REGULAR MEETING OF COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE, TO BE HELD IN THE COUNCIL CHAMBERS, MUNICIPAL ADMINISTRATION COMPLEX, MANITOUWADGE, ONTARIO, ON WEDNESDAY, AUGUST 8, 2018 AT THE HOUR OF 7:00 P.M.

AGENDA

01 CALL TO ORDER

02 ADDITIONS OR DELETIONS TO AGENDA

03 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

04 APPROVAL OF AGENDA

05 DELEGATIONS AND PRESENTATIONS

06 ADOPTION OF MINUTES OF PREVIOUS MEETINGS
   01 Amended Minutes of the Regular Meeting held June 13, 2018
   02 Minutes of the Special Meeting held July 11, 2018
   03 Minutes of the Regular Meeting held July 11, 2018

07 PETITIONS

08 DISBURSEMENTS
   01 Statement of Disbursement Sheet No. 2018-12 for $868,334.08.

09 CORRESPONDENCE
   01 Correspondence from William Bradica, Chief Administrative Officer for the District of Thunder Bay Social Services Administration Board regarding TBDSSAB 2018 Association of Municipalities of Ontario Briefing Package and Resolution No. 18/76A, dated June 29, 2018.
   02 Correspondence from Michael Gravelle, MPP Thunder Bay-Superior North to Mayor Andy Major, dated June 30, 2018.

Correspondence from Gordon Brooks, Gord’s Taxi Service regarding taxi licensing, dated July 7, 2018.

Minutes of Meetings: Manitouwadge Public Library Board held May 7, 2018.

VERBAL UPDATE BY MAYOR

VERBAL UPDATE BY CAO/CLERK-TREASURER

BY-LAWS

Being a By-law to Formulate an Emergency Management Program


BUSINESS

Memorandum from the Township of Manitouwadge Joint Health and Safety Committee regarding Work Refusal Policy and Health and Safety Policy, dated July 12, 2018.


Administration Report TR2018-14 submitted by Margaret Hartling, CAO/Clerk-Treasurer regarding Surplus Property, dated August 1, 2018.

05 Strategic Plan update – presentation by Margaret Hartling, CAO/Clerk-Treasurer on activities to-date.


15 MOTIONS AND NOTICES OF MOTIONS

16 CLOSED SESSIONS

01 Section 239(2)(i): a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
   • Northern Broadband

02 Section 239(2)(c): a proposed or pending acquisition or disposition of land by the municipality or local board.
   • Location CL 11769, Plan 55R-11491, Parts 1, 3 & 4, Township of Gertrude within the Corporation of the Township of Manitouwadge

03 Section 239(2)(c): a proposed or pending acquisition or disposition of land by the municipality or local board.
   • Rail-bed

04 Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
   • Harassment Complaint Update

05 Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
   • Conflict of Interest Complaint Update

06 Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
   • Small Claims Update

17 BUSINESS ARISING FROM CLOSED SESSION

18 ADJOURNMENT

***********************
PRESENT: Mayor Andy Major  
Councillor Ed Dunnill  
Councillor Sheldon Plummer  

ABSENT: Councillor Ray Lelievre  
Councillor Peter Ruel  

STAFF:  
Joleen Keough, Deputy Clerk  
Owen Cranney, CBCO, Fire Chief, CBO, CEMC, Airport Manager  

PUBLIC: 1  

01 CALL TO ORDER  

RESOLUTION NO. 2018-157  
Moved by: Councillor Plummer Seconded by: Councillor Dunnill  
RESOLVED THAT: the Regular Meeting commence at the hour of 7:00 p.m.  
CARRIED  

02 ADDITIONS OR DELETIONS TO AGENDA  

03 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF  

04 APPROVAL OF AGENDA  

RESOLUTION NO. 2018-158  
Moved by: Councillor Dunnill Seconded by: Councillor Plummer  
RESOLVED THAT: the agenda be approved as circulated.  
CARRIED  

05 DELEGATIONS AND PRESENTATIONS  

06 ADOPTION OF MINUTES OF PREVIOUS MEETINGS  

01 Minutes of the Regular Meeting held May 23, 2018.  
RESOLUTION NO. 2018-159  
Moved by: Councillor Dunnill Seconded by: Councillor Plummer  
RESOLVED THAT: the Minutes of the Regular Meeting held on May 23, 2018 are adopted as circulated.  
CARRIED  

07 PETITIONS  

08 DISBURSEMENTS  

01 Statement of Disbursement Sheet No. 2018-09 for $324,988.71.  
RESOLUTION NO. 2018-160  
Moved by: Councillor Dunnill Seconded by: Councillor Plummer  
RESOLVED THAT: Disbursement Sheet No. 2018-09, Three Hundred and Twenty-Four Thousand, Nine Hundred and Eighty-Eight Dollars and Seventy-One Cents ($324,988.71) as provided to Council for information purposes only.  
CARRIED
09 CORRESPONDENCE

01 Correspondence from William Bradica, Chief Administrative Officer for the District of Thunder Bay Social Services Administration Board regarding 2017 Levy Surplus Disposition, dated May 10, 2018.

02 Correspondence from William Bradica, Chief Administrative Officer for the District of Thunder Bay Social Services Administration Board regarding 2017 Operating Results by Municipality, dated May 31, 2018.

RESOLUTION NO. 2018-161
Moved by: Councillor Plummer Seconded by: Councillor Dunnill
RESOLVED THAT: correspondence item(s) 09-01 to 09-02 be received and filed.
CARRIED

10 REPORTS AND COMMITTEES

01 Minutes of Meetings: Manitouwadge Economic Development Corporation Annual General Meeting held January 19, 2017.

RESOLUTION NO. 2018-162
Moved by: Councillor Dunnill Seconded by: Councillor Plummer
RESOLVED THAT: the Minutes of Meeting of the Annual General Meeting of the Manitouwadge Economic Development Corporation held January 19, 2017, be accepted as received.
CARRIED

02 Minutes of Meetings: Manitouwadge Economic Development Corporation held January 18, 2018 and March 21, 2018.

RESOLUTION NO. 2018-163
Moved by: Councillor Dunnill Seconded by: Councillor Plummer
RESOLVED THAT: the Minutes of Meeting of the Manitouwadge Economic Development Corporation held January 18, 2018 and March 21, 2018, be accepted as received.
CARRIED

03 Minutes of Meetings: Manitouwadge Nuclear Waste Community Liaison Committee held April 12, 2018.

RESOLUTION NO. 2018-164
Moved by: Councillor Dunnill Seconded by: Councillor Plummer
RESOLVED THAT: the Minutes of Meeting of the Manitouwadge Nuclear Waste Community Liaison Committee held April 12, 2018, be accepted as received.
CARRIED

04 Minutes of Meetings: Manitouwadge Municipal Housing Corporation held March 19, 2018 and April 16, 2018.

RESOLUTION NO. 2018-165
Moved by: Councillor Plummer Seconded by: Councillor Dunnill
RESOLVED THAT: the Minutes of Meeting of the Manitouwadge Housing Corporation held March 19, 2018 and April 16, 2018, be accepted as received.
CARRIED

RESOLUTION NO. 2018-166
Moved by: Councillor Dunnill  Seconded by: Councillor Plummer

RESOLVED THAT: the Minutes of Meeting of the Thunder Bay District Health Board held April 18, 2018, be accepted as received.

CARRIED

06 Minutes of Meetings: Thunder Bay District Social Services Administration Board held April 19, 2018 (regular) and April 19, 2018 (closed). *Statements available at: http://www.tbdssab.ca/index.php/administration/

RESOLUTION NO. 2018-167
Moved by: Councillor Plummer  Seconded by: Councillor Dunnill

RESOLVED THAT: the Minutes of Meeting of the Thunder Bay District Social Services Administration Board held April 19, 2018 (regular) and April 19, 2018 (closed), be accepted as received.

CARRIED

11 VERBAL UPDATE BY MAYOR

01 Verbal update provided by Mayor

12 VERBAL UPDATE BY CAO/CLERK-TREASURER

13 BY-LAWS

01 Being a By-Law to Authorize the Execution of a Collective Agreement with Canadian Union of Public Employees (CUPE) Local 3487.

RESOLUTION NO. 2018-168
Moved by: Councillor Dunnill  Seconded by: Councillor Plummer

Being a By-Law to Authorize the Execution of a Collective Agreement with Canadian Union of Public Employees (CUPE) Local 3487, be read a first and second time.

And Furthermore, be read a third time, passed and numbered as By-law No. 2018-15

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CARRIED
14 BUSINESS

01 AMO Delegation requests

RESOLUTION NO. 2018-169
Moved by: Councillor Plummer Seconded by: Councillor Dunnill

RESOLVED THAT: Council requests delegations with the following Ministers:

- Minister of Transportation regarding highway maintenance. CARRIED

02 Correspondence from Morley Chertkoff, Henan Maple’s Bridge Education, Science and Technology Company regarding Tour group of visiting Chinese students coming to Manitouwadge, dated June 8, 2018.

RESOLUTION NO. 2018-170
Moved by: Councillor Dunnill Seconded by: Councillor Plummer

RESOLVED THAT: Council is in receipt of correspondence from Morley Chertkoff, Henan Maple’s Bridge Education, Science and Technology Company regarding Tour group of visiting Chinese students coming to Manitouwadge.

AND BE IT FURTHER RESOLVED THAT: upon conclusion of Council’s review and consideration the correspondence be accepted as received. CARRIED

15 MOTIONS AND NOTICES OF MOTIONS

16 CLOSED SESSIONS

17 BUSINESS ARISING FROM CLOSED SESSION

18 ADJOURNMENT

RESOLUTION NO. 2018-171
Moved by: Councillor Plummer Seconded by: Councillor Dunnill

RESOLVED THAT: the Regular Meeting adjourn at the hour of 7:23 p.m. CARRIED

Mayor Andy Major __________________________ Margaret Hartling, CAO/Clerk-Treasurer

PRESENT: Mayor Andy Major
          Councillor Edward Dunnill
          Councillor Sheldon Plummer
          Councillor Peter Ruel

ABSENT:  Councillor Ray Lelievre

STAFF:   Joleen Keough, Deputy Clerk
          Owen Cranney, CBCO, Fire Chief, CBO, CEMC, Airport Manager
          MMHC – Rita Labbee
          MMHC Board Members: Helen Williams, Lisa Jomphe, Donna Jaunzarins

PUBLIC:  1

01  CALL TO ORDER

RESOLUTION NO. 2018-183
Moved by: Councillor Dunnill Seconded by: Councillor Plummer
RESOLVED THAT: the Special Meeting commence at the hour of 6:31 p.m.

CARRIED

02  DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

03  APPROVAL OF AGENDA

RESOLUTION NO. 2018-184
Moved by: Councillor Plummer Seconded by: Councillor Dunnill
RESOLVED THAT: the agenda be approved as amended.

CARRIED

04  DELEGATIONS AND PRESENTATIONS

05  BUSINESS

  01  Manitouwadge Municipal Housing Corporation 2017 Annual Report

RESOLUTION NO. 2018-185
Moved by: Councillor Plummer Seconded by: Councillor Dunnill
RESOLVED THAT: the 2017 Annual Report of the Board of Directors outlining the activities of the Manitouwadge Housing Corporation and their future goals be approved and accepted.

CARRIED

  02  2017 Audited Financial Statements

RESOLUTION NO. 2018-186
Moved by: Councillor Dunnill Seconded by: Councillor Plummer
RESOLVED THAT: the Audited Financial Statements of the Manitouwadge Municipal Corporation for the year ended December 31, 2017, be approved and accepted.

CARRIED
03 Appointment of Directors to the Manitouwadge Municipal Housing Board

RESOLUTION NO. 2018-187
Moved by: Councillor Dunnill Seconded by: Councillor Plummer

RESOLVED THAT: the following persons be elected as Directors of Manitouwadge Municipal Housing Corporation to hold office until the next annual election of Directors or until their successors are elected or appointed, subject to the provision of the Manitouwadge Municipal Housing Corporation’s by-laws:

Helen Williams  Chairperson
Lisa Jomphe    Vice-Chairperson
Donna Jaunzarins  Director
Sheldon Plummer  Director
Andy Major       Director

CARRIED

06 CLOSED SESSIONS

07 BUSINESS ARISING FROM CLOSED SESSION

08 ADJOURNMENT

RESOLUTION NO. 2018-188
Moved by: Councillor Plummer Seconded by: Councillor Dunnill

RESOLVED THAT: the Special Meeting adjourn at the hour of 6:41p.m.

CARRIED

Mayor Andy Major ___________________ Joleen Keough, Deputy Clerk ___________________
MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE, HELD IN THE COUNCIL CHAMBERS, WEDNESDAY, JULY 11, 2018 AT THE HOUR OF 7:00 P.M.

PRESENT: Mayor Andy Major
Councillor Ed Dunnill
Councillor Sheldon Plummer
Councillor Peter Ruel

ABSENT: Councillor Ray Lelievre

STAFF: Joleen Keough, Deputy Clerk
Owen Cranney, CBCO, Fire Chief, CBO, Airport Manager

PUBLIC: 1

01 CALL TO ORDER

RESOLUTION NO. 2018-189
Moved by: Councillor Dunnill Seconded by: Councillor Ruel

RESOLVED THAT: the Regular Meeting commence at the hour of 7:01 p.m.

CARRIED

02 ADDITIONS OR DELETIONS TO AGENDA

03 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

01 Declaration of pecuniary interest submitted by Councillor Dunnill regarding:
   Agenda Item No: 16-01 in open session
   Agenda Item No: 05-01 in closed session
   - I am the applicant with respect to this application.

04 APPROVAL OF AGENDA

RESOLUTION NO. 2018-190
Moved by: Councillor Plummer Seconded by: Councillor Dunnill

RESOLVED THAT: the agenda be approved as circulated.

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CARRIED
05 DELEGATIONS AND PRESENTATIONS

06 ADOPTION OF MINUTES OF PREVIOUS MEETINGS

01 Minutes of the Regular Meeting held June 27, 2018.

RESOLUTION NO. 2018-191
Moved by: Councillor Dunnill  Seconded by: Councillor Ruel

RESOLVED THAT: the Minutes of the Regular Meeting held on June 27, 2018 are adopted as circulated.

