



**AGENDA
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE**

**Monday, January 10, 2022, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055**

- 1. Call to Order – Chair, Mayor Sayeau**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
- 6. Discussion Items**
 - a. United Counties of Leeds and Grenville - Housing Affordability Task Force Report
 - b. Electronic Participation - Procedural Bylaw
- 7. Action/Information Items**
 - a. Council Response to 2021 Audit Questionnaire
 - b. Vaccination Policy Update
- 8. Councillor Inquiries/Notices of Motion**
- 9. Mayor's Report**
- 10. Question Period**
- 11. Closed Session**
- 12. Adjournment**

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, December 6, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

PRESENT: Mayor Sayeau
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Dave Robertson, Advisory Member

REGRETS: Pete Rainville, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities

1. Call to Order – Chair, Mayor Sayeau

Mayor Sayeau called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: D. Robertson

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)

None.

5. Delegations and Presentations

None.

6. Discussion Items

None.

7. Action/Information Items

- a. Application for Severance - 9161 County Road 44 (LaPorte)

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee recommend that Council recommend in favour of severance B-164-21.

Carried

- b. Request for Road Closure and Conveyance - Dumbrille

Committee reviewed the report and confirmed the timeframe for the public notice and bylaw to stop up, close and convey the road allowance. It was noted that the notice will be published in the newspaper and Township website, with the bylaw coming forward at the January council meeting. There was a brief discussion on the location of the road allowance and if there was any impact to other property owners. It was noted that the road allowance is surrounded by property owned by the same individual who made the request to stop up, close and convey. Members confirmed that this will not result in land locking or blocking access to any other privately owned property.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommend that Council agree to stop up and close the unopened road allowances identified as Parts 3, 6, 9 and 11 of Plan 15R5311 and that the land be conveyed to the owner of 7022-7030 County Road 44, in accordance with the *Municipal Act* s. 35; and that the intended conveyance be publicized through the Township's website and local newspaper.

Carried

- c. Food Cycler - Household Organic Waste Diversion

Committee reviewed the report and noted that the topic was addressed in the recent Mayor's column that was published in the South Grenville Beacon. Members confirmed that the total cost to the Township and noted that each unit would be subsidized, resulting in an overall cost of \$169.50

to interested residents. It was noted that there have been no responses as a result of the Mayors column. Committee briefly discussed the possible readership percentage of the local paper as a reason for no responses to date.

Members debated if the Township should purchase 50 or 100 units based on the uptake of residents. Members highlighted the added convenience the Food Cyclor would provide to residents interested in an alternative way to compost green waste. Members suggested that some residents and local businesses would have a greater interest in the product if it had a larger capacity. It was noted that the unit has a 2.5 liter capacity and takes 4-8 hours to process. Members highlighted that anywhere from 50-80% of household food waste can be recycled, making the Food Cyclor a good alternative option for green recycling.

Committee discussed the additional staff time commitment that would be associated with purchasing 100 units for the pilot project, specifically with respect to registration, distribution, restocking, marketing, and monitoring the program. It was noted that Food Cyclor has waived the restocking and shipping fee for any units that are not sold. It was noted that Food Cyclor estimates a total of 10-15 hours of Township staff time associated with the project, with Food Cyclor handling the collection and processing of the survey, including assisting staff with creating a follow-up report.

Members discussed the 12 week project start time and how it will be monitored if some units are sold weeks apart. Committee confirmed that each unit comes with a manual and guide with diagrams displaying what types of waste can be processed in the unit.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee recommends that Council approve a municipal subsidized purchase of 100 FoodCycler™ units and the implementation of a pilot program in partnership with Food Cycle Science and furthermore, that the funding for the pilot program be drawn from Modernization Funding Reserve.

Carried

d. 2022 Cost of Living Increase

Committee reviewed the report and highlighted that non-union employees do not receive the same annual cost of living increase as is stipulated within the union collective agreement. It was noted that as per the Personnel Policy, non-union is guided by the cost of living increase provided by OMERS and that it is Council's decision if the percentage is accepted. It was noted that the inflation rate compared to the collective

agreement varies year to year, however, over the course of a number of years, it's likely that the two balance out.

Moved by: J. Hunter

Seconded by: D. Robertson

That Committee recommend that Council approve a cost-of-living increase for all full-time, non-union employees, volunteer firefighters and council members of 2.74% effective January 1, 2022 as per the Personnel Policy bylaw 2015-22 and the Expense Reimbursement Policy bylaw 2019-63.

Carried

e. 2021 Year End Review

Committee reviewed the report and highlighted that the Township Council and staff had a very busy year, especially considering the impact of the pandemic. Committee thanked staff for their hard work and dedication to the Township Council, residents and businesses. Members noted that staff manage a tight budget set by Council and are consistently applying for additional grants to find ways to help save money, in an effort to obtain a surplus by the end of 2021.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee receives and reviews the 2021 Year End Review report and commends staff on their hard work and dedication to the Township.

Carried

f. 2021 Disposal of Surplus Goods - Follow Up Report

Committee highlighted that many of the items that went to auction received fair market value, compared to previous items that went for a fraction of the value via tender.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee receives the 2021 Disposal of Surplus Goods - Follow-up Report.

Carried

g. Gravel Roads Needs Study RFP

Committee reviewed the report and inquired about the total bid range between the 5 proponents. Members confirmed that the RFP provided sufficient detail and information to the proponents to prepare an accurate

bid. Members confirmed that the geotechnical survey costs was excluded as part of the submission to be completed by the successful proponent and that its cost of approximately \$25,000.00 was not included in the bid price.

Committee inquired about what the gravel roads needs study will provide and how it may be of assistance to the Township. It was noted that the study will assess the overall condition of the gravel roads within the Township and help to guide the Township in determining which roads may be the best candidates to convert to an alternative surface treatment. The study will also identify what upgrades may need to be completed, such as upgrades to the road base and drainage.

Members inquired if Greer Galloway may have submitted a lower bid due to their background knowledge of the Township roads. It was noted that the proponent may have more background knowledge simply as a result of their previous work on various projects. It was noted that the Township also has existing data from the roads needs study that may assist as a starting point and provide further direction.

Moved by: H. Cameron

Seconded by: S. Dillabough

That Committee recommend that Council award the Gravel Roads Needs Study contract to Greer Galloway Group and gives pre-budget approval to an upset limit of \$35,000.00 in the Public Works Department budget.

Carried

h. Curbside Collection of Recyclables & Solid Waste RFP

Committee discussed the 4 bids that were received and inquired if any of the bids included the recycling of green waste. It was noted that the RFP did not include the requirement of green material recycling. Committee discussed the lowest bid proponent, specifically with respect to the facility location, equipment, disposal location, services offered, and services provided to other municipalities. Members inquired if either Limerick Environmental or Tomlinson Group was provided an invitation to bid. It was noted that both companies were invited to submit bids. Members confirmed that the RFP was distributed to multiple vendors and posted to the Township website.

Committee commented on the current service provided and the difficulties that have been encountered with respect to the equipment breaking down, delays to pick-up, and service/pickup times fluctuating. It was noted that a breakdown clause will be included in the contract that will be prepared by legal.

Committee discussed the lowest bid price and compared it with the cost of the current services. It was noted that there was a 5% and 10% increase over the last 2 years with the current provider due to a 7 year contract that did not take into account unexpected new costs. Members confirmed that HGC Management Inc. is not planning to change the current schedule or pick-up routes. It was noted that the Township will prepare marketing material to ensure a smooth transition.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommend that Council award the curbside waste and recycling collection contract to HGC Management Group for a three-year term totaling \$1,043,800.00 and direct staff to negotiate bin collection for the Township with HGC and prepare a bylaw to execute contract documents in January 2022.

Carried

i. Recreation Fee Schedule Bylaw Update

Committee reviewed the proposed increased to the recreation fee schedule and inquired about the increases to the swimming and camp fees. It was noted that day camp program also includes swimming lessons. It was noted that the Township has not changed the camp or swimming fees in 6 years, with other municipalities steadily increasing their rates. Members inquired if the increased fees are to cover the costs associated with providing the lifeguard certifications. It was noted that the increased fees are not associated with the certifications, with Council making the decision to have the Township cover the 2021 cost of the certification.

There was a general discussion on how the proposed fee increase compares to surrounding municipalities. It was noted that the 2% increase puts the Township in the mid-range amongst other municipalities. Members noted that the Township also needs to consider the impact of the proposed increase to minimum wage in 2022. It was noted that staff have prepared reports in the past with higher proposed increases which were not supported by Council. Members highlighted that the 2% increase keeps the Township competitive with other municipalities, especially with another arena being developed in a neighbouring municipality.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee recommends that council approves the updated Recreation Fee Schedule By-law effective January 1, 2022.

