

REGULAR AGENDA – AGENDA 18
CORPORATION OF THE TOWNSHIP OF LAIRD
January 18, 2024 at 6:00 pm
Laird Township Council Chambers

1. Call to Order

2. Declaration of Pecuniary Interest

3. Agenda Approval

Recommendation: BE IT RESOLVED THAT Council hereby approves the January 18, 2024 agenda as presented.

4. Delegations and Presentations

5. Adoption of Minutes of Previous Meeting

a. Council Meeting – December 21, 2023 ([encl](#))

Recommendation: BE IT RESOLVED THAT Council approves Council minutes of the Regular Meeting of December 21, 2023, as presented.

b. Recreation Committee Minutes – December 14, 2023 ([encl](#))

Recommendation: BE IT RESOLVED THAT Council approves Recreation Committee Minutes of December 14, 2023, as presented.

6. Adoption of Accounts

a. General accounts to December 31, 2023 ([encl](#))

Recommendation: BE IT RESOLVED THAT Council approves the general accounts to December 31, 2023, in the amount of \$10,876.15, as presented.

b. Roads accounts to December 31, 2023 ([encl](#))

Recommendation: BE IT RESOLVED THAT Council approves the roads account to December 31, 2023, in the amount of \$38,123.25 as presented.

7. Staff and Committee Reports

a. **Road Superintendent** (Roads, Waste Disposal & Recycling, and Maintenance)

i. Road Superintendent Report

ii. Council Q&A

iii. 5-year Road Plan 2024 to 2028 (2024 Amended, 2028 Added) ([encl](#))

Recommendation: BE IT RESOLVED THAT Council receives the 5-year Road Plan 2024 to 2028 and approves the amended plan for 2024, as presented.

iv. New Plow Truck – repairs/warranty work

b. **Clerk Administrator, Deputy Treasurer**

i. Clerk's Report

ii. Council Q&A

c. **Treasurer's Report**

i. Report: 2023 Council Remuneration Report ([encl](#))

Recommendation: BE IT RESOLVED THAT Council receives the 2023 Council Remuneration report as presented.

- d. Recreation Committee & Recreation Sub-Committees
- e. Cemetery Board
- f. Planning Board
- g. Police Service Board**
 - i. Police Service Board Meeting February 26, 2024 at 9 a.m.
- h. Algoma District Services Administrative Board
- i. Algoma District Municipal Association (ADMA)

8. Unfinished Business

- a. Task Summary Sheet & Recent Activity Log ([encl](#))
- b. Concern/Information Log – Updates ([encl](#))
Recommendation: BE IT RESOLVED THAT Council receives the January 18, 2024, Task Summary Sheet & Recent Activity Log and the Concern/Information Log as presented.
- c. Memo: Township Logo ([encl](#))
Recommendation: BE IT RESOLVED THAT Council receives the report on the Township Logo dated January 18, 2024, and that Council request the Clerk to have the _____ design finalized as the Township logo and have all appropriate formats created.

9. New Business

- a. 2024 Committee and Board Appointments ([encl](#))
Recommendation: BE IT RESOLVED THAT Council appoints the Committee and Board members for 2024 as presented.
- b. Memo: Cell Phones ([encl](#))
Recommendation: BE IT RESOLVED THAT Council receives the report on Cell Phones dated January 18, 2024, and that Council requests the Treasurer to provide a monthly stipend in the amount of \$25.00 to the _____ staff positions to compensate for the use of personal cell phones and Directs the Clerk to prepare an acknowledgment to be signed by those employees who receive the monthly stipend.
- c. Annual Joint Meeting with Macdonald Meredith and Aberdeen Additional MMAA – Discussion

10. Notices of Motion

11. Closed Session

Recommendation: BE IT RESOLVED THAT Council proceed into closed session at _____ p.m. in accordance with Section 239 (2) (d) of the Municipal Act in order to discuss labour relations or employee negotiations.

- a. Approval of closed meeting minutes of November 30, 2023
- b. Labour relations or employee negotiations.

Recommendation: BE IT RESOLVED THAT Council come out of closed meeting session at _____ p.m. and continue with Regular Council Meeting.

12. Communications and Correspondence

- a. Letter of Concern regarding Regional Public Health Ontario Laboratories – December 18, 2023 *(encl)*
- b. SAH to Install New Radiation Therapy Unit – November 28, 2023 *(encl)*
- c. Ontario Trillium Foundation – Capital Grant Stream – Open February 7 – March 6, 2024. *(encl)*
- d. RED Grant *(encl)*

13. Mayor and Council Comments

14. By-laws

- a. 2009-23 Conformity By-law *(encl)*

Recommendation: BE IT RESOLVED THAT Council adopts By-law 2009-23 being a by-law to confirm the proceedings of the meeting of Council held on January 18, 2024.

15. Adjournment

Recommendation: BE IT RESOLVED THAT this Council shall now adjourn to meet again February 22, 2024 at 6:00 p.m. or until the call of the chair.

REGULAR MINUTES – AGENDA 17
CORPORATION OF THE TOWNSHIP OF LAIRD
December 21, 2023 at 6:00 pm
Laird Township Council Chambers

Present: *Mayor:* Shawn Evoy
Councillors: Todd Rydall, Wayne Junor, Matt Frolick
Clerk: Jennifer Errington
Road Superintendent: David Pollari
Treasurer: Rhonda Crozier

1. Call to Order

Mayor called the meeting to order at 6:00 p.m.

2. Declaration of Pecuniary Interest

3. Agenda Approval

#261-23

Moved by: Matt Frolick

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council hereby approves the December 21, 2023 agenda as presented.

Carried.

4. Delegations and Presentations

5. Adoption of Minutes of Previous Meeting

a. Council Meeting – November 30, 2023

#262-23

Moved by: Matt Frolick

Seconded by: Todd Rydall

BE IT RESOLVED THAT Council approves Council minutes of the Regular Meeting of November 30, 2023, as presented.

Carried.

6. Adoption of Accounts

a. General accounts to November 30, 2023

#263-23

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council approves the general accounts to November 30, 2023, in the amount of \$75,521.30, as presented.

Carried.

b. Roads accounts to November 30, 2023

#264-23

Moved by: Todd Rydal

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council approves the roads account to November 30, 2023, in the amount of \$39,638.53 as presented.

Carried.

7. Staff and Committee Reports

a. **Road Superintendent** (Roads, Waste Disposal & Recycling, and Maintenance)

i. Road Superintendent Report

- A lot of patching work due to the weather changes and rain.

- Brushing heavy areas, focusing on Riverside Drive, and once complete moving forward will be maintenance work around Township.

- Additional modifications were required on the truck, front frame on new truck is wider, modifications had to be made. A Pintle hitch was added to truck.

- Old truck to be listed for sale on GovDeals marketplace website.

- ii. Council Q&A
- iii. Plow Truck – Exhaust modifications
 - Currently, the exhaust blows down which isn't good for the vehicle, it will be budgeted in 2024 to have the modification to have the exhaust go up.

b. Clerk Administrator, Deputy Treasurer

- i. Clerk's Report
- ii. Council Q&A

#265-23

Moved by: Matt Frolick

Seconded by: Wayne Junor

BE IT RESOLVED THAT the Clerk's Report dated December 21, 2023, be received as presented and arising from the report;

THAT Council directs staff to communicate with Algoma Public Health that the Boil Water Order will be kept in place at the Laird Hall and monthly water samples will be conducted for one year to have the order lifted.

THAT Council requests staff to set up a Laird Township Facebook page;

THAT Council directs staff to initiate having a new Township logo designed with an agricultural component; and

THAT Council directs staff to request Northern Insurance Brokers to increase the deductible for Liability from \$5,000 to \$15,000.

Carried.

- c. Treasurer's Report
- d. Recreation Committee & Recreation Sub-Committees
- e. Cemetery Board
- f. Planning Board
- g. Police Service Board
- h. Algoma District Services Administrative Board
- i. Algoma District Municipal Association (ADMA)

8. Unfinished Business

- a. Task Summary Sheet & Recent Activity Log
- b. Concern/Information Log – Updates

#266-23

Moved by: Wayne Junor

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council receives the December 21, 2023, Task Summary Sheet & Recent Activity Log and the Concern/Information Log as presented.

Carried.

- c. Memorandum: Complaint Policy

#267-23

Moved by: Wayne Junor

Seconded by: Todd Rydall

BE IT RESOLVED THAT Council receives the Complaint Policy report and Council adopts By-law 2004-23 being a by-law to approve a policy for municipal complaint reporting, as presented.

Carried.

- d. Memorandum: Fairgrounds Rental: RCMP Musical Ride

#268-23

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council receives the report on the Fairgrounds Rental: RCMP Musical Ride dated December 21, 2023 and that Council requests the Clerk to reach out to Laird International Raceway (LIR) to discuss the Thursday, July 11, 2024 date.

