

THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE

MUNICIPAL COUNCIL

REGULAR MEETING

A G E N D A

- DATE:** October 27, 2010
- TIME:** Following Committee of the Whole  
Administration and Operations
- PLACE:** Council Chambers  
Oliver Paipoonge Municipal Complex
- PRESIDING:** Mayor L. Kloosterhuis
- MEMBERS OF COUNCIL:** Councillor K. Grootenboer  
Councillor D. Hearn  
Councillor S. Pinner  
Councillor A. Vis
- MUNICIPAL OFFICERS:** Jamie Cressman, CAO/Clerk  
Judy Jacobson, Deputy Clerk
- ORDERS OF THE DAY:** OPENING THE MEETING  
DISCLOSURES OF INTEREST  
ADOPTION OF THE AGENDA  
MINUTES OF PREVIOUS MEETINGS  
REPORTS OF COMMITTEES  
MAYOR'S REPORT  
REPORTS OF MUNICIPAL OFFICERS  
BY-LAWS  
PETITIONS AND COMMUNICATIONS  
NEW BUSINESS  
ADJOURNMENT

CALL TO ORDER

DISCLOSURES OF INTEREST

ADOPTION OF THE AGENDA

RES THAT with respect to the October 27, 2010, Regular Agenda we recommend that the agenda as printed including any additional information and new business be confirmed.

MINUTES OF PREVIOUS MEETING

Regular Meeting

6 – 12

Minutes of Regular Meeting held on October 13, 2010, for approval.

RES THAT the Minutes of the Regular Meeting held on October 13, 2010, be approved as submitted.

Discussion on the above noted minutes.

Public Meeting

13

Minutes of the Public Meeting held on September 13, 2010 for approval.

RES THAT the minutes of the Public Meeting held on September 13, 2010, be approved as submitted.

Committee of the Whole  
Planning and Development

14 – 18

Minutes of the Committee of the Whole Planning and Development Meeting held on October 13, 2010, for approval.

RES THAT the Minutes of the Committee of the Whole Planning and Development Meeting held on October 13, 2010, be approved as submitted.

CONFERENCE/SESSION REPORTS

REPORTS OF MUNICIPAL OFFICERS

OMB ROY

Notice of Refusal

19 – 21

Notice of Refusal pursuant to Subsection 22(6.6) of the *Planning Act*, to amend the Official Plan for the Township of Paipoonge.

RES BE IT RESOLVED THAT the request for amendment of the Official Plan for the Township of Paipoonge as requested by Leonard Roy on behalf of himself, Bruce Roy, Gary Roy and George Roy, BE REFUSED;

AND THAT Notice of Refusal presented to Council be sent to Leonard Roy.

BY-LAWS

RES THAT the following By-laws be introduced, read, dealt with individually, engrossed, signed by the Mayor and Clerk, sealed and numbered:

- 1. THAT By-law No. 610-2010 to authorize the execution of a Gift Agreement between the Municipality of Oliver Paipoonge and Hydro One Networks Inc. ("HONI"), BE APPROVED; 22

AND THAT the Mayor and Clerk be authorized to affix their signatures to said by-law.

- 2. THAT By-law No. 611-2010 to authorize the execution of Funding Agreements between the Municipality of Oliver Paipoonge and Her Majesty the Queen in right of Ontario, as represented by the Minister of Northern Development, Mines and Forestry, BE APPROVED; 23

AND THAT the Mayor and Clerk be authorized to affix their signatures to said by-law.

PETITIONS AND CORRESPONDENCE

PAGES

Action Items

Criteria Used to Access

Costs of Signage on Provincial Highways

24 – 25

Letter from M. Dianne Caryn, CAO, Town of Petrolia dated August 25, 2010, attaching a resolution relative to the above noted was presented at the October 13, 2010, Regular Meeting and deferred to the October 27, 2010, meeting.

RES THAT the Oliver Paipoonge Council supports the resolution of Town of Petrolia objecting to criteria used to access costs of signage on Provincial Highways to promote small towns throughout Ontario.

Firefighter Training

Township of Alberton

26

Resolution from the Township of Albertson dated October 13, 2010, requesting the Province immediately introduce funding to cover the full cost having accredited local instructors deliver firefighter training within each District of Northwestern Ontario to area firefighters.

Membership

Federation of Canadian Municipalities

27

Letter from Hans Cunningham, FCM President, dated September 28, 2010, requesting renewal of membership.

For Information Only

November 19 & 20, 2010

Thunder Bay District Municipal League

28 – 30

Draft Agenda for the Fall Meeting of the Thunder Bay District Municipal League to be held on November 19 & 20, 2010, for information.

**PAGES**

Source Protection Planning  
Regional Training Sessions

31 – 32

Email from Jamie Saunders, Source Protection Manager, Lakehead Region Conservation Authority advising of a training session on November 9, 2010, for information.

33 – 46

Copy of the Source Protection Planning Bulletin – Overview of Source Protection Plan Requirements dated September 15, 2010, for information.

AMO  
2009 Annual Expenditure Report

A copy of the 2009 Annual Expenditure Report from the Association of Municipalities of Ontario available in the Municipal Office for perusal.

AMCTO  
20 Year Award

47

Letter from Tony Haddad, CMO, President, Association of Municipal Managers, Clerks and Treasurers of Ontario relative to a 20 year award for Judy Jacobson, Deputy Clerk.

NEW BUSINESS

ADJOURNMENT

RES THAT the Regular Meeting held on October 27, 2010, be adjourned the hour being \_\_\_\_\_ p.m.

THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE

REGULAR MEETING

MINUTES

DATE: October 13, 2010  
TIME: 7:30 p.m.  
PLACE: Council Chambers  
Oliver Paipooonge Municipal Complex  
CHAIR: Mayor Lucy Kloosterhuis  
PRESENT: Councillor K. Grootenboer  
Councillor D. Hearn  
Councillor S. Pinner  
Councillor A. Vis  
MUNICIPAL OFFICERS: Jamie Cressman, CAO/Clerk  
Judy Jacobson, Deputy Clerk  
Dan Calvert, Community Services Assistant

CALL TO ORDER

Mayor Lucy Kloosterhuis called the meeting to order.

DISCLOSURES OF INTEREST

No disclosures of interest noted at this time.

ADOPTION OF AGENDA

**Resolution No. 305-2010**

MOVED BY Councillor S. Pinner  
SECONDED BY Councillor D. Hearn

THAT with respect to the October 13, 2010, Regular Agenda we recommend that the agenda as printed including any additional information and new business be confirmed.

CARRIED

MINUTES OF PREVIOUS MEETING

Regular Meeting

Minutes of Regular Meeting held on September 27, 2010, for approval.

**Resolution No. 306-2010**

MOVED BY                      Councillor D. Hearn  
SECONDED BY                Councillor S. Pinner

THAT the Minutes of the Regular Meeting held on September 27, 2010,  
be approved as submitted.

CARRIED

Discussion on the above noted minutes.

Committee of the Whole Closed Session

Minutes of the Committee of the Whole Closed Session Meeting held on September 27, 2010,  
for approval.

**Resolution No. 307-2010**

MOVED BY                      Councillor S. Pinner  
SECONDED BY                Councillor D. Hearn

THAT the Minutes of the Committee of the Whole Closed Session  
Meeting held on September 27, 2010, be approved as submitted.

CARRIED

Committee of the Whole  
Administration and Operations

Minutes of the Committee of the Whole Administration and Operations Meeting held on  
September 27, 2010, for approval.

**Resolution No. 308-2010**

MOVED BY                      Councillor D. Hearn  
SECONDED BY                Councillor S. Pinner

THAT the Minutes of the Committee of the Whole Administration  
and Operations Meeting held on September 27, 2010, be approved  
as submitted.

CARRIED

MAYOR'S REPORT

CONFERENCE/SESSION REPORTS

REPORTS OF MUNICIPAL OFFICERS



**Resolution No. 311-2010**

MOVED BY Councillor D. Hearn  
SECONDED BY Councillor S. Pinner

3. THAT By-law No. 607-2010 to authorize the execution of an Agreement between the Corporation of the Municipality of Oliver Paipoonge and Infrastructure Solutions for Professional Consulting Services for additional work for PSAB 3150 Compliance, BE APPROVED;

AND THAT the Mayor and Clerk be authorized to affix their signatures to said by-law.

CARRIED

**Resolution No. 312-2010**

MOVED BY Councillor S. Pinner  
SECONDED BY Councillor D. Hearn

4. THAT By-law No. 608-2010 to authorize the execution of an Ambulance Services Lease between the Municipality of Oliver Paipoonge and the Corporation of the City of Thunder Bay for municipal property known as a portion of 24 Rupert Street, Kakabeka Falls ON, BE APPROVED;

AND THAT the Mayor and Clerk be authorized to affix their signatures to said by-law.

CARRIED

PETITIONS AND CORRESPONDENCE

Action Items

Criteria Used to Access

Costs of Signage on Provincial Highways

Letter from M. Dianne Caryn, CAO, Town of Petrolia dated August 25, 2010, attaching a resolution relative to the above noted.

Council directed Administration to prepare a supporting resolution on the above noted to the October 27, 2010, Committee of the Whole Administration and Operations Meeting.

For Information Only

Letter of Thanks

Letter from Darlene Vanveller, President, Rural 60 Plus relative to work that was provided to the organization by the Municipality.

New Building

Lakehead Region Conservation Authority

Letter addressed to Bill Mauro, MPP, Thunder Bay -- Atikokan, dated September 17, 2010, from the Township of Conmee relative to the above noted.