Carried

- j. Greenfield Global Inc. - Amendment to the Design, Build, Finance, Operate and Maintain Agreement

Committee inquired if the new pumps have been ordered and staff expect to have confirmation later this week.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee recommend that Council approve and authorize the Mayor and Clerk to execute the amendment to the design, build, finance, operate and maintain agreement with Greenfield Global Inc

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough inquired about options to help reduce the number of vehicles speeding on Sophia St. There was a general discussion on various speed reduction measures and options, including, additional stop signs, speed bumps, electronic speed signs, OPP monitoring/intervention, and stop sign radar. It was noted that the electronic speed signs may indicate that the noncompliance rate is fairly low, with public perception of speed varying. It was noted that additional enforcement would be needed to monitor and enforce stop sign radar. Members confirmed that electronic speed signs could be installed in the near future.

Councillor Hunter requested an update on the progress to procure a sidewalk plow. There was a brief discussion on the preference to procure a holder rather than a trackless system. It was noted that the Township will be picking up the holder unit later in the week.

Mayor Sayeau suggested that people could flag down the River Route bus along the prescribed route, without having to be at the designated bus stops, to potentially increase ridership.

9. Mayor's Report

None.

10. Question Period

The following questions/comments were raised:

- Request to install street lights along Queen St.

Committee requested that the item be discussed at a future budget meeting.

11. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:20 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Public Works
- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/IO and Minutes of Closed Session dated November 8, 2021

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Public Works
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/IO and Minutes of Closed Session dated November 8, 2021

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 10:04 p.m.

Carried

12. Report Out of Closed Session

Mayor Sayeau reported that Committee reviewed the closed session minutes of November 8, provided direction to staff with respect to a personal matter, provided direction to the Mayor and CAO with respect to ongoing negotiations with IO, and extended beyond the 10 p.m. curfew.

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee receives and approves the closed session minutes dated November 8, 2021.

Carried

13. Adjournment

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee does now adjourn at 10:06 p.m.

Carried

Chair

Clerk

December 17, 2021

Township of Edwardsburgh Cardinal
Mayor and Council
6544 New Dublin Rd.,
R.R. # 2 Addison, ON K0E 1A0

Dear Mayor Sayeau and Members of Council:

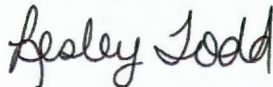
At the December 8th meeting of the Leeds and Grenville Joint Services Committee, the report of the Housing Affordability Task Force was adopted which included the Task Force's recommendation as follows:

"THAT the Housing Affordability Task Force recommends that the recommendations contained in Report HA-013-2021 – Housing Affordability Task Force - Summary Report and Recommendations, be implemented by the United Counties of Leeds and Grenville, City of Brockville, Town of Gananoque and Town of Prescott."

A copy of this report is attached and within it, the final recommendations of the Task Force are outlined. One short term recommendation requiring your Council's support is to encourage attainable housing opportunities with the creation of an Attainable Housing Action Group.

To implement this recommendation, the identification of elected and non-elected persons for the positions on the Attainable Housing Action Group are requested. If your Council wishes to put names forward, a short bio would be required to help make selections based on the attached Terms of Reference. Counties Council will be discussing this further as part of its 2022 Budget consideration and your municipality's interest in forwarding names for Counties Council's consideration will be greatly appreciated.

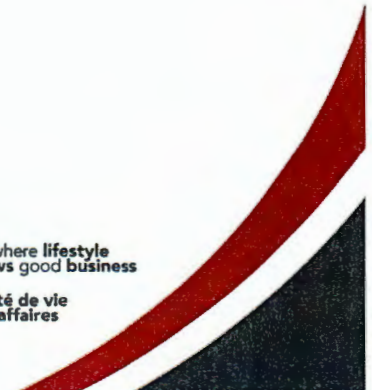
Yours truly,

A handwritten signature in black ink that reads "Lesley Todd".

Lesley Todd
Interim County Clerk and
Manager of Legislative Services

Enclosure

LT/aab



NOVEMBER 17, 2021

**HOUSING AFFORDABILITY TASK FORCE
REPORT**

REPORT NO. HA-013-2021

**HOUSING AFFORDABILITY TASK FORCE -
SUMMARY REPORT AND RECOMMENDATIONS**

RECEIVED

DEC 17 2021

**TOWNSHIP OF
EDWARDSBURGH/CARDINAL**

**ALISON TUTAK
DIRECTOR, COMMUNITY AND
SOCIAL SERVICES**

RECOMMENDATIONS

THAT the Housing Affordability Task Force recommends that the recommendations contained in Report HA-013-2021 – Housing Affordability Task Force - Summary Report and Recommendations, be implemented by the Counties of Leeds and Grenville, City of Brockville, Town of Gananoque and Town of Prescott.

BACKGROUND

The purpose of the Housing Affordability Task Force (Task Force) was to strategically examine housing affordability throughout Leeds and Grenville and recommend prioritized solutions for increased affordable housing and other related and/or associated urban and rural housing solutions that may be implemented by both upper and lower-tier municipal government and community stakeholders.

Housing Affordability Task Force Members and Responsibilities

The Task Force was comprised of the members of the United Counties of Leeds and Grenville Joint Services Committee. Mayors of the ten member municipalities of Leeds and Grenville, as well as the Mayor of the City of Brockville, the Mayor of the Town of Gananoque and the Mayor of the Town of Prescott form the membership.

The initial work responsibilities (Scope of Work) of the Task Force were as follows:

- Review and analyze demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Identify current and projected needs in Leeds and Grenville.
- Identify constraints and opportunities in Leeds and Grenville.
- Research and document effective models and approaches (best practices) for housing affordability within different types of Ontario municipalities (upper, lower, or single-tier municipalities, as well as urban and rural municipalities).
- Research and document applicable senior government priorities, programs and funding potentially applicable to housing affordability in Leeds and Grenville.
- Identify potential public and private partners and partnership opportunities that may enhance housing affordability opportunities in Leeds and Grenville.
- Host delegations by housing stakeholders including but not limited to
 - senior government and their agencies (including the Canada Mortgage and Housing Corporation [CMHC], and the Ministry of Municipal Affairs and Housing [MMAH] - housing and land use planning)
 - best practice municipalities (upper, lower, and single-tier municipalities as well as urban and rural municipalities)
 - non-profit and private providers
 - three-P affordable developments
 - regional developers/builders
 - Habitat for Humanity
 - community organizations; and
 - emergency services
- Identify, document, and promote potential and prioritized options and solutions that may assist municipalities and or appropriate stakeholders to enhance housing opportunities in Leeds and Grenville.

Local Priorities

During the September 2020 Task Force meeting, members identified priorities for each of their individual municipalities. A summary of these priorities can be found in Attachment 1 - Local Municipal Priorities.

Consultative Process

Between August 2020 and September 2021, the Task Force held 13 meetings to examine and discuss housing affordability and issues surrounding homelessness within Leeds and Grenville. This consultative approach included a number of housing stakeholders who presented multifaceted ideas, experiences, and proposed solutions to the current housing situation. Representatives from the CMHC and the MMAH, along with representatives from various community partners, participated in this consultative process. A full list of speakers can be found in Attachment 2 - Community Partner Presentations.

Staff Reports

The following staff reports were presented to the Task Force during the period of August 2020 to September 2021:

Report Number	Report Title
HA-001-2021	Homeownership Program Purchase Price and Asset Limit
HA-002-2021	Asset Limit Policy
HA-003-2021	Request for Proposal – Development to Analyze Affordable Housing in Leeds and Grenville
HA-004-2021	Funding from the Ministry of Municipal Affairs and Housing: Social Services Relief Fund Phase 2 Holdback
HA-005-2021	General Updates on Projects
HA-006-2021	Summary of Municipal Planning Staff Consultation
HA-007-2021	Social Services Relief Fund – Housing Support Team
HA-008-2021	Request for Proposal (RFP-2021-02) – Analysis of Housing Affordability Needs in Leeds and Grenville – Update
HA-009-2021	Official Plan and Zoning By-law Considerations for Additional Residential Units
HA-010-2021	Update on Identifying Surplus Properties
HA-011-2021	Marco Polo 100 Digital Build Challenge – Gananoque
HA-012-2021	Housing Programs Update

Third-Party Reports

A Request for Proposal (RFP) was issued in March 2021 with the purpose of procuring consultant services. As per the RFP, the consultant was requested to:

- Review and analyze demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Identify current and projected needs in Leeds and Grenville.
- Identify constraints and opportunities in Leeds and Grenville.
- Define what constitutes affordable housing for rental and purchase in each municipality, and across Leeds and Grenville overall.
- Identify the proportion of affordable housing available, and define future targets.
- Review social economic and census data to determine where in Leeds and Grenville the Housing should be.

