

THE CORPORATION OF THE TOWN OF DEEP RIVER

COUNCIL MEETING

Wednesday, March 2, 2011 at 7:00 p.m.

AGENDA

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. APPROVAL/ALTERATION OF MEETING AGENDA

4. DELEGATIONS AND PRESENTATIONS

4.1 30 Year Police Exemplary Medal – Chief Michael Ueltzhoffer

4.2 Early Learning – Family Enrichment Network

4.3 Early Learning for Every Child Today – Deep River Nursery School and
Childcare Centre

5. MINUTES OF PREVIOUS COUNCIL MEETING

5.1 February 16, 2011 – Council Meeting

BE IT RESOLVED THAT the minutes of the Council Meeting of February 16, 2011, as printed and circulated to all members of Council, be approved.

6. REPORTS

6.1 A/O List Review

6.2 Capital Pre-Approval – Deep River Public Library Board

WHEREAS the Deep River Public Library Board has requested pre-approval for two capital projects for 2011, which will be funded through the library building fund:

1. Paint upper floor circulation area, washrooms and children's area at an approximate cost of \$3,800; and
2. Replace roof shingles and install eight roof vents at an approximate cost of \$21,940.00.

AND WHEREAS the pre-approval is requested to schedule the construction of the projects to begin in April or May 2011;

AND WHEREAS Council deems it advisable to pre-approve the construction projects to secure a contractor;

NOW THEREFORE BE IT RESOLVED THAT Council approve the request from the Deep River Public Library Board to pre-approve two capital projects for 2011 as identified above.

6.3 2011DR001INF – Private Property Right of Use Agreement

7. BY-LAWS

7.1 By-law No. 09-2011

BE IT RESOLVED THAT the following by-law be read a first and second time;

By-law No. 09-2011 – A By-law to authorize entering into a Private Property Right of Use Agreement with Her Majesty the Queen in Right of Canada.

BE IT RESOLVED THAT the following by-law be read a third time, signed by the Mayor and the Clerk and the Seal of the Corporation be affixed thereto;

By-law No. 09-2011 – A By-law to authorize entering into a Private Property Right of Use Agreement with Her Majesty the Queen in Right of Canada.

8. ISSUE REPORTS & RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

8.1 2011ML003ISS – Health and Safety Policy Statement

WHEREAS the Council of the Town of Deep River is dedicated to the health and safety of its employees in the prevention of work related illnesses and injury;

AND WHEREAS Council is committed to the development of a comprehensive health and safety program for its municipal staff;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Town of Deep River Health and Safety Policy Statement, attached hereto;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the said statement and affix thereto the corporate seal.

8.2 2011JW003ISS – Chip Truck Location

BE IT RESOLVED THAT Council approve the location on Ridge Road, just west of the exit from the Community Centre, for the new location of Wazzy's Fries;

AND FURTHER THAT Wazzy's Fries be permitted to open for business at its current location, next to Town Hall, until a site plan agreement and a lease agreement are completed for the new location;

AND FURTHER THAT Wazzy's Fries shall move forthwith to the new location once the site plan agreement and the lease agreement have been formally adopted by Council.

8.3 2011KH001ISS – Street Light Maintenance

8.4 2011BMQ001ISS – Rebate of Taxes – Deep River and District Hospital

BE IT RESOLVED THAT in accordance with Section 361 of the Municipal Act, 2001, the Deep River and District Hospital be granted a rebate of commercial taxes for the year 2010 in the amount of \$3,841.91 of which, \$1,684.54 is the portion paid to the Town of Deep River.

8.5 2011BMQ002ISS – Rebate of Taxes – Mountain River Child Care Association

BE IT RESOLVED THAT in accordance with Section 361 of the Municipal Act, 2001, the Mountain River Child Care Association be granted a rebate of commercial taxes for the year 2010 in the amount of \$2,219.43 of which, \$973.14 is the portion paid to the Town of Deep River.

9. MOTIONS GIVEN PRIOR NOTICE

10. NEW BUSINESS & NOTICES OF MOTION

11. CORRESPONDENCE

11.1 Removal of Chalk River Subdivision Rail Line – Linford B. Costello

11.2 Decline Provision of Police Services – Town of Laurentian Hills

11.3 Lack of Proper Design for Parking, Walking, and Turning on South Side of Highway #17 – Paul Bateman

11.4 Invitation to Attend Arnprior White Pine Festival – Art Smith

11.5 Request for Donation for Backpack Plus Program – Renfrew County Child Poverty Action Network

12. OTHER BUSINESS & INFORMATION ITEMS

13. CLOSED SESSION

WHEREAS the Municipal Act states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is permitted under Section 239 (2);

AND WHEREAS Council deems it advisable to hold a closed session meeting under Section 239 (2) (b) of the Municipal Act;

NOW THEREFORE BE IT RESOLVED THAT the next part of this meeting be closed to discuss items pertaining to personal matters about an identifiable individual, including municipal or local board employees:

1. Approve minutes; and
2. Succession planning.

14. CONFIRMATORY BY-LAW

14.1 By-law No. 10-2011

BE IT RESOLVED THAT the following by-law be read a first and second time;

By-law No. 10-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on March 2, 2011.