Committee on the Status  
Of Species at Risk in Ontario

Email from Ken Taniwa, Secretary-Treasurer, Thunder Bay District Municipal League dated October 6, 2010, forwarding an email from the Ministry of Natural Resources relative to a request for applications for membership on the above noted.

Ian Smith Transfer  
From MMAH to MTO

Email from Ian Smith, Regional Director, Ministry of Municipal Affairs and Housing dated October 4, 2010, relative to the above noted.

NEW BUSINESS

Rosslyn Village Rink

Letter from Ken Sprovieri dated October 8, 2010, expressing a concern with respect to the condition of the Rosslyn Village Rink, distributed separately with the agenda package

Thunder Bay Area EMO  
Quarterly Highlights for July – September 2010

Fax from the Thunder Bay Area EMO providing the quarterly highlights for July to September 2010, for information, distributed separately with the agenda package.

Municipal Performance Measurement Program

Letter from Rick Bartolucci, MPP, Sudbury, Minister, Ministry of Municipal Affairs and Housing dated September 29, 2010, relative to the above noted, for information, distributed separately with the agenda package.

Boulter Road  
CP Installation of Gate Barriers

Letter from Dale Wilson, P Eng, Manager Public Works, Canadian Pacific dated September 30, 2010, providing an estimated cost relative to the above noted, distributed at the meeting.

Council directed this matter be deferred to the October 27, 2010, Committee of the Whole Administration and Operations Meeting and that the Public Works Superintendent be in attendance to provide additional information.

NEW BUSINESS

NOMA Conference  
September 29, 30 and October 1, 2010

Councillor A. Vis provided a verbal report on the following presentations following his attendance at the above noted:

- Plywood on Steroid
- PPS Update
- Long Term Affordable Housing Strategy

Speeding  
Harstone Road

It was noted that complaints have been received relative to speeding on Harstone Road.

Accidents  
Hwy 11/17 and Vibert Road

Jamie Cressman, CAO provided a verbal report with respect to the recent accidents at the above noted intersection.

Light in Parking Lot  
Rossllyn Community Hall

It was noted there is insufficient lighting in the parking lot of the Rossllyn Community Hall.

Horizons Wind Farm

It was noted that concerns have been expressed relative to possible decreases in property values due to the proposed Horizons Wind Farm.

Agriplex

Council directed the CAO to follow up on a concern received from the Agriplex Advisory Committee.

Micro Chipping of Dogs

Council directed Administration to investigate the feasibility of implementing the above noted program in the municipality.

Rossllyn Library Open House

It was noted that the Rossllyn Library Open House is scheduled for Thursday, October 21, 2010, from 6:00 p.m. 8:00 p.m.

COMMITTEE OF THE WHOLE CLOSED SESSION

Resolution No. 313-2010

MOVED BY                      Councillor S. Pinner  
SECONDED BY                Councillor A. Vis

THAT we resolve into a Committee of the Whole Closed Session to discuss personal matters pertaining to labour relations or employee negotiations the hour being 8:20 p.m.

CARRIED

**Resolution No. 314-2010**

MOVED BY                      Councillor S. Pinner  
SECONDED BY                Councillor D. Hearn

THAT we revert back to the Regular Meeting to complete the business at hand the hour being 8:35 p.m.

CARRIED

ADJOURNMENT

**Resolution No. 315-2010**

MOVED BY                      Councillor S. Pinner  
SECONDED BY                Councillor A. Vis

THAT the Regular Meeting held on October 13, 2010, be adjourned the hour being 8:37 p.m.

CARRIED

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Mayor Lucy Kloosterhuis

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Jamie Cressman  
Chief Administrative Officer/Clerk

THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE  
COMMITTEE OF THE WHOLE CLOSED SESSION

MINUTES

DATE: October 13, 2010

TIME: 8:21 p.m.

PLACE: Council Chambers  
Oliver Paipooonge Municipal Complex

CHAIR: Mayor Lucy Kloosterhuis

PRESENT: Councillor K. Grootenboer  
Councillor D. Hearn  
Councillor S. Pinner  
Councillor A. Vis

MUNICIPAL OFFICER: Jamie Cressman, CAO/Clerk  
Judy Jacobson, Deputy Clerk

CALL TO ORDER

Mayor L. Kloosterhuis called the meeting to order.

DISCLOSURES OF INTEREST

No disclosures were noted.

REPORTS OF MUNICIPAL OFFICERS

Nor West Recreation Collective Agreement

The Negotiating Committee provided an update on the negotiations of the Nor West Collective Agreement – 2010 to 2013 held on October 13, 2010.

The Committee was directed to proceed as discussed.

Letter from Kevin Quite was distributed to Members of Council at the meeting.

ADJOURNMENT

The meeting adjourned at 8:36 p.m.

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Mayor L. Kloosterhuis

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Jamie Cressman  
Chief Administrative Officer/Clerk

THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE

COMMITTEE OF THE WHOLE  
PLANNING AND DEVELOPMENT

MINUTES

Planning Department  
Building and Property  
Leisure Services  
Protective Services

DATE: October 13, 2010  
TIME: 6:30 p.m.  
PLACE: Council Chambers  
Oliver Paipoonge Municipal Complex  
CHAIR: Councillor K. Grootenboer  
PRESENT: Mayor L. Kloosterhuis  
Councillor D. Hearn  
Councillor S. Pinner  
Councillor A. Vis  
MUNICIPAL OFFICERS: Jamie Cressman, CAO/Clerk  
Judy Jacobson, Deputy Clerk  
Sharron Martyn, Planner  
Dan Calvert, Community Services Assistant

CALL TO ORDER

Councillor Grootenboer called the meeting to order.

DISCLOSURES OF INTEREST

No disclosures of interest noted at this time.

CONFIRMATION OF THE AGENDA

**Resolution No. 303-2010**

MOVED BY Mayor L. Kloosterhuis  
SECONDED BY Councillor A. Vis

THAT with respect to the October 13, 2010, Committee of the Whole Planning and Development Agenda we recommend that the agenda as printed including any additional information and new business be confirmed.

CARRIED

DEPUTATIONS

MINUTES OF PREVIOUS MEETING

Committee of the Whole  
Planning and Development

Minutes of the Committee of the Whole Planning and Development Meeting held on September 13, 2010, for discussion only.

REPORTS OF MUNICIPAL OFFICERS

Monthly Report – Planning Department

No Report.

Provincial Policy Statement Consultation

At the September 13, 2010, Committee of the Whole Planning and Development Meeting it was the consensus of Council that this matter be represented at the October 13<sup>th</sup> or 27<sup>th</sup> meeting of Committee of the Whole Planning and Development for discussion in order that a written submission could be made prior to the October 29<sup>th</sup> deadline.

A copy of the submission to the Ministry of Municipal Affairs and Housing prepared by Manahan Consulting was distributed to Members of Council at the meeting.

It was the consensus of Committee that the submission be forwarded to the Ministry with the following additions:

- Update on the classification of soils.
- Aggregate lands should be protected.

Committee of Adjustment

Robert Ham  
Application Nos. 1B/28/10 and 1B/29/10

Applications on behalf of Robert Ham on property known as Con A S/R Pt Lot A, also known as 407 Hwy 130, former Geographic Township of Paipoonge, now Municipality of Oliver Paipoonge for consent to create a new lot, for comment.

Sharron Martyn, Planner appeared and read the Planning Report relative to the above noted application.

Andre & Teda Heerema  
Application No. 1B/30/10

Application on behalf of Andre & Teda Heerema on property known as Pt Lot 10 Con A, SKR, Hwy 130, former Geographic Township of Paipoonge, now Municipality of Oliver Paipoonge for consent to create a new lot.

Sharron Martyn, Planner appeared and read the Planning Report relative to the above noted application.

Allan Boyes

Application No. 1B/31/10

Application on behalf of Allan Boyes on property known as Lot 16, Conc. 5, 1321 Hwy 130, former Geographic Township of Paipoonge, now Municipality of Oliver Paipoonge for consent to a lot addition, for comment was distributed to Members of Committee at the meeting.

Sharon Martyn, Planner appeared and read the Planning Report relative to the above noted application.

Emergency Plan

Report with respect to the above noted distributed separately in the agenda package.

Jamie Cressman, CAO provided a verbal report and responded to questions. It was suggested that Members of Council attend training in order to be prepared in the event of an emergency.

Industrial Park

Report No. 2010.46 providing an update with respect to the Industrial Park distributed separately.

Jamie Cressman, CAO provided a verbal report and responded to questions. A copy of the drawing of the Industrial Park was circulated to Members of Committee for information.

CAO Report

Report from Jamie Cressman, CAO distributed separately in the agenda package.

Jamie Cressman, CAO provided a verbal report and responded to questions. It was noted that the copy of the access off the proposed new highway was being presented at the Fire and Emergency Services Officers meeting for comment.

PROTECTIVE SERVICES

By-law Enforcement

Monthly report for September 2010 from By-law Enforcement.

Building

Monthly report for September 2010 relative to Building Permits issued.

COMMUNITY SERVICES

Library

Minutes of the Library Board of Directors' Meeting held on Wednesday, September 15, 2010, for information.

It was noted that the Library sign would be installed prior to the Grand Opening on October 21, 2010.

Rossllyn Water System

Copy of the ALS Laboratory Group Analytical Reports dated September 13 and 21, 2010, respectively, for information.

Certificate of Analysis dated September 27, 2010, for information.

REPORTS OF COMMITTEES

Committee of Adjustment

Minutes of the One Hundred and Sixth Meeting of the Committee of Adjustment held on August 12, 2010, for information.