Through the RFP selection process, Dillon Consulting was chosen for an Affordable Housing Needs and Demand Study. This study produced two reports:

1. United Counties of Leeds and Grenville Housing Affordability Discussion Paper, Technical Brief. August 2021-21-1772.
2. The United Counties of Leeds and Grenville Housing Affordability Plan. August 2021-21-1772.

Staff comments regarding Dillon Consulting's recommendations can be found in Attachment 3 - Dillon Consulting Recommendations: Staff Comments.

Main Themes

Task Force members discussed a wide variety of ideas and topics during the period of August 2020 to September 2021. The central themes that emerged during these discussions were as follows:

- The requirement for a common definition of "affordable" and determining what constitutes an affordable price for purchase and rental within each municipality.
- The need for more housing options, with a focus on housing that is affordable and attainable for individuals at all stages of life.
- The importance of taking a multi-faceted approach to housing affordability, which may include community housing.

- The importance of developing working relationships with local developers and of having a set of tools to better incentivize developers.
- The desire for a collaborative approach amongst municipalities with consistent messaging and common approaches to housing solutions.

Actioned Items

During the period of August 2020 to September 2021, the Task Force carried the following key resolutions (list is not inclusive):

	Number	Resolution
1	HA-005-2020	THAT the Housing Working Group recommends to the Joint Services Committee of Leeds and Grenville the adoption of the Terms of Reference for the Housing Affordability Task Force.
2	JSC-003-2021	THAT the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee the following changes in the Homeownership Program: Home purchase price: \$280,000.00. Asset limit for applicants: \$50,000.00.
3	JSC-004-2021	THAT the original motion be amended to set a household limit to \$35,000.00.
4	JSC-005-2021	THAT the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee that an asset limit for the purposes of determining eligibility for rent-geared-to-income or affordable housing, be established as follows: \$35,000 per household.
5	HA-006-2021	THAT the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee that a Request for Proposal be developed and issued to request services to analyze the current state of affordable housing in Leeds and Grenville, and to provide strategic recommendations to address gaps.
6	HA-009-2021	THAT the Housing Affordability Task Force recommends that the motion related to 256 Victor Road, Prescott be reconsidered at a Joint Services Committee meeting.

7	HA-016-2021	<p>THAT the Counties and local municipalities be requested to identify potential surplus properties that may be made available to address the housing affordability crisis and;</p> <p>THAT the Chair of the Housing Affordability Task Force work with Counties staff to request the federal and provincial government; and</p> <p>THAT area school boards also be requested to identify surplus lands; and</p> <p>THAT Counties' and local planning staff review and share best language for local Official Plans and Zoning By-laws on the issue of secondary dwelling units.</p>
8	HA-023-2021	<p>THAT the Housing Affordability Task Force encourage local municipalities to update local planning policies to support affordable housing development; and</p> <p>THAT Report No. HA-009-2021: Official Plan and Zoning By-law Considerations for Additional Residential Units be shared with all local municipalities.</p>

The Task Force can choose to proceed with all of the above-noted recommendations and/or consider each one separately.

DISCUSSION

Considering the work of the Task Force over the past year, the following are some recommendations moving forward:

Staff Recommendations to Encourage Attainable Housing Opportunities

After review of the Task Force meetings, staff and third-party reports, and community partner presentations, staff make the following strategic recommendations for short-term and long-term actions to address housing affordability within Leeds and Grenville:

Short-Term Recommendations – Within One Year

- 1. Separate actionable items into two categories - affordable housing and attainable housing.**

- a) **Affordable housing** is supported by direct public financing through ownership of capital assets, direct operating subsidies, or funding or income supplements to residents. Affordable Housing will be supported through existing organizational structures established within the United Counties of Leeds and Grenville (Counties) as the Consolidated Municipal Service Provider (CMSM) and those partner organizations that the Counties currently works with to provide adequate supply or subsidize resident expenditures on housing that are at a level below market value. This ongoing work is done within the Counties' Housing Department.
 - b) Attainable housing is used to describe the ability of households to enter and graduate to higher levels in the housing market.
 - c) Developing housing that is attainable is focused upon increasing residential units that are constructed in a manner to ensure they are affordable to persons or families with annual income of up to \$75,000. Attainable housing supports are activities geared toward economic development initiatives, planning systems or programs meant to influence development patterns to increase the supply of homes or manage the cost of homes or market rental rates.
2. **Create an Attainable Housing Action Group** based on the attached Terms of Reference (Attachment 4 - Attainable Housing Action Group – Terms of Reference).
 3. **Create an Attainable Housing Coordinator position** (Dillon recommendation 9).

Develop local infrastructure and organizational structures and processes to increase housing units that are affordable.

- a) This position would be developed to support the development and creation of housing that is affordable and attainable. This would include, but not be limited to, working with local planners, Economic Development staff and the Counties' Housing Department. The position would work with a broad cross section of stakeholders such as developers, landlords, funding programs, etc., and would directly report to the Chief Administrative Officer.
- b) This position would be included in the 2022 Budget for the Counties and participating separated municipalities.
- c) The Coordinator would have four main objectives for 2022:
 - Identify local champions to fill the membership positions on the Attainable Housing Action Group and begin supporting the implementation of the Terms of Reference.

- Create an immediate action plan to promote the secondary suites program and advocate for planning reform and development application process review to assist land owners and developers to add new units into the marketplace.
- Seek opportunities for the creation/development of additional housing units in Leeds and Grenville that are attainable.
- Build necessary partnerships and identify and assist the private and not for profit sector to access grants.
- Development of recommendations for consideration and regular reporting to Committee of the Whole and separated councils
- Create a longer range work plan to develop actionable items identified as part of the additional recommendations as identified below.

4. Develop and implement a secondary suites program (separate report).

Additional Recommendations – Within Two Years

1. The Attainable Housing Coordinator in consultation with the Attainable Housing Action Group will:
 - Develop resources (e.g. website, information packets, etc.) to support the education of developers on provincial and federal-sourced funding opportunities for affordable housing creation, maintenance and retrofitting (Dillon recommendation 6).
 - Consider a request to the MMAH to be a “prescribed” upper-tier municipality under O. Reg 221/07. Create a Counties’-level Community Improvement Plan (CIP) to enable the provision of financial incentives (e.g. property tax breaks, tax credits, cash-in-lieu contributions), in addition to the waiving of municipal fees, to eligible applicants who want to build and/or supply affordable housing (Dillon Recommendation 7).
 - Develop outcome-based performance indicators for affordable housing, reflective of the urban-versus-rural setting, that link to those set-in strategies of upper levels of government (e.g. Long-Term Affordable Housing Strategy by the MMAH). Compare the data against these indicators to evaluate progress made towards achieving affordable housing objectives at the county, separated and lower-tier municipal level (Dillon recommendation 10).
 - Partner with the member and partner municipalities to have an ongoing dialogue on attainable housing, and work collaboratively towards local initiatives and treat the Counties’ Official Plan as one of the key mechanisms

for this collaboration (Dillon recommendation 11). This could in part be achieved through hosting a "Housing Summit".

2. Acquire land to build affordable rental housing that would be managed by the Counties, primarily through purchasing land. Donation of lands could also support land acquisition (Dillon recommendation 1).
3. Partner with a non-profit housing provider to identify suitable lands for affordable rental housing, or establish a local community land trust to begin a similar process (Dillon recommendation 2).
4. Consider the purchase of multi-unit buildings on the market that could be procured to retain existing rental housing stock, which may be managed by a community land trust to ensure that they remain attainable (Dillon recommendation 4).

Conclusion

Over the past year, the Task Force has responded to pressing housing needs within Leeds and Grenville. The Task Force has consulted with housing stakeholders and analyzed local housing data to seek viable, evidence-based, solutions. A number of initiatives have started because of this work however housing affordability is an intricate issue that requires a multi-faceted approach. Incorporation of key recommendations will set next steps for housing affordability in Leeds and Grenville, while ongoing review of priorities will be required to support evolving community needs. A solution to creating new housing units that are attainable within the marketplace will require leadership from the Counties to develop multi-sectorial partnerships and work plans. A position dedicated to championing solutions and advocating for landowners, developers and people seeking accommodation that is attainable and affordable, will ensure action plan results in successful outcomes.

