bird pricing when you [register](#) by December 31.

The Digital Governance Standards Institute has opened public review on [terminology](#) that will be used to establish consistency in data requirements for planning and development applications in Ontario.

[Fleming College](#) is seeking municipal environmental land-use planning and management projects to be implemented by students in the [Environmental Land Management](#) program. Contact [Emily Markovic](#) to discuss partnership opportunities.

Careers

[Director of Finance/Treasurer - Municipality of North Grenville](#). Deadline: December 22, 2023.

[Traffic Engineer - City of Markham](#). Deadline: January 14, 2024.

[Administrative Monetary Penalty System \(AMPs\) Business Analyst / Policy Advisor - City of Markham](#). Deadline: January 7, 2024.

[Chief Administrative Officer - Town of Erin](#). Deadline: January 10th, 2024.

[Executive Director, Digital Government & Service Innovation - Town of Midland](#).
Deadline: January 2, 2024.

[Director, Seniors Services - Municipality of Chatham-Kent](#). Deadline: December 21, 2023.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



December, 21 2023

***Everyone at AMO wishes you, your friends and family,
and your community a happy and safe holiday season!***

In This Issue

- AMO has moved!
- AMO office closure during the holidays.
- Renewal of Ontario Invasive Species Strategic Plan.
- Volunteer firefighter recruitment and retention.
- Applications open: Rural Transit Solutions Fund.
- ROMA Conference 2024: Programming update.
- Free asset management webinar series.
- Happy holidays from the LAS team.
- IESO Procurement #2 - Feedback on proposed process.
- Public safety personnel mental health support.
- Join changemakers at the Future of Aging Summit next May.
- Data Standards for Planning and Development Applications: Terminology.
- Careers: AMO, Midland, Orillia, Halton and Thunder Bay.

AMO Matters

AMO's new address:

*Association of Municipalities of Ontario (AMO)
155 University Ave, Suite 800
Toronto, ON, M5H 3B7*

Telephone and fax remain the same. Please amend your records with our new address.

The AMO office will be closed December 25 through January 1, 2024 and will re-open on January 2. The next issue of the Watchfile will be on January 4, 2024.

Provincial Matters

The Ministry of Natural Resources and Forestry is [seeking feedback](#) on the proposed renewal of the Ontario Invasive Species Strategic Plan.

The Ontario Fire Marshal is conducting an [online survey](#) for volunteer firefighters and fire chiefs to inform their understanding on recruiting and retaining volunteer firefighters.

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LAS

From [all the staff at LAS](#), we want to wish you and your loved ones a happy holiday season and a safe and joyous new year. Thanks for all your support this past year - we look forward to [serving you](#) in 2024!

Municipal Wire*

IESO is [seeking feedback](#) on the proposed next round of procurements for energy projects including requirements for municipal support prior to applications being submitted.

[PSPNET](#) offers free online cognitive behavior therapy for Canadian public safety personnel (PSP) dealing with mood, anxiety, and posttraumatic stress. They provide therapist-guided and self-guided courses.

The [Future of Aging Summit](#) in Toronto, May 15 - 17, 2024, will bring together policymakers, researchers, designers, planners, advocates, and others focused on supporting healthy aging, ending ageism and building age-friendly societies. See the speaker lineup and get early bird pricing when you [register](#) by December 31.

The Digital Governance Standards Institute has opened public review on [terminology](#) that will be used to establish consistency in data requirements for planning and development applications in Ontario.

Careers

[Policy Intern - AMO](#). Closing Date: January 22, 2024

[Executive Director, Digital Government & Service Innovation - Town of Midland](#). Closing Date: January 2, 2024.

[Senior Financial Planning Analyst - City of Orillia](#). Closing Date: January 12, 2024

[Commissioner and Medical Officer of Health - Halton Region](#). Closing Date: January 15, 2024.

[Manager, Corporate Financial Services - City of Thunder Bay](#). Closing Date: January 21, 2024.