Carried.

9. New Business

- a. Preliminary 2024 Budget
#269-23

Moved by: Matt Frolick

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council receives the Preliminary 2024 Budget, and adopts the Preliminary 2024 Budget to have a budget in place for the start of the fiscal year, Council will review and revise the Budget and will adopt a Final Budget with the 2024 tax rates in March of each year.

Carried.

- b. Council Meeting move from February 15 to February 22, 2024
#270-23

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council approves to have the February 2024 Council meeting on February 22, 2024 and to advertise date change on website.

Carried.

- c. Neebish Road Water Access - Discussion

- Councillor Rydall reported that he had received complaints that someone was purposely pushing snow into the Neebish Road Water Access. Councillor Rydall will speak with the people who may be pushing snow, and request that snow not be pushed into the water access.

10. Notices of Motion**11. Closed Session****12. Communications and Correspondence**

- a. Algoma Public Health – November 24, 2023, 2024 Municipal Levy Notice

- b. Support Resolution from City of Greater Sudbury
Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

#272-23

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council of the Township of Laird supports the City of Greater Sudbury to request the province to amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project.

Carried.

13. Mayor and Council Comments**14. By-laws**

- a. 2006-23 Tax Ratio 2024
#273-23

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council adopts By-law 2006-23 being a by-law to establish the 2024 Tax Ratios.

Carried.

- b. 2007-23 Interim Tax Rate 2024
#274-23

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council adopts By-law 2007-23, being a by-law to set the 2024 Interim Tax Rates.

Carried.

c. 2008-23 Conformity By-law
#275-23

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council adopts By-law 2008-23 being a by-law to confirm the proceedings of the meeting of Council held on December 21, 2023.

Carried.

15. Adjournment

#276-23

Moved by: Wayne Junor

Seconded by: Matt Frolick

BE IT RESOLVED THAT this Council shall now adjourn to meet again January 18, 2024 at 6:00 p.m. or until the call of the chair.

Carried.

Mayor – _____
Shawn Evoy

Clerk – _____
Jennifer Errington

**MINUTES OF THE LAIRD RECREATION COMMITTEE MEETING HELD AT THE
LAIRD TOWNSHIP OFFICE ON TUESDAY, DECEMBER 14, 2023**

MEMBERS PRESENT: Donna Bos Matt Frolick
Rhonda Crozier Jo-Anne Entwistle Brenda Aelick
Noah Crozier Shawn Evoy

REGRETS: Suzanne Evoy

The meeting was called to order by Matt Frolick, Acting Chairperson.

ON MOTION (No. R47-23) Moved by Shawn Evoy, seconded by Noah Crozier
"That the committee approves the Main Recreation Committee Agenda of December 14, 2023
as presented." **CARRIED**

ON MOTION (No. R48-23) Moved by Shawn Evoy, seconded by Noah Crozier
"That the committee approves the Main Recreation Committee Minutes of October 2023 as
presented." **CARRIED**

Committee Reports:

- | | |
|-----------------------|--|
| 1. Bar River Hall: | Hall is lifted and joists have been changed and repairs have been made. Committee is meeting to go over plans. |
|
 | |
| 2. Laird Hall: | The hall is decorated for Christmas. The boy scouts did some purging of their things. The water system is not working and signs are up not to drink the water. |
|
 | |
| 3. G. W. Evoy Rink: | Construction fence will be moved for the start of the rink. |
|
 | |
| 4. Laird Fairgrounds: | RCMP is hoping to hold a Musical Ride this summer. If so, preparation work is to be done.

Gazebo Trillium Grant repairs are completed. |
|
 | |
| 5. Heritage | Foundation is steaked out. |

ON MOTION (No. R49-23) Moved by Donna Bos, seconded by Brenda Aelick
"That the committee approves the account for October 2023 in the amount of \$22,686.99 and
November 2023 in the amount of 3,337.34 as presented." **CARRIED**

Business Arising from Minutes:

The secretary reported that the township broke even with expenses and revenue for the Pumpkin Fest 2023.

New Business:

ON MOTION (No. R50-23) Moved by Brenda Aelick, seconded by Jo-Anne Entwistle
"That the committee approves of mailing out the recreation Season's Greetings flyer as
presented and sets a budget of \$5 for each participant in the colouring contest." **CARRIED**

Brenda Aelick reported that the office processed approximately 16 Santa Letters this year.

The Winter Carnival is being planned for January 27, 2024.

The next meeting will be held Tuesday January 9, 2024 at 7:00p.m. at the Laird Township Boardroom.

ON MOTION (No. R51-23) Moved by Donna Bos and Seconded by Brenda Aelick
"That the December 14, 2023 meeting be adjourned." **CARRIED**

CHAIRPERSON: _____

SECRETARY: _____

Township of Laird
General Cheques for December 2023

Name	Description	Cheque No.	Amount
De Lage Landen	Postage Meter	5894	135.52
Algoma Office Equipment	Photocopier	5896	96.67
Cheryl Frenette	Office Snow - Nov.	5899	88.00
Brant Coulter	By-Law Mileage - Nov.	5900	68.52
Glen Irwin	By-Law Mileage - Oct.	5901	316.72
Rhonda Crozier	Admin. Mileage - Nov.	5902	179.40
Macdonald Township	Emerg. Management	5906	43.34
Algoma Business Computers	Battery Backup	5907	61.00
Stefanizzi Pro. Corp.	Asset Management	5908	6,614.40
North Shore Sentinel	Remembrance Day	5912	20.35
Shawn Evoy	Emerg. Management	5920	72.69
Heritage Home Hardware	Dump	5922	24.69
	Office Supplies	"	22.37
Stone's Office Supply	Office Supplies	5925	96.74
Rogers	By-Law Cell	5927	11.30
Bell	Emerg. Management	5929	100.16
	Office	"	332.47
Jennifer Errington	Council	5930	500.00
encompassIT.ca	Computer Server	5942	58.51
Starlink	Internet	5943	142.46
Rhonda Crozier	Council	5946	207.75
Glen Irwin	By-Law Mileage - Nov.	5951	338.10
Stone's Office Supply	Office Supplies	5953	137.20
Co-Op	Twp. Office	5960	302.18
Brant Coulter	By-Law Mileage - Dec.	5965	104.28
Rhonda Crozier	Admin. Mileage - Dec.	5967	50.82
Cheryl Frenette	Office Snow - Dec.	5968	33.00
Algoma Power	Church	5969	23.19
	Office	"	139.87
Glen Irwin	By-Law Mileage - Dec.	5970	142.56
Stone's Office Supply	Office Supplies	5977	147.55
Jennifer Errington	Admin. Mileage - Dec.	5982	203.28
North Shore Sentinel	Holiday Ad.	5990	61.06
TOTAL			<u>\$10,876.15</u>

ACCOUNTS CERTIFIED CORRECT

Motion #

(Signed) Mayor

To Treasurer of Laird Township Authority Herewith To issue Cheques in payment of Accounts Certified
by Clerk as listed above.

(Signed) Clerk

I hereby certify that Accounts listed above have been paid, and amounts are charged to proper expenditure
appropriation.

Date Passed by Council

(Signed) Treasurer

TOWNSHIP OF LAIRD
Road Department
VOUCHER LISTING

Voucher No. 1

Date 12/31/23

Name	Description	Cheque No.	Amount
Payroll	Wages		15,984.33
Huron Central Railway	Safety	5893	366.00
Toromont Cat	Equipment	5895	35.80
Lamming's Heating	Shop	5898	1,653.60
LAS	Truck Tires (Rev. \$7224.96)	5910	7,031.12
Traction	Dump/Plow Truck	5911	233.10
Co_Op	Equipment	5921	4,989.79
Heritage Home Hardware	Shop	5922	15.23
Rogers	Internet	5927	50.88
Keith's Kustom	Plow/Dump Truck	5928	680.77
Bell	Shop	5929	97.44
Algoma Office Equip.	Shop Office	5934	1,286.25
Superior Propane	Shop	5941	1,446.56
Princess Auto	Plow/Dump Truck	5943	166.83
Northern Insurance	Plow/Dump Truck	5945	509.00
Toromont Cat	Grader	5948	2,829.86
Heritage Home Hardware	Shop	5964	413.17
Algoma Power	Shop	5969	333.52
TOTAL			<u>\$38,123.25</u>

ACCOUNTS CERTIFIED CORRECT

Motion #

(Signed) Road Superintendent

To Treasurer of Laird Township Authority Herewith To issue Cheques in payment of Accounts Certified
by Road Superintendent as listed above.

(Signed) Mayor

I hereby certify that Accounts listed above have been paid, and amounts are charged to Road Expenditure
Appropriation.