Lakehead Region Conservation Authority

Minutes of the Sixth Regular Meeting of the Lakehead Region Conservation Authority held on August 25, 2010, for information.

Lakehead Source Protection Authority

Minutes of the Second Regular Meeting of the Lakehead Source Protection Authority held on June 30, 2010, and August 4, 2010, respectively, for information.

Mayor L. Kloosterhuis advised she would request an update on the Rossllyn septic grants at the next meeting.

Thunder Bay District Health Unit

Minutes of the Thunder Bay District Health Unit Meeting held on April 20, 2010, for information.

Joint Board Meeting  
TBDSSAB and TBDHC

Minutes of the Joint Board Meeting No. 13/2010 of the District of Thunder Bay Social Services Administration Board and Directors of the Thunder Bay District Housing Corporation held on July 19, 2010, for information.

Council directed the CAO to contact the TBDSSAB for information on the cost of the new building.

Thunder Bay District Municipal League

Minutes from the Thunder Bay District Municipal League Meeting held on June 12, 2010, for information.

PENDING ITEMS

List of Pending Items.

NEW BUSINESS

ADJOURNMENT

**Resolution No. 304-2010**

MOVED BY                      Councillor A. Vis  
SECONDED BY                Mayor L. Kloosterhuis

THAT the Committee of the Whole Planning and Development Meeting held on October 13, 2010, be adjourned the hour being 7:20 p.m.

CARRIED

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Councillor K. Grootenboer

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Jamie Cressman  
Chief Administrative Officer/Clerk

IN THE MATTER OF Subsection 22(6.6) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicant: Leonard Roy on behalf of himself, Bruce Roy,  
Gary Roy and George Roy  
Subject: Proposed Amendment, Township of Paipoonge  
Official Plan  
Lands: Part of Lot 16, Concession C & D, 24 Oakleaf Drive

**TO: Mr. Leonard Roy  
R. R. #5  
Thunder Bay, ON  
P7C 5M9**

### **NOTICE OF REFUSAL**

Pursuant to Subsection 22(6.6) of the *Planning Act*, the Council of The Corporation of the Municipality of Oliver Paipoonge gives Notice of its Refusal to amend the Official Plan for the Township of Paipoonge as requested by Leonard Roy on behalf of himself, Bruce Roy, Gary Roy and George Roy submitted on September 11, 2006 and restated on January 7, 2008.

The date of the Refusal is the 27th day of October, 2010.

The Refusal was made on the basis that the amendment does not represent good planning; is inconsistent with the Provincial Policy Statement, particularly as the same relates to settlement areas; is demonstrated to be unsupported by studies currently available, including a Comprehensive Review made under the *Planning Act* and dated January, 2010; is premature for reasons including the forthcoming adoption of a new Official Plan for the entire Municipality; relates to an issue which should be considered on a community wide, as opposed to a site by site basis; is unsupported by various planning reports made in respect thereto; does not take into account currently available future growth rates and highway requirements and policies; is inconsistent with the remainder of the existing

Township of Paipoonge Official Plan; is premature as not accompanied by any application for subdivision approval or zoning amendment; is inconsistent with Ministry of Transportation requirements and policies; does not describe with sufficient clarity the extent of development which the requested amendment would support; would create an incompatible development taking into account adjacent land uses; is not accompanied or supported by appropriate studies, including those relating to drainage, traffic, and environmental matters;

By-Law 499-2008 of the Corporation adopting amendment #4 to the Official Plan was repealed by the Council because, upon consideration of all of the above, the Council cannot support it as being in the public interest or consistent with appropriate planning and, in particular, it does not represent a position that Council could support before the Ontario Municipal Board.

The last date for filing a Notice of Appeal of this Refusal is the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

The Notice of Appeal:

- (i) must be filed with the Clerk of the Municipality;
- (ii) must be accompanied by the fee required by the Municipal Board;  
and
- (iii) must set out the Reasons for the Appeal and the specific part of the requested Amendment to which the Appeal applies.

The decision of the Council of The Corporation of the Municipality of Oliver Paipoonge is final if the Notice of Appeal is not received on or before the last day for filing a Notice of Appeal.

A person or public body that requested an amendment to the Official Plan of the Township of Paipoonge Council may appeal the refusal of the requested amendment to the Ontario Municipal Board in respect of all or any part of the requested amendment by filing a Notice of Appeal with the Clerk of The Corporation of the Municipality of Oliver Paipoonge.

No person or public body shall be added as a party to the hearing of the Appeal unless, before the requested Official Plan amendment was refused, the person or public body made oral submissions at a public meeting, if any, or written submissions to the Council or, in the opinion of the Ontario Municipal Board, there are reasonable grounds to add the person or public body as a party.

DATED at Oliver Paipoonge, Ontario, this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
JAMIE CRESSMAN  
CAO/Clerk of The Corporation of the  
Municipality of Oliver Paipoonge

THE CORPORATION OF THE MUNICIPALITY  
OF OLIVER PAIPOONGE

BY-LAW NO. 610 - 2010

*A By-law to authorize the execution of a Gift Agreement between the Corporation of the Municipality of Oliver Paipoonge and Hydro One Networks Inc. ("HONI").*

WHEREAS the *Municipal Act, 2001*, c. 25, s. 9 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS application to Hydro One's PowerPlay Grant Program has been approved;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE HEREBY ENACTS AS FOLLOWS:

1. That the Agreement attached hereto and marked as Schedule "A" being a Gift Agreement with Hydro One Networks Inc. ("HONI").
2. That the Chief Administrative Officer/Clerk be authorized to execute the Agreement on behalf of the Corporation of the Municipality of Oliver Paipoonge.
3. That this by-law shall come into force and take effect upon the final reading thereof.

Enacted and passed this 27<sup>th</sup> day of October, A.D. 2010 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

THE CORPORATION OF THE MUNICIPALITY  
OF OLIVER PAIPOONGE

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Mayor Lucy Kloosterhuis

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Jamie Cressman  
Chief Administrative Officer/Clerk

THE CORPORATION OF THE MUNICIPALITY  
OF OLIVER PAIPOONGE

BY-LAW NO. 611 - 2010

*A By-law to authorize the execution of Funding Agreements between the Corporation of the Municipality of Oliver Paipoonge and Her Majesty the Queen in right of Ontario, as represented by the Minister of Northern Development, Mines and Forestry.*

WHEREAS the *Municipal Act, 2001*, c. 25, s. 9 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS applications to Minister of Northern Development, Mines and Forestry (the "Crown") in support of a project as described in the applications dated July 5, 2010 have been approved;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE HEREBY ENACTS AS FOLLOWS:

1. That the Agreements are attached hereto and marked as follows:  
  
Schedule "A" Project M10-0433 (Market Study)  
Schedule "B" Project M10-0435 (Gap Analysis)  
Schedule "C" Project M10-0436 (Asset Inventory)
2. That the Chief Administrative Officer/Clerk be authorized to execute the Agreements on behalf of the Corporation of the Municipality of Oliver Paipoonge.
3. That this by-law shall come into force and take effect upon the final reading thereof.

Enacted and passed this 13<sup>th</sup> day of September, A.D. 2010 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

THE CORPORATION OF THE MUNICIPALITY  
OF OLIVER PAIPOONGE

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Mayor Lucy Kloosterhuis

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Jamie Cressman  
Chief Administrative Officer/Clerk



PHONE (519) 882.2350  
FAX (519) 882.3373  
THEATRE INFO 1.800.717.7694  
www.town.petrolia.on.ca

*Celebrating our Heritage. Investing in Our Future*

August 25<sup>th</sup>, 2010

Ministry of Tourism and Culture  
Hearst Block  
9<sup>th</sup> Floor  
900 Bay Street  
TORONTO, On  
M7A 2E1

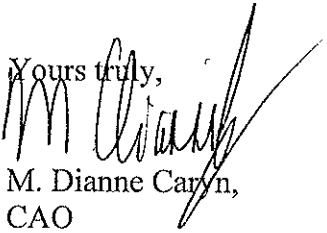
RECEIVED  
OCT 05 2010

Dear Sir:

At a meeting of the Council of the Town of Petrolia held Monday, August 23<sup>rd</sup>, 2010 the following resolution was passed:

**“THAT the contract with Canadian TODS Ltd. to place two signs on Highway 402 be cancelled;  
AND FURTHER that a letter be sent to the Ministry of Tourism objecting to criteria used to access costs of signage on Provincial Highways to promote small towns throughout Ontario.”**

Yours truly,

  
M. Dianne Caryn,  
CAO

MDC/kk

cc Small Municipalities in Ontario

13)d) :)

Town of Petrolia  
Report to Council

**To:** Mayor and Members of Council

**From:** Scott Gawley, Director of Corporate Services/Treasurer

**Date:** August 23, 2010

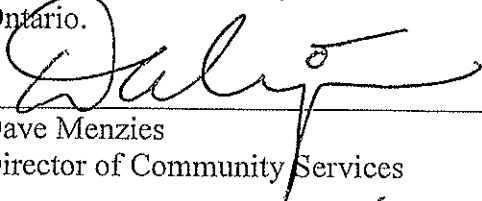
**SUBJECT:** Advertising on Hwy. 402

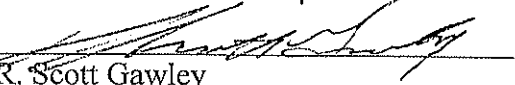
**BACKGROUND:**  
 At the June 7, 2010 Council meeting a report was presented to reduce the size of the signs on Hwy. 402 based on the cost of \$753.00 per year.  
 The application was filed based council approval, however the application for the smaller sign was denied by Canadian TODS Ltd as the we met the criteria for the small town population of under 10,000, however we were over the 30,000 tourists attracted to the Town annually. When questioned as of today no municipality has met the criteria to qualify for the reduce fee sign. It is recommended that Council write the Ministry of Tourism about the criteria to advertise on the Provincial Highway's and that the intent of promoting the small towns as a tourists destination is not working.  
 The resolution of June 7, 2010 be withdrawn, based on the cost of \$7,800 per year to have signage on the Hwy 402.

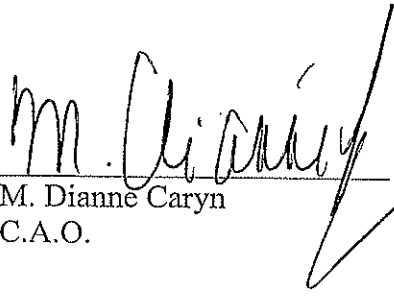
**STRATEGIC PLAN LINK:**  
 Financial viability

**BUDGET IMPACT:**  
 Reduction in the annual advertising budget - \$753.00.

**RECOMMENDATIONS:**  
**It is recommended:**  
 That the contract with Canadian TODS Ltd. to place two signs on Hwy 402 be cancelled and further that a letter be sent to the Ministry of Tourism objecting to criteria used to access costs of signage on Provincial Highway to promote small towns throughout Ontario.

  
 \_\_\_\_\_  
 Dave Menzies  
 Director of Community Services

  
 \_\_\_\_\_  
 R. Scott Gawley  
 Director of Corporate Services/Treasurer

  
 \_\_\_\_\_  
 M. Dianne Caryn  
 C.A.O.



# THE CORPORATION OF THE TOWNSHIP OF ALBERTON

Session Date: October 13, 2010

Resolution No.: 2010-189

Moved By: [Signature]

Seconded By: [Signature]

## BE IT RESOLVED THAT:

WHEREAS the Office of the Fire Marshall and the Fire Protection and Prevention Act, 1997 establishes minimum training requirements for Ontario firefighters;

AND WHEREAS firefighters in Northwestern Ontario do not have reasonable access or opportunity to undertake training through the Ontario Fire College that firefighters in the remainder of the Province enjoy;

AND WHEREAS many firefighters in Northwestern Ontario are volunteers who cannot leave their employment for days or weeks at a time in order to attend training in eastern or southern Ontario;

AND WHEREAS the cost for municipalities in Northwestern Ontario to send firefighters to attend training in eastern or southern Ontario is prohibitive and it is far more reasonable both in terms of municipal resources and firefighter's time for such courses to be offered at the District level;

AND WHEREAS the Ontario Fire College permitted delivery of firefighter training in the Rainy River District through the Fort Frances Fire Service in order to allow area firefighters to receive mandatory training locally at a reasonable cost;

AND WHEREAS funding for such local delivery of firefighter training was revoked with little notice, leaving many area firefighters unable to access required courses they had planned to attend;

AND WHEREAS it is reasonable for the Province to provide funding for firefighters to receive training in the District so they may achieve the Provincially-imposed minimum training standards;

NOW THEREFORE Council for the Township of Alberton hereby requests that the Province immediately introduce funding to cover the full cost having accredited local instructors deliver firefighter training within each District in Northwestern Ontario to area firefighters;

AND FURTHER THAT this resolution be forwarded for support and endorsement to each municipality and First Nation Band in the Rainy River District, to the Rainy River District Municipal Association, and to the Northwestern Ontario Municipal Association, and to the Ontario Association of Fire Chiefs;

AND FURTHER THAT a copy of this resolution be forwarded to Premier Dalton McGuinty, to Ontario Fire Marshall Patrick Burke, to MPP Howard Hampton and to MPP Bill Mauro for action.

Pecuniary Interest	Recorded Vote	Council Member	Nay	Yea
		HAMMOND, Mike		
		COURNOYER, Barb		
		FORD, Mike		
		MITCHELL, Doug		
		SPUZAK, Peter		

[Signature]  
REEVE

CARRIED:

DEFEATED:



Federation of Canadian Municipalities

Fédération canadienne des municipalités

24 Clarence Street, Ottawa, Ontario K1N 5P3 • Tel. 613-241-5221 • Fax 613-241-7440

September 28, 2010

Invoice no: 15368

Dear Members of council;

FCM is one of the most trusted and recognized national associations in Canada today. Over the past decade, FCM has secured billions of dollars in new infrastructure funding for our communities. It also put municipal issues at the top of Ottawa's agenda for the very first time. But as the federal government looks for savings to balance its \$150-billion budget deficit, municipalities can't afford to take these gains for granted. We are working flat out to protect our members from federal budget cuts and downloading. We are 100 per cent committed to safeguarding what we have achieved for municipalities so we can keep building on it in the future.

**Did you know?**

- Following intense advocacy by FCM, the federal government promised to protect the \$2-billion federal Gas Tax Fund from all budget cuts as it fights its deficit. FCM was the only national organization to receive such a sweeping and significant commitment from Ottawa.
- Before the federal government announced its Economic Action Plan, FCM showed that municipalities were ready to put stimulus dollars to work in their communities. It grabbed headlines when it released a list of hundreds of shovel-ready infrastructure projects collected from across the country. The result? The Action Plan included \$10 billion for municipal infrastructure, affordable housing and other municipal priorities. It was the largest-ever federal investment in our cities and communities.
- During the next 5 years alone, the federal Gas Tax Fund and the 100 per cent GST rebate will invest \$14 billion a year in municipalities. Federal funding for affordable housing, broadband internet access, and police officer recruitment will provide hundreds of millions more.
- FCM has made it possible for all municipalities in Canada to access billions of dollars that otherwise would not have been accessible.
- FCM aims to ensure proposed new federal wastewater regulations do not impose an unreasonable burden on local rate payers. FCM is insisting costs required to meet the regulations are shared across all three orders of government.
- The cost for the Township of Oliver Paipoonge to join FCM as a member for 2011-2012 is only \$1,036.90.
- In 2011, the Township of Oliver Paipoonge will receive approximately \$513,812.25 in additional revenue (GST rebates and Gas Tax refunds).

We've come a long way, but there's still a long way to go. We need your support to continue our talks with the federal government. Your membership can help ensure that all municipalities in Canada will have a strong, unified voice in Ottawa. **Let's continue our work together – renew your membership today.**

Sincerely,

Hans Cunningham  
FCM President  
Director, Central Kootenay, BC

\* This amount is an estimate based on an average national allocation of federal funds as per the Statistics Canada 2006 Census.

*Thunder Bay District Municipal League  
Draft Agenda for Fall Meeting  
November 19 & 20, 2010  
Prince Arthur Waterfront Hotel & Suites  
Thunder Bay, Ontario*

**Thursday, November 18, 2010**

7:00 p.m. League Board meeting – Bertrand Room

**Friday, November 19, 2010**

8:00 a.m. Refreshments

8:30 a.m. Call to order

*Minutes silence in honour of Reeve Linda Tolmonen, Township of Dorion*

*Opening remarks – President John MacEachern, Mayor, Township of Manitouwadge*

*Official Civic Welcome – Mayor Lynn Peterson, City of Thunder Bay*

*Appointment of Sergeant at Arms*

*Ways & Means Committee – Chairman Rodney Swarek, Township of White River*

8:45 a.m. **“Conflict of Interest: What You Need to Know”**  
*Allan McKitrick Jr., Solicitor, McKitricks Law Office, Thunder Bay*

9:30 a.m. **“You Powers, Duties and Good Faith Immunity”**  
*Chantelle Bryson, Solicitor, Buset & Partners, Thunder Bay*

10:15 a.m. Refreshment Break

10:30 a.m. **“Assessing Municipal Financial Condition”**  
*Peter Myllymaa, Senior Municipal Financial Advisor, MMAH, Thunder Bay*

11:00 a.m. **“An Introduction to the Statutory Standard of Care and the Walkerton Clean Water Centre”**  
*Brian Jobb, Manager, Drinking Water Training Centre, Walkerton Clean Water Centre, Walkerton*

12:00 noon Lunch

***Reminder to the communities in Area 1 of TBDSSAB – A meeting is scheduled for a meeting at lunch break.***

- 1:00 p.m.     ***“Superior North EMS – Operations and Strategic Briefing”***  
*Norm Gale, Chief of Emergency Services, Superior North Emergency Medical Services, Thunder Bay*
- 2:00 p.m.     ***“Why Plan?”***  
*Shannon Smith, Manager, Community Planning and Development, MMAH, Thunder Bay*
- 2:45 p.m.     *Refreshment Break*
- 3:00 p.m.     ***“Due Diligence”***  
*Mike Muscat, Area Manager North Western Ontario, Public Services Health & Safety Association, Sault Ste. Marie*
- 5:00 p.m.     *Adjourn*
- 5:15 p.m.     *Symposium*
- 5:30 p.m.     *Dinner*

**Saturday, November 20, 2010**

- 8:30 a.m.     *Buffet Breakfast*
- 9:00 a.m.     ***“NOMA Update”***  
*Anne Krassilowsky, President, Northwestern Ontario Municipal Association*
- 9:30 a.m.     *MPs and MPPs*  
*Bruce Hyer, MP, Thunder Bay – Superior North*  
*John Rafferty, MP, Thunder Bay – Rainy River (Confirmed)*  
*Carol Hughes, MP, Algoma – Manitoulin - Kapuskasing*  
*Honourable Michael Gravel, MNDM&F, MPP, Thunder Bay – Superior North*  
*Bill Mauro, MPP, Thunder Bay – Atikokan (Regrets)*  
*Michael Brown, MPP, Algoma - Manitoulin*
- 10:00 a.m.    *Refreshment Break*
- 10:15 a.m.    ***“By-laws, Orders and Agreements – Meaningful Enforcement”***  
*Chantelle Bryson, Solicitor, Buset & Partners, Thunder Bay*
- 10:45 a.m.    *League Business*  
*(a)     Resolutions*  
*(b)     Appointments*

- (i) *NOMA Board (if necessary)*
- (ii) *League Committees (if necessary)*
- (iii) *Superior North EMS (replacement for Eric Rutherford and maybe for Lucy Kloosterhuis)*
- (iv) *North Superior Adjustment Board (replacement for Linda Tolmonen)*
- (c) *Financial Matters*
  - (i) *Revenue & Expenditure Statement - 2010 Annual Meeting & Conference*
  - (ii) *Revenue & Expenditure Statement and Balance Sheet as at October 30, 2010*
  - (iii) *2011 Budget*
  - (iv) *Speakers' contribution - NOMEAF*
- (c) *Ways & Means Committee Report*
  - (i) *Annual Meeting - March 5 & 6, 2010*
  - (ii) *Fall Meeting – November 19 & 20, 2010*
- (e) *Tourism Report*
- (f) *Location of 2011 Annual Meeting – Prince Arthur Waterfront Hotel & Suites, March 4 & 5, 2011*

12:00 noon *Adjourn*

PLEASE RECYCLE YOUR NAME TAGS

*The Thunder Bay District Municipal League would like to acknowledge and express their gratitude to the following firms, organizations and individuals for their contributions and sponsorship.*

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Township of Terrace Bay*

**Bronze Sponsors**

*Engineering Northwest Ltd.  
McKitricks*

October 12, 2010

**From:** Lamba, Pamela (ENE) [mailto:Pamela.Lamba@ontario.ca]

**Sent:** October-15-10 3:10 PM

**To:** lbrown.spcchair@hay.com; willj@kos.net; susanself@powergate.ca; tomf@uwindsor.ca; spcchair@hrca.on.ca; cjash@amtelecom.net; bhartley@union-securities.com; ghughes@persona.ca; janetstavinga@rogers.com; mneufeld@vaxxine.com; b\_groves@sympatico.ca; mchristie@xieenvironmental.com; cousi4@sympatico.ca; mike.jerrie@hurontel.on.ca; subhash.verma@saultcollege.ca; ldollin@innisfil.ca; nelscarol@vianet.ca; bbedggood@uniserve.com; jthunt@eagle.ca; cbrown@abca.on.ca; robmcrae@cataraquieregion.on.ca; staylor@erca.org; mkeller@grandriver.ca; dbloomfield@hrca.on.ca; d.goodyear@lsrca.on.ca; jamies@lakeheadca.com; glenda.rogers@ltc.on.ca; joe.evers@city.timmins.on.ca; bwright@npca.ca; Judy.Sewell@city.greatersudbury.on.ca; SueMiller@nbmca.on.ca; ktaylor@quinteconservation.ca; rpilon@nation.on.ca; brian.stratton@mrsourcewater.ca; sommer.robertson@mrsourcewater.ca; d.smith@waterprotection.ca; rbateman@ssmrca.ca; bevthorpe@sympatico.ca; bthorpe@trca.on.ca; taskerc@thamesriver.on.ca

**Cc:** Smith, Ian (ENE); Kinch, Pat (ENE); Duong, Tu Van (ENE); Fairman, Katie (ENE); Gervais, Neil (ENE); Heeney, Paul (ENE); Lavender, Wendy (ENE); McHugh, Maeve (ENE); McLellan, Teresa (ENE); Ross, Lisa (ENE); Turner, Kate (ENE); Westlake, John (ENE); Wooding, Mary (ENE); Sparrow, Lee-Anne (ENE); nbarbato@conservationontario.ca; cworte@conservationontario.ca; Willson, Keith (ENE); Malcolmson, Heather (ENE); SPPB, Coordinator (ENE); Ward, Melanie (ENE); dpearson@conservationontario.ca

**Subject:** Source Protection Planning: Regional Training Sessions - Agenda & Venue Information

**Importance:** High

Good Afternoon,

Attached is the finalized agenda for the upcoming regional training sessions targeted to Source Protection Committee Members. As well, summarized in the table below are the location details for the pending five (5) sessions that will take place across the Province.

**Schedule:**

- Registration starts at 9:00 am
- Training session begins at 9:30am, and
- Session will end at 4:30pm.

**FOOD:**

- **LUNCH** will be provided and we will be serving coffee, tea and juices in the morning.

**IMPORTANT NOTE:** The Ministry **is not** arranging for hotel accommodations, as this will be up to participants to arrange for themselves.

If you have any questions please contact Pamela Lamba @ 416-212-8838 or email at [Pamela.Lamba@ontario.ca](mailto:Pamela.Lamba@ontario.ca)

**ONE-DAY TRAINING SESSION: Venue Information**

<b>BROCKVILLE – COMPLETED</b> <b>Wednesday, October 13, 2010</b>	<b>Quality Hotel Royal Brock</b> 100 Stewart Blvd. Brockville, ON K6V 4W3 T: 613-345-1400 ext. 115 <a href="http://www.qualityhotelbrockville.com">www.qualityhotelbrockville.com</a>  <b>Room: BROCK ROOM A</b>
<b>LONDON</b> <b>Thursday October 21, 2010</b>	<b>City National Golf Club:</b> 16540 Robin Hill Road London, Ontario N5V 5C3 (519) 451-0994 <a href="http://www.fcngolf.com/">http://www.fcngolf.com/</a>

<p style="text-align: center;"><b>SUDBURY</b> Tuesday October 26, 2010</p>	<p style="text-align: center;"><b>Room: GRAND HALL</b> <b>The Quality Inn &amp; Conference Centre</b> 390 Elgin Street South Sudbury, ON P3B 1B1 T: (705) 675-1273 ext 504 Web: <a href="mailto:www@qualityinn.sudbury.com">www@qualityinn.sudbury.com</a></p> <p style="text-align: center;"><b>Room: SENATE BALLROOM</b></p>
<p style="text-align: center;"><b>BRANTFORD</b> Tuesday November 2, 2010</p>	<p style="text-align: center;"><b>Brantford Conference Centre</b> 664 Colborne Street East Brantford, ON N3S 3P8 T: (519) 751-7110 <a href="http://www.brantfordconferencecentre.com">www.brantfordconferencecentre.com</a></p> <p style="text-align: center;"><b>Room: BRANT BALLROOM (2nd FLOOR)</b></p>
<p style="text-align: center;"><b>TORONTO</b> Tuesday November 9, 2010</p>	<p style="text-align: center;"><b>Black Creek Pioneer Village</b> <b>1000 Murray Ross Parkway, Downsview, ON</b> <b>M3J 2P3</b> <b>T: 416-736-1733</b> Web : <a href="http://www.blackcreek.ca">www.blackcreek.ca</a>; <a href="http://www.blackcreek.ca/visitor-information/directions.dot">http://www.blackcreek.ca/visitor-information/directions.dot</a></p> <p style="text-align: center;"><b>Room: GARFIELD WESTIN THEATRE</b></p>
<p style="text-align: center;"><b>THUNDER BAY</b> Tuesday November 9, 2010</p>	<p style="text-align: center;">Victoria Inn 555 West Arthur St. Thunder Bay, ON P7E 5R5 T: 807-577-8481 <a href="http://www.vicinn.com/index.php?hotelid=THU">http://www.vicinn.com/index.php?hotelid=THU</a></p>

# Source Protection Planning Bulletin - Overview of Source Protection Plan Requirements



September 15, 2010

## Introduction

The purpose of the *Clean Water Act, 2006* ("the Act" or "CWA") is to protect Ontario's existing and future drinking water sources, as part of an overall commitment to safeguard human health and the environment. A key focus of the legislation is the preparation of locally developed terms of reference, science-based assessment reports and source protection plans. For additional information on the CWA and how the terms of reference and assessment reports were developed, readers may refer to the Ministry of the Environment's website [www.Ontario.ca/cleanwater](http://www.Ontario.ca/cleanwater).

The source protection plans will consist of a range of policies that together, will reduce the risks posed by threats to water quality and quantity. This document is one in a series of planning bulletins intended to assist local source protection committees in preparing source protection plans and policies.

## Purpose

This document provides source protection committee (SPC) members with a summary of the key legislative requirements, in plain language, for the preparation of source protection plans. Together the Act and its regulations, in particular the General Regulation - Ontario Regulation 287/07 ("the Regulation"), establish a legal framework for drinking water source protection in Ontario. Amendments to the Regulation setting out some of these requirements took effect on July 1, 2010. All section references relate to the Regulation unless otherwise stated. This document is divided into sections by key topic.

While every effort has been made to ensure the accuracy of the information in this document, it should not be construed as legal advice or relied on as a substitute for the legislation.



The Act and the regulation (“the legislation”) divide the drinking water source protection process into four steps:

1. Plan the work: prepare terms of reference for the work to be done;
2. Assess the risks: prepare an assessment report pulling together the results of the technical and scientific studies for each source protection area, identifying *vulnerable areas*<sup>1</sup> and assessing the threats to drinking water sources;
3. Plan for source protection: prepare a source protection plan that addresses identified drinking water threats, particularly *significant* threats.
4. Take Action: implement the source protection plan, report on progress, and revise over time.

### **Preparing Source Protection Plans**

The recent amendments to the Regulation primarily affect the preparation and submission of source protection plans; these amendments build on the existing requirements set out by the CWA.

### ***Source Protection Plan Content Requirements***

Together the Act and Regulation establish the requirements governing the contents of a source protection plan. Some content is mandatory, while other content is optional. These are summarized in the Table 1.

### **Objectives of a Source Protection Plan**

The Regulation requires the source protection plan to contain the following objectives (*section 22*):

- Protect existing and future drinking water sources.
- Ensure that activities identified as *significant drinking water threats* either never become a threat or, if the activity is already taking place, the activity ceases to be a *significant* threat<sup>2</sup>.
- If the SPC chooses to include a risk reduction policy to deal with a condition (contamination from past activities) that is a *significant drinking water threat*, then the plan must include an objective to ensure that the identified condition ceases to be a *significant* threat.
- If the source protection area contains water flowing into a Great Lake or the St. Lawrence River, and the Minister has requested a report with recommendations for achieving a Great Lakes target established by the Minister, the plan must include an objective to achieve the target in question.

The Regulation says that no other objectives can be contained in the source protection plan. This focuses the scope of the plan on the stated objectives.

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<sup>1</sup> Words in italics are defined in the legislation or represent the legal title of a provincial act.

<sup>2</sup> Note: this objective may be met by policies that manage the activity so that the risk is reduced, not necessarily eliminated.

**Table 1: Source Protection Plan Content**

Mandatory Content	Optional Content
<ul style="list-style-type: none"> <li>• Approved Assessment Report</li> <li>• Objectives</li> <li>• Significant threat policies – activities: For areas where an activity is or would be a significant drinking water threat, policies intended to ensure the activity ceases to be or never becomes significant</li> <li>• Monitoring policies:               <ul style="list-style-type: none"> <li>• monitoring activities/conditions in areas where they are / would be significant</li> <li>• monitoring of moderate / low drinking water threats where advisable to prevent the threat (activity or condition) from becoming significant</li> <li>• monitoring of a drinking water issue where advisable</li> </ul> </li> <li>• Summary of consultation activities</li> <li>• Applicable legal provisions<sup>3</sup>, person/body responsible and applicable area for each policy must be clearly identified</li> <li>• Dates by which official plans, zoning by-laws and prescribed instruments<sup>4</sup> must conform with significant threat policies</li> </ul>	<ul style="list-style-type: none"> <li>• Significant threat policies – conditions (contamination from previous activities): For areas where condition resulting from a past activity is a significant threat, policies intended to ensure condition ceases to be significant</li> <li>• Moderate and low threats policies – Policies to address activities and conditions identified as moderate and low threats</li> <li>• Policies governing:               <ul style="list-style-type: none"> <li>• Incentive programs and education &amp; outreach programs, including for drinking water systems not in the terms of reference<sup>5</sup></li> <li>• Spills prevention, contingency or response plans along highways, railways or shipping lanes in intake protection zones or wellhead protection areas</li> <li>• Climate change data collection</li> <li>• Transport pathways<sup>6</sup></li> </ul> </li> <li>• Anything that will assist in understanding the source protection plan</li> <li>• Dates for policies to take effect<sup>7</sup></li> </ul>

*Note: Requirements related to Great Lake targets are not listed, as no Great Lakes targets have been established for the first round of source protection planning.*

<sup>3</sup> For any drinking water threat policy or monitoring policy to take effect (i.e. to obligate a party or body to implement the policy as per the legislation) the Regulation (section 34) requires each plan identify the legal provision(s) in the legislation that applies to the policy in question, see description of this under the "Legal Effect" section below.

<sup>4</sup> Prescribed instruments are generally specific types of Government of Ontario approvals, permits and other authorizing documents identified by the Regulation – see description of this under the "Tools" section below.

<sup>5</sup> These other drinking water systems may include privately owned systems and non-residential municipal drinking water systems (e.g. a well supplying a municipally owned/operated hockey arena).

<sup>6</sup> While a transport pathway, in and of itself, is not considered to be a drinking water threat, the presence of a transport pathway can increase the vulnerability of a designated area which could potentially increase the risk associated with existing or future drinking water threats.

<sup>7</sup> A plan takes effect once the Minister has approved the plan and published a notice of approval on the Environmental Bill of Rights Registry. Policies may specify a later date to take effect.

## ***Policy Tools***

### **General**

A source protection committee's desired outcome for every drinking water threat policy is anticipated to fall within one of two categories, manage or prohibit the drinking water threat. The legislation provides SPCs with a wide range of approaches or "tools" to rely upon as a means of achieving their desired outcome. More than one tool may be associated with a particular policy outcome.

The CWA states that policies in a source protection plan may be either general or particular in application. This allows a policy to apply generally across the source protection area or to be site specific. It also allows a policy to apply generally to several drinking water threats, or to a particular class of threat. The ministry suggests SPCs consider policy development from the general, source protection area basis as a starting point, since the CWA requires policies to address all areas identified in the assessment report where an activity is a *significant* threat, or would be a *significant* threat if the activity were established in the future.

#### **• Part IV Tools of the CWA:**

- **Prohibition** of the activity using section 57 of the CWA ("Section 57 Prohibition")
- **Regulation** of the activity using a *risk management plan* (i.e. the activity can only occur if an approved plan is in place to manage the risk to the raw water supply from that activity) ("*Risk Management Plans*")
- **Restricted Land Uses** under section 59 of the CWA (some development applications under the *Planning Act* or the *Building Code Act, 1992* related to activities that would be a *significant drinking water threat* would be subject to certain conditions)
- ***Prescribed Instruments*** – policies that affect decisions to issue or otherwise create, amend or revoke a *prescribed instrument*. For example, a policy stating that specified provincial permits or approval documents issued for an activity in a *vulnerable area* should contain requirements to help manage associated risks to the raw water supply, or a policy that prohibits the issuance of, or revokes such instruments (and thus prohibits the activity)
- **Land Use Planning Approaches** - policies that affect land use planning decisions under the *Planning Act* and *Condominium Act, 1998*. In some instances it may be appropriate to manage or eliminate (through prohibiting it from being established) a threat activity through a land use policy that is implemented through land use planning decisions (such as Official Plans, Zoning By-laws and Site Plan Controls).
- **Education and Outreach Programs**
- **Incentive Programs**
- **"Other"** approaches including policies that:
  - Specify certain actions be taken by a particular person or body to implement the source protection plan or to achieve the plan's objectives

- Establish stewardship programs
- Specify and promote best management practices
- Establish pilot programs
- Govern research

The SPC may develop policies and choose the most appropriate tool(s), based on local committee knowledge and expertise, current municipal approaches, and provincial guidance. In some cases, the SPC may rely on “hard tools” that use a legal mechanism to regulate an activity (for example, *prescribed instruments*), while in other cases the SPC may rely on “soft tools” - approaches that rely on non-legal mechanisms (for example, education and outreach programs).

The Ministry is currently developing guidance for each policy tool. An overview of the tools is described below. A summary of the tools available for each required and optional plan policy is presented in Table 2.

The Regulation requires SPCs to provide an explanation for all of their policy decisions, regardless of the tools used to address any particular drinking water threat (see Explanatory Document section below).

#### **Tools - Limitations – CWA Part IV:**

Part IV of the CWA gives municipalities the authority to regulate *significant drinking water threat* activities in their *Wellhead protection areas* and *intake protection zones*. The purpose of Part IV was to give municipalities additional tools to deal with *significant drinking water threats* where existing local regulatory tools were inadequate to deal with such threats.

There are generally two tools available under Part IV to deal with activities that pose a *significant* threat to source water supplies, prohibiting the activity under section 57 or requiring a *Risk Management Plan* for the activity under section 58. Where a source protection plan uses a Section 57 Prohibition for an activity or requires a Risk Management Plan under section 58 for an activity, Part IV provides an additional tool, Section 59 Restricted Land Uses.

There are certain limitations on the use of these powers:

- The Section 57 Prohibition and *Risk Management Plan* policy tools can only be used in areas where the assessment report indicates that the activity is, or would be, a *significant drinking water threat* and the area is located within a surface water *intake protection zone* or *wellhead protection area*;
- The Section 57 Prohibition and *Risk Management Plan* policy tools cannot both be used to deal with the same activity on a single parcel of land;
- The Section 57 Prohibition and *Risk Management Plan* policy tools can only be used to address an activity that is one of the 21 prescribed drinking water threat activities (or a specific “local” drinking water threat that has been approved by the Director for a particular source protection area), subject to the following:
  - The activity does not require a waste disposal site certificate of approval under the *Environmental Protection Act*;

- The activity does not require a sewage system certificate of approval under the *Ontario Water Resources Act* or the *Building Code Act* applies to the system.<sup>8</sup>

While Part IV CWA tools cannot be used to deal with waste or sewage activities identified as *significant drinking water threats*, the plan must still contain policies intended to manage/reduce the threat from these activities. Other approaches<sup>9</sup> are available for addressing these threats, including *prescribed instrument* policies for an existing or future activity, or a land use planning policy to deal with future activities.

- Section 57 Prohibition can only be used when the SPC is of the opinion that this is the only approach that will ensure that the activity ceases to be, or never becomes a *significant drinking water threat*. The SPC must believe that there is no other policy tool, or combination of tools, available that would effectively manage the risk from the activity.
- The Restricted Land Uses tool can only be used for an area when the following conditions are met:
  - i. The land use in question is “prescribed” by regulation. SPCs may designate restrictions for land uses identified in a local zoning by-law or official plan within the source protection area for this purpose<sup>10</sup>.
  - ii. The land use relates to an activity that has been designated in the source protection plan for the purpose of the Section 57 Prohibition or the *Risk Management Plan* tools.
- During implementation, Restricted Land Uses policies make certain development applications under the *Planning Act* or the *Building Code Act, 1992* related to activities that would be a *significant drinking water threat* subject to conditions. This provides municipalities with a tool to prevent applications or building permits from proceeding if they would create a significant threat.