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PORT COLBORNE

Legislative Services

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

T 905.835.2900 ext 106 F 905.834.5746

E saima.tufail@portcolborne.ca

December 15, 2023

Via email: lucasw@tweed.ca

Municipality of Tweed
c/o Lucas Wales, Deputy Clerk
255 Metcalf Street
Tweed, ON K0K 3J0

Dear Mr. Wales:

Re: Municipality of Tweed regarding 1/3 Funding Grant Programs

Please be advised that, at its meeting of December 12, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That the correspondence from the Municipality of Tweed regarding 1/3 Funding Grant Programs be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

S. Tufail

Saima Tufail
Acting City Clerk

cc. MP Kramp-Neuman
MPP Bresee
Niagara MPs (Dean Allison, Chris Bittle, Tony Baldinelli, and Vance Badawey),
Niagara MPPs (Sam Oosterhoff, Jennifer Stevens, Wayne Gates, and Jeff Burch),
Hastings County Warden,
Association of Ontario Municipalities
All Ontario Municipalities

Municipality of Tweed Council Meeting
Council Meeting



Resolution No.

665

Title:

Councillor J. Flieler

Date:

Tuesday, November 14, 2023

Moved by

J. Flieler

Seconded by

P. Valiquette

WHEREAS Municipalities are facing ever increasing demands for services along with demands for repairs, maintenance, and replacement of existing infrastructure to the detriment of the tax paying public they serve as the cost of living continues to rise throughout the country;
AND WHEREAS the Federal and Provincial governments in the past contributed through partnerships to fund projects that have been out of the financial reach of small municipalities;
AND WHEREAS these 1/3 funding agreements have been instrumental in allowing municipalities to adequately plan and execute projects to protect the aging infrastructure already in place;
AND WHEREAS the Municipality of Tweed has successfully completed more than 19 capital projects using these funding scenarios over the years;
AND WHEREAS it is incumbent upon our Federal and Provincial governments to assist municipalities with limited access to funding except through municipal taxes to re-establish this very important funding stream;
NOW THEREFORE BE IT RESOLVED THAT Council lobby the relevant Federal and Provincial representatives to bring these concerns to the forefront;
AND FURTHER, that Council consider making a Delegation at the 2024 ROMA Conference;
AND FURTHER, that copies be sent to MP Kramp-Neuman, MPP Bresee, the Hastings County Warden, the Association of Municipalities of Ontario, and all Ontario municipalities.

Carried



CLEARVIEW
TOWNSHIP

Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy
Ministry of Public and Business Service Delivery
777 Bay Street, 5th Floor
Toronto ON M5B 2H7

Sent by Email

RE: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

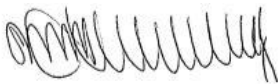
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries; Page 6 of 7
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha HelmKay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar
MPP Simcoe Grey, Brian Saunderson
Ontario Municipalities



To: Mayor and Council

From: Sasha Helmkey, Clerk/Director of Legislative Services

Date: December 11, 2023

Subject: Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

Background

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery

- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

Township Owned Cemeteries

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

Cemetery Name	Address	Status
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- **Incomplete records**

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- **Lack of human resources**

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.

- **Increased regulatory processes**

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- **Inconsistent cemetery regulations**

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

Operational Impact

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- **High maintenance costs**

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- **Cost of cemetery management software**

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.

However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

Support Request

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Governance

Financial Implications

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

Report Appendices

Not applicable.

Approvals

Submitted by:	Sasha HelmKay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
Reviewed by:	Krista Pascoe, Deputy Clerk
Financial Implications Reviewed by:	Kelly McDonald, Treasurer
Approved by:	John Ferguson, CAO



City of Stratford, Corporate Services Department

Clerk's Office

City Hall, P. O. Box 818, Stratford, Ontario N5A 6W1

Tel: 519-271-0250, extension 5237

Email: clerks@stratford.ca

Website: www.stratford.ca

December 19, 2023

Sent via e-mail: chrystia.freeland@parl.gc.ca

Honourable Chrystia Freeland, Minister of Finance of Canada

344 Bloor Street West

Suite 510

Toronto, Ontario

M5S 3A7

Dear Honourable Chrystia Freeland, Minister of Finance of Canada:

Re: Resolution – CEBA Loan Businesses

At the November 27, 2023, Stratford City Council meeting, correspondence from the Downtown Stratford Business Improvement Area regarding more business support for CEBA loan businesses was provided for endorsement as part of the Consent Agenda (CA-2023-141). Enclosed with this letter is a copy of the correspondence received.

At the meeting, Council adopted the following resolution:

R2023-520

THAT CA-2023-141, being correspondence from the Downtown Stratford Business Improvement Area regarding more business support for CEBA loan businesses, be endorsed;

AND THAT a copy of this resolution be forwarded to Chrystia Freeland, Minister of Finance of Canada, John Nater, Perth-Wellington MP, and all municipalities in Ontario for endorsement.