Date Passed by Council

(Signed) Treasurer

TOWNSHIP OF LAIRD
5-Year Road Plan
2024 to 2028

2024

Road	Activity	Rational
Double Surface Treatment		
Porchuck Road	1600 meters	
Over new culvert on Government Road	100 meters	NOTE: new to plan
Single Surface Treatment		
Reids	Highway to Porchuck 3200 meters	
Neebish	Highway to Government 1,500 meters	NOTE: new to plan
Resurface Gravel		
Porchuck	40 loads	
Lake George Road	40 loads	
Isbester Road	6 loads	NOTE: remove from plan
Yard (stock)	20 loads	
Ditching		
Cemetery Road	420 metres west side #718 - #799	
Lake George Road East	800 meters to finish South Side	NOTE: new to plan
Riverside Drive	700 meters southside	NOTE: new to plan Ditching to clean up brush and water issues
Culverts		
Add spillway culverts to Lake George Road	1 @ #815, 2 west of #796	NOTE: remove from plan
Cross Culvert Cemetery Road	@ #799	
Cross Culvert Lake George (across from Fairgrounds)	60' x 8' cross culvert	NOTE: new to plan Stock at yard for install at a future date.
Brushing		
Target Areas: Finns' Bay Road, Point Drive, Rieds Road, and Townline Road		NOTE: new to 5-year plan
Tree Limbing		
Target Areas: Pumpkin Point Road, Reids Road East, Government Road		NOTE: new to 5-year plan

TOWNSHIP OF LAIRD
5-Year Road Plan
2024 to 2028

2025 DRAFT

Road	Activity	Rational
Double Surface Treatment		
Lake George Road East	1650 meters	
Single Surface Treatment		
Bar River Road Tracks to Cemetery Road	3600 metres	
Lapish Road Tracks to Lake George Road	1400 meters	
Resurface Gravel		
Riverside	10 loads	
Cemetery Road	15 loads	
Lake Shore Drive	10 loads	
Yard (stock)	20 loads	
Ditching		
Rydall Mill Road	from #87 east to #178 north side 450 meters	
Finns' Bay Road	Neebish west 300 meters to # 73 north side	
Culverts		

TOWNSHIP OF LAIRD
5-Year Road Plan
2024 to 2028

2026 DRAFT

Road	Activity	Rational
Double Surface Treatment		
Single Surface Treatment		
Government Road	Townline to Pumpkin Point Road	5200 meters
Resurface Gravel		
Yard (stock)	25 loads	
Ditching		
Neesh Road West	MacDonald Drive to Finns' Bay Rd	800 meters north side
Culverts		

TOWNSHIP OF LAIRD
5-Year Road Plan
2024 to 2028

2027 DRAFT

Road	Activity	Rational
Double Surface Treatment		
Single Surface Treatment		
Government Road	Pumpkin Point to Bar River Rd	5100 meters
Lapish Road		
Resurface Gravel		
Yard (stock)	20 loads	
Ditching		
Lake George Road West	1050 meters bridge east to #104 south side	
Pumpkin Point Road West	150 meters Lakeview west to cross culvert south side	
Culverts		

TOWNSHIP OF LAIRD

5-Year Road Plan

2024 to 2028

NOTE: 2028 is new to plan

2028 DRAFT

Road	Activity	Rational
Double Surface Treatment		
Single Surface Treatment		
Neesh Road West	Highway to Finns' Bay, 3,300 meters	
Resurface Gravel		
Yard Stock	20 loads	
Ditching		
Calabougie - South Side	Rydall's to Lake, approximately 1,000 meters	
Lake George Road East	Bottom of hill to large Cross Culvert, approximately 700 m	
Culverts		
Large cross culvert on Lake George Road	60 feet x 8 feet	

TOWNSHIP OF LAIRD
MEMORANDUM

Date: January 18, 2024
To: Mayor Evoy and Council
From: Rhonda Crozier, Treasurer
Subject: **2023 Council Remuneration Report**

Background/Overview:

The Ontario Municipal Act, 2001 Section 284 as amended states that the Treasurer shall 'provide to the council of the municipality an itemized statement of remunerations and expenses paid in the previous year'.

Analysis:

Attached is the itemized statement of remuneration and expenses paid in 2023.

Recommendation:

BE IT RESOLVED THAT Council receives the 2023 Council Remuneration report as presented.

ATTACHEMENT:

- Laird Council Expenditures 2023

LAIRD COUNCIL EXPENDITURES 2023

NAME	HONOURARIUM	MILEAGE STIPEND	MEETINGS & MILEAGE	TOTAL
Mayor Shawn Evoy	4,800.00	300.00	210.65	5,310.65
Councillor Matt Frolick	3,600.00	100.00		3,700.00
Councillor Wayne Junor	3,600.00	100.00		3,700.00
Councillor Ed Lapish	3,600.00	100.00		3,700.00
Councillor Todd Rydall	3,600.00	100.00		3,700.00
	19,200.00	700.00	210.65	20,110.65

TASK SUMMARY SHEET RECENT ACTIVITY LOG

DATE	MOTION #	TASK	CATEGORY	CONTACT	STATUS
21-Oct-21	Delegation	Sault Naturalist, office will keep open communication with club and will look for possible grants to assist with rebuilding bird viewing station on Pumpkin Point Road West.	ADMIN	JE	IN PROGRESS
16-Dec-21	207-21	Community Safety Zone - Investigate Signage Note: Police Services Board was provided information from OPP and will make recommendation on Community Safety Zone(s)			IN PROGRESS
15-Jun-23	Staff Report	Waste Disposal Site requires a policy in place to have staff clean up top during shift Note: To be reviewed by HR Standing Committee	ROADS	DP	IN PROGRESS
15-Jun-23	Staff Report	Asset Management - culvert and road assessment ratings are complete will provide information to office staff.	ROADS	DP	IN PROGRESS
20-Jul-23	137-23	Council request staff to provide recommendations to Amend Schedule "A" to building permit By-law 940-13 "classes of Permits & Permit Fees"	ADMIN	BA	IN PROGRESS
24-Aug-23	166-23	Council approves doing 1/3 stone re-alignment and leveling of grave markers of the East end of the Laird Cemetery in the amount of \$14,464.00 (HST included). Note: Work will not start until 2024 due to change of season			IN PROGRESS
24-Aug-23	167-23	Council approves the high-end budget quote from The Plumbers in the amount of \$22,250.00 plus HST	CLERK	JE	COMPLETED
21-Sep-23	Staff Report	Guardrail research	ROADS	DP	IN PROGRESS
21-Sep-23	186-23	Council requests staff to provide a report on a Trailer By-law	CLERK	JE	IN PROGRESS

TASK SUMMARY SHEET RECENT ACTIVITY LOG

DATE	MOTION #	TASK	CATEGORY	CONTACT	STATUS
21-Sep-23	191-23	Council receives the Health and Safety Assessment Report from Business Solutions, as presented and requests that the Clerk arrange to have the housekeeping issues resolved and have the HR Standing Committee make recommendation on policy and procedure development. Note: HR Standing Committee had its first meeting September 28, 2023 and has started review.	CLERK	JE	IN PROGRESS
19-Oct-23	208-23	Council declares Plan H762, Lot 28 RCP as surplus land; and as per Bylaw 1048-22, being a by-law to establish policies and procedures for the sale of real property, the sale procedure under section 13 was followed and the property will be sold to Greg and Tracy Reidt in the amount of \$1,100.00; and furthermore, Council directs the Clerk to start the process.	CLERK	JE	IN PROGRESS
19-Oct-23	228-23	Council receives the draft Complaint Reporting Policy and requests the Clerk to prepare a by-law to adopt the policy	CLERK	JE	COMPLETED
19-Oct-23	230-23	Council receives the draft Tree Canopy Policy and requests the Clerk review and prepare a by-law to the policy.	CLERK	JE	IN PROGRESS
19-Oct-23	231-23	Council receives the draft Unassumed Road Policy and requests the Clerk make amendments as discussed and prepare a by-law to adopt the policy	CLERK	JE	IN PROGRESS
30-Nov-23	244-23	Council approves the sale of the old plow truck and asks staff to advertise as necessary. Note: to be advertised on GovDeals	ROADS	DP	IN PROGRESS

TASK SUMMARY SHEET RECENT ACTIVITY LOG

DATE	MOTION #	TASK	CATEGORY	CONTACT	STATUS
30-Nov-23	253-23	Council receives the Annual Report Notice of Motion and that Council requests the Clerk to amend Notice By-law 814-03 to include the annual report requirement to provide a high-level summary of the past year's activities of Council, Staff and volunteers.	CLERK	JE	IN PROGRESS
21-Dec-23	265-23	Council request staff to set up a Laird Township Facebook page	CLERK/ADMI	JE/BA	IN PROGRESS
21-Dec-23	265-23	Council directs staff to initiate having a new Township logo designed with an agricultural component.	ADMIN	BA	IN PROGRESS
21-Dec-23	268-23	Council requests the Clerk to reach out to Laird International Raceway (LIR) to discuss the Thursday, July 11, 2024 date	CLERK	JE	IN PROGRESS

TOWNSHIP OF LAIRD

Registered Concern/Information Log

DATE	CONCERN	ACTION	COMMENTS IN RETURN
January 4, 2023	State of Waste Disposal Site, concerns of safety with glass jars on cement floor, cardboard not broken down between bins, Share shed is over full.	Have attendant clean up issues, and it is suggested to have a Share Shed and Recycling policy.	In Progress
June 19, 2023	Share Shed at Waste Disposal Site, concerns that staff are taking items prior to Laird community getting a chance to see what has been dropped off	Formalize Share Shed policy, staff have been directed that no items are to be taken by township employees from share shed or anything else brought to the site. But, no formal policy.	In Progress
September 12, 2023	Concern that neighbouring properties built their driveways on the very edge of the property lines that boarder their property. Concerns with structures on property that may be deemed mobile or temporary.	Request Council to consider a side set-back for driveways within the Laird Township zoned as "Cottage" so future property owners are not confronted with the same. Clerk will ask By-law Enforcement Officer to attend site to investigate mobile home concern.	In Progress, By-law Enforcement Officer handling matter.