FINANCIAL IMPLICATIONS

The cost to hire a Coordinator position would impact the 2022 Budget and the total cost would need to be finalized depending on the number of communities electing to participate in this initiative.

ATTACHMENTS

Attachment 1 – Local Municipal Partners – Summary of Presentations
Attachment 2 – Community Partner Presentations
Attachment 3 – Dillon Consulting Recommendations: Staff Comments
Attachment 4 – Attainable Housing Action Group – Terms of Reference

ALISON TUTAK
DIRECTOR OF COMMUNITY AND SOCIAL SERVICES

DATE

RAYMOND CALLERY
CHIEF ADMINISTRATIVE OFFICER

DATE

Local Municipal Partners – Summary of Priorities

Municipality	Local Priorities
Township of Athens	<ul style="list-style-type: none"> • Affordable housing needed – Valleyview Court consistently at capacity. • Better knowledge of what is currently available for funding and support (e.g. programs currently offered by governments).
Township of Augusta	<ul style="list-style-type: none"> • Potential for residential, commercial and industrial growth. • Regional approach is required in initiatives. • Looking at opportunities for partnerships. • Waste water systems should be explored. • Transit is an issue in the area.
City of Brockville	<ul style="list-style-type: none"> • Housing stock is priority and the shortage of available homes. • Affordable housing comes from availability of homes. • Interested in density and increasing population per kilometre. • Interested in creating similar planning rules and incentives so that development is not pushed out of the area. • Looking to develop partnerships to acquire more land.
Township of Edwardsburgh Cardinal	<ul style="list-style-type: none"> • Contractors needed to work at the lower end of the market to create houses that are affordable. • Interested in rejuvenating old style housing (similar to university neighbourhoods). • Raise the issue of absentee landlords. • Difficult to find builders to build in Township subdivisions. • Important that plans be in place for the future so that they are ready when developers move out of Ottawa to other regions. • Interested in also looking at social housing; subsidizing similar to what was done at Wall Street Village.
Township of Elizabethtown-Kitley	<ul style="list-style-type: none"> • Noted modular waste systems may unlock some of the rural potential. • There are hidden soft costs regarding homelessness and shelters (e.g. policing); need to share these soft costs. • Provincial Policy Statement and Official Plan may limit municipalities from certain activities; flexibility is required. • Transit is an issue and may unlock solutions.

Municipality	Local Priorities
Township of Front of Yonge	<ul style="list-style-type: none"> • Working on partnerships is important; example of a septic issue with developer resulted in developer going elsewhere. • Affordable housing needed in the area. • Portable housing is a key to housing solutions. • Seniors are looking for affordable homes.
Town of Gananoque	<ul style="list-style-type: none"> • Interested in consistency across Leeds and Grenville with respect to incentives and how they forward with initiatives like secondary suites, tiny homes, etc. • Interested in providing social housing for seniors; this will open up housing for others, allowing families to move in. • Interested in high-density development.
Township of Leeds and Thousand Islands	<ul style="list-style-type: none"> • Identifying lots for higher density housing. • New zoning by-laws. • Interest to involve the Counties in a manner that can speed up the process for builders. • What are the things we are doing not so well? • Need more affordable and RGI housing.
Village of Merrickville-Wolford	<ul style="list-style-type: none"> • Concern regarding capacity of services and what is done when the municipality approaches capacity. • Addition of septic and wells add to the overall cost of the home. This can take an affordable home and make it unaffordable. • Aging in place is an issue as the private sector not building this type of housing. • Affordable and manageable housing is a priority.
Municipality of North Grenville	<ul style="list-style-type: none"> • Concern that inflationary housing prices are shifting what affordability looks like. • Interested in having a zoning framework to apply. • Interested in a collective approach by looking at common interests.
Town of Prescott	<ul style="list-style-type: none"> • Interested in examining the reallocation of housing, including where people can live in order to access services. • Locating supportive services with social housing. • Transportation is a challenge. • Examining rental subsidy versus ownership. • Important to have a mixed use of commercial housing and private housing.

ATTACHMENT 1

Municipality	Local Priorities
Town of Prescott – Cont'd	<ul style="list-style-type: none">• Interested in looking at public/private partnerships where properties revert to private ownership at end of lease.• Partnerships are key.
Township of Rideau Lakes	<ul style="list-style-type: none">• Village vitality key.• High demand for senior housing.• Senior housing required in Delta and Newboro.• Affordable housing options for families, seniors, low-income individuals that want to stay in the hamlets/ villages they are in.• Energy efficiency with housing initiatives.• Rehabilitation of older homes into multiple units.• Locating additional trailer parks in rural areas.
Village of Westport	<ul style="list-style-type: none">• Attraction of younger families.• Affordable housing for families with children.• Assistance to seniors.• Stakeholders should include churches.

Community Partner Presentations

Meeting	Presentations/Reports	
Aug. 26, 2020	Carl Cannon, Co-Chair, Mayor's Affordable Housing Task Force, Municipality of North Grenville	
Sept. 23, 2020	Cherie Mills, Manager, Planning Department, UCLG	
Oct. 21, 2020	Jamie Shipley, Outreach Specialist, Partnerships and Promotions, Canada Mortgage and Housing Corporation	
	Jim Adams, Director, Housing Program Branch, Ministry of Municipal Affairs and Housing	
	Alison Tutak, Director, Community and Social Services	How Counties Staff Interacts with CMHC and MMAH.
Nov. 18, 2020	<ul style="list-style-type: none"> Lynda Garrah, Vice-Chair, Gananoque Housing Incorporation Community and Social Services 	<ul style="list-style-type: none"> Non-profit housing. Non-profit/cooperative housing providers in Leeds and Grenville.
Dec. 16, 2020	Alison Tutak, Director, Community and Social Services	Memos/Social Housing Waitlist and Homeownership Program.
Jan. 20, 2021	Alison Tutak, Director, Community and Social Services	<ul style="list-style-type: none"> Report HA-001-2021 - Homeownership Program Purchase Price and Asset Limit. Report HA-002-2021 - Asset Limit Policy. Report HA-003-2021 - Request for Proposal – Development to Analyze Affordable Housing in Leeds and Grenville. Report HA-004-2021 - Funding from the Ministry of Municipal Affairs and Housing: Social Services Relief Fund Phase 2 Holdback.
Feb. 24, 2021	<ul style="list-style-type: none"> Judy Lightbound, Managing Director, Housing Services Corporation Business Solutions Alison Tutak, Director, Community and Social Services 	<ul style="list-style-type: none"> Overview of services. Report HA-005-2021 - General Updates on Projects.

Meeting	Presentations/Reports	
March 24, 2021	<ul style="list-style-type: none"> • Leigh Bursey, National Alliance to End Rural and Remote Homelessness and the Tiny Home Alliance Canada • Sonya Jodoin, Victim Services of Leeds and Grenville • Robyn Holmes, Connect Youth • Calvin Wong and Erin Wong, the Salvation Army Kemptville 	<ul style="list-style-type: none"> • Homelessness in Leeds and Grenville. • Homelessness in Leeds and Grenville. • Youth Homelessness Findings. • Overview of services.
Apr. 21, 2021	<ul style="list-style-type: none"> • Cherie Mills, Manager, Planning Services • Alison Tutak, Director, Community and Social Services • Alison Tutak, Director, Community and Social Services • Alison Tutak, Director of Community and Social Services 	<ul style="list-style-type: none"> • Report HA-006-2021 - Summary of Municipal Planning Staff Consultation. • Report HA-007-2021 - Social Services Relief Fund – Housing Support Team. • Report HA-008-2021 - Request for Proposal (RFP-2021-02) – Analysis of Housing Affordability Needs in Leeds and Grenville – Update. • For Information – Increasing Affordable Housing Supply in Ontario: Leading Practices of Non-Profit Housing Sector (presentation slides).
May 19, 2021	<ul style="list-style-type: none"> • Monica Belliveau, Project Manager, Dillon Consulting Ltd. • Scott Tylor, Senior Planner County of Grey 	<ul style="list-style-type: none"> • Introduction and Scope of Project. • Affordable and Attainable Housing Strategies in Grey County.
June 23, 2021	<ul style="list-style-type: none"> • Arfona Zwiers, Director of Social Housing, County of Simcoe 	<ul style="list-style-type: none"> • Affordable Housing and Homelessness Prevention.

