



## **Regular Council Meeting Agenda**

*May 24, 2023*

*1 Cameron Drive, Desbarats, 6:00 pm*

- 1. Call to Order:**
- 2. Disclosure of Pecuniary Interest:**
- 3. Adoption of an Addendum**
- 4. Delegation:** Stefanizzi 2022 financials
- 5. Minutes of Previous Meeting:** April 20 2023
- 6. Statements for the Month of:** April 2023
- 7. Staff and Committee Reports:** Clerks Report, Roads Report, Recreation, Fire Dept.

### **A. Old/Unfinished Business:**

1. Enbridge Letter Re: clarification of fees for locates.
2. By-law 2023-1062 being a by-law for the Procurement policy. Second Reading.
3. By-law 2023-1063 to establish the fees for building permits and related matters for the Township. Second Reading.

### **B. New Business:**

1. By-law 2023-1064 being a by-law to take ownership of a public road. Deplonty
2. By-law 2023-1066 being a by-law to take ownership of a public road. Government.
3. Resolution from Essex regarding a municipality to retain surplus proceeds from tax sales.
4. Resolution from the Town of Port Colborne regarding Municipal Heritage register to protect Heritage Properties.
5. Resolution from Port Colborne regarding stop arm cameras on school busses.
6. Resolution from the Town of Whitchurch-Stouffville for Bill 5 stopping harassment and abuse by local leaders.
7. Resolution from Municipality of West Grey re: retaining records from surplus tax sales.
8. Resolution for Phone numbers for Mayor and Council to be on the web site.
9. Sea Can discussion one for roads and one for Recreation.
10. Roads Department New Hire

### **C. Information:**

1. CIP discussion. Permit 22-19
2. Amalgamated Tender for Roads
3. OPP 2023 Municipal Policing Billing Statement
4. School property development discussion.
5. Report from Ombudsman about another Municipality



**D. Meetings / Workshops:**

1. May 18, 2023 PUC Water Plant.
2. AMCTO Zone 7

**E.**

**F. General Council Discussion:**

**G. Closed/In Camera:**

**H. Adjournment:**



**CONFLICT OF INTEREST**  
**Schedule 'A'**

**DECLARATION OF PECUNIARY INTEREST – Municipal Conflict of Interest Act**

I, Council member (print name) \_\_\_\_\_, declare a potential  
(deemed/direct/indirect) pecuniary interest on Council Agenda (check) \_\_\_\_ Committee Agenda  
(check) \_\_\_\_

Dated \_\_\_\_\_ Agenda Item Number \_\_\_\_\_

Agenda description of item \_\_\_\_\_ for the following  
reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of member of council or committee \_\_\_\_\_

**NOTE: To be recorded in a registry along with the associated Minutes and available upon request  
for public inspection**

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**Definition of interests:**

**Indirect pecuniary interest**

**2** For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

**Interest of certain persons deemed that of member**

**3.** For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).



Agenda Item 5  
Date: May 24 / 23

*Minutes of the Regular Meeting*  
**April 20, 2023**  
**1 Cameron Drive, Desbarats**

The following minutes are comprised of resolutions and the Clerk's interpretation of the meeting. The meeting was called to order at 6:15 PM.

Present: R. McKinnon, D. MacFarlane, E. Aelick-Junor, J. Kern, K. Stobie

Staff: G. Martin, F. Labelle, H. Tener, S. Chassion, T. Phillips, R. Smith, J. Maguire, P. Trotter,

No Declaration of Pecuniary Interest was filed.

Res: 50-2023 J. Kern, E. Aelick-Junor

BE IT RESOLVED THAT COUNCIL approve the borrowing up to \$60,000.00 from the Royal Bank of Canada for the purchase of a new truck. (cd) (phone poll)

Res: 51-2023 J. Kern, K. Stobie

BE IT RESOLVED THAT COUNCIL supports the funding application to Johnson Township Community Center for the NOHFC grant file: 7500150 for the Kitchen Renovation Application for the amount of \$187,400.00 with \$168,660.00 being grant money and the Township portion being \$18,740.00 with any cost overruns to be covered by the Township. (cd) (phone poll)

Res: 52-2023 J. Kern, E. Aelick-Junor

BE IT RESOLVED THAT COUNCIL agrees to spend up to \$1500.00 for the Staff retirement of Glenn Martin. (cd) (phone poll)

Res: 53-2023 E. Aelick-Junor, J. Kern

BE IT RESOLVED THAT COUNCIL adopts the Minutes of the March 15, 2023 meeting as amended. (cd)

Res: 54-2023 J. Kern, K. Stobie

BE IT RESOLVED THAT COUNCIL approves the Statements for March as presented. (cd)

Res: 55-2023 E. Aelick-Junor, D. MacFarlane

BE IT RESOLVED THAT COUNCIL receives the Clerk's Report for April 2023. (cd)

Minutes of Regular Council Meeting  
April 20, 2023

Res: 56-2023 D. MacFarlane, J. Kern

BE IT RESOLVED THAT COUNCIL receives the Roads Department Report for April 2023. (cd)

Res: 57-2023 K. Stobie, D. MacFarlane

BE IT RESOLVED THAT COUNCIL receives the Recreation Department Report for April 2023. (cd)

Res: 58-2023 E. Aelick-Junor, K. Stobie

BE IT RESOLVED THAT COUNCIL receives the Treasurer Department Verbal Report for April 2023. (cd)

Res: 59-2023 D. MacFarlane, K. Stobie

BE IT RESOLVED THAT COUNCIL receives the Fire Department Report for April 2023. (cd)

Res: 60-2023 J. Kern, K. Stobie

BE IT RESOLVED THAT COUNCIL gives first reading to by-law 2022-1062 to establish the Procurement policy for the Township. (cd)

Res: 61-2023 D. MacFarlane, J. Kern

BE IT RESOLVED THAT COUNCIL opposes these utilities locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities. (cd)

Res: 62-2023 E. Aelick-Junor, K. Stobie

BE IT RESOLVED THAT COUNCIL supports the Municipality of Chatham-Kent in seeking support and collaboration on reducing municipal insurance cost and advocate for solutions to help with insurance and protect residents. (cd)

Res: 63-2023 D. MacFarlane, J. Kern

BE IT RESOLVED THAT COUNCIL proclaims May 17 as International Day against Homophobia and Transphobia and to recognize this day as such. (cd)

Res: 64-2023 D. MacFarlane, J. Kern

BE IT RESOLVED THAT COUNCIL acknowledge that there is a problem with homelessness in Ontario and support the Town of Petrolia and other Communities. (cd)

Res: 65-2023 E. Aelick-Junor, K. Stobie

BE IT RESOLVED THAT COUNCIL supports the Town of Petrolia and the Township of Ashfield, Colborne-Wawanosh regarding Future Accuracy of the Permanent Register of Electors. (cd)

Res: 66-2023 J. Kern, K. Stobie

BE IT RESOLVED THAT COUNCIL supports the donation of \$500.00 to Crime Stoppers to continue to boost awareness in the district. (cd)

Res: 67-2023 K. Stobie, D. MacFarlane

BE IT RESOLVED THAT COUNCIL supports the easement on Main St. near the train tracks to give Algoma Power more area to clear for the lines. (cd)

Res: 68-2023 K. Stobie, D. MacFarlane

BE IT RESOLVED THAT COUNCIL approves on an Integrity Commissioner being Ironside Consultants. (cd)

Res: 69-2023 D. MacFarlane, K. Stobie

BE IT RESOLVED THAT COUNCIL approves to cover the cost of overrun for the Johnson Township Community Center for the NOHFC file number 7500150 for Kitchen Renovation Application. (cd)

Res: 70-2023 E. Aelick-Junor, D. MacFarlane

BE IT RESOLVED THAT COUNCIL authorizes New Sign prices be considered at Budget time. (cd)

Mayor McKinnon proclaimed April 22, 2023 as Earth Day and encourage all citizens, businesses, and organizations to participate in action-oriented activities to protect and enhance the environment and our local ecology and to celebrate the Earth.


Mayor McKinnon proclaimed April 16-22, 2023 as National Volunteer Week and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

Res: 71-2023 K. Stobie, D. MacFarlane

BE IT RESOLVED THAT COUNCIL Passes By-Law 2023-1065 being a confirming By-Law to adopt, ratify and confirm the actions of Council. (cd)

Res: 72-2023 K. Stobie, E. Aelick-Junor

BE IT RESOLVED THAT COUNCIL adjourns at 8:40 PM until the next scheduled meeting of Council on May 17, 2023 or at the call of the Mayor. (cd)

Mayor: 

Clerk: 

Date: April 20, 2023

**Corp. of the Township of Johnson**  
**Transactions by Account Report 04/01/2023 to 04/30/2023**  
**Sorted by: Date**

Agenda Item 6  
Date: May 24 2023

Date	Comment	Source #	Trans. No	Credits
<b>1005</b>				
04/11/2023	Workplace Health & Safety Insurance	5309	J1088	6,162.43
04/11/2023	Receiver General for Canada	1085189	J1091	15,466.09
04/11/2023	OMERS	9609	J1093	8,612.32
04/11/2023	Payroll Expense	DD90837	J1105	19,324.73
04/12/2023	Retirement Expense	Cash	J1128	80.00
04/13/2023	Bell Canada	8279	J1136	27.94
04/13/2023	Bell Canada	4841	J1137	155.50
04/13/2023	Bell Canada	5810	J1138	21.82
04/13/2023	Bell Canada	8685	J1139	239.67
04/13/2023	Royal Bank Visa	8729	J1140	533.58
04/13/2023	Royal Bank Visa	8755	J1141	741.24
04/13/2023	17E Trading Post	15713	J1142	729.91
04/13/2023	Algoma District Services Administration Board	15714	J1143	32,527.13
04/13/2023	ANP Office Supply	15715	J1144	124.37
04/13/2023	Recreation Reimbursement	15716	J1145	41.50
04/13/2023	Cheryl Harvey	15717	J1146	340.00
04/13/2023	Data Cabling Communications	15718	J1147	291.54
04/13/2023	Heritage Home Hardware	15719	J1148	362.99
04/13/2023	Iconix Waterworks LP	15720	J1149	4,136.48
04/13/2023	Admin Reimbursement	15721	J1150	100.00
04/13/2023	Karhi Contracting	15722	J1151	15,954.30
04/13/2023	McClelland's Hardware	15723	J1152	622.48
04/13/2023	MSR Tire Ltd.	15724	J1153	3,031.23
04/13/2023	North Shore Sentinel	15725	J1154	63.48
04/13/2023	Recreation Reimbursement	15726	J1155	49.69
04/13/2023	Peter J. Berlingieri Professional Corporation	15727	J1156	5,906.94
04/13/2023	Rankin Fuels & Supply	15728	J1157	815.59
04/13/2023	Sault Ste Marie & District S.P.C.A.	15729	J1158	800.00
04/13/2023	Soo Mill & Lumber Company Ltd.	15730	J1159	157.11
04/13/2023	The Corporation of the City of Sault Ste. Marie	15731	J1160	1,305.01
04/13/2023	Unique Lucidia	15732	J1161	1,833.71
04/13/2023	Algoma Office Equipment	VP335	J1162	52.88
04/13/2023	Algoma Power Inc	VP336	J1163	4,282.10
04/13/2023	Huron Central Railway Inc.	VP337	J1164	1,782.00
04/13/2023	McDougall Energy	VP338	J1165	1,299.96
04/17/2023	Royal Bank Visa	5993	J1184	4,026.30
04/20/2023	Residential Design Solutions: E-transfer	2689	J1220	1,273.50
04/21/2023	Council Honorarium	DD90838	J1225	2,674.42
04/25/2023	Payroll Expense	DD90855	J1261	19,587.11
04/27/2023	Bell Mobility	6619	J1298	55.31
04/27/2023	Bell Canada	4503	J1299	499.65

04/27/2023	Reliance Home Comfort	5778	J1300	94.90
04/27/2023	ANP Office Supply	15733	J1301	463.11
04/27/2023	Central Algoma Secondary School: For Graduation Awards- Rec.	15734	J1302	1,000.00
04/27/2023	Central Algoma Secondary School: For Graduation Awards- Township	15735	J1303	500.00
04/27/2023	Co-operative Regionale De Nippissin	15736	J1304	2,531.69
04/27/2023	Crime Stoppers	15737	J1305	500.00
04/27/2023	Fire Dept. Reimbursement	15738	J1306	99.34
04/27/2023	David MacDonald CEMC	15739	J1307	300.00
04/27/2023	Fred Dean	15740	J1308	254.25
04/27/2023	Heritage Home Hardware	15741	J1309	28.78
04/27/2023	Lee-Anne Dow, Animal Control Officer	15742	J1310	200.00
04/27/2023	McClelland's Hardware	15743	J1311	21.70
04/27/2023	Minister of Finance OPP	15744	J1312	11,922.00
04/27/2023	M & L Supply	15745	J1313	1,294.25
04/27/2023	MPAC	15746	J1314	5,339.09
04/27/2023	Northern Powertrain	15747	J1315	204.47
04/27/2023	Northern Rural Net, Inc.	15748	J1316	90.39
04/27/2023	Petty Cash Johnson Fire Dept	15749	J1317	136.00
04/27/2023	Pioneer Construction Inc	15750	J1318	1,945.58
04/27/2023	PUC Services Inc.	15751	J1319	8,572.55
04/27/2023	Township of Jocelyn	15752	J1320	263.05
04/27/2023	Traction	15753	J1321	474.35
04/27/2023	Tulloch Engineering Inc	15754	J1322	4,964.88
04/27/2023	Tyler A. Bertrand, By-Law Officer	15755	J1323	200.00
04/27/2023	Unique Lucidia	15756	J1324	348.89
04/27/2023	Trillium Project -Arena Reimbursement	15757	J1325	589.57
04/27/2023	Algoma Office Equipment	VP339	J1326	538.47
04/27/2023	Brandt Tractor Ltd	VP340	J1327	777.30
04/27/2023	Equitable Life of Canada	VP341	J1328	5,679.35
04/30/2023	April 18th, 20th transfer to reserves	GLTRNS: J1297		30,000.00
04/30/2023	April 18th, 20th transfer to reserves	GLTRNS: J1297		100,000.00