FINE LINE IN THE STAFF-COUNCILLOR RELATIONSHIP

Quote from Municipal World

Dealing with Problems - First of all the councillor should be taking enquiries to the CAO, who should then coordinate a response from staff. This point must be made crystal clear in training and policy should be repeated often. The councillor should be reminded that the identity of the complainant is their personal information and will never be released to someone else.

TOWNSHIP OF LAIRD

MEMORANDUM

Date: January 18, 2024
To: Mayor Evoy and Council
From: Jennifer Errington, Clerk Administrator
Subject: Township Logo

Background/Overview:

At the December 21, 2023, Council meeting, the Clerk presented the Clerk's report that outlined that staff was trying to track down a vector file for the Township logo to have decals made for the new Plow Truck. It was recommended by staff that if we were to have a company create a vector file, this would be a good opportunity to design a new logo that better represents the Township. Council discussed the matter and passed motion # 265-23, "That Council directs staff to initiate having a new Township logo designed with an agricultural component".

Staff have initiated the new logo, attached are two logo designs, that both have the agricultural elements that was requested along with the water feature to represent Lake George.

Recommendation:

It is recommended that Council choose a design from the two options.

BE IT RESOLVED THAT Council receives the report on the Township Logo dated January 18, 2024, and that Council requests the Clerk to have the _____ design finalized as the Township logo and have all appropriate formats created.

ATTACHEMENT:

- Logo Design



LAIIRD

TOWNSHIP

EST. 1891



Main Recreation Committee (maximum 9 members -1 council)

Name	Role
Donna Bos	Note: Thinking about stepping down
Jo-Anne Entwistle	Laird Hall Rep & Wharf Rep
Suzanne Evoy	Rink Rep
Matt Follick	Chair & Council Representative
Brenda Aelick	Fairgrounds Rep
Rhonda Crozier	Secretary-Treasurer PPP Rep
Shawn Evoy	Council Representative & BRH Rep
Noah Crozier	Member
Kelsey Siddall	New: Pending Council approval

Recreation Sub-Committees:

Bar River Community Centre - 1 Council

Name	Role
Allen Cook	
Pam Cook	
Shawn Evoy	Chair & Main Rec/Council Rep
Suzanne Evoy	
Marlene Paquette	
Heather Frolick	Caretaker
Kelsey Bailey	
Matt Frolick	Council Rep

G.W. Evoy Memorial Rink - 1 Council

Name	Role
Allen Cook	
Suzanne Evoy	Note: Will stay unless a younger person steps up
Darin Evoy	
Merril Evoy	Chair
Shawn Evoy	

Laird Fairgrounds Committee - 1 Council

Name	Role
Ed Lapish	Council Rep
Brad Shewfelt	O. F.A. member
Brenda Aelick	Chair / Main Rec Rep
Vasco Dias	grounds manager
Colleen Alloj	
Jim Withers	
Chuck Siddall	
Rhonda Crozier	Secretery

Laird Hall Community Centre - 1 Council

Name	Role
Dick Beitz	
Shawna Deplonty	
Heather Taylor	Caretaker
Cheryle Frenette	
Linda Kiraly	
Jo-Anne Entwistle	Rec Rep
Wayne Junor	Council Rep
Faye Crozier	New: Pending Council approval

Pumpkin Point Park Committee - 1 Council

Name	Role
Dick Beitz	
Shawna Deplonty	
Rhonda Crozier	Secretary
Kathy Sutherland	Chair
Vasco Dias	Grounds Manager
Todd Rydall	Council Rep

Finns' Bay Wharf Committee - 1 Council

Name	Role
Donna Connolly	
John Ranta	
Todd Rydall	Chair/Council
John Hooper	
Arla Luepkes	
Joanne Entwistle	Rec Rep
Karilina Dick	
Brad Shewfelt	
Stephen Zimmermann	

Laird Heritage Committee - 1 Council

Name	Role
Linda MacDonald	
Suzanne Evoy	
Colleen Orr	
Jennifer Errington	Secretary/Clerk
Shawn Evoy	Council Rep

Laird Cemetery Board - 1 Council

Name	Role
Dick Beitz	
Beth Bruce	
Shawn Evoy	Chair/Council Rep
Merril Evoy	
Darin Evoy	
Matt Frolick	Council Rep
Allen Cook	
Brad Shewfelt	
Jennifer Errington	Secretary-Treasurer

Emergency Management Program Committee

Name	Role
E. Shawn Evoy	Chair/Mayor
Jennifer Errington	
Rhonda Crozier	CEMC

TOWNSHIP OF LAIRD

MEMORANDUM

Date: January 18, 2024

To: Mayor Evoy and Council

From: Jennifer Errington, Clerk Administrator

Subject: Cell Phones

Background/Overview:

In the past, all Road Department equipment and the municipal office were outfitted with a 2-way radio system so that staff could communicate with one another. Over time some of the radios in the vehicles quit working and around that time cell phones were becoming more prominent, and a decision was made around 2015 to quit using the 2-way radio system, at the time the Road Superintendent had a municipal cell phone. Currently, the Road Superintendent uses their personal cell phone and is provided a monthly stipend of \$25.00 to compensate for the use of the personal cell phone for Municipal business.

Since 2015, the road department staff have not had an internal communication system in place. The Road Superintendent, when he sends his staff to do a job has no way to communicate with them unless the individual uses their own personal phone. It is a safety issue not to be able to communicate with staff that are working alone, lack of communication also can create delays in productivity, as the person potentially could sit idle until the Superintendent checks in on them if there is an issue at a job site. All road department staff should have a cell phone whether it be a municipal cell phone or a monthly stipend to compensate for the use of the employee's personal cell phone. Currently, the Grounds Manager has a municipal cell phone.

Municipal administrative staff do not have municipal cellphones, other than the administrative assistant who also "wears the hat" of By-law Enforcement Officer/Dog Catcher. The Dog Catcher roll has a municipal cell phone to take after hour dog complaint calls and for safety reasons when attending a call. Municipal administrative staff have been using their personal cell phones on a regular basis to communicate with Council, staff and the odd time outside calls as the office only has two phone lines and there are times where all three staff members need to make a phone call! The Clerk Administrator and the Treasurer who is the Community Emergency Management Coordinator (CEMC) in the Emergency Management Plan (EMP) are both required to be on call and have their personal cell phones listed in the plan, if an emergency was to arise these individuals are required to report immediately and activate the EMP. Therefore, it is recommended that the Clerk Administrator and the Treasurer have a cell phone whether it be a municipal cell phone or a monthly stipend to compensate for the use of the employee's personal cell phone.

Other positions such as the Waste Disposal Site attendant and the Hall Caretakers work alone and consideration should be given to providing a municipal cell phone or a monthly stipend to compensate for the use of the employee's personal cell phone. The Hall Caretakers have their phone numbers distributed and advertised so that the public can contact them to make bookings. If an emergency was to arise at the Waste Disposal Site, currently there is no communication plan in place to ensure that the attendant would be able to call for help or communicate with other staff.

Recommendation:

BE IT RESOLVED THAT Council receives the report on Cell Phones dated January 18, 2024, and that Council requests the Treasurer to provide a monthly stipend in the amount of \$25.00 to the _____ staff positions to compensate for the use of personal cell phones and Directs the Clerk to prepare an acknowledgment to be signed by those employees who receive the monthly stipend.

Letter of Concern regarding Regional Public Health Ontario Laboratories

December 18, 2023

We, the undersigned, are a group of retired senior managers who were long term employees of Public Health Ontario (PHO), with extensive knowledge of regional laboratory operations and the public health system. We are writing to express our concerns with PHO's laboratory modernization plan, discussed recently in the Office of the Auditor General of Ontario's *Value-for-Money Audit: Public Health Ontario* (report dated December 2023).