Sincerely,

T. Dafoe

Tatiana Dafoe, Clerk

Enclosed – as referenced above

/vt

cc: John Nater, MP Perth-Wellington
Jamie Pritchard, General Manager of the Downtown Stratford BIA
Ontario Municipalities

DOWNTOWN STRATFORD

November 17, 2023

Hon. Chrystia Freeland, Finance Minister
510-344 Bloor Street W
Toronto, Ontario M5S 3A7

Subject: The Downtown Stratford Business Improvement Area (DTSBIA) is Urging the Federal Government to Provide More Business Support for CEBA loan Businesses.

Dear Hon. Chrystia Freeland, Finance Minister,

The Downtown Stratford BIA was grateful to see some movement regarding the CEBA loans. However, after reviewing the new forgivable portion of the loans, in the announcement, the feedback from our partners, stakeholders, and members, all echoed the message that more needs to be done to lessen bankruptcies, vacancies and the subsequent increase in social issues in our community.

Tourist areas, such as Stratford, were the hardest hit by the pandemic as the stoppage of the revenue streams hit our entertainment industry and the ripple effect spilled over into restaurants, retail, and service providers. The Stratford economy was halted.

According to a 2023 report, taken from Statistics Canada's website, small businesses are major contributors to the Canadian economy. In 2022, businesses with 1 to 99 employees comprised 98.0% of all employer businesses in Canada and employed 10.7 million individuals which is almost two-thirds (63.0%) of all employees. By comparison, businesses with 100 to 500 employees, employed 3.6 million individuals (21.0% of employees) and businesses with more than 500 employees employed 2.7 million individuals (16.0% of employees) in Canada. As such, smaller businesses play an important role in employing Canadians and are a significant driver in shaping the economy.

Downtown Stratford is not made up of large corporate chains that can balance out their revenue shortfalls in a tourist area with other larger metropolitan locations that have recovered much quicker. For the most part our restaurants and shops are sole proprietorships and entrepreneurs who are fighting to keep their doors open. As the pandemic fades, elsewhere, the aftermath in tourist cities, like Stratford, hangs on. In addition Stratford businesses are facing a raft of new challenges: the cost-of-living crisis, rising prices, increased labour costs, supply disruptions, and climate events – the list goes on and on.

These new challenges and increased costs all end up raising the prices that businesses have to charge for their goods and services. This increase means both the Provincial and Federal Governments are benefiting from more tax revenue on these increased prices. The only ones not winning are the business owners as margins are shrinking with efforts to remain competitive in this difficult marketplace

For the businesses that are being crushed with heavy debt and operating in an economic sector that has been hit hard, we see closures. In Stratford Downtown alone we have 15 business closures (11 of which

DOWNTOWN STRATFORD

were hospitality businesses) to date in 2023, when looking from the start of the pandemic we have had 35 closures. Currently there are 9 of our downtown businesses that have been for sale for a number of months as owners try to escape debt. As well as there have been dozens of other small business closures in the City of Stratford in 2023. These closures represent hundreds of jobs lost with well over a hundred in the last week alone.

These lost jobs cost all levels of government revenue in taxes and an increased cost in social services to help them transition into a new career. These funds would be better served to reduce unemployment in Stratford with the businesses that grow our economic infrastructure

To limit or minimize the number of vacancies and bankruptcies affecting our downtown businesses, the Downtown Stratford BIA respectfully requests businesses pursuing the announced five percent (5%) loan also qualify for forgiveness on the forgivable portions of the loan. Of importance to note many businesses do not qualify for a loan due to the current debt load that they are dealing with. Banks and even private loan companies are not lending funds to businesses in the hospitality business (restaurants, cafes, and accommodators) even with buildings and properties as collateral. These sectors are being deemed as high risk. Businesses face remortgaging or taking out high interest rate second mortgages on their homes putting their entire existence in jeopardy.

Therefore, we are calling upon the Federal Government to Extend the full CEBA program deadline by extending the forgiveness (up to \$20,000 of the maximum \$60,000) deadline for businesses to coincide with the new repayment deadline of December 31, 2026. Let our entrepreneurs have a fighting chance.

Sincerely,

DocuSigned by:

8513F3A4EFB74C8...