335,425.97

Generated On: 05/09/2023

**Corp. of the Township of Johnson**  
**Income Statement 01/01/2023 to 04/30/2023**

**REVENUE**

**Tax Revenue**

Tax Levy - Municipal	882,992.96
Taxes - Tax Certificates	180.00
Property Sales	0.00
Taxes - Penalty & Interest	10,764.87
Taxes - PIL	6,850.57
<b>Total Tax Levy</b>	<b>900,788.40</b>

**Grants**

Grants - Federal	50,000.00
Grants - Provincial	398,255.00
Grants - Gas Tax	0.00
Grants - Students	0.00
Grants - NORD	0.00
Funding Carry Fwd	0.00
<b>Total Grants</b>	<b>448,255.00</b>

**Utility Environmental Revenue**

Utilities - Water Charges	37,299.51
Utilities - Water Capital Charges	4,663.50
Utilities - Water/Sewer Interest	853.60
Utilities - Sewer Charges	9,475.32
Utilities - Sewer Capital Charges	1,960.00
Utilities - Transfer Reserves	0.00
<b>Utility Environmental Total</b>	<b>54,251.93</b>

**Arena Revenue**

Arena - Ice Rental	42,796.08
Arena - Public Skating	1,165.20
Arena - Hall Rental	1,030.00
Arena - Rink Floor	0.00
<b>Arena Subtotal</b>	<b>44,991.28</b>

**Recreation Revenue**

Recreation - Misc Programs	5,234.75
Recreation - Annual Events	6,575.65
Recreation - Gordon Lake Hall	275.00
<b>Recreation Subtotal</b>	<b>12,085.40</b>

**Other Revenue**

Cemetery Bank Charges	0.00
Maintenance & Burial Fees	0.00
Mutual Fund Distributions	0.00
Unrealized Gains and Losses	0.00
Other Income	0.00
Fire Dept - Other Revenue	4,072.74
Fire Permits	0.00
Building Permits	2,635.50
Tile Drainage Revenue	0.00
Joint Roads other Municipalities	0.00
Kitchen Rentals	1,410.00
Miscellaneous Revenue	7,943.44
Donations	353.45
Recreation Annual Programs	0.00
Landfill Split	0.00
Equipment Project Expense - Offset	0.00
Interest Income- Desbarats	0.00
Interest Income- Gordon Lake Care	0.00
<b>Total Other Revenue</b>	<b>16,415.13</b>

**TOTAL REVENUE**

1,476,787.14

Printed On: 05/09/2023

**Corp. of the Township of Johnson**  
**Income Statement 01/01/2023 to 04/30/2023**

**EXPENSE**

**Payroll Expense**

Wages & Salaries	252,911.81
CPP Expense	11,607.71
EI Expense	5,507.96
Employer Health Tax	4,528.55
Benefits	17,164.66
WSIB	8,015.81
ER OMERS	19,588.56
Garnishees	0.00
Contract Wages	0.00
<b>Total Payroll</b>	<b>319,325.06</b>

**Principle- Loan Payment**

Principal Payments- Fire Tanker	0.00
Principle Payments- Grader	0.00
Principle Payments- Fire Pumper	0.00
Principle Payments- Back Hoe	0.00
Principle Payments- Plow Truck	0.00
Principle Payments- Tile Drain	0.00
<b>Total Principle- Loan Payments</b>	<b>0.00</b>

**School Board Expense**

Tax Expense - English Public	42,528.89
Tax Expense - French Public	283.83
Tax Expense - English Seperate	4,260.04
Tax Expense - French Seperate	621.18
<b>Total School Board Expense</b>	<b>47,693.94</b>

**Expenses**

Accounting & Legal	17,653.11
Advertising	1,538.92
Elections	0.00
Banking \ Late Fees	1,086.53
Training \ Conferences	2,432.48
Courier & Postage	1,768.43
Memberships & Subscriptions	2,641.74
Travel & Meals	1,945.54
Insurance	128,041.16
Office Supplies	2,333.49
Computer Supplies\Services	6,913.45
Utilities Expense	52,491.80
Telephone\Internet	6,605.53
Miscellaneous Expenses	1,295.51
Equipment Costs - Projects	915.84
Small Equipment	1,920.48
Equipment Rental	0.00
Equipment Repairs & Maintenance	102,348.44
Consumables	1,608.77
Building Maintenance	18,699.23
Rec. Project Costs	2,852.22
Loan Interest	0.00
Vehicle Fuel/Gas	19,606.55
Equipment Depreciation	0.00
Building Depreciation	0.00
Roads Depreciation	0.00
Utilities Environment Depreciation	0.00
Road Depreciation Exp	0.00
General Govt Depreciation Exp	0.00
Fire Depreciation Expense	0.00
Environmnetal Depreciation Expense	0.00
Recreation Depreciation Expense TCA	0.00

**Corp. of the Township of Johnson**  
**Income Statement 01/01/2023 to 04/30/2023**

Materials	10,318.65
Roads Paved	0.00
Roads Upaved	0.00
Bridges & Culverts	0.00
Joint Landfill	2,495.93
Rail Maintenance \ Flashers	7,128.00
Funded Projects	58,623.73
Policing Services	47,365.00
911	303.36
EMO Emergency Management	300.00
Algoma Public Health	15,144.50
Hospital Services	0.00
Library Services	2,450.00
Algoma District Services Board	118,210.64
Contracts	40,368.31
Chief Bldg Officer Contract	0.00
Planning	7,054.96
MPAC Contract	10,678.18
By-Law Enforcement Officer Contract	800.00
Animal Control Officer Contract	1,600.00
Safety Equip/Clothing	207.95
Donations	2,400.00
Tile Drain Loan (Ministry)	0.00
Transfer To/From Reserves	0.00
<b>Total Expenses</b>	<b>700,148.43</b>
<b>TOTAL EXPENSE</b>	<b>1,067,167.43</b>
<b>NET INCOME</b>	<b>409,619.71</b>



Agenda Item 7  
Date: May 24 2023

May 2023

Clerks report to Council

Extension to the office is underway, concrete should be poured shortly.

I have been doing some training online for MPAC and AMCTO, and on Lot creations are coming up.

I went to the Zone 7 conference in Killarney at the end of April and there was so much to learn and so many people to talk to on all aspects of the Township's business.

The big Gun show was a huge success and more things are being planned every day. The Gordon Lake Hall is seeing more rentals.

Grading is ongoing in between rains.

Janet

Agenda Item 7  
Date: May 24 2023

## Roads Department

With the grader back together, we have been grading in between rain showers. Hopefully the weather straightens and we can get the rest of the roads graded up.

With the wet weather it's been a struggle to keep potholes filled.

The last few days I have been busy with the office addition. I also hope to get the grade work done for the chemical shed at the treatment plant. With these two projects completed, we will be moving out and starting Gordon Lake Road ditching and ripping surface treatment in preparation for the new surface treatment. As soon as half loads are off we will be doing our maintenance gravel and calcium.



Agenda Item 7  
Date: May 24 2023

**Recreation Report**  
**Completed for: May 17, 2023 Council Meeting**  
**Recreation & Events Coordinator Report for the Month of**  
**April 2023.**

This report covers information about programming completed in April 2023 along with upcoming programs, marketing information, and grant updates.

**Recreation Committee Update:**

The recreation committee has booked the first of many “open house” committee building meetings for May 16<sup>th</sup> at 7pm to cover ideas on Community Days.

**Current members:** Councillor Jason Kern, Laura Kern, Frieda & Dana Labelle, Kelly O’Reilly, and Patti Trotter (Recreation Coordinator)

**Last Meeting:** Tuesday, May 9<sup>th</sup> at 7pm in person at the Johnson Township Community Centre Hall.

**Next Meeting:** Tuesday, June 6<sup>th</sup> at 7pm in person at the Johnson Township Community Centre Hall.

**April 2023, Programming Results:**

**Fuel Up to Clean Up:** The 2<sup>nd</sup> annual Fuel Up to Clean Up was hosted on Saturday, April 22, from 10am-12 pm followed by a community clean up. The event is hosted in celebration of Earth Day and featured locally donated maple syrup. The Breakfast was not hugely attended with 25 plates sold. We did end up with a profit of \$30.75. The completed report is available in the Recreation Office.

We ended up with a wonderful new group of volunteers of all ages who worked wonderfully well to help make the breakfast happen.

Based on the attendance and the amount of work and volunteers needed to have a breakfast the Committee felt this may not be sustainable to continue into 2024. Instead, the suggestion was made to organize a Clean Up in the morning meeting at the Community Centre and then gather midmorning/early afternoon for snacks and a warm drink with maybe an Earth Based documentary playing upstairs.

**North Shore Slo-Pitch Registration:** Registration closed on April 30<sup>th</sup> with game play expected to start the week of May 15<sup>th</sup>. Numbers were significantly increased from last year with 85 youth registered and more still coming in. Desbarats will be able to field a team in each division this year. T-ball, Intro to 3Pitch, Novice, Junior and an Intermediate/Senior Team.

Staff are booking time for Coach and Referee training in May.



## Recreation Report

Completed for: May 17, 2023 Council Meeting

**Sign Nite Fundraiser:** An event put on with Jane of All Trades to help support recreation. \$10 from each ticket sale would go to recreation. Unfortunately, the event set for April 30<sup>th</sup> was cancelled due to low registration.

### Booking Highlights:

- Terri Velderman Yoga has ended the first session and a double session will begin again May 16<sup>th</sup>.
- Two private functions were booked in the Hall this Month.
- **CASS 50<sup>th</sup> Celebrations:** June 30 – July 2<sup>nd</sup> at CASS. Dance and Dinner at the Johnson Township Community Centre 5pm-12am July 1<sup>st</sup>.

### Upcoming Programs:

**Rink Floor Programming:** The first Roller Rink Session is booked as an adult night for May 24<sup>th</sup>. Staff are exploring Pickleball and Floor Hockey equipment as part of the Johnson Jaunt event in June, funded by the Participaction grant.

**Johnson Jaunt:** The second annual Johnson Jaunt is set to kick off June 2<sup>nd</sup> with the Staff putting together a team for CASS's Relay for Life. Making plans for a Bike Rally with the EarlyON Centre. Followed by a month of activity challenges and events. Active Minutes can be tracked towards the community through the app found at: <https://www.participaction.com/programs/community-challenge/>

**Breakfast Buffet:** June 3<sup>rd</sup> will be the return of the Breakfast Buffet in support of the opening of the Johnson Farmers' Market. Approximately 30 volunteers are needed for this event.

**Request:** In the past Council has taken part as volunteers are any councilor's available to volunteer their time for the breakfast?

**Annual Reg Mchale Memorial Family Fishing Derby:** June 24<sup>th</sup> will be the return of the annual fishing derby that acts as a fundraiser for Recreation and the Fire Department. Sponsorship letters will be available for distribution shortly.

**Request:** Would any councillors like a copy of the letter to distribute for sponsorship towards prizes for the Fishing Derby? A list of current sponsors can be provided to ensure no overlap.

**Community Days:** July 7<sup>th</sup>-9<sup>th</sup> plans are underway for the 2023 Community Days, Themed Candy Land.

**Request:** Are any councilor's available as volunteers June 6<sup>th</sup> – 8<sup>th</sup>?

### Marketing Updates:

- **Newsletter:** The monthly Newsletter for May is included as a hand out Please provide any information from Council by May 24, 2023 for the June 2023 Newsletter. 350 copies distributed monthly.



### Recreation Report

Completed for: May 17, 2023 Council Meeting

- **Social Media:** Total page reach increased this month to 13,039 accounts that our posts reached this past month, up 137.4% from March. Resulting from popular post about the upcoming Desbarats for Sale. Total Followers of 1,037 the result of 17 new followers this month.
- **Website:** The third and final quote for the redevelopment of the municipal website came in this month and the request has been added to the municipal budget.

### Grants:

The Recreation Team has applied for the following grants in April 2023:

- Inclusive Community Grant \$60,000 for accessible walkways and seatings at the Natural Playground.
- Application for Senior of the Year Completed for Zahida Croskery

### Current Initiatives:

- **Natural Playground:** looking for quotes to break ground.
- **Baseball Field:** looking for quotes to redevelop starting in July 2023.
- **Active Transportation Plan:** Funding was been released and quotes to be gathered for plan creation.
- **Community Centre Sign:** Confirm quote and installation dates.
- **Tennis Court:** Preparing grants for the purchase of a Flex-court/Sport Court system.

### Additional Information:

- **Outdoors and Gun Show:** May 7<sup>th</sup> at the Johnson Township Community Centre, great success 1600 people through the door.
- **Sustain Algoma:** June 17<sup>th</sup> at the Johnson Township Community Centre – call for vendors is now open.
- **Christmas in July:** July 22 at the Johnson Township Community Centre – call for vendors is now open.
- **CASS Relay for Life:** CASS is hosting a relay for life June 2<sup>nd</sup>, sign up is open to past graduates and outside community groups to help raise funds to fight cancer.
- **Desbarats Women's Institute Celebrates 100 years in Desbarats:** On April 18<sup>th</sup> the 8 active members celebration 100 years in Desbarats.
  - o **Request:** Can the Mayor or Council present the club with a plaque thanking the group for the years of dedicated service to help build much of what we enjoy in the community today?