ATTACHMENT 2

Meeting	Presentations/Reports	
June 23, 2021 – Cont'd	<ul style="list-style-type: none"> • Cherie Mills, Manager, Planning Services • Alison Tutak, Director, Community and Social Services 	<ul style="list-style-type: none"> • Report HA-009-2021 - Official Plan and Zoning By-law Considerations for Additional Residential Units. • Report HA-010-2021 - Update on Identifying Surplus Properties.
July 21, 2021	<ul style="list-style-type: none"> • Patricia Kyle, Chief Executive Officer, Lanark, Leeds and Grenville Addictions and Mental Health • Monica Belliveau, Project Manager, Dillon Consulting Ltd; Amy Greenberg, Planner, Dillon Consulting Ltd; Irene Pereira, Housing Specialist, Dillon Consulting Ltd. 	<ul style="list-style-type: none"> • Overview of Services. • Draft Affordability Plan.
Sept. 24, 2021	Alison Tutak, Director, Community and Social Services	<ul style="list-style-type: none"> • Report HA-011-2021 - Marco Polo 100 Digital Build Challenge – Gananoque. • Report HA-012-2021 - Updates

Dillon Consulting Recommendations: Staff Comments

Recommendation 1	Acquire land to build affordable rental housing that would be managed by the Counties, primarily through purchasing land; however, donation of lands from municipalities and the public could also support land acquisition.							
Key Issues Addressed	1	✓	2	✓	3	✓	4	✓

Considerations:

- Cost to purchase land.
- Cost of construction.
- Ongoing costs of operations, staffing and contribution to capital reserve.
- Could have a mix of market/commercial and affordable rents to cover operational costs.
- Affordable units do not count towards service level standards.
- Ability to target new property where there is the greatest need in terms of location and unit size.
- Direct control will ensure affordability remains in effect indefinitely.

Recommendation 2	Partner with a non-profit housing provider to identify suitable lands for affordable rental housing, or establish a local community land trust to begin a similar process.							
Key Issues Addressed	1	✓	2	✓	3	✓	4	✓

Considerations:

- If the non-profit providers were to operate solely on rents, the only ongoing cost for the United Counties of Leeds and Grenville (Counties) would be a rent subsidy.
- Direct ongoing costs of operations, staffing and contribution to capital reserve not the responsibility of the Counties.
- Could have a mix of market/commercial and affordable rents to cover operational costs.
- Affordable units do not count towards service level standards.

- Ability to target new property where there is the greatest need in terms of location and unit size.

Recommendation 3	Identify underutilized properties that could be converted to provide affordable housing units.							
Key Issues Addressed	1	✓	2	✓	3	✓	4	✓

Considerations:

- Cost to purchase.
- Cost of construction.
- Ongoing cost of operations, staffing and contribution to capital reserve.
- Affordable units do not count towards service level standards.
- Ability to target new property where there is the greatest need in terms of location and unit size.
- Direct control will ensure affordability remains in effect indefinitely.

Recommendation 4	Consider the purchase of multi-unit buildings on the market that could be procured to retain existing rental housing stock, which may be managed by a community land trust to ensure that they remain affordable.							
Key Issues Addressed	1	-	2	✓	3	✓	4	✓

Considerations:

- Inherit existing building and tenant issues.
- Does not increase the number of units in an area.
- Does not address those areas that do not have existing rental housing.
- Cost to purchase.
- Ongoing costs of operations, staffing and contribution to capital reserve.

Recommendation 5 & 5A	<p>Create a revolving Affordable Housing program fund, via a housing levy to generate funds within the counties, to support various housing initiatives.</p> <p>(A) The funds could specifically be used towards the expansion of the counties current Housing Allowance Program.</p>							
Key Issues Addressed	1	✓	2	✓	3	✓	4	✓

Considerations:

- Will create a budget increase annually.
- Clear and distinct criteria will need to be created for use of funding.

Recommendation 6	<p>Educate developers on provincial and federal sourced funding opportunities for affordable housing creation, maintenance, and retrofitting.</p>							
Key Issues Addressed	1	-	2	✓	3	✓	4	✓

Considerations:

- Without confirmed reliable sources of funding at the provincial and federal levels there would not be much information to provide.
- Developers often find the funding agreements and time frames for required participation restrictive.

Recommendation 7	Submit a request to the M.M.A.H. to be a “prescribed” upper-tier municipality under O. Reg. 221/07. Create a Counties-level Community Improvement Plan (C.I.P.) to enable the provision of financial incentives (e.g., property tax breaks, tax credits, cash-in-lieu contributions), in addition to the waiving of municipal fees, to eligible applicants who want to build and/or supply affordable housing.							
Key Issues Addressed	1	✓	2	-	3	✓	4	✓

Considerations:

- Being a “prescribed” municipality will enable the Counties to prepare a Counties-CIP, when the Counties decides to proceed with one.
- Process to change the Ontario Regulation would be similar to that undertaken when the Counties requested delegated Counties’ Official Plan amendment approval. Planning staff would initiate a discussion with the Ministry of Municipal Affairs and Housing (MMAH) and prepare a report to Counties Council to support the request.
- In creating a future CIP, the Counties would need to define what it wants to achieve and how to get there (e.g. programs and financial incentives).
- Potential cost to prepare the plan in staff time or by consultants.

Recommendation 8	Amend the Counties Official Plan to state that the Counties, local municipalities, and partners will promote, pursue, and incentivize public-private partnerships to build affordable housing.							
Key Issues Addressed	1	-	2	✓	3	✓	4	✓

Considerations:

- A Counties’ Official Plan amendment is a prescribed Planning Act process (steps and timelines) and is open to appeal to the Ontario Land Tribunal (former OMB).
- Counties’ Official Plan amendments require consultation with local municipalities and agencies.
- Potential cost to prepare the amendment in staff time or by consultants.

- Potential cost for advertising of public meeting.
- Will lead to future amendments to local official plans.

Recommendation 9	Create an Affordable Housing Coordinator position who would be responsible for all Counties-led actions in this strategy, as well as any other actions taken towards progressing affordable housing initiatives.							
Key Issues Addressed	1	✓	2	✓	3	✓	4	✓

Considerations:

- Dedicated staff would ensure a continued focus on the priority of creating new housing options and solutions.
- Ability to review, analyze, and maintain demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Focus on research and ability to document applicable senior government priorities, programs and funding applicable to housing affordability in Leeds and Grenville, or new housing models.
- Cost of wages and benefits.

Recommendation 10	Develop outcome-based performance indicators for affordable housing, reflective of the urban versus rural setting, that link to those set in strategies of upper levels of government (e.g., Long-Term Affordable Housing Strategy by the Ministry of Municipal Affairs and Housing). With the release of new Census data every five years, compare the data against these indicators to evaluate progress made towards achieving affordable housing objectives at the Counties and lower-tier municipalities levels.							
Key Issues Addressed	1	✓	2	✓	3	✓	4	✓

Considerations:

- Performance indicators will ensure accountability to the commitment of increasing affordable housing.
- Will assist in prioritizing limited housing development funds to projects that match housing needs based on current data.
- A dedicated Affordable Housing Coordinator would ensure consistency in monitoring performance indicators.

Recommendation 11	Partner with the member and partner municipalities to have an ongoing dialogue on affordable housing and work collaboratively towards local affordable housing initiatives, and treat the Counties Official Plan as one of the key mechanisms for this collaboration.							
Key Issues Addressed	1	✓	2	✓	3	✓	4	✓

Considerations:

- There are planning group meetings held twice a year which include those staff who do planning across Leeds and Grenville (including the separated municipalities) and conservation authority representatives. This also includes other Counties' staff (i.e. Housing) as needed. This group could be utilized as a forum to discuss and collaborate on local affordable housing initiatives.
- Alternatively, a new group comprised of Planning Department staff and Housing Department representatives could be created. This group should have a formal terms of reference to set out its purpose, number of meetings, membership and expected duties/scope.
- The dedicated Affordable Housing Coordinator could support this new group.

Staff Questions for Task Force Members:

- Do you want to exceed the current service level standards for RGI units or increase the current number of affordable units?
- Do you want to set goals for the creation of housing units?
- Do you want the Joint Services Committee to fund the housing units?
- How do you want to fund the units; annual amount on housing budget, levy?
- How much do you want to fund?

ATTACHMENT 3

- Do you want to focus on bricks and mortar buildings, housing allowances, or both?
- Where do you want the units located?
- What is the mandate (will impact size)?
- What size of units will be prioritized?