CARRIED

07 PETITIONS

08 DISBURSEMENTS

01 Statement of Disbursement Sheet No. 2018-11 for $300,089.17.

RESOLUTION NO. 2018-192
Moved by: Councillor Dunnill  Seconded by: Councillor Plummer

RESOLVED THAT: Disbursement Sheet No. 2018-11, Three Hundred Thousand, Eighty-Nine Dollars and Seventeen Cents ($300,089.17) as provided to Council for information purposes only.

CARRIED

09 CORRESPONDENCE

10 REPORTS AND COMMITTEES

01 Minutes of Meetings: Manitouwadge Municipal Housing Corporation held May 16, 2018.

RESOLUTION NO. 2018-193
Moved by: Councillor Ruel  Seconded by: Councillor Dunnill

RESOLVED THAT: the Minutes of Meeting of the Manitouwadge Municipal Housing Corporation held May 16, 2018, be accepted as received.

CARRIED


RESOLUTION NO. 2018-194
Moved by: Councillor Plummer  Seconded by: Councillor Dunnill

RESOLVED THAT: the Minutes of Meeting of the Thunder Bay District Board of Health held May 16, 2018, be accepted as received.

CARRIED
RESOLUTION NO. 2018-195
Moved by: Councillor Dunnill    Seconded by: Councillor Ruel

RESOLVED THAT: the Minutes of Meeting of the Thunder Bay District Social Services Administration Board held May 17, 2018 (regular) and May 17, 2018 (closed), be accepted as received.

CARRIED

11 VERBAL UPDATE BY MAYOR

01 Verbal update provided by Mayor

12 VERBAL UPDATE BY CAO/CLERK-TREASURER

13 BY-LAWS

01 Being a By-Law to regulate the usage of the Municipal Metal Bins, also known as the Bear Dumpsters.


RESOLUTION NO. 2018-196
Moved by: Councillor Plummer    Seconded by: Councillor Dunnill

Being a By-law to regulate the usage of the Municipal Metal Bins, also known as the Bear Dumpsters, be read a first and second time.

And Furthermore, be read a third time, passed and numbered as By-law No. 2018-16

CARRIED

14 BUSINESS

01 Administration Report FBA2018-10 submitted by Owen Cranney, Fire Chief regarding Service Agreement By-Law Enforcement Services, dated July 5, 2018.

RESOLUTION NO. 2018-197
Moved by: Councillor Dunnill    Seconded by: Councillor Plummer

RESOLVED THAT: Council is in receipt of Administration Report FBA2018-10 submitted by Owen Cranney, Fire Chief regarding Service Agreement By-Law Enforcement Services.

AND BE IT FURTHER RESOLVED THAT: upon conclusion of Council's review and consideration, direct staff as follows:

1) Council approves entering into a service agreement with the Township of Hornepayne for By-Law Enforcement Services.

CARRIED
15 MOTIONS AND NOTICES OF MOTIONS

16 CLOSED SESSIONS

01 Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
  - Municipal Conflict of Interest Investigation

RESOLUTION NO. 2018-198
Moved by: Councillor Dunnill  Seconded by: Councillor Ruel

WHEREAS Section 239(4) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them, shall state by resolution the fact of holding of the closed meeting and the general nature of the matter to be considered at the closed meeting;

NOW THEREFORE BE IT RESOLVED THAT: this meeting is hereby closed to the public as the subject matter being discussed falls under the following section:

☒ 01 Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - Municipal Conflict of Interest Investigation

CARRIED

*Note: Councillor Dunnill left the council meeting.

RESOLUTION NO. 2018-199
Moved by: Councillor Plummer  Seconded by: Councillor Dunnill

RESOLVED THAT: the meeting is hereby declared to be open to the public at 7:46 p.m.

CARRIED

17 BUSINESS ARISING FROM CLOSED SESSION

18 ADJOURNMENT

RESOLUTION NO. 2018-200
Moved by: Councillor Plummer  Seconded by: Councillor Ruel

RESOLVED THAT: the Regular Meeting adjourn at the hour of 7:47 p.m.

CARRIED

___________________________  _______________________
Mayor Andy Major              Joleen Keough, Deputy Clerk
The Corporation of the
TOWNSHIP OF MANITOUWADGE
Manitouwadge, Ontario
P0T 2C0

STATEMENT OF DISBURSEMENTS

DISBURSEMENT SHEET NO. 2018-12 FOR THE PERIOD

ENDING ________ Aug 3, 2018 ________

PAYROLL $________ 187,992.76

REGULAR CHEQUES $________ 680,416.32

VOID CHEQUES $________ -75.00

TOTAL $________ 868,334.08

MARTLING
CAO/CLERK - TREASURER

MAYOR

APPROVED BY RESOLUTION NO. ________________

MEETING OF COUNCIL HELD ________________

☐ CAO/CLERK - TREASURER

☐ DEPUTY CLERK
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# Cheque Deletions and Cancellations Audit Trail

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**Audit User:** All  
**Audit Trail Option:** Both Cancelled and Deleted

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1 Records Printed.
June 29, 2018

Mayor Andy Major
Township of Manitouwadge
1 Mississauga Drive
Manitouwadge ON P0T 2C0

Dear Mayor Major:

Re: TBDSSAB 2018 Association of Municipalities of Ontario Briefing Package
TBDSSAB Resolution No. 18/76A

Enclosed for your information is a copy of The District of Thunder Bay Social Services Administration Boards 2018 Association of Municipalities of Ontario Conference Briefing Package, approved at the June 28, 2018 Board Meeting. A copy of Resolution No. 18/76A is also enclosed.

Should you have any questions relative to the above, please do not hesitate to contact the undersigned.

Sincerely,

William (Bill) Bradica
Chief Administrative Officer

/gf

Attachments: 1. 2018 Association of Municipalities of Ontario Conference Briefing Package
2. TBDSSAB Resolution No. 18/76A
Brief: Ontario Works Shelter Rates

Hon. Lisa MacLeod

Summary

The District of Thunder Bay Social Services Administration Board (TBDSSAB) requests that the Housing Services Act 2011 be amended to allow social housing providers the ability to charge “maximum shelter allowance” rates. Furthermore, in order to address the shortfall between current Ontario Works shelter rates and the actual costs of shelter, the TBDSSAB calls for the Ontario government to increase shelter rates for Ontario Works (OW) and Ontario Disability Support Program (ODSP) recipients.

Background

Rent scales for social housing tenants, as outlined in the Housing Services Act, have not been adjusted for 18 years, since the year 2000. Since social housing is funded and administered by municipal governments, the impact to the municipal taxpayer of the “rent scales”, for OW and ODSP recipients, versus the “maximum shelter allowance” rates for these programs is considerable. As the chart below demonstrates, the rent scales contribute to a total lost rent revenue of over $5.6 million per annum.