Report Completed By:

**Patti Trotter**

Events & Recreation Coordinator/Marketing & Promotions Johnson Township

[ptrotter@johnsontownship.ca](mailto:ptrotter@johnsontownship.ca) | 705-782-6601 x 205 | 705-257-6827

# Johnson Township Volunteer Fire Department

P.O. Box 187, Desbarats, Ontario P0R 1E0  
Phone (705) 782-6802 Fax (705) 782-0463  
fd\_chief@johnsontownship.ca

Agenda Item 7  
Date: May 24 2023

Fire Chief  
Ron Smith

May 10, 2023

To: Johnson Township Council

Please accept the recommendation of the Chief Fire Officer of the Township of Johnson to affirm the promotions of the following individuals within our fire department. Each of these individuals has contributed to the continued and successful service provided over the past months as we experienced the impact of the pandemic. The fact that they stepped up to serve during this period, is in itself an endorsement of their willingness to serve this community.

The following "Probationary" Firefighters will be promoted to "Firefighter" with the Johnson Township Volunteer Fire Department:

Mr. David Fremlin (\*began as a Jr FF)  
Ms. Harley Jones  
Mr. Matthew Kent  
Mr. Ryan Hurley  
Mr. Jason Scourse

Additionally, I would recommend that Mr. Thomas Irvine be promoted from Firefighter to Lieutenant. Thomas has been with the fire department since his co-op year in high school and has an excellent ability to relate to people during an emergency. His demonstrated ability in an emergency incident suggests he would be a good candidate to have a lead role on our department.

Best Regards,



Chief Fire Officer – Johnson Township, Ontario Canada.

May 2, 2023

Agenda Item 7A1  
Date: May 24 2023

Your Worship and Members of Council,

We are writing today as we've heard from many of you regarding the introduction of a locate charge, and we'd would like to provide some context and background regarding our approach. We are also seeing a lot of misinformation circulate, resulting in misunderstanding, and we'd like to correct the record.

We, along with **all** underground infrastructure owners, are required to comply with the recently released regulations related to locate delivery ([Bill 93](#)). In order to recover our compliance costs and protect the interests of our customers, we introduced a locate charge for **third party and for-profit locate requestors**. We want to reassure you that locates for private property owners and existing natural gas customers **remain at no charge**.

As we shared, the third-party locate charge is currently on pause as we continue to explore pathways and consult with our stakeholders and industry partners, including a phased approach focused on the adoption of a dedicated locator model for large infrastructure owners. Within a dedicated locator model, large excavators hire their own locators trained by infrastructure owners to locate all underground utilities on their projects, which leads to significant efficiencies in locate delivery.

In addition, misinformation is circulating that Enbridge Gas operates its infrastructure in municipal right of ways at no cost – **and this is simply not true**. Enbridge pays more than \$135 million in annual municipal taxes based upon the infrastructure we operate. We also pay additional fees where required when we install new pipe or initiate work to maintain existing assets. We deliver natural gas service to approximately 3.9 million customers in 313 municipalities across Ontario, through a network of 154,000 kilometers of pipeline. We complete approximately 1.2 million locate requests annually. And, in 2023, we will invest \$550 million to maintain and add customers to our natural gas system. We are a proud contributor to the communities in which we operate, and our commitment to the safe, reliable delivery of natural gas underpins everything we do.

We encourage you to call upon the Government of Ontario to enact a dedicated locator model for large infrastructure owners, and to support a phased approach to regulation adoption.

Please reach out should you have any questions.

Sincerely,




**Nicole Lehto**

Director, Northern Region Operations

**ENBRIDGE GAS**

TEL: 807-684-8821 | [nicole.lehto@enbridge.com](mailto:nicole.lehto@enbridge.com)  
1211 Amber Drive, Thunder Bay ON P7B 6M4



**Mike McGivern**

Director, Distribution Protection

**ENBRIDGE GAS INC.**

TEL: 416-758-4330 | CELL: 416-434-7920 |  
[michael.mcgivern@enbridge.com](mailto:michael.mcgivern@enbridge.com)  
500 Consumers Road, North York, Ontario M2J 1P8

CC: Hon. Todd Smith, Minister of Energy  
Hon. Kaleed Rasheed, Minister of Public and Business Service Delivery  
Colin Best, President, Association of Municipalities of Ontario



Agenda Item A 2  
Date: May 24 2023

*The Corporation of  
**THE TOWNSHIP of JOHNSON***

*By-Law 2023-1062*

***BEING A BY-LAW to establish a Procurement Policy for the Township.***

**WHEREAS**, the Corporation of the Township of Johnson has deemed it to be in the interest of the Township to establish policies and procedures for the procurement of goods and services; and

**WHEREAS**, Section 270 1.3 requires the Township to set a policy for the procurement of goods and services.

**NOW THEREFORE**, the Corporation of the Township of Johnson does hereby adopt the following Policy and Schedules as the Procurement Policy for the Township.

**THIS** By-law repeals and replaces any and all Policies or By-laws previously passed for this purpose.

**READ** for the first time on the 21<sup>st</sup> day of April 2023.

**READ** for the second time on the 17<sup>th</sup> day of May 2023.

**READ** a third and final time and finally passed on this the 21<sup>st</sup> day of June 2023.

**MAYOR:** \_\_\_\_\_  
**R. McKinnon**

**Seal**

**Clerk:** \_\_\_\_\_  
**J. Maguire**



## Schedule 'A' to By-Law

2023 - 1062

<b>POLICY TITLE:</b>  Procurement Policy	<b>SUBJECT:</b>  Procurement of Goods and Services
<b>DEPARTMENT:</b>  All Departments	<b>EFFECTIVE DATE:</b> April 20 <sup>th</sup> 2023  <b>ENACTED BY:</b> By-Law 2023-1062

### PREAMBLE

The Council of the Corporation of the Township of Johnson strives to ensure that publicly funded goods and services are acquired by the Municipality through an established process.

The Municipal procurement process is managed consistently and shall encourage competition among bidders, obtain the highest quality of goods and services for the best price and be open, accountable and transparent while protecting the financial interests of the Municipality.

### GOALS

To clearly define the roles, responsibilities and accountability of individuals involved in the procurement process. To encourage competition in the procurement process and innovation.

To ensure compliance with the Municipal Act, 2001, c 25, Section 270 (1) (3)

### AUTHORIZATION

All procurement prior to Budget approval or following Budget approval shall be conducted within the guidelines of this Procurement Policy.

The Clerk/CAO and each Department Head and/or their designates are delegated the authority to expend Municipal funds as outlined in this policy or through Council's approval of Budgets or by specific Council resolutions.

At anytime Department Heads and/or the Clerk/CAO may relinquish their authority to approve a purchase and defer to Council for input and final approval.

'Projects' that must be initiated prior to Budget approval shall require the approval of Council.

Exceptions: In the event of an Emergency, Department Head and/or Clerk/CAO shall report all purchases to Council as soon as possible.

### AMEND CONDITIONS

Quotes, Tenders and Proposals may be amended to add goods or services, or to increase the Contract Value, without a further competitive process. Department Heads shall document changes in their Monthly Report to Council.

### NON-COMPETITIVE PROCESS

A competitive process should be used for procurement whenever possible. A non-competitive process may be used for specific purposes, under certain conditions:

- When no Bids were submitted.
- When no Vendors met the essential requirements or product requested.
- When there is only a Single or Sole supplier within the immediate area.



- When it is in the best interest of the Municipality and there is an advantage to extend agreements, due to the quality of services provided, historical knowledge accumulated, established protocols, efficiencies and a mutually beneficial working and financial relationship.
- All agreements shall be reviewed at a minimum of five-years and may following the review, be extended.
- The following services have a higher than normal liability, and may at Councils discretion be considered as non-competitive goods and services:
  - Audit Services
  - Engineering Services
  - Legal Services
  - Survey Services
  - Public Utility Services
  - Insurance Brokerage Services

#### DEFINITIONS

**‘Best Value’** shall not be limited to the lowest price but shall be a combination of price, quality and availability.

**‘Bid List (s)’** shall mean a list of two or more Vendors of similar nature that have been pre-approved by the Department Head.

**‘Capital Project or Project’** shall refer to a project that has been budgeted within the annual Capital budget or if not budgeted, shall refer to projects that would normally appear within the Capital expenditures of the Municipality.

**‘Clerk’ ‘Clerk / CAO’** shall refer to the Clerk of the Corporation or designate.

**‘Conflict of Interest’** shall be declared in the event of any pecuniary interest for a member of council or staff or immediate family member.

**‘Corporation’** shall mean the Corporation of the Township of Johnson.

**‘Council’** shall mean the council of the Corporation of the Township of Johnson.

**‘Department Head’** shall refer to anyone who has responsibility for an annual budget.

**‘Immediate Family Member’** shall mean a spouse, common-law spouse, child or stepchild, or partner.

**‘Municipality’** shall mean the Corporation of the Township of Johnson.

**‘Single Source’** shall mean procurement of goods or services from a particular / vendor rather than through solicitation of other Vendors.

**‘Sole Source’** shall mean procurement of goods or services that are unique to a particular Vendor and many not be obtained from other readily available sources.

**‘Treasurer’** shall mean the Treasurer of the Corporation of the Township of Johnson.



## PROCUREMENT PROCESS

- |   |                           |
|---|---------------------------|
| a. Petty Cash                                     | \$0.01 to \$200.00        |
| b. Credit Card                                    | \$0.01 to \$5,000.00      |
| c. Verbal Quotes                                  | \$0.01 to \$8,000.00      |
| d. RFQ – Request for Quotes ( <i>written</i> )    | \$8,001.00 to \$25,000.00 |
| e. RFT – Request for Tender                       | \$25,000.00 to Plus       |
| f. RFT – Request for Tender <i>OPTIONAL Use</i>   | \$8,001.00 or greater     |
| g. RFP – Request for Proposal                     | \$25,000.00 to Plus       |
| h. RFP – Request for Proposal <i>OPTIONAL Use</i> | \$8,001.00 or greater     |
| i. Single Source                                  |                           |
| j. Sole Source                                    |                           |

**\*NOTE:** Council and staff involved in making procurement decisions, shall declare a Conflict of Interest and be excluded from the decision-making process when they have a pecuniary interest.

## PETTY CASH

1. **Amount of purchase:**
  - a. \$0.01 to \$200.00 when invoicing is not practical or feasible.
2. **Authority:**
  - a. Department Heads are permitted to purchase goods and services without Council approval.
3. **Process:**
  - a. Petty Cash should only be used when it is not feasible to use a Credit Card.
  - b. Petty Cash disbursements shall be evidenced by vouchers and promptly provided to the Treasurer.
  - c. A Department Head may make a purchase and be reimbursed via Petty Cash. Evidenced by receipt and signature shall be provided to the Treasurer.

## CREDIT CARD

1. **Amount of purchase:**
  - a. \$0.01 to \$5,000.00 when invoicing is not practical or feasible.
2. **Authority:**
  - a. Department Heads are permitted to purchase goods and services without Council approval.
3. **Process:**
  - a. Credit Card should only be used when it is not feasible to use Petty Cash.
  - b. Credit Card disbursements shall be evidenced by vouchers and promptly provided to the Treasurer.

## VERBAL QUOTES

1. **Amount of Purchase:**
  - a. \$.01 to \$8,000.00
2. **Authority:**
  - a. Department Heads are permitted to request verbal quotes for goods and services without Councils prior approval.
3. **Process:**



- a. Department Heads shall call and request verbal quotes from a minimum of two Vendors. The Department Heads shall demonstrate all efforts to obtain a minimum of two quotes.
- b. Department Heads shall record the Date, Time, Vendors, details of request, details of quotes received.
- c. Department Heads may establish at the start of each year a 'Bid List' of Vendors of similar nature. The Bid List shall record the price list of products, equipment and services.
- d. See *Schedule 'A'* for details on Requesting a Verbal Quote.

### **RFQ – REQUEST FOR QUOTE (written)**

**1. Amount of Purchase:**

- a. \$8,001.00 to \$25,000.00

**2. Authority:**

- a. Department Heads shall request written quotes for projects that are being considered or that have been pre-approved by Council.
- b. Department Heads shall issue an RFQ when requirements for a project can be precisely defined.
- c. Acceptance of the Written Quote will be at the discretion of the Department Heads and Clerk/CAO.

**3. Process:**

- a. Department Heads shall request written quotes from a minimum of two Vendors.
- b. Department Heads shall have project approval before acceptance of a quote.
- c. Details of the Written Quotes received and the reasoning for selection shall form a part of their Monthly Report to Council by the Department Head or Clerk/CAO.
- d. Department Heads may establish at the start of each year a 'Bid List' of Vendors of similar nature. The Bid List shall record the price list of products, equipment and services.
- e. See *Schedule 'B'* for details on Requesting a Quote.

### **RFT – REQUEST FOR TENDER**

**1. Amount of Purchase:**

- a. Over \$25,001.00
- b. *OPTION: RFT may be used for purchases over \$8,001.00*

**2. Authority:**

- a. Department Heads shall issue an RFT when requirements for a project can be precisely defined.

**3. Process:**

- a. Department Head shall request written quotes from a minimum of two Vendors.
- b. Department Head shall have 'project' approval before acceptance of a quote.
- c. Details of the Written Quotes received and the reasoning for the recommended Tender shall form a part of the Monthly Report to Council by the Department Head or Clerk/CAO.
- d. Department Heads may establish at the start of each year a 'Bid List' of Vendors of similar nature. The Bid List shall record the price list of products, equipment and services.
- e. See *Schedule 'C'* for details on Requesting a Tender.



## **RFP – REQUEST FOR A PROPOSAL**

- 1. Amount of Purchase:**
  - a. Over \$25,001.00
  - b. *OPTION: RFP may be used for purchases over \$8,001.00*
- 2. Authority:**
  - a. Department Heads shall issue an RFP when requirements for a project cannot be precisely defined.
  - b. Department Heads shall request written proposals for projects that are being considered or that have been approved by Council.
- 3. Process:**
  - a. Department Heads shall request a written proposal from a minimum of two Vendors.
  - b. Department Heads shall have project approval before acceptance of a quote.
  - c. Details of the Request for a Proposal and reasoning for selection of Vendor shall form part of the Monthly Report to Council by the Department Head or Clerk/CAO.
  - d. Department Heads may establish at the start of each year a 'Bid List' of Vendors of similar nature. The Bid List shall record the price list of products, equipment and services.
  - e. See *Schedule 'D'* for details on Requesting a Proposal.