Shawn Malvern

Chair of the Board of Directors DTSBIA

on behalf of the Downtown Stratford Business Improvement Area (DTSBIA)



Legislative Services
 Jaclyn Grossi
 905-726-4768
 clerks@aurora.ca

Town of Aurora
 100 John West Way, Box 1000
 Aurora, ON L4G 6J1

December 19, 2023

The Right Honourable Justin Trudeau
 Prime Minister of Canada
 80 Wellington Street
 Ottawa, ON K1A 0A2

Delivered by email
 justin.trudeau@parl.gc.ca

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

Delivered by email
 premier@ontario.ca

Dear Prime Minister Trudeau and Premier Ford:

Re: Town of Aurora Council Resolution of December 12, 2023
Motion 10.3 – Councillor Gilliland; Re: Community Safety and Inciteful Speech

Please be advised that this matter was considered by Council at its meeting held on December 12, 2023, and in this regard, Council adopted the following resolution:

Whereas there has been an escalation in terrorist activity and unrest around the world that has triggered homeland rallies and advocacy that supports inciteful actions, which are causing uncertainty and unsafe feelings in our own country; and

Whereas inciteful speech is knowingly being utilized to create division, manipulation and spread misinformation, which could be defined as violent extremist propaganda and encouraging violent crimes; and

Whereas any loss of innocent civilian life is unacceptable and tragic; and

Whereas other local municipal councils and residents in Aurora have expressed concerns of uncertainty and safety who are asking for peace, protection and security; and

Whereas law exists to help maintain public safety, security, peace and order in society, and in Canada, where the responsibility for criminal justice is shared between the Federal, Provincial and territorial governments; and

Whereas it is important to protect our general freedoms of speech, while respecting the principles to protect and respect human rights, whether in

person or in a free, open and secure internet, and to ensure transparency and accountability;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledges that residents in the community have expressed feelings of uncertainty and safety concerns, due to the recent global unrest, and condemns all acts of terror and violence resulting in loss of life or injury; and**
- 2. Be It Further Resolved That the Town of Aurora call on all levels of government to acknowledge this uncertainty and safety concerns in Canada and look to strengthening their available tools to deny inciteful speech that encourages violent extremists the ability to publicly manipulate, advocate, and incite violence or physical harm to another human being, whether it be online or in person; and**
- 3. Be It Further Resolved That Council encourages our community and diverse local leaders of faith to bring the community together to promote peace, healing and understanding during this difficult time; and**
- 4. Be It Further Resolved That a copy of this resolution be provided to both the Federal and Provincial government and all municipalities in Ontario.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Jaclyn Grossi
Deputy Town Clerk
The Corporation of the Town of Aurora

JG/lb

Attachment (Council meeting extract)

Copy: All Ontario Municipalities



10. Motions

10.3 Councillor Gilliland; Re: Community Safety and Inciteful Speech

Moved by Councillor Gilliland

Seconded by Councillor Gaertner

Whereas there has been an escalation in terrorist activity and unrest around the world that has triggered homeland rallies and advocacy that supports inciteful actions, which are causing uncertainty and unsafe feelings in our own country; and

Whereas inciteful speech is knowingly being utilized to create division, manipulation and spread misinformation, which could be defined as violent extremist propaganda and encouraging violent crimes; and

Whereas any loss of innocent civilian life is unacceptable and tragic; and

Whereas other local municipal councils and residents in Aurora have expressed concerns of uncertainty and safety who are asking for peace, protection and security; and

Whereas law exists to help maintain public safety, security, peace and order in society, and in Canada, where the responsibility for criminal justice is shared between the Federal, Provincial and territorial governments; and

Whereas it is important to protect our general freedoms of speech, while respecting the principles to protect and respect human rights, whether in person or in a free, open and secure internet, and to ensure transparency and accountability;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledges that residents in the community have expressed feelings of uncertainty and safety concerns, due to the recent global unrest, and condemns all acts of terror and violence resulting in loss of life or injury; and
2. Be It Further Resolved That the Town of Aurora call on all levels of government to acknowledge this uncertainty and safety concerns in Canada and look to strengthening their available tools to deny inciteful

speech that encourages violent extremists the ability to publicly manipulate, advocate, and incite violence or physical harm to another human being, whether it be online or in person; and

3. Be It Further Resolved That Council encourages our community and diverse local leaders of faith to bring the community together to promote peace, healing and understanding during this difficult time; and
4. Be It Further Resolved That a copy of this resolution be provided to both the Federal and Provincial government and all municipalities in Ontario.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

Legislative Services
Jaclyn Grossi
905-726-4768
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1



December 19, 2023

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

Delivered by email
premier@ontario.ca

Dear Premier Ford:

**Re: Town of Aurora Council Resolution of December 12, 2023
Motion 10.1 – Councillor Gilliland; Re: Homelessness Crisis**

Please be advised that this matter was considered by Council at its meeting held on December 12, 2023, and in this regard, Council adopted the following resolution:

Whereas the homelessness crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario, and that Council accepts that the responsibility to address these challenges rests with community stakeholders, partners, and residents as well as regional, federal, and provincial governments and agencies; and

Whereas the Town of Aurora recognizes the challenges of mental health, addictions, and homelessness, which are complex issues that have a significant and detrimental impact on the residents of the Town of Aurora and surrounding areas within Ontario; and

Whereas addressing and responding to these issues has placed extreme stress on all levels of regional, municipal, and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within the Town of Aurora and surrounding areas;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledge that homelessness in Ontario is a social, economic and health crisis, including people with substance use disorders; and**
- 2. Be It Further Resolved That the Town of Aurora commits to ending homelessness in the community in collaboration with the Region, and both the Provincial and Federal governments; and**

3. **Be It Further Resolved That the Town of Aurora call on the Region, the Province and Federal governments to increase action and supports on the following:**
 - a. **Commit to ending homelessness in Ontario; and**
 - b. **Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, and economic partners to develop, resource, and implement an action plan to achieve this goal; and**
 - c. **Provide a long-term financial commitment to assist in the creation of more affordable and supportive housing for people in need, in York Region, including people with substance use disorders; and**
 - d. **Increase investments in evidence informed substance use prevention and mental health promotion initiatives that provide foundational support for the health, safety and well-being of individuals, families, and neighbourhoods, beginning from early childhood; and**
4. **Be It Further Resolved That a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; the Minister of the Solicitor General; the Minister of Finance; the Chief Medical Officer of Health; Town of Aurora local MPs and MPPs; the Association of Municipalities of Ontario; and all Ontario municipalities.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Jaclyn Grossi

Deputy Town Clerk

The Corporation of the Town of Aurora

JG/lb

Attachment (Council meeting extract)

Copy: Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Michael Parsa, Minister of Children, Community and Social Services, MPP
Aurora—Oak Ridges—Richmond Hill

Hon. Sylvia Jones, Minister of Health
Hon. Michael S. Kerzner, Solicitor General
Hon. Peter Bethlenfalvy, Minister of Finance
Dr. Kieran Moore, Chief Medical Officer of Health
Dawn Gallagher Murphy, MPP Newmarket—Aurora
Tony Van Bynen, MP Newmarket—Aurora
Leah Taylor Roy, MP Aurora—Oak Ridges—Richmond Hill
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



10. Motions

10.1 Councillor Gilliland; Re: Homelessness Crisis

Moved by Councillor Gilliland

Seconded by Councillor Gaertner

Whereas the homelessness crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario, and that Council accepts that the responsibility to address these challenges rests with community stakeholders, partners, and residents as well as regional, federal, and provincial governments and agencies; and

Whereas the Town of Aurora recognizes the challenges of mental health, addictions, and homelessness, which are complex issues that have a significant and detrimental impact on the residents of the Town of Aurora and surrounding areas within Ontario; and

Whereas addressing and responding to these issues has placed extreme stress on all levels of regional, municipal, and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within the Town of Aurora and surrounding areas;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledge that homelessness in Ontario is a social, economic and health crisis, including people with substance use disorders; and
2. Be It Further Resolved That the Town of Aurora commits to ending homelessness in the community in collaboration with the Region, and both the Provincial and Federal governments; and
3. Be It Further Resolved That the Town of Aurora call on the Region, the Province and Federal governments to increase action and supports on the following:
 - a. Commit to ending homelessness in Ontario; and
 - b. Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, and economic partners to

develop, resource, and implement an action plan to achieve this goal; and

- c. Provide a long-term financial commitment to assist in the creation of more affordable and supportive housing for people in need, in York Region, including people with substance use disorders; and
- d. Increase investments in evidence informed substance use prevention and mental health promotion initiatives that provide foundational support for the health, safety and well-being of individuals, families, and neighbourhoods, beginning from early childhood; and

- 4. Be It Further Resolved That a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; the Minister of the Solicitor General; the Minister of Finance; the Chief Medical Officer of Health; Town of Aurora local MPs and MPPs; the Association of Municipalities of Ontario; and all Ontario municipalities.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)