Our major concern rests with the recommendation to close 6 of the 10 regional, fully accredited laboratories based in Peterborough, Orillia, Hamilton, Kingston, Sault Ste. Marie and Timmins, which serve communities in 15 public health unit jurisdictions. This change will impact about 85 laboratory personnel and a number of Infection, Prevention and Control (IPAC) staff who are also housed in some of those sites. In addition to these closures, there is a concerning recommendation to gradually eliminate drinking water testing services for Ontarians who draw their water from private drinking water systems (e.g. wells). We believe the associated risks to public health were not properly analyzed during the investigative process and such measures, if approved by the Ontario government, could be detrimental.

The regional laboratory sites serve all of PHO's clients located outside the Greater Toronto Area (GTA). They act as a first contact when specific testing is required by public health units, hospital and community labs, long term care homes, clinicians and private citizens within their regions; and they provide access to over 270 diagnostic tests related to diseases of public health significance listed in O. Reg 135/18 under the *Health Protection and Promotion Act*. The high number of specimens processed during the COVID pandemic at these locations is a testament to the ability of these labs to respond quickly to emerging pathogens, to manage outbreaks and to assist with surveillance.

The Auditor General's report has a financial focus, and in this respect, inefficiencies are outlined which we acknowledge need to be addressed. However, PHO's regional laboratory sites indicated for closure offer analyses requiring specialized training, such as the identification of parasites, ticks (important due to the increasing risk of Lyme disease), and pathogenic fungi. Having multiple sites competent in these specialty tests adds backup support into the system and enables the management of surge capacity, especially in outbreak situations. Two of these regional sites are also associated with postsecondary institutions, providing academic placements and research opportunities.

In addition to the diagnostic testing of medical samples, regional laboratory locations conduct the majority of testing for indicators of bacterial contamination in private drinking water systems, as well as public drinking water and beach water submitted by Ontario Parks and public health unit staff, supporting their Safe Water programs under Ontario public health standards. With water samples being time and temperature sensitive, any increase in the transportation time can have a negative impact on sample integrity. The current geographical configuration of PHO's laboratory network allows clients direct access to information and testing, and samples are transported from drop off depots in the communities quickly and efficiently. Loss of these regional labs could result in increased courier costs, increased turn-around times, and possible rejection of samples, due to integrity issues. In short, their closing will have a direct and dramatic impact on PHO's ability to achieve its mandate: the protection and promotion of public health.

PHO's laboratory sites test between 150,000 to 175,000 private drinking water samples each year at no cost to the submitter. With the recommendation to phase out PHO's drinking water service, private citizens who do not have access to municipally treated drinking water will have to submit their samples to a licensed private laboratory, which currently can cost more than \$150 per sample. Considering the current economic state in Ontario, some residents may consider the cost prohibitive and decide not to monitor their water source, thereby reducing sampling rates. As a result, people will be unaware of the quality of their drinking water, which can put them at a higher risk of contamination. Private drinking water sources, in particular, are susceptible to contamination at significantly higher rates than municipal systems. With the removal of this testing service at PHO, there will also no longer be a centralized database containing bacteriological test results that are available for PHO's researchers or public health unit staff, who use it to determine contamination rates in their regions.

The *Report of the Walkerton Inquiry* (2002) discusses the tragic impact of provincial budget cuts on water testing services in the 1990s in Walkerton, Ontario. In 1996, the Ministry of Environment regional laboratories were closed as a cost saving measure, and the testing that they performed on municipal drinking water systems was privatized. Justice Dennis O'Connor, who authored the Walkerton report, highlighted how this action "connected directly" to the Walkerton *E.coli* O157:H7 and *Campylobacter jejuni* outbreak in May 2000 (part 1, p. 406), which resulted in seven deaths and 2,300 illnesses. Recognizing the importance of the private drinking water testing service offered by Ontario's public health laboratory sites, Justice O'Connor suggested that the province maintain free, bacteriological water testing for private well owners.

Overall, we are concerned that, if the recommendation to close 6 of the 10 regional PHO locations and to phase out private water testing is approved, there will be serious negative impacts on public health. Rather than reduce health inequities across the province of Ontario, we feel the proposed changes will do the opposite. We caution the provincial government against acting on these recommendations without fully understanding the ramifications and the complex logistics required in specimen handling to deliver timely results. While the Auditor General's report has a financial focus, which is important, we caution that an up-to-date, independent impact assessment be carried out using a *public health* focus. Stakeholders, including members of the public, should be consulted, as well. As we have seen in the past, an effective public health network is needed, not only to ensure essential day-to-day testing, but also to respond to emerging public health emergencies, such as Walkerton, SARS, West Nile and COVID.

Key Resources

O'Connor, Dennis R. (2002). *Report of the Walkerton Inquiry*. 2 parts. Toronto: Ontario Ministry of the Attorney General. https://www.archives.gov.on.ca/en/e_records/walkerton/index.html

Office of the Auditor General of Ontario. (2023). *Value-for-Money Audit: Public Health Ontario*. https://auditor.on.ca/en/content/annualreports/arreports/en23/AR_publichealth_en23.pdf

Signatories

Rena Retallick

Former Operations Director, Regional Public Health Laboratories

CONTACT: rena.retallick@gmail.com

Jean Cousineau

Former Technical Manager, Timmins Regional Public Health Laboratory

Elizabeth Pszczolko
Former Manager, Thunder Bay Regional Public Health Laboratory

John Jessop
Former Manager, Sault Ste. Marie, Sudbury and Timmins Regional Public Health Laboratories

Leslee Shuttleworth
Former Manager, Ottawa Public Health Laboratory

Robin Eddington
Former Manager, Orillia Public Health Laboratory

Cindy Froats
Former Manager, Kingston Public Health Laboratory

Pamela O'Brien
Former Manager, Peterborough Public Health Laboratory

Suzan Breton
Former Manager, Sault Ste. Marie Public Health Laboratory

Monica Murphy
Former Quality and Technical Manager, Public Health Laboratories
Former Manager, Windsor Public Health Laboratory

Debbie Sikora
Former Manager, Kingston Public Health Laboratory

From: Sharp Young, Brandy <SharpyoungB@sah.on.ca>
Sent: November 28, 2023 9:19 AM
Cc: Calibani,Rose
Subject: SAH to Install New Radiation Therapy Unit

Good morning,

As an SAH partner, we are writing to share with you, information that will impact cancer patients requiring radiation therapy in Algoma. SAH is pleased to share that we will be replacing our radiation therapy treatment equipment with a new, state-of-the-art unit.

The Algoma District Cancer Program (ADCP) has been providing radiation therapy services with a single treatment unit since its inception in 2011. From 2011 to 2022, SAH has provided treatment to 4,458 patients, an average of 371 patients per year. Approximately 90% of patients requiring radiation treatment have received it locally since 2011 with the exception of some patients requiring specialized treatment.

Cancer Care Ontario mandates that treatment units be replaced every 12 years and our unit now requires replacement. This will result in the interruption of radiation treatment services for approximately 5 months. **As a result, patients requiring radiation treatment or radiation/chemotherapy treatment beginning February 11, 2024 will be referred to the Northeast Cancer Centre (NECC) in Sudbury. Patients who are already receiving treatment on February 11 will also be referred to the NECC in Sudbury. Consultations, pre-treatment planning and follow up appointments will continue at SAH. Installation is expected to be completed by July 2024.**

To support patients and families that will be affected during the equipment downtime, the team in the cancer program will be available to answer questions and provide guidance. SAH has also created a patient package that provides information about transportation, accommodation, parking and how to access the Northern Ontario Travel grant to help offset travel costs.

The linear accelerator vendor is Varian Medical Systems. The cost of the unit is \$2.25 million, which is funded by Cancer Care Ontario. SAH is grateful for generous community donations to the Sault Area Hospital Foundation, which will support additional costs related to the project.

SAH and the Northeast Cancer Centre are committed to ensuring that there are no gaps in treatment and that patients experience a smooth transition of their care. We recognize that this interruption in local radiation therapy services is both stressful and inconvenient for patients and their families. Installation of a new state-of-the-art treatment unit will ensure that that this vital treatment will continue to be available close to home in the near future.

Please see our media release for more information: [SAH to Install New Cancer Radiation Treatment Unit](#). If you have any questions, please do not hesitate to reach out.

Best regards,



Capital Grant

Improve community facilities and spaces. Capital grants provide funding over one year to help organizations respond to the capital needs of Ontario's communities.

NEXT DEADLINE

March 6, 2024, 5:00 pm ET

TERM LENGTH

Maximum 12 months

AMOUNT AWARDED (PER YEAR)

Minimum \$10,000 Maximum \$200,000

Improve community spaces

Programs and services that support the people of Ontario are delivered locally in a range of community buildings and spaces. These places provide opportunities for activity, recreation and connection and play an important role in creating healthy and vibrant communities where everyone feels a sense of belonging.