### **Tools - Limitations – Prescribed Instruments**

An instrument is a permit or other legal document that is usually issued by the government, which typically authorizes specific activities to take place at a particular location. For example, a legal document authorizing a municipality to operate a sewage treatment plant at a specific location, commonly known as a Certificate of Approval, issued under section 53 of the *Ontario Water Resources Act*. These types of documents may contain terms or conditions that require the party who is undertaking the activity to have specified pollution control equipment in place and/or to operate in specific ways.

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<sup>8</sup>Larger sewage systems (e.g. municipal sewage treatment plants) are typically regulated by the *Ontario Water Resources Act* while small sewage systems (e.g. a septic system serving a single household) are regulated by the *Building Code Act*.

<sup>9</sup> The SPC can elect to use any policy tool other than the Part IV CWA tools to deal with these drinking water threats.

<sup>10</sup> Naming of land uses in planning documents varies widely across the province. SPCs may find different names for the same land use associated with activities that constitute a threat in the planning documents for municipalities in their source protection area.

These terms and conditions are often included to help protect human health and/or the environment.

After a source protection plan is approved, the CWA requires that decisions about *prescribed instruments* conform with *significant* threat policies and have regard to *moderate* and *low* threat policies (*CWA: subsection 39(7)*). These conformity standards enable SPCs to write policies in their plan that directly affect the content of approvals, permits or other authorizing documents. The policy may outline specific measures or requirements to be included in the content of these documents to help manage and reduce the risk associated with an activity. These types of policies can only be written for instruments that are specifically “prescribed” (i.e. legally identified) by the Regulation.

There are 16 *prescribed instruments* identified by the Regulation (*section 1.0.1*):

- *Aggregate Resources Act*
  - Section 8 site plans included in applications for licences
  - Section 11 and 13 licences to remove aggregate from pit or quarries
  - Section 25 site plans accompanying applications for wayside permits
  - Section 30 wayside permits to operate pits or quarries
  - Section 36 site plans included in applications for aggregate permits
  - Section 37 aggregate permits to excavate aggregate or topsoil
- *Environmental Protection Act*
  - Section 39 certificates of approval or provisional certificates of approval for the use, operation, establishment, alteration, enlargement or extension of waste disposal sites or waste management systems
  - Section 47.5 renewable energy approvals
- *Ontario Regulation 276/03 (General) made under the Nutrient Management Act, 2002*
  - Section 10 nutrient management strategies
  - Section 14 nutrient management plans
  - Section 28 with respect to approvals of nutrient management strategies or nutrient management plans
- *Ontario Water Resources Act*
  - Section 34 permits to take water
  - Section 53 certificates of approval to establish, alter, extend or replace new or existing sewage works
- *Pesticides Act*
  - Section 7 and 11 permits for land extermination, structural extermination and water extermination
- *Safe Drinking Water Act, 2002*
  - Section 40 drinking water works permits
  - Section 44 municipal drinking water licences

A policy that relies on the *prescribed instrument* conformity standards in the CWA can only control actions that that the *prescribed instrument* can legally control. The Ministry

will assist SPCs in understanding the scope of legal authority for each type of *prescribed instrument*, as well as provide appropriate contacts for more information about *prescribed instruments*. Direct communication with the person or business that is subject to an instrument will promote an open dialogue, help SPCs understand existing risk mitigation practices and determine whether any additional measures are needed to ensure the risk is no longer a *significant drinking water threat*.

The conformity standards for *prescribed instruments* under the CWA provide a reliable means for committees using this tool to achieve their desired outcome (that is, “manage” or “prohibit”) for addressing an existing threat that is subject to an instrument. However, prohibition through this tool should only be used as a last resort. If the current risk mitigation practices are not effective enough to manage *significant threats*, plan policies should focus on strengthening the conditions within existing *prescribed instruments*. The Regulation (*section 32*) restricts the use of this tool for policies that address *moderate* and *low drinking water threats*: these policies shall not prohibit or have the effect of preventing a person from engaging in the activity. Instead, *moderate* and *low threat* policies must focus on risk management.

If a source protection plan identifies a condition (i.e. contamination from previous activities) that is a *significant drinking water threat*, the Act gives the Minister the authority to request a person or body to issue, or otherwise create an instrument under any Act to ensure that the condition ceases to be a *significant drinking water threat*. In other words, when dealing with *significant drinking water threat* conditions, there are no restrictions on the instrument the Minister can use.

### **Tools - Limitations – Land Use Planning Approaches**

The CWA requires that decisions under the *Planning Act* and *Condominium Act, 1998* conform with *significant threat* policies and have regard to *moderate* and *low threat* policies (*CWA: subsection 39(1)*). A policy using this tool may outline specific measures or requirements to be included in the land use planning decision to help manage and reduce the risk associated with an activity. These types of policies can only control actions that fall within the legal authority of *Planning Act* and *Condominium Act, 1998* decisions. For example, decisions under the *Planning Act* generally apply to new and future uses and do not apply to existing, established activities. This is why this tool may not be appropriate for addressing existing drinking water threats.

The Regulation (*section 32*) includes a restriction on *moderate* and *low drinking water threat* policies that applies to the land use planning approaches tool: these policies shall not prohibit or have the effect of preventing a person from engaging in the activity.

The Ministry will provide detailed guidance to SPCs on the use and application of the various source protection plan policy tools.

### **Tools - Limitations – Education and Outreach Programs, Incentives, Other**

The legislation allows all the remaining tools to be used to achieve the SPC's desired outcome for addressing drinking water threats. Several of these may also be used together with the other permissible policies in a source protection plan (for example,

transport pathway policies). When any of these tools are relied upon as the sole means of addressing *significant drinking water threats*, the Regulation requires SPCs to include justification for their decision within the explanatory document that accompanies the source protection plan (see Explanatory Document section below).

The Regulation (*section 32*) includes a restriction on *moderate* and *low drinking water threat* policies that applies to the education, outreach, incentives, and other policy tools: these policies shall not prohibit or have the effect of preventing a person from engaging in the activity.

### **Additional Policy Details:**

The level of detail of any given policy may vary. For certain tools, committees have the option of simply stating the policy as their desired outcome (that is, “manage” or “prohibit”). This applies to any tool that is being relied upon when a SPC’s desired outcome for addressing a *significant* threat is to prohibit the activity from occurring, either now or in the future.

When a SPC decides to use the *Risk Management Plan* tool or *prescribed instrument* tool as the means to achieving the desired outcome of managing a particular threat, they have the option of including some policy details about how the activity should be managed, or outcomes that should be achieved, or may leave those details to the public body responsible for implementing the policy. For example, for existing fuel storage sites that are *significant drinking water threats*, the policy could require a specific standard to be applied, or simply state that measures must be taken to ensure that the activity ceases to be a *significant drinking water threat*. This leaves the decision about what fuel storage standard must be applied in each case to the implementing body.

For all remaining tools, more detail should be included in the policy to help the party responsible for implementing the policy to clearly understand the SPC’s expectations. For example, if a policy establishes an education and outreach program for a *significant drinking water threat* activity, it would be appropriate for the policy, at a minimum, identify the person or body responsible for the policy, the date when the program must be in place, and a description of the program including its objectives. The SPC may also consider including details about how the person or body will report on progress in implementing the program, which may be linked to a monitoring policy (see below).

### **Monitoring Policies**

The monitoring policies included in a source protection plan are summarized in Table 1. The CWA requires that any public body identified in monitoring policies in an approved source protection plan must satisfy their obligations under these policies. Monitoring policies will provide valuable information about the implementation of a source protection plan and the effectiveness of its policies. However, monitoring the implementation progress of a plan will not always provide a measurable outcome. For example, a spill-avoidance protocol would reduce the risk of contamination to a drinking water source, but would not result in a measurable environmental change. Monitoring policies should focus on the designated activity and its risk management measures.

This information will assist source protection authorities with required progress reporting (CWA: section 46; O. Reg. 287/07: section 52).

The legislation gives SPCs the flexibility to include whatever policy details they determine are appropriate for the party responsible for implementing the monitoring policy to understand what is expected from the monitoring policy.

### **Legal Effect of Plan Policies**

Part III of the CWA sets out the legal effect (i.e. the obligations imposed on a party or body to implement the policy) of source protection plans. This part of the CWA requires all decisions under the *Planning Act* or *Condominium Act 1998*, or decisions related to *prescribed instruments*, “conform with” meaning comply with, *significant* threat policies and “have regard to”, meaning to seriously consider, the policies in the plan that relate to *moderate* and *low drinking water threats*. In addition, Part III requires municipalities, local boards or source protection authorities to satisfy any obligations imposed on it by *significant* threat policies in the plan, regardless of the particular tool or approach used in the policy.

However, Part III of the CWA will only apply if the plan expressly states that they apply.

This means that the applicable legal provisions for each policy must be clearly identified in the plan in order for the legal effect provisions in Part III of the Act to apply (O. Reg. 287/07: section 34). For example, a plan that includes a *significant* threat policy to address a threat using a *prescribed instrument* would have to also identify that sections 39(7)(a), 43 and 44(1) of the CWA<sup>11</sup> apply to the policy. In addition, the Regulation requires the plan to specify the types of *prescribed instruments* the policy applies to, or the policy will not have the intended legal effect. The ministry intends to provide SPCs with directions and an associated template to assist them with complying with section 34 of the Regulation.

The Regulation requires that any policy that does not fall under one of the categories listed below must be identified in the plan as a “strategic action policy” (section 33):

- a *significant threat policy*
- a Great Lakes policy
- any type of monitoring policy that is to be carried out by a specified public body
- a *low or moderate threat policy* that affects decisions made under the *Planning Act* or *Condominium Act, 1998*
- a *low or moderate threat policy* that affects *prescribed instruments* (see description of this tool below)

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<sup>11</sup> S. 39(7)(a) of the CWA requires the body issuing a prescribed instrument to conform to an applicable significant threat policy; S. 43 of the CWA requires the body issuing a prescribed instrument to amend an existing instrument to conform to an applicable significant threat policy; S. 44 of the CWA provides the Minister with the authority to request the appropriate issuing body to take steps to amend a prescribed instrument if the Minister is of the opinion that the instrument does not conform to an applicable significant threat policy.

Strategic action policies do not have legal implementation requirements; therefore can not legally be enforced. However, strategic action policies are still an important part of a source protection plan, and their implementation can be monitored publicly through required progress reports.

### **The Explanatory Document**

The Regulation requires that the SPC prepare a second type of document, called an “explanatory document”, to accompany the source protection plan (*section 40*). The purpose of the explanatory document is to provide the source protection authority, stakeholders, the Minister and general public with background information that the SPC used to prepare the plan and support a transparent decision making process. The explanatory document must include:

- an explanation of the SPC's policy decisions (i.e. the reasons for each policy or a group of policies set out in the plan);
- the reasons why the SPC was of the opinion that an activity that exists today had to be prohibited in the plan using the Section 57 Prohibition tool;
- a summary of how comments received from various parties during the plan pre-consultation process affected the development of various policies (note, the pre-consultation requirements are described later in this compendium);
- a summary of how climate change considerations noted in the assessment report affected the development of policies. (Note: if there was insufficient climate information in the assessment report to have any effect on policy decisions or if climate information had no effect on policy decisions that should be stated in the explanatory document);
- a summary of how financial implications on both implementing bodies and other persons potentially affected by policies influenced the development of policies. (Note: if financial implications were not considered, or financial implications had no effect on policy decisions, this should also be stated in the explanatory document.)
- where a plan includes policies that address *significant drinking water threats* exclusively by non-regulatory means<sup>12</sup>
  - an explanation of why the *significant* threat was dealt with this way, and,
  - statements explaining why the SPC is of the opinion that the policy(s) will achieve the objective of ensuring the activity either never becomes a *significant* threat or, if the activity is already taking place, the activity ceases to be a *significant* threat, and that a policy to regulate or prohibit the activity is not necessary.

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<sup>12</sup> These are described in subsection 22(7) of the Act and section 26 paragraph 1 of the Regulation: education and outreach programs; incentive programs; stewardship programs, best management practices programs; pilot programs; research programs; or a policy that specifies actions to be taken to implement the plan or achieve the plan's objectives.

**Table 2: Summary of Approaches / Tools Available for Source Protection Plan Policies**

Approach / Tool	Policies Addressing:												
	Significant Drinking Water Threat - activities	Significant Drinking Water Threat - conditions	Moderate or Low Threats	Monitoring Significant Hazards	Monitoring Moderate and Low Threats	Monitoring Drinking Water Issues	Transport Pathways	Spill Prevention/Contingency Plans/Emergency Response Plans	Climate Change Condition Data	Non-Terms of Reference Drinking Water Systems			
Part IV Tools	S. 57 Prohibition	√*											
	Risk Management Plans	√*											
	Restricted Land Uses	√*											
Prescribed Instruments	√	√	√										
Land Use Planning Approaches	√	√	√										
Incentives	√	√	√										
Education / Outreach	√	√	√										√
Other	Stewardship Programs	√	√	√									
	Best Management Practices	√	√	√									
	Pilot Programs	√	√	√									
	Research	√	√	√									
	Specify Actions	√	√	√									√
Specify Monitoring Details													

\* Except for waste and sewage threats that require a prescribed instrument under the Environmental Protection Act / Ontario Water Resources Act, or fall under the Building Code.

Optional Plan Policies
Mandatory Plan Policies

## **Notification/Consultation Requirements During Plan Preparation**

The legislation requires SPCs and source protection authorities to carry out consultations at several points during the preparation of a source protection plan.

### ***Notice When Plan Preparation Begins (section 19):***

The legislation does not strictly define when the preparation of a source protection plan begins; this provides SPCs with some flexibility in determining when the preparation of the planning document formally begins. Once the SPC has determined they are ready to begin preparing the plan, the Regulation requires that a number of parties be notified, including:

- The clerk of each municipality and band chief of any First Nation reserve that is located all or partly within the source protection area.
- Any person who the SPC believes could be engaging in one or more prescribed activities that are or would be a *significant drinking water threat*. The notice must say why the SPC is notifying this person<sup>13</sup>. The notice must either specify the activity(s) in question or provide a complete or partial list of activities that were identified to be *significant* threats in the local assessment report in the area where the person is carrying out the activity(ies).

The Ministry is currently developing more detailed guidance to assist SPCs with the requirement. Please see the Ministry's source protection planning bulletin "Notice When Plan Preparation Begins".

### ***Pre-consultation with Affected Parties (sections 35 to 39):***

The Regulation requires SPCs to consult with affected parties during the policy development process, before the draft plan is published for initial public comment.

If the SPC intends to include any incentive, education and outreach, or "other" policies (*section 26, paragraphs 1, 4, 5 and 6, and section 27*), the SPC is required to notify the person or body who will be responsible for implementing the policy. The notification must tell the party in question that they will be required to implement a policy in the plan. The notice must include draft wording of the policy along with a summary of the reasons for the policy and an invitation to provide input on the draft policy. A committee is required to consider all comments received when finalizing the draft policy.

The same basic consultation and notification process described above is required for other types of policies that would impose implementation responsibilities on a person, body or organization. Pre-consultation notices can be combined if the SPC is required to notify the same person, body or organization several different times:

- for policies affecting *prescribed instruments*, the SPC is required to consult with the body or person responsible for issuing or amending the instrument;

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<sup>13</sup> The notice must say that the person has been given a notice because the committee believes the person could be engaging in one or more activities that are, or would be, significant threats according to the information in the assessment report.

- for policies affecting decisions under the *Planning Act* or *Condominium Act, 1998*, the SPC is required to consult with municipalities, planning boards, municipal planning authorities or other local boards whose decisions will be affected and the appropriate regional director of the Ministry of Municipal Affairs and Housing;
- for *significant, moderate, and low threat policies* that impose an obligation on a municipality or other body or person, the SPC is required to consult with the appropriate affected body;
- for the policies that rely on the Part IV tools (Section 57 Prohibition, *Risk Management Plan*, Restricted Land Uses), which impose enforcement of a policy on the council of a municipality, the SPC must consult with the affected municipality; and
- for monitoring policies, the SPC is required to consult with the person or body who will be responsible for conducting the monitoring program.

A summary of how the comments received from the affected parties as a result of pre-consultation notices, and an explanation of how the comments affected the development of the plan policies, must be included in the explanatory document that accompanies the source protection plan.

In addition to these consultation requirements, the legislation sets out specific requirements for both the submission of the draft and proposed plan. Guidance will be provided in the future to assist committees with these requirements.

### **Miscellaneous Requirements (sections 20, 21, and 40)**

SPCs should be aware of the following additional requirements related to the preparation of source protection plans:

- Every record that is created or acquired for the purpose of preparing or amending a source protection plan must be kept by the SPC for a period of 15 years.
- The Director has the authority to require SPCs to use a specific form or computer software when preparing source protection plans.
- The Director has the authority to require SPCs to use a specific form or computer software when preparing the explanatory document.

### **Summary**

This Bulletin has provided an overview of the requirements for the preparation of source protection plans. For information on other aspects of source protection plan preparation, please refer to the corresponding bulletins in this series, presently under development.

### **Additional Sources of Information**

**Ministry of the Environment's Clean Water Act Website** – [www.Ontario.ca/cleanwater](http://www.Ontario.ca/cleanwater)

**Clean Water Act, 2006** and **O. Reg. 287/07 "General"** on the **e-Laws Website** ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca))



October 5, 2010

Mayor Lucy Kloosterhuis  
Municipality of Oliver Paipoonge  
4569 Oliver Road  
P.O. Box 10  
Murillo, ON P0T 2G0

Dear Mayor:

AMCTO (Association of Municipal Managers, Clerks and Treasurers of Ontario) recognizes the importance of celebrating the achievements of our members. To this end, AMCTO annually recognizes its members - in 10 year increments - for longstanding commitment to the Association and to the municipal profession. A certificate recognizing each member's years of service to AMCTO has been forwarded to them directly.

This year in your municipality, we acknowledge the commitment of the following valued members of your staff:

Judy Jacobson, AMCT                      20 year award

We ask you to assist us in recognizing these individuals for their ongoing support for the Association and for the part they continue to play in helping to improve the municipal profession and in making AMCTO the leading organization in fostering and sustaining municipal excellence.

Our sincere gratitude to you for your continued support for these valued AMCTO members and dedicated employees of your organization. We trust that your municipality has tremendously benefited from their membership in AMCTO and we are confident that it will continue to do so.

Sincerely,

Tony Haddad, CMO  
President

cc: Chief Administrative Officer

AMCTO (ASSOCIATION OF MUNICIPAL MANAGERS, CLERKS AND TREASURERS OF ONTARIO)

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