Attainable Housing Action Group

Terms of Reference (Draft)

Purpose

The purpose of the Attainable Housing Action Group is to strategically examine how we create inclusive communities as to enable those that want to live in Leeds and Grenville to live in Leeds and Grenville. The group will examine and identify solutions to urban and rural attainable housing needs for implementation and consideration by municipal government and other stakeholders.

Membership

Core membership with voting privileges

- Elected Officials (three) – Two elected officials and the Warden
- Members of the public (up to two and by request of the group based on expertise required)
- Developer/builder (up to two)
- Non-profit housing (up to one)

Staff support without voting privileges

- Economic development (up to two)
- Attainable Housing Coordinator (one)
- Counties' Housing Department Manager (one - available upon request of the Chair)
- Municipal planning (up to three - representation for urban and rural)

Terms of Membership

- Core members are appointed for a two-year term.
- Membership is assigned to the individual versus an organization - substitutes are not allowed.
- Meetings will be scheduled every two months.
- Members can be added upon full consensus and agreement of the Attainable Housing Action Group.
- Chairperson (elected voting member)

Definition of Attainable Housing and Affordable Housing

Attainable Housing

The term attainable housing is used to describe the ability of households to enter and graduate to successively higher levels of the local housing market. Implicit in this usage of attainability is the idea that a range of housing options (e.g. type, size, tenure, cost) exists in the local market. Households at various income levels can find and secure (attain) suitable housing and can ultimately advance to a different level.

Affordable Housing - In the case of **ownership housing**, the least expensive of:

1. housing for which the purchase price results in annual accommodation costs which do not exceed 30% of gross annual household income for low and moderate income households; or
2. housing for which the purchase price is at least 10% below the average purchase price of a resale unit in the regional market area

In the case of **rental housing**, the least expensive of:

1. a unit for which the rent does not exceed 30% of gross annual household income for low and moderate income households; or
2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.
3. To focus on the "blue section" of the housing continuum: Affordable Rental and Affordable Home Ownership.

THE HOUSING CONTINUUM



Work Responsibilities/Scope of Work

1. Review and analyze demographic and other determining statistics and trends related to attainable and affordable housing needs in Leeds and Grenville.

Attainable Housing Action Group - Terms of Reference (Draft)

2. Identify current and projected needs in Leeds and Grenville.
3. Identify constraints and opportunities in Leeds and Grenville.
4. Research and document effective models and approaches (best practices) for attainable housing within different types of Ontario municipalities (i.e. upper, lower, or single-tier municipalities, as well as urban and rural municipalities).
5. Research and document applicable senior government priorities, programs and funding potentially applicable to attainable housing in Leeds and Grenville.
6. Identify potential public and private partners and partnership opportunities that may enhance housing opportunities in Leeds and Grenville.
7. Host delegations by housing stakeholders including but not limited to
 - senior government and their agencies (including the Canada Mortgage Housing Corporation [CMHC], Ministry of Municipal Affairs and Housing [MMAH] - housing and land use planning);
 - best practice municipalities (i.e. upper, lower and single-tier municipalities, as well as urban and rural municipalities);
 - non-profit and private providers;
 - three-P affordable developments; and
 - regional developers/builders
8. Identify, document and promote potential and prioritized options and solutions that may assist municipalities and/or appropriate stakeholders to enhance housing opportunities in Leeds and Grenville.
9. Responsibility of core members to bring back information or recommendations to the Leeds and Grenville Joint Services Committee.

Staff Support

- Administrative staff support will be provided by the United Counties of Leeds and Grenville.
- Other staff or external technical resources or content experts may be provided as appropriate.

Meetings

Generally, meetings will be held once every two months. Additional meetings may be held at the call of the Chair.

Timeline

The Attainable Housing Action Group will have its first meeting in January 2022.



TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Administration & Finance

Date: January 10, 2022

Department: Administration

Topic: Electronic Participation – Procedural Bylaw

Background: Staff has received another request to consider the opportunity for Council and Committee members to participate and contribute electronically through a hybrid model due to the continually changing restrictions in place by the provincial government to curve COVID and the various variants. Due to indoor capacity restrictions and level of comfort of Council/Committee/Staff/Delegations, some delegations are attending meeting virtually, while Council and Committee members are required to attend in person in order to participate, count towards quorum, and vote on any matters.

During the spring of 2021 Council amended the procedural bylaw to permit electronic participation for a limited period of time. The timeframe for electronic participation expired on July 31, 2021, as outlined in Bylaw 2021-23, as attached.

Council may wish to consider amending the procedural bylaw to reinstate and permit electronic participation. As noted, the amendment to the procedural bylaw has expired, which means that all members of Council/Committee must attend in person.

Clerk

CAO

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-23

**“A BY-LAW TO AMEND BYLAW 2019-15 BEING A BYLAW TO GOVERN THE
PROCEEDINGS OF COUNCIL AND COMMITTEES OF COUNCIL”**

WHEREAS pursuant to Subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires every municipality to pass a procedure by-law for governing the calling, place and proceedings of meetings; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal passed Bylaw 2019-15, being a bylaw to govern the proceedings of Council and Committees of Council on April 22, 2019; and

WHEREAS the Province of Ontario enacted the *Municipal Emergency Act, 2020*, on March 19, 2020, which amended the *Municipal Act, 2001*, to provide that during emergencies, the Municipal Council may choose to amend the procedural bylaw to permit electronic participation for members of council, local boards and committees; and

WHEREAS members of council, local boards and committees may choose to participate electronically in open and closed meetings and may be counted for the purposes of quorum; and

WHEREAS the Province of Ontario enacted the Covid-19 Economic Recovery Act, 2020, on July 21, 2020, which amended the *Municipal Act, 2001*, to expand the authority for municipalities to amend their procedural bylaw to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to amend Bylaw 2019-15 to permit Council and Committees of Council to meet via electronic means, as needed.

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Procedural Bylaw 2019-15 be amended by adding Section 1(k) under the “Definitions” heading as follows:

““Electronic Participation” means telephone, video or audio conferencing or other interactive methods whereby meeting participants are able to hear and be heard by all participants.

2. That Section 1(k) through 1(z) under the “Definitions” section be renumbered 1(l) through 1(aa).

3. That the Procedural Bylaw 2019-15 be amended by deleting the following heading within the General Provisions:

“Electronic Participation During Declared Emergencies”

4. That the Procedural Bylaw 2019-15 be amended by adding the following heading within the General Provisions:

“Electronic Participation in Meetings”

5. That the Procedural Bylaw 2019-15, Section 107, be amended by replacing this section, under the Electronic Participation in Meetings heading, as follows:

107. In-person participation shall remain the primary method of participation by members, electronic participation is available to members who deem it necessary due to:

- (a) It is not safe or possible to attend in-person due to natural extreme weather event;
- (b) Health and safety restrictions or guidelines that may be outlined by the Health Unit, Provincial/Federal government or the Township's Emergency Control Group;
- (c) Provincial government orders restricting in person meetings/public gatherings/stay at home orders;
- (d) Activation of the Emergency Control Group or a declared emergency by any level of government or health unit;
- (e) Medical absences (illness, isolation, or other health issues);
- (f) Parental leave;
- (g) Travel on official municipal business;

6. That the Procedural Bylaw 2019-15 be amended by adding Section 108, under the Electronic Participation in Meetings heading as follows:

108. As per Section 238(3.1) of the Municipal Act, 2001, members of Council, of a Local Board or of a Committee, can participate electronically in a meeting.

A member of Council, of a Local Board or of a Committee, who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any time in time.

A member of Council, of a Local Board or of a Committee can participate electronically in a meeting that is open and closed to the public. Members participating electronically in a closed session shall ensure that they are in a private room, where no other persons can overhear the deliberations and that all reasonable measures have been taken to ensure confidentiality and internet security. It is highly recommended that all members participating electronically in a closed session wear a headset.

A member of Council, of a Local Board or of a Committee participating electronically shall notify the Presiding Officer of the meeting and the Clerk, or their designate, of their intention, prior to the meeting if they wish to participate via electronic means.

A member of Council, of a Local Board or of a Committee shall verbally inform the Presiding Officer of their intention to leave the meeting. If the member is returning to the meeting, the member shall verbally notify the presiding officer at the time of their return.

A member of Council, of a Local Board or of a Committee making a motion shall not be required to be made in writing during electronic participation of the meeting. The member that has brought a motion forward during his/her electronic participation shall supply the Clerk with a copy of said motion, within 48 hours, of said meeting.