In the Capital grant stream, OTF funds projects that update buildings, enhance spaces, and purchase fixed and non-fixed equipment so people and communities can thrive.

Upcoming granting cycle

Apply for a grant from February 7, 2024 until the application deadline of March 6, 2024 at 5:00 PM ET.

Important updates

OTF has updated the Capital grant application and requirements.

- Take time to review the [Capital grant application questions](/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions) (/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions) and [resources](/resources/community-investments-grant-resources/capital-grant-application-resources) (/resources/community-investments-grant-resources/capital-grant-application-resources) before applying for a grant.
- Explore the new [application checklist](#) to help you gather required information.

Application supports

- **One on one coaching calls** are now available to discuss your capital project with an OTF Program Manager. [Book a 20-minute coaching call](/support/application-coaching) (/support/application-coaching).
- **Webinars** will begin in January 2024 to learn about eligibility criteria for applicants and Capital grant application requirements. [Register for a support webinar](/support/support-webinars) (/support/support-webinars).
- **Contact OTF's Support Centre** for general questions and technical support at otf@otf.ca or 1 800 263-2887.

Who is eligible to apply

OTF grants support the work of non-profit organizations, small municipalities and Indigenous communities to help them deliver direct community-based programs and services in Ontario.

Review the eligibility criteria below to help you determine if you are a fit with who we fund.

View eligibility criteria for applicants

Interested applicants must:

- deliver programs and services in one of four sectors: sports and recreation, arts and culture, environment, human and social services.
- have a primary purpose, presence, and reputation for delivering community-based programs and services with direct community benefit in one of OTF's 16 geographic catchment areas in Ontario.
- demonstrate the financial and organizational capacity to manage OTF funds, and deliver and complete the proposed project as per OTF's [Financial Need and Health of Applicants policy](#) (/who-we-are/our-policies/financial-need-and-health-applicants-policy).
- demonstrate that it is the appropriate organization or community to carry out the proposed project.

In addition to these requirements, applicants must be one of the following:

Non-profit organizations

The following types of organizations may be eligible for funding. They are required to have at least one full year of registration and/or incorporation and operating.

- A charitable organization registered with the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction

Indigenous communities

The following Indigenous communities may be eligible for funding:

- A First Nation
 - First Nations seeking funding for their libraries must apply on behalf of the library.
- A Chartered Community Council, operating under the Métis Nation of Ontario
- An Inuit community

Municipalities, libraries and local services boards

- A municipality with a population of 20,000 or less, county library boards and local services boards serving populations of 20,000 or less are only eligible to apply for funding in two of OTF's Funding Priorities:
 - Foster physically active lifestyles; or

- Enriching lives through arts, culture and heritage
- A municipality with a population of 20,000 or less must apply on behalf of its cultural or recreation agencies, including municipal libraries and museums.
- Municipalities with a population of over 20,000 are not eligible for funding.

Learn more about [eligibility criteria for applicants](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy).

Religious entities

An organization that is a religious entity or a faith-based group and is a registered charity or not-for-profit corporation may be eligible for funding. The organization needs to provide direct program and services to the community at large which are not religious activities and do not include a requirement to participate in any dimensions of faith.

Learn more about [eligibility criteria for religious entities](https://otf.ca/who-we-are/our-policies/eligibility-policy#religious-entities)
(<https://otf.ca/who-we-are/our-policies/eligibility-policy#religious-entities>).

Ineligible applicants and activities

OTF funding is available to applicants that meet specific requirements related to their mission and mandate, how they operate, their proposed projects and the community need. Find out [who and what is not eligible for OTF funding](https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-applicants) (<https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-applicants>).

Use the application checklist

The Capital grant application involves specific information about applicants and their proposed projects. The submitted information helps us evaluate if all eligibility criteria are met and eligible projects are then scored for overall strength and clarity.

Along with the application checklist:

- Review the [Capital grant application questions](/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions)
(/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions)
and
- Understand [how we assess grant applications](#).

1) Gather your organization information and assess your eligibility

Organization details

- Incorporation number and year of incorporation (not-for-profits only)
- Charitable registration number and year of registration (registered charities only)
- [Business number](#) (for all applicants) (/submitting-your-business-number)

Financial information

- Financial statements for your organization's 2 recent fiscal years, which need to be completed within 6 months of your fiscal year-end
- Accumulated surplus and deficit documentation (if applicable)
- All applicants, except for Municipalities, First Nations, Métis or Inuit communities, need to comply with and submit financial information that meet [Financial Statement Requirements](#) (/resources/financial-statement-requirements).

Governance information

- List of current board of directors. Your board must meet [application requirements](#) (/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions)
- List of current senior staff, Director level and above
- By-laws
- All applicants, except for Municipalities, First Nations, Métis or Inuit communities, need to provide governance information.

Not eligible? If applicants do not meet OTF's requirements, their application will not proceed for a full review.

2) Gather your project information and documentation

For each of the following items, use the [grant application questions](#)

([/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions](#))

to understand all requirements:

- Identify your project objective and activities
- Prepare your project plan
- Identify budget items that align to your project plan
- Obtain quotes and estimates for goods and services valued above \$5,000
- Provide photos and diagrams related to your project
- Provide your proof of ownership or a 5-year lease agreement

3) Complete and submit your application

Granting Portal

OTF requires all grant applications to be submitted through its Granting Portal. Before starting an application, you will be asked to complete a short questionnaire to ensure you are a fit for this grant stream.

- Returning users: Sign-in to the Granting Portal when the application becomes available.
- New users: To access available grant applications, [create an OTF account](#) (https://services1.otf.ca/s_csignup.jsp?token=XVtQHUUGYF1YShZZXxJWQl1ZYEl8H3Q%3D).

Final reminders

- Start your application as soon as it becomes available and work with your team to finalize requirements
- Once submitted, your application is final and cannot be changed
- Applications submitted after the deadline will not be accepted
- Learn [how OTF makes application decisions](#) ([/who-we-are/about-us/how-we-make-application-decisions](#))

What we fund

Capital grants are a good fit for projects that update buildings, enhance spaces, and purchase fixed and non-fixed equipment. Explore what we fund below through the Capital grant stream.

Funding priorities

OTF invests in projects that help build healthy and vibrant communities. OTF's funding priorities focus on areas that identify the types of change OTF invests in. Select the funding priority that best meets the goal of your project:

- Foster physically active lifestyles
- Help people build stronger connections and a deeper sense of belonging in their community
- Enrich lives through arts, culture and heritage
- Support youth to develop stronger social, emotional and leadership skills
- Support participation in the conservation and restoration of the environment
- Enable economically vulnerable people to meet their basic needs and/or strengthen their financial stability

Explore these priorities as part of OTF's [Grant Investment Framework](/our-grants/grant-investment-framework) (/our-grants/grant-investment-framework).

Project objectives

As you plan your application and gather your documentation, choose the main objective for your project:

- Maintain or increase access to a program or service
- Extend the life of a facility or space
- Improve a facility or space to make it more accessible

Project activities

You can deliver your capital project and improve the infrastructure in your community through a maximum of three project activities:

- Purchase equipment
- Repair, renovate and/or retrofit a facility structure or space
- Enhance or improve an outdoor structure or space

Applicants that are installing fixed equipment, adding outdoor installations, or renovating, repairing, or retrofitting facilities or spaces are required to provide 1 of the following documents:

- **Proof of ownership**, such as a current year tax bill with roll number, current year Property Assessment Notice with roll number (from MPAC), land transfer document, title or deed; or
- **A lease agreement** with at least 5 years remaining at the time of the grant application deadline date.

Learn more about [Lease Agreement Requirements](/resources/lease-agreement-requirements) (/resources/lease-agreement-requirements).

Project budget and eligible costs

You can apply for funding to cover project costs across 3 budget categories. Prepare and complete a budget that meets application requirements.

Eligible amounts

Your project budget needs to be a minimum of \$10,000 and cannot exceed \$200,000.

Budget categories

For each category, you can have up to five budget items. Include a short description for each item and a detailed cost breakdown.

- **Construction and renovation costs:** This includes materials and/or contractor costs
- **Equipment costs:** This includes fixed and non-fixed equipment
- **Developmental costs:** Up to 20% of the total project budget can be for developmental costs associated with construction, such as the development of engineering plans, legal fees, or survey costs

Quotes and estimates

For each goods and services valued above \$5,000, a minimum of one quote or estimate is required. However, OTF prefers to receive two or more quotes or estimates to help your organization establish accurate budget amounts and demonstrate the best value for money.

Multiple sub-contracts with a supplier on the same project:

- Multiple sub-contracts with a supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$5,000, a minimum of one itemized quote or estimate (preferably two or more from different suppliers) needs to be uploaded.
- An itemized quote or estimate breaks down the cost of each good and service into line items.