## **SINGLE SOURCE PURCHASES**

- 1. Amount of Purchase:**
  - a. Any purchase.
- 2. Authority:**
  - a. A Department Head is permitted to purchase goods and services from a particular Vendor rather than through the solicitation of bids.
- 3. Process:**
  - a. When there is more than one source in the open market, but for reasons of standardization, function or service, one Vendor is recommended for consideration, based on but not limited to, compatibility with existing services, facility or product. The Vendor has skills related to and existing knowledge of the nature of service.
  - b. The Department Head shall provide rationale for using Single Source Procurement in their Monthly Report to Council.

## **SOLE SOURCE PURCHASES**

- 1. Amount of Purchase:**
  - b. Any purchase.
- 2. Authority:**
  - b. A Department Head is permitted to purchase goods and services from a particular Vendor rather than through the solicitation of bids.
- 3. Process:**
  - a. When purchasing of goods or services that are unique to a particular Vendor and cannot be readily obtained from another source.
  - b. When goods and services are in short supply.
  - c. Supply has affected price and availability, no substitute, or only one supply.



## **PROCEDURES**

### **PETTY CASH PROCEDURE**

Department Heads may acquire goods or services having a value of \$200.00 or less.

Petty Cash should only be used when it is not feasible to use the Municipal Credit Card.

Purchases should be made from the competitive marketplace whenever possible.

A receipt will be required to validate any payment out of Petty Cash.

### **CREDIT CARD PROCEDURE**

Department Heads may acquire goods and services having a value up to \$5,000.00 by use of the Municipal Credit Card.

Purchases should be made from the competitive marketplace whenever possible.

A receipt will be required to validate any payment by Credit Card.

The Department Head shall identify in their Monthly Report such purchases made and the reasoning and/or need for the purchase.



## REQUEST FOR QUOTE (verbal) *Schedule 'A'*

### **Method:**

Department Heads may acquire goods and services having a value between \$2,000.01 and \$8,000.00 by way of a request for a Verbal Quote. Department Heads shall demonstrate an effort to secure a minimum of two verbal quotes. Confirmation of Quotes should be provided by email. Department Heads shall provide the accepted Quote details to Accounting Department to be attached to invoices.

Purchase of goods and services shall be made from the competitive marketplace whenever possible.

Request for a Verbal Quote shall be used to obtain goods and services whenever the requirements can be precisely defined and the goal is to achieve the best price, service, workmanship and quality of goods.

Department Heads may establish at the start of each year a '*Bid List*' of Vendors of similar nature. The Bid List shall record the price list of products, equipment and services.

Selecting goods and services from the Bid List shall meet the requirement '*to secure a minimum of two verbal quotes.*'

Department Head shall identify in their Monthly Report such purchases made and the reasoning for the Vendor selected and the need for the purchase.

Purchase of goods or services over \$5,000.00 dollars shall require the signature of the Clerk/CAO as well as the signature of the Department Head.

The Departments Monthly Report referencing the Verbal Quote shall be retained as part of the Agenda it is recorded on. The invoice shall reference the Verbal Quote and be scanned into electronic filing.



## RFQ

### REQUEST FOR A QUOTE (Written)

#### Schedule 'B'

#### Method:

Department Heads may acquire goods and services having a value between \$8,000.01 and \$25,000.00 by way of a Request for Quote. (RFQ)

**An RFQ may be used whenever requirements CAN be fully defined and the goal is that the lowest bid shall meet the specific requirements.**

Department Heads shall demonstrate they have requested a minimum of two written quotes. Department Heads shall have project approval before acceptance of a quote.

The accepted quote shall be signed off by the Department Head as well as the Clerk/CAO. Department Heads shall provide the accepted Quote details to Accounting Department to be attached to invoices.

If no quotes are received the Department Head may re-issue the RFQ and/or amend it.

The lowest or any bid may not automatically be accepted. A rationale shall be provided on the Departments Monthly Report as to the acceptance of a bid not the lowest or the rejection of all bids submitted.

All RFQ's issued shall contain the statement: **Lowest or any bid not necessarily accepted.**

Bid selection shall be primarily done by invitation. Situations may arise where advertising and inviting an RFQ is likely to provide a better outcome. (*refer to Notice Policy*).

All RFQ documentation and submissions shall be kept as part of the 'Projects' file.



**RFT**  
**REQUEST FOR TENDER**  
*Schedule 'C'*

**Method:**

Department Heads may acquire goods and services having a value greater than \$25,000.01 by way of a Request for Tender (RFT).

**An RFT may be used whenever requirements CAN be fully defined and the goal is that the lowest bid shall meet the specific requirements.**

***OPTIONAL:*** *An RFT may be used for purchases greater than \$8,001.00.*

Department Heads shall demonstrate they have advertised and/or requested from a Bid List an RFT. An RFT shall be advertised at least once, 21days prior to closing. *(refer to Notice Policy).*

The RFT process is only used when requirements for a project can be precisely defined. Department Heads shall have project approval before acceptance of a quote.

The accepted quote shall be signed off by the Department Head as well as the Clerk/CAO. Final approval shall be by resolution of Council. Department Heads shall provide the accepted Quote details to Accounting Department to be attached to invoices.

If no Tenders are received the Department Head may re-issue the RFT and/or amend it.

The lowest or any bid may not automatically be accepted. A rationale shall be provided on the Departments Monthly Report as to the acceptance of a bid that is not the lowest and/or the rejection of all bids submitted.

All RFT's issued shall contain the statement: **Lowest or any bid not necessarily accepted.**

All RFT documentation and submissions shall be kept as part of the 'Projects' file.



**RFP**  
**REQUEST FOR PROPOSAL**  
*Schedule 'D'*

**Method:**

Department Heads may acquire goods and services having a value greater than \$25,001.00 by way of a Request for Proposal. (RFP)

**The RFP process is used when requirements for a project CANNOT be precisely defined.**

***OPTIONAL:*** An RFP may be used for purchases over \$8,001.00

Department Heads shall demonstrate they have advertised and/or requested from a Bid List an RFP. An RFP shall be advertised at least once, 21days prior to closing. (*refer to Notice Policy*)

The accepted proposal shall be signed off by the Department Head as well as the Clerk/CAO. Final approval shall be by resolution of Council. Department Heads shall provide the accepted Quote details to Accounting Department to be attached to invoices.

If no Proposals are received the Department Head may re-issue the RFP and/or amend it.

The lowest or any Proposal may not automatically be accepted. A rationale shall be provided on the Departments Monthly Report as to the acceptance of a Proposal not being the lowest and/or the rejection of all Proposals submitted.

All RFP's issued shall contain the statement: **Lowest or any bid not necessarily accepted.**

All RFP documentation and submissions shall be kept as part of the 'Projects' file.



#### **GENERAL RULES:**

Lowest or any bid not necessarily accepted.

All Declarations of Conflict of Interest shall be retained in a publicly available binder with all other Declarations of Conflict of Interest.

Department Heads shall consider the need for value analysis comparison of options or choices.

Retention of records relating to all procurement processes shall be retained. See *Retention By-Law*

#### **CONTRACT RENEWAL OR AMENDMENTS:**

In a volatile market subject to Council approval, Department Heads may extend current contracts until market conditions stabilize.

Contracts may include options for automatic renewal, if it is in the best interest of the Municipality to reduce liability and ensure consistent and reliable continuation of services.

All price changes in agreements shall be signed off by Vendor and Department Head.

Changes to price of a contract shall have corresponding changes in the scope of work.

Difficult Vendors, poorly prepared Bids, bid irregularities, poor workmanship, timeliness, and general relationships and productivity that does not support quality and value for dollar may result in disqualification of this Vendor for future considerations.

#### **NOTICE:**

RFQ's do not require Notice. RFP and RFT shall be advertised at least once 21 days prior to closing. In the event of an emergency, Notice shall not be necessary.

#### **BIDS: (shall include RFQ – RFT – RFP)**

Bids shall include but not be limited to the following statements and information:

- lowest or any bid not necessarily accepted
- bids that do not meet the mandatory criteria shall be disqualified
- Bids should be received sealed and clearly identify the project being submitted on. Staff will mark 'Received' and record the 'Time and Date'.

No Bids shall be accepted after the date and time stated for the closing deadline and shall be returned unopened.

A Bid may be withdrawn if the request is made prior to the opening of the Bids and is made in person by a Senior Qualified person of the Company.

Withdrawal of a Bid does not disqualify a bidder from submitting another Bid on the same contract. If two Bids are received from the same Vendor the Bid received with the latest date and time shall be the Bid that is accepted.

Unsolicited Bids shall not be accepted. Number of Bids and names of Bidders shall not be disclosed prior to the opening of the Bids.



There shall be at least two municipal members present when Bids are opened. Vendors submitting Bids may be present during the opening of Bids.

Staff shall review for completeness and accuracy, all Bids received prior to officially accepting a Bid. Bid irregularities shall be considered Major or Minor.

Major Bid irregularities are deviations from the bid request that affect price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors.

Minor Bid irregularities are deviations from the bid request affects form rather than substance and if permitted will not gain an unfair advantage over competitors.

When two or more bids are equal and there are no defining issues to separate them, the names of the tied bidders shall be placed in a container and the CAO shall draw one name, the successful bidder from the container. Bidders may attend the drawing of a name and two or more municipal members shall be present.

In mathematical errors, the bidder shall be given two days to correct their bid or the bid shall be automatically rejected.

The Department Head or Council may cancel the Bid Solicitation at any time.  
Department Heads shall provide the Treasurer with the accepted Quote.

Department Heads must sign off on all invoices prior to processing payments.



Agenda Item A3  
Date: May 24 2023

*The Corporation of*  
**THE TOWNSHIP of JOHNSON**

**By-Law 2023-1063**

***BEING A BY-LAW to establish fees for building permits and related matters.***

**WHEREAS** pursuant to Sec 391(a) of the Municipal Act, S.O. 2001, c25 as amended provides a municipality may charge fees: *for services or activities provided or done by or on behalf of it;*

**NOW THEREFORE** the Council of The Corporation of the Township of Johnson enacts as follows:

**1. SHORT TITLE**

This By-law may be cited as the ‘Building Permit By-Law’

**2. DEFINITIONS AND WORD USAGE**

**A. ‘ACT’**

means the Building Code Act, 1992 as amended

**B. ‘APPLICANT’**

means the owner of a building or property who has applied for a permit and/or any person authorized by the owner to apply for a permit on the owner’s behalf, or any person of a corporation empowered by statute to cause building construction or demolition of a building and anyone acting under the authority of such person or corporation

**C. ‘BUILDING CODE’**

means the regulation made under Section 324 of the Act

**D. ‘CHIEF BUILDING OFFICIAL’**

means the Chief Building Official as appointed by Council

**E. ‘OWNER’**

means the registered owner of the land and includes lessee, mortgagee in possession and the person in charge of the property

**F. ‘PERMIT’**

means permission or authorization given in writing by the Chief Building Official to perform work regulated by the Act and Building Code, or to occupy a building per part thereof

**G. ‘PERMIT HOLDER’**

means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code

**H. TERMS** not defined in this By-Law shall have the meaning ascribed to them in the Act or the Building Code

**3. CLASSES OF PERMITS**

Classes of permits required for construction, demolition or change of use are set forth in “Schedule A” as an appendix to and forming part of this By-law

#### 4. PERMITS

- A. To obtain a permit, an applicant shall file an application in writing on the forms prescribed by and available from the Township Office or the Chief Building Official and shall supply any other information relating to the application as required. The issuance of a permit does not place an obligation to grant any further permits.
- B. Every building permit application shall:
- Identity and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
  - Identify and describe in detail the existing uses and the proposed uses for which the premises are intended;
  - Describe the land on which the work is to be done, by a description that will readily identify and locate the site of which the building or demolition is to occur;
  - Every application shall provide sufficient plans, specifications, documents and any other information to clarify the intent of the project;
  - Be accompanied by the fees as calculated in accordance with 'Schedule A';
  - State the names, addresses and contact information of the owner, applicant, architect, engineer or designer and the constructor or person hired to carry out the demolition as the case may be;
  - State estimated value of the proposed work including material and labour; and when Section 1.2 of the Building Code applies be accompanied by a signed acknowledgment of the owner on a form prescribed by the Township Office or Chief Building Official that an architect or professional engineer, or both have been retained to carry out the general review of the construction or demolition of the building
  - When section 1.2 of the Building Code applies be accompanied by a signed statement of the architect or professional engineer or both on a form prescribed by the Township Office of Chief Building Official, undertaking to provide general review of the construction or demolition of the building
  - State estimated valuation of the proposed work including material and labour
  - Be signed by the applicant who shall certify as to the truth of the contents of the application
  - Permit applications for part of a building shall include all applications for the entire project (APH, MTO, GLP, etc)
  - Include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official

## **DEMO PERMIT**

- Demolition permits shall be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.
- When Section 2.3 of the Building Code applies be accompanied by structural design characteristics of building and the method and time schedule of the demolition

## **PERMIT CHANGE**

- Describe the building or part thereof in which the occupancy is to be changed
- Include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code

## **CONDITIONAL PERMIT**

- State the reason why the applicant believes that unreasonable delays in the construction would occur

## **PERMIT PLACED ON HOLD**

- A permit may be temporarily placed on hold for an agreed to length of time with valid reasons supplied by applicant, ie. Waiting for other permits, weather, finance, availability of supplies or contractors....
- When a permit is placed on hold in excess of six months an additional administration fee of 20% of the fee will be added

## **PLANS AND SPECIFICATIONS**

- Applicants shall furnish sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed construction, demolition, or change of use conforms to the Act and the Building Code
- A site plan reference to a current plan of survey, OR
  - o Lot size and dimensions of property
  - o Setbacks from existing and proposed buildings to property boundaries and to each other
  - o Existing and finished ground levels or grades
  - o Existing rights of way, easements and municipal services
- Documents submitted shall be legible and be drawn to scale
- Multiple copies may be required at the discretion of the CBO
- Upon completion the Chief Building Official may require a 'as constructed drawings' including a plan showing location of buildings
- All documents supplied by the applicant become the property of the municipality and may or may not be retained

## **FEEES**

- The Chief Building Official shall determine the fees as per Schedule 'A' of this By-Law
- Refunds if any shall be determined in accordance with Schedule 'A' of this By-Law
- Fees unpaid after 30 days shall be deemed to be taxes and collected in the same manner

## **REVOCATION, DEFERRAL AND TRANSFER OF PERMIT**

- Prior to revoking a permit, the Chief Building Official shall give written notice of the intention to revoke the permit and explain the reasons for this action
- If after 30 days of such notice to revoke and with no change in the circumstances the Chief Building Official may without further notice, revoke and dispose of the permit and dispose of any and all documents relating to the permit
- Upon the receipt of the Intent to Revoke the permit, a permit holder may request a deferral in writing, within 30 days from the date of the letter of Intent
- A request for a deferral of the Intent to Revoke shall set out the reasons why the permit should not be revoked and the date by which work shall commence or resume and any concerns will have been addressed
- It is at the discretion of the Chief Building Official whether or not to grant a deferral and shall notify the permit holder in writing of his decision

## **NOTIFICATIONS**

- The permit holder shall notify the Chief Building Official 3 days in advance of when an inspection is required

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

READ for the first time and finally passed this 17<sup>th</sup> day of May 2023

MAYOR: \_\_\_\_\_  
R. McKinnon

Seal

Clerk: \_\_\_\_\_  
J. Maguire

**Schedule ‘A’  
By-Law 2023 - 1063  
Building Permits**

**REFUNDS:**

Application received, reviewed, incomplete	90% of fee refunded
Application received, reviewed and permit issued	50% of fee refunded
Permit issued and one or more inspections	0% no fee refunded
Permit value issued of less than \$100.00	0% no fee refunded

**NO PERMIT REQUIRED FOR:**

Replacing roof materials (no structural change)  
Replacing siding (no structural change)  
Painting  
Eaves troughs  
Landscaping  
Demolition of a detached accessory building of 15m<sup>2</sup> (164ft<sup>2</sup>)  
Closets, cupboards, bathrooms (without changes to plumbing)  
Air conditioning units  
Replacing doors and windows, same size (no structural change)  
Drywall

**PERMITS ARE REQUIRED FOR:**

Construction of a structure over 15m<sup>2</sup> (164ft<sup>2</sup>)  
Demolition of a structure over 15m<sup>2</sup> (164ft<sup>2</sup>)  
Decks and sunrooms  
Accessory buildings  
Additions to buildings  
Installation of prefabricated buildings  
Hunt camps  
Cottages  
Install or remove a bearing wall  
Sea Can/ shipping containers  
Carports  
Garages  
Any structural changes to a building  
Doors and windows (if size of opening is changing)  
Moving a building and relocating  
Change of use of a building  
Installation or alterations to the plumbing and fixtures  
Replacing or increasing insulation / vapor barriers  
Installation of solar panels on a structure

**FLAT RATE FEES:**

To move a building	\$75.00
To demolish a building	\$75.00
Occupancy permit	\$80.00
Change of use permit	\$80.00
Conditional Permit	50% of the value of the permit
Construction begins before Permit is issued	Double the value of the permit
Permits deferred or placed on hold	20% of the value of the permit

**Schedule 'A' continued**  
**By-Law 2023 - 1063**  
**Building Permits**

Chief Building Official has some discretion when issuing permits to accommodate the uniqueness of any given site.

**Residence (new construction) {basements and second story same price per sq. ft}**

- Minimum fee of \$700.00 up to 1200 sq. ft
- Over 1200 sq. ft x's \$0.58 / sq. ft

**Addition / renovations to a Residence (carports, sunrooms, additions ...)**

- Minimum fee of \$250.00 up to 400 sq. ft
- Over 400 sq. ft x's \$0.63 / sq. ft

**Decks –**

- Minimum fee of \$150.00

**Multi Residential (any construction)**

- Minimum of \$600.00 up to 1200 sq. ft
- Over 1200 sq. ft x's \$0.50 / sq. ft

**Accessory Building (Garage, Bunkie's, Garden Sheds ... etc.)**

- Minimum fee of \$250.00 up to 600 sq. ft
- Over 600 sq. ft x's \$0.42 / sq. ft

**Farm and Farming Related Buildings**

- Minimum fee of \$250.00 up to 1000 sq. ft
- Over 1000 sq. ft x's \$0.25 / sq. ft

**Commercial Building / Additions / Renovations**

- Minimum of \$600.00 up to 1200 sq. ft
- Over 1200 sq. ft x's \$0.50 / sq. ft



Agenda Item B1  
Date: May 24 2023

*The Corporation of  
THE TOWNSHIP of JOHNSON*

*By-Law 2023-1064*

***BEING A BY-LAW to assume and open portions of a public road owned by the Corporation of the Township of Johnson.***

**WHEREAS** the Municipal Act, S.O. 2001, c. 25 allows for a Municipality to establish ownership and pass By-laws regarding public roads; and

**WHEREAS** the Corporation of the Township of Johnson has taken ownership of *part of specifically being* Part 2 and Part 4 on Plan 1R-14033 (a portion of Deplonty Road); and

**WHEREAS** a copy of Plan 1R-14033 shall be attached to this By-law as Schedule “A” and shall form part of this By-law.

**WHEREAS** the lands affected by this By-law were acquired by the Municipality for the purpose of a highway; and

**WHEREAS** Part 2 and Part 4 on Plan 1R-14033 (a portion of Deplonty Road) have been and are used to form part of the public highway.

**NOW THEREFORE** the Corporation of the Township of Johnson hereby enacts as follows:

1. The ownership of the Lands described in Schedule “A” being Part 2 and Part 4 on Plan 1R-14033 have been assumed and are declared open and the same are established and laid out as a public highway within the Corporation of the Township of Johnson.
2. That this By-law shall take immediate effect upon its passing.

**READ** for a first time and final time and passed this 17<sup>th</sup> day of May, 2023

**Mayor** \_\_\_\_\_  
Reg McKinnon

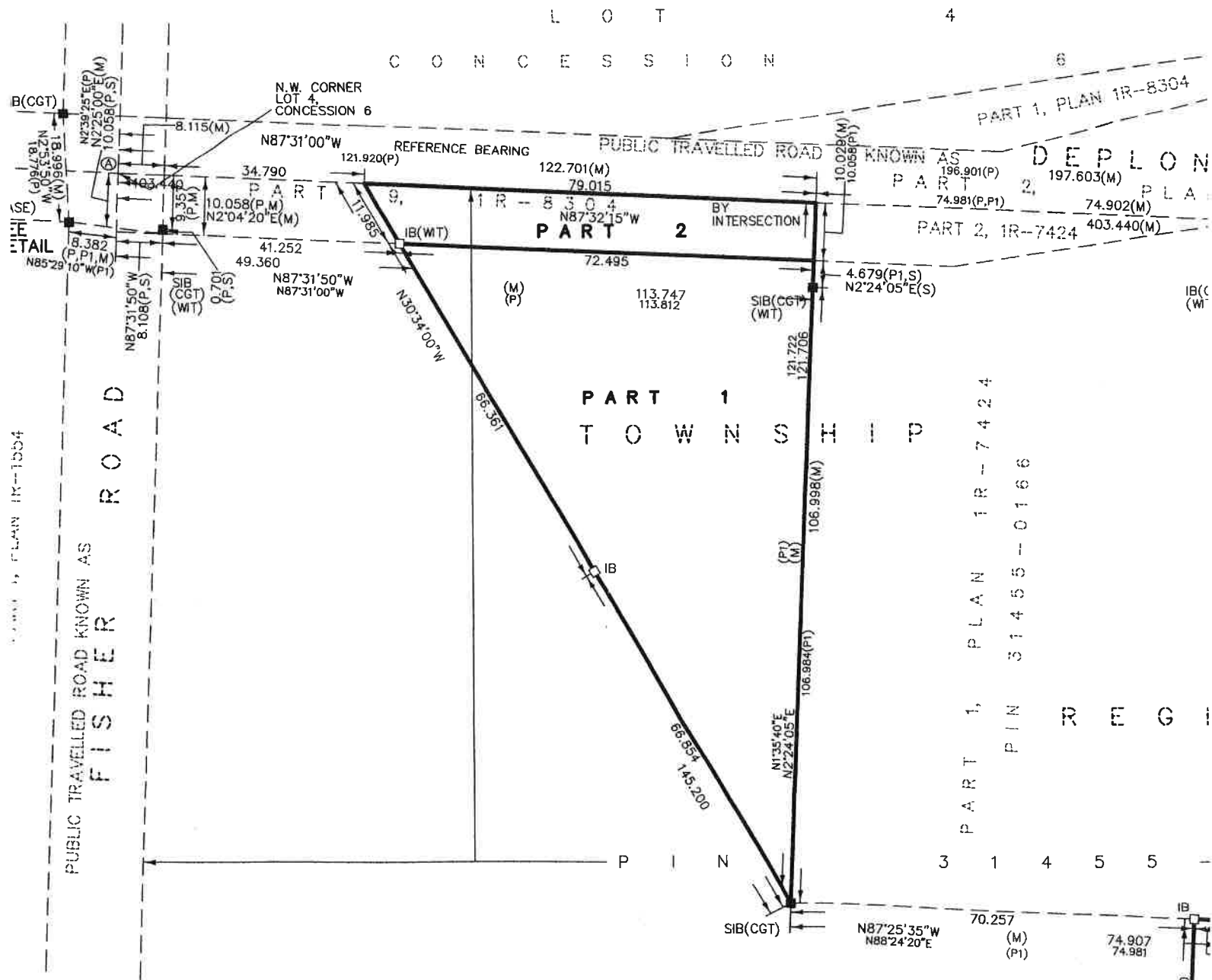
Seal

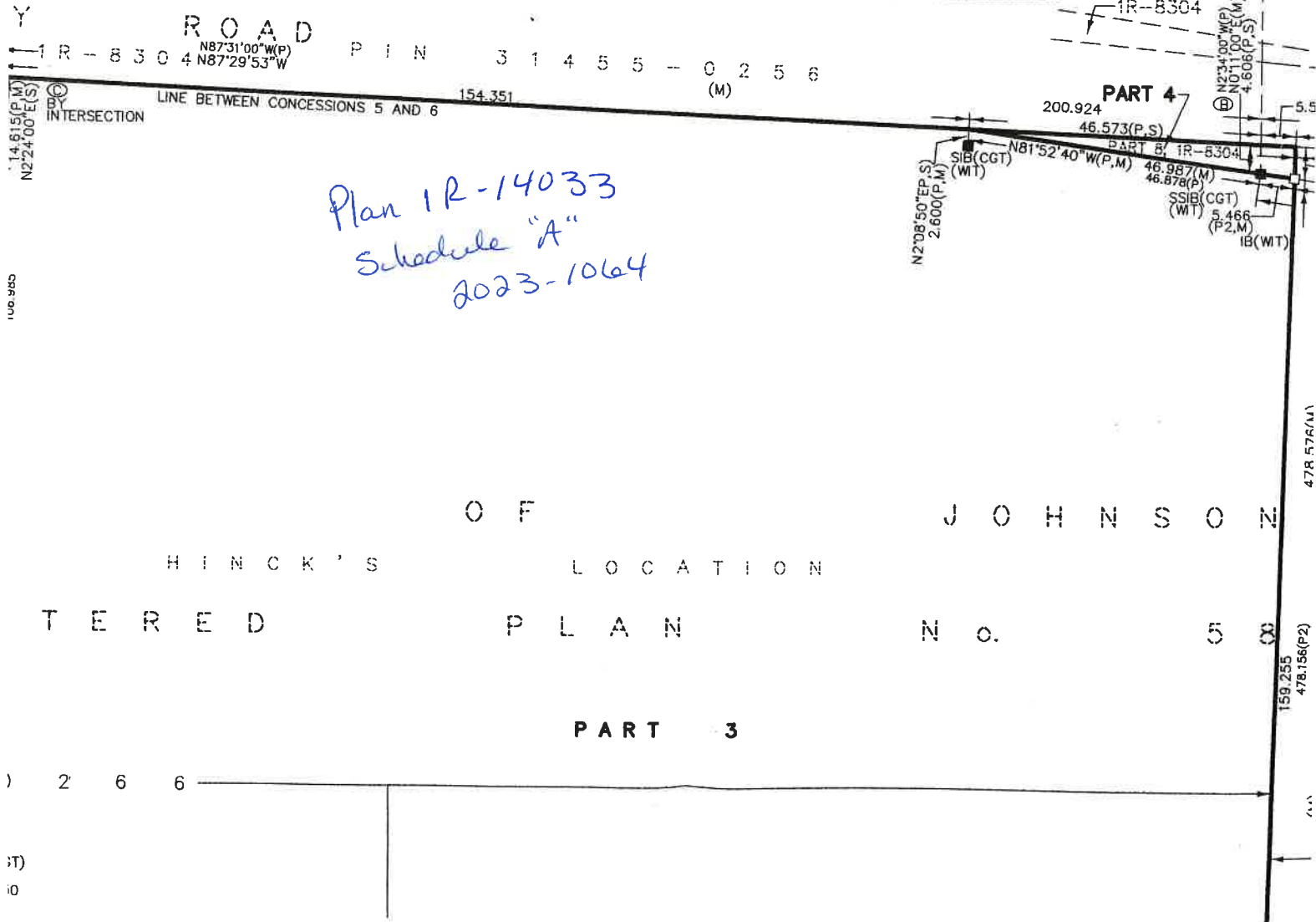
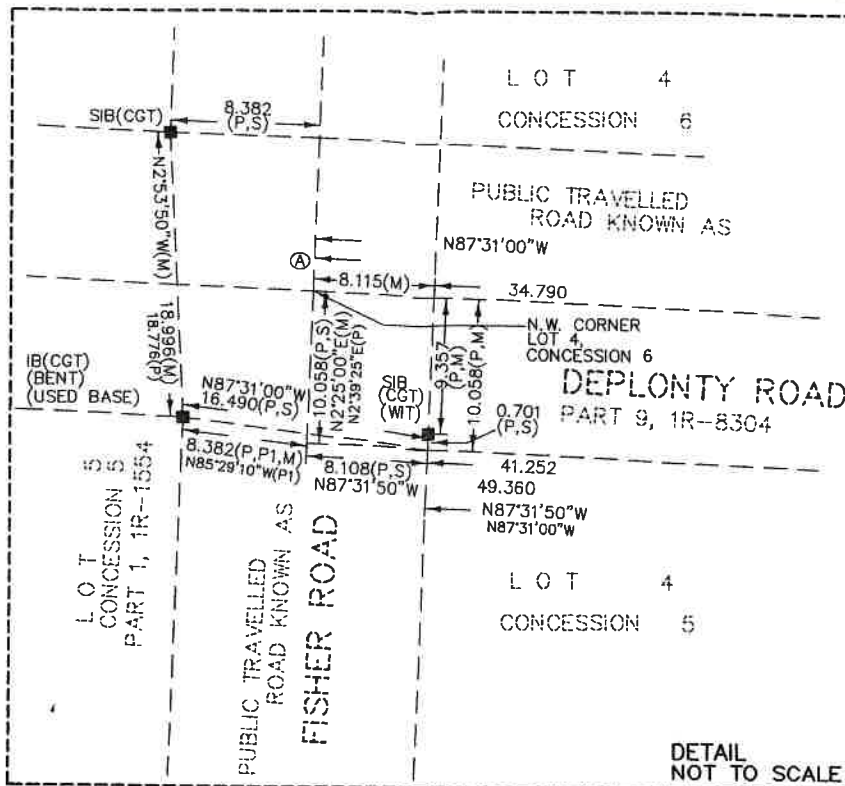
**Clerk** \_\_\_\_\_  
Janet Maguire

SCHEDULE "A"  
TO BY-LAW 2023-1064

PLAN 1R-14033

Monument Urso Surveying Ltd.





Plan 1R-14033  
Schedule "A"  
2023-1064

H I N C K ' S  
T E R E D  
P L A N  
P A R T 3

O F  
J O H N S O N  
L O C A T I O N  
N O.  
5



Agenda Item B2  
Date: May 24 2023

*The Corporation of  
**THE TOWNSHIP of JOHNSON***

*By-Law 2023-1066*

***BEING A BY-LAW to assume and open portions of a public road owned by the Corporation of the Township of Johnson.***

**WHEREAS** the Municipal Act, S.O. 2001, c. 25 allows for a Municipality to establish ownership and pass By-laws regarding public roads; and

**WHEREAS** the Corporation of the Township of Johnson has taken ownership of specifically Part 2 and Part 4 on Plan 1R-13786 (a portion of Government Road); and

**WHEREAS** a copy of Plan 1R-13786 shall be attached to this By-law as Schedule “A” and shall form part of this By-law.

**NOW THEREFORE** the Corporation of the Township of Johnson hereby enacts as follows:

1. THAT the ownership of the Lands described in Schedule “A” being Part 2 and Part 4 on Plan 1R-13786 have been assumed and are declared open and the same are established and laid out as a public highway with the Corporation of the Township of Johnson.
2. THAT this By-Law shall take immediate effect upon it’s passing.

**READ** for a first time and final time and passed this 17<sup>th</sup> day of May, 2023

**Mayor** \_\_\_\_\_  
Reg McKinnon

Seal

**Clerk** \_\_\_\_\_  
Janet Maguire

LOT 8

CONCESSION

7

PART 1  
PLAN 1R-12171

4) ORP A'  
3) ORP A'

TOWNSHIP  
PLUMMER

ADDITIONAL

LOT 8

CONCESSION

6

SCHEDULE "A" TO  
By-law 2023-1046

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER  
THE LAND TITLES ACT

PLAN 1R-13786

RECEIVED AND DEPOSITED

DATE June 25, 2021

DATE June 28, 2021

Paul H. Torrance, O.L.S.  
ONTARIO LAND SURVEYOR

REPRESENTATIVE FOR THE LAND REGISTRAR FOR  
THE LAND TITLES DIVISION OF ALGOMA (1)

PART	LOT	CONCESSION	PLAN	PIN	AREA
1					0.016 ha
2					0.064 ha
3					4.316 ha
4					0.135 ha

TOWNSHIP OF JOHNSON

PLAN OF SURVEY  
OF PART OF LOT 1 CONCESSION 7  
REGISTERED PLAN 58  
TOWNSHIP OF JOHNSON  
DISTRICT OF ALGOMA  
TULLOCH GEOMATICS INC.  
2021

SCALE 1 : 1250  
10m 0 10 50m

LEGEND:

- DENOTES FOUND MONUMENT
- DENOTES PLANTED MONUMENT
- SIB DENOTES STANDARD IRON BAR 0.025 x 0.025 x 1.22
- IB DENOTES IRON BAR
- NB DENOTES NICKEL BAR
- M DENOTES MEASURED
- S DENOTES SET
- WIT DENOTES WITNESS
- 1862 DENOTES S.L. McDougall, O.L.S.
- 1864 DENOTES TULLOCH GEOMATICS INC., O.L.S.
- DSU DENOTES D.S. URISO, O.L.S.
- ORP DENOTES OBSERVED REFERENCE POINT
- SRO DENOTES SURFACE SURVEY ONLY
- P1 DENOTES PLAN 1R-12171
- P1 DENOTES PLAN 1R-12171
- P1 DENOTES FENCE

BEARING NOTE:

BEARINGS ARE UTM GRID AND ARE DERIVED FROM OBSERVED REFERENCE POINTS A AND B  
BY PPP AND REAL TIME KINEMATIC OBSERVATIONS AND ARE REFERRED TO THE CENTRAL  
MERIDIAN OF UTM ZONE 17 (81 WEST LONGITUDE) NAD83(CSR83)2010.0, HAVING  
A BEARING OF N25°22'25"E AS SHOWN HEREON.

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED  
TO FEET BY DIVIDING BY 0.3048  
GROUND DISTANCES SHOWN HEREON CAN BE CONVERTED TO UTM GRID BY MULTIPLYING BY  
A COMBINED SCALE FACTOR OF 1.00021053.

CONVERGENCE NOTE:

A CONVERGENCE (ROTATION) FACTOR OF 1°49'00" CLOCKWISE HAS BEEN APPLIED TO THE  
ASTRONOMIC BEARINGS OF P TO ACCOUNT FOR DIFFERENT REFERENCE MERIDIANS.

SURVEYOR'S CERTIFICATE

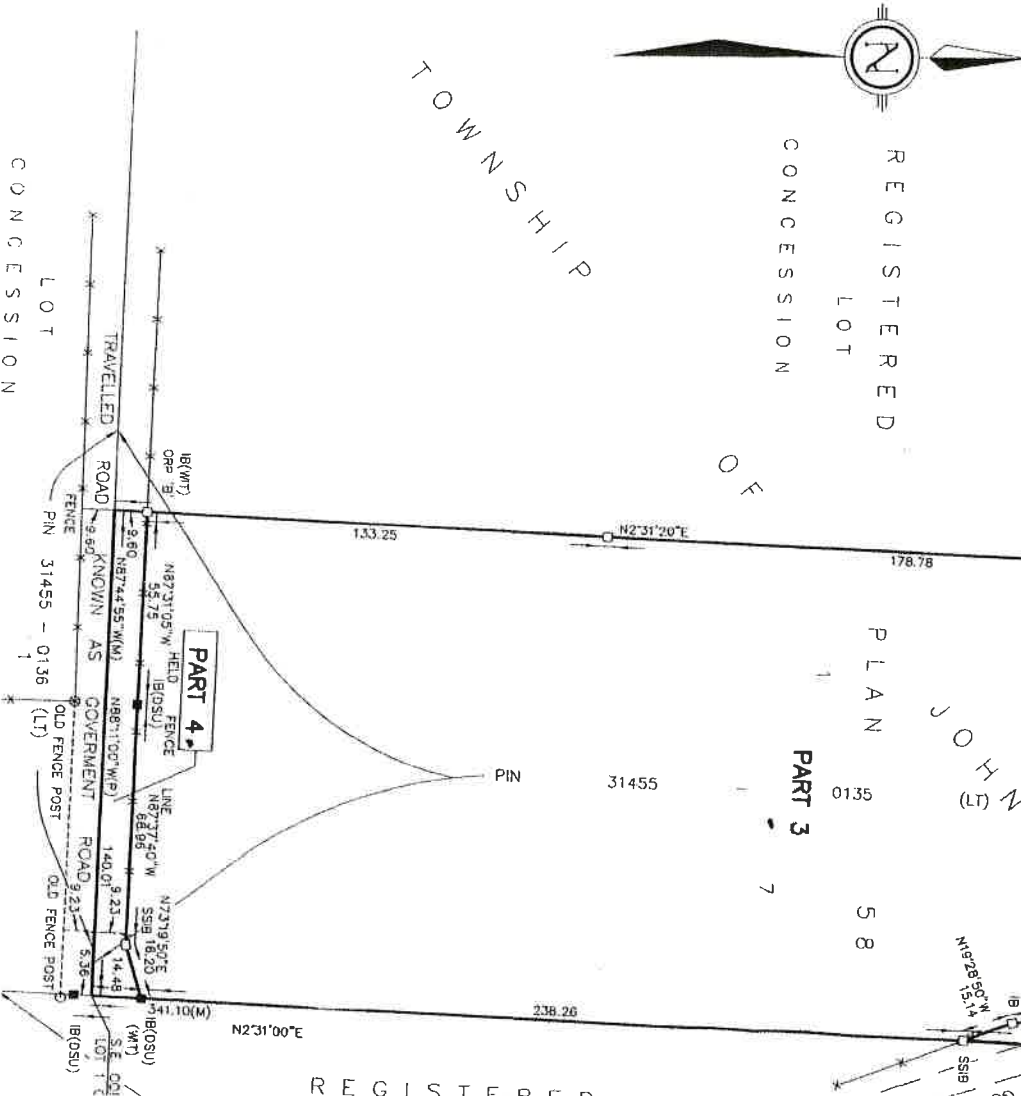
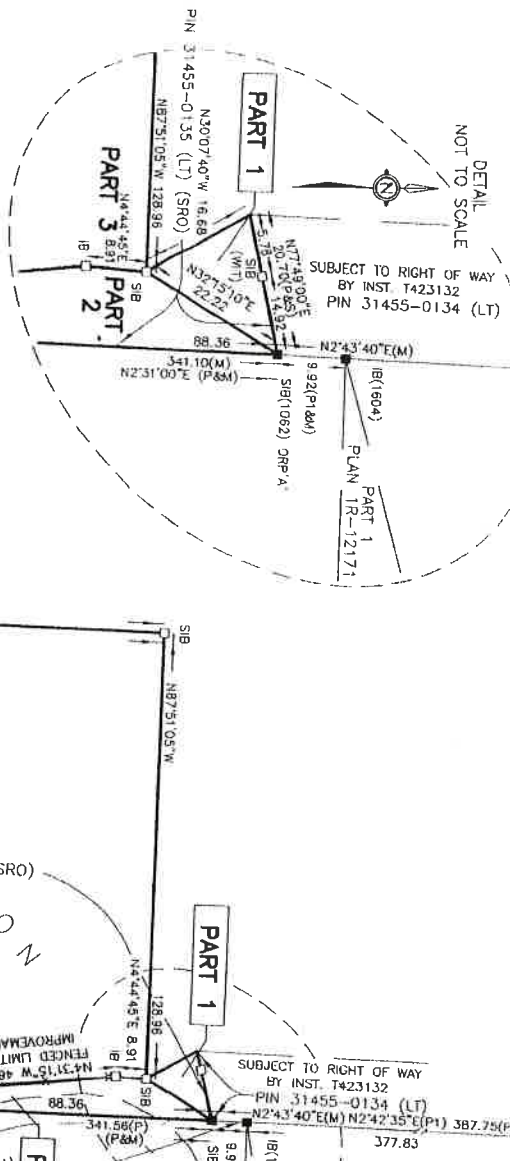
I CERTIFY THAT:

- (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE  
SURVEY ACT, THE SURVEYORS ACT, AND THE LAND TITLES ACT AND THE  
REGULATIONS MADE UNDER THEM.
- (2) THE SURVEY WAS COMPLETED ON THE 13th DAY OF MAY, 2021.

June 25, 2021

Paul H. Torrance

PAUL H. TORRANCE



By-law 2023-1066



Phil Reader property Roll 202



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

March 22, 2023

**Honourable Steve Clark**

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

**R23-03-081**

Moved by: Mayor Bondy

Seconded by: Councillor Allard

**That** Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

**Shelley Brown**

Acting Clerk  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

*Where you belong*

April 11, 2023

Minister of Tourism, Culture and Sport  
438 University Avenue, 6<sup>th</sup> Floor  
Toronto, ON  
M7A 1N3

Attention: The Honourable Neil Lumsden;

**Re: Town of Grimsby – Changes to the Municipal Heritage Register**

Please be advised that, at its meeting of March 14, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Town of Grimsby regarding Changes to the Municipal Heritage Register, be supported.

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

Sincerely,



Charlotte Madden  
Acting City Clerk

Cc: All Ontario Municipalities

April 17, 2023

Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

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

Dear Premier Ford:

**Re: Municipality of North Perth – School Bus Stop Arm Cameras**

Please be advised that, at its meeting of March 28, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Municipality of North Perth regarding School Bus Stop Arm Cameras, be supported.

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

Sincerely,



Charlotte Madden  
Acting City Clerk

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Jeff Burch  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

**THAT** the Town of Whitchurch-Stouffville commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors; and

**THAT** the Town of Whitchurch-Stouffville encourages other municipalities in Ontario and across Canada to join us in supporting all and promoting gender equality in all areas of society; and

**THAT** a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Markham Stouffville MP and MPP, and the Association of Municipalities of Ontario to express the Town of Whitchurch-Stouffville commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security for all; and

**THAT** Town of Whitchurch-Stouffville express its support for Bill 5, known as 'Stopping Harassment and Abuse by Local Leaders Act'.

Regards,

**Respecting Your Right To Disconnect** – If your normal working hours are not the same as mine, please feel free to wait until your core business hours to provide me with a response.



**MONICA BEATTIE, GDPA**

Council Coordinator | Office of the CAO

111 Sandiford Drive, Stouffville, Ontario L4A 0Z8

t: 905-640-1910 ext. 2222 | tf: 855-642-TOWN | [townofws.ca](http://townofws.ca)



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nhunley@shuniah.org; NJBozzato@pelham.ca; thallam@morristurnberry.ca; nmoore@hortontownship.ca; nvachon@fauquierstrickland.com; office@doriontownship.ca; office@faraday.ca; office@georgianbluffs.on.ca; office@newbury.ca; office@townshipofjoly.com; oilsprings@ciaccess.com; olga.smith@waterloo.ca; pberfelz@northperth.ca; pembroke@pembroke.ca; People <people@johnsontownship.ca>; peter.fay@brampton.ca; pfettes@clearview.ca; pgreco@twp.prince.on.ca; picklelake@picklelake.org; pinej@hastingscounty.com; plumtwsp@onlink.net; psinnamon@chatsworth.ca; questions@cambridge.ca; rainyriver@tbaytel.net; ramara@ramara.ca; reception@blackriver-matheson.com; reception@northkawartha.on.ca; reception@uclg.on.ca; reception@westlincoln.ca; regional.clerk@peelregion.ca; regionalclerk@york.ca; regionalclerk@halton.ca; regionalinquiries@regionofwaterloo.ca; reynaldrivard@nt.net; Rick.Oconnor@ottawa.ca; rmens@townofparrysound.com; rmurphy@townofbwg.com; rreymer@lucanbiddulph.on.ca; rvdn@ahtwp.ca; salmas@collingwood.ca; service@oshawa.ca; ServiceOakville@oakville.ca; services@cavanmonaghan.net; sharon.vokes@grey.ca; skim@grimsby.ca; skitchen@kingsville.ca; southwold@southwold.ca; stjeadmin@bellnet.ca; suzannej@haltonhills.ca; t.bennett@marmoraandlake.ca; tarbutttownship@bellnet.ca; taytownship@tay.ca; tcampbell@pertheast.ca; tmckenzie@lennox-addington.on.ca; toc@ontera.net; town@espanola.ca; town@fort-frances.com; town@mississippimills.ca; townclerk@milton.ca; townhall@goderich.ca; townhall@townsrf.ca; townmail@deepriver.ca; townofhearst@hearst.ca; township@amaranth-eastgary.ca; township@amaranth-eastgary.ca; township@centralfrontenac.com; township@dubreuilville.ca; township@emo.ca; township@ntl.sympatico.ca; township@wellington-north.com; townshipofmorley@gmail.com; townthess@bellnet.ca; treasure@ntl.sympatico.ca; twphill@parolink.net; twpmacd@onlink.net; twpns@ontera.net; twpoconn@tbaytel.net; twpopas@persona.ca; twptehk@amtelecom.net; vanessa@townshipleeds.on.ca; vhummel@woolwich.ca; visit@temagami.ca; wayne.hanchard@oliverpaipoonge.on.ca; info@cityssm.on.ca; webmaster@cobourg.ca; webmaster@lakeshore.ca; webmaster@london.ca; webmaster@twp.stclair.on.ca; westelgin@westelgin.net; sbryce@villageofwestport.ca; whitel@saugeenshores.ca; winniethepooh@whiteriver.ca; wkabel@snnf.ca; wkolasa@wainfleet.ca; tgarcia@wollaston.ca; zorra@zorron.ca

**Subject:** Council Resolution - May 3, 2023 - Bill 5 Stopping Harassment and Abuse by Local Leaders Act

Please be advised that Council passed the following resolution at the May 3<sup>rd</sup> meeting:

**Motion re: 'Women of Ontario Say No' support Bill 5 Stopping Harassment and Abuse by Local Leaders Act**

**WHEREAS** 'Women of Ontario Say No' support Bill 5 Stopping Harassment and Abuse by Local Leaders Act; and

**WHEREAS** municipally elected leaders do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace; and

**WHEREAS** a fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is safe; and

**WHEREAS** Bill 5, the Stopping Harassment and Abuse by Local Leaders Act would require Councillors to comply with the workplace violence and harassment policies of the municipality they represent, permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat for failing to comply with the municipality's workplace violence and harassment policies as well as restrict officials whose seat has been vacated from seeking immediate subsequent re-election; and

**WHEREAS** over 50 municipalities have formally endorsed and communicated public support for Bill 5; and

**WHEREAS** Bill 5 would both hold accountable and protect all municipal officials.

**NOW THEREFORE BE IT RESOLVED THAT** the Town of Whitchurch-Stouffville expresses its support for all and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal; and

Agenda Item B-7  
Date: May 24 2023



**Corporation of the  
Municipality of West Grey**

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

May 8, 2023

**RE: Municipalities Retaining Surplus Proceeds from Tax Sales**

To whom it may concern:

Please be advised that at its meeting held on May 2, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-230502-011 as follows:

**"THAT in consideration of correspondence received from the Municipality of Shuniah respecting support of resolution respecting municipalities retaining surplus records from tax sales, council supports the resolution and directs staff to send a letter of support to the Honourable Peter Bethlenfalvy, Minister of Finance; Rick Byers, MPP; the Association of Municipalities of Ontario (AMO) and all Ontario municipalities."**

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Eckenswiller".

Jamie Eckenswiller, AMP (he/him)  
Director of Legislative Services/Clerk  
Municipality of West Grey

Attachment: Municipality of Shuniah – Municipalities Retaining Surplus Proceeds Tax Sales Resolution

Cc. Honourable Peter Bethlenfalvy, Minister of Finance  
Rick Byers, MPP for Bruce-Grey-Owen Sound  
Association of Municipalities of Ontario (AMO)  
Ontario municipalities



## Stobie Mechanical & Welding

294 Echo Lake Road • Echo Bay, ON PoS 1Co • Phone: 705-941-0526

E-mail: [stobiek@hotmail.com](mailto:stobiek@hotmail.com)

Agenda Item B9  
Date: May 8 24 2023

### Quote

Johnson Township

1 Johnson Drive. PO Box 160

Desbarats, ON P0R 1E0

April 12, 2023

To Whom It May Concern,

The price of a 20ft. Sea-Can is approximately 2500 plus tax.

Keith Stobie



Home › Buy & Sell › Tools › Tool Storage & Benches in Sault Ste. Marie › Ad ID 1582612663

## Shipping/Storage Containers for Sale!

**\$2,600**



Posted over a month ago

Sault Ste. Marie, ON P6B 1X9



**ltransport**

5.0 ★ ★ ★ ★ ★ (2 reviews)



Owner



On Kijiji since May 2017



View 33 listings

### Description

We sell only Cargo Worthy sea containers, shipping containers. No leaks, No holes, clean floors inside, good door seals.

The containers are in excellent used condition.

- 20' Standard NEW (8'6") - \$3500 plus delivery fee
- 20' Standard (8'6") - \$2600 plus delivery fee
- 40' Standard (8'6") - \$3000 plus delivery fee
- 40' High Cube (9'6") - \$3000 plus delivery fee

Any container order will be delivered and unloaded to your specified spot at your convenience.

The price for delivery depends on the destination within Ontario.

Please include your postal code when requesting a quote

Please give us a call at any time to get the exact price.

Please 647-701-9196

647-864-9196

Keywords: shipping containers, steel container, the sea can, storage container, containers, container, portable storage, cargo container



Home › Buy & Sell › Other in Sault Ste. Marie › Ad ID 1655296162

## Shipping/Storage Containers for Sale!!

**\$2,150**



Posted 10 days ago  
Sault Ste. Marie, ON P6C



**Kijiji User**



Business



On Kijiji since Mar 2015



View 58 listings

### Description

Storage Containers, Cargo Shipping Container, Steel Container, Steel Storage Sea Containers, Shipping Containers, Steel Box, Storage Bins, Used Containers, New Containers.

Completely air tight and sealed used 20' and 40' sea marine container that will keep your belongings dry and safe over a long period of time!

Any order of a container will be delivered and unloaded to your specified spot at your convenience. The price for delivery depends on the destination within Ontario. Just call and inquire about our solution and our friendly staff will guide you through the process.

Our Prices:

Used 20' - \$2,150

Used 40' - \$2,950

Used 40' HC - \$3,150

We can Buy Back our Containers or Purchase your Unwanted Units! The price will depend on the Container condition and your location.


We can also Modify your Container to fit your needs. Ask our representatives for details!

Call us today at: 1-888-531-7772

You can find more information about us on our website:  
[www.ironcladcontainers.com](http://www.ironcladcontainers.com)









### Additional Options

The following services are also made available by this seller. Please reach out to them for more info as there may be additional costs.

 Willing to drop-off / deliver

22 visits

### Explore new items

			
Premium Tape Shipping...	EarthApples Jazzy Yellow...	Premium Tape Continous...	EarthAppl Cerisa Rea.
\$7.99	\$14.99	\$28.99	\$14.99
Sponsored 	Sponsored 	Sponsored 	Sponsored 

Agenda Item C1  
Date: May 24 2023

CIP program

Permit # 22-19

This customer had applied for a building permit in 2022 and then found out about the CIP program and called in. He was instructed to not do anything until the finalization of the CIP program as you have to do some before pictures and application.

The rate payer went ahead and built the garage and notified the office this winter that he wanted to proceed with the CIP program as he was still waiting on building a garage. Someone went out to look over the property to get some kind of aspect being that CIP was new. No one was home so we did not go on the property but noticed a new garage there.

If we go ahead and let him use this program then we are setting ourselves up for this type of problem on every application.

A decision has to be made by council if you agree or disagree on letting him go forward.

Thank You

Janet

# Amalgamated Tender Johnson TWN

Agenda Item C2  
Date: May 24 2023

## Flake Calcium

12 one tone bags at \$ 765 = \$9180

## Liquid Calcium

2 loads at 54000 L = \$ 21,848.75

## Surface Treatment

### Gordon L Rd

2800m x 6.80m = 19,040 SQ m x \$ 7.83 = \$149,083.20

Material \$ 22,300

## Culverts steel

300 mm 9m x 10 = 90 m x \$ 66.11 = \$ 5,949.90

400 mm 9 m x 8 = 72 m x \$ 89.71 = \$6,459.12

450 mm 9m x 10 = 90m x \$101.48 = \$9,133.20

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Municipal Policing Bureau  
Bureau des services policiers des municipalités

777 Memorial Ave.  
Orillia ON L3V 7V3

777, ave Memorial  
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

Agenda Item C3  
Date: May 24 2023

File number/Référence: 4000- GOV

Date: April 18, 2023

The Township of Johnson  
P.O. Box 160, 1 Johnson Drive  
Desbarats, ON, P0R 1E0

Dear Chief Administrative Officer:

**Re: 2024 Municipal Policing Billing Statement Property Count**

Please find below your municipal property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the 2022 Assessment Roll data delivered by MPAC to municipalities for the 2023 tax year with adjustments based on the requirements defined in O. Reg. 267/14 of the Police Services Act (PSA). The property counts will be used by the OPP to help determine policing costs in the 2024 Annual Billing Statements.

Municipality	Household	Commercial & Industrial	Property Count
The Township of Johnson	526	42	568

The Household count is reflected in your 2022 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ) while excluding properties with structures such as towers, billboards, wind turbines, solar panels, oil or gas wells, international bridges or international tunnels. Please find the specific details on <http://www.opp.ca/billingmodel> (search for Property Count Definition document).

Please review the count for your municipality, considering the requirements defined in O. Reg 267/14, and if you continue to have any questions or concerns about your count, please contact your local MPAC Account Manager Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2022 year-end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2024 municipal billing will be adjusted for the applicable changes.

Yours truly,

Phil Whitton, Superintendent  
Bureau Commander  
Municipal Policing Bureau



Agenda Item C 4  
Date: May 24 2023

April 27<sup>th</sup> 2023

Team meeting: Reg, Doug, Josh, (Tullochs) Glenn

**Re: School property development**

We discussed the proposed development in general and tried to isolate the issues.

1. The sewage
2. The water

The lack of information regarding the infrastructure has slowed us down in moving this development forward. The question remains how many units can be added to the system without affecting existing homes and or limiting development on existing lots?

**Objective:**

**Sewage**

1. What can the lagoons handle, how close are we to maxing them out?
2. Will we need to run a separate line to the lagoons from the school property?
3. Can the current system of tanks and pump outs be used for a large-scale development?

**Water**

1. We believe it is a two-inch line running to the school property
2. Is the two-inch line sufficient, how many units can be added to it?
3. Would adding multiple units to the current line affect pressure in the existing homes?

**Next Step:**

1. Establish how many lots there are in the Hamlet that could be developed
2. What types of pumps are currently used
3. What capacity is available from the water plant
4. Should be do a sanitary design?
5. Would increasing pressure in the water cause issues to the infrastructure (ruptures)
6. Ask PUC if they have any flow data for the water
7. Test the pressure/fluctuations - (put gauge on a line at a house in that area (Denise?))
8. Should we do some water modeling report?

**Results:**

1. How many units do we limit to the site
2. What changes if any do we need to make to the infrastructure

Glenn



Agenda Item C5  
Date: May 24 2023

## **Ombudsman Report**

**Investigation into a complaint about  
a closed meeting held by the Municipality of  
Brighton on March 10, 2017**

**Paul Dubé  
Ombudsman of Ontario  
August 2017**

## Complaint

- 1 On March 27, 2017, my Office received a complaint about a series of phone calls between council members of the Municipality of Brighton on March 10, 2017.
- 2 The complainant alleged that Mayor Mark Walas spoke to four members of council by phone in advance of a special meeting of council on March 15, 2017. At this council meeting, which was closed to the public, council discussed an opportunity to sell land in the municipality's industrial park.

## Ombudsman jurisdiction

- 3 Under the *Municipal Act, 2001*, all meetings of council, local boards, and committees of council must be open to the public, unless they fall within prescribed exceptions.
- 4 As of January 1, 2008, the Act gives citizens the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own.
- 5 The Ombudsman is the closed meeting investigator for the Municipality of Brighton.
- 6 In investigating closed meeting complaints, we consider whether the open meeting requirements of the Act and the municipality's governing procedures have been observed.

## Council procedures

- 7 The municipality's procedure by-law (by-law no. 097-2013) states that all meetings shall be open to the public except as provided by section 239 of the Act.

## Investigative process

- 8 On May 12, 2017, we advised the municipality of our intent to investigate this complaint.
- 9 Members of my Office's staff reviewed relevant portions of the municipality's by-laws and policies, and the Act. We also reviewed an audio recording of the closed session of the council meeting on March 15, 2017.
- 10 We interviewed the mayor and the council members who participated in the phone calls.
- 11 My Office received full co-operation in this matter.

## Background

### Opportunity to sell land

- 12 On March 8, 2017, the Quinte Economic Development Commission (QEDC) informed the Mayor that a foreign company was interested in purchasing land in the municipality's industrial park to build a factory. The company's representatives were in the area for a short time and were also considering property in nearby municipalities.
- 13 Eager to secure the opportunity for the municipality, the Mayor arranged to meet with the company's representatives and the QEDC. After this meeting took place, the QEDC told the Mayor that the company had received sale of land proposals from the other municipalities under consideration and that Brighton should do the same if it wished to remain competitive.
- 14 To that end, on March 10, 2017, the municipality's Chief Administrative Officer (CAO) and a staff member prepared a proposal for the company. The Mayor was not present but phoned into the CAO's office periodically while the proposal was being drafted. The final proposal contained terms related to financing for the sale of land, a price per acre, and fees for planning, building permit and electrical servicing. It also noted that any terms were subject to council approval.
- 15 Later that evening, the CAO sent the municipality's proposal to the QEDC. The CAO told members of my Office that he received verbal direction from the Mayor to send the proposal to the company. The Mayor told the CAO

he had obtained the agreement of a quorum of council with respect to the proposal's terms.

- 16 A special meeting of council was called by the Mayor on March 15, 2017 to discuss the opportunity to sell land to the company. The municipality's procedure by-law permits the Mayor to call and arrange special council meetings.

### The telephone calls

- 17 The Mayor told my Office that he spoke to four members of council over the phone on March 10, 2017.
- 18 According to the Mayor, he phoned those councillors because it was important that he advise them of the company's interest in purchasing municipal land and the time-sensitive nature of the opportunity. During the phone calls, he told the councillors about meeting with the company's representatives and the QEDC. He also advised them that staff members were preparing a proposal for the company that would outline certain terms for the sale of land, including a price per acre. The councillors provided comments on the proposal and expressed their support to send the proposal to the company, as long as it was subject to council approval.
- 19 Members of my Office spoke to the four council members who participated in the phone calls. Two councillors recalled speaking to the Mayor over the phone about the possibility of selling municipal land and supported sending the proposal to the QEDC. The other two councillors confirmed that they spoke to the Mayor over the phone but did not recall discussing the proposal. Rather, they told my Office that they briefly spoke to the Mayor over the phone to arrange the special meeting of council.

### The special meeting of council on March 15, 2017

- 20 The Municipality of Brighton audio records its closed meetings of council. We obtained and reviewed a copy of the audio recording for the March 15, 2017 council meeting.
- 21 The recording captures the Mayor commenting that he spoke to four council members about the opportunity to sell municipal land to the company. The Mayor states that those councillors provided him with verbal comments on the proposal and supported sending the proposal to the company in order to remain competitive amongst the other municipalities under consideration.

- 22 None of the four council members disputed the Mayor's recollection during the special council meeting.

## Analysis

### Different versions of events

- 23 Two of the four council members who participated in the phone calls did not recall speaking to the Mayor about the terms of the proposal during their individual phone calls. According to these councillors, the Mayor phoned them to arrange a special council meeting on March 15, 2017. The phone calls were brief, lasting less than two minutes.
- 24 The evidence of the Mayor and the CAO does not support the recollection of these two councillors.
- 25 The Mayor told members of my Office that during the phone calls, he sought and received input from all four individual council members on the proposal's terms, as well as their support to send it to the company in advance of the special meeting on March 15, 2017. The Mayor emphasized that he needed to advise certain council members about the company's interest in the municipality before its representatives left the area, therefore he phoned individual councillors rather than wait for the special meeting.
- 26 The CAO told members of my Office that he would not have sent the proposal to the company without the assurances from the Mayor that a quorum of council agreed with its terms. A staff member who was also present in the room during the phone call between the Mayor and the CAO supports the CAO's recollection.
- 27 In addition, the recording of the March 15, 2017 closed meeting captures comments made by the Mayor that he received feedback and support on the proposal from the four councillors he spoke to over the phone. None of the council members who participated in the phone calls disputed the Mayor's statements during the closed meeting. This evidence is contemporaneous with the phone calls and corresponds with the Mayor's recollection of the phone calls.
- 28 On a balance of probabilities, I find that the phone calls between the Mayor and all four councillors included a discussion about the proposal and its terms, and all four councillors supported sending the proposal to the company.

## Did a meeting occur?

- 29 The *Municipal Act, 2001* defines a “meeting” as “any regular, special or other meeting of a council, of a local board or of a committee of either of them.”<sup>1</sup> In a 2008 report, my Office developed a working definition of “meeting” to assist in the interpretation of the definition contained in the Act<sup>2</sup>:

Members of council (or a committee) must come together for the purpose of exercising the power or authority of the council (or committee), or for the purpose of doing the groundwork necessary to exercise that power or authority.<sup>3</sup>

- 30 This definition supports the principles underlying the open meeting rules.
- 31 A meeting of council is not limited to a physical gathering of its members. Instead, a meeting may occur whenever council exercises its authority, including by electronic means.
- 32 In a February 2009 investigation, my Office considered whether sequential phone calls between the Mayor and individual councillors for the Township of Nipissing could be considered a “meeting” for the purpose of the open meeting requirements.<sup>4</sup> In that case, a quorum of council was never present in the same room or on the phone during any of the conversations. However, as a result of the calls, council collectively came to a consensus to approve additional costs related to the purchase of a fire vehicle. Our report notes:

It is not necessarily the form that a meeting takes that should be determinative, but its substance. In my view, a meeting of council is not limited to a physical gathering of its members. Sequential telephone conversations of council members, “for the purpose of exercising the power or authority of the council or for the purpose of doing the groundwork necessary to exercise that power or authority,” may constitute a meeting.<sup>5</sup>

<sup>1</sup> *Municipal Act, 2001*, S.O. 2001, Ch. 25, s. 238(1).

<sup>2</sup> Ombudsman of Ontario, *Don't Let the Sun Go Down on Me: Opening the Door on the Elton John Ticket Scandal* (April 25, 2008), online: <[https://www.ombudsman.on.ca/Files/sitemedia/Documents/Newsroom/Press%20Releases/dont\\_let\\_the\\_sun\\_sudbury\\_04252008.pdf](https://www.ombudsman.on.ca/Files/sitemedia/Documents/Newsroom/Press%20Releases/dont_let_the_sun_sudbury_04252008.pdf)>.

<sup>3</sup> *Ibid* at paras 54-60.

<sup>4</sup> Ombudsman Ontario, *Investigation into Council of the Township of Nipissing Special Meeting of April 25, 2008*, (February 6, 2009), [online](#).

<sup>5</sup> *Ibid* at para 29.

- 33 Serial telephone calls are, by their nature, closed to the public.

Did a quorum of council participate in the serial phone calls?

- 34 When determining if a meeting has occurred, the concept of a legal quorum is an important consideration. In an October 2015 report regarding the City of Elliott Lake, our Office noted that having a quorum of members present is not conclusive, but that quorum is a factor as it means a sufficient number of members is present to legally transact business.<sup>6</sup> Once a gathering constitutes a quorum of council, committee, or local board, the risk of those individuals collectively exercising their authority increases.
- 35 The phone calls in this case occurred between the Mayor and four council members. As council is composed of seven members, a quorum of councillors participated in the phone calls.

Did the phone calls materially advance council business or decision-making?

- 36 I have already found that, on a balance of probabilities, the Mayor's serial phone calls went beyond informing the councillors of the company's interest in the municipality and arranging a special meeting. Rather, during the phone calls, the Mayor took the pulse of four councillors with respect to the proposal, discussed a price per acre for the land, and obtained support to send the proposal prior to the special council meeting.
- 37 Council did not vote during the phone calls, but it is apparent that staff sent the proposal to the company on the basis of the phone calls and the agreement that resulted amongst a quorum of council. In this manner, the phone calls furthered the municipality's activity with the company and council's interest in securing a land deal with the company.
- 38 In making the phone calls, the Mayor may have only intended to inform certain council members of the economic opportunity for the municipality and to keep them apprised of his actions. However, by seeking the input of individual council members on specific terms of a disposition of municipal land, the serial phone calls crossed the line.
- 39 Accordingly, the serial phone calls advanced the business of council.

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<sup>6</sup> Ombudsman of Ontario, *Investigation into whether Council for the City of Elliot Lake held illegal closed meetings in April 2015*, (October 2015) [online](#).

- 40 During interviews with our Office, some council members noted that since the proposal was labelled 'subject to council approval', the business of council was not advanced because council had yet to make a final decision on the matter. This is not an accurate understanding of the open meeting rules. I have already found that as a result of the phone calls, a quorum of council came together for the purpose of advancing council business. The proposal was only sent to the company after a quorum of council members supported its terms. In this case, labelling the proposal "subject to council approval" did not insulate council's actions from the open meeting rules.

## Opinion

- 41 My investigation found that council for the Municipality of Brighton contravened the *Municipal Act, 2001* and its procedure by-law by discussing and approving a proposal for a company interested in purchasing municipal land through a series of phone calls ahead of the March 15, 2017 council meeting. The serial phone calls between a quorum of councillors constituted a meeting for the purposes of the *Municipal Act*, and this meeting was closed to the public. I make this finding on a balance of probabilities taking into account all evidence provided to my Office.
- 42 Although council may have been motivated by a desire to act quickly and secure an economic advantage for the municipality, local government must remain vigilant to ensure it acts in a transparent and accountable manner. While it may be more cumbersome, that is what democracy requires.

## Recommendations

- 43 I make the following recommendations to assist the municipality in fulfilling its obligations under the Act and enhancing the transparency of its meetings.

### Recommendation 1

Council members for the Municipality of Brighton should be vigilant in adhering to their individual and collective obligation to ensure that council complies with its responsibilities under the *Municipal Act, 2001* and its own procedure by-law.

### Recommendation 2

The Municipality of Brighton should avoid exercising the power or authority of council or laying the groundwork to do so through serial phone calls or by any other electronic means.

## Report

- 44 The Municipality of Brighton was given the opportunity to review a preliminary version of this report and provide comments. No comments were received.
- 45 My report should be shared with council for the Municipality of Brighton and should be made available to the public as soon as possible, and no later than the next council meeting.



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Paul Dubé  
Ombudsman of Ontario



The Township of Johnson  
1 Johnson Drive, Box 160 Desbarats, Ontario, P0R 1E0  
Phone: 705 782 6601 Fax: 705-782-6780  
[jmaguire@johnsontownship.ca](mailto:jmaguire@johnsontownship.ca)

Agenda Item D 2  
Date: May 0 24 2023

## AMCTO Zone 7

On April 26, 2023 I travelled to Killarney with MacDonald Meredith and Aberdeen township Clerk Lynne Duguay. Once we got there and got settled, we had supper and settled in for some conversation with some other clerks.

The Killarney Mountain Lodge is a place where you unplug from the outside!! No TV's in the rooms, limited internet, and plenty of walking paths. Being on the water it had canoes, kayaks and if you didn't like the water sports they have bikes. A true place to unwind.

While there our first day was jammed packed with information. The fire marshal's office was there talking on the certification and legacy seal that our fire department is trying to finish. Cyber insurance and what to watch for, four-day work weeks, the roles of council and staff. Also, an election of people who represent the Clerks in the Zone 7 areas. The second day was all on Ethics and how to handle different situations. We finished the conference with draws from supporting businesses and hugs and see you in the fall.

This conference was an eye opening and rewarding one. The fall conference is being held in the Sault and Central Algoma Clerks have been asked to help put it on. I personally have volunteered to help.

Thank you

Janet Maguire



## THE CORPORATION OF THE TOWNSHIP OF JOHNSON

### BY-LAW 2023-1067

***BEING A BY-LAW to confirm proceedings of the regular meeting of Council on May 17<sup>th</sup>, 2023.***

WHEREAS Section 5(3) of the Municipal Act, R.S.O. 2001, as amended requires a municipal council to exercise its power by bylaw except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual by-law;

THE COUNCIL of THE CORPORATION of JOHNSON HEREBY ENACTS AS FOLLOWS:

1. THAT the action of the Council at its meeting May 17<sup>th</sup> 2023, in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. THAT the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed in open Council this 17th day of May, 2023.

Mayor \_\_\_\_\_  
Reg McKinnon

Seal

Clerk/CAO \_\_\_\_\_  
Janet Maguire