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<th>Household Size</th>
<th>Number of Households</th>
<th>Actual Rent Difference</th>
<th>Months</th>
<th>Lost Rent Revenue</th>
<th>Household Size</th>
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Average Difference: $547

TOTAL = $1,831,230

Average Difference: $667

TOTAL = $1,832,956

Total Annual Lost Rent Revenue = $5,664,246
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In addition, current social assistance rates have been insufficient to cover the actual cost of housing in the District of Thunder Bay. The shortfall based on average market rents the TBDSSAB service area is sizeable, contributing to a range of other social issues.
One consequence of this shortfall is that households are compelled to draw on the basic allowance for food and other necessities in order to pay for shelter costs. As a result, households in these circumstances rely on food banks in order to meet their basic needs. Moreover, emergency shelter usage increases when market rent is unaffordable.

Therefore, TBDSSAB calls on the Ontario government to amend the Housing Services Act 2011 to allow social housing providers the ability to charge “maximum shelter allowance” identified in both the OW and ODSP rate scales. Furthermore, the TBDSSAB urges the Ontario government to adjust Ontario Works and Ontario Disability Support Program shelter as soon as possible.
Brief: Community Homelessness Prevention Initiative and Home for Good Funding

Hon. Steve Clark

Summary

To ensure that funding is maintained for programs addressing homelessness and homelessness prevention, the TBDSSAB calls on the Ontario government to maintain current levels of funding for the Community Homelessness Prevention Initiative (CHPI) and the Home for Good pilot project.

Background

Emergency shelter usage in the City of Thunder Bay has been at overflow capacity since 2013. In recent years, the TBDSSAB has adopted unique approaches to address homelessness through the use of CHPI funding and a successful Home for Good pilot project grant. These programs have had positive impacts and it is imperative that they continue, given the demonstrable need for them.

Since the establishment of the CHPI program in 2014 the TBDSSAB has received year over year increases to the CHPI budget from $1,892,371 in 2014/15 to 3,263,274 in 2018/19.
Through these increases the TBDSSAB has been able to shift programming beyond servicing the homeless population, through funding to Emergency Shelters and various other homeless services, to an increased focus on programs that are designed to prevent homelessness by addressing some of its root causes.

The programs that the TBDSSAB has been able to invest in through the CHPI increases include Tenant Support Coordinators for individuals living in Social Housing units that are experiencing a variety of issues including mental health and addictions that jeopardize their tenancy. There were more than 2,100 support visits made by Tenant Support Coordinators in 2017. In addition, the TBDSSAB has been able to invest increased funding to the Housing Security Fund which assists individuals experiencing rent and utility arrears that threaten their current housing. In 2017, the amount utilized in for the Housing Security Fund was $623,000. Through this program evictions are prevented and the threat of homelessness is overcome. The expansion into preventative programs provides tremendous value for the investment given the high social and financial costs of homelessness.

Through the Home for Good Pilot program, in the 6 months since the TBDSSAB has received funding we have been able to assist 31 individuals residing at Emergency Shelters with Support Services. Of these 31 individuals we have successfully housed 20 individuals that were previously living in emergency shelters. The program will house and support an additional 60 individuals from the emergency shelters, most of whom have significant mental health and addiction issues. Without the Home for Good pilot program, these individuals would remain in emergency shelter or be out on the streets.

Further evidence of the effectiveness of the Home for Good program is powerfully demonstrated by a recent experience relayed by one of the Transitional Outreach and Support Workers:

"I had been working with a fellow who was chronically homeless and a chronic substance user, namely alcohol and non-beverage alcohol. He bounced back and forth between both emergency shelters and frequently had interactions with police for public intoxication. His health began to suffer as a result of his substance use. He didn't look well and he began to experience seizures. One night, he was out and doesn't remember what happened, but woke up at the hospital. He was told that the police picked him up and brought him there after they saw him having a seizure on the side of the street. The hospital staff were amazed that he was still alive, given his blood-alcohol levels and his overall health. Through case management and the Home for Good program, we helped him connect to health care services and a physician picked up his case. We successfully housed him and his physician assisted him in his successful application for ODSP. Since being housed, he has ended a toxic relationship with his past girlfriend and has been sober. He reports that his doctor has told him his health has improved immensely and that right now, he is as healthy as he likely will ever be. He called me last week to tell me he is now applying for employment and feels fantastic. He thanked me again for the support of the program. This is a complete turn around and I honestly don't think any of it would have happened without case management."
Brief: Funding for Energy Retrofits

Hon. Steve Clark

Summary

To address ever-increasing utility costs, and reduce this growing expense in the operation of social and affordable housing, the TBDSSAB calls on the Ontario government to maintain current levels of funding for energy reduction retrofits and continue to support energy enhancement rebate programs.

Background

Social and affordable housing is designed to assist those most in need by providing shelter and a safe and secure home. Across the province, Service Managers struggle with an ever increasing demand for housing and longer waitlists. With longer and colder winters, the burden of utility costs disproportionately impacts housing providers in the north in being able to provide housing to meet demand.

Hydro rates have seen a steady increase over the past number of years, having the greatest impact on increased housing operating expenses for TBDSSAB. Given that most of TBDSSAB’s multi-unit buildings are electrically heated, the rising cost of electricity has had a negative impact on the operating budget (from $1,011,797 in 2011 to $2,005,561 in 2017, or a 98% increase, despite an 8% hydro rebate in 2017).

Significant energy related projects were implemented through capital planning and the Social Housing Apartment Retrofit Program (SHARP) in order to reduce energy consumption. Energy efficient products replaced high energy usage products to reduce consumption. In 2017, through the capital budget, SHARP funding and the Social Housing Improvement Program (SHIP), $2.8 million was allocated toward energy reducing projects. Further, under the Social Housing Apartment Improvement Program (SHAIP), TBDSSAB received $2,489,627 in 2017-18 (Year 1) and a total allocation of $7,360,537 in 2018 through 2021 (Years 2, 3, and 4). This investment has been used to improve the efficiency of mechanical systems, reduce the consumption of gas and electricity and provide improved insulation and weather sealing on TBDSSAB buildings.

This program funding has the added benefit of addressing the long-term capital funding shortfall for social housing in Ontario. Specifically, TBDSSAB has an estimated $240-$300 million dollar capital investment need over the next 35 years. Energy retrofit programs can directly impact this capital investment need, while reducing the overall energy consumption and operating expenses.
Therefore, the TBDSSAB urges the Ontario government to continue funding for energy retrofit programs like SHARP and SHAIP, to support the effective and efficient delivery of social housing across the province.
Brief: Increase Financial Threshold for Child Care Fee Subsidy

Hon. Lisa Thompson

Summary

To ensure a more affordable early years and child care system, The District of Thunder Bay Social Services Administration Board (TBDSSAB) recommends updates to the regulatory framework for child care fee subsidy.

Background

The current financial threshold for families to qualify for waived child care fees is $20,000 or below in annual income. After the $40,000 threshold in annual income, the percentage of eligible fee subsidy decreases drastically. The reduction in fee subsidy is dependent on a combination of income, number of children, and the number of days per week in child care. However, the current financial thresholds used to calculate fee subsidy are set too low, and thus, serve as a barrier to affordability. It is recommended that the financial threshold for families to qualify for child care fee subsidy be increased to match the Low Income Measure After-Tax (LIM-AT) thresholds, adjusted for family size and indexed to inflation. Based on the 2015 LIM-AT calculation, adjusted for inflation, the current thresholds are as follows:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>After-Tax Income</th>
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<tbody>
<tr>
<td>2 Persons</td>
<td>$32,212</td>
</tr>
<tr>
<td>3 Persons</td>
<td>$39,450</td>
</tr>
<tr>
<td>4 Persons</td>
<td>$45,554</td>
</tr>
<tr>
<td>5 Persons</td>
<td>$50,931</td>
</tr>
<tr>
<td>6 Persons</td>
<td>$55,793</td>
</tr>
<tr>
<td>7 Persons</td>
<td>$60,262</td>
</tr>
</tbody>
</table>

Such an increase would greatly enhance the affordability of the early years and child care system while improving the ability of low income families to access child care. Recent research suggests that for every dollar invested in child care there is a two dollar benefit. This is due in part to long-term benefits, such as the positive outcomes associated with early childhood education, as well as immediate benefits, especially the ability of mothers to enter the labour force.³

Therefore, the TBDSSAB urges the Ontario government to review and increase the financial threshold for families to qualify for Child Care Fee Subsidy to match the Low Income Measure After-Tax (LIM-AT) thresholds, adjusted for family size and indexed to inflation.

³ See for example [http://childcarecanada.org/sites/default/files/BNgoodinvestment_0.pdf](http://childcarecanada.org/sites/default/files/BNgoodinvestment_0.pdf)
Re: Association of Municipalities of Ontario – Briefing Package

THAT with respect to Report No. 2018-49 (CAO’s Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve of the 2018 Association of Municipalities of Ontario (AMO) Briefings Package, as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to submit deputation requests to the appropriate provincial Ministries;

AND THAT the CAO attend the 2018 AMO conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues;

AND THAT the Briefing Package be circulated to all member municipalities, the Northern Ontario Service Deliverers’ Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>YEAS</th>
<th>NAYS</th>
<th>MEMBER</th>
<th>YEAS</th>
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</thead>
<tbody>
<tr>
<td>Iain Angus</td>
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<td>Lucy Kloosterhuis</td>
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<td>Kim Brown</td>
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<td>Wendy Landry</td>
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<td>Shelby Clynq</td>
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<td>Eric Pietsch</td>
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<td>Andrew Foulds</td>
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<td>Kevin Holland</td>
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<td>Robert Kalajamaki</td>
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DISTRIBUTION: Original - Resolution Folder

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<tr>
<th>William Bradica</th>
<th>Compliance</th>
<th>Georgina Daniels</th>
<th>Information</th>
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<tr>
<td>Ken Ranta</td>
<td>Information</td>
<td>Keri Greaves</td>
<td>Information</td>
</tr>
</tbody>
</table>
June 30, 2018

Mayor Andy Major
Township of Manitouwadge
1 Mississauga Drive
Manitouwadge, ON P0T 2C0

Dear Mayor Major,

Thanks very much for your personal congratulations on my re-election, and for your kind words on working together in future. I will indeed do my very best for Thunder Bay-Superior North and the region.

It’s been great working with you for all these years, and I look forward to seeing you at conferences like NOMA, ROMA and OGRA. I wish you and yours all the best, and continued success, growth, and prosperity for the Township of Manitouwadge.

Yours, sincerely,

Michael Gravelle, MPP
Thunder Bay-Superior North

Constituency Office
179 rue South Algoma Street, Thunder Bay, Ontario P7B 3C1
Tel / Tél : 807-345-3647 | Fax / Téléc : 807-345-2922 | Toll Free / Sans frais : 1-888-516-5555
mgravelle.mpp.co@liberal.ola.org | www.michaelgravelle.ca
REVIEW
Review of Long-Term Management Direction Pic Forest 2019-2029 Forest Management Plan

The Ontario Ministry of Natural Resources and Forestry (MNRF), Nawlinginokilma Forest Management Corporation (NFMC) and the Pic Forest Public Consultation Committee (LCC) invite you to participate in the development of the 2019-2029 Forest Management Plan (FMP) for the Pic Forest.

The Planning Process
The FMP takes approximately three years to complete. During this time, five formal opportunities for public consultation and First Nation and Métis community involvement and consultation are provided. The first opportunity (Stage One) for this FMP occurred on June 2, 2017 when the public was invited to “Participate” in the development of the plan. This “Stage One” notice is:

- To invite you to review and comment on:
  - the proposed long-term management direction for the forest;
  - the areas which could reasonably be harvested, and the preferred areas for harvest operations, during the 10-year period of the plan;
  - the analysis of alternative one kilometre wide corridors for each new primary road which is required for the next 20 years;
- To request your contribution to background information to be used in planning.

How to Get Involved
To facilitate your review, a summary of the proposed long-term management direction for the forest can be obtained on the Ontario government website (www.ontario.ca/forestplans). A summary map of the preferred and optional harvest areas for the 10-year period of the plan and alternative corridors for each new primary road, which is required for the next 20 years, will also be available.

In addition to the most current versions of the information and maps which were available at Stage One of public consultation, the following information and maps will be available:

- Summary of public comments and submissions received to date and any responses to those comments and submissions;
- A summary report of the results of the desired forest and benefits meeting;
- Environmental analysis, including use management strategies of the alternative corridors for each new primary road;
- Maps that portray past and approved areas of harvest operations for the current forest management plan and the previous 10 years;
- Criteria used for the identification of areas that could reasonably be harvested during the 10-year period of the plan;
- The rationale for the preferred areas for harvest;
- Summary report of the activities of the local citizens’ committee to date.

The above information is available at the Company and MNRF office identified below by appointment during normal office hours for a period of 30 days - July 24, 2018 to August 24, 2018.

Comments on the proposed long-term management direction for the Pic Forest must be received by Gregg Lloyd of the planning team at the MNRF South Porcupine Office by August 24, 2018.

Meetings with representatives of the planning team and the LCC can be requested at any time during the planning process. Reasonable opportunities to meet planning team members during non-business hours will be provided upon request. If you require more information or wish to discuss your interests and concerns with a planning team member, please contact one of the individuals listed below:

Mary Lynn McKenna
MNRF Wawa District Office
48 Mission Road - 101 Highway
P.O. Box 1160
Wawa, ON P0S 1K0
tel: 705-856-4713
e-mail: marylynn.mckenna@ontario.ca

Neil McDonald
NFMC
22 Peninsula Road
Marathon, ON P0T 2E0
tel: 807-229-6118, ext. 14
e-mail: neil.mcdonald@nfmforestry.ca

Bob Kirkpatrick
Pic Forest Public Consultation Committee
C/O MNRF Wawa District Office
48 Mission Road - 101 Highway
P.O. Box 1160
Wawa, ON P0S 1K0
e-mail: cbkirk@shaw.ca

During the planning process there is an opportunity to make a written request to seek resolution of issues with the MNRF District Manager or the Regional Director using a process described in the 2017 Forest Management Planning Manual (Part A, Section 24.1).

Stay Involved
There will be three more formal opportunities for you to be involved. These stages are listed and tentatively scheduled as follows:

- Stage Three - Information Centre: Review of Proposed Operations
- Stage Four - Information Centre: Review of Draft Forest Management Plan
- Stage Five - Inspection of MNRF-Approved Forest Management Plan

If you would like to be added to a mailing list to be notified of public involvement opportunities, please contact Mary Lynn McKenna at 705-856-4713.

The Ministry of Natural Resources and Forestry is collecting your personal information and comments under the authority of the Crown Forest Sustainability Act. Any personal information you provide (address, name, telephone, etc.) will be protected in accordance with the Freedom of Information and Protection of Privacy Act however, your comments will become part of the public consultation process and may be shared with the general public. Your personal information may be used by the Ministry of Natural Resources and Forestry to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Jennifer Lamontagne at 705-856-4747.

Renseignements en français : Helene Scott au 705 856-4702.
Gord's Taxi Service
Box 785
Manitouadge, On.
POT 2C0

Dear: Members of Council, Margaret Hartling, Your Worship Mr. Major

I have prepared this letter to bring various issues to your attention, which I feel need to be addressed.

**Issue one** – The licencing of a taxi – I feel that the cost of a licence to operate a vehicle should be some what reflected by the number of days for which the licence covers. Under current regulations if I was to request a new licence on Dec. 1st I would have to pay for the entire year at a cost of $350.00. This would be for the third vehicle, which would receive the least use.

**Issue two** – Should a taxi become obsolete due to an accident or mechanical problems, I feel this licence to operate the vehicle should be transferrable to another vehicle, in much the same way as the licence plates.

**Issue three** – Why are licences vehicle specific? Several times in the winter I would of liked to use a four wheel drive vehicle but was unable to due to current restrictions, causing the taxi to shut down because of road conditions.

To the best of my knowledge these are the current licencing fees for the three communities listed below.

<table>
<thead>
<tr>
<th></th>
<th>Manitouadge</th>
<th>Marathon</th>
<th>Wawa</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st vehicle</td>
<td>$125.00</td>
<td>$122.50</td>
<td>$60.00</td>
</tr>
<tr>
<td>2nd vehicle</td>
<td>$250.00</td>
<td>$122.50</td>
<td>$30.00</td>
</tr>
<tr>
<td>3rd vehicle</td>
<td>$350.00</td>
<td>$122.50</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Re-issuance of licence for replacement cab. - no charge in town of Marathon.

I found Marathon rates on their web site, Wawa rates were emailed to me in Jan. of this year.

Many communities in Northern Ontario do not charge a licencing fee because they want to keep a taxi company in their community. Our town has lost much of its population and businesses which makes it less attractive for a taxi company. Our out of town services is approximately sixty % of our cash flow. I am not asking for a free ride, but perhaps rates for licencing that is more consistent with neighboring communities.
Issue four—In the event of Margaret Hartling absence I feel there should be some one available to authorise licencing or other requirements that may arise in a timely manner.

Issue five—I would like to see some sort of minimum standards by-law introduced for the maintenance of the roads in the winter. They should remain passable at all times for public safety and convenience. Last year the brakes were failing on the vans due to snow build up in the wheels and braking system. The tires had to be removed and the snow cleaned from the rotors and calipers. This is caused from operating a vehicle in adverse driving conditions. Several times I suspended taxi service during these conditions to the dismay of many town residents.

During the period of spring thaw, I had five headlights blow, four shocks seize up, two tie rod ends go, plus many other new squeaks and rattles develop. The garage said he should send a thank you letter to the town for their support. I believe the rough ice conditions could have been corrected by scraping the roads with the grader in a timely manner. If the streets would have been kept as good as the 614 highway things would have been much better. We never had a problem with the 614 highway.

In closing—I have much respect for your efforts. Public works has repaired many pot holes and for this I say thank you. I find the town looks better with the grass cutting efforts and the flowers.

I hope some of my suggestions are considered, and if there are any questions please contact me at 807-228-3442. Thank you for listening.

Your friend

Gordon Brooks
Manitouwadge Public Library Board
May 7, 2018, 7:30pm, Meeting Room #1
Minutes

Present: Connie Hunter, Helen Goodwin, Lisa Schut, Ray Lelievre (Council Representative), Beth Bierworth (CEO)
Absent: Tara Ruel

1) Call to Order at 7:30pm.

2) Declaration of Interest - None

3) Motion #17-2018
   That the Manitouwadge Public Library Board accept the Consent Agenda for the May 7, 2018 Board meeting.
   Moved by: Helen Goodwin
   Seconded by: Lisa Schut
   Passed

4) Business arising from the minutes - none

5) Financial Report
   a. Trial Balance from Township - none

6) CEO's report - received
   a. 21 library programs, 179 attendees

7) Motion to move “In-Camera”
   Motion #18-2018
   Moved by: Ray Lelievre
   Seconded by: Helen Goodwin
   Passed

8) Motion to return to “Open Session”
   Motion #19-2018
   That the Manitouwadge Public Library Board return to “Open Session” at 8pm.
   Moved by: Helen Goodwin
   Seconded by: Lisa Schut
   Passed
9) New Business – None

10) Business from the floor
- reminder that all board members will need to re-apply to the Manitouwadge Public
Library Board after the Municipal election
- Library is in Phase 2 for Sarah Badgley Literacy Fund

11) Continuing Business
   a. Long Term Goals – Strategic Planning – Beth presented her exam from the Planning
course that she completed
   b. Board Development – presented results from board evaluation survey
   c. Policy Review - None

12) Next Meeting – June 25, 2018 @ 7pm

13) Notice of adjournment
Motion #20-2018
That the Manitouwadge Public Library Board adjourns at 8:29pm.
Moved by: Ray Leliivre
Seconded by: Lisa Schut
Passed.

[Signature]
Connie Hunter
Board Chair
BACKGROUND:

This year the Township of Manitouwadge retained the services of Phoenix Emergency Management Logic (PEML) to rewrite the Township of Manitouwadge Emergency Response Plan for the community.

COMMENTARY:

The attached draft By-Law and attached Draft Manitouwadge Emergency Response Plan are being provided to Council for their review and consideration.

Jeff Edwards with PEML wrote the plan and attended a meeting in Manitouwadge to present it to the Community Control Group (CCG) for review and comment. Once the final draft version was complete, Jeff returned and provided training on the plan to the CCG. The training exercise was on a hydro outage with discussion on the escalated levels of severity.

The plan is up to date with the current Emergency Management and Civil Protection Act RSO 1990. The Electronic version of the plan has many hyperlinks for definitions, associated forms and contacts. This makes the plan very user friendly.

FINANCIAL IMPLICATIONS:

Funding of $7,500.00 was provided for in the 2018 Operating Budget for this work.
ACCESSIBILITY IMPLICATIONS:

NA

IN CONSULTATION WITH:

Members of the Community Control Group (CCG)

RECOMMENDATION:

Upon Council's review and consideration of the draft By-law and Manitouwadge Emergency Response Plan, approve these documents as submitted.
THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

BY-LAW NO. 2018-__

Being a By-Law to Formulate an Emergency Management Program

WHEREAS the Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended;

AND WHEREAS Section 2.1(1) of the Act requires that every municipality shall develop and implement an Emergency Management Program and the Council of the municipality shall, by by-law, adopt the Emergency Management Program;

AND WHEREAS Section 3(1) of the Act requires that every municipality shall formulate an Emergency Response Plan, outlining the provision of necessary services during an emergency, the procedures related thereto, and the manner in which employees of the municipality and other persons will respond to the emergency, and the Council of the municipality shall by by-law adopt the Emergency Response Plan;

AND WHEREAS Section 4(1) of the Act makes provision for the Head of Council of a municipality to declare that an emergency exists in the municipality, or any part thereof, and may take such action and make such orders as he or she considers necessary, and are not contrary to law, to implement the Emergency Response Plan of the municipality in order to protect the property, health, safety and welfare of the inhabitants of the emergency area;

AND WHEREAS Section 9(c) of the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council under this Act during the absence of the Head of Council or during his or her inability to act.

NOW THEREFORE, the Council of the Corporation of the Township of Manitouwadge enacts as follows:

1) That Council approve the development, implementation, maintenance, testing and review of an Emergency Management Program in accordance with the standards published by the Office of the Fire Marshal and Emergency Management, and such program shall include:

a) An Emergency Response Plan;

b) An Emergency Management Program Committee, which shall be chaired by the CAO/Clerk-Treasurer and shall include the Community Emergency Management Coordinator, Mayor, Fire Chief and Public Works Superintendent.

c) Training programs and exercises for employees of the municipality and other persons with respect to the provisions of necessary services and procedures to be followed;

d) Ongoing public education on the risks to public safety with an emphasis on emergency preparedness;

e) The completion of a Hazardous Identification Risk Assessment (HIRA) and an annual review thereof;
f) Completion of a Critical Infrastructure Listing, noting key infrastructure required to maintain a continuity of operations within the municipality, and an annual review thereof;

g) An emergency operations centre, to be used by the municipal emergency control group in an emergency;

h) Designation of an Emergency Information Officer who shall act as the primary media and public contact for the municipality in an emergency;

i) Annual review, maintenance and enhancement of the Emergency Management Program and updating of all resource and contact listings;

j) Other activities as required by the Office of the Fire Marshal and Emergency Management to meet the requirements of the Act, and any regulations, policies and procedures related thereto.

2) That the Emergency Response Plan, attached hereto as Schedule "A" of this By-law, is hereby adopted.

3) That where required by law, and for personal privacy and protection, certain personal information and resources identified in the Emergency Response Plan are not to be made public.

4) That Council authorizes the Community Emergency Management Coordinator, or his or her alternate, to make administrative changes to the Emergency Response Plan including personnel changes, organizational changes, contact information, phone numbers and other administrative matters.

5) That By-law 2005-09 is hereby repealed.

READ A 1st AND 2nd TIME this ___ day of __________, 2018 and READ A 3rd TIME AND FINALLY enacted this ___ day of __________, 2018.

Mayor Andy Major Margaret Hartling, CAO/Clerk-Treasurer
The Township of Manitouwadge Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the CEMC.

This plan, and any of its annexes, shall not be copied or reproduced in whole or in part, by any means, in any format, including electronic, without the express written permission of the municipal Administrator or PEML.

This plan may be updated electronically without being reprinted. Therefore, if viewing this plan in paper format please check with the CEMC to ensure this is the latest version.
# Roles and Responsibilities

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Introduction
This plan is written in a manner that will facilitate the Community Control Group’s (CCG) response to an emergency or potential emergency. Sections are ordered in which they typically occur during an emergency, beginning with the Site and ending with Recovery. Sections after Recovery are Annexes including contact lists, legislation and by-laws, history of the community, plan maintenance and distribution etc. This plan contains several annexes that may be used during an emergency response or aid in the maintenance and updating of this plan. This plan may be viewed at the municipal office at 1 Mississauga Drive Manitouwadge, ON. However, since Annexes contain personal information such as addresses and phone numbers, Annexes will not be available for viewing and will only be distributed to approved agencies.

Authority for this emergency response plan is provided under the Emergency Management and Civil Protection Act, RSO, 1990. As enabled by the Emergency Management and Civil Property Act, this emergency response plan and its annexes have been issued under the authority of the Township of Manitouwadge By-law #XXXXXXX.

Aim
The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect public safety, health, welfare, and property, as well as environmental and economic health of the residents, businesses and visitors of the Township of Manitouwadge when faced with an emergency beyond normal procedures.

This Emergency Response Plan enables a centralized controlled and coordinated response to emergencies in the Township of Manitouwadge and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

Generally, the plan outlines how to effectively and efficiently utilize local resources during an emergency so that:

- There is an effective response to and overall control of an emergency;
- Immediate action is taken to save lives and protect property;
- Immediate action is taken to minimize or eliminate all sources of danger;
- There is an efficient evacuation of all persons considered to be in danger;
- Facilities are established for the reception and care of evacuees and casualties;
- If required, there is the provision of essential social services of evacuees;
- Information is distributed in a timely, factual and official manner to media and the public;
- Effective local government and the essential services it provides is maintained throughout the community while the emergency takes place.

Site
An emergency may or may not be bounded by a defined site. A chemical spill or fire, for example, will have a defined site. A flood or power outage may not have a defined site. At the site, the agency which is the authority having jurisdiction for the site will generally be the Incident Commander (IC). First responding agencies will determine who the IC will be. For an emergency that has an undefined site,
such as a flood, the Community Control Group (CCG) will determine the IC. Some emergencies, such as a long-term power outage, there may be no need for a site IC.

During an emergency, it is not unusual for the IC to change from one agency to another. The outgoing IC will notify the CCG (if activated) of changes in IC. The CCG can also direct a change in IC if the CCG believes another agency to be better able to manage the site.

The IC will be responsible for managing the response at the site including establishing an inner and outer perimeter, notifying the CCG if required, communicating with the CCG (if activated), and requesting additional resources as required. If activated, the CCG will support the site with resources, advice and assistance; as well as managing any response required beyond the outer perimeter.

The IC should notify the CCG of the possibility of an emergency if any of the following criteria are met:

- resources assigned to the site are inadequate
- resources available locally are inadequate
- repercussions outside the site will have to be managed by municipal officials in a controlled manner
- response at the site will be long term and will cause disruptions or delays in municipal services or affect other critical infrastructure
- other support or resources will be required by the site

If there is no defined site, the CCG should be notified of the severity of the situation as soon as possible by any of the first responding agencies.

Notification of the Community Control Group

The Community Control Group (CCG) will be the members of the community who have an official capacity in responding to the emergency. The CCG typically consists of:

- Mayor;
- CAO/Clerk-Treasurer;
- Fire Chief;
- Public Works;
- CEMC.

Advisory groups/individuals to the CCG could include:

- OPP
- EMS
- Hospital;
- Health Unit;
- MNRF.

Once the Incident Commander (IC) at the site determines the need to notify the CCG, the IC shall call the Fire Chief/CEMC, who will then either;
• Use the CodeRED system is used to activate the Community Control Group, or;
• activate the notification system by having the Operations Officer’s Assistant call each member of the CCG listed above.