A member of Council, of a Local Board or of a Committee shall notify the Clerk, or designate, of their intention to participate electronically as soon as possible, or not later than 6 hours before the scheduled start of the meeting in order for electronic participation preparations to be made.

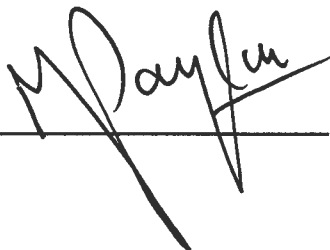
All members participating electronically shall vote by show of hands or by verbal consent (yea or nay).

All requested recorded votes shall be recorded during electronic participation. Each member present, including the presiding officer, except a member who is disqualified from voting by any Act, shall announce his/her vote verbally (yea or nay) when called by the presiding officer or Clerk, and the Clerk, or designate, shall record each member's vote.

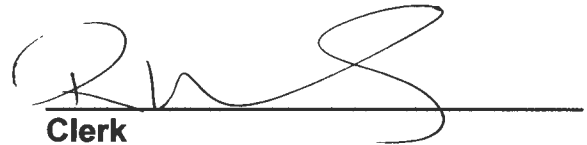
8. That all other provisions of Bylaw 2019-15 shall remain in force and effect.
9. That bylaw 2020-26 is hereby repealed.
9. That this bylaw, amending the Procedural Bylaw 2019-15 with respect to electronic participation in meetings, shall expire on July 31, 2021 unless extended by resolution of Municipal Council.
10. That this bylaw shall come into force and effect upon final passage.

Read a first and second time in open Council this 26 day of April, 2021.

Read a third and final time, passed, signed and sealed in open Council this 26 day of April, 2021.



Mayor



Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole - Administration and Finance

Date: January 10, 2022

Department: Finance

Topic: Council Response to 2021 Audit Questionnaire

Purpose: To obtain council approval to respond to the auditor's letter dated November 22, 2021 that accompanied the Audit Service Plan for 2021 audit completed by MNP LLP.

Background: As part of the annual external audit of the Township, the auditors have sent a letter addressed to council requesting answers with respect to council's role of oversight of the financial reporting process. A draft response letter replicating the prior year responses is included for Committee to review and approve.

Policy Implications: The questions to council are a requirement of the annual audit and council is required to answer by February 28, 2022.

Financial Considerations: Not applicable.

Recommendation: That Committee recommend that Council authorizes the Mayor to sign the drafted response letter to the auditors as a requirement of the annual audit.

A handwritten signature in cursive script, reading 'Melanie Stubbs'.

Treasurer

A handwritten signature in cursive script, reading 'D. Scott'.

CAO

February ??, 2022

MNP LLP

709 Cotton Mill Street,
Cornwall, ON
K6H 7K7

Attn: Ian Murphy

**Re: Township of Edwardsburgh Cardinal
Audit Planning for Year Ended December 31, 2021**

Dear Sir:

This will acknowledge receipt of your audit planning letter of November 22, 2021.

As you know Council, as the elected representatives of the taxpayers, holds the ultimate responsibility for the financial position of the Township and therefore should have a significant role in the oversight of the audit plan and its execution.

Your letter of November 22, 2021 was circulated to the Administration & Finance Committee of Whole Meeting on January 10, 2022 for discussion and Council authorized the preparation and signing of the response letter at their regular meeting of January 24, 2022.

In response to your two questions, the council responds as follows:

Question 1

What oversight, if any, do you provide over Administration's processes for identifying and responding to fraud risks? Administration's processes could include policies, procedures, and programs or controls that serve to prevent, detect and defer fraud.

1. Detailed discussion of budget estimates
2. Formal budget approval of final budget
3. Quarterly review of the Departmental Operational budget to actual progress
4. Quarterly review of the Budget to Actual Capital Project costs
5. Quarterly review of the overall Financial Position in Balance Sheet format but without supporting documentation.
6. Council approval of the Disbursement Sheet Listing of all cheques issued,

with sample testing of payee bona fides.

Council has not reviewed Township administration's processes for identifying and responding to fraud risks and hereby requests that the Audit process include sample testing of payroll payments not seen or reviewed by Council and sample testing of the electronic transfer payments

Question 2

Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

Answer:

1. Council has no knowledge of any actual, suspected or alleged fraudulent activity including any possible misappropriation of assets or manipulation of the financial statements. Council has not reviewed the financial statements prepared by management prior to their submission to the auditor for audit purposes.
2. Council does acknowledge that such risks do exist and we rely on the annual external audit to test for such risks in sample areas where your experience deems most appropriate. Any finding of such fraudulent activity should be reported immediately to the governing body through the Mayor who acts as the CEO of the Municipality under the authority of the Ontario Municipal Act, Section 226.1.

Please allow me to bring another matter to your attention. As in previous years Council will expect to receive an audit opinion on the financial affairs of the Township prior to the preparation of the Consolidated Financial Statement. The Library Board and the Port of Johnstown each prepare and submit separate Financial Statements for audit opinion.

Council looks forward to meeting with the Auditor prior to the presentation of the Auditor's Report at a public Council meeting to be arranged upon completion of your work.

Yours Truly,

Pat Sayeau, Mayor
Township of Edwardsburgh Cardinal

November 22, 2021

Corporation of the Township of Edwardsburgh/Cardinal
Box 129
Spencerville, Ontario
K0E 1X0

Dear Council Members:

Re: Audit questions and requests

We are writing this letter in connection with our audit of the financial statements for the year ending December 31, 2021.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses in writing to the following questions before February 28, 2022:

- a) What oversight, if any, do you provide over Administration's processes for identifying and responding to fraud risks? Administration's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
- b) Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

These questions were previously provided in our audit planning letter but are now presented separately as a reminder to respond, which will assist us greatly in completing our audit engagement of the Township of Edwardsburgh/Cardinal.

Please contact us if you have any questions or concerns or have any other matters you wish to discuss.

Yours very truly,



**Chartered Professional Accountants
Licensed Public Accountants**



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Finance

Date: January 10, 2022

Department: Administration

Topic: Vaccination Policy Review and Update

Purpose: To review and update the policy to add clarity to the policy in specific areas.

Background: The Township passed Bylaw 2021-57, a Bylaw to adopt a COVID-19 vaccination policy. The policy included a clause indicating review on a regular basis and reserving the right to modify its contents at any time, based on current available public health information and recommendations, any further legislative amendments, and operational requirements.

In light of the Omicron variant and further potential impact to the employees and employer, the vaccine requirement and testing protocols for non-vaccinated or partially vaccinated are two areas of the policy that need additional clarification.

Vaccine Requirement

The policy is clear that the Township strongly encourages and recommends that all staff become vaccinated, consistent with public health recommendations. However, the policy is not clear on whether being fully vaccinated is a requirement to remain in the workplace. If this is the intent, the policy needs to be modified to provide a specific timeline to receive the vaccination and the outcome (ex. unpaid leave) for non-compliance.

Non-Vaccinated or Partial Vaccinated Testing Protocol

The policy is clear on the requirement to complete regular rapid antigen testing, at a minimum interval and the flexibility to increase frequency. However, the policy is not fully clear on who covers the cost of the testing. The position taken currently by the employer is the cost of the regular rapid antigen testing is borne by the employee for non-Code related reasons. The position is based on the fact that the employee has the ability but is refusing to obtain an additional layer of safety protection. This position is being challenged by the union who feels that the employer should reimburse the cost of any required rapid antigen testing or make test kits available at no charge to employees, regardless of vaccination status, in an effort to accommodate all employees in ensuring a safe workplace.

Policy Implications: Employees with symptoms consistent with COVID-19 are required to stay home and isolate if fully vaccinated along with other household members, [for 5 days](#) and with symptoms improving. If not fully vaccinated or if immune compromised then they must isolate for 10 days.

Financial Considerations: It can cost an employee up to \$40.00 to secure and complete a single rapid antigen test. Currently, the employer does have the ability to obtain a box of 25 rapid antigen test for a \$14.00 handling fee. It's unknown at this time when testing may no longer be a requirement and how long the employer will be able to receive the tests through the Province at this reduced cost.

Alternative:

Revise the Vaccination Policy to mandate Covid-19 Vaccinations by a certain date for all employees excluding Code related exemptions. The Township would cover the cost of or supply the rapid antigen testing leading up to the required date.

Recommendation: That Committee recommends that Council update the Township Vaccination Policy to require daily workday testing for non-vaccinated employees and that employer cover the cost of or supply the rapid antigen testing.