All documentation needs to be:

- Prepared by a third-party professional
- Dated and obtained within 6 months prior to the application deadline
- Completed with information about the vendor or supplier

Ineligible costs

Certain activities and items are not eligible for funding. These include:

- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates.
- Contingency costs: Funds that are reserved or set aside for an emergency
- Costs incurred before the approval of the OTF grant
- General capital fundraising drives and/or capital campaigns
 - Where OTF funding represents a component of a larger project, applicants must demonstrate either that the OTF funded components can be completed independently or that other funding sources have been secured, before OTF releases any funds to the grantee. If the funds to complete the project are not secured in full within one year of the signing of the Grant Contract, the grant will be rescinded.
- Program staff and program costs

Read the full list of [what is not eligible for funding](https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-activities)
(<https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-activities>).

How we assess grant applications

Submitted applications are assessed by experienced staff and local volunteers.

Discover OTF's assessment criteria for Capital grant applications to help you prepare a complete application.

View OTF's assessment criteria

Assessment criteria: Eligibility of applicants

All applicants need to:

- Fit with [who we fund](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy).
- Demonstrate a primary purpose, presence, and reputation for delivering programs and services with direct community benefit in Ontario.
- Comply with [requirements around certain political activities](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy)
- Have the right type of complete [financial statements](/resources/financial-statement-requirements) (/resources/financial-statement-requirements) based on its total revenues and fiscal year-end date. If needed, the application also includes [required documentation for accumulated surplus and deficit](https://otf.ca/resources/financial-statement-requirements#prepare-your-documents)
(<https://otf.ca/resources/financial-statement-requirements#prepare-your-documents>).
- Have a minimum of 3 active board members as of the application deadline.
- Provide a clear organizational structure and have proper oversight for effective management of conflict of interest and accountability.
- Demonstrate strong financial capacity and the ability to manage the grant (if applicable, based on past OTF grants).

Note:

- Applicants that do not meet eligibility criteria will not have their applications proceed to a full review.
- OTF reserves the right to ask successful applicants for updated organization information at any time throughout the life of the grant.

Assessment criteria: Eligibility of projects

OTF reviews the eligibility of projects based on the following areas:

- The project complies with eligibility requirements outlined in OTF policies (/who-we-are/our-policies) and on the Capital grant page.
- The project fits with the funding priority selected.
- The project fits with the purpose of Capital grants and the selected project objective.
- The necessary documentation meets requirements.
- The applicant has the capacity to deliver the project as outlined.

Assessment criteria: Clarity and strength of projects

Projects are evaluated and scored based on the following criteria:

Community benefit and relevance (30%)

- The application clearly explains the fit with the selected funding priority and the selected project objective.
- The project responds to a community need or opportunity.
- The anticipated local benefits are realistic and achievable.
- The project budget is appropriate to achieve the anticipated impact.

Project plan and feasibility (30%)

- The project plan is clear and provides details about how the project will be implemented including the deliverables, key tasks, and timelines for the project.
- The project plan is feasible, ready-to-go, can be completed within reasonable timelines and it demonstrates a high likelihood of success.

Project budget (30%)

- The project budget is clear and the identified costs correspond with the project plan, deliverables and key tasks.
- The costs are appropriate, reasonable and valid for the activities outlined in the project plan.

- All funds needed for the project are secured or there is a reasonable plan to secure the remaining funds.

Program participation for populations experiencing barriers (10%)

- The project will help populations experiencing barriers (e.g., socio-economic, geographic, cultural, gender, abilities and/or racial) to participate in the program.

What happens after you submit an application

After you submit a grant application, there are a few critical elements you should be aware of so you can begin your project efficiently and easily.

Read what happens after you apply

Assessing and making recommendations

- OTF staff first review your application and information available on your organization's website and social media accounts.
- We verify that your group meets eligibility criteria.
- If you are eligible, our experienced staff and local volunteers score your application against the [project assessment criteria](#).
- Local Grant Review Team volunteers make funding recommendations to the OTF Board of Directors.
- Learn more about [how we make application decisions](#) (/who-we-are/about-us/how-we-make-application-decisions).

Notification of funding decision

- The final list of approved grants is sent to Ontario Members of Provincial Parliament (MPPs) to give them an opportunity to congratulate successful applicants directly, when possible.
- All applicants are then notified of the final decision, approximately 4-5 months from the deadline date.
- All OTF decisions are final and there is no appeal process.

Orientation meeting

- Successful applicants take part in a mandatory orientation meeting with an OTF Program Manager.
- These meetings cover key expectations and requirements of the grant and need to be completed before grants can be activated.
- As part of the orientation, groups review the [Grantee Requirements](/resources/current-grantee-resources/grantee-requirements) (/resources/current-grantee-resources/grantee-requirements).

Activating a grant

- After the orientation meeting, the Signatory Contact for the grant receives the Grant Contract by email, along with electronic signing instructions. The contract is a legal agreement between the applicant and OTF.
- Once the contract has been received by the Signatory Contact, they must review it, sign it, and submit it back to OTF within 60 days of receipt to remain valid.
- Grants are activated once contracts are signed and returned electronically to OTF.
- Grant payments are made through electronic funds transfer (EFT) once a grant becomes active.

During your grant

- **Reporting and monitoring**
 - Grantee engagements will take place throughout the life of a grant.
 - Grantees submit a final report when the project is complete. The report covers the achievement of the project, metric, and learnings.
- **Grant recognition**
 - As outlined in the [Grant Recognition Requirements](/resources/current-grantee-resources/grant-recognition-requirements) (/resources/current-grantee-resources/grant-recognition-requirements), grantees are to publicly recognize OTF and its funder, the Government of Ontario, at an event and through other recognition activities.
- **Completion**
 - After OTF staff approve the final report, grant hold-back funds are released and the grant is closed.
- **Grantee compliance**
 - A random sample of grants are subject to a Grantee Compliance Audit.
 - Grants can be audited for compliance at any point within the grant's life, or after the grant has been closed.

Most common application mistakes

Review some of the most common mistakes applicants make in their applications. This information will help you prepare a grant application that meets eligibility and application requirements.

Explore some common mistakes

Applicant is not compliant with OTF policies

As part of the assessment process, OTF ensures that applicants comply with OTF's granting policies:

- [Anti-Discrimination Policy](/who-we-are/our-policies/anti-discrimination-policy) (/who-we-are/our-policies/anti-discrimination-policy)
- [Eligibility Policy](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy)
- [Financial Need and Health of Applicants Policy](/who-we-are/our-policies/financial-need-and-health-applicants-policy) (/who-we-are/our-policies/financial-need-and-health-applicants-policy)

When applicants do not meet these policies, the application will be declined.

Applicant does not fit with who we fund

Applicants are assessed according to OTF's [eligibility criteria](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy).

When applicants do not meet these requirements, the application will not proceed to a full review.

For example: An organization does not clearly explain that its mission and mandate is to directly deliver programs and services in Ontario.

Responses do not include enough information

OTF receives a very high volume of grant applications. While we review and assess all submitted applications, applicants can forget to provide enough detail to give OTF a full, and clear picture of their project. This often includes:

- Answers that don't provide relevant information about the project and organization.
- Missing information about how the project will be delivered.

Applications that don't have all of the answers fully completed will be declined.

Documents are missing or incorrect

Various documentation is required as part of the application. Certain documents are commonly missed or incorrect. Here are some examples:

- Submitting the wrong proof of ownership documents.
- Providing a lease agreement that do not show a minimum of 5 years remaining at the time of application deadline.
- Quotes and estimates that are not submitted, are missing dates or don't clearly go with a budget item.

Applications that are missing documents or have incorrect documentation will be declined.

Financial documents don't meet requirements

Wrong type of financial statements

The size of your organization's revenue determines who should be preparing your financial statements to submit with your grant application. Most common mistakes with this requirement are for:

- Organizations with revenues less than \$99,999: Financial statements can be prepared by staff, internal bookkeeper, board member, or an accountant.
- Organizations with revenues \$100,000 or more: Financial statements need to be prepared externally and with different criteria, dependant on total revenues.

Applications that contain the wrong type of financial statements will not proceed to a full review.

Review the [Financial Statement Requirements \(/resources/financial-statement-requirements\)](/resources/financial-statement-requirements).

Missing surplus or deficit information

Organizations with an accumulated surplus or deficit need to include additional documentation with the application. This information provides further explanation for staff reviewing the application. Applications that do not provide this documentation will not proceed to a full review.

Review the [Financial Statement Requirements \(/resources/financial-statement-requirements\)](/resources/financial-statement-requirements) and use the [Financial Position Calculator \(/resources/financial-position-calculator\)](/resources/financial-position-calculator) to determine if you have an

accumulated surplus or deficit.

Incomplete or inaccurate project budget

The project budget is a critical part of the application. It shows how grant funds will be used and ensures funds are used effectively. There are a number of common mistakes related to the project budget.

Ineligible costs

Budgets often include costs that are ineligible for funding.

Budget items are not aligned to the project plan

Applicants need to clearly explain how their budget items are connected to their project and project plan. Applicants often forget to include:

- Clear cost breakdowns for each budget item.
- Appropriate and reasonable costs for the activities outlined in the project plan.

When budgets do not meet requirements, the application will be declined.

Applications do not explain the benefit to local community

The project is not at a community level

OTF has divided Ontario into 16 areas, called catchments, and applicants need to select one catchment area where the primary activities of the project will take place. Applications that indicate impact at a province-wide or national level will be declined.

The community need is not clear

Ensure that you have created a link between your budget items and the benefit these will have in your community and/or for community members. For example, if your budget includes the purchase of new computers, explain how this item will directly benefit community. If the budget does not meet requirements, the application will be declined.

OTF support can help

We are committed to excellent customer service and offer a broad range of complimentary resources and opportunities to help non-profit organizations. Learn how to directly apply for an OTF grant and receive the most up-to-date information about our grants.

[Get support \(/support\)](/support)

Head Office

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Monday - Friday
8:30 AM – 5:00 PM

Contact

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OTF recognizes that our work, and the work of our grantees, takes place on Indigenous territories across Ontario.

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Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

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Ontario

December 18, 2023

Jennifer Errington
Clerk/Treasurer
Township of Laird
lairdtpw@soonet.ca

Dear Ms. Errington:

Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business. The Rural Economic Development (RED) program is just one tool for communities to complete outcome-based projects that will have tangible benefits across the province. This aligns with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs throughout Ontario.

To further our commitment to supporting rural communities, I am pleased to share with you that a new intake for the RED program will be opening in January 2024.

When the intake is open, we will be sharing additional information with you directly. You will also be able to find all program information, including how to apply, on my ministry's website at: ontario.ca/REDprogram.

If you have further questions at this time, you are welcome to contact the Agricultural Information Contact Centre at 1-877-424-1300 or ag.info.omafra@ontario.ca.

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project when the intake is open. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs



Foodland
ONTARIO
ONTARIO
Terre nourricière

Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

Rural Economic Development program

Funding to help create jobs and boost growth in your rural community.

The next intake for the RED program will open in January 2024. The updated program guidelines and application will be available at that time. Please check back here for updates.

How it works

Ontario's Rural Economic Development (RED) program provides cost-share funding to support activities that create strong rural communities in Ontario, and opens doors to rural economic development through:

- funding assistance to address barriers to economic development, better position rural communities to attract and retain jobs and investment, and enhance economic growth
- funding to build community capacity and support for economic development in Ontario's rural communities
- investments in rural communities to help diversify and grow local economies – making economic growth more inclusive so rural Ontario continues to share in the province's economic prosperity

This page provides a summary of the RED program. Read the RED program guidelines for the full details about eligibility, program funding and application requirements.

Who is eligible

To be eligible for the program you must be:

- a municipality
 - a not-for-profit entity
 - an Ontario Indigenous community or organization
 - a Local Services Board
-

Funding amounts

Economic Diversification and Competitiveness Stream: up to 50% of eligible project costs to a maximum of \$150,000.

Strategic Economic Infrastructure Stream: up to 30% of eligible project costs to a maximum of \$250,000.

Calculation of costs

The calculation of cost-share funding for all selected projects will be based on the total eligible costs outlined in the application.

- Funding may be provided at the amount or percentage requested, or at a reduced amount or percentage (subject to limits within each stream).
- The project's maximum eligible costs cannot be increased.
- The timeframe of the project cannot be extended without the written approval of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) (in its sole discretion).

All selected applicants must enter into a contribution agreement with the Province of Ontario. All applicants have joint and several liability for any funded project.

Program streams

Economic Diversification and Competitiveness Stream

Economic diversification and competitiveness projects:

- remove barriers to business and job growth
- support investment attraction
- strengthen sector and regional partnerships
- diversify regional economies in rural Ontario

All costs for projects in this stream must be non-capital.

The table below summarizes the eligible project types.

Project type	Description	Example projects
Entrepreneurship/Business succession	Projects that support business start-up or succession in the community	<ul style="list-style-type: none"> • Coaching/mentorship • Business succession support (for example, connecting buyers and retiring business owners) • Familiarization tours
Business retention and expansion	Projects that proactively engage the local or regional business community to identify and implement actions that address barriers to business growth	<ul style="list-style-type: none"> • Projects that are part of the OMAFRA's Business Retention and Expansion Program (BR+E) (https://www.ontario.ca/page/business-retention-and-expansion-program) with activities including: <ul style="list-style-type: none"> ◦ collecting business and market data

Project type	Description	Example projects
		<ul style="list-style-type: none"> ◦ writing and implementing action plans ◦ executing actions to support local businesses in the community
Downtown revitalization	Projects that focus on identifying and implementing actions that improve and promote traditional town centres	<ul style="list-style-type: none"> • OMAFRA's Downtown Revitalization (DR) Program (https://www.ontario.ca/page/downtown-revitalization-program) with activities including: <ul style="list-style-type: none"> ◦ growing customer traffic through events and activities ◦ attracting business to locate in downtowns through marketing activities ◦ organizational coordination efforts ◦ core area promotion
Technology	Projects that support businesses and communities to improve	<ul style="list-style-type: none"> • Digital training and support services for

Project type	Description	Example projects
adoption/innovation initiatives	their digital capabilities and participate in the information economy	<p>businesses</p> <ul style="list-style-type: none"> Improving development and planning approvals process Coordination of business approvals (for example, licensing, public health, permits)
Attraction and retention of workers/immigrants/youth	Projects that implement strategies for attracting and retaining people	<ul style="list-style-type: none"> Employee-pooling projects Workforce-oriented policy/regulatory improvements Workforce attraction marketing Career days/events Network development (service providers/businesses) Workforce or sector-based training Youth training Intern/apprentice matching system

Project type	Description	Example projects
Collaborative marketing and outreach	Projects that implement marketing or promotional activities outlined in an existing marketing or communications plan that will have an impact across sectors, value chains, or multiple communities in a region	<ul style="list-style-type: none"> Promotional campaigns across at least 2 communities (for example, investment attraction, tourism)
Sector/ value chain development	Projects that implement strategies to strengthen and coordinate collaboration across sectors or value chains	<ul style="list-style-type: none"> Buyer-seller forums Network development (for example, events, coordination) Specialized business training

Strategic Economic Infrastructure Stream

This stream focuses on priority economic infrastructure projects that improve physical assets identified as strategically important to the community.

Enhancements would rehabilitate and renew the assets to preserve the unique character of a community and quality of life and enhance it for future generations.

The costs for projects in this stream must be minor capital costs.

The table summarizes the eligible project types.

Project type	Description	Example projects
Rehabilitation of cultural, heritage or tourism attractions	Minor capital projects that rehabilitate an existing cultural, heritage, or tourism attraction, as defined through previously completed strategies and projects that establish its significance for economic development	<ul style="list-style-type: none"> • Restoration of a historical building or structure • Restoration of an established tourism attraction • Recreational trail rehabilitation
Redevelopment of vacant and/or underutilized buildings	Minor capital projects to redevelop interior of vacant and/or underutilized buildings to achieve an economic development outcome	<ul style="list-style-type: none"> • Development of an incubator or innovation hub • Youth centre • Agri-food hubs
Streetscaping and landscaping	Minor capital projects as defined through previously completed strategies that improve the design quality of public areas	<ul style="list-style-type: none"> • Wayfinding signage • Beautification (for example, decorative lighting, banners,

Project type	Description	Example projects
		<p>murals, street furniture, public art, trees)</p> <ul style="list-style-type: none"> • Wi-fi equipment/software for public use

Selection process

Once the application is submitted and the intake period closes, eligible applications will be assessed on the criteria outlined in these guidelines, including, for example:

- basic eligibility criteria
- reducing economic barriers
- alignment with the Rural Economic Development program's outcomes
- project work plan
- collaboration and partnerships
- regional, sector, or value chain impacts
- sustainability beyond the project timelines
- project budget, including reasonable and eligible project costs
- project oversight
- financial commitment

Decisions

Applicants will be notified as funding decisions are reached, usually within 3 months from the posted intake closure date, however, timing may vary.

Related

RED projects (<https://www.ontario.ca/page/rural-economic-development-program-projects>)

Updated: December 29, 2023

Published: January 25, 2022

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-law Number 2009-24

**BEING A BY-LAW to confirm proceedings of the meeting of Council,
January 18, 2024.**

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

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

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LAIRD
HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the action of the Council at its meeting on January 18, 2024, in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. **THAT** the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed on Open Council this 18th day of January 2024.

Mayor _____
Shawn Evoy

Seal

Clerk _____
Jennifer Errington