CCG members will be notified in the order listed above and if any of these members cannot be contacted, their alternate should be contacted.

A list of CCG contact numbers and CCG alternates can be found in Annex A.

CCG Advisory members may be contacted as required, depending on the emergency. Other advisory members (i.e. MTO, haz mat specialists, legal, etc.) may be contacted for support at the discretion of the CCG.

Contact information for CCG Advisory members can be found in Annex A.

A standardized script for the Operations Officer’s Assistant to follow when calling the CCG can be found in Annex B.

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

When calling each member of the CCG the following information should be provided:
  - Description of the emergency
  - Which emergency operations centre to assemble at
  - When to assemble
  - Any supplies that need to be brought by member (i.e. emergency response plan, cell phone and charger, etc.)

If neither the CCG member nor their alternate can be contacted, then the caller will move onto the next CCG member on the list.

Once the caller has completed the list, the caller shall try to contact those CCG members who were not available the first time.

The caller and CCG member shall note the exact time contact was made.

All members of the CCG must be notified but not all members must be present for the CCG to function.

When telephones and cellphones are not working, the Operations Officer’s Assistant is tasked with contacting the CCG member directly at their business or place of residence. This information can be found in the CCG contact list in Annex A.

Activation of the Emergency Operations Center
The Operations Officer should begin to set-up the Emergency Operations Centre (EOC) until the Operations Officer’s Assistant is done contacting the CCG who will then complete the set-up of the EOC. Set-up of the EOC will involve the following general steps:
  - Unlock either the EOC or alternate EOC
  - Ensure there are enough table and chairs for CCG members
- Ensure materials for CCG members are available such as personal logs, emergency response plans, pens, paper, etc.
- Set-up a sign in/sign out log
- Ensure maps of the municipality are displayed
- Computers are operating
- Informational display boards are available

The primary EOC will be in the council chambers in the municipal office at 1 Mississauga Drive Manitouwadge.

If the primary EOC cannot be used, the alternate EOC will be used. The alternate EOC is located at the Manitouwadge Airport, Hwy 614 Manitouwadge.

Upon arrival at the EOC, each CCG member will;

a. Sign In  
b. Check telephone/communications devices  
c. Open personal log using Activity Log IMS 214 – attached as Annex D  
d. Contact their own agency and obtain a status report  
e. Participate in the Operations Cycle  
f. Participate in determining priorities and tasks  
g. Pass CCG decisions on to member’s agencies/areas of responsibility  
h. Continue participation in the EOC Operations Cycle

Upon leaving the Emergency Operations Centre, each Control Group member will;

a. Conduct a hand over with the person relieving them  
b. Sign their personal log and give it to the Operations Officer for retention  
c. Sign out in EOC log

The EOC is to remain a restricted room with access granted to only the community control group and support staff.

The primary EOC has the following provisions:

a) Two (2) telephone lines located around the back half of the chambers.

b) A storage room for the EOC located at the left rear of the chambers. Room is secured, and access can be obtained from any of the fire department firefighters.

c) Green plastic storage bins that are kept in the storage room. These bins are labelled with a number that corresponds with the floor plan for the EOC. The bin will also have the agency’s name on it. These bins contain a telephone, pen & paper, clip board and other items which the corresponding agency may include.

**These bins should be moved to the alternate EOC if it is placed into service.**

d) Stand-by power for the lights and a few receptacles in the Council Chambers. The connection for this is in the Fire Hall.

e) The required tables & chairs are readily available in the Council Chambers.
Operations Cycle
At the beginning of an emergency the Operations Cycle (OC) should be only one-hour long. Therefore, the OC would be set-up in this manner:

- 1st 5 minutes – communicating with staff and colleagues to get latest information on the emergency
- Next 15 minutes – Community Control Group (CCG) Meeting – discussing with the CCG members the latest information, setting priorities, and assigning tasks
- Next 5 minutes – communicating with staff decisions made and task assigned
- Next 35 minutes – staff complete tasks

Chair of CCG Meeting
The Operations Officer will Chair the CCG meeting and will:

- Set time allotments for CCG members and ensure each CCG member keeps to their allotted time;
- Ensure all tasks are assigned and prioritized;
- Status of last meeting tasks are provided by each agency responsible;
- Ensure notes of meetings are recorded and relevant information is displayed in the EOC;
- Ensure cell phones are not answered during the meeting.

CCG Meeting
During the CCG meeting the following must be accomplished:

- Each CCG member must provide the latest information or an update from their agency;
- Determine as a group the tasks that must be accomplished and assign a priority to each task;
- Determine who the tasks will be assigned to.

When providing an update, CCG members must:

- Keep information concise and accurate;
- Request assistance from other agencies, if required;
- Request any resources needed to complete task;
- Provide an update on previous tasks assigned.

Each meeting of the CCG should include the following six components:

1) An assessment and prognosis of the situation. What is happening? What is required?
2) The establishment of priorities. What is important? What can be done in a timely manner? What are the alternatives?
3) The setting of objectives.
4) The determination of an action plan. Who does what? What tasking is required? What is a reasonable timeframe?
5) Timelines for the implementation of assigned tasks.
Monitoring and reporting. Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group’s decisions.

When holding meetings, the option of teleconferencing should be made available for those who can’t make it to the EOC. The Office of the Fire Marshal and Emergency Management can assist in setting up teleconference options for the municipality.

Tasks
During the CCG meeting, some of the tasks that should be discussed and determined if action is required are (but not limited to):

- Get an update from the site;
- Does an emergency need to be declared;
- Does an evacuation need to be conducted;
- What messaging to the public and media needs to be released;
- Does the Emergency Information Plan need to be enacted;
- Does the Emergency Telecommunications Plan need to be enacted;
- Is outside assistance required;
- Are outside resources required;
- Determine the timings of the OC – longer or shorter;
- Determine if current make-up of the CCG is appropriate.
Declaration of an Emergency

Definition of an Emergency
As per the Emergency Management and Civil Protection Act (EMCPA), an emergency is defined as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Who can declare an Emergency?
As per the EMCPA section 4 (1) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

If the head of council is not available, then the alternate head of council may declare an emergency. The list of Head of Council alternates can be found in Annex A.

As per the EMCPA section 4 (3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3). [Contacting the Office of the Fire Marshal and Emergency Management is considered contacting the Solicitor General]

Action Prior To Declaration
When an emergency exists, but has not yet been declared, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Manitouwadge. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Why Declare
Listed are some reasons why an emergency may be declared in Manitouwadge:

- Has critical infrastructure failure occurred or likely to occur
  - Water Treatment Plant;
  - Waste Water Treatment Plant;
  - Electrical Grid;
  - Telephone Grid;
- Has an evacuation occurred or likely to occur;
- Is the municipal response capability strained;
- Is outside assistance or resources required;
- Is the event likely to have a long-term financial impact on the municipality, businesses or its citizens;
- Is the event attracting significant media attention?

For a full guideline on why to declare an emergency please consult the Checklist in Consideration of a Declaration of Emergency in Annex E.