CAO

TOWNSHIP OF EDWARDSBURGH CARDINAL

COVID-19 Vaccination Policy Revision January 2022

Purpose

The Township of Edwardsburgh Cardinal (the “Township”) is committed to providing a safe working environment for our employees, our residents and members of the public with whom we interact with on a regular basis. The purpose of the Vaccination Policy (the “Policy”) is to provide guidelines pertaining to the expectations and requirements of individuals with respect to COVID-19 vaccination and outlining how this policy is incorporated into our overall health and safety plan.

Scope

This policy applies to any individual who is employed by or who represents the Township in any capacity, including but not limited to full-time, part-time, and temporary Township staff, volunteers and all council members.

Definitions

Immunity*: Protection from an infectious disease. If you are immune to a disease, you can be exposed to it without becoming infected.

Vaccine*: A product that stimulates a person’s immune system to produce an immunity response to a specific disease, protecting the person from that disease or reducing the severity of illness and/or the transmissibility of that disease. Vaccines are usually administered through needle injections, but can also be administered by mouth or sprayed into the nose.

Vaccination*: The act of introducing a vaccine into the body to produce an immunity response to a specific disease.

Immunization*: A process by which a person becomes protected against a disease through vaccination. This term is often used interchangeably with vaccination or inoculation.

Individual: Anyone who is employed by or who represents the Township in any capacity, including but not limited to full-time, part-time, and temporary Township staff, volunteers and all council members.

Representative: shall mean CAO or their assigned designate(s).

*taken from Centre of Disease Control and Prevention

Background

The employer, supervisor, and employees all have obligations under the *Occupational Health and Safety Act* to maintain a safe work environment.

As the employer, we have a responsibility to protect all workers and the community in which we operate, and it is for this reason that it is critical that the Township and its staff take all precautions to protect against COVID-19.

Although being fully vaccinated does not eliminate the risk of becoming infected, it does greatly increase the ability of the body to actively respond to and reduce the severity of the infection, compared to the non-vaccinated.

The Township is actively promoting vaccination to:

- 1) Reduce employee absences due to illness; and
- 2) Ensure sustained workplace productivity; and
- 3) Keep the workforce healthy by preventing employees from getting COVID-19; and
- 4) Boost workplace morale.

Vaccination should be viewed as another layer of protection used in conjunction with and not as a substitute to primary precautionary measures.

Primary precautionary measures include good hygiene practices, physical distancing, wearing a mask when physical distancing is not possible, and staying home when feeling sick.

COVID-19

COVID-19 is defined as the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2). As COVID-19 has spread, mutations have occurred in the virus's genetic code, resulting in several new variants of COVID-19. In this Policy, COVID-19 refers to both the initial COVID-19 virus and all of its mutations/variants.

COVID-19's incubation period is usually five to seven days but can range from one to fourteen days. Individuals may spread COVID-19 within fourteen days of contracting the virus and may develop symptoms any time within those fourteen days. Although some people may not develop symptoms (i.e., are asymptomatic), they may still spread the virus. Common symptoms of COVID-19 include the sudden onset of a high fever, chills, sore throat, fatigue, and a dry cough. These symptoms may be accompanied by other symptoms such as body aches, loss of taste and smell, and diarrhea. More serious symptoms include difficulty breathing or shortness of breath, chest pain, and loss of speech or movement. In some cases, COVID-19 can be fatal.

The COVID-19 vaccine is one of the most effective ways to prevent transmission of and infection by COVID-19. Canadian public health authorities have stated that vaccines are safe, have few side effects, and have a high rate of effectiveness.

Vaccine Requirement

It is the policy position of the Township to strongly recommend and encourage all staff to become vaccinated to protect against COVID-19, as recommended by the Local Medical Officer of Health and the Chief Medical Officer of Health for the Province.

In the case of an individual who has been offered the vaccine and chosen not to be vaccinated, the Township will ~~require the employee to undergo daily workday testing, view the information and may implement necessary actions up to and including restricting access to the workplace, placing the individual on an unpaid leave of absence, and/or modifying or terminating their contract of employment.~~

Vaccination Status

Individuals are required to disclose the status of vaccination (full, partial, non) to their appropriate representative by September 30, 2021.

The process for disclosing and recording status is as follows:

- 1) Individual meets with the appropriate representative;
- 2) Present a valid vaccination record provided through the Ministry of Health;
- 3) Appropriate Representative completes Vaccination Status form found in schedule A of this document;
- 4) Individual and Representative sign-off on form; and
- 5) Completed form will be kept in individual's confidential human resource file.

Non-Vaccinated or Partial Vaccinated Testing Protocol

Any employee who is not fully vaccinated must complete daily workday~~regular~~ rapid antigen point of care testing for COVID-19, ~~at a minimum of once every seven days or such shorter period as directed by the Township,~~ and provide verification of the negative test result to their department manager prior to starting the workday on a weekly basis or such shorter period as directed by the Township.

The testing frequency will be based on public health and provincial guidance documents on best practices. The individual will be required to produce a negative result from a recognized and approved testing method 24 hr prior to attendance at township meetings and/or start of the workweek.

Accommodations

The Employer will assess any request for accommodation related to this Policy in accordance with its obligations pursuant to the *OHRC*. The Township reserves the right to request such information as it deems necessary for such purposes. Accommodation requests will be assessed on a case-by-case basis.

Employees requesting accommodation in relation to this Policy must:

1. Disclose to the Township their need for accommodation;
2. Provide the required supporting information/documentation to substantiate the reason(s) that they are unable to receive a COVID-19 vaccine; and
3. Cooperate and participate in the Employer's efforts to accommodate, including by accepting reasonable accommodation.

Any information or documentation provided during the accommodation process will be held in the strictest confidence, to be shared only on a "need to know" basis to facilitate the accommodation process.

Supporting Documentation

For the purposes of this policy, required supporting documentation will be:

1. Written proof of a medical reason, provided by a physician or registered nurse practitioner that sets out:

- a) a documented medical reason that the employee cannot be vaccinated against COVID-19; and
 - b) the effective time-period for the medical reason (i.e. permanent or time-limited).
2. Written documentation from an ordained member of the religious faith or denomination, deemed acceptable by the courts, will be required for a religious exemption.

The Township may request further information as necessary for the purposes of determining an accommodation request, including information beyond that requested in Schedule A.

Non-Compliance

Individuals failing to follow this policy may be subject to disciplinary action up to and including termination of employment.

Progressive Steps

1. Education
2. Support
3. Correction
4. Discipline

Confidentiality

Information relating to an individual's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file for the purposes of ensuring the safety of the Township's employees, contractors, and local communities, in the event of a COVID-19 outbreak.

Related Policies

The Township and all employees shall continue to comply with all existing COVID-19 infection prevention measures in place, as amended from time to time, and this Policy shall be read in conjunction with such policies, measures, and directives.

COVID-19 Related Illnesses or Absences

The same rules that apply under collective bargaining agreement and non-union personnel policy for other illnesses or absence shall apply for COVID-19 related illnesses or absences.

Review and Modification of Policy

The Township will review this Policy on a regular basis and reserves the right to modify its contents at any time, based on current available public health information and recommendations, any further legislative amendments, and operational requirements.

Contact for Interpretation

Contact your immediate supervisor with any questions relating to the interpretation of this policy.

See Schedule A – Township Vaccination Status Form

Schedule A – Township Vaccination Status Form

Name: _____ Date: _____

Vaccination Status (please check one)

_____ Full _____ Partial (Complete Part A) _____ None (complete Part A and B, **or** C)

Part A: Next Scheduled Dose: _____

Part B: Next Scheduled Dose: _____

Part C – Reason: _____ medical _____ religion/creed

By signing below, I _____ (print individual name) am attesting that the information provided above is truthfully to the best of my knowledge and the organization can use this information as a valid record of my vaccination status. I acknowledge that failure to submit this form in accordance with the Policy or knowingly submitting false information on this form may result in disciplinary action up to and including termination of employment.

Individual Signature: _____

Representative Name: _____

Representative Signature: _____

Full Vaccination: means the individual has received (2) two doses of an approved vaccine and 14 days have passed since second dose.

Partial Vaccination: means the individual has received only (1) dose or (2) doses of an approved vaccine and the 14 day period has not ended.

Non-Vaccinated: means the individual has not received any approved vaccine doses.

Approved COVID-19 Vaccines

Moderna

Pfizer-BioNTech

AstraZeneca/COVISHIELD

Janssen (Johnson & Johnson)

Additional Notes:

