



**REGULAR MEETING OF COUNCIL
MONDAY, SEPTEMBER 27TH, 2021
7:00 P.M.**

3. PETITIONS & DELEGATIONS

4. CORRESPONDENCE

**DR. S. F. MONESTIME MUNICIPAL
COUNCIL CHAMBERS
160 WATER STREET
MATTAWA, ONTARIO**

Info

4.1

From: Koopman, Kaitlyn (NDMNR) <Kaitlyn.Koopman@ontario.ca>
Sent: Tuesday, September 21, 2021 8:29 AM
Subject: Ottawa Valley Short Term Plan Extension Notice
Attachments: 3rdOVFSShortTermPlan_Extension_Notice.pdf

copy to agenda

Hello,

Please see the attached notice for information related to the Short-term Plan Extension (STPE) for the Ottawa Valley Forest 2011-2021 Management Plan (FMP). Please note that this extends the FMP until December 31st, 2021.

If you have any questions related to the forest management plan, please contact one of the individuals listed in the bottom of the attachment.

If you wish to be removed from this Ottawa Valley Forest email distribution list, please let me know directly.

Thank you,

Kaitlyn Koopman
Resources Clerk
Ministry of Northern Development, Mines, Natural Resources and Forestry
Pembroke District
They/Them

NOTICE

APPROVED 3 MONTH SHORT-TERM FOREST MANAGEMENT PLAN EXTENSION FOR THE OTTAWA VALLEY FOREST 2011-2021 FOREST MANAGEMENT PLAN

The Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR), Ottawa Valley Forest Inc. (OVFI) and the Ottawa Valley Local Citizens' Advisory Committee (LCAC) would like to advise you that the 3 month short-term Forest Management Plan (FMP) extension of the approved 2011 – 2021 FMP for the Ottawa Valley Forest has been approved by the Regional Director.

This FMP extension extends the period of the current FMP to December 31st, 2021.

How to Access the Approved FMP Extension

The FMP extension is available electronically at the following locations:

- on the Natural Resources Information Portal – <https://nrip.mnr.gov.on.ca/s/fmp-online>
- by contacting the OVFI office; Nick Gooderham at: ngooderham@ovfi.ca during normal office hours.

Interested and affected persons and organizations can arrange a remote meeting with NDMNR staff to discuss the approved FMP extension.

For further information, contact:

NDMNR Contact

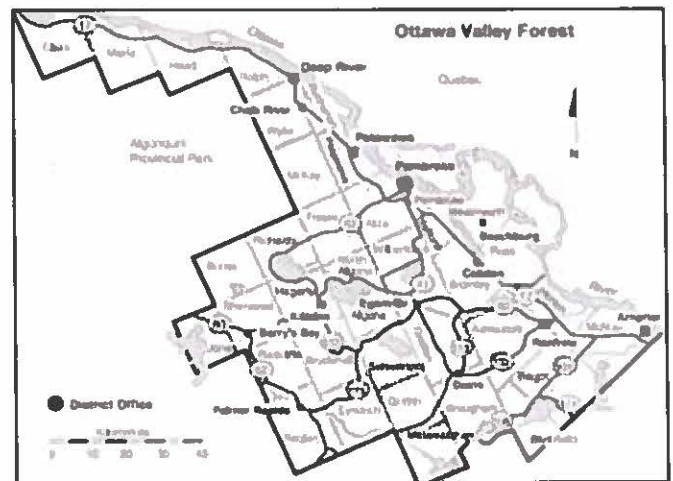
Krista Watters, R.P.F.
Management Forester
krista.watters@ontario.ca

OVFI Contact

Nick Gooderham, R.P.F.
Plan Author
ngooderham@ovfi.ca
613-735-1888, ext. 201

LCAC Contact

Robin Cunningham
Ottawa Valley Local Citizens'
Advisory Committee
rcunning@bell.net



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

Renseignements en français : Elizabeth Holmes au tél: 613-302-3768 courriel: elizabeth.holmes@ontario.ca.



4.2

Info

From: Kurtis Romanchuk <Kurtis.Romanchuk@nbmca.ca>
Sent: Monday, September 20, 2021 4:09 PM
To: Kurtis Romanchuk
Subject: September 20 - NBMCA Issues Watershed Conditions Statement - Flood Outlook
Attachments: 2021-09-20 - Watershed Conditions Statement - Flood Outlook.pdf

copy to agenda

Good afternoon,

Please see the attached Watershed Conditions Statement – Flood Outlook that was issued today for the North Bay-Mattawa Conservation Authority’s area of jurisdiction.

Please contact me if you have any questions regarding this statement, or to share any reports of flooding in the North Bay-Mattawa Conservation Authority’s area of jurisdiction.

Thank you,

Kurtis Romanchuk, P.Eng
Water Resources Engineer
North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, ON P1C 1N1
Cell: (705) 498-1462
Office: (705) 474-5420 ext 2020
Fax: (705) 474-9793

Due to the COVID-19 Pandemic, the NBMCA offices are closed to the public.
Staff can be reached by email or cell phone.
For updates, visit www.nbmca.ca

www.actforcleanwater.ca
www.chippewaecopath.ca
www.mattawarivercanoerace.ca

 **Consider the environment. Please don't print this e-mail unless you really need to.**

The information contained in this electronic message from North Bay-Mattawa Conservation Authority is directed in confidence solely to the person(s) named above and may not be otherwise distributed, copied or disclosed including attachments. The message may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act and by the Personal Information Protection and Electronic Documents Act. The use of such personal information except in compliance with the Acts, is strictly prohibited. If you have received this message in error, please notify the sender immediately advising of the error and delete the message without making a copy. Thank you.



WATERSHED CONDITIONS STATEMENT – FLOOD OUTLOOK

Date: September 20, 2021
From: NBMCA Duty Officer, Kurtis Romanchuk
Time: 4:30 PM
Message No: 1

WATERSHED CONDITIONS STATEMENT – Flood Outlook gives early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions that could lead to possible high runoff, riverine flooding, ice jams, lakeshore flooding, or erosion.

Current Conditions:

Water levels on watercourses within NBMCA jurisdiction are generally at average levels for this time of year. However, there is significant rainfall in the forecast over the next three days, with 31mm forecast for tomorrow (Tuesday), 22mm for Wednesday, and 14mm for Thursday, and continued small rainfall forecast in the days after. In total there is around 75mm of rainfall forecast over the next four days, with higher amounts possible in localized areas.

Local intense rainfall may cause urbanized watercourses such as Chippewa Creek to rise quickly. Rural watercourses will take more time to respond to incoming rainfall, but sustained rainfall over several days may cause rural watercourses to rise significantly.

Risk:

Localized flooding from area watercourses is possible if intense rainfall occurs, and water is likely to accumulate on roadways, parking lots, and flat or low-lying areas. Serious flooding is not anticipated at this time.

All residents, especially those in low-lying areas, are encouraged to monitor the conditions that are developing. Municipalities are encouraged to monitor shorelines and water crossings, and respond to high water levels as necessary.

Banks adjacent to rivers and creeks become very slippery with precipitation, and when combined with open and/or fast-moving water can pose a serious hazard. Parents are encouraged to keep their children and pets away from watercourses and water bodies.

A close watch on local conditions and updated forecasts and warnings from Environment Canada is also recommended. Staff at the North Bay-Mattawa Conservation Authority will continue to monitor weather and watershed conditions and provide updates if conditions change.

The general public is advised of these messages through the www.nbmca.ca website with the flood status icon and a link to information about current conditions. NBMCA also circulates these messages to local media and social media, posting on Twitter (@theNBMCA), Instagram (nbmcainfo), and Facebook (theNBMCA).

The public is invited to share photos of watershed conditions on social media using #NBMCAFlood.


This message will be in effect until (or updated before) Friday, September 24, 5:00pm.

Terminology: Notification Levels

 **WATERSHED CONDITIONS STATEMENT:** general notice of potential flooding or other conditions that pose a safety risk. There are two kinds of statements:

- **Water Safety** indicates that high flows, unsafe banks, melting ice or other factors could be dangerous for users such as anglers, boaters, swimmers, children or pets. Flooding is not expected.
- **Flood Outlook** gives early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions that could lead to high runoff, cause ice jams, lakeshore flooding or erosion.

 **FLOOD WATCH** notifies that the potential for flooding exists within specific watercourses and municipalities. Municipalities, emergency services and individual landowners in flood-prone areas should prepare.

 **FLOOD WARNING:** Flooding is imminent or already occurring in specific watercourses or municipalities. Municipalities and individuals should take action to deal with flood conditions. This may include road closures and evacuations.

Francine Desormeau

Copy to agenda
(Orig to Museum
file)

From: Gin Dupuis <ginstonic@outlook.com>
Sent: September 17, 2021 10:42 AM
To: Francine Desormeau
Cc: Board Secretary Mattawa Museum
Subject: Fw: Museum Financial report
Attachments: 20210917_101629.jpg; 20210917_101636.jpg; 20210917_101622.jpg; 20210917_101551.jpg; 20210917_101536.jpg; 20210917_101600.jpg

4.3

Hello Francine,

As promised, here is our Financial Statement for 2020 to go along with our request for the Town's contribution and support for our Curator's salary.

You will notice that we have an investment account but I would like to inform you that this is from a Legacy Donation and it was donated specifically to upgrade displays, buy necessary equipment to make the displays work, etc... it was not donated for operating costs.

Thanking you again for your attention to this matter.

Ginette

cc: Diane Donley

From: Gin Dupuis <ginstonic@outlook.com>
Sent: September 17, 2021 10:32 AM
To: Gin Dupuis <ginstonic@outlook.com>
Subject: Museum Financial report

Sent from my Bell Samsung device over Canada's largest network.

MATTANA HISTORICAL SOCIETY

Financial Statements

December 31, 2020

MATTAWA HISTORICAL SOCIETY

Statement of Income

year ended December 31, 2020

	<u>2020</u>	<u>2019</u>
Income		
Membership dues	\$ 140.00	\$ 140.00
Gift shop sales	1,670.00	3,640.90
Museum admission fees	0.00	3,304.00
Fund raising events	0.00	50.00
Bank interest	1,425.16	640.00
Federal government grants	12,840.00	5,880.00
Contributions and support	<u>15,000.00</u>	15,000.00
Legacy donation	0.00	100,000.00
Other donations	5,953.00	7,808.60
	<u>37,028.16</u>	<u>136,463.50</u>
Expenses		
Gift shop purchases	1,390.86	3,800.64
Advertising	398.08	1,156.54
Computer software	1,873.02	0.00
Donations	0.00	25.00
Emergency lighting	3,220.50	0.00
General and office	728.86	1,000.77
Insurance	1,035.77	1,261.11
Interest and bank charges	6.95	0.00
Internet services	1,206.12	1,133.29
Legal and accounting	1,412.50	0.00
Licenses, memberships and fees	<u>1,340.00</u>	150.00
Materials and supplies	2,487.57	2,017.17
Telephone	737.88	691.96
Travel	<u>560.52</u>	<u>1,038.92</u>
Wages and benefits	<u>40,205.01</u>	<u>20,712.83</u>
Other net income/expense	0.00	568.72
	<u>56,603.64</u>	<u>33,556.95</u>
Net Income (Loss)	(\$ 19,575.48)	\$102,906.55

OK, 01

Assets

Current Assets	<u>2020</u>	<u>2019</u>
Bank - General Account	\$ 23,947.31	\$ 13,746.84
Bank - Lottery Account	58.84	3,204.79
Bank - Investment Account	<u>75,140.00</u>	<u>100,640.00</u>
	<u>99,146.15</u>	<u>117,591.63</u>
 Total Assets	 <u>\$ 99,146.15</u>	 <u>\$117,591.63</u>

Liabilities and Equity

Current Liabilities	<u>2020</u>	<u>2019</u>
Accounts payable and accruals	\$ 1,130.00	\$ -
	<u>1,130.00</u>	<u>-</u>
 Equity		
Retained earnings, beginning of year	117,591.63	14,685.08
Net income (loss)	(19,575.48)	102,906.55
Retained earnings, end of year	<u>98,016.15</u>	<u>117,591.63</u>
 Total Liabilities and Equity	 <u>\$ 99,146.15</u>	 <u>\$117,591.63</u>

year ended December 31, 2020

Funds Provided	<u>2020</u>	<u>2019</u>
From operations		
Net income (loss)	(\$ 19,575.48)	\$102,906.55
	<u>0.00</u>	<u>0.00</u>
Funds Applied		
Change in Financial Position	(19,575.48)	102,906.55
Working Capital, beginning of year	<u>117,591.63</u>	<u>14,685.08</u>
Working Capital, end of year	<u>\$ 98,016.15</u>	<u>\$117,591.63</u>
Represented by: Current assets	\$ 99,146.15	\$117,591.63
Current liabilities	<u>1,130.00</u>	<u>0.00</u>
	<u>\$ 98,016.15</u>	<u>\$117,591.63</u>

December 31, 2020

1. The organization is currently carrying on business and operating under the trade name "Mattawa Museum".
2. Investments are recorded at cost.
3. Capital assets are expensed in the year of acquisition due to the organization's registered charity status.
4. The organization was incorporated under letters patent on October 29, 1976.
5. The organization is registered as a charity under the Business Number 107678385RR0001.
6. The organization is tax exempt under paragraph 149(1)(3) of the income tax act.

NOTICE TO READER

The enclosed information has been compiled from the bank statements of the Mattawa Historical Society for the fiscal year ended December 31, 2020. I have not performed a detailed audit or a review engagement in respect of these financial statements. Readers are cautioned that these statements may not be appropriate for their purposes.

Mattawa, Ontario



Diane Donley
Board Secretary/acting Treasurer

FINANCIAL STATEMENTS APPROVED BY THE BOARD



Garry Thibert
President, Mattawa Historical Society



Tom Gibson
Vice-President, Mattawa Historical Society



4.4
copy to agenda

September 17, 2021

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

sent via email: premier@ontario.ca

Re: Structure Inventory and Inspections

Dear Premier:

At the last regular General Purpose and Administration Committee meeting held September 13, 2021 the above captioned matter was discussed.

I wish to advise that the following resolution was passed which will be going forward for ratification at the September 27, 2021 Township of Scugog Council meeting:

THAT Report PWIS-2021-027, 2021 Structure Inventory and Inspections, be received;

THAT the Township of Scugog 2021 Ontario Structure Inspection Manual Inventory and Inspection Summary Report, prepared by Planmac Engineering Inc., be received;

THAT as part of the annual budget process, the Township continue to increase the amount of funding available for bridges and culverts through the continuation of Roads and Other Infrastructure Levy;

THAT as part of the annual budget process, the Township continue to increase the investment in bridge and culvert maintenance and repair through other means including identifying efficiencies and cost savings and applying for grants through other levels of government for major bridge and culvert replacements;

THAT the Township follow the principles of Asset Management and prioritize preventative maintenance such as waterproofing decks, repaving decks, repair concrete soffits, parapet walls, abutments and wingwalls, etc.

THAT the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and

THAT a copy of the staff report and resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, MP Erin O'Toole, MPP Lindsey Park, AMO, Durham Region and all Ontario municipalities."

Should you require anything further in this regard, please do not hesitate to contact Kevin Arsenault, Capital Projects Technologist at 905-985-7346 ext. 138.

Yours truly,



Becky Jamieson
Director of Corporate Services/Municipal Clerk
Encl.

cc:

Kevin Arsenault, Capital Projects Technologist	karsenault@scugog.ca
Honourable Chrystia Freeland, Federal Minister of Finance	chrystia.freeland@fin.gc.ca
Honourable Peter Bethenfalvy, Ontario Minister of Finance	Minister.fin@ontario.ca
Lindsey Park, MPP, Durham	Lindsey.park@pc.ola.org
Erin O'Toole, MP	Erin.OTOole@parl.gc.ca
Ralph Walton, Regional Clerk, The Regional Municipality of Durham	clerks@durham.ca
Association of Municipalities of Ontario (AMO)	amo@amo.on.ca
All Ontario Municipalities	



Copy to agenda
only to landfill
RECEIVED 2021
SEP 15 2021
file

4.5

947 HWY 533
PO BOX 610
MATTAWA Ontario P0H 1V0

Phone 705 – 744 – 5680 Email admin@mattawan.ca

September 15, 2021

The Corporation of the Town of Mattawa
PO Box 390
Mattawa ON P0H 1V0
Attention: Francine Desormeau, CAO/Treasurer

RE: Landfill Site Participation Agreement

Dear Francine,

At the September 9th, 2021 Council meeting, Council directed me to write to you and respectfully request that the following items be noted within the agreement:

- Section 8.3 – please further define Municipal Representative, and
- Section 12.4 – please change the content to read – The cost of arbitration between parties under this agreement shall be bourn by the parties in dispute and not be part of operational costs.

Thank you,

JoAnne Montreuil,
Clerk Treasurer,
The Corporation of the Municipality of Mattawan

cc Jason McMartin, CAO/Clerk-Treasurer,
The Corporation of the Township of Papineau-Cameron

Ministry of
Municipal Affairs
and Housing

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

Ministère des
Affaires municipales
et du Logement

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



Ontario

234-2021-4432

4.6

copy to agenda
copy to Fran
copy to Wayne

September 9, 2021

Dear Head of Council:

Our government believes everyone deserves a safe and affordable place to call home. Inadequate supply and high housing costs have made housing unattainable for too many people in Ontario. We want to reduce red tape and streamline development approvals so that we can help to put affordable home ownership in reach of more Ontario families, and provide more people with the opportunity to live closer to where they work.

That is why I am pleased to provide you with this [Site Plan Control Guide](#). This guide provides an overview of site plan control and shares best practices from some communities across Ontario which municipalities may consider implementing to make the site plan process more efficient.

The Site Plan Control Guide also works to support The Provincial Policy Statement, 2020 and other recent changes to the land use planning system – including changes to the *Planning Act* through Bill 108, the *More Homes, More Choice Act, 2019* and to A Place to Grow: Growth Plan for the Greater Golden Horseshoe. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

If you have any questions about the Site Plan Control Guide, please email the Ministry at provincialplanning@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

c: Chief Administrative Officer

Ontario is now in Step Three of the [Roadmap to Reopen \(/page/reopening-ontario\)](/page/reopening-ontario). Follow the [restrictions and public health measures \(https://covid-19.ontario.ca/public-health-measures\)](https://covid-19.ontario.ca/public-health-measures).



Site plan control guide

Site plan control is a planning tool municipalities use to manage community development. Learn about the site plan review process and how it can be improved.

Introduction

Site plan control is a planning tool that a municipality uses to evaluate certain site elements, such as walkways, parking areas, landscaping or exterior design on a parcel of land where development is proposed.

Read this guide to learn more about the role of site plan control in land use planning, including how it works in conjunction with documents such as provincial plans and policy statements, [official plans \(/document/citizens-guide-land-use-planning/official-plans\)](/document/citizens-guide-land-use-planning/official-plans), [zoning by-laws \(/document/citizens-guide-land-use-planning/zoning-bylaws\)](/document/citizens-guide-land-use-planning/zoning-bylaws), [community planning permit systems \(/page/community-planning-permit-system\)](/page/community-planning-permit-system) and [building permits \(/document/citizens-guide-land-use-planning/building-permits\)](/document/citizens-guide-land-use-planning/building-permits). This guide is for information only and offers a summary of legislation and policies that are subject to change. It is **not** a substitute for specialized legal or other professional advice. The user is solely responsible for any use or application of this guide.

The purpose of this guide is to provide an overview of site plan control and to provide guidance on how to make the site plan process more efficient.



About site plan control

Site plan control enables a municipality to exercise site-specific controls over development.

It is an optional tool under section 41 of the *Planning Act* ([//laws/statute/90p13](#)) (and section 114 of *City of Toronto Act, 2006* ([//laws/statute/06c11](#))) that allows the council of a local municipality to control certain matters on and around a site proposed for development, such as:

- access for pedestrians and vehicles
- walkways
- lighting
- waste facilities
- landscaping
- drainage
- exterior design

Council may delegate decisions on site plan applications to staff.

This control over detailed site-specific matters ensures that a development proposal is well designed, fits in with the surrounding uses and minimizes any negative impacts.



Site plan control process

Official plan

To use this tool, a proposed site plan control area must be shown or described in an [official plan](/document/citizens-guide-land-use-planning/official-plans). The municipality must also pass a site plan control by-law designating all or any part of the area shown in the official plan as a site plan control area.

Applications

Within a site plan control area, most development or redevelopment projects require site plan approval by the municipality.

Through the site plan process, applicants are required to submit plans and drawings displaying matters, such as:

- the location of buildings
- landscaping
- waste and recycling containers

- traffic and pedestrian access
- interior walkways (if the public has access to them)
- exterior design matters (if identified in the official plan)

Conditions

Municipal council can also apply conditions to site plan approval. This could include widenings of roads that border the subject land, how to access the property, and off-street parking and loading facilities (for example, supplies, waste management).

Agreements

The municipality may also require the owner to enter into one or more agreements to provide and maintain certain facilities such as off-street parking and loading facilities. Such an agreement may be registered against the land to which it applies, and the municipality may enforce the agreement against present and future owners.

Decisions on site plan applications

Municipalities must ensure that all planning decisions, including decisions on site plan applications, are consistent with the [Provincial Policy Statement \(/page/provincial-policy-statement-2020\)](#) and conform or do not conflict with provincial plans.

If a municipality fails to approve a site plan application within 30 days, the applicant may appeal to the [Ontario Land Tribunal \(/document/citizens-guide-land-use-planning/ontario-land-tribunal\)](#) or a local appeal body that has been established and empowered to hear site plan matters.

As only the applicant may appeal, either regarding the failure to approve an application within 30 days or conditions attached to an approval, Ontario Land Tribunal hearings of these matters are more focused than many other types of hearings.

Decisions on site plan applications are often delegated by municipal council to staff.

Matters not covered by site plan control

Site plan control cannot be used to regulate matters that are covered by zoning by-laws such as minimum or maximum parking requirements, minimum lot area, or height and density, nor can it be used to regulate interior design.

Site plan control also cannot be used to regulate the standards or manner of construction of a building. Ontario's [Building Code Act \(/laws/statute/92b23\)](#) and [Building Code \(/page/ontarios-building-code\)](#) establish the requirements for construction of buildings, including the physical materials that can be used. Since questions sometimes arise about how the design elements of municipal site plan control interact with provincial building regulation, it is important to understand how these things relate to each other.

Site plan control and the regulation of building materials

Provisions in the [Planning Act \(/laws/statute/90p13\)](#) and the [Building Code Act \(/laws/statute/92b23\)](#) address the interaction between site plan control and the regulation of building materials. The [Planning Act \(/laws/statute/90p13\)](#) restricts a municipality's site plan approval power to "exterior design" of a building, which can include "character, scale, appearance and design features of buildings". This control is intended for aesthetic purposes only. In other words, site plan control can be used to regulate the look and character of a building. It cannot, however, be used to establish requirements for the physical construction of a building, building standards, or the building materials that can be used. Regulations governing the type of materials used in the construction of buildings (for example, the manner of construction and standards for construction) are set out in the [Building Code Act \(/laws/statute/92b23\)](#) and [Building Code \(/page/ontarios-building-code\)](#).

As an example, to maintain the exterior architectural character of an area (either a Heritage Conservation District designated under the [Ontario Heritage Act \(/laws/statute/90o18\)](#) or an area with urban design guidelines established by the municipality), a municipality may, through site plan control, require the colours of a new building in this area to be consistent with the brickwork in the area and/or to have exterior cladding that looks like the historic bricks of the surrounding neighbourhood, as set out in the district plan or urban design guidelines. Site plan control could not be used to require that the building be, in fact, constructed of bricks or specify that it be constructed to a standard that exceeds the requirements provided in the [Building Code \(/page/ontarios-building-code\)](#).

Approaches to improve the site plan control process

At times, a site plan application may proceed on its own and at other times it may be associated with another planning matter, like an application for a rezoning.

Delays in the approval of site plan applications can result from several factors and can have negative impacts on applicants and a community, including increased costs of development. Administrative improvements to the site plan process may go a long way in minimizing these delays.

Early consultation

To help expedite the processing of development applications, the applicant and municipality can discuss, at the earliest opportunity, the details of development as envisioned by both parties. This provides municipalities the opportunity to share information with applicants on their requirements as well as an opportunity for applicants to discuss the elements of their proposal to ensure the application submitted to the municipality is complete. Early discussions and negotiations with the objective of resolving differences can help avoid extra costs and delays during the approval process.

Recognizing the value of early consultation, the *Planning Act* ([//laws/statute/90p13](#)) requires a municipality to have pre-application consultations with any applicant that wishes to do so. The *Planning Act* ([//laws/statute/90p13](#)) also provides municipalities with the authority to establish a mandatory early consultation process for site plans similar to other planning applications like official plan and zoning by-law amendments.

Given that an early consultation meeting should identify all the issues that need to be addressed by the site plan application, all the relevant municipal departments should be invited to provide input. It is critical to provide applicants with a project-specific list of requirements in writing, which will be reviewed when the application is submitted. This way, the applicant will be aware of all the requirements up front and can ensure they are addressed when the formal application is submitted to the municipality.

Consultation can also help to identify potential problems early in the process. For example, sometimes a requirement of one municipal department may impact a requirement of a different department.

Municipalities should identify these issues at the beginning of the process instead of when the application has been submitted. Issues identified towards the end of a process can cause delays and unnecessary expenses.

In establishing effective early consultation, a municipality is encouraged to create a “concierge” service, in appropriate circumstances, where one staff member is the applicant’s single point of contact and coordinates the entire site plan process.

Pre-consultation package

The City of Timmins has prepared a [pre-consultation package \(PDF \(Portable Document Format\)\)](https://www.timmins.ca/UserFiles/Servers/Server_11976345/File/Our_Services/Building_and_Planning/Planning/Planning-other/Preconsultation-Guide-and-Form.pdf) (https://www.timmins.ca/UserFiles/Servers/Server_11976345/File/Our_Services/Building_and_Planning/Planning/Planning-other/Preconsultation-Guide-and-Form.pdf), guide and form for planning applications including site plans, official plan amendments and plans of subdivision. This aids applicants during the pre-consultation process and provides information on what constitutes a complete application.

Guidance material

To assist applicants when submitting a site plan application, municipalities are encouraged to prepare guidelines that set out municipal site plan requirements, or standards, for various types of development, such as standards for fire routes and waste disposal facilities. This may include flow charts to explain the municipal approval process, sample site plan agreements, or information on how to apply urban design guidelines.

Municipal guidelines may also outline development concepts to demonstrate how the lands are envisioned to be developed, such as how parking areas should be configured, or areas to be landscaped.

Supplementary guidance

The City of Thunder Bay has developed a [guidance document \(PDF \(Portable Document Format\)\)](https://www.thunderbay.ca/en/business/resources/Documents/Building-and-Planning/Urban-design-Guidelines/Sample-Landscape-Strips---JUNE-2019---Digital.pdf) to promote a better understanding of how applicants can meet the City's requirements for landscape design. This supports the implementation of the City's Urban Design Guidelines and helps to streamline the site plan approval process.

Clear expectations and standards help the applicant, the municipality and the broader community.

Complete submissions

Municipalities are encouraged to develop a checklist of requirements that accompany different types of proposed developments. This may help applicants better prepare the application.

Site plan checklist

The City of Quinte West provides a [site plan checklist \(PDF \(Portable Document Format\)\)](https://quintewest.ca/wp-content/uploads/2021/06/SitePlanControlfillableapplication2020.pdf) to assist applicants. This helps to ensure that all the required components of the site plan application are addressed when submitting an application.

In addition, a municipality can offer pre-populated application templates online that may be used for simpler, more straightforward applications.

Delegation of authority

Reviewing and approving a site plan application can be very technical with information and considerations specific to the proposed development site, including building design, landscaping or other detailed features. The information required is often prepared by professionals such as architects, engineers or landscape architects and may include landscape plans, barrier-free access features, and servicing plans.

The *Planning Act (/laws/statute/90p13)* provides council with the authority to delegate site plan approvals to municipal staff. Municipal staff are most often involved in reviewing site plan applications, and, in light of the technical nature of the material, approval of site plan applications may be better suited to municipal staff, at least for some classes of applications. Delegating the approval of some or all site plan applications to staff can save time that would assist both the municipality and the applicant.

Electronic submissions or e-permitting

Technology can be an asset in streamlining the submission process and reviewing planning applications. The scoped nature of a site plan lends itself to an application that may be more readily automated than other types of permits, especially when no other planning approvals are needed.

Developing an online platform to submit site plan applications can:

- provide transparency on the requirements needed as part of the application
- ensure the proper information is submitted
- confirm and track submissions electronically
- facilitate concurrent review by multiple municipal departments

The automation of the site plan process, also called e-permitting, could also be developed to provide the applicant with real-time updates on the progress of their proposal. The e-permitting software could be set up to identify any municipal questions for the applicant or deficiencies in the original application, such that there is an opportunity to provide the necessary information in a timelier manner.

Online application portal

The City of Barrie has established an online application portal called APLI (Applications, Permits, Licences, Inspections) (<https://eservices.barrie.ca/apli/Default.aspx>) which applicants can use to apply and pay for building permits, schedule inspections and track application status. Applicants may submit applications for matters such as site plan control, exemption from full site plan approval (for example, minor site alterations), consent, minor variance and pre-consultation and conformity review.

Municipal process improvements

In processing site plan applications, there may also be opportunities to re-engineer how a municipality conducts the internal review of the application.

Municipalities may want to consider categorizing or streaming applications based on criteria. This may enable some applications to be reviewed and approved quickly.

Another approach a municipality can consider is to have targeted staff meetings to approve or advance the site plan applications by the end of the meeting. These meetings would include all the departments that would be otherwise circulated on the application. The departments' technical advice and recommendations would be recorded, issues identified with suggested site plan conditions and approval granted where appropriate. If an approval cannot be granted, the next steps for an applicant (such as provide more information or adjust the design) to obtain an approval could be identified.

This type of meeting could be used to review site plans that are deemed to be straightforward, where several files could be approved as a result of one meeting. This type of meeting may also be appropriate for applications that are more complex, where a wider departmental representation is necessary to identify and/or resolve outstanding issues.

Site plan application streams

The City of Brampton categorizes site plan applications into four streams:

1. Excluded from site plan review

2. Limited site plan review
3. Basic site plan review
4. Full site plan review

These streams are designed to provide different levels of review that are appropriate to the scale, scope and complexity of a proposed development activity. To complement this process, the City has developed a [detailed user guide \(PDF \(Portable Document Format\)\)](https://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/SP-User-Guide.pdf) (<https://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/SP-User-Guide.pdf>) to assist applicants in navigating the site plan approval process.

[LEAN/Six Sigma \(https://asq.org/quality-resources/six-sigma\)](https://asq.org/quality-resources/six-sigma), like similar system improvement processes or streamlining methodologies, is a process improvement methodology designed to eliminate problems, remove inefficiency and improve working conditions to provide a better response to customer needs. Municipalities can consider how the principles of LEAN/Six Sigma could be applied to streamline the site plan application process. This may include determining where problems exist and how to mitigate those problems, and whether steps in the review process could be eliminated or shortened.

Effective alternative process to site plan control

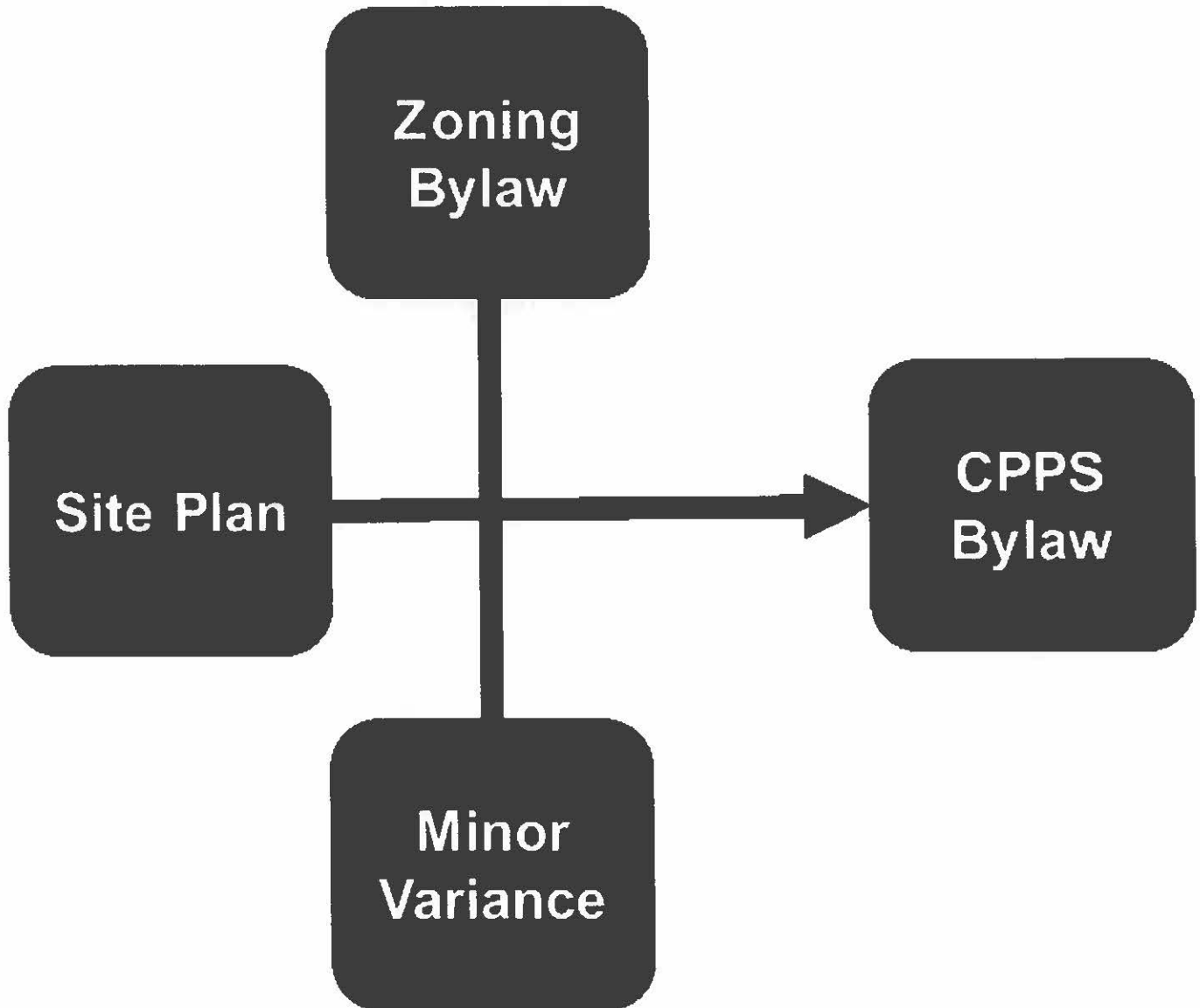
Community planning permit system

The [Community Planning Permit System \(/page/community-planning-permit-system\)](/page/community-planning-permit-system) (CPPS) is a land use planning tool that local municipalities can use when planning for the future of their communities. Once implemented, it can result in an approval process that is significantly faster, more efficient, and more responsive to local needs.

The CPPS (Community Planning Permit System) combines [zoning \(/document/citizens-guide-land-use-planning/zoning-bylaws\)](/document/citizens-guide-land-use-planning/zoning-bylaws), [site plan \(/document/citizens-guide-land-use-planning/zoning-bylaws#section-11\)](/document/citizens-guide-land-use-planning/zoning-bylaws#section-11) and

[guide-land-use-planning/zoning-bylaws#section-9](#)) into one application process with shorter approval timelines (45 days). If a municipality does not make a decision after 45 days, the applicant has the right to appeal.

Image: Planning approval types combined in the CPPS (Community Planning Permit System)



Flexible system

Municipalities can use the [CPPS \(Community Planning Permit System\)](#) to build flexibility into development standards outlined in the official plan and community planning permit by-law.

This gives municipalities and developers the ability to address site-specific issues that fall within the specified range set out in the by-law without having to go through a minor variance process in order to expedite approvals.

Did you know?

The community planning permit system can help realize the overall community vision without requiring changes to the official plan or CPPS (Community Planning Permit System) by-law. It does this while also allowing for flexibility to address specific circumstances.

The Town of Gananoque put in place a comprehensive CPPS (Community Planning Permit System) for the whole town. The main goal of the CPPS (Community Planning Permit System) is to guide development opportunities while making sure the small-town cultural heritage character is maintained and enhanced as new development occurs. Design criteria for new development involve incorporating appropriate exterior architectural elements such as window and door detailing. In doing so, the CPPS (Community Planning Permit System) promotes commercial, residential and institutional uses resulting in a mixed-use, vibrant, liveable community.

Streamlined permitting process

The combination of three application types into one application and approval process makes the CPPS (Community Planning Permit System) more streamlined in comparison to the decision-making timelines for individual applications for a re-zoning (90 days), site plan approval (30 days), and a minor variance (30 days).

Once the CPPS (Community Planning Permit System) is in place, the official plan policies and community planning permit by-law provisions outline the requirements for any future development in that area. When an application is made, the planning review will determine whether the proposal fits within the already established parameters of the by-law. If the proposal fits the by-law, a community planning permit can be issued by staff without the need for a council decision.

Delegation of decisions

Similar to conventional site plan approvals, the CPPS (Community Planning Permit System) provides municipalities with the authority to set up their own internal review process and delegate the authority to make decisions on community planning permit applications to a committee or municipal staff.

For example, a municipality could establish a system where council issues the permit for more complex applications and a municipal official or committee issues the permit for more straightforward applications. This would allow for decisions on simpler permitting applications to be made without delays due to a busy council schedule.

How you can find out more

For more information about the site plan control process in your community, contact your [municipality \(/page/list-ontario-municipalities\)](/page/list-ontario-municipalities).

This guide was produced by the Ministry of Municipal Affairs and Housing, Provincial Planning Policy Branch, and Building and Development Branch. Contact us at [provincialplanning@ontario.ca \(mailto:provincialplanning@ontario.ca\)](mailto:provincialplanning@ontario.ca).

Updated: September 20, 2021
Published: September 07, 2021

Related

[Land use planning \(/page/land-use-planning\)](/page/land-use-planning)

[Citizen's guide to land use planning \(/document/citizens-guide-land-use-planning\)](/document/citizens-guide-land-use-planning)

[Community planning permit system \(/page/community-planning-permit-system\)](/page/community-planning-permit-system)

[about Ontario \(https://www.ontario.ca/page/about-ontario\)](https://www.ontario.ca/page/about-ontario)

[accessibility \(https://www.ontario.ca/page/accessibility\)](https://www.ontario.ca/page/accessibility)

[news \(http://news.ontario.ca/newsroom/en\)](http://news.ontario.ca/newsroom/en)

[privacy \(https://www.ontario.ca/page/privacy-statement\)](https://www.ontario.ca/page/privacy-statement)

[terms of use \(https://www.ontario.ca/page/terms-use\)](https://www.ontario.ca/page/terms-use)



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735
Fax: (519) 395-4107

E-mail: info@huronkinloss.com
Website: <http://www.huronkinloss.com>

4.7

Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th floor
Toronto, Ontario
M7A 2S9

September 21, 2021

copy to agenda

Via Email attorneygeneral@ontario.ca

Re: Copy of Resolution #651

Motion No.: 651

Moved by: Don Murray Seconded by: Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby supports Northumberland County and the City of Toronto in their plea to include in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court AND directs staff to distribute as they see fit

Carried

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Lush".

Kelly Lush
Deputy Clerk

c.c all Ontario Municipalities

Finance & Audit Committee Resolution

Committee Meeting Date: July 6, 2021
Agenda Item: 9b
Resolution Number: 2021-07-06-465
Moved by: R. Crank
Seconded by: W. Cane
Council Meeting Date: July 21, 2021

"That the Finance and Audit Committee, having considered Report 2021-115, 'Municipal Court Managers' Association / POA Advocacy' recommend that County Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions, and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court; and

Further That the Committee recommend that County Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I or Part II of the POA, and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a justice of the peace; and

Further That the Committee recommend that County Council request the Ministry of Transportation in consultation with Municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions; and

Further That the Committee recommend that County Council direct staff to forward a copy of this resolution to the Ministry of the Attorney General, MPP David Piccini (Northumberland – Peterborough South), and all Ontario municipalities."

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

Council Resolution

Moved By J. Henderson

Agenda
Item 10

Resolution Number
2021-07-21-491

Seconded By S. Arthur

Council Date: July 21, 2021

"That County Council adopt all recommendations from the five Standing Committees, as contained within the Committees' Minutes (July 5, 6, 7, 2021 meetings), with the exception of any items identified by Members, which Council has/will consider separately, including Item 9f of this agenda, the 'Thompson Bridge Closure'."

Recorded Vote
Requested by _____

Councillor's Name

Deferred _____

Warden's Signature

Carried  _____

Warden's Signature

Defeated _____

Warden's Signature

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberlandcounty.ca or 1-800-354-7050 ext. 2327



Report 2021-115

Report Title: Municipal Court Managers' Association / POA Advocacy

Committee Name: Finance and Audit Committee

Committee Meeting Date: July 3, 2021

Prepared by: Randy Horne, Court Services Manager

Reviewed by: Glenn Dees, Director of Finance/Treasurer

Approved by: Jennifer Moore, CAO

Council Meeting Date: July 21, 2021

Strategic Plan Priorities: Leadership in Change

Recommendation

"That the Finance and Audit Committee, having considered Report 2021-115, 'Municipal Court Managers' Association / POA Advocacy' recommend that County Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court; and

Further That the Committee recommend that County Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I or Part II of the POA and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a justice of the peace; and

Further That the Committee recommend that County Council request the Ministry of Transportation in consultation with Municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions; and

Further That the Committee recommend that County Council direct staff to forward a copy of this resolution to the Ministry of the Attorney General, MPP David Piccini (Northumberland – Peterborough South), and all Ontario municipalities.”

Purpose

Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable.

The proposed Early Resolution reforms in Bill 177 Stronger, Fairer Ontario Act do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system. These changes create procedural barriers that prevent reasonable and effective access to court procedures by replacing a simplified process currently in place with a complex lengthy process.

Background

Northumberland County is not currently opted into the formal Early Resolution process as provided for in the Provincial Offences Act (POA). Early Resolution discussions occur informally, scheduled with the Prosecution Team for all defendants (or their agents) who indicate option 3 (Trial) in response to a Part I (or Part II) charge.

The existing Early Resolution legislation (formal process) provides persons charged with minor offences under Part I (or Part II) of the POA with an option to meet with the prosecutor to resolve matters without the necessity of a trial proceeding. The informal early resolution regime has largely been successful in Northumberland County; providing timely access to justice and being the first POA proceedings to resume during the COVID -19 emergency. The number of Part I matters processed through the early resolution option is approximately 25% of all new charges filed annually and the resolution rate (pre-Trial) is approximately 90%. Approximately 20% of charges Fail to Respond and are convicted in absentia, while 55% of charge fines are paid without a Resolution Meeting or Trial.

The level of public participation in exercising an Early Resolution option in Northumberland County is a clear indication that whether opted into the formal Early Resolution process, or not, the rules under the existing Early Resolution section of the POA are easy for the public to understand and provides access to the justice system for minor offences.

Consultations

The Municipal Court Managers Association (MCMA) has conducted a detailed review of the impact the proposed changes will have on administrative processes and resources. The Bill

177 changes to the formal Early Resolution section of the POA will increase processing steps from the existing 15 administrative processes to over 70 processes. This represents an increase in processes of over 400%. Although Northumberland County has digitized and modernized administrative processes to permit the defendant to file their request digitally, the POA court remains dependent upon the Province's antiquated adjudicative case management system (ICON). Given the lack of a modern adjudicative case management system, the impact of the additional and complex legislative processes under the proposed changes to the Early Resolution section of the POA would likely require additional full time Court Clerks to administer the proposed lengthy and complex early resolution process, should Northumberland County choose to opt into the formal Early Resolution process to take advantage of proposed efficiencies in the legislation.

Simplifying the POA to provide for a more efficient, effective justice system with more convenience and proportionate options to the public for minor offences under Part I of the POA, should not require an increase in processes. Permitting any (formal or informal) early resolution meeting to be held in writing and permitting the filing of written agreements between the prosecutor and defendant to be registered administratively as a court outcome by the Court Clerk immediately provides an accessible streamlined efficient and modern court system to the public.

Legislative Authority/Risk Considerations

The current legislative framework for formal (opted-in) Early Resolution consists of one (1) section with 27 subsections or paragraphs supported by approximately 15 administrative processes. This legislative framework permits a defendant to request a meeting with the prosecutor, request a change to the appointment date once, attend a meeting with the prosecutor and have the outcome of the early resolution meeting recorded by the court on the same day as the meeting.

The proposed changes to the Early Resolution section of the POA under Bill 177 creates a more complex legislative framework for formal Early Resolution process, with five (5) sections and 43 subsections, paragraphs or subparagraphs. This represents an approximate 60% increase to the number of rules.

Discussion/Options

Operational pressures that existed prior to the pandemic have become more pronounced and need to be met with legislative reforms to enable timely recovery of Provincial Offences Courts

POA Courts has long advocated for legislative reforms streamlining and modernizing Provincial Offences Courts in support of equitable and timely access to justice. Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable. The attached MCMA request seeks to align and validate the POA courts position on the following legislative barriers:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 and requesting to take immediate action to streamline and modernize this section of the

legislation. Under the proposed amendment, complex time periods and rules will be introduced including a redundant abandonment period, and delay in recoding of court outcomes which will result in multiple defendant appearances.

2. Enact changes to the *Provincial Offences Act* and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing. By so conserving court time and judicial resources.
3. Ministry of Transportation in consultation with municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.

Throughout 2020, three separate orders were issued by the Ontario Court of Justice and the Province adjourning all court matters, suspending all *Provincial Offences Act* timelines and later extending these timelines into 2021.

The Chief Justice of Ontario and the Province of Ontario issued separate emergency orders in response to the pandemic throughout 2020 directly impacting Court Services operations.

A set of orders issued by the Chief Justice of Ontario and the Province built on each other and affected the legislative timelines under the *Provincial Offences Act*, meaning that the typical timeframe to respond to a ticket or other court matters governed by the *Provincial Offences Act* no longer applied. The orders extended timelines from March 16, 2020 through to and including February 26, 2021.

Simultaneously, the Chief Justice of Ontario also issued a set of orders that adjourned all court matters from March 16, 2020 until January 25, 2021. This resulted in postponing of over 2,000 trial matters until 2021, at the earliest. As part of court recovery, the Chief Justice advised Provincial Offence Courts that non-trial matters could go ahead by audio hearings by September 28, 2020 and that the resumption of remote trials could go forward as early as January 25, 2021, dependent on local judicial approval and court readiness. In-person trials would continue to be adjourned until the court schedule is approved by the Regional Senior Justice of the Peace, and all health and safety measures have been implemented.

The recovery of Provincial Offence courts was impeded by lack of timely direction from the Province concerning the resumption of services. While the provincial objective was to provide a consistent approach to the resumption of Provincial Offences Courts, priority was given to resuming Criminal Court operations. This often resulted in changing timelines and direction. Coupled with the existing issue of limited judicial resources which was intensified throughout the pandemic, Court Services could not effectively respond to the growing volume of pending cases which directly impacted the public's access to justice.

Bill 177 aims to modernize and streamline the Provincial Offences Courts

Legislative amendments to the *Provincial Offences Act* were passed by the Ontario Legislature in December 2017 under Schedule 35 of Bill 177 *Stronger, Fairer Ontario Act*. These amendments include reforming of the Early Resolution process, improving the collection of default fines, and expanding the powers of the clerk of the court. However, the proposed Early

Resolution reforms came short as they do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system.

In December 2019, the Ministry of the Attorney General advised that it intends to implement Bill 177 amendments through a phased approach. To date the Attorney General has only proclaimed and implemented section 48.1 allowing for use of certified evidence for all Part I proceedings. The rest of Bill 177 amendments are scheduled to be proclaimed later in 2021.

Bill 177 reforms to the legislated Early Resolution process will prevent reasonable and effective access to court procedures by creating a complex and lengthy process

Early Resolution is an optional program Provincial Offences Courts can offer allowing defendants who opt to dispute their charges to request a meeting with a prosecutor to resolve the charges prior to a trial.

Under the proposed amendment, when a defendant attends a meeting with the prosecutor, the outcome is not recorded by the court immediately and there is a myriad of rules to navigate that result in a court outcome. For example, depending on the agreement, a defendant may have to appear before a Justice of the Peace to register the agreement and there are potential additional appearances required by the defendant and the prosecutor before an outcome is registered by the court. In addition, there are multiple complex time periods and myriad of rules including a redundant abandonment period before an outcome is registered. The inclusion of a proposed abandonment period is redundant as fairness and administrative of justice principles already exist in other sections of the *Provincial Offences Act* including the right to appeal a conviction or a sentence. The complexity of the numerous additional rules will not be easily understood by the public and will hinder access to justice.

Early Resolution process could aid in municipal Provincial Offences Court recovery if the section amendments were edited to make it easy and more convenient for the public and prosecutors to engage in resolution discussions. Northumberland County Court Services would reconsider offering a formal Early Resolution option if the Ministry of the Attorney General were to make it more effective and efficient to administer Early Resolution proceedings.

Closure of courts due to the pandemic resulted in a decrease in fine payments and increased pending caseload

The extension of *Provincial Offences Act* timelines, along with the continued closure of court hearings impacted many of Court Services operational drivers. While court front counters were reopened in 2020 to provide essential administrative services, the ability to process charges and to address pending caseload was greatly impeded.

In turn, court revenue was impacted by operational instabilities such as, extension of the requirement to pay and defaulting of a fine. It is important to note that this is considered a deferred revenue as all outstanding fines are debt to the Crown owed in perpetuity and never forgiven. The ability to collect on debt diminishes the older a fine becomes.

There is an understanding that defendants request trials to seek resolutions that reduce demerit points. If demerit points were suspended for a period for those acknowledging their guilt and

paying the ticket, it may encourage defendants to pay their traffic ticket, thus reducing trial requests and pressures faced by trial courts. Details such as the time period for offences to which this would apply, what to do if a person receives multiple tickets, as well as determining whether a person without any convictions within 3 or 5 years of payment is to be treated as a first offender could be determined by the ministry.

Financial Impact

The recommendations contained in this report have no financial impact.

Member Municipality Impacts

Legislative change allowing any (formal or informal) early Resolution Meeting to be held in writing and permitting the filing of written agreements between the prosecutor and defendant to be registered administratively as a court outcome by the Court Clerk would benefit Member Municipalities in their Part II/Bi-Law proceedings in alignment with County Part I and II Early Resolution Proceedings.

Conclusion/Outcomes

In response to a the MCMA request for Joint Advocacy on behalf of all Ontario Municipal POA Courts, staff request that the Committee recommends that County Council pass a resolution in support for the listed MCMA recommendations.

Attachments

1. Letter: MCMA Request for Joint Advocacy



Municipal Court Managers' Association of Ontario

c/o Seat of the President
Regional Municipality of York
17150 Yonge St
Newmarket ON L3Y 8V3

May 6, 2021

Dear Members,

Re: POA Streamlining and Modernization

In response to the increased pressures resulting from COVID 19, MCMA is seeking the support of POA Courts to actively lobby the Province for immediate regulatory and legislative changes. As you know, our ability to respond to Increasing caseload and declining fine revenue is limited. These proposed changes will enable flexibility for municipalities to respond to local pressures.

It is important that we leverage this opportunity to create a modern, efficient, and sustainable justice system that meets the needs of court users. The proposed changes include:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation.
2. Enacting changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings.
3. Requesting the Ministry of Transportation in consultation with Municipalities, consider suspending the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.
4. Make regulatory changes to allow for camera-based offences to be administered through the administrative monetary penalties.

The MCMA board has prepared some templated documents to assist in your efforts. Attached you will find: Draft Council Resolution, draft council report for ER Courts and some key messages to support discussion. We understand that support for one or all may vary depending on individual priorities and appreciate your consideration.

Should you have any questions or would like to discuss further please feel free to reach out to any member of the MCMA board.

Lisa Brooks
MCMA President

"Excellence in Court Administration"

City Clerk's Office

Secretariat
Marilyn Toft
Council Secretarial Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2Tel: 416-392-7032
Fax: 416-392-2980
e-mail: Marilyn.Toft@toronto.ca
web: www.toronto.ca

June 24, 2021

In reply please quote:
Ref.: 21-GL23.3**RECEIVED**

AUG - 3 2021

ONTARIO MUNICIPAL AND REGIONAL COUNCILS:

TOWNSHIP OF HURON-KINKLOSS

**Subject: General Government and Licensing Committee Item 23.3
Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial
Offences Act (Ward All)**

City Council on June 8 and 9, 2021, adopted the following resolution and has circulated it to all Municipal City Councils and Regional Councils in Ontario for support:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.



for City Clerk

M. Toft/wg

Attachment

c. City Manager

General Government and Licensing Committee

GL23.3		Adopted on Consent		Ward: All
--------	--	-----------------------	--	-----------

Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

City Council Decision

City Council on June 8 and 9, 2021, adopted the following:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.
4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

Committee Recommendations

The General Government and Licensing Committee recommend that:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal

Info

4.8

copy to agenda

From: Susan Church <susan.church@blueskyregion.ca>
Sent: September 21, 2021 11:02 AM
To: sbeaudoin@bonfieldtownship.org; Jason Trottier; Stephan Graveline; rcmlaren@sympatico.ca; pmcisaac@powassan.net; Pauline Rochefort - External; ntpiper@gmail.com; 'Maureen Lang'; Al McDonald; 'Debbie Miller'; chiefjoanisse@rogers.com; Info; j.leblond@chisholm.ca; Dexture Sarrazin; Ian Pennell; Jason McMartin; Cindy Pigeau; cao@nipissingtownship.com; 'Peter Johnston'; Francine Desormeau
Subject: Accelerated High Speed Internet Program - AHSIP

Good day folks,

I wanted to take a moment to touch base with you to see if everyone is aware of the MOI Broadband funding initiative (Reserve Auction) that is being controlled by Infrastructure Ontario. The RFQ is available on MERX and for any ISP's interested in attempting to apply for funds you must first register with MERX to receive and respond to the RFQ in order to qualify to participate in the RFP process. To find it on MERX look up Ministry of Infrastructure Accelerated High Speed Internet Program.

First you must sign an NDA and then if approved you will be provided access to the Maps for the "Lots" that are in the Auction. Time is essentially running out to do that but I have heard from a number of ISP's that have registered, that the process is a detriment to incumbents in the North and, to smaller ISP's. Those of you who have registered to participate know that the maps are not entirely accurate as many "lots" are actually in your areas where you already have 50/10 service, the lots are much too large to bid on, the technology has been pre-determined and you know that in Northern Ontario often, it is hybrid solutions not one or the other, and there does not seem to have been any consultation with the ISP's that currently serve the North, First Nations or Municipalities.

I have heard from many municipalities that they have been left out of this process as they have heard of how big the lots are and they fear being left behind, again. But, the maps were not made public and therefore most small municipalities don't even know this auction is going on and that very much concerns them.

The only vehicle to voice your concerns if you are registered with Merx or to ask questions, is to reach out to Infrastructure Ontario at highspeedinternetprocurement@infrastructureontario.ca by end of day -September 22.

If you are not registered and therefore out of time to ask questions - contact the Ministry of Infrastructure's Chief of Staff, Aryn Assopardi - Aryn.Azzopardi@ontario.ca asking her to bring your concerns to the Minister. Also, contact Fausto Iannialice who is the Director of Broadband Deployment and Digital Strategy, whom many of you met a couple years back in North Bay. Let Fausto know you are concerned if you are.

While we are grateful to both the Federal and Provincial government for such a significant funding opportunity to level the Broadband playing field, the game rules have to be fair and equitable..... Northern Ontario does not deserve less.

I do hope that you are able to participate somehow and continue to be a significant voice in the process.

Let me know if I can be of assistance.

Best,

Susan

--

Susan Church
Executive Director
Blue Sky Economic Growth Corporation
102-150 First Ave. West
North Bay, ON P1B 3B9
[tel:\(705\) 476-0874](tel:(705)476-0874) ext. 211
www.blueskynet.ca
susan.church@blueskyregion.ca



The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

4.9

Info

From: National Defence / Défense nationale
<DNDRemembrance.SouvenirMDN@forces.gc.ca>
Sent: September 22, 2021 11:00 AM
To: Info
Subject: National Veterans' Week Speakers Program 2021 / Programme national des conférenciers de 2021

copy to agenda

[View this email in your browser](#)



(Le français suit)

**PRESENTATIONS BY CANADIAN ARMED FORCES
MEMBERS
DURING VETERANS' WEEK**

September 22, 2021

Calling all Educators and Community Leaders!

Looking for ideas on how to make this Veterans' Week (November 5-11) memorable? Trying to find an incredible way to bring history to life and hear stories of our veterans?

The Department of National Defence's National Veterans' Week Speakers Program (NVWSP) can help make that happen.

Current serving members of the Canadian Armed Forces (CAF) are available to

help you pay tribute to Canadian veterans who have served and who continue to serve this country with pride.

The NVWSP has developed a series of CAF speaker videos geared toward various audiences and age levels which could be viewed in lieu of an in-person presentation.

Or you might want to invite a CAF speaker for a live virtual presentation with your classroom or group. Maybe you'd like to participate in an online virtual question and answer sessions during our "Ask a CAF speaker" series.

While it may not be the same as having a CAF speaker in person, we are all in this together and the health and safety of Canadians come first.

If you would like to receive the links to our CAF speaker videos, or register for a live virtual presentation or the "Ask a CAF speaker" question and answer sessions, visit the 2021 National Veterans' Week Speakers Program webpage (<http://Canada.ca/caf-veterans-week-speakers>).

The deadline to submit your request is **October 28, 2021**. Video links will be available by mid-October 2020. There is no charge for this service.

If you have any questions about this year's program, please contact our national coordinator, Mélodie Gratton at 1-833-223-8322 or via email at: DNDRemembrance.SouvenirMDN@forces.gc.ca.

To supplement your activities, Veterans Affairs Canada offers an array of free, bilingual learning resources available in electronic and print formats to help students remember the importance of honouring Canada's veterans. Materials can be ordered directly at: <http://www.veterans.gc.ca/educators>.

We also encourage you to consider writing to our troops. Our members truly appreciate hearing from Canadians. To find out how you can send a message

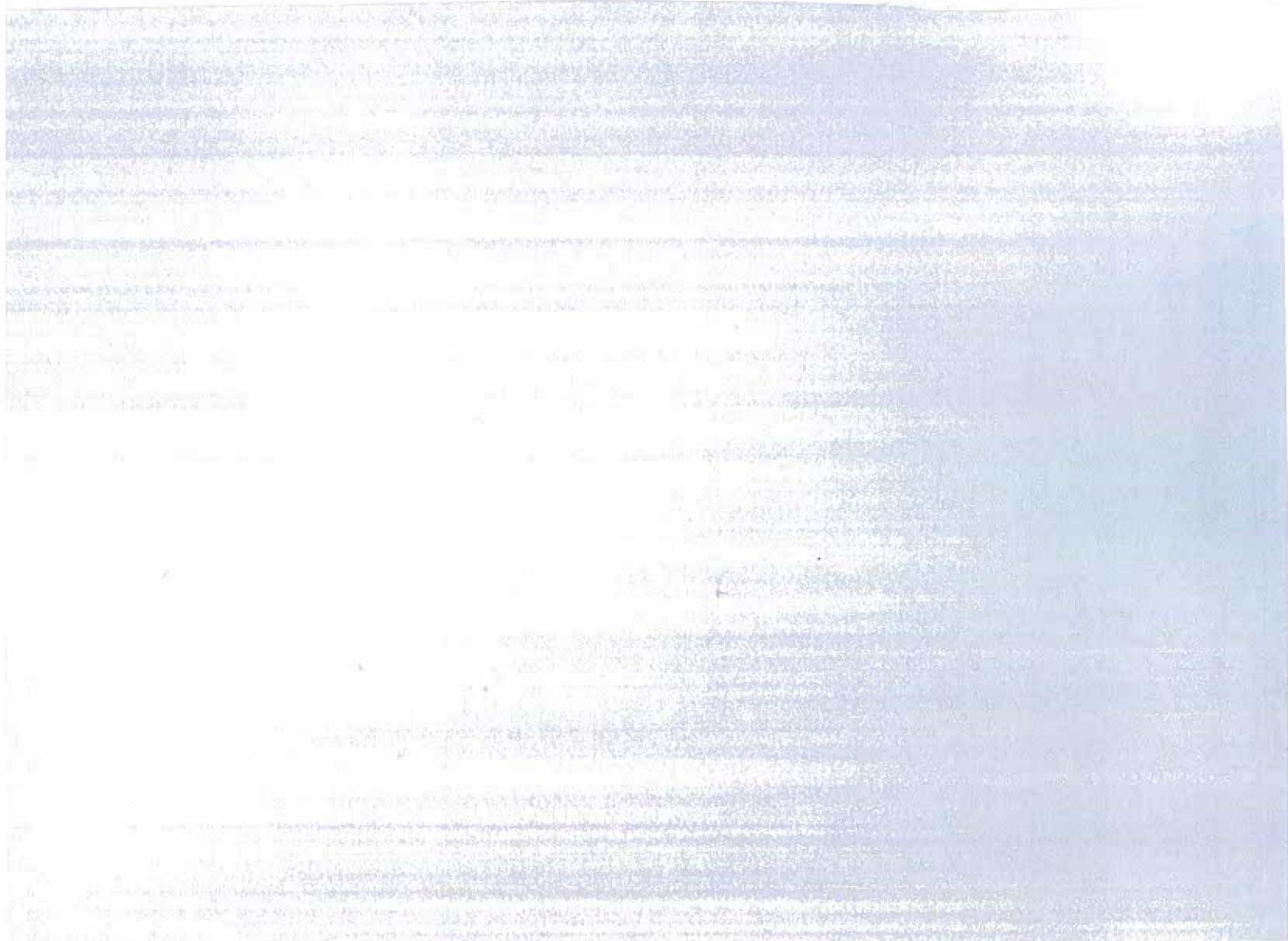
to our members, please visit our Write to the Troops webpage
(<https://www.canada.ca/en/department-national-defence/services/contact-us/write-troops.html>)

Sincerely,

Vance White

A/Director, Outreach and Speechwriting

Assistant Deputy Minister (Public Affairs), Department of National Defence



copy to agenda

Francine Desormeau

From: Backer, Dean (OPP) <Dean.Backer@opp.ca>
Sent: September 22, 2021 9:52 AM
To: Francine Desormeau; Dexture Sarrazin (dexcsarrazin@gmail.com); Dexture Sarrazin; 'garrythibert@gmail.com'; 'garrylarose@gmail.com'; Bruce Ross; Loren Mick; Robbie Jones
Cc: mayorbob@hotmail.com; 'clerk@papineaucameron.ca'; Ian Pennell; 'Lynda' (clerk@calvintownship.ca); 'murphp@sympatico.ca'; 'Clerk-Treasurer Municipality of Mattawan' (mattawan@xplornet.ca); clerk@southalgonquin.ca; mayor@cityofnorthbay.ca
Subject: FW: Board of Management Meeting
Attachments: Cassellholme Sept. 21.docx

4.10

Good Morning Mayors and staff,

FYI –

Please know that the following decision was difficult however I believe our goal to exit Cassellholme and to find a reasonable allocation to the new home is still forefront and achievable.

Our communities will continue to pursue what is best for our constituents.

I personally couldn't make decisions at the board level that would implicate the very people that put me in my role as Mayor.

I'm confident someone within our group will fill that void till our mandate is completed in 2022.

Our Council and staff will continue to work with our neighbours in order to see the exit.

Thanks... If you have questions or need clarification I'm always available to discuss.

Dean



Tuesday September 21, 2021.

Mr. Chris Mayne
Chair
Cassellholme-Castle Arms
400 Olive St. W
North Bay ON P1B 6J4

Dear Mr. Mayne,

It is with regret that I tender my resignation from Cassellholme/Castle Arms Board of Directors, effective immediately.

I am grateful for having had the opportunity to serve on the board.

I offer my best wishes.

Sincerely,

Dean Backer

4.11

Francine Desormeau

copy to agenda

From: Info
Sent: September 22, 2021 11:25 AM
To: Backer, Dean (JUS); Dean Backer; Dexture Sarrazin; Councillor Thibert; Councillor Larose; Councillor Ross; Councillor Jones; Councillor Mick; Francine Desormeau
Subject: FW: FONOM GO North Video

From: FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>
Sent: Friday, September 10, 2021 7:44 AM
Subject: FONOM GO North Video

Good morning

As you are all aware, FONOM, with the financial support of FedNor, has been creating promotional videos to showcase Northern Ontario as a healthy place for business. Directly below is the most recent video, this time showcasing MetricAid, a business in the Nipissing District. The links to the previous videos are all below the signature line on this email.

I would ask you to please share these videos with your council, colleagues, and social media platforms.

<https://www.youtube.com/watch?v=K6IbAlLAogU>

FONOM will be happy to answer any questions.

Talk soon, Mac

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
615 Hardy Street North Bay, ON, P1B 8S2
Ph. 705-498-9510

P.S. FONOM GoNorth Promotional Videos
https://www.youtube.com/watch?v=1_q0PBPCPZQ&authuser=0
<https://www.youtube.com/watch?v=X81-vtsgs0w>

<https://www.youtube.com/watch?v=LUEGyXL2AXk>

www.youtube.com/watch?v=qkEeQSnLHnA

<https://www.youtube.com/watch?v=DLV-SUC1J9c>

<https://www.youtube.com/watch?v=7rlrgxng-0>

Francine Desormeau

copy to agenda

*Env. & Waste
Dept
file*

4.12

From: Josh Gravelle <JGravelle@ocwa.com>
Sent: September 20, 2021 1:42 PM
To: Paul Dyrda; Francine Desormeau; Josh DeWaal
Cc: Yvan Rondeau; Eric Nielson
Subject: Mattawa DWS - 2021 Internal QEMS Audit Report & Summary of Findings
Attachments: Mattawa DWS - Internal QEMS Audit Report 2021 09 20.pdf; 2021 Mattawa DWS Summary of Findings - (Rev.0).xls

Good afternoon,

The annual internal QEMS audit for the Mattawa DWS was performed in September on DWQMS (version 2.0). The Audit Report has been completed and attached to email.

The Summary of Findings is attached, which contains findings from both external and internal audits. Internal Audit found five (5) Opportunities for Improvement (OFI). All action items have been assigned to the QEMS representative which will be taken care of during the next revision of the Operational Plan. If anyone has any questions, please let me know.

Thanks,

Joshua Gravelle
Process and Compliance Technician
North Eastern Ontario Hub
Ontario Clean Water Agency
Fax: 705-567-7974
Cell: 705-568-7000
Email: jgravelle@ocwa.com

Internal QEMS Audit Report
Water Treatment and/or Distribution Facility

Mattawa DWS Org# 1517
(Facility Name and Org Unit)

Report Prepared By:

Joshua Gravelle
(Internal Auditor)

Report Prepared on:

September 20, 2021
(Date)



Copyright 2008 Ontario Clean Water Agency, Toronto, Ontario
All rights reserved. No part of this form may be reproduced, stored in
a retrieval system, or transmitted in any form or by any means,
electronic, mechanical, photocopying, recording, or otherwise,
without the prior written permission of the Ontario Clean Water Agency.

This Report was prepared for the exclusive use of OCWA and is intended to provide an evaluation of the conformance of OCWA's Quality & Environmental Management System (QEMS) as implemented at the above facility to the requirements of the Drinking Water Quality Management Standard (DWQMS).

The information contained in this Report reflects the Auditor's best judgment in light of the information made available to him/her at the time of preparation.

Nothing in this Report or the related Action Plans should be taken as legal advice. The Auditor makes no representations whatsoever concerning the legal significance of his/her findings, or as to legal matters touched on in this Report, including but not limited to the application of any law to the facts set out herein.

The Ontario Clean Water Agency is the accredited Operating Authority for the Mattawa Drinking Water System (treatment and distribution).

Internal QEMS Audit Report

Facility Name:	Mattawa Drinking Water Systems
Facility Org Unit:	1517
Facility Works (DWS) #:	210001905
Regional Hub Manager	Eric Nielson
Senior Operations Manager	Paul Dyrda
Safety, Process & Compliance Manager	Yvan Rondeau
Date Internal Audit From:	August 25, 2021 (desk-top audit)
Date Internal Audit To:	September 9 and 10, 2021 (on-site audit and interviews)
Multi-Facility Operational Plan	No
Description:	Mattawa DWS Operational Plan
Auditor(s)	Joshua Gravelle (Process and Compliance Technician)
Areas Visited	Mattawa Water Treatment Plant
People Interviewed	Paul Dyrda (Senior Operations Manager) via phone, Sept. 10, 2021 Joshua DeWaal (Operator/Mechanic) on-site, Sept. 9, 2021
Documents Viewed	Mattawa DWS Operational Plan and associated procedures and documents.

A. AUDIT OBJECTIVES

The objectives of this internal QEMS audit were:

- To evaluate the conformance of OCWA's QEMS (as implemented at the facility) to the requirements of the Drinking Water Quality Management Standard (DWQMS) Version 2.0,
- To identify and correct nonconformities with the facility's documented QEMS, and
- To assess the effectiveness of the QEMS and ensure that it is continually improving with each cycle.

B. SCOPE

This audit has been designed to encompass all the requirements of the DWQMS. All activities within the scope of the QEMS implemented at the facility (as documented in the facility's Operational Plan) are auditable.

C. PREVIOUS AUDIT RESULTS

The results of the last internal and external audits of this system have been reviewed, to ensure that appropriate corrective action has been implemented to address any nonconformity identified. This review has concluded that:

- Seven (7) Opportunities for Improvement (OFI) identified by the auditor during the previous internal audit (audit report dated August 28, 2020). All items have been addressed.
- There were no findings from off-site 12-month external surveillance audit completed on June 15, 2021.

D. SUMMARY OF FINDINGS

DWQMS Element	Finding
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Records Control	OFI
6. Drinking Water System	OFI
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities and Authorities	OFI
10. Competencies	C
11. Personnel Coverage	C
12. Communications	OFI
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation and Renewal	C
16. Sampling, Testing and Monitoring	OFI
17. Measurement and Recording Equipment Calibration and Maintenance	C
18. Emergency Management	C
19. Internal Audits	C
20. Management Review	C
21. Continual Improvement	C
N/C	Non-Conformity – non-fulfillment of a requirement (Mn) – Minor (Mj) - Major
OFI	Opportunity for Improvement – conforms to the requirement, but there is opportunity for improvement
C	Conforms to the requirement
•	Additional comment added by auditor

E. AUDIT FINDINGS REQUIRING ACTION (NONCONFORMITIES)

It is important that an action plan be developed to properly address all conformance issues. Throughout the audit when a nonconformity was identified, the auditor(s) initiated an action plan that provides details of the conformance issue as well as the recommended steps to be taken to resolve the issue.

It is the responsibility of the Senior Operations Manager (or designate) to ensure that action plans are carried through to completion by:

- identifying staff responsible for resolving the issues,
- setting realistic target dates for completing the various steps necessary, and
- providing details of the results of any actions taken.

The Senior Operations Manager/Operations Manager (or designate) is responsible for monitoring the progress of the action plans and ensuring that action plans are updated to confirm when issues have been resolved and to reestablish target dates as necessary.

The following section summarizes conformance issues and recommended actions identified during the audit. The findings are presented in the same order and under the same headings used in the Internal Audit Questions.

There were no non-conformances identified during the audit; however, five (5) Opportunities for Improvement (OFI) were noted and are described in the summary below.

Those elements marked with an ‘*’ for comment are also described. The changes required in the elements identified with a comment do not have an effect on the effectiveness of the QEMS.

F. OBJECTIVE EVIDENCE & OPPORTUNITIES FOR IMPROVEMENT & COMMENTS

Section	Description of Findings	Type	Action
5. Document and Records Control	Consider adding E- Facility Log Book to OP-05A to capture the newly introduced E-Log books.	OFI	Add E – Facility Log Book to OP-05A and include link to eRIS.
6. Drinking Water System	Consider updating raw water characteristics to 2020.	OFI	Update raw water characteristics to 2020.

Section	Description of Findings	Type	Action
9. Organizational Structure, Roles, Responsibilities and Authorities	It is preferably not have names of personnel in the Operational Plan as people come and go, except where signatures are required. This was an external audit finding for another facility.	OFI	Update section 3.1, remove name of personnel and update to CAO/Clerk.
12. Communications	It is preferred to refrain from using the phrase "essential suppliers and service providers". It is recommended to instead use the phrase "suppliers of essential supplies and services". It is the products and services that are essential, and not the suppliers. This was an external audit finding from another facility.	OFI	OP-12 will be updated throughout with phrase "suppliers of essential supplies and services."
16. Sampling, Testing and Monitoring	Consider updating OP-16 with proper location of the Continuous Monitoring Data Review SOP.	OFI	Update paragraph below 3.4 to mention location of Continuous Monitoring Data Review SOP is in the SOP Binder.

G. AUDIT CONCLUSIONS

The auditor(s) conducted an internal audit of the systems Operation Plan and related documents and procedures and toured the facility to ensure that DWQMS requirements were met. The audit methods used were both interactive and non-interactive (interviews, observation of activities and review of documentation and records).

Taking into consideration all the findings of this audit, the above noted non-conformities, opportunity for improvements and areas of comment, the auditor has concluded that sufficient evidence has been provided to demonstrate that the facility has established a QEMS that meets the intent of the DWQMS.

This report was completed by Joshua Gravelle after an audit of the Mattawa Drinking Water System and Operational Plan on August 25 and September 9/10 of 2021. All information is complete and accurate as to the information provided.

Joshua Gravelle
Internal Auditor(s)

September 20, 2021
Date

- End -

Mattawa Drinking Water System - 2021 Summary of Findings

Revision 0: July 22, 2019

Corrective Actions

Preventative Actions

Other Actions

BMP - Best Management Practices

Mj - Major Non-conformance
Mn - Minor Non-conformance

OFI - Opportunity for Improvement

AI - Action Item
C/Obs - Comments or Observations

IMPORTANT NOTE: A root cause analysis must be completed for all Corrective Actions

Section	Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
Management Review: (Date)							
External Audit (\$1 - 12 Month Surveillance): (Offsite: June 15, 2021)							
No Findings							
Internal Audit: (Desktop: August 25, 2021, Onsite: September 9, 2021)							
3. Commitment and Endorsement	Previous internal audit finding. New employee to OCWA (Josh DeWaal) requires EC 101 course. Various other OCWA training is underway using OCWA's on boarding program.	OFI	When the EC 101 course becomes available nearby, new employee can attend at that point. Josh DeWaal was able to complete the EC 101 course on May 20, 2021.	Joshua DeWaal (Operator/Mechanic OCWA) and Joshua Gravelle (QEMS REP. OCWA)	Oct-21 EC 101 course scheduled for April 29, 2020. Josh DeWaal has been enrolled. Course delayed due to Covid-19 crisis.	May 20, 2021	Now completed the course will be effective in instructing new employee on environmental compliance as it related to OCWA's operations. Training record entered into OCWA's Training Database to verify completion.
5. Document and Records Control	Consider adding E- Facility Log Book to OP-05A to capture the newly introduced E-Log books.	OFI	Add E – Facility Log Book to OP-05A and include link to eRIS.	Joshua Gravelle, PCT/QEMS Rep. (OCWA)	Nov-21		Once updated OP-05A will be effective at showing location of the new E-log book. Updated OP-05A will be sent to Operator and Municipality to update copies onsite. This will be verified during next annual internal audit.
6. Drinking Water System	Consider updating raw water characteristics to 2020.	OFI	Update raw water characteristics to 2020.	Joshua Gravelle, PCT/QEMS Rep. (OCWA)	Nov-21		Once updated OP-06 will be effective at showing up to date info. Updated OP-06 will be sent to Operator and Municipality to update copies onsite. This will be verified during next annual internal audit.
9. Organizational Structure, Roles, Responsibilities and Authorities	It is preferably not have names of personnel in the Operational Plan as people come and go, except where signatures are required. This was an external audit finding for another facility.	OFI	Update section 3.1, remove name of personnel and update to CAO/Clerk.	Joshua Gravelle, PCT/QEMS Rep. (OCWA)	Nov-21		Once updated OP-09 will be effective at showing up to date info. Updated OP-09 will be sent to Operator and Municipality to update copies onsite. This will be verified during next annual internal audit.

Section	Description of Findings	Type	Action	Responsibility/ Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
12. Communications	It is preferred to refrain from using the phrase "essential suppliers and service providers". It is recommended to instead use the phrase "suppliers of essential supplies and services". It is the products and services that are essential, and not the suppliers. This was an external audit finding from another facility.	OFI	OP-12 will be updated throughout with phrase "suppliers of essential supplies and services."	Joshua Gravelle, PCT/QEMS Rep. (OCWA)	Nov-21		Once updated OP-12 will be effective at showing up to date info. Updated OP-12 will be sent to Operator and Municipality to update copies onsite. This will be verified during next annual internal audit.
16. Sampling, Testing and Monitoring	Consider updating OP-16 with proper location of the Continuous Monitoring Data Review SOP.	OFI	Update paragraph below 3.4 to mention location of Continuous Monitoring Data Review SOP is in the SOP Binder.	Joshua Gravelle, PCT/QEMS Rep. (OCWA)	Nov-21		Once updated OP-16 will be effective at showing up to date info. Updated OP-16 will be sent to Operator and Municipality to update copies onsite. This will be verified during next annual internal audit.
MECP Inspection: (Date) (Optional Section)							
MECP Inspection Recommendation and Best Practice Issues							
Action Items Identified Between Management Reviews (include date item was identified)							



Copy to aguda
4.13

760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

September 9, 2021

Via email only

To: Premier Doug Ford – doug.fordco@pc.ola.org
Ontario Minister of Health Christine Elliott – christine.elliott@pc.ola.org
Dave Smith, MPP Peterborough-Kawartha – dave.smith@pc.ola.org
David Piccini, MPP Northumberland-Peterborough South –
david.piccini@pc.ola.org
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock – laurie.scott@pc.ola.org
Ontario Association of Optometrists – oaoinfo@optom.on.ca

Re: **OHIP Eye Care Resolution R2021-593**

Please be advised that during their Regular Council meeting held September 7, 2021, Council passed the following resolution:

Resolution No. **R2021-425**

Moved by Councillor Lambshead
Seconded by Councillor Franzen

Whereas routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

Whereas conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

Whereas payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

Whereas the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

Whereas the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

Whereas the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting

September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

Whereas this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases;

Now Therefore, be it resolved that the Municipality of Trent Lakes requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

That the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

That a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Dave Smith, MPP David Piccini, MPP Laurie Scott, to the Ontario Association of Optometrists, and to all municipalities in Ontario.

Carried.

Sincerely,



Jessie Clark, Director of Corporate Services/Clerk

cc: Ontario Municipalities

Copy to agenda
orig to

NOHFC File No: 7510054

NOHFC / Mattawa
Museum +
Stage
Project
file.

September 08, 2021

Renee-Anne Paquette
Recreation & Facilities Services Manager
Town of Mattawa
160 Water Street, PO Box 390
Mattawa ON P0H 1V0

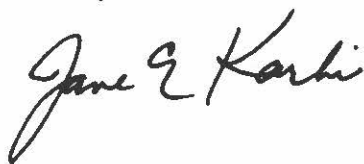
Dear Renee-Anne Paquette:

This is further to your application requesting funding from the Northern Ontario Heritage Fund Corporation (NOHFC) toward the *Mattawa Museum and Stage Project*. Please quote the above file number in future correspondence.

The NOHFC has determined that your project is potentially eligible and will proceed for further review and evaluation. Please note that although your application is proceeding, it does not mean that it will be approved for funding. The NOHFC's programs are non-entitlement, discretionary programs and not all projects meeting the program eligibility criteria will be approved.

To assist you, your application has been assigned to Theo Noel de Tilly, Sudbury / North Bay Area Team Manager with the Ministry of Northern Development, Mines, Natural Resources and Forestry - Regional Economic Development Branch. Within five (5) business days of this letter, a Northern Development Advisor on their team will be assigned to support you in the development of your detailed project proposal. In the interim, you can reach Theo Noel de Tilly at 705-561-7815 or Theo.NoeldeTilly@ontario.ca should you have any questions.

Sincerely,



Jane Karhi
Manager, Program Services

LANDFILL MANAGEMENT COMMITTEE

copy to agenda
4.15

TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

MINUTES

MARCH 18, 2021 - 7:00 p.m. - Mattawa Community Centre

ATTENDANCE: Councillor Don Lemaire (Chair) – Mattawan Township
Councillor Shelley Belanger – Papineau-Cameron Township
Councillor Gary Thibert – Town of Mattawa
Francine Desormeau – Town of Mattawa CAO/Treasurer
Jason McMartin – Papineau-Cameron Township CAO/Clerk-Treasurer

GUESTS: None

Meeting called to order by Councillor Don Lemaire at: 7:05 p.m.

DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST - NONE

ADDITIONS OR CHANGES TO AGENDA - NONE

ADOPT MINUTES OF MEETING HELD ON DECEMBER 1, 2020

Resolution: 2021-01

Date: March 18, 2021

Moved By: Councillor Gary Thibert

Seconded By: Councillor Shelley Belanger

THAT the minutes of the Landfill Management Committee of December 1, 2020 be adopted amended.

Page 3 of 3

Councillor Gary Thibert updated the committee the curbside garbage and recycling collection stopped tracking by cubic meters about 1-2 years ago.

CARRIED

TOPICS:

Resident Identification Card System / Street Road Index Information

- Councillor Gary Thibert mentioned that the curbside pickup contractor sometimes does not know where the municipal boundaries are.

-The committee discussed a municipal tracking system for the gate attendant, such as providing a municipal street index for the gate attendant, to determine that residents living outside our municipalities are not bringing garbage to the landfill.

-Councillor Gary Thibert mentioned that they notice an increase of roofing shingles coming into the landfill. A tracking method, such as building permits issued was suggested. Councillor Gary Thibert mentioned that the contractors from our municipalities are bringing roofing shingles

from their contract jobs in North Bay, etc. into the landfill. This increases the time of sorting and grinding at the landfill.

-No commercial dumping on Saturday's and only during the week was suggested to limit the time spent on sorting.

-Charging the same tipping fees as North Bay and other municipalities was suggested. Francine mentioned that they would compare tipping prices with other municipalities.

Landfill upcoming changes and equipment contract tender or in house / Existing Landfill Equipment Contract Renewal

-Councillor Gary Thibert and Francine updated the committee that the Town will be looking for a contract renewal. Contract Tenders will be coming out soon, and that the Town is looking to review around April 6.

-Councillor Don Lemaire asked if the Landfill Management Committee could see the tender results before the Town of Mattawa decides on a contractor.

-The Landfill Management Committee decided that a special meeting will be called to review the tender bids before the Town of Mattawa decides on a contractor. Francine will communicate with Councillor Don Lemaire on the dates when receiving the tender bids, in order to call the special meeting.

NEW BUSINESS

-The committee determined that the legal letters between Papineau-Cameron Township and the Town of Mattawa would be separate from the Landfill Management Committee level at this time.

-Councillor Shelley Belanger mentioned about having a curbside free day as an effort to reduce the waste going into the landfill. Francine mentioned that the Town would look into this option.

-Francine updated the committee that the landfill gate now has debit/credit card payment services.

-Francine and Councillor Gary Thibert mentioned that the landfill gate is charging contractors with an open-ended invoice approach. The gate attendant tallies the contractors multiple loads and load sizes at the end of the day and then issues an invoice to the contractor.

-Francine and Councillor Gary Thibert mentioned that the Ontario Power Generation Station and the Algonquin Nursing home will be having contractors generating a large sum of garbage for year 2021. As a pilot project, both properties will be having three 40 yard bins on their construction site for the duration of their projects. Here the contractors will pre-sort the material on site prior to attending the landfill site with unsorted material

-Councillor Don Lemaire mentioned that the Ontario Power Generation Station is looking on having a minimum of 75 contractors working at the hydro dam this summer.

Next meeting date

-Sometime in May 2021, Depending when the contract tenders come in. The Town of Mattawa will let the chairperson know about the tender arrivals.

ADJOURN

Resolution: 2021-02

Date: March 18, 2021

Moved By: Councillor Shelley Belanger

Seconded By: Councillor Gary Thibert

THAT the Landfill Management Committee meeting adjourns at 7:43 p.m.

CARRIED

4.16

Amy Leclerc

From: Renee Paquette
Sent: September 22, 2021 2:50 PM
To: Amy Leclerc
Subject: FW: Corporate Gym Membership

Correspondence – for agenda



Recreation and Facilities Services Manager
Corporation Town of Mattawa
450 Hurdman Street
Mattawa, ON P0H 1V0
1-705-744-2311
renee.paquette@mattawa.ca
www.mattawa.ca



From: Keith Dillabough <dillabough1200@gmail.com>
Sent: September 21, 2021 2:38 PM
To: Renee Paquette <Renee.Paquette@mattawa.ca>
Subject: Corporate Gym Membership

Hi Renee, here is my request to Town Council for a corporate gym rate for the curling club members. Do I need to fill out a form or anything to submit it, or can you forward it?

"The Voyageur Curling Club (VCC) would like to request a corporate rate package for the gym to offer to its members. The annual fee for a corporation or organization to access the corporate for its members is \$500. The Voyageur Curling Club Executive would like to request a corporate rate package for its members, but with the \$500 fee waived. This will provide an additional incentive for new members to join the VCC and provide additional members for the gym as well. We have enjoyed our working relationship with the Town of Mattawa and would like to strengthen our partnership more with this agreement."