

CORPORATION OF THE  
TOWNSHIP OF BILLINGS

AGENDA

December 4, 2018 at 7:30 p.m.

34 Henry Dr. Park Centre, Lower

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES           a) November 6, 2018
5. DELEGATIONS
6. COMMITTEE REPORTS
7. OLD BUSINESS
8. NEW BUSINESS
  - a) Deputy Mayor
  - b) Councillor Training
  - c) 2019 Conferences
  - d) Meeting Location
  - e) 2019 Meeting Dates
  - f) By-law 2018-48 MMAH grant for taxes
  - g) By-law Minimum Maintenance Standards  
2018-49
  - h) By-law Cheque Signing Authority  
2018-50
  - i) Cannabis Retail Store Licencing
  - j) Committee Appointments
  - k) Municipal Office Mould Assessment
9. CORRESPONDENCE           a) Resolution from Town of Kearney
10. INFORMATION
  - a) Stantec Consulting Ltd.  
Notice Study Design Report for  
Little Current Swing Bridge
  - b) AMCTO Policy Brief

Staff/Council Relations  
c) Heritage Centre Minutes  
d) Committee Report - Barb Erskine

11. ACCOUNTS FOR PAYMENT
12. CLOSED SESSION
13. CONFIRMING BY-LAW
14. ADJOURNMENT

# MEMORANDUM

TO: Mayor and Council  
Cc: Floyd Becks, Public Works Superintendent, Megan Bonenfant, Deputy Clerk, Todd Gordon, Economic Development Officer  
FROM: Kathy  
DATE: November 29, 2018  
SUBJECT: December 4, 2018 Council Meeting

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Quick summary of the agenda:

## **New Business**

a) Deputy Mayor: Council will need to pass a resolution to appoint a Deputy Mayor. This is the person who shall act in the absence of the Head of Council.

b) Councillor Training: The Association of Municipalities of Ontario (AMO) will be holding a training session in North Bay on March 8, 2019. Anyone that is interested in attending should let me know. Since we have not completed the 2019 budget yet we should have a resolution to register any Councillor that is interested in attending. The cost to register for the one day is \$360 plus hst.

March 9, 2019 has a ½ day course on Land Use Planning. I'm not sure what value this would be - our planning decisions are guided by the Manitoulin Planning Board. The cost of the Land Use Planning is \$200 for the ½ day workshop (and an additional night in a hotel).

c) 2019 Conferences. The main conferences that are held are Rural Ontario Municipal Association (ROMA), Ontario Good Roads (OGRA), Federation of Northern Ontario Municipalities (FONOM), and Association of Municipalities (AMO).

ROMA – January 27-29 at the Sheraton, Toronto – registration cost \$600

OGRA – February 24-27 in Toronto – registration \$625

FONOM, May 8, 9, 10, Sudbury – not sure of registration costs

AMO August 18-21 Ottawa – usually around \$900

Registration for ROMA and OGRA are now open, FONOM has no information posted on their website at this time. Anyone going to AMO will need to book a hotel room as soon as they are available for booking, with registration later in the year.

d) Meeting Location. In the recent months there has been a number of taxpayers attending the Council meetings. Currently the office can accommodate around 8 – 10 people comfortably. If there is a continued interest in attending the Council meetings, then Council should consider changing the location of the meetings to the Park Centre. Moving the meetings to the Park Center would allow the reconfiguring of office space to make it more workable for staff.

e) 2019 Meeting Dates: Included in the agenda package is a draft meeting date schedule. We have changed the date of the first meeting in January to January 8, from January 2, 2019. Included in the

schedule is two meetings in August. For the last couple of years, we have only had one Council meeting in August. Does Council want to continue with only one meeting in August? Any known revisions from the regular schedule should be determined now, if possible, as the meeting dates will be posted on the website.

f) By-law 2018-48. Quick History. In 1997 or 1998 the Mike Harris government passed legislation making any property purchased by a First Nation as taxable (properties purchased/owned before that are tax exempt). The First Nations have challenged this but there has been no resolution yet. Since the change in legislation the M'Chigeeng First Nation has purchased some properties in Billings Township but have not been paying the taxes on these properties. So, we have been treating the properties the same way that we treat all delinquent property taxes by starting the tax sale process. The Ministry of Municipal Affairs and Housing then pays us the taxes and we enter into a grant agreement, a copy of the current one is included in the agenda package. This has become a normal process for us. This time they have decided to pay us before we start the tax sale process. By passing the by-law the township will get the money that is owing to us for 2017 and 2018 (minus any interest added after the time the MMAH has calculated the taxes). I will prepare a resolution to give the by-law three readings and enact it so that we can receive the money from the Province.

g) By-Law 2018-49 Minimum Maintenance Standards. Sorry to have to add this one to your first agenda, but due to the cancellation of the November 16, 2018 meeting the by-law was not passed. The 2014-2018 Council decided/approved that the township would post signs on specific roads to demarcate a bicycle route/trail. This creates a great liability for the Municipality especially in the winter time when the winter maintenance standards for bicycle trails and sidewalks are stricter than the winter maintenance for roads. So, in order to protect the municipality from the liability of the winter maintenance of the bicycle trails the township can pass a by-law stating that the bicycle trails are not winter maintained. That is the reasoning behind the new/revised by-law. While the new by-law was being prepared Public Works reviewed the list of roads that are included in the appendix and some minor changes were made, such as adding the new roads in the Inspiration Point Subdivision, adding the unnamed road off of Newburn Road and removing an unmaintained road allowance that was included in the original by-law. Manitoulin Island Cycling Advocates (MICA) received grant money for these signs and part of the agreement was that the signs had to be up this year. For liability reasons I have advised Public Works Staff that the signage cannot go up until the Maintenance Standards By-Law has been passed. Your assistance in passing this by-law would be greatly appreciated as Council has made a commitment to MICA and Council has a responsibility to the taxpayers of the township to mitigate risk of lawsuits. I will prepare a resolution for the enactment of this by-law.

h) By-Law 2018-50 Cheque Signing Authority. With the new Council commencing, a review of our signing authority by-law is one of the first things Council needs to consider. Currently the signing authorities for the Township are Mayor Hunt, Deputy Mayor Sharon Alkenbrack and staff Kathy McDonald and Bruce Mercer. I have discussed with Mayor Anderson and the by-law will be prepared having the Mayor, Deputy Mayor, CAO/Clerk and Treasurer with signing authority. These people will have to be named in the by-law. At least two of the four (1 council + 1 officer, or both officers) will need to sign on behalf of the Township. I will prepare the by-law leaving the Deputy Mayor's name blank and we can fill that in when we get to this item on the agenda. The resolution to pass the by-law will be prepared for the meeting.

i) Cannabis Retail Store Licensing. Megan has prepared some information for you, which is included with the agenda package. We do not expect that you will be making any decisions at this meeting, but it is

something that you will have to make a decision about relatively quickly. If at all possible, I would like to see a decision made at the December 17, 2018 meeting, or at the January 8, 2018 meeting at the latest. If the deadline is missed, for any reason, the decision will be made for you by the Province.

j) Committee Appointments: Any information that I have regarding current Terms of References, Committee mandates, etc. has been included in your yellow reference binder. The appointments to the "external" committees should be made as soon as possible and a resolution needs to be passed. These Committees are:

- Manitoulin Municipal Association (MMA). This consists of the Mayor and usually the Deputy Mayor. I understand that there is an MMA meeting in December.
- Community Policing
- Provincial Offences Act Board of Management (POA)
- Planning Board
- Joint Building Systems Committee
- Welcome Centre Building Operations
- Western Manitoulin Development Officer Committee – meets infrequently; Sharon A. has been the township representative on this committee.
- Deer Management – no rush, they meet in the spring.
- Kagawong River Water Management Plan Standing Advisory Committee: Appointment should be done before the next meeting of the KWMP committee.

k) Municipal Office Mould Assessment. In July it was discovered that the crawlspace/basement under the municipal office was full of water. Air quality tests were performed as well as visual inspections and a report has been submitted by Tulloch Engineering. A further report has not yet been received which will deal with the remedial action that will have to be taken concerning the fuel smell that we sometimes have in the office. It has yet to be determined the disposal method of the contaminated water (possibility of having to have it removed by a company licensed to remove hazardous waste). Unfortunately, remediation of the issues is probably going to be quite expensive, and Council should have a plan put in place regarding the process of making the building safe for the occupants. Page 6 of the report contains recommendations to mitigate further potential impacts from airborne mould spore concentrations and visible mould growth. My recommendation is that Council approve the installation of air scrubbers as soon as possible and then work quickly to create a plan to complete the remaining suggestions in the report.

One of our issues with the water in the crawlspace/basement is that the drainage from the office roof goes directly into the crawl space/basement and should be redirected as soon as possible. The water from the two-story part of the building runs into a drain that runs under the entrance to the public washrooms. The drain is not of a sufficient size to remove the water in an expedient manner, and the entrance to the public washroom floods and remains flooded for approximately an hour after the rain stops. The other issue is that there is the probability that the water table is higher than the crawlspace floor and as long as the lake level is high the problem will continue.

#### **Correspondence:**

\*From time to time Council will be receiving requests for support for some issues that the requesting municipality feels is an important issue and desires support from other municipalities. When we receive

such a request, if the mayor and I decide it should be on the regular agenda it will be, if we feel that it is not something that Billings Twp. will support then it will be placed under information.

a) Request for support from the Town of Kearney regarding the Municipal Voters' List. As you may have been aware, there were issues with the voter's list for the Municipal Election. The Town of Kearney has made a suggestion regarding the Voters list and would like support. I will prepare a resolution.

**Information:**

This section is used to provide information to Council that I think does not require discussion but could be of interest to Councillors and there is a record that you have received it. If you would like to have a discussion, at the Council table, regarding anything that is put under information then please let me know.

**Accounts for Payment:**

You will receive the list of Accounts for Payment on the day of the Council meeting. Historically the cheques are printed on the day of the Council meeting so the Accounts for Payment are presented to Council at the meeting.

**Closed Session:**

There is no closed session scheduled for this meeting.

**Confirming By-Law:**

At the end of every meeting a by-law is passed that confirms the "events" of the meeting. This by-law gives every decision (resolution) made during the meeting the same force and effect of a by-law (which the *Municipal Act* dictates is the only vehicle through which a council can exercise its powers). There will be a copy of the by-law attached to this agenda but will not be included in further agenda packages unless there is a change to the by-law.

Kathy

Council of the Corporation of  
The Township of Billings  
Regular Meeting  
November 6, 2018

Present: Deputy Mayor Sharon Alkenbrack, Councillors Nora Bath-Haring, Barbara Erskine, Brian Parker

Staff: Floyd Becks, Public Works Superintendent; Megan Bonenfant, Deputy Clerk, Todd Gordon, Economic Development Officer and Kathy McDonald, CAO/Clerk

Media: Tom Sasvari

Members of the general public

2018-299 Bath-Haring – Erskine

BE IT RESOLVED that this regular meeting of Council be opened with a quorum present at 7:30 p.m. with Deputy Mayor Alkenbrack presiding.

Carried

2018-300 Erskine – Bath-Haring

BE IT RESOLVED that the agenda for the November 6, 2018 regular meeting of Council be accepted as amended.

Carried

The agenda was amended to move item 10. Information d) Update on Kagawong Power Station to 9. Correspondence e).

2018-301 Bath-Haring – Erskine

BE IT RESOLVED that Council accepts the minutes of the October 15, 2018 regular meeting as presented.

Carried

Councillor Bath-Haring reported on the Museum meeting of October 16, 2018. History Day will be August 8, 2019.

Councillor Erskine reported on the Recreation Committee. They had a successful family dance on October 27 and the monthly meeting was held November 5<sup>th</sup>. The next meeting will be December 3, 2018.

Councillor Erskine reported that some of the Members of the Go Green Committee went to the 2018 Green Expo in Sudbury.

Councillor Alkenbrack reported on the October 16, 2018 library board meeting.

Councillor Alkenbrack reported that the Economic Development Committee has installed lights around the maze and that the Scarecrow hunt had a large number of participants.

2018-302 Erskine – Parker

BE IT RESOLVED that by-law 2018-45, being a by-law to establish a policy governing council-staff relations, be given second and third reading and enacted.

Defeated

Recorded Vote:

	Yea	Nay
Deputy Mayor Sharon Alkenbrack		x
Councillor Nora Bath-Haring		x
Councillor Barbara Erskine	x	
Councillor Brian Parker		x

2018-303 Erskine – Bath-Haring

BE IT RESOLVED that Council authorizes the CAO/Clerk to arrange for Code of Conduct training for the incoming Council with the township’s Integrity Commissioner, e4m.

Carried

2018-304 Erskine – Bath-Haring

BE IT RESOLVED that Council agrees to pay for the registration and expenses for Ian Anderson to attend the Municipal Leadership Essentials on November 17, 2018 in North Bay.

Carried

2018-305 Bath-Haring – Erskine

BE IT RESOLVED that the Municipal Office will be closed from Friday December 21, 2018 at 12:00 p.m. until Wednesday January 2, 2018 at 8:30 a.m. and that the landfill will be closed on December 24, and December 26, 2018.

Carried

2018-306 Parker – Erskine

BE IT RESOLVED that the request for a donation from the Manitoulin 4-H Association be noted and filed for consideration during the 2019 budget process.

Carried

2018-307 Erskine – Bath-Haring

BE IT RESOLVED that Council accepts the memorial bench donation for the Kagawong River trail from Manitoulin Streams and authorizes the CAO/Clerk to coordinate the siting and preparation of a foundation for the bench with Public Works, at the township’s expense.

Carried

2018-308 Bath-Haring – Erskine

BE IT RESOLVED that Council authorizes the following accounts for payment:

General Accounts:	\$220,375.71
Water Capital Account:	\$257,221.13



and that the Mayor and Treasurer be authorized to sign cheques number 5877 to 5914 as described in the attached register.

Carried

2018-309 Parker – Erskine

BE IT RESOLVED that By-Law 2018-47, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

2018-310 Erskine – Parker

BE IT RESOLVED that Council adjourns from this regular meeting at 8:00 p.m. until the next regular meeting of Council on November 19, 2018 or Call of the Chair.

Carried

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Sharon Alkenbrack, Deputy Mayor

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Kathy McDonald, CAO/Clerk

These minutes have been approved but are not considered official until approved by Council at a subsequent meeting.





# 2019 Councillor Training Registration Form

Please type or print clearly. Use one form per registrant. Payment **MUST** accompany registration.  
Please fax registration form to 416.971.9372 or email to [events@amo.on.ca](mailto:events@amo.on.ca)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_ Municipality \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Please register me to attend:	Please indicate location	Session Rate
<input type="checkbox"/> Municipal Leadership Essentials	please select from below	\$425 plus HST (\$480.25)
<input type="checkbox"/> As a Member of Council What You Need to Know	please select from below	\$360 plus HST (\$406.80)
<input type="checkbox"/> Land Use Planning: Beyond the Basics	please select from below	\$200 plus HST (\$226.00)

Take both "As a Member of Council What You need to Know" and "Land Use Planing: Beyond the Basics" and save 15% of your overall purchase.

- Register for "As a Member of Council What You Need to Know" and receive complimentary access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca)
- Register for "Land Use Planning: Beyond the Basics" and receive complimentary access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca)

PAYMENT: \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
   Session Rate  HST  Total to be Remitted

Please invoice

Cheque enclosed

VISA                    MasterCard

Payable to:  
 Association of Municipalities of Ontario  
 200 University Avenue, Suite 801  
 Toronto, ON., M5H 3C6

Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

**Cancellation Policy:** Cancellations must be made in writing to [events@amo.on.ca](mailto:events@amo.on.ca), no telephone or fax cancellations will be accepted. Cancellations must be received 10 business days prior to a scheduled session. Cancellations made prior to this date will be refunded less an administration fee of \$65.00 plus HST (\$73.45) per session, no refunds will be made after this date. Names may be substituted at any time.



By completing this registration form you are providing the Association of Municipalities of Ontario (AMO) with consent to send information on all activities related to current and future training sessions and related events. Your information may also be shared with the facilitators of the sessions. If you wish to no longer receive information from AMO on this topics please contact [optout@amo.on.ca](mailto:optout@amo.on.ca) to unsubscribe.

HST 106732944RT 0001

Submit Form

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at MunicipalEducation.ca - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm
  - February 7: Toronto
  - March 1: Sault Ste. Marie
  - March 6: Thunder Bay
  - March 8: North Bay
  - March 20: Kingston
  - March 21: Peterborough
  - March 22: Orillia
  - March 27: Owen Sound
  - March 28: London

## WE ALSO OFFER:



- > eLearning
  - OnDemand
  - Webinars
- > New Council Training



2019  
Council Meeting Schedule

Meeting Date (first Tuesday and third Monday of the month, with adjustments for stat. holidays)	Agenda Items Due Date (Wednesday prior)
January 8	January 3
January 21	January 16
February 5	January 30
February 18	February 13
March 5	February 27
March 18	March 13
April 2	March 27
April 15	April 10
May 7	May 1
May 20	May 15
June 4	May 29
June 17	June 12
July 2	June 26
July 15	July 10
August 6	July 31
August 19	August 14
September 3	August 28
September 16	September 11
October 1	September 25
October 21	October 16
November 5	October 30
November 18	November 13
December 3	November 27
December 16	December 11

ATMO



**Ministry of  
Municipal Affairs**

**Ministère des  
Affaires municipales**



**Ministry of Housing**

**Ministère du Logement**

Municipal Services Office  
North (Sudbury)  
159 Cedar Street, Suite 401  
Sudbury ON P3E 6A5  
Telephone: 705 564-0120  
Toll-Free: 1 800 461-1193  
Facsimile: 705 564-6863

Bureau des services aux municipalités  
du Nord (Sudbury)  
159, rue Cedar, bureau 401  
Sudbury ON P3E 6A5  
Téléphone : 705 564-0120  
Sans frais : 1 800 461-1193  
Télécopieur : 705 564-6863

November 13, 2018

Ms Kathy McDonald  
Clerk-Treasurer  
Township of Billings  
Box 34  
15 Old Mill Road  
Kagawong, ON P0P 1J0

Dear Kathy:

Attached, please find 3 copies of a transfer payment agreement related to the payment of outstanding taxes on certain First Nation owned property within the Township of Billings.

We request that you adopt the agreement by council by-law and arrange for the signing of each copy. In order for us to be able to facilitate the required payment to the municipality by December 31, 2018, please return 2 of the executed copies to me, along with a certified copy of the by-law, by no later than December 14, 2018.

If you have any questions, please do not hesitate to contact me at 705-564-6851 or Mr. Bryan Searle at 705-564-6861.

Yours truly,

A handwritten signature in cursive script that reads "Kathy Horgan".

Kathy Horgan  
Manager, Local Government and Housing

**The Corporation of the Township of Billings**

**By-law 2018-48**

**BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING TO ACCEPT TAX PAYMENT FOR SPECIFIED FIRST NATIONS PROPERTIES**

WHEREAS the *Municipal Act, 2001*, as amended, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Ministry of Municipal Affairs and Housing has indicated its intention to pay tax arrears and the cancellation price on certain First Nations properties; and the designation of properties and amount to be paid for each shall form Schedule "A" to this by-law, also called "Grant Agreement", the total amount being \$36,656.48;

AND WHEREAS the Ministry wishes to assist the Township with respect to the tax arrears accumulated on certain First Nation lands located in the Township and as identified in Schedule "A"

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

1. THAT the payments of amounts listed in Schedule "A" to pay costs related to property taxation are hereby accepted;
2. THAT the Mayor and CAO/Clerk are authorized to execute the funding agreement forming Schedule "A";
4. THAT all funding will be applied and shall be used exclusively for the purpose aforestated.

Read a first and second and third time and enacted this 4th day of December, 2018.

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Ian Anderson, Mayor

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Kathy McDonald, CAO/Clerk



## GRANT AGREEMENT

THIS AGREEMENT (Agreement) effective as of the        day of        , 2018.

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO**  
as represented by the Minister of Municipal Affairs and Housing  
(referred to as "the Province")

AND:

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**  
(referred to as "the Municipality")

**WHEREAS** subsection 302(2) of the *Municipal Act, 2001* authorizes the Minister of Municipal Affairs and Housing ("the Minister"), upon such conditions as may be considered advisable, to make grants and loans and provide other financial assistance to a municipality;

**AND WHEREAS** the Province wishes to assist the Municipality with respect to the accumulated tax arrears on certain First Nation lands located in the Municipality and identified in Schedule "A";

**NOW THEREFORE** in consideration of their respective agreements set out below, the parties covenant and agree as follows:

### ARTICLE 1 GRANT

- 1.01 The Province shall pay to the Municipality a grant of \$36,656.48 (Thirty-Six Thousand, Six Hundred and Fifty Six Dollars and Forty Eight Cents).
- 1.02 The Province will pay the grant amount when the Municipality has complied with subsection 2.02 (1) of this Agreement.

### ARTICLE 2 USE OF THE GRANT AND CONDITIONS

- 2.01 The Municipality acknowledges that the total amount of the grant received is to be used to pay the accumulated tax arrears incurred on the First Nations' land identified in Schedule "A" located in the Municipality.
- 2.02 The Municipality further agrees that any grant received from the Province under the Agreement is subject to the following conditions:
  - 1) Upon signing this Agreement and prior to any grant being paid under Article 1, the Municipality shall provide to the Province a by-law authorizing the execution of this Agreement and naming the signing officers.
  - 2) The Municipality shall apply the entire grant amount to the outstanding property taxes for the M'Chigeeng First Nation's lands that are identified in Schedule "A" attached to this Agreement and shall provide a copy of the tax arrears cancellation certificates to the Province for the properties where a tax arrears certificate has been registered, or for properties where no tax arrears certificate has been registered, a copy of the receipt showing the payment was applied to the taxes owing on the property.

- 2.03 Within 30 days of receipt of payment under this Agreement, the Municipality shall submit a statement, signed by the Treasurer, indicating that none of the First Nation's lands identified in Schedule "A" attached have a tax sale certificate registered against them, which will be the performance measure for this Agreement.

### **ARTICLE 3 DISBURSEMENTS**

- 3.01 Subject to section 1.02 of this Agreement, the Province shall pay the grant amount to the Municipality as soon as possible after the signing of this Agreement.

### **ARTICLE 4 REPAYMENT**

- 4.01 The Province may require the Municipality to repay to the Province any amount of grant received by the Municipality if used by the Municipality in contravention of the Agreement.
- 4.02 If the Municipality fails to repay any amount owing to the Province under the Agreement, including interest, the Municipality acknowledges and agrees that the Province may deduct any unpaid amount from any money payable to the Municipality by the Province, or may exercise any other remedies available to the Province to collect the unpaid amounts.
- 4.03 The provisions of this Article will survive the performance or termination of the Agreement.

### **ARTICLE 5 NOTICES**

- 5.01 Notices by Prescribed Means  
Notices shall be in writing and shall be delivered by postage-prepaid envelope, personal delivery or facsimile and shall be addressed to, respectively, the Province as follows:

The Ministry of Municipal Affairs and Housing  
Municipal Services Office – North  
Suite 401, 159 Cedar Street  
Sudbury, ON P3E 6A5

Attention: Lynn Buckham, Regional Director

and to the Municipality as follows:

The Corporation of the Township of Billings  
P.O. Box 34  
15 Old Mill Road  
Kagawong, Ontario P0P 1J0

Attention: Kathy McDonald, Clerk Treasurer

Notices shall be deemed to have been given (a) in the case of postage-prepaid envelope, five (5) business days after such notice is mailed; or (b) in the case of personal delivery or facsimile, one (1) business day after such notice is received by the other party.

## ARTICLE 6 GENERAL TERMS

- 6.01 **The Municipality's Power to Enter into Agreement**  
The Municipality represents and warrants that it has the full power and authority to enter into the Agreement, that it has taken all necessary actions to authorize the execution of the Agreement and that it is not party to any other agreement that would in any way interfere with the rights of the Province under the Agreement. The parties both represent that their respective representatives have the authority to legally bind them.
- 6.02 **The Municipality not a Partner or Agent**  
Nothing in the Agreement shall have the effect of creating a partnership or agency relationship between the Province and the Municipality.
- 6.03 **Responsibility of The Municipality**  
The Municipality agrees that it is liable for the acts and omissions of its officers, employees, agents, partners, affiliates, volunteers and subcontractors. The Municipality shall be liable for all damages, costs, expenses, losses, claims or actions of any kind arising from any breach of the Agreement resulting from the actions of the above mentioned individuals and entities.
- 6.04 **Agreement Binding**  
The Agreement shall operate to the benefit of and be binding upon the parties and their successors, executors, administrators and their permitted assigns.
- 6.05 **Condonation Not a Waiver**  
Any failure by the Province to insist in one or more instances upon strict performance by the Municipality of any of the terms or conditions of the Agreement shall not be construed as a waiver by the Province of its right to require strict performance of any such terms or conditions, and the obligations of the Municipality with respect to such performance shall continue in full force and effect.
- 6.06 **Changes By Written Amendment Only**  
Any changes to the Agreement shall be by written amendment signed by the parties.
- 6.07 **Entire Agreement**  
The Agreement embodies the entire agreement between the parties with regard to the matters addressed in the recitals to the Agreement and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties at the date of execution of the Agreement.
- 6.08 **Severability**  
If any term or condition of the Agreement, is to any extent invalid or unenforceable, the remainder of the Agreement shall not be affected thereby.
- 6.09 **Force Majeure**  
Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Agreement where such delay or failure is caused by an event beyond its reasonable control.
- 6.10 **Document Retention and Audit**  
For six (6) years after the date upon which any amount paid under Article 1 of the Agreement is fully expended, the Municipality shall maintain all necessary records to substantiate (a) all payments to the Municipality and all disbursements made by the Municipality under the Agreement and (b) that they were made in accordance with the Agreement and with requirements of law. For six (6) years after the date

upon which any amount paid under article 1 of the Agreement is fully expended, the Municipality shall permit and assist the Province in conducting audits of the operations of the Municipality to verify (a) and (b) above. The Province shall provide the Municipality with at least ten (10) business days' prior notice of its requirement for such audit. The Municipality's obligations under this paragraph shall survive any termination or expiry of the Agreement.

6.11 Counterpart

The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

6.12 Schedules

The Agreement includes the following schedule:

- 1) Schedule "A"

The parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO**  
as represented by the Minister of Municipal Affairs and Housing



\_\_\_\_\_  
The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
Date of Signature:

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

\_\_\_\_\_  
Signature  
Name: Austin H. Hunt  
Title: Mayor  
Date of Signature:

\_\_\_\_\_  
Witness  
Name:  
Date:

\_\_\_\_\_  
Signature  
Name: Kathy McDonald  
Title: Clerk Treasurer  
Date of Signature:

\_\_\_\_\_  
Witness  
Name:  
Date:

**SCHEDULE "A"**

The identified properties for the purpose of this Agreement are:

<b>Assessment Roll Number</b>	<b>Tax Arrears Amount</b>
5121-000-001-00700-0000	\$701.57
5121-000-002-01000-0000	\$24,441.11
5121-000-002-01201-0000	\$331.02
5121-000-002-05100-0000	\$920.02
5121-000-002-06400-0000	\$910.14
5121-000-002-11000-0000	\$961.12
5121-000-002-11100-0000	\$715.87
5121-000-002-11200-0000	\$716.37
5121-000-002-11300-0000	\$882.67
5121-000-002-11500-0000	\$716.37
5121-000-002-11600-0000	\$716.37
5121-000-002-11700-0000	\$1,016.40
5121-000-002-11800-0000	\$947.36
5121-000-002-16500-0000	\$947.32
5121-000-002-16600-0000	\$1,016.40
5121-000-002-16700-0000	\$716.37
<hr/>	
<b>Total</b>	<b>\$36,656.48</b>



**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

**BY-LAW 2018-49**

**BEING A BY-LAW TO ADOPT MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS**

WHEREAS section 44 of the *Municipal Act, 2001*, as amended, states that municipalities shall keep all highways and bridges in a reasonable state of repair; and,

WHEREAS Ontario Regulation 239/02 made under the *Municipal Act, 2001*, as amended, sets out the minimum maintenance standards for highways under municipal jurisdiction; and,

WHEREAS all roadways within the jurisdictional boundaries of the Township of Billings have been classified as per Ontario Regulation 239/02; and,

WHEREAS the Council of The Corporation of the Township of Billings deems it advisable to document the adoption Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways;

NOW THEREFORE BE IT RESOLVED that the Council for the Corporation of the Township of Billings hereby enacts as follows:

1. THAT Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways, as amended from time to time is adopted and forms part of this by-law; and,
2. THAT the classification of roads within the jurisdictional boundaries of the Township of Billings attached hereto as Schedule "A" is adopted and forms part of this by-law; and,
3. THAT the Corporation of the Township of Billings makes no assurances that roadway services will be in excess of the minimum standards outlined in Ontario Regulation 239/02; and,
4. THAT where situations arise or applications are made which fall outside of the scope of these standards, the Public Works Superintendent shall respond as they may deem to be appropriate, with respect to budgetary constraint and reasonable practice; and,
5. THAT winter maintenance on highways under the jurisdiction of the municipality shall be conducted annually from October 1 to April 30 inclusive. Sidewalks, recreation trails, bicycle routes and those roads identified as 'seasonal' in Schedule "A" will not be maintained during this time period; and,
6. THAT the authority to close a municipal highway during the winter maintenance period, being October 1 to April 30 inclusive, is delegated to the Public Works Superintendent and the Corporation of the Township of Billings recognizes no obligation to provide emergency vehicle passage on any roads thus closed during this period, nor liability for damages to persons or property resulting from the attempted use of any roads closed during this period.
7. THAT the authority to temporarily close a municipal highway is delegated to the Public Works Superintendent, which may be exercised for any reasonable purpose including but not limited to repair work, transportation of large objects, animals or persons which might create a public hazard, and parades; and,

8. THAT budgets and Council priorities shall be set on the basis of provision of roadway services to that standards outlined in Ontario Regulation 239/02; and,
9. THAT By-law 2004-35 is hereby repealed; and,
10. THAT this by-law shall come into force upon final passing thereof.

**Read a First, Second and Third time and enacted this \_\_\_\_\_ day of \_\_\_\_\_,  
2018.**

\_\_\_\_\_  
Ian Anderson, Mayor

\_\_\_\_\_  
Kathy McDonald, CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2018-49

SCHEDULE "A"

Road	Status	Class
25 <sup>th</sup> Sideroad	Partly seasonal	6
ARDA Road	Seasonal	6
Bay Street	Seasonal (M'Chigeeng maintains in winter)	4
Beach Street (North)	Seasonal (closed Oct 1-April 30 from #32 Beach Street north to intersection at Main Street)	5
Beach Street (South)		6
Concession 4	Not maintained/unopened	6
Concession 8	Not maintained	4
Concession 10 Central		6
Concession 10 East		5
Concession 10 West (Lakeshore)	Not maintained	5
Concession 12 (Lakeshore)	Not maintained	6
Concession 14		6
Billings 20 <sup>th</sup> Sideroad		5
Birch Drive		5
Brandow Point Drive	Seasonal	5
Carter Crescent		5
Cedar Drive		5
Cross Hill Road	Central/M'Chigeeng maintains in winter	4
Dodge Road		4
Foxtower Road		5
Fraser Road	Seasonal	6
Fruchey Street		5
Graham Road	Seasonal	6
Grandor Road		5
Greenwood Lane		5
Gordon Drive		5
Hawk Road		5
Henry Drive		5
Hideaway Road		4
Honora Lakeshore Road	Seasonal	6
Jacksonville Road		5
Jerusalem Hill Road	Seasonal	6
John Street	Central maintains in winter	5
Lagoon Road	Not maintained by Billings Twp	6
Lakeshore Road		5
Lebar Road		4

Lilly Crescent		5
Main Street		3
Manitou Lane		5
Maple Drive		5
Maple Point Road		4
Maplewood Trail		5
McQuarrie Road		4
Mud Creek Road	Seasonal	6
Monument Road		4
Nelson Road		5
Newburn Road	Includes branch-off and cul-de-sac at Billings Con 18 Lot 26.	4
Newburn Lakeshore Road	Seasonal	6
Newby's Sideroad	Not maintained/unopened	6
Oak Drive		5
Old Mill Road		4
Pleasant Valley Road		4
Poplar Drive		5
Rainbow Heights Road		5
Range A Sideroad		4
Robertson Road		5
Rockville Road		4
Sextant Point Drive (North)		5
Spruce Street	M'Chigeeng maintains	5
Tower Road	Not maintained/unopened	
Upper Street		5
Windjammer Road		6

THE CORPORATION OF THE  
TOWNSHIP OF BILLINGS

BY-LAW 2018-50

**Being a By-law to establish the Signing Officers who have authority to sign on municipal accounts**

WHEREAS, the Council of the Corporation of the Township of Billings requires updating its signing authorities:

NOW THEREFORE the Council of the Corporation of the Township of Billings hereby ENACTS AS FOLLOWS:

1. THAT all cheques signed on behalf of the Corporation of the Township of Billings shall be completed as follows:
  - a) One (1) signature from the Mayor Ian Anderson or Deputy Mayor \_\_\_\_\_ and one (1) signature from the CAO/Clerk Kathy McDonald or Treasurer Bruce Mercer; or,
  - b) Two (2) signatures from the CAO/Clerk Kathy McDonald and Treasurer Bruce Mercer.
2. THAT this By-law shall come into force and take effect upon the third and final reading thereof;
3. THAT By-law 2014-43 is repealed.

READ a first, second and third time and enacted in Open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Ian Anderson, Mayor

\_\_\_\_\_  
Kathy McDonald, CAO/Clerk



# Memorandum

To: Council

cc: CAO/Clerk, EDO, Treasurer

From: Megan Bonenfant, Deputy Clerk

Date: 11.28.2018

**RE: Cannabis Retail Store Licensing**

---

## **Recommendation:**

That council consider the information in and appended to this memo carefully over the next two weeks and make a decision at their regular meeting on December 17, 2018, whether to opt in for retail cannabis sales within the township or not.

If council is satisfied that allowing retail cannabis sales in Billings will not be a detriment to public health, youth, or the goal of eliminating the illegal market, then opting in now is prudent as it will maximize the township's financial opportunities.

If council is willing to forgo any future provincial implementation funding and tax revenue and would like to wait and see how the licensing process plays out in other municipalities before allowing retail sales in Billings, then opting out may be the best decision at this time.

## **Background:**

The provincial government has established a framework (the *Cannabis Licensing Act, 2018*) for private retail sales of recreational cannabis products, starting April 1, 2019. Private cannabis sales will be licensed and regulated by the Alcohol and Gaming Commission of Ontario (AGCO). The province has taken the stance that, as cannabis is legal, controlled, and regulated, it requires no special zoning for added control and will be treated in the same manner as any other retail business (zoning-wise). **Retail is a permitted use in all zones within the Township of Billings, except Hamlet Residential.**

Municipalities have **one opportunity to opt out of allowing retail cannabis sales** within their jurisdictional boundaries, and the **decision must be made and received by the AGCO by January 22, 2018**. If the AGCO does not receive notice of a municipality's decision to opt out by January 22, the municipality has opted in by default. If a municipality opts out by January 22, they can reverse their decision and opt in at a later date. If a municipality does not opt out by January 22, they cannot choose to opt out at a later date.

## **Key Points About the Regulatory Framework**

- Full details regarding AGCO licensing process have not yet been released. Appended to this memo is an infographic from the AGCO that lays out the process details that are known at this time.
- There are three parts to the licensing process: operator approval, retail site location approval, and store management licensing. The application fees have been published – a

single store requiring a licensed manager will spend a minimum of \$10,750.00 in application fees.

- There will be a 150 metre buffer around schools where retail cannabis stores will not be permitted. There are no other buffers from any other types of facilities.
- Municipalities and members of the public will have 15 days to submit comments to the AGCO regarding a proposed retail cannabis store location. Municipal comments must be limited to whether or not the location is in the public interest. "Public interest" is narrowly defined as public health and safety, protecting youth, and eliminating the illegal cannabis market. The AGCO will not inform municipalities directly of applications in their jurisdictions, staff will have to monitor the AGCO web portal (iAGCO) daily. Given the short comment period, it is anticipated that there may be instances where the comment period will close before an application can be brought to council for review (see AMO recommendations below regarding a pre-emptive policy statement to guide municipal comments).
- The province will provide funding to municipalities to help cover the costs of implementation of recreational cannabis legislation through the Ontario Cannabis Legalization Implementation Fund (OCLIF) as follows:
  - A first payment in early January 2019 of at least \$5,000.00
  - A second payment following the opt-out deadline of at least \$5,000.00. It is unclear at this time whether municipalities that opt out will receive this second payment.
  - These funds can only be used for costs associated with implementation of cannabis legalization legislation, e.g., OPP costs, policy development, by-law enforcement, etc.
- The province has also committed to sharing 50% of any surplus tax revenue (anything over the projected \$100 million to be received from the federal government during the first two years of legalization) with municipalities that opt in. Municipalities that opt out will not receive any surplus tax monies.

### **AMO Recommendations**

The Association of Municipalities of Ontario has made the following recommendations for municipalities that choose to opt in at this time:

- Establish a 'one-window' point person within senior municipal staff to receive/research/provide information from/to AGCO regarding applications for retail store licensing, to streamline commenting in the 15-day window. This person should be positioned to coordinate review and comments from all appropriate departments.
- Establish a policy statement to guide municipal comments regarding applications for retail store licensing and share this policy statement with AGCO when informing them of the decision to opt in. A sample policy statement is appended to this memo.

### **Summary**

#### Opting In

*Pro:* Will receive future funding if and when it becomes available; opens the door for economic development opportunities in Billings.

*Con:* Opportunity to and impact of comments on applications is very limited, will have very little say in where retail locations end up; cannot reverse decision and opt out later.

Opting Out

*Pro:* Absolute control over cannabis retail in Billings (none); could opt in at a later date.

*Con:* Forfeit potential future funding and economic development within the township related to recreational cannabis.

Respectfully submitted,

Megan Bonenfant  
Deputy Clerk

Attachments:

- 1) AGCO Infographic – Ontario’s Cannabis Retail Regulation Landscape
- 2) AMO Sample Municipal Cannabis Policy Statement
- 3) Minister of Finance letter to AMO President regarding funding
- 4) Public Health Sudbury and Districts letter and consultation paper re: Public Health Considerations regarding opting in/opting out of cannabis retail outlets



AGCO

Agriculture and Agri-Food  
Commission of Ontario

# Ontario's Cannabis Retail Regulation Landscape

## Legal Cannabis Supply Chain



Health Canada regulates the cultivation and processing of cannabis and licenses producers, called "Licensed Producers".

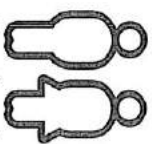


Licensed Producers are the only legal growers/producers of cannabis products in Ontario.



The Ontario Cannabis Store is a Crown agency of the Government of Ontario and is the only legal supplier (wholesaler) of cannabis for private retail stores in Ontario. The OCS operates the only legal online store for recreational cannabis sales in Ontario. The AGCO does not regulate the OCS.

## The Licences and Authorizations you need from the AGCO



**RETAIL OPERATOR LICENCE**  
To be able to legally open a retail store to sell recreational cannabis, you must get a Retail Operator Licence. To get this licence, you must meet all of the eligibility criteria set out in the Cannabis Licence Act and its regulations.  
A Retail Operator Licence allows you to operate one or more retail stores in Ontario. However, you must have a separate Retail Store Authorization for every store you wish to operate.



**RETAIL STORE AUTHORIZATION**  
You must have a Retail Store Authorization for each one of your stores because the Cannabis Licence Act and its regulations require that each store meet certain requirements. Requirements relate to such matters as the store layout and location. The regulations also give residents of the municipality in which the proposed store would be located the opportunity to provide their input.



**CANNABIS RETAIL MANAGER LICENCE**  
In order to ensure the responsible sale of cannabis, there must be at least one licensed manager for each authorized store location. The Cannabis Licence Act and its regulations set out eligibility criteria for the person who will have management responsibilities in authorized stores. This includes having responsibility for the cannabis inventory, for hiring and managing employees, and for ensuring the store operates with honesty and integrity at all times.  
If you are a sole proprietor, and will be both the licensed operator and performing the duties of the retail store manager for a particular store, you do not need to get a Cannabis Retail Manager Licence for your store.

## The Local Community

### MUNICIPALITIES AND FIRST NATIONS RESERVES

Ontario municipalities have a one-time option to opt out of having cannabis retail stores in their communities. Municipalities have until January 22, 2019 to inform the AGCO if they wish to opt out. Municipalities that choose to opt out can opt back in at any time—but once they are in, they may no longer opt out.  
A cannabis store can only be located on a First Nations Reserve if it has the approval of the Band Council.

### RESIDENTS

Residents in the municipality of a proposed cannabis store location have an opportunity to share their views with the AGCO before a retail store is authorized. The Registrar may refuse to authorize the store if it is in the public interest to do so.

The only areas of public interest the Registrar can consider, as defined by the regulations, are related to public health and safety, protecting youth and restricting their access to cannabis, and preventing illegal activities in relation to cannabis.

For more information, visit us online [www.agco.ca](http://www.agco.ca) or call (416) 326-8700 or toll free 1 (800) 522-2876



**Draft Municipal Policy Statement Template:**

The template can be used by a municipality that has chosen to allow retail sales of recreational cannabis.

**Purpose & Vision**

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in (name of municipality).

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality of .....has chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

**Principles for Cannabis Retail Store Locations:****Relationship to Other Applicable Law:**

- **Land Use Planning:** The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- **Municipal Building Inspections:** while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

1. Cannabis Retail Stores and Sensitive activities:

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including ....

The policy can address types of activities where youth or the potential for illegal sales or health risk exist. Please note that Ontario Regulation restricts a cannabis retail store from being located within a distance of 150 meters of a public school or most private schools. The municipality cannot adopt a greater distance. The distance buffer would be measured from the property line, if the school is the primary or only occupant of a building; or the boundary of any space occupied by the school within the building, if the school shares space, like in a mall. This distance buffer would not apply to private schools that hold classes online only, or to First Nation schools located on reserve.

The municipal government may want to suggest other youth facilities such as libraries and community centres if appropriate, or other sensitive facilities that serve persons with mental health or addiction challenges.

The policies cannot be so restrictive that it is impossible to locate a store. Nor can the policy state a specific number of stores permitted.

It is recommended that should the municipal government choose a separation distance from a sensitive use that it be a number, not a range and that a rationale for this distance be provided.

Municipal governments should note that municipal density restrictions on cannabis retail stores are not permitted under the legislation or regulations. However, it is possible that the number of cannabis retail stores in one area could in the future be considered under the public interest criteria in the regulations and merit comment from the municipal government and community.

2. Cannabis retail stores should not be permitted in:

Any prohibitive statements must be considered through the lens of eliminating illegal activity, public health and safety or protecting youth and the regulatory definition of the public interest.

Retail locations, if retail is allowed in a zone other than a commercial zone, such concerns may be noted.

How does this prohibition help youth, create a safer environment or limit illegal activity? A municipal government may choose not to have any prohibitions.

3. Attached is a map showing the retail/commercial zones of the municipality and the activities identified in Section 1 above.

A map showing where retail is permitted and the locations of the activities identified in the first section will be very helpful to the AGCO. Municipal governments may choose to provide some sample separation distances as concentric rings around the activities such as addiction treatment facilities etc. to provide sample set backs. The Ministry of Education is working to identify all schools however; municipalities could also provide this information.





7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-314-6331

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-314-6331

November 20, 2018

Mr. Jamie McGarvey  
President  
Association of Municipalities of Ontario  
200 University Ave, Suite 801  
Toronto, Ontario  
M5H 3C6

Dear Mr. McGarvey:

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
  - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
  - Municipalities that have opted-out will receive only a second \$5,000 each.

.../cont'd

- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.
- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

This information is also being communicated to Heads of Councils. The Deputy Minister of Finance will communicate to each municipality's Treasurer further details on administration of this funding and attach each municipality's specific allocation notice.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the implementation costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g., police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g., 311 calls, correspondence);
- increased paramedic services; increased fire services; and
- by-law / policy development (e.g., police, public health, workplace safety policy).

To assess the impact of the funding, it's my request that the Association of Municipalities of Ontario and the City of Toronto work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. The Ministry of Finance will contact your staff to discuss this process further.

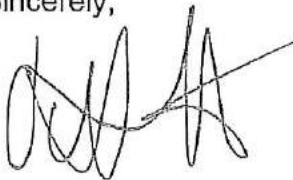
.../cont'd

Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the Province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli  
Minister of Finance

- c. The Honourable Caroline Mulroney, Attorney General  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Pat Vanini, Executive Director, AMO  
Dan Miles, Chief of Staff  
Paul Boniferno, Deputy Attorney General  
Greg Orencsak, Deputy Minister of Finance  
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing  
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of  
Attorney General  
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry  
of Finance  
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning  
Policy Division, Ministry of Municipal Affairs and Housing







**Public Health**  
**Santé publique**  
SUDBURY & DISTRICTS

November 13, 2018

VIA EMAIL

To: All Municipalities in Public Health Sudbury & Districts

Dear Municipality:

**Re: Public Health Considerations regarding opting in /opting out of cannabis retail outlets**

This letter and enclosure are intended to provide public health information in support of municipal deliberations about opting in or out of cannabis retail outlets in their jurisdictions.

In your deliberations, we would encourage you to prioritize the promotion and protection of health and safety for youth, at-risk populations and the general population. Public Health Sudbury & Districts supports activities which delay or reduce the frequency, severity and impact of substance misuse, including cannabis.

We would note that choosing to opt-out would be consistent with the July 31, 2017 consultation paper, *Cannabis Legalization in Ontario* in which Public Health Sudbury & Districts along with a number of other Ontario public health units recommended the provincial government create a regulatory system for the distribution and sale of cannabis. One of the key recommendations was the avoidance of a commercial regulatory model, and instead, it was recommended that a not-for-profit approach to cannabis regulation be adopted with the public health goal of delaying and reducing cannabis use within the population.

Municipalities choosing to opt-in are encouraged to consider health protection strategies early in the decision-making process. As further detailed in the enclosed document, Public Health Sudbury & Districts strongly recommends that municipalities:

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Rainbow Centre**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON P0M 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON P0P 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

101 rue Pine Street E  
Box / Boîte 485  
Chapleau ON P0M 1K0  
t: 705.860.9200  
f: 705.864.0820

**Toll-free / Sans frais**

1.866.522.9200

[phsd.ca](http://phsd.ca)



Healthier communities for all.  
Des communautés plus saines pour tous.

1. Reduce cannabis retail outlet density through minimum distance requirements between cannabis retail outlets and place limits on the overall number of outlets.
2. Prevent the role-modelling of cannabis use and reduce youth access through minimum distance requirements from youth-serving facilities such as schools, child care centers and community centers.
3. Discourage the co-use of cannabis and other substances by prohibiting co-location and enacting minimum distance requirements between cannabis, alcohol and tobacco retail outlets.
4. Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighbourhoods and enacting minimum distance requirements from other sensitive areas.
5. Reduce cannabis consumption and harms by limiting late night and early morning retail hours.

Should you have any further questions or need further information please contact Burgess Hawkins, Manager, Environmental Health at ext. 218, [hawkinsb@phsd.ca](mailto:hawkinsb@phsd.ca) or Anik Proulx, Manager, Health Promotion at ext. 509, [proulxa@phsd.ca](mailto:proulxa@phsd.ca).

Your Truly,



Stacey Laforest  
Director, Environmental Health

And



Sandra Laclé  
Director, Health Promotion

Encls: (2)  
*Cannabis Retail Outlet Considerations for Municipalities.*  
*Consultation Paper, Cannabis Legalization in Ontario*

cc. Dr. Penny Sutcliffe, Medical Officer of Health

## **Consultation paper: Cannabis Legalization in Ontario**

### **Ontario Public Health Unit Collaboration on Cannabis**

The Ontario Public Health Unit Collaboration on Cannabis is a group of substance misuse professionals from 34 health units who have joined together to promote a comprehensive public health approach to cannabis legalization.

This paper was developed by a sub-group of the Collaborative and endorsed by the following public health units:

Algoma Public Health, Brant County Health Unit, Eastern Ontario Health Unit, Elgin St. Thomas, Hamilton Public Health Services, Huron County Health Unit, Kingston, Frontenac, Lennox & Addington Public Health, Leeds, Greenville and Lanark District Health Unit, Middlesex-London Health Unit, Niagara Region Public Health, North Bay Parry Sound District Health Unit, Northwestern Health Unit, Ottawa Public Health, Oxford County Public Health, Peel Public Health, Perth District Health Unit, Peterborough Public Health, Porcupine Health Unit, Sudbury & District Health Unit, Thunder Bay District Health Unit, Timiskaming Health Unit, Wellington-Dufferin-Guelph Public Health, York Region Public Health

July 31<sup>st</sup>, 2017

Ontario Legalization of Cannabis Secretariat  
Ministry of the Attorney General  
720 Bay Street, 11<sup>th</sup> Floor  
Toronto, On  
M7A 2S9

Dear Cannabis Secretariat,

**Re: Consultation on cannabis legalization in Ontario**

Following the federal government's introduction of the *Cannabis Act* (Bill C-45) on April 13, 2017, the *Ontario Public Health Unit Collaboration on Cannabis* would like to take the opportunity to emphasize the importance of keeping the focus on the health of Ontarians as the Government of Ontario moves forward with the creation of a regulatory system for the distribution and sale of cannabis.

A public health approach to cannabis regulation will benefit our Province and the communities within it by allowing for more control over the risk factors associated with cannabis-related harm. We strongly request that the following evidence-informed recommendations be considered as the Government of Ontario moves forward with the creation of a cannabis regulatory system.

***Minimum age for having, using and buying cannabis.***

The Ontario Public Health Unit Collaboration on Cannabis recommends that the minimum age for cannabis to be sold in Ontario be aligned with that of alcohol and tobacco and be set at a **minimum of 19 years of age**. We also recommend that strong consideration be given to raising the minimum age of purchase, sale, possession and use of cannabis, alcohol and tobacco to 21.

Furthermore, we feel it is important that Ontario consult with the rest of the Canadian provinces and territories to ensure that the minimum age is consistent across the country. A consistent minimum age across all provinces and territories would eliminate cross-border variations which limit the effectiveness of minimum legal age regulations to protect young people.

Evidence shows that cannabis use carries significant health risks, especially for people who use it frequently, begin to use it at an early age or both. Furthermore, regular use of cannabis during adolescence is associated with changes to brain structure and function which may limit a young person's educational, occupational and social potential. <sup>(1)</sup> However, it is also essential to keep in mind that alcohol and tobacco are also clearly linked with youth related harms and that research has identified a legal age of access of 21 as best-practice population-level intervention to prevent or delay initiation of the use of these substances and related harms. <sup>(2, 3)</sup>

Given that a significant portion of cannabis users are young adults (ages 18-29), <sup>(4)</sup> it is also important to acknowledge that setting the age limit too high would likely serve to encourage young users to continue to rely on the illicit market; <sup>(5)</sup> this would be at odds with the public health goal of reducing harms associated with cannabis use.

### ***Where people can use cannabis.***

We urge the provincial government to prohibit smoking and vaping of cannabis in public places in alignment with restrictions on tobacco use in the Smoke-Free Ontario Act and the proposed amendments to the Electronic Cigarettes Act. Cannabis smoke contains many of the same carcinogens as tobacco smoke <sup>(6, 7)</sup> and may also have additional substances due to pesticide use in the growing process. <sup>(7)</sup> Cannabis vaping products, while marketed to be “smoke free” may still generate smoke. <sup>(8)</sup> By prohibiting the smoking and vaping of cannabis in all places where the smoking of tobacco is prohibited, children, youth and adults in our communities will have a much lower second-hand exposure to the use of cannabis. In addition, lower public exposure to cannabis use may also serve to reduce the risk of increased youth uptake related to the normalization of cannabis use.

Exposure to any kind of smoke is harmful to health and like tobacco smoke, cannabis smoke can infiltrate private housing units from elsewhere in a building through windows, cracks and gaps and ventilation systems. <sup>(7)</sup> In light of this, landlords and property managers should be permitted to restrict tenants and condo owners from smoking cannabis in their units. In addition, condo boards or property management should also be able to restrict the smoking of cannabis in common spaces like rooftops, courtyards and balconies.

While protecting the public from second-hand smoke is of utmost importance, care should be taken to ensure that people living in multi-unit housing such as apartments are able to smoke in a designated place outside, away from entrances, exits, and air intakes, without risking repercussions. If this is not taken into consideration, then many people will likely choose to smoke cannabis inside their units and thus expose other residents of their household to the potential health harms associated with second-hand smoke.

### ***Keeping our roads safe***

Impaired driving is a leading criminal cause of death and injury on our roadways and cannabinoids are among the most common psychoactive substances found in deceased and injured drivers in Canada. <sup>(9)</sup> Thus we agree with the Government of Canada that there is a need to strengthen our impaired driving laws to better address drug-impaired driving.

From a provincial standpoint it will be critical that all Ontario drivers, especially young drivers, are educated on the risks associated with driving under the influence of cannabis and are well informed of the updated impaired driving legislation ahead of legalization. We also recommend that the province prohibit cannabis use in motor vehicles similar to restrictions on liquor use in motor vehicles under the Liquor License Act.

In addition, we support the Canadian Association of Chiefs of Police recommendation for advanced funding for enhanced officer training (e.g. Drug Recognition Experts) and drug recognition technology investments to ensure a clear and reliable system for identifying, testing and imposing consequences for drug impaired driving prior to legalization. <sup>(10)</sup>

### ***Selling and distributing cannabis***

The commercialization of psychoactive substances is a major public health issue. Evidence from North America's long experience with the tobacco, alcohol and medical drug industries, as well as the recent developments related to medical and non-medical cannabis in the United States, clearly demonstrate that commercialization increases prevalence of use, which in turn generates significant risks and harms for health.<sup>(5, 11)</sup> Thus, it is important that Ontario avoid a commercial regulatory model, to whatever extent possible. Instead, we recommend that the province take a not-for-profit approach to cannabis regulation with the public health goal of reducing cannabis use within the population.

In order to establish a safe and responsible supply chain of cannabis in Ontario, we urge the Province to adopt a government owned and controlled store-front system.<sup>(5, 12)</sup> A government monopoly on cannabis distribution would ensure direct control over the entire chain and can function as an effective prevention measure provided it is mandated to be socially responsible and it pursues public health objectives.<sup>(5)</sup> In order for this model to operate effectively it will be important that the Province:

- Place limits on the density and location of storefronts, including appropriate distance from schools, community centres, public parks, etc.;<sup>(12, 12)</sup>
- Curb demand through pricing - pricing policy should curb demand for cannabis while minimizing the opportunity for continuation of lucrative black markets. It should also encourage use of lower-harm products (i.e. lower THC content, higher CBD:THC ratio) over higher-harm products;<sup>(12)</sup>
- Adopt plain packaging;<sup>(13, 14, 15)</sup>
- Prohibit the production and sale of products that are attractive to youth;<sup>(6, 16)</sup>
- Require that all cannabis products be sold in a child-resistant container and be marked with a universal symbol indicating the container holds cannabis;<sup>(17)</sup>
- Avoid all forms of cannabis product promotion, including sponsorship, endorsement, branding and point-of-sale advertising;<sup>(5, 12, 13, 16)</sup>
- Regulate edible forms of cannabis as per the recommendations made by the Federal Task Force on Cannabis Legalization and Regulation;<sup>(13)</sup> and
- Ensure that retail outlets are staffed with knowledgeable employees who have been trained through a formal training program. The training should ensure that staff are capable of:
  - Enforcing the minimum-age restriction and helping prevent youth access;
  - Providing accurate information and advice about the products being sold, and the potential risks and harms of use;
  - Helping control overconsumption by informing consumers about appropriate and responsible use, and preventing sales to intoxicated consumers.<sup>(5, 13)</sup>

We also agree with the Federal Task Force on Cannabis Legalization and Regulation that cannabis should not be sold alongside other products such as alcohol and tobacco. As discussed in the final report of the task force, this approach would avoid exposing a larger population to cannabis products, assist cannabis consumers who are trying to avoid alcohol and could help mitigate the risks of co-use on health and, with alcohol, the exponential effect on impairment.<sup>(13)</sup>

In addition, we have heard from our municipalities that they would greatly benefit from clear guidance from the provincial government in terms of setting limits on the density and location of storefronts (should this be necessary) ahead of legalization.

### ***Public education***

In order to ensure the public is fully aware of the health harms associated with cannabis use, we recommend the government develop and implement an evidence-informed public education campaign ahead of legislation. Both general (e.g. to promote lower-risk cannabis use and treatment options for people wanting to quit or reduce their use) and targeted (e.g. to raise awareness of the risks to specific groups, such as adolescents, those who are pregnant or breastfeeding and people with a personal or family history of mental illness) initiatives are needed. <sup>(12)</sup>

It is also crucial that the Province commit to using a high percentage of revenue gains from the sale of cannabis products as a source of funding for prevention, treatment, harm reduction and enforcement. Significant funding towards population approaches for mental wellness, stress management and healthy coping strategies must also be considered. We also emphasize the need for investing in baseline surveillance systems and research, and the importance of a comprehensive policy monitoring and evaluation framework.

Finally, cannabis use or impairment in the workplace, especially in safety sensitive positions, can pose a danger to everyone in the workplace, including the person who is impaired. While substance use in the workplace is not a new issue, employer groups and workplaces would benefit from clear guidance from both the federal and provincial governments regarding measures (e.g. policies and procedures) to address cannabis use in the workplace. In addition access to programs and services to support employees with dependence or problematic substance use needs to be greatly increased. <sup>(13)</sup>

Through effective, public health-focused policy interventions, Ontario will advance in its efforts towards achieving the goal to make "Ontario the healthiest place in North America to grow and grow old."

Please do not hesitate to contact us should you wish to discuss our recommendations.

Sincerely,

Elena Hasheminejad on behalf of the sub-group of the *Ontario Public Health Collaboration on Cannabis*

[elena.hasheminejad@york.ca](mailto:elena.hasheminejad@york.ca)

1-877-464-9675 x. 74603

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# Cannabis Retail Outlet Considerations for Municipalities

Regulating the availability of cannabis is important to reduce the negative impacts of cannabis use in our communities.<sup>1</sup> Lessons from alcohol and tobacco have shown that increased availability to a substance results in increased consumption, which can lead to significant health and social harms and costs.<sup>2,3</sup>

The newly enacted Cannabis License Act, 2018 sets the Alcohol and Gaming Commission of Ontario (AGCO) as the regulator of cannabis retail outlets. For municipalities who have not opted out of having private cannabis retail outlets in their communities by January 22, 2019, the location of outlets will be determined by the AGCO with consideration to comments provided by municipalities. The legislation does not permit municipalities to utilize licensing or land-use by-laws to control the placement or number of cannabis retail outlets.<sup>4</sup>

Organizations such as the Association of Municipalities Ontario continue to advocate that municipalities are given greater opportunity to influence cannabis retail outlet locations and density.<sup>4</sup> Where municipalities are able to influence decisions about cannabis retail outlets, the following information may be helpful.

## ISSUE

## CONSIDERATIONS

High retail outlet density can contribute to increased consumption and harms<sup>5,6,7,8</sup>

Reduce cannabis retail outlet density through minimum distance requirements between cannabis retail outlets and limits on the overall number of outlets<sup>9</sup>

Example: The City of Calgary has enacted a 300m separation distance between cannabis stores.<sup>10</sup>

Retail outlet proximity to youth-serving facilities can normalize and increase substance use<sup>11,12</sup>

Prevent the role-modeling of cannabis use and reduce youth access through minimum distance requirements from youth-serving facilities such as schools, child care centres and community centres<sup>1,12</sup>

Example: The State of Washington has enacted a 1000ft (300m) separation distance requirement between cannabis retail stores and youth-serving facilities.<sup>13</sup>

Co-use of cannabis and other substances increases the risk of harm such as impaired driving<sup>1</sup>

Discourage the co-use of cannabis and other substances by prohibiting co-location and enacting minimum distance requirements between cannabis and alcohol or tobacco retail outlets<sup>1,9</sup>

Example: KFL&A Public Health recommend a 200m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets<sup>14</sup>

Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents<sup>8,9</sup>

Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighborhoods and enacting minimum distance requirements from other sensitive areas<sup>4,9</sup>

Example: The City of Vancouver has restricted medical cannabis retail outlets to commercial zones instead of residential ones.<sup>15</sup>

Longer retail hours of sale significantly increases consumption and related harms<sup>5,16</sup>

Reduce cannabis consumption and harms by limiting late night and early morning retail hours<sup>4,16</sup>

Example: The Centre for Addiction and Mental Health recommends that cannabis retail hours reflect those established by the LCBO<sup>16</sup>

## RESOURCES

[Association of Municipalities Ontario - Municipal Governments in the Ontario Recreational Cannabis Framework](#)

[Alberta Health Services - Recommendations on Cannabis Regulations for Alberta Municipalities](#)

[Federation of Canadian Municipalities – Municipal Guide to Cannabis Legalization](#)

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Committee Appointments  
November 2018

Council will need to appoint as follows:

**EXTERNAL COMMITTEES**

1. **Manitoulin Municipal Association (MMA):** usually the Mayor and Deputy Mayor are appointed. This committee usually meets six times a year, depending on the agenda items. Through the MMA a Manitoulin Representative will be chosen for the FONOM (Federation of Northern Ontario Municipalities) and Public Health Sudbury and Districts Board.
2. **Manitoulin-Sudbury District Services Board (DSB):** this position is shared with Gordon, Gore Bay, Burpee Mills and Cockburn Island. It is Burpee/Mills turn to appoint someone to the DSB. The current member is from Gordon Township and the member before that was from Gore Bay.
3. **Centennial Manor Board:** Connie Suite is the current representative for Gore Bay and Billings Township; she was appointed by Billings Township. Gore Bay may wish to appoint someone for this term.
4. **Community Policing Advisory Committee (CPAC):** this committee consists of members appointed from each municipality. Billings Township should appoint someone to this committee, which I believe meets approximately 4-6 times per year.
5. **Provincial Offences Act Board of Management (POA):** to the best of my knowledge this committee does not meet on a regular basis, which I believe is due to insufficient agenda items. Information goes to the member of Council that sits on the committee and I rely on that committee member to supply me with a copy of the minutes and agenda for the meeting. The township will need to appoint someone to this committee.
6. **Planning Board:** The Planning Board is the local planning authority for the Island (except Northeastern Manitoulin and the Islands). All severance and zoning amendment applications go through the Planning Board. For severance applications the township has the opportunity to comment but the final decision is made by the Planning Board. For Zoning Amendments, the application goes to the Planning Board but the municipality is the approval authority, via by-law. Currently the majority of the representatives are mayors. The Planning Board meets on the 4<sup>th</sup> Tuesday of every month.
7. **Joint Building Systems Committee:** this group is currently made up of Gore Bay, Gordon/Barrie Island, Burpee/Mills, Cockburn Island and Billings Township. Dan Osborne provides building inspection services for these municipalities. Billings Township will need to appoint one person to this committee. Historically this committee has met only once or twice a year but should be meeting more often, at least until the contract with the Chief Building Official has been finalized. The Joint Buildings Systems Committee has not had an actual contract with Dan Osborne for the last 3+ years and this needs to be a priority. My understanding is that the group was close to finalizing negotiations with the CBO but had not completed them before the Council nominations opened so

the negotiations are on hold until after December 1, 2018. *Note: Building Officials are extremely hard to find due in part to the stringent training requirements.*

8. **Welcome Centre Building Operations Meeting:** this meeting is held yearly regarding the Welcome Centre in Little Current. NEMI owns the building and the township members of the group pay for upkeep of the building. There was some discussion regarding the Manitoulin Tourism Association (MTA) office being relocated, but I do not know if that is still being considered. There was also an article in the paper that indicated that the MTA was trying to renegotiate the agreement that we currently have. The five-year average cost for Billings Twp. is \$2205.
9. **Western Manitoulin Economic Development Officer:** the Western Manitoulin townships and First Nations are working on getting funding for an Economic Development Officer to promote Economic Development of western Manitoulin. Funding applications have been ongoing. The intent is to get funding so that a contract person can be hired with no cost to any of the participating townships/First Nations. LAMBAC will be donating the office space. Sharon Alkenbrack is currently the township representative on that committee. Meetings are infrequent.
10. **Deer Management:** I don't know much about this committee and the number of meetings that they have but I believe it is usually once a year.
11. **Kagawong River Water Management Plan Standing Advisory Committee:** this committee was formed as part of the Kagawong River Water Management Plan (WMP) and its primary function is to "assist in providing information to the appropriate government agencies regarding water resource issues on Lake Kagawong and the Kagawong River, as they pertain to the renewal and amendment of approval documents (i.e. Water Management Plan under the *Lakes and Rivers Improvement Act*, and the Permit To Take Water under the *Ontario Water Resources Act*)." Two council members were appointed to this committee last term; however, it is strongly recommended that the CAO/Clerk be appointed to this committee as it is critical that staff be as up-to-date as possible, as soon as possible, on issues related to the WMP as Billings is the only local jurisdiction with an operational commitment. This committee has not met in approximately 1.5 years, and reviving this committee should be a priority.

#### **COUNCIL APPOINTED BOARDS AND COMMITTEES**

Council may reappoint existing members if you wish, or advertise for new members, as well as decide which new Councillors will be appointed to which committee.

1. **Cemetery Committee:** this committee should meet once a year, with a maximum of four meetings. The last meeting was held February 3, 2014. At that time the members were: Chairperson Connie Suite, Karen Free, Jim Monroe, Gail Los, Dennis Beckett, Kathy McDonald (Secretary) and Sandi Hurcomb was the Council representative. Since that time Nora Bath-Haring has replaced Sandi Hurcomb as the Council representative.
2. **Library Board:** this is a board created under the Public Libraries Act. Members are appointed by Council. The members currently sitting on the Board are Ruth Farquhar (Chair), Bill Elliott, Diane Larocque, Renee Patterson, Phyllis Cacciotti and the Council representative is Sharon Alkenbrack.

3. **Museum Committee:** we have a by-law on file (2002-09) establishing a Museum Board. Unfortunately, there is no attached terms of reference. The section of the Municipal Act that is cited in the by-law does not exist. If they are able to be a "Board" the proper documentation has not been completed, so effectively they are a committee of Council (with no terms of reference). Staff will have to do more research on this to determine if the Museum can be a board, or if it is set up as a committee. Council should discuss and then meet with the Chair of the Museum Board. The current members of the Museum are Diane Fraser (Chair), Barbara Edwards, Sabine Huege, Aus Hunt, Brad MacKay and the Council representative is Nora Bath-Haring. All representatives would like to remain on the committee and Nora would like to remain as a member.
4. **Economic Development Committee:** the members of the EDC are Ardis Fenske, Pat Hess, Austin Hunt, Diane Laroque, Rick Rusk, Gail Zavitz, Council representative and Chairperson Sharon Alkenbrack.
5. **Recreation Committee:** Anna Aelick, Charlene Chambers, Jim Chambers, Carol Corneau, Barbara Erskine (Chair and Council rep), Darren Hayden, Lisa Hayden, Sharon Jackson, Gail Los, Phyllis Cacciotti and Diane Zieleniewski. My understanding is that all members would like to remain on the committee.
6. **Go Green Committee:** (was previously Landfill Advisory) Sandy Cook, Barbara Erskine, Sharon Jackson, John Rozon and Chris Thiejsmeijer (Chair).
7. **Asset Management Committee:** as a result of my suggestion that we have an infrastructure Committee an Asset Management Committee was formed. This committee was started to meet the demand of the legislated changes to Asset Management. The terms of reference states that the committee is made up of Council members, Public Works and a public representative. The public representative that was appointed was Bob Clifford. No actual meetings of this committee ever took place. I will include a separate memo regarding the Asset Management Committee.

In order to make municipal government more effective I would like to see some additional Council Committees, with the possibility of combining the Go Green Committee members into other committees. In my opinion, every decision that has environmental impact should be reviewed by the perspective committees. In renovations, rebuilds, planned infrastructure, etc., energy savings and climate change need to be considered.

I have created a table of Suggested Committees that I feel would be a way of advancing the municipality. They are included in the attached spreadsheet.

SUGGESTED COMMITTEES  
November 2018

COMMITTEE	EXAMPLE FUNCTIONS	POTENTIAL MEMBERSHIP	NOTES
<b>Asset Management</b> (existing committee)	Roads Structures Municipal Water System Waste Management/Landfill Marina	Councillors Road Superintendent Marina Manager Member(s) of the Public Clerk/CAO or other staff member	If these are conducted during the day the PW operators would be able to attend as required. (limit to seven members including management staff)
<b>Security, Enforcement, Health and Safety</b>	Policing Issues H & Safety/liability issues such as playground, trails, staff, buildings, fire Dept. Fire Department	Councillors Fire Chief Fire Deputy and/or training Officer By-Law enforcement Officer Staff member to take minutes (may be By-Law Enforcement Officer)	This group should probably meet on a quarterly basis.  (limit to five members including staff)
<b>Economic Development</b> (existing committee, could use some changes)	Economic Development Heritage/Arts & Culture? Christmas in Kagawong & other Economic and Culture events	Council member Members of the Public EDO (can take minutes or will require additional staff member.)	Regular scheduled meetings  (limit 5-7 members)
<b>Museum Committee</b> (existing committee)	Museum Heritage Centre	Council member Members of the Public Museum Curator Staff member (for minute taking)	Regular scheduled meetings  (limit 5-7 members including staff)
<b>Recreation Committee</b> (existing committee – currently functioning more as a group of volunteers than a formal committee of Council)	Organize Recreational events Dog Park Recreational trails? Playground	Council member Member of the public Staff member	(limit to 7-9 members due to volunteer work required)
<b>Library Board</b>	As is	As is	legislated
<b>Cemetery Board</b>	As is	As is	legislated
<b>Organizational Development and Sustainability</b>	Communication Accountability and transparency Addressing municipal core/mandate/function/role	Council members Staff Possibly one member of the public	For consideration by council  (limit 5 members)





71 Black Road  
Unit 8  
Sault Ste. Marie,  
ON  
P6B 0A3

T. 705 949.1457  
F. 705 949.9606  
TF. 866 806.6602  
saultsternarie@TULLOCH.ca

November 23, 2018  
18-1196

Township of Billings  
15 Old Mill Road Box 34  
Kagawong, Ontario  
P0P 1J0

**Attention:** Ms. Kathy McDonald  
CAO/Clerk, Deputy Treasurer

**Re:** Mould Investigation and Assessment  
15 Old Mill Road, Kagawong, Ontario

Dear Ms. McDonald:

Please find enclosed the Mould Investigation and Assessment Report for 15 Old Mill Road, Kagawong, Ontario, for your review and comments.

Kindly contact the undersigned if you have any questions or concerns.

Yours truly,  
**TULLOCH Engineering Inc.**

A handwritten signature in black ink, appearing to be 'Tyler Moody', written over a horizontal line.

Tyler Moody, A.Sc.T  
Project Manager

## 1. INTRODUCTION

TULLOCH Engineering (TULLOCH) was commissioned by the Township of Billings (Client) to provide consulting services with respect to completing a mould assessment to investigate for the presence of mould growth within the township offices located at 15 Old Mill Road in Kagawong, Ontario (the 'Site').

Refer to Figure 1 for Site Location.

The scope of work included the following:

- Conduct a mould investigation including the visual investigation of materials located throughout the interior office, museum and crawlspace below to review for the presence and amplification of mould and any sources of water intrusion;
- Collect two (2) non-viable air samples from the office, one (1) non-viable air sample from the museum, two (2) non-viable air samples from the crawlspace and one (1) outdoor reference sample, to review the indoor air spore impacts, and determine whether concerns exist for exposure to elevated mould spore levels;
- Collect up to two (2) bulk samples from areas of visible mould growth;
- Provide a report summarizing the initial assessment, and results of the air testing.

Discussions with the Client revealed that occupants have been reporting a combination of mould and hydrocarbon odours for the past few months. The Client retained the services of Occupational Health Clinics for Ontario Workers Inc. (OHCOW) to conduct an indoor air quality assessment of the Site on September 13, 2018. In OHCOW's report dated October 2, 2018, OHCOW reported the following:

- Workers had reported issues of odours and one employee was experiencing symptoms.
- At the time of the assessment a strong, pungent odour was noted.
- Mould was visible on the floor boards (from inside the basement).
- There was standing water in the basement.
- Indoor air samples found that total volatile organic compound (TVOC) concentrations in Kathy's office and the basement were considered elevated for an indoor environment.
- The VOC profile for both indoor air sample suggested the presence of mould.
- Indoor CO<sub>2</sub> levels were found to be high. A possible cause of the elevated CO<sub>2</sub> levels was not provided.

After reviewing the OHCOW report, TULLOCH recommended that a full mould assessment of the office, museum and basement be performed to determine if mould growth was present and if present, was it negatively affecting the indoor air quality within the occupied areas of the Site.

## Visual Inspection

On October 23, 2018, TULLOCH attended at the Site to conduct a limited intrusive inspection for visible mould growth. With the assistance of Mr. Arthur Moran (Billings Township Health and Safety), TULLOCH completed an investigation of the office space, museum and basement at the Site to investigate for the presence of mould growth or water damaged building materials. Based on the Site investigation, TULLOCH identified the following:

- Dedicated propane forced air furnaces supply heat to the office and museum. Both furnaces are located in the museum and exhaust out the north wall. Due to the prevailing offshore winds it is possible that the exhaust from the furnaces is being blown back into the office which could account for the elevated CO<sub>2</sub> levels as reported in the OHCOW report.
- No visible mould or water damaged building materials were found in the museum.
- Water damaged wood false work around the museum basement access hatch was noted. The wood false work was visibly supporting mould growth but was limited to the immediate area around the access hatch. The building foundation and floor was constructed of cast in place concrete and no additional wood members were noted.
- Approximately 300 mm to 600 mm of standing water was found in the museum's basement.
- Upon entering the office, no odour was detected. After removing an exterior access hatch to the basement below the office, a distinct hydrocarbon odour was detected in the office space above.
- No visible mould or water damaged building materials were found in the office.
- The north east portion of the floor in the office (under the CAO's office) was recently replaced with new 2" x 8" floor joists, 5/8" plywood and fibreglass insulation.
- The remainder of the floor in the east portion of the office was constructed of two layers of wood planking with a layer of paper in between supported by steel beams spaced at approximately 6'-0" on centre. The wood planking was in poor shape with the bottom layer either missing or showing signs of decay. The paper layer between planking was wet and visibly supporting mould growth. As there is no water source in the occupied space above it is assumed that the standing water in the basement is the cause of the moisture damage and mould growth.
- The west portion of the office floor was found to be cast in place concrete with no wood framing or visible mould growth.
- A strong hydrocarbon odour was detected upon entering the basement below the office. Approximately 150 mm to 200 mm of standing water was found throughout the basement with a visible sheen on the surface.

As a result of the visual inspection, TULLOCH is of the opinion that abundant mould growth is present on the wood floor framing and paper layer below the east portion of the office.

Refer to **Appendix A** for Site Photographs.

## **Non-Viable Air Sampling – Spore Trap Cassettes**

### **Methodology**

Non-viable air samples were collected using a Zefon high volume diaphragm pump and non-viable Air-O-Cell spore trap cassettes to determine the number of mould spores per cubic meter of air (spores/m<sup>3</sup>). Prior to sampling, the pump was calibrated to a flow rate of 15 litres per minute (Lpm). Assessment samples were collected from the areas of concern for mould growth and/or spores over a period of 10 minutes. Assessment samples from areas with significant visible mould growth were collected over a period of five minutes to avoid overloading the cassettes.

Samples were collected by drawing air into a 37 mm cassette with adhesive coated glass cover slips. Spore quantification was made at 400x magnification with results presented as number of spores per cubic meter of air (spores/m<sup>3</sup>). Non-viable air samples were relinquished under signed Chain of Custody to EMC Scientific Incorporated Laboratory for analysis.

EMC Scientific Incorporated Laboratory participates in the American Industrial Hygiene Association Environmental Microbiology Proficiency Testing Program.

For the purposes of assessing whether a mould growth problem exists, assessment samples are compared to reference samples. Generally, the 'fungal ecology' is considered normal when the presence and concentrations of mould species within assessment samples are similar to those present in reference samples. The 'fungal ecology' is considered problematic when a significant presence of mould species within assessment samples is not present in reference samples, or when the concentrations of mould spores within assessment samples are significantly elevated in comparison to reference samples.

To ensure protection of entrants and occupants of the building, TULLOCH has chosen to use the most stringent of the above-noted criteria in assessing mould samples from the Site. Specifically, we deem the areas of concern free from mould-related hazards if all of the following conditions are met:

- No visible mould growth is observed within the building;
- The types and concentration of mould species present in assessment samples is similar to those in reference samples; and
- *Stachybotrys* mould spores are not detected indoors in any concentration.

### **Spore Trap Cassette Results**

TULLOCH collected five indoor 'assessment' non-viable air samples from the following locations:

- BTWN-001-23-10-18 was collected from the east end of the office, adjacent to Kathy's office;

- BTWN-002-23-10-18 was collected from the west end of the office, adjacent to the bathroom/kitchen;
- BTWN-003-23-10-18 was collected from the middle of the museum;
- BTWN-004-23-10-18 was collected from the basement below the museum; and
- BTWN-005-23-10-18 was collected from the basement below the office.

Sample BTWN-006-23-10-18 was collected as an outdoor reference sample for comparison with indoor airborne mould spore concentrations.

#### **BTWN-001-23-10-18 – East End of Office**

The laboratory report revealed slightly elevated airborne *Aspergillus/Penicillium-type* spores and the presence of *Eppicoccum* spores when compared to the reference sample. All other fungal spores were consistent in type and concentration with the reference sample.

#### **BTWN-002-23-10-18 – West End of Office**

The laboratory report revealed elevated airborne *Aspergillus/Penicillium-type* spores in comparison to the reference sample. All other fungal spores were consistent in type and concentration with the reference sample.

#### **BTWN-003-23-10-18 – Middle of Museum**

The laboratory report revealed that fungal spores were consistent in type and concentration with the reference sample.

#### **BTWN-004-23-10-18 – Museum Basement**

The laboratory report revealed slightly elevated airborne *Aspergillus/Penicillium-type* spores when compared to the reference sample. All other fungal spores were consistent in type and concentration with the reference sample.

#### **BTWN-005-23-10-18 – Office Basement**

The laboratory report revealed elevated airborne *Aspergillus/Penicillium-type* spores, *Cladosporium* spores, and the presence of *Alternaria*, *Scopulariopsis-like* and *Septonema-like* spores when compared to the reference sample. All other fungal spores were consistent in type and concentration with the reference sample.

#### **Discussion**

The presence of *Alternaria* spores are unique to sample BTWN-005-23-10-18 (80 spores/m<sup>3</sup>) and were not found in the reference sample. *Alternaria* spores are commonly found in soil, dead organic debris and some textiles. *Alternaria* is a known allergen causing numerous allergy symptoms.

The concentrations of *Aspergillus/Penicillium type* spores in sample BTWN-001-23-10-18 (333 spores/m<sup>3</sup>) and BTWN-004-23-10-18 (213 spores/m<sup>3</sup>) are all slightly elevated in comparison to the reference sample (111 spores/m<sup>3</sup>) while concentrations of *Aspergillus/Penicillium type* spores in sample BTWN-002-23-10-18 (647 spores/m<sup>3</sup>) and sample BTWN-005-23-10-18 (1427 spores/m<sup>3</sup>) are considered to be significantly elevated. *Aspergillus/Penicillium type* spores are commonly found in water damaged buildings and is a known allergen causing numerous allergy symptoms.

The concentrations of *Cladosporium* spores in sample BTWN-005-23-10-18 (1227 spores/m<sup>3</sup>) are slightly elevated in comparison to the reference sample (806 spores/m<sup>3</sup>). *Cladosporium* spores are commonly found in soil or on old or decayed plants and is a known allergen causing numerous allergy symptoms.

The presence of *Scopulariopsis-like* spores is unique to sample BTWN-005-23-10-18 (653 spores/m<sup>3</sup>) and were not found in the reference sample. *Scopulariopsis-like* spores are commonly found in soil and on decaying wood and require a relatively high-water activity for growth similar to *Stachybotrys*.

The presence of *Septonema-like* spores is unique to sample BTWN-005-23-10-18 (120 spores/m<sup>3</sup>) and were not found in the reference sample. *Septonema-like* spores are commonly found in the bark of deciduous and coniferous trees as well as on other fungi.

Refer to Appendix B for EMC Scientific Laboratory Analysis Reports.

### **Bulk Sampling**

TULLOCH collected one bulk sample from areas of suspect mould growth, at the following locations:

- BTWN-Bulk1-23-10-18 consisted of a bulk sample of paper between floor boards collected from the southeast corner of the basement below the office. The paper was visibly supporting mould growth at the time of sampling.

Review of the laboratory report for the bulk sample revealed that abundant growth of *Stachybotrys*, *Monodictys* and *Oidiodendron* were identified. Both *Monodictys* and *Oidiodendron* are commonly found growing on wood and *Stachybotrys* is commonly found in soil and decaying organic matter. *Stachybotrys* also requires a relatively high-water activity for growth.

Refer to **Appendix B** for EMC Scientific Laboratory Analysis Reports.

## **2. CONCLUSION AND RECOMMENDATIONS**

As a result of the visual inspection, TULLOCH determined that there is abundant mould growth on the paper layer between floor boards and floor boards of the east portion of the office.

Based on the results of non-viable air samples collected at the time, exposure to elevated indoor mould spore concentrations is of concern throughout the office.

Based on this mould investigation and assessment, it is Tulloch's opinion that further action is required with respect to addressing the mould growth identified on the floor boards and paper layer between floor boards in the east portion of the office.

The following recommendations should be implemented to mitigate further potential impacts from elevated airborne mould spore concentrations and visible mould growth on the floor boards and paper layer between the floor boards.

1. Install HEPA filtered air scrubbers to scrub the office air until all remedial work has been completed and post remedial air clearance testing confirms that the airborne mould spore concentrations have been returned to normal levels.
2. Isolate the east and west portions of the basement below the office by installing pressure treated plywood at the two interior access points.
3. Install exhaust fans venting to the exterior in the east and west sides of the office basement to prevent the migration of mould spores into the occupied space above.
4. Retain a qualified mould abatement contractor to remove all water damaged floor boards and paper below the east portion of the office using Level 3 precautions as outlined in the '*EACO Mould Abatement Guidelines, Edition 2 (2010)*'.
5. Carry out repairs to the office floors like the repairs completed in the northeast portion of the office (below the CAO's office) with pressure treated floor joists and plywood subfloor. It is recommended that at the completion of the floor repairs, the new floors be insulated with a 2lb closed cell spray foam to insulate the floor and prevent the migration of moisture and odour from the basement into the occupied space above.
6. Have the propane forced air furnace and ductwork cleaned.
7. Conduct a thorough HEPA cleaning of the entire office to ensure all settled mould spores that may have migrated from the basement have been removed.

Implementing the above recommended repairs will also help prevent the migration of the previously identified petroleum hydrocarbon odours into the office space above. Recommendations for the remediation/management of petroleum hydrocarbon impacted soils and groundwater will be made in a separate report.

Prior to installing exhaust fans and air scrubbers the heating systems should be reviewed by a mechanical engineer or qualified HVAC contractor to ensure changes in air pressure do not negatively affect the operation of the HVAC equipment.

### 3. LIMITATIONS

As with any building, mould growth may recur under conditions where excessive moisture exists including leakage through the roof or exterior walls, plumbing leaks, seepage through the foundation wall, condensation on pipes, windows or other cold surfaces, concealed condensation due to air leakage from the interior of the building, or where building materials are in direct contact with basement walls or floors. All the above conditions, if they exist, should be corrected.

TULLOCH Engineering can only comment on the environmental conditions at the time the assessment is performed. Air sampling results will apply only to the time and conditions of the testing and may not reliably predict conditions on other days. The types and quantity of settled and suspended spores in the dwelling will reflect the outdoor fungal ecology, which will vary seasonally, daily and hourly.

A Condition 1 (normal fungal ecology) environment does not preclude the presence of normal amounts of settled spores, fungal fragments or traces of actual growth reflective of an otherwise normal residential dwelling.

The liability of TULLOCH Engineering is limited to the lesser of the fees paid or actual damages incurred by the client. TULLOCH Engineering will not be responsible for any indirect or consequential damages.

TULLOCH Engineering will only be responsible for damages resulting from the actions of TULLOCH Engineering.

The information included in this report is intended for the use of the client only. TULLOCH Engineering accepts no responsibility for damages suffered by any third party as result of actions or decisions made based on the contents of this report.

### 4. CLOSURE

Should you have questions, concerns or wish to discuss, please contact the undersigned at your convenience.

Sincerely,  
**TULLOCH Engineering Inc.**

A handwritten signature in black ink, appearing to read 'Tyler Moody', with a stylized flourish at the end.

Tyler Moody, A.Sc.T  
Project Manager  
Sault Ste. Marie, ON  
tyler.moody@TULLOCH.ca



## References

Environmental Abatement Council of Ontario (EACO): ***Mould Abatement Guidelines: Second Edition: 2010***

Institute for Inspection, Cleaning, Restoration Certification (IICRC): ***S520 Standard and Reference Guide for Professional Mold Remediation: Second Edition: 2008***

Health Canada: ***Fungal Contamination in Public Buildings: Health Effects and Investigation Methods: Health Canada, 2004***

Canadian Construction Association (CCA 82): ***Mould Guidelines for the Canadian Construction Industry. February 2004***

National Air Duct Cleaners Association (NADCA): ***ACR 2002 Assessment, Cleaning and Restoration of HVAC Systems***

Health Canada: ***Construction-related Nosocomial Infections in Patients in Health Care Facilities – Decreasing the Risk of Aspergillus, Legionella and Other Infections: Health Canada, 2001***

American Conference of Governmental Industrial Hygienists: ***Bio aerosols Assessment and Control. Cincinnati, Ohio: American Conference of Governmental Industrial Hygienists, 1999***

Manitoba Department of Labour: ***Guidelines for the Investigation, Assessment and Remediation of Mould in Workplaces. Workplace Safety and Health Division Manitoba Department of Labour, March 2001***

New York City Department of Health: ***The New York City Guidelines, Guidelines on Assessment and Remediation of Fungi in Indoor Environments. New York, New York: New York City Department of Health, 2000***

Health Canada: ***Fungal Contamination in Public Buildings: A Guide to Recognition and Management: Federal-Provincial Committee on Environmental and Occupational Health: Ottawa, Ontario. Health Canada, 1995***

Health Canada: ***Indoor Air Quality in Office Buildings: A Technical Guide: Federal-Provincial Committee on Environmental and Occupational Health: Ottawa, Ontario. Health Canada, 1995***

Canadian Standards Association: ***CSA Z317.13-12 Infection control during construction, renovation, and maintenance of health care facilities: CSA 2012***

## **APPENDIX A**

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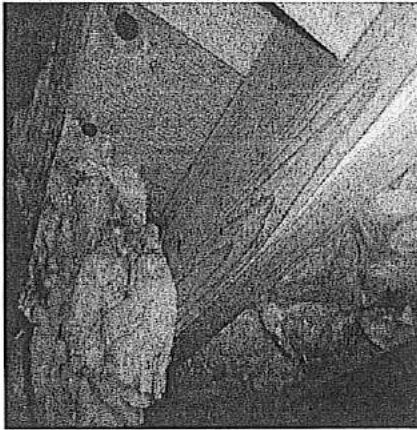
### **Site Photographs**



**Photograph 1**  
Assessment sample BTWN-001-23-10-18  
collected in the east portion of the office.



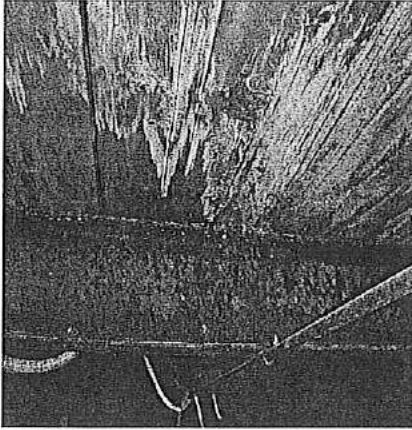
**Photograph 2**  
Assessment sample BTWN-002-23-10-18  
collected from the west portion of the office.



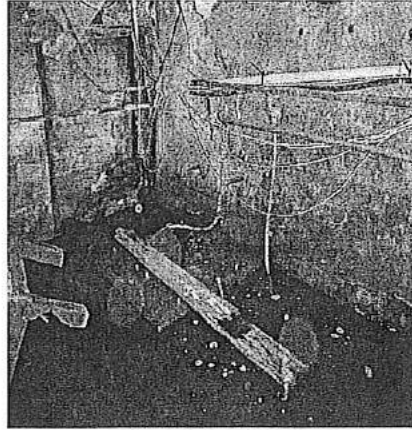
**Photograph 3**  
Previously repaired floor joists and  
sheathing in CAO's office.



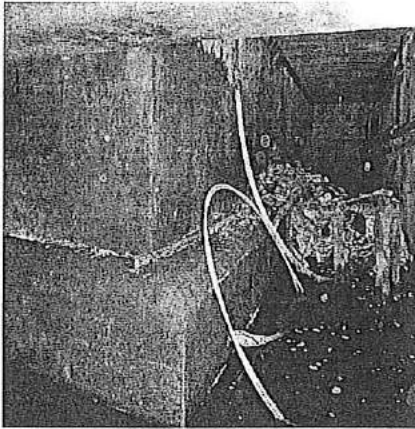
**Photograph 4**  
Water damaged floor boards and  
paper supporting confirmed mould growth  
below the east portion of the office.



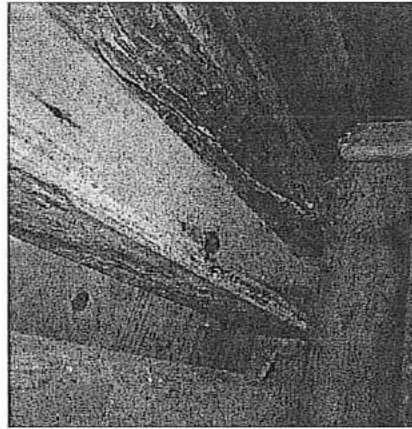
**Photograph 5**  
Water damaged floor boards below east portion  
of the office with visible mould growth.



**Photograph 6**  
Standing water in the basement below the office.



**Photograph 7**  
Standing water in the basement below the  
west portion of the office. The cast in place  
concrete floor is visible above.



**Photograph 8**  
Small scale mould growth on wood false  
work around the museum basement access hatch.

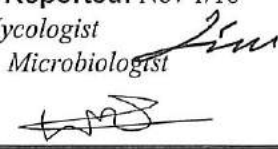
## **APPENDIX B**

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**EMC Scientific Laboratory Analysis Reports**

To:  
 Tyler Moody  
 Tulloch Engineering  
 71 Black Road, Unit #8  
 Sault Ste. Marie, Ontario  
 P6B 0A3

EMC LAB REPORT NUMBER: 69046  
 Job/Project Name:  
 Job/Project No: 18-1196 No. of Samples: 7  
 Sample Type: Air-O-Cell Date Received: Oct 29/18  
 Analysis Method(s): Fungal Spore Counting  
 Date Analyzed: Nov 1/18 Date Reported: Nov 1/18  
 Analyst: Weizhong Liu, Ph.D., Mycologist  
 Reviewed By: Lalita Sarlashkar, Ph.D., Microbiologist



Client's Sample ID	BTWN-001-23-10-18			BTWN-002-23-10-18			BTWN-003-23-10-18			BTWN-004-23-10-18			BTWN-005-23-10-18		
EMC Lab Sample No.	300438			300439			300440			300441			300442		
Sampling Date	Oct 23/18			Oct 23/18			Oct 23/18			Oct 23/18			Oct 23/18		
Description/Location	S/N 26835557			S/N 26835544			S/N 26835515			S/N 26835514			S/N 26835478		
Air Volume (m <sup>3</sup> )	0.150			0.150			0.150			0.075			0.075		
Fungal Spores	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>
<i>Alternaria</i>													6	2	80
<i>Arthrinium</i>															
Ascospores							2	4	13	2	2	27	3	1	40
<i>Aspergillus/Penicillium</i> type	50	46	333	97	60	647	17	30	113	16	18	213	107	37	1427
Basidiospores	1	1	7	2	1	13	5	9	33	2	2	27	6	2	80
<i>Chaetomium</i>															
<i>Cladosporium</i>	48	44	320	44	27	293	23	41	153	60	66	800	92	32	1227
Colorless	7	6	47	18	11	120	9	16	60	11	12	147	17	6	227
<i>Curvularia</i>															
<i>Drechslera/Bipolaris</i> group															
<i>Epicoccum</i>	1	1	7												
<i>Fusarium</i>															
<i>Pithomyces</i>															
Rusts															
<i>Scopulariopsis</i> -like													49	17	653
<i>Septonema</i> -like													9	3	120
Smuts, <i>Periconia</i> , Myxomycetes	1	1	7										1	0	13
<i>Stachybotrys</i>															
<i>Stemphylium</i>															
<i>Torula</i>															
<i>Ulocladium</i>															
Unidentified spores															
Number of spores/sample	108			161			56			91			290		
Fungal fragments (0-3 +)	0+			0+			0+			1+			0+		
Non-fungal material (0-3 +)	2+			3+			2+			2+			3+		
<b>TOTAL SPORES/M<sup>3</sup></b>	<b>720</b>			<b>1,073</b>			<b>373</b>			<b>1,213</b>			<b>3,867</b>		

- Note:
- Aspergillus/Penicillium* type spores may include those of *Acremonium*, *Paecilomyces*, *Trichoderma* and others.
  - A scale of 0+ to 3+ (indicating increasing amount) is used to rate abundance of fungal fragments and non-fungal material, with 3+ indicating the most abundance.
  - The presence of a large amount of dust debris may obscure some spores to be counted. Spore counts from samples with 3+ non-fungal material and/or 3+ fungal material may be treated as under-counts.
  - Unidentified spores are those lacking distinguishable characteristics for correct identification. Colorless are colorless spores lacking distinguishable characteristics.
  - These results are only related to the sample(s) analyzed.

EMC LAB REPORT NUMBER: 69046  
 Client's Job/Project No: 18-1196  
 Analyst: Weizhong Liu, Ph.D., *Mycologist*

Client's Sample ID	BTWN-006-23-10-18														
EMC Lab Sample No.	300443														
Sampling Date	Oct 23/18														
Description/Location	S/N 26149083														
Air Volume (m <sup>3</sup> )	0.180														
<b>Fungal Spores</b>	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>	raw ct.	%	spores/m <sup>3</sup>
<i>Alternaria</i>															
<i>Arthrinium</i>															
Ascospores	30	7	167												
<i>Aspergillus/Penicillium</i> type	20	5	111												
Basidiospores	37	9	206												
<i>Chaetomium</i>															
<i>Cladosporium</i>	145	33	806												
Colorless	200	46	1111												
<i>Curvularia</i>															
<i>Drechslera/Bipolaris</i> group															
<i>Epicoccum</i>															
<i>Fusarium</i>															
<i>Pithomyces</i>															
Rusts															
<i>Scopulariopsis</i> -like															
<i>Septonema</i> -like															
Smuts, <i>Periconia</i> , Myxomycetes	1	0	6												
<i>Stachybotrys</i>															
<i>Stemphylium</i>															
<i>Torula</i>	2	0	11												
<i>Ulocladium</i>															
Unidentified spores															
Number of spores/sample	435														
Fungal fragments (0-3 +)		0+													
Non-fungal material (0-3 +)		2+													
<b>TOTAL SPORES/M<sup>3</sup></b>		<b>2,417</b>													

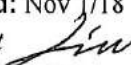
Note:

1. *Aspergillus/Penicillium* type spores may include those of *Acremonium*, *Paecilomyces*, *Trichoderma* and others.
2. A scale of 0+ to 3+ (indicating increasing amount) is used to rate abundance of fungal fragments and non-fungal material, with 3+ indicating the most abundance.
3. The presence of a large amount of dust debris may obscure some spores to be counted. Spore counts from samples with 3+ non-fungal material and/or 3+ fungal material may be treated as under-counts.
4. Unidentified spores are those lacking distinguishable characteristics for correct identification. Colorless are colorless spores lacking distinguishable characteristics.
5. These results are only related to the sample(s) analyzed.

# Laboratory Analysis Report

To:

**Tyler Moody**  
 Tulloch Engineering  
 71 Black Road, Unit #8  
 Sault Ste. Marie, Ontario  
 P6B 0A3

**EMC LAB REPORT NUMBER:** 69041  
**Job/Project Name:**  
**Job/Project No:** 18-1196      **No. of Samples:** 1  
**Sample Type:** Bulk      **Date Received:** Oct 29/18  
**Analysis Method(s):** Direct Microscopic Examination  
**Date Analyzed:** Nov 1/18      **Date Reported:** Nov 1/18  
**Analyst:** Weizhong Liu, Ph.D., *Mycologist*   
**Reviewed By:** Lalita Sarlashkar, Ph.D., *Microbiologist*



Client's Sample ID	Lab Sample No.	Date Sampled	Description/Location	Mould Identified, in Rank Order	Mould Growth
BTWN-Bulk I-23-10-18	300426	Oct 23/18	Between floor boards	<i>Stachybotrys</i> <i>Monodictys</i> <i>Oidiodendron</i>	Abundant

**Note:**

- Mould growth is subjectively assessed with description terms sparse, moderate and abundant.
- The presence of spores (lacking other fungal structures associated) is assessed as following: a few spores (< 10 spores average per microscopic field at 400X), some spores (10 - 100 spores average per microscopic field at 400X), many spores (> 100 spores average per microscopic field at 400X).
- The presence of a few spores generally represents settled spores on the surface of the sample rather than indicating mould growth.
- The results are only related to the samples analyzed.



## **FIGURE 1**

---

**Site Location Plan**



PROJECT:  
**MOULD ASSESSMENT**  
**15 OLD MILL ROAD**  
**KAGAWONG, ONTARIO**



DRAWING:  
**FIGURE 1 - SITE LOCATION PLAN**

ENGINEER'S SEAL

0	NOV 22, 2018	TJM	ISSUED FINAL
No.	DATE	BY	ISSUES / REVISIONS
DRAWN BY:		CHECKED BY:	PROJECT No. :
TJM			18-1195
DESIGNED BY:		APPROVED BY:	DRAWING No.
			REVISION No.
SCALE:		DATE:	<b>F1 0</b>
N.T.S		NOV. 22, 2018	

## Kathy McDonald

---

**From:** Cindy Filmore <cindy.filmore@townofkearney.ca>  
**Sent:** Friday, November 23, 2018 1:55 PM  
**To:** Conmee; 'Peggy Greco'; admin@township.mckellar.on.ca; tmckenzie@lennox-addinton.on.ca; 'Vicky Goertzen-Cooke'; agilchrist@admastonbromley.com; 'Janet Denkers'; banfione@hbmtpw.ca; rreymer@lucanbiddulph.on.ca; rmordue@blanfordblenheim.ca; townclerk@thebluemountains.ca; clerk@municipalityofbluewater.ca; 'bryan martin'; cdoiron@brighton.ca; fhamilton@brockton.ca; lmartin@town.southbruce.on.ca; egunnell@callander.ca; clerk@papineaucameron.ca; clerk@carlowmayo.ca; clerk@centralhuron.com; 'Chatham-Kent'; psinnamon@chatsworth.ca; cityclerks@barrie.ca; mtmacdonald@city.belleville.on.ca; 'Brampton'; ctouzel@brantford.ca; smacdonald@brockville.com; 'Burlington'; clerks@cambridge.ca; mlevesque@cornwall.ca; 'Debra Kincaid'; 'Lesley Sprague - Elliot Lake'; eric.labelle@greatsudbury.ca; 'Stephen O'Brien'; Janet.Pilon@hamilton.ca; critchie@kawarthalakes.ca; 'Heather Kasprick'; jbolognone@cityofkingston.ca; christine.tarling@kitchener.ca; csaunder@london.ca; 'Markham'; diana.rusnov@mississauga.ca; bmatson@niagarafalls.ca; karen.mcisaac@cityofnorthbay.ca; gjackson@orillia.ca; abrouwer@oshawa.ca; 'Ottawa'; 'Bloomfield, Briana'; tlapierre@pembroke.ca; jkenedy@peterborough.ca; 'Shields, Debbie'; cityclerk@portcolborne.ca; 'Kevin Heath'; dianne.gould-brown@sarnia.ca; 'Malcolm White'; 'Bonnie Nistico-Dunk'; mkonefal@stthomas.ca; jthomson@stratford.ca; dtreen@temiskamingshores.ca; 'Thorold'; 'Thunder Bay'; steph.palmateer@timmins.ca; ulli.watkiss@toronto.ca; barbara.mcewan@vaughan.ca; olga.smith@waterloo.ca; 'Welland'; vcritchley@cityofwindsor.ca; ahumphries@cityofwoodstock.ca; 'Clarence-Rockland'; agreentree@clarington.net; 'Heather Boyd'; dvanwyck@brucecounty.on.ca; clerk@dufferincounty.ca; 'Julie Gonyou'; mbirch@countyofessex.on.ca; jamini@frontenacounty.ca; kathie.nunno@grey.ca; mrutter@county.haliurton.on.ca; 'Hastings'; scronin@huroncounty.ca; stephane.thiffeault@county-lambton.on.ca; ldrynan@lanarkcounty.ca; 'Middlesex'; csenior@oxfordcounty.ca; lwolfe@perthcounty.ca; 'Jim Hutton'; john.daly@simcoe.ca; 'Wellington'; 'Township Clerk'; 'Cindy Halcrow'; scasey@dubreilville.ca; asage@northdumfries.ca; bbrunt@southdundas.com; 'Dutton-Dunwich'; ralph.walton@durham.ca; 'Dysart et al'; dmckinstry@twpec.ca; 'Peggy Rouse'; gscharback@westelgin.net; 'Donna Clermont'; monica.hawkins@eatferris.ca; 'Cathy MacMunn'; dplumley@frontenacislands.ca; 'Jessica Gunby'; whunter@georgianbluffs.on.ca; cao@northglengarry.ca; kelli@southglengarry.com; mturner@westgrey.com; mreid@get.on.ca; flamanna@eastwillimbury.ca; ssheridan@khrtownship.ca; eelichenbaum@haldimandcounty.on.ca; RegionClerk@halton.ca; clerksoffice@centralhastings.com; mgower@algonquinhighlands.ca; rrogers@highlandseast.ca; dnehook@mindenhills.ca; 'Gail Jeremy Township of Hornepayne'; richard.al@live.ca; 'Huron East'; 'Deborah Tonelli'; 'Township of Cockburn Island'; dmacdougall@kincardine.net; edance@huronkinloss.com; ptodd@notl.org; 'Lake of Bays'; stroyer-boyd@lambtonshores.ca; bpercy@leamington.ca; Lesley.todd@uclg.on.ca; clangley@westlincoln.ca; dachapman@loyalist.ca; cao@greatermadawaska.com; cao@madawaskavalley.ca; 'Central Manitoulin'; 'Pam Cress'; mclarke@mapleton.ca; 'Tonia Bennett'; 'Mattawan'; lwest@mcdougall.ca; 'Cheryl Marshall'; llee@mcnabbraeside.com; msmith@meaford.ca; kway@oro-medonte.ca; dholmes@melancthontownship.ca; jturk@adelaidemetcalfe.on.ca; 'North Middlesex'; smibert@middlesexcentre.on.ca; sstone@mississippimills.ca; earthurs@cavanmonaghan.net; pshipway@bayham.on.ca; 'Lynda Kovacs'; 'Central Elgin'; 'Charlton and Dack'; 'Melanie Bouffard'; 'Carrie Lewis, CMO'; clerk@greyhighlands.ca; cao@hastingshighlands.ca; 'Candy Beauvais'; 'Machin'; 'Roger Labelle'; 'Denis Turcot'; 'Morris-Turnberry'; clerk@neebing.org; 'Wayne Hanchard'; 'Brian Gilmer'; 'Maureen Lang'; christine.goulet@redlake.ca; rhunley@shuniah.org; 'Brian MacKinnon'; jbellchamberglazier@southwestmiddlesex.ca; 'Jérôme Courchesne'; bettyg@twp.tweed.on.ca; guillaume.richy@valharty.ca; 'Chris Wray'; gabrielle.lecuyer@greenstone.ca; 'Muskoka Lakes'; sbeckel@greaternapanee.com; 'Cindy Maher'; ann-marie.norio@niagararegion.ca; mducharme@westnipissing.ca; 'Andy G'; jmccaslin@northdundas.com; clerkplanning@northfrontenac.ca; cpominville@northgrecille.on.ca; 'Connie Parent'; clerk@northernbruce.ca; moorej@northumberlandcounty.ca; kathryn.lockyer@peelrgion.ca; 'Stacey Cooper'; cpreston@wetperth.com; 'Lizet Scott'; 'Sally Saunders'; mdaigneault@alfred-plantagenet.com; clerks@pecounty.on.ca; 'Stirling-Rawdon'; 'Kris Fletcher'; 'Mary Ellen Truelove'; linda.white@saugeenshores.ca; 'Mary Lynn'; worr@southfrontenac.net;

**To:** hscott@osmtownship.ca; loriann@southstormont.ca; mcheiner@afmo.on.ca; gillian.angus-traill@townofws.ca; franquilli@strathrou-caradoc.ca; 'McKellar'; 'Glenn Martin'; wjacques@ezt.ca; 'Tay Valley'; 'Margaret Alexander'; jbrizard@nationmun.ca; nicole.cooper@ajax.ca; pparker@amherstburg.ca; mspratt@arnprior.ca; sue.bates@atikokan.ca; mderond@aurora.ca; cao@blackriver-matheson.com; 'Blind River'; 'Bracebridge'; 'Bradford West Gwillimbury'; 'Donna Brunke'; 'Carey deGorter'; 'Duncan Rogers'; dtaylor@cobalt.ca; blarmer@cobourg.ca; alice.mercier@cochraneontario.com; salmas@collingwood.ca; rmcgee@deeperiver.ca; lacarte@ntl.sympatico.ca; 'Enniskillen'; 'Paula Roque'; rauger@essex.ca; cschofield@forterie.on.ca; lsomke@fortfrances.ca; jespinoza@georgina.ca; jhallahan@goderich.ca; 'Gore Bay'; 'Grand Valley'; Kayla.Thibeault@gravenhurst.ca; 'Hazel Soady-Easton'; 'Halton Hills'; btocheri@hanover.ca; 'Hawkesbury'; jlecours@hearst.ca; tanya.calleja@huntsville.ca; 'Michael Graves'; lparkin@innisfil.ca; mclean@iroquoisfalls.com; Chantal.Guillemette@kapuskasing.ca; 'Jennifer Astrologo'; 'Kirkland Lake'; marymasse@gmail.com; aarmstrong@lasalle.ca; 'Latchford'; cao@laurentianhills.ca; cao@marathon.ca; 'Francine Desormeau'; 'Midland'; 'Milton'; 'Minto'; 'Mark Early'; spetten@moosonee.ca; clerks@newmarket.ca; vicki.tytanek@oakville.ca; 'Susan Greatrix'; 'Jackie Boggs'; 'Pelham'; clerk@perth.ca; dscissons@petawawa.ca; mpearson@petrolia.ca; kcasselman@prescott.ca; jtiboni@tbaytel.net; kbulmer@renfrew.ca; stephen.huycke@richmondhill.ca; jwilloughby@shelburne.ca; kcostello@smithfalls.ca; 'Bruce Penninsula'; 'Pam Lortie'; bkittmer@town.stmarys.on.ca; swhite@tecumseh.ca; 'Robert MacLean'; 'Tillsonburg'; clerk@wasagabeach.com; harrisc@whitby.ca; clerk@gananoque.ca; 'Addington Highlands'; 'Alberton'; rvd@ahwtp.ca; 'Amaranth'; 'Wendy Whitwell'; amyvickerymenard@armstrong.ca; 'Ashfield-Colborne-Wawanosh'; 'Candice White'; jrody@eastlink.ca; 'Darlene Noonan'; 'Augusta'; 'Karin Bates'; 'Cassandra McGregor'; 'Katherine McDonald'; cao.clerk@bonfieldtownship.org; 'Brethour'; 'Brock'; bbaileyburpeemills@gmail.com; kmcllwain@carling.ca; 'Casey'; 'Calvin Rodgers'; alison.collard@champlain.ca; cswearengen@chapleau.ca; 'Chapple'; 'Linda Ringler'; 'Clearview'; 'Coleman'; 'Julie Oram'; crystal@dourodummer.on.ca; kballance@ear-falls.com; 'Susan Stone'; llalonde@eashawkesbury.ca; tcampbell@eastperth.ca; bfoster@emo.ca; llehr@essatownship.on.ca; clerk@evanturel.com; d.switzer@faraday.ca; bobc@fauquierstrickland.com; 'Dianne Quinn'; 'Gillies'; ksurerus@hamiltontownship.ca; 'Anita Herd'; 'Hilliard'; 'Hilton'; 'Carol Watson'; 'Chantelle Gascon'; 'James'; 'Janet Boucher'; ruth@johnsontownship.ca; 'Administrator'; kmoyle@king.ca; 'La Vallee'; 'Laird'; vanessa@townshipleeds.on.ca; 'Limerick'; 'Brenda Paul'; mcasavecchia@malahide.ca; 'Margaret Hartling'; bschellenberger@mapleton.ca; deputy@ntl.sympatico.ca; gcoulombe@matticevalcote.ca; 'Sylvie Côté'; 'Jasmin Ralph'; 'Carole Gendron'; 'Teresa Desserre'; kvroom@mulmur.ca; leslicampbell@nairncentre.ca; lindsaymannilla@nipigon.net; 'Beth Morton'; kkruger@norwich.ca; 'O'Connor'; 'Opasatika'; wayne.miller@pelee.ca; 'Karen Landry'; jconnor@ramara.ca; 'Joanne Camiré Laflamme'; clerk@ryersontownship.ca; 'Kim Sloss'; 'Don McArthur'; jnewman@scugog.ca; achittick@nexicom.net; sgoerke@townshipofsevern.com; wkabel@snnf.ca; 'Sue Klatt'; jhyde@southgate.ca; cao@southwold.ca; renee.chaperon@springwater.ca; jbaranek@stclairtownship.ca; atjoeadmin@bellnet.ca; bbrooks@stonemills.com; clerk@strongtownship.ca; agray@tay.ca; cao@terracebay.ca; 'Sue Walton'; clerk@tyendinagatowship.com; 'Uxbridge'; wkolasa@wainfleet.ca; 'A Gubbels'; 'Grace Kosch'; 'Tina Forsyth'; rtremblay@whitewaterregion.ca; 'Wilmot'; 'Wollaston'; vhummel@woolwich.ca; clerk@zorra.on.ca; mweaver@thearchipelago.on.ca; 'Melinda Reith'; 'Lynne Duguay'; vdion@townsrf.ca; yrobert@ekwtp.ca; doug.irwin@trenthills.ca; kstevenson@trentlakes.ca; ngladun@shawbiz.ca; MCadieux@prescott-russell.on.ca; hthomson@sdcgcounties.ca; dsauriol@lvtownship.ca; 'Burk's Falls'; sdion@casselman.ca; 'Peggy Cramp'; 'Betty Gordon'; 'Oil Springs'; 'Jim Burns'; 'Susan Arnold'; clerk@sundridge.ca; 'Thornloe'; psnider@villageofwestport.ca; across@wainfleet.ca; 'Centre Wellington'; 'Karren Wallace'; 'Clerk'; 'Michelle Hendry'; clerk@nalgonawil.com; ekwarciak@plympton-wyoming.ca; jault@frontofyonge.com; christopher.raynor@york.ca; mmanitfel@blrtownship.ca; giles@tbaytel.net; mavis@doriontownship.ca; clerk@tudorandcashel.com  
Brenda Fraser

**Cc:**  
**Subject:** Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

**Resolution #**

**10.(d)(iii)/21/11/2018**

**WHEREAS** concern over the quality of the Municipal Voters' List is not a new phenomenon;  
**AND WHEREAS** in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;  
**AND WHEREAS** the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);  
**AND WHEREAS** despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;  
**AND WHEREAS** a transformational solution to the way that the Voters' List is created and managed is required;  
**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;  
**AND FURTHER** Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;  
**AND FURTHER** that this resolution be circulated to all Ontario Municipalities for their consideration and support.

**CARRIED**

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

*Cindy Filmore*

Senior Office Assistant  
Town of Kearney  
Ph# (705) 636-7752  
Fax (705) 636-0527





Stantec Consulting Ltd.  
200 – 835 Paramount Drive, Stoney Creek ON L8J 0B4

November 15, 2018  
File: 165001086

**Attention: Kathy McDonald, Clerk Treasurer**  
Municipality of Billings  
15 Old Mill Road  
P.O. Box 34  
Kagawong ON P0P 1J0

Dear Ms. McDonald,

**Reference: Planning, Preliminary Design and Class Environmental Assessment  
Highway 6 Little Current Swing Bridge Study (GWP 5268-14-00)  
Notice of Study Design Report (SDR) Review**

Stantec Consulting Ltd. has been retained by the Ontario Ministry of Transportation (MTO) to undertake a Planning, Preliminary Design and Class Environmental Assessment (Class EA) Study for the Highway 6 Little Current Swing Bridge located in the Town of Northeastern Manitoulin and the Islands in Northeastern Ontario.

The purpose of this study is to identify a Recommended Plan that addresses current and future transportation needs at the bridge crossing. You are also encouraged to visit the project website at [www.swingbridgestudy.ca](http://www.swingbridgestudy.ca) for project information and updates.

The purpose of this letter is to advise you that a *Study Design Report* (SDR) has been prepared. The SDR documents the project Need and Justification, the study area, the alternative crossing types (Alternatives to the Undertaking), and the Class EA process including consultation. The SDR will be available for a 30 day public review period from November 22, 2018 to December 21, 2018. The SDR will be available on the project website ([www.swingbridgestudy.ca](http://www.swingbridgestudy.ca)), as well as locations listed on the attached notice. Comments may be provided to the project team or on the website.

November 15, 2018  
Municipality of Billings  
Page 2 of 2

**Reference: Planning, Preliminary Design and Class Environmental Assessment  
Highway 6 Little Current Swing Bridge Study (GWP 5268-14-00)  
Notice of Study Design Report (SDR) Review**

If you would like further information regarding the study, please contact either the undersigned or one of the project team members named in the enclosed information.

Regards,

**Stantec Consulting Ltd.**



**Nevena Gazibara, B. Sc., MREM, ENV SP**  
Environmental Planner  
Phone: (905) 381-3249  
Fax: (905) 384-3534  
nevena.gazibara@stantec.com

Attachment: Notice of Study Design Report (SDR) Public Review

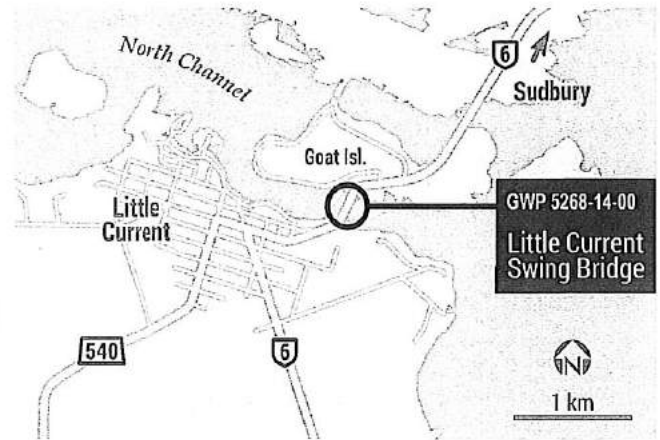
c. M. Delfino, J. Haddow – Ministry of Transportation  
G. Cooke, T. Belliveau – Stantec Consulting Ltd.





**NOTICE OF STUDY DESIGN REPORT REVIEW  
 PLANNING, PRELIMINARY DESIGN AND CLASS ENVIRONMENTAL ASSESSMENT  
 Highway 6 Little Current Swing Bridge Study, GWP 5268-14-00**

The Ontario Ministry of Transportation (MTO) has retained Stantec Consulting Ltd. to undertake a Planning, Preliminary Design, and Class Environmental Assessment (Class EA) Study for the Highway 6 Little Current Swing Bridge located in the Town of Northeastern Manitoulin and the Islands in Northeastern Ontario. The bridge provides year-round highway access between the community of Little Current and Manitoulin Island and mainland areas of Northern Ontario. The existing bridge is nearing the end of its service life. The purpose of this study is to identify a Recommended Plan that addresses current and future transportation needs at the bridge crossing.



**THE PROCESS**

This study is following the requirements of a "Group A" project under the *Class Environmental Assessment (EA) for Provincial Transportation Facilities (2000)*, and includes opportunities for public input throughout, including at three PICs. A *Study Design Report (SDR)* has been prepared for review. Near the end of the study, a *Transportation Environmental Study Report (TESR)* will also be prepared for a 30-day public review with a notice of TESR Submission published in local newspapers.

**PUBLIC REVIEW PERIOD**

The *Study Design Report (SDR)* has been prepared and is available for a 30-day public review period from **November 22, 2018 to December 21, 2018**. The SDR documents the project Need and Justification, the study area, the alternative crossing types (Alternatives to the Undertaking), and the Class EA process including consultation. **The SDR will be available at the following locations and on the project website ([www.swingbridgestudy.ca](http://www.swingbridgestudy.ca)):**

Northeastern Manitoulin and the Islands Municipal Building 14 Water Street East Little Current, Ontario Monday-Friday: 8:30am - 4:30pm	Gore Bay Union Public Library 15 Water Street Gore Bay, Ontario Monday, Tuesday: 2pm - 5pm Thursday: 2pm - 8pm Friday: 10am - 1pm, 2 - 5pm Saturday: 10am - 1pm	Providence Bay Library 11 Mutchmor Street Providence Bay, Ontario Tuesday: 6:30pm - 8:30pm Wednesday: 1pm - 3:30pm Friday: 1pm - 4:30pm	Northeastern Manitoulin and the Islands Public Library 50 Meredith Street West Little Current, Ontario Tuesday, Wednesday, Friday: 10am - 5pm Thursday: 10am - 8pm Saturday: 10am - 4pm
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**COMMENTS**

Interested persons are encouraged to review the document and provide comments by **December 21, 2018**. You are encouraged to visit the project website, [www.swingbridgestudy.ca](http://www.swingbridgestudy.ca) for more information on the study, and to review notices or reports as they become available. You can also submit comments to the project team on the project website or by contacting:

**Mr. Gregg Cooke, P.Eng.**  
 Consultant Project Manager  
 Stantec Consulting Ltd.  
 200-835 Paramount Drive  
 Stoney Creek ON L8J 0B4  
 Tel: (905) 381-3227  
 Call Collect: (905) 385-3234  
 ProjectTeam@swingbridgestudy.ca

**Ms. Melissa Delfino, P.Eng.**  
 Senior Project Engineer  
 Ministry of Transportation Northeastern Region  
 447 McKeown Avenue  
 North Bay ON P1B 9S9  
 Tel: (705) 497-6807  
 Toll-free: 1-800-461-9547  
 ProjectTeam@swingbridgestudy.ca

If you have any accessibility requirements in order to participate in this project, please contact one of the Project Team members listed above. Comments and information are being collected to assist the MTO in meeting the requirements of the Ontario *Environmental Assessment Act*. Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. All comments will be maintained on file for use during the study and, with the exception of personal information, may be included in study documentation and become part of the public record.



MICHAEL FENN  
mfenn@cogeco.ca

---

Experience has taught us that there are practical ways to make Council / staff relations run more smoothly and productively. But each generation needs to learn these lessons anew.

---

## Successful Staff/Council Relations: Old Lessons For New Challenges

Experience across Ontario has taught us that there are policies – basic principles and practices or ‘rules of the road’ – that will contribute significantly to municipal Councils getting the very best from the talent and energy of their municipal staff, at all levels. Some of those policies reflect basic common sense and human nature. Others reflect sound and balanced processes in public decision-making. This Policy Brief outlines a range of experience-based practices that can be adopted and implemented in municipalities – large and small, urban and rural, lower-tier and upper-tier/single-tier – to contribute to alignment and success.

---

### Background

Predictably each generation laments the decline in the quality and performance of government at all levels. But just as predictably, each generation renews its faith in its local municipality – the best loved of democratic institutions.

As with the provincial and federal governments, the success or failure of municipal government is largely a product of the way in which elected leaders interact with the public servants who develop policy, deliver public services and provide technical advice to elected decision-makers.

Implicit in this relationship is a dynamic balance – some would call it ‘creative tension’. It is a relationship that gives full scope and authority to the democratically elected leaders of communities, while keeping ‘politics’ out of the day-to-day business of collecting taxes, procurement, professional policy-development, human resources management, and impartial service delivery.

## ABOUT THE AUTHOR

**Michael Fenn** has served as an Ontario Deputy Minister under three Premiers, municipal chief administrator for Hamilton-Wentworth Region and the City of Burlington, and the CEO of Metrolinx and the Mississauga Halton LHIN. He is a recipient of the Lieutenant Governor's Medal of Distinction in Public Administration for Ontario, the AMCTO's Prestige Award, and the OMAA's Robert Baldwin Award. In 2010, he was one of two Ontarians, added to the Association of Municipalities of Ontario's Honour Roll.

Michael is now a management consultant and a Senior Advisor with the consulting firm StrategyCorp. He serves on the Boards of the OMERS AC pension fund, and the Toronto Board of Education's realty arm, the Toronto Lands Corporation.

## Statutory Officers and Corporate Officers

The efforts to 'keep politics out' of some public duties are reflected in municipal officers such as Clerks, Treasurers, Chief Building Officials and Fire Chiefs, who all enjoy independent legal status for key duties that are insulated from political interference.

Likewise, the municipal reform movement that gave rise to city managers and chief administrative officers reflected a desire to distinguish politics from professional management in the conduct of public affairs in municipalities. After generations of 'political management' in cities large and small across North America, in the tradition of New York's Tammany Hall and the Chicago Political Machine, the Council/manager system aimed to achieve this goal by assigning corporate executive and managerial responsibilities to senior professional management staff.

## Executive Control and Political Staff

In Ottawa and Queen's Park, our generation has seen the bilateral relationship between elected representatives and senior public servants develop into a "triangular" relationship, which now includes political staff working as intermediaries and interpreters in the public decision-making process. We are also witnessing a trend to greater centralization of political executive power, at all three levels of government. MP Michael Chong and municipal authority Richard Tindal, among others, have been arguing that we need to reinvigorate our commitment to the Westminster model of parliamentary democracy, with its tradition of strong Ministers and responsible ministries, and more autonomy for individual Members of Parliament and public servants.

In Ontario's larger municipalities, these same patterns are becoming more evident, with the same impact on the relationship between elected leaders and management staff. This trend is most obvious when it is proposed to make mayors and other 'Heads of Council' more than first-among-equals in relation to their Council colleagues and to play a managerial role in relation to staff.

Despite these developments and in the absence of municipal reform legislation, there do appear to be areas where better policies and practices at the municipal level could help to improve the quality of the relationship between elected representatives and their municipal management staff.

### 'Old' Policies for New Realities

As legislators, municipal Council members already know that it is exceedingly difficult to legislate and institutionalize good behaviour and common sense. With that experience as a point of departure, the best way to build good Council/ management relations is to adopt norms and conventions that provide reasonable and flexible guidance. Some suggest that effective Council / staff policies must be based more on a mutual understanding of the 'rules of the game', rather than more rule-making by the Province, or municipal councils.

Although the lesson is not always remembered, the inquiries by Justices Gomery, Bellamy, O'Connor and Cunningham, and the recurrent advice of municipal Integrity Commissioners, teach us this age-old truth: With public ethics and the conduct of the public's business, it is not usually the case that we have insufficient rules and laws. Rather, we need to draft our rules and laws in a way that makes them reasonable and practical, and have the courage and determination to make them work.

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No matter how good - or how bad - the relationship might be between staff and Council, it is always dynamic and should be treated as a 'work in progress.'

No matter how good - or how bad - the relationship might be between staff and Council, it is always dynamic and should be treated as a 'work in progress'. As such, it is important for elected representatives and staff to view their relationship as a working partnership. Although both partners are not always going to agree on everything, each partner is absolutely essential to the other.

### Similar Goals, Different Roles

While the ultimate goals of both Council members and management staff may be similar, how each gets to that goal reflects their fundamentally different roles. From the staff viewpoint, any major initiative will have practical administrative, logistical and budgetary dimensions. From the elected representative's position, an initiative may pose policy, precedence, or community considerations. It is vital that each party in the relationship understand its own goals, as well as understanding and respecting the goals and responsibilities of the other.

Sometimes, the relationship can be a little lopsided. After all, municipal staff are often long serving, while each election produces new members of Council and changed public priorities. There will always be a learning curve for newly elected representatives and, for staff, an "adjustment" period, as they learn about their new political 'masters'. For many municipal elected representatives, it is their first foray into elected public service. They need to learn the ropes - how Council operates, what staff do and don't do, and how to get things done.

Senior municipal staff usually see it as their duty to guide new Council members through the system. Staff must provide the support and information that elected representatives need to help them understand their roles and responsibilities. This is a foundation of any good working relationship.

Communities need to feel that their Council and staff are working in harmony to the community's benefit. Conflict reduces and erodes that public trust. It also undermines the investment climate and can weaken public confidence in the democratic process at the local level.

## Ten Policies, Practices and Principles for Good Council/Staff Relations

### 1. All Council members are equal

No matter how well or poorly staff and elected representatives interrelate, staff should avoid favouritism or the appearance of favouritism. Whatever their differences in experience and abilities, all Council members must be treated equally by staff.

Although it may seem somewhat "stiff" or "stuffy", the most successful senior municipal managers promote a formal relationship between municipal staff and elected representatives, especially during public meetings or business dealings. This ranges from the customary – like using the proper titles and avoiding first names in public meetings – through to more substantive measures. It is important to reinforce in the eyes of the public and all staff the dignity of public office, irrespective of the incumbent.

It is also essential to treat Council as a collective decision-making body, not just a collection of individuals. In many municipalities, municipal staff have a long-standing tradition that they will not give special treatment to the committee chairs or to the ward councillors on things that could be seen as disadvantaging other Council members.

Everyone recognizes that the mayor, regional chair, warden, or reeve is expected to be the leader of council and a "first among equals." With that Head of Council role comes a daily interaction with the CAO. Despite this relationship, CAOs may find it prudent or necessary, on occasion, to act in a way that demonstrates that they know they are working for the whole council.

### 2. The politics of management and management of politics

There's a difference between policy and management. Elected representatives are responsible for giving political direction, for ensuring that management systems work properly, and for deciding issues once staff, the public and

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Communities need to feel that their Council and staff are working in harmony to the community's benefit. Conflict reduces and erodes that public trust.

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As the two people at the fulcrum of the Council/ staff relationship, it is the shared responsibility of the Head of Council and the CAO to ensure that this important “good governance” balance is maintained.

fellow Council members have been heard. Whatever their professions or work experience in private life, elected representatives at the municipal level are not elected to be managers or technical experts. They are elected to represent their community. As a result, Council members must ensure that they don't involve staff in political lobbying or try to influence a staff report.

Likewise, civil servants are not hired to play a political role. Staff are paid to research policy issues, to give Council their best professional judgment, and to accept and implement effectively whatever council decides, even if it is something staff did not recommend...especially if it is something staff did not recommend.

Staff are hired to offer viable policy options, but also to make recommendations, whether that is welcome or not. Council may not like a recommendation, and certainly may not accept it. But both Council and the CAO should insist that every substantive report come with specific recommendations that reflect staff's best advice.

The corollary is that staff should not get involved with an issue after it has been dealt with by standing committee and a committee recommendation has been made to Council--except to provide new information or information that Council should have before making its decision (e.g., a legal or cost implication that was unknown earlier).

As the two people at the fulcrum of the Council/staff relationship, it is the shared responsibility of the Head of Council and the CAO to ensure that this important “good governance” balance is maintained.

The principles underlying this policy are simple: for Council, “Policy is yours, but management is management's.” To promote good relationships, staff must respect democracy, and Council members must respect professional management and professional opinion.

Which brings us to the third policy, respect....

### **3. R-E-S-P-E-C-T**

To borrow from Aretha Franklin, the first ingredient in any good relationship is a climate of mutual respect. That can be easier said than done, when public criticism of staff is a tempting course and often popular with the media.

No matter what type of relationship exists between staff and Council, the core must be respect for one another: respect for each other's intelligence and professionalism; respect for the challenges that each 'side' faces; and, respect for the fact that we're all trying to serve the best interests of our communities and our citizens.

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As well all know, language is an important component of a respectful relationship...language can sour a relationship, or support it.

There's also a very practical reason to follow this 'golden rule.' Good municipal staff can be hard to find and harder, and expensive, still to replace. Jobs with a good Council and a good municipality are attractive to good staff. Poor Council-staff relations are widely known 'in the trade' and a reason that competent staff avoid a municipality.

***What you call me tells me (and the community) what you think of me***

As we all know, language is an important component of a respectful relationship. Often quite innocently, language can sour a relationship, or support it. Take the word "bureaucrat" for instance. The primary definition of a bureaucrat is an official in a bureaucracy. The secondary definition is 'an inflexible or insensitive administrator.' To many, especially civil servants, the word bureaucrat connotes an uncaring, distant, disdainful functionary. Many people already feel negatively about governments, politicians and public employees, without public officials themselves adding to it.

Municipal staff generally prefer to be known as 'management', or by their correct professional titles, or even as simply 'staff', just the same as employees of private sector companies and other civil organizations would.

On the same note, the term "politician" can conjure up many negative public images. Most municipal councillors do not view their role as a career or a trade, but as an opportunity to serve the community, with the support of their fellow citizens. It's an honour to be elected in a democratic process. Using terms like councillors or "elected representative" reinforces that more noble impression.

**4. No surprises**

***"When you look good, we look good" - and vice versa.***

A major hotel chain once recommended itself by promising its guests would face "no surprises". It's a good foundation for Council/ staff relations, too. As a general rule in municipal government, working together produces the best results.

Staff generally take the view that when Council members look competent and goal-oriented, that reflects well on the whole organization, including staff. That's why Council members are cautioned against crafting program ideas or important policy decisions in a vacuum or "on the run", such as during a Council meeting in response to a public delegation's request or complaint.

With that same objective in mind, it is always a matter of good professional courtesy for Council members to warn staff ahead of time if they are going to raise an issue or criticize staff's actions. That will ensure that they receive an intelligent and informed response. It will also avoid the risk of embarrassing or undermining a Council member publicly, with information of which they were unaware. For the same reason, it is unfair to other Council members for a Council member to announce at a Council meeting, "I've spoken to staff and



they agree with me.” Staff speaks for itself, usually in writing at Council, or in person at Committee or Council.

Finally, it is important to get things right when acting as a legislator. If a Council member is going to move a new motion, an amendment to a staff recommendation, or a formal Staff Direction, at Committee or Council, he/she should ask the Clerk’s Department or the appropriate member of senior management for their opinion on the exact wording. If they’re professionals, staff won’t argue the case with you, but they will assist in ensuring that your motion has no obvious flaws or inaccuracies.

### 5. Dirty Laundry

Most sensitive observers would tell federal, provincial and municipal officials not to air dirty laundry in public. But we see it reported almost daily in the media.

Why? In part, because it’s the media’s job to produce informative, entertaining journalism. Conflicts make for interesting stories; collegial decision-making yields better results, but duller reading.

There are likewise many reasons why Councils should discourage acrimonious debate and personal attacks. For one, it leads to dissatisfaction and a loss of competent staff. It also looks bad on elected representatives themselves. Fundamentally, the public doesn’t want to see municipal officials air their grievances with one another in a public forum. They expect them to do the job that they were hired or elected to do.

We operate in a political arena, with all that implies. As a result, a Council member may quite properly – or even simply for political reasons – accuse staff of being incorrect, lacking in research or creativity, being insensitive to community concerns, or being too slow to deal with an issue. Staff may not like it, but it’s the right of the democratically elected representative to say such things. The unpleasant fact is that staff may be an easy target. They may not like it, but on the other hand, they don’t have to stand for re-election to keep their jobs.

But there are limits that should not be exceeded, and it’s the duty of the Head of Council and the CAO to act decisively when they are exceeded. A Council member should never accuse a staff member publicly of stupidity, lack of ethics, or being incompetent. If an elected representative feels that way about a member of staff, they should take it up with the CAO (or with the Head of Council, in the case of the CAO), in private.

### 6. Elected representatives represent the *whole* community

Council members periodically need to remind themselves that they are

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Fundamentally, the public doesn’t want to see municipal officials air their grievances with one another in a public forum. They expect them to do the job that they were hired or elected to do.

legislators, and representatives, not just community delegates or ‘customer service representatives’. They are representatives in a democratic process, not agents or “rubber stamps.”

Given their electoral mandates, it can be difficult to reconcile the duty to represent a ward or an important community constituency, in relation to the broader community, including the disenfranchised, the less directly affected taxpayer, or those unseen who will have to live with their decisions in the future

The job of elected representatives is to make decisions based on the good of the broader public, including those who have not been heard at Council or in the media, and those who will come in the future. Council members need to ‘find out the whole story’, often by confirming what they hear from ‘trusted sources’. It makes sense to rely on feedback received during the election, and in municipal customer satisfaction surveys, rather than simply accepting the wisdom of currently ‘trending’ views on social media or from Council delegations.

Ultimately, Council members must rely on their own judgment and ‘due diligence’, and then show leadership on issues. As the following point says, the job of the Council member is to make decisions, ideally based on the overall good of the community and the municipal corporation.

#### **7. Your time is valuable; your job is to make decisions**

Council members should not allow staff presentations or delegations to consume all the time that they have to debate and decide an issue. Occasionally, it may be necessary to schedule extra time to be sure everyone is heard on a contentious issue. But generally speaking, Council should ensure that decision-making time is safeguarded by not letting staff presentations or delegations consume all the time to debate and decide an issue. Many municipal Councils meet in the evenings, after all involved have had a full work day. Late evening decisions are often not good decisions.

Council members need to know that they can:

- Recommend that more items be relegated to the ‘consent’ agenda; or,
- “Take a pass” on an audio-visual presentation; or,
- Urge a staff advisor to be more brief; or,
- Ask several public delegations with essentially the same point to select a spokesperson, or to accept a limited speaking time, or to provide information in advance or in written form; and,
- Enact ‘curfew’ procedures for Council deliberations.

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The job of elected representatives is to make decisions based on the good of the broader public, including those who have not been heard at Council or in the media, and those who will come in the future.

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The public process is important in local government. But the public process should inform and improve decision-making, not impede or exhaust it.

Council members should continually remind themselves that their time is valuable, and that the community elects them to make decisions. The public process is important in local government. But the public process should inform and improve decision-making, not impede it or exhaust it.

#### **8. Make good use of staff time**

It is important for Councils to use of their staff resources to best advantage. Every staff report costs the taxpayers money, and takes staff time away from some other issue or problem that needs attention. Municipal staff have been downsized considerably in recent years, and these days it's important that staff time be used wisely by everyone.

Where possible, Council members should avoid the temptation to defer or to refer back for a staff report, if it really isn't necessary. For example, Council members should avoid asking for a staff report simply as a way to "get past" an unhappy public delegation.

If Council knows what it is going to do, or if it is not going to accede to some demand or objection, it should act. As a rule, the broader community appreciates courage and decisiveness in its elected representatives, even if they may not always agree with the specifics of every individual decision.

#### *Staff directions*

In many municipalities, staff require a formal Staff Direction to be voted on by a committee and approved by Council before staff will put an item on the work program and devote a significant amount of time to it.

The application of this Staff Direction approach, of course, requires common sense judgment. If an individual councillor, or the Head of Council, makes a request for information that's already conveniently available, staff should readily provide it – and, generally, copy all members of Council, so that no one thinks anyone is being favoured. But if a Council member's request will be a lot of work, all staff should understand that both Council and the CAO expect staff only to undertake a larger assignment if a Staff Direction has been approved.

#### *Performance evaluations*

Finally, the public expects both elected representatives and municipal staff to do the jobs for which they are being paid by the municipal taxpayer. That can only be assured when goals and objectives are set and periodically reviewed: by Council for the CAO and through the CAO, for department heads; and by the CAO and management, for the rest of the staff establishment.

#### **9. Respect the Chain of Command**

Council members should be aware of 'who's in charge of what', so that they can deal with the appropriate member of senior management on anything

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The underlying objective of both of these good practices is to reinforce in the eyes of the public that elected representatives are in charge, and are seen to be in charge.

of significance. Senior staff generally don't view Council members' requests on 'unimportant' things as an inconvenience, or something best directed to subordinates or the municipal 3-1-1 service. They know that these requests are often a good barometer of what's on the minds of Council members and the broader community.

In larger municipalities, there may be the need to ensure that Council members' staff do not act in a way that appears to direct departmental staff, or to usurp the role of management or the Council members themselves. Generally speaking, however, senior staff welcome direct contact with elected representatives, in part as a way to keep current with Council views in an informal setting.

#### **10. You're the Public Figure, Not Staff**

In most municipalities, there are formal or informal rules limiting staff comments to the media. On matters of public debate and public policy, that's more properly the job of elected officials. Of course, staff will provide information and advice, prepare media releases and social media 'content', and assume other related responsibilities. Comments to the media, if indeed staff are called upon to respond, will normally be limited to matters of fact, professional opinion, context and history.

Since staff are not generally in a position to comment publicly, elected officials should avoid commenting publicly on staff, leaving any comments about staff to committee meetings. As noted, it is good practice, once committee decisions have been made, to 'pass the ball' to the standing committee chair, or the 'champion' of the issue on Council, to explain, defend or promote the decision.

In some larger municipalities, such as those with a well-developed Standing Committee system or Committee-of-the-Whole process, staff rarely comment publicly at formal Council meetings. In fact, among the practices to be avoided are extensive public questioning of senior staff in Council by individual Council members, in a manner that is clearly political in intent or inquisitorial in tone, in pursuit of the 'gotcha' answer.

The underlying objective of both of these good practices is to reinforce in the eyes of the public that elected representatives are in charge, and are seen to be in charge.

#### **Observe the Rules of the Road!**

For many experienced readers from the municipal world, the foregoing observations may seem self-evident or common sense, or with luck, standard

operating procedure in your municipality. But applied judiciously, these policies and practices should prove useful in navigating the “friction-points” in the Council-staff relationship.

Councils and staff need to work together to ensure that everyone knows the “rules of the road.” They must learn to communicate with one another effectively, and if problems arise, to deal with issues professionally, quickly and systematically.

After all, a good relationship will result in positive action. It will produce effective management and administration and a more satisfied community. And it will see Council members who get re-elected or who are drawn to public service by a commitment to collective success. After all, that’s what we all strive for. ■

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Councils and staff need to work together to ensure that everyone knows the “rules of the road.” They must learn to communicate with one another effectively, and if problems arise, to deal with issues professionally, quickly and systematically.

**FOR MORE INFORMATION,  
PLEASE CONTACT:**

**Rick Johal**

Director, Member and  
Sector Relations  
rjohal@amcto.com  
905.602.4294 x232

**Eric Muller**

Coordinator, Legislative Services  
emuller@amcto.com  
905.602.4294 x234

**OTHER PUBLICATION BY MICHAEL FENN:**

1. Michael Fenn, "Recycling Ontario's Assets: A New Framework for Managing Public Finances," The Mowat Centre, 2014.
2. André Côté and Michael Fenn, "Approaching an Inflection Point: Provincial-Municipal Relations in Ontario," Institute on Municipal Finance and Governance (Munk School), 2014.
3. Michael Fenn, "Unlocking Ontario's Advantages: Building new infrastructure on the foundation of existing public assets," Residential and Civil Construction Alliance of Ontario (RCCAO), 2014.



**AMCTO**

Association of Municipal Managers,  
Clerks and Treasurers of Ontario

2680 Skymark Avenue, Suite 610  
Mississauga, Ontario L4W 5L6

Tel: 905.602.4294

Fax: 905.602.4295

Web: [www.amcto.com](http://www.amcto.com)

Twitter: @amcto\_policy

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**About AMCTO Policy and Management Briefs**

AMCTO's Policy and Management Briefs are designed to fill a gap in the discussion of local government in Ontario, by fostering dialoguing and promoting rigorous analysis of important topics facing municipalities across the province.

**About AMCTO**

With approximately 2,200 members working in municipalities across Ontario, AMCTO is Canada's largest voluntary association of local government professionals, and the leading professional development organization for municipal administrative staff. Our mission is to provide management and leadership service to municipal professionals through continuous learning opportunities, member support, and legislative advocacy.

**Old Mill Heritage Centre  
Museum Board Agenda  
Tues. November 20, 2018**

**Roll Call:**

1. Approval of Agenda and Additions
2. Motion to accept the minutes of Oct. 16, 2018 meeting
3. Treasurer's report for Nov. 20/18
4. Motion to accept Treasurer's report
5. Curator's report: for Nov.20/18
6. Motion to accept Curator's report

**7. Business Arising from the Minutes:**

- Remembrance Day 2018 debrief
- United Church History (Deb)
- United Church historical photos (Deb)
- Cost of completing the Mariners park (Brad)
- Shelving costs (Brad)
- Christmas in Kagawong – update
- Historical Plaques – Sabine & Dianne
- Air quality report for the Old Mill - Nora

**8. New Business:**

- Council Orientation Training November 12th for Committee Chairs/members –  
Dianne

**9. Council Developments:**

**10. Date of next meeting:**

**11. Motion to Adjourn:**

**Old Mill Heritage Centre**

**Museum Board Minutes**

**Tues. Oct. 16, 2018**

**Present:** Rick, Dianne, Sabine, Deb, Barb, Nora

**Regrets:** Brad, Aus

1. Approval of Agenda and Additions
2. Motion to accept the minutes of Sept. 18, 2018 meeting : Sabine, Nora 2nd
3. Treasurer's report for Oct. 16/18
4. Motion to accept Treasurer's report: Barb, Nora 2nd
5. Curator's report: for Oct.16/18
6. Motion to accept Curator's report: Barb, Dianne 2nd

**7. Business Arising from the Minutes:**

- Remembrance Day 2018 planning: The Museum will be open from noon to 4:00 pm. Videos will be running and the Military room will be enhanced.
- United Church History (Deb) – in process
- United Church historical photos (Rick) – no luck in finding historical photos of the Church in the Museum archives; Deb to contact John & Elsie Christian for possible photos.
- Cost of upgrading the Kiosk (Rick) – all upgrades required would cost \$700 - \$800. Will be worked on in the Spring.
- Cost of completing the Mariners park (Brad) - deferred
- Shelving costs (Brad)-deferred
- Proposing a new Board member to fill a vacancy. Sabine contacted Kathy at the Municipal office re: the procedure to follow and was advised to shelve this until the new Council is in place and follow their direction.



## **8. New Business:**

- Rick advised that the Health and Safety inspector for the Municipality recommended extra shelving to assist with de-cluttering Rick's office. Deb advised she would assist Rick with this task.
- New exhibits (**WWI & WWII**) are available for the Military room from Ron Young for next year's displays.
- Dianne gave an update of the OMHC Light up the Future fundraising: -this year \$13,400 was received. Letters and tax receipts have been sent out. More than \$59,000 has been raised since 2010.
- Christmas in Kagawong:
  - the Museum will serve lunch again on the Saturday. Rick is getting volunteers to make soups & chilli; to work in the kitchen and buss tables.
  - Rick to ask Sharon Alkenbrack for a small table downstairs to sell product
  - Sabine to ask the Friends of the Library re: sharing space downstairs.
- Historical plaques Update- 2 more plaques have been installed.

**9. Council Developments:** Nora reported that there has been an air quality report done for the Old Mill. She will bring a copy to the next meeting.

**10. Date of next meeting:**

**11. Motion to Adjourn:**

COMMITTEE REPORT—November 19, 2018 COUNCIL MEETING

By Barbara Erskine, Councillor

Submitted November 14, 2018

**Recreation Committee**

On Saturday November 3, 2018 the Recreation Committee will have had its annual planning session at the Park Centre. A report will be submitted to council for review at a future date. I will consult with the township to find out when would be an appropriate meeting date to present to council

On November 11<sup>th</sup> Recreation Committee members decorated a Christmas Tree at “speaker’s corner” in front of the municipal office. The tree decorations are handmade and provide bird-friendly nutrition for the winter weather.

We have booked the Park Centre in January and February for Games Night and Winter Fest—stay tuned for more information!

The Park Centre is booked for a December 12<sup>th</sup> monthly Recreation Committee meeting at 7 pm. We welcome all interested people to attend.

**Go Green Committee**

As of the writing of this report, the Go Green Committee is still trying to schedule a final meeting for this term. I will tell Kathy McDonald once a date is settled.

**Joint Building Systems**

No meetings are scheduled at this time and no information has been shared.

**Council/Committee Training Session**

Thanks to Kathy McDonald and staff for setting up this valuable training opportunity on November 12<sup>th</sup> and opening it to committee members. We had four committee members (including one soon-to-be councillor) attend and I have heard much positive feedback about the information that was shared. When committee issues were raised this past term, we were always supportive of including a township staff member in our meetings. We will work with the new council to adopt any required procedural changes and, as always, welcome any interested people to our meetings.