BE IT RESOLVED THAT the following by-law be read a third time, signed by the Mayor and the Clerk and the Seal of the Corporation be affixed thereto;

By-law No. 10-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on March 2, 2011.

15. ADJOURNMENT

BE IT RESOLVED THAT Council hereby adjourns the meeting at _____ p.m.

Please note that submissions received by the Town of Deep River from the public, either orally or in writing, may become part of the record at a public Council meeting.



FEN EARLY YEARS

Deep River and Area Family Enrichment Network
Ontario Early Years Satellite



Ontario

Phone: (613) 584-4886 **Fax :** (613) 584-1374 **Email:** fen.oeys@bellnet.ca

free services for children age birth to six years and their parents/caregivers

Serving North Renfrew with locations in Deep River, Chalk River and Point Alexander

January 24, 2011

RECEIVED

JAN 31 2010

Michelle Larose
CAO/Clerk
Town of Deep River
P.O. Box 400
Deep River, ON
K0J 1P0

Dear Michelle,

Further to our telephone conversation this morning, I would like to formally request our organization's interest in doing a presentation to the Deep River town council members. Dawn Recoskie has provided me with a date being March 2, 2011 at 7:00pm.

FEN's intent for this presentation is to provide the council members an update on the Ministry of Education's Early Learning Program (full day, every day kindergarten) and its impact on family resource centres such as FEN and the critical role community plays in ensuring its success.

I will be sending you relevant materials regarding the presentation closer to the scheduled date. I have also asked Dawn to provide audio/visual equipment for our Powerpoint/DVD presentation.

Thank you.

Sincerely,

Ruby Manio-Dimayuga
Administrative Coordinator
FEN Early Years, Deep River

The Critical Role Town Council Plays in Supporting Early Learning and Care
A Presentation to Deep River Town Council
by Ruby Manio-Dimayuga
FEN Early Years, Deep River
March 2, 2011

***Children are the shared responsibility of families, communities and governments.
They deserve opportunities to grow, learn and develop in healthy environment.***

Hand in Hand, OMSSSA Discussion Paper, March 2009

PURPOSE:

To inform Deep River Council of the latest developments in Early Learning and Care envisioned in Pascal's Report, *With Our Best Future in Mind*, which provide a framework for municipal governments to participate and be partners in the formation of local Child and Family Centres.

HOW:

1. FEN's mission - family support & early learning for families with children up to six years of age.ⁱ
2. Pascal's vision of Child & Family System - from chaos to orderⁱⁱ
3. OMSSA - Ontario Municipal Social Services Associationⁱⁱⁱ
 - a. Integrated Service System Planning for the Prenatal-12 Child & Family Service System
 - b. Hand in Hand Child Care Policy Paper
4. Building on what we have: **S.W.O.T. strengths.weaknesses.opportunities.threats**

FEN → Early Years Centre → Best Start Hub → Child & Family Centre

- a. FEN model
- b. Mackenzie High School K-12 community school, September 2011
- c. New Council with DR Corporate Business Plan 2010^v
- d. Enhancements^v

NEXT STEPS:

1. Continue representation on NR community hub committee
2. Seek Council's support for the launch of the NR community hub in November 2011
3. Link FEN's website to Town's and include FEN in Town's promotional materials
4. Revive Kindergym program
5. Explore potential joint programs on Literacy and Early Learning with library.

ENDNOTES

ⁱ FEN Early Years Deep River website
www.earlyyearsrenfrew.ca/deepriver

ⁱⁱ Pascal's Report - With Our Best Future In Mind
http://www.ontario.ca/ontprodconsume/groups/content/@onca/@initiatives/documents/document/ont06_018899.pdf

Pascal's Report Summary
http://www.ontario.ca/ontprodconsume/groups/content/@onca/@initiatives/documents/document/ont06_018896.pdf

ⁱⁱⁱ OMSSA documents
<http://www.omssa.com/singlepage.asp?itemcode=OMSSA-ELCC>

^{iv} Deep River Corporate Business Plan 2010 – Part II Department Information

- Determine a vision for the future based on key priorities
<Corporate Administration/Governance-3rd bullet p.26>
- Take time to assess people, processes, projects and programs to determine how we can be a better organization
<Corporate Administration/Organizational/3rd bullet p.26>
- Start preparations for the next Official Plan review, list issues that are arising due to changing circumstances in the community
<Planning & Development/2010 Issues, Opportunities & Challenges/last bullet p.36>
- Youth Friendly Community-Play works [**include child/family friendly - Kindergym program**].
<Recreation/Recreation/p.44>
- Provide opportunities for local school visits, summer reading and activity programs [**include children literacy & learning readiness programs such as Mother Goose, Family Literacy Day to enhance Storytime program**].
<Other Boards and Bodies/Deep River Public Library/2010 Issues, Opportunities & Challenges p.48>

^v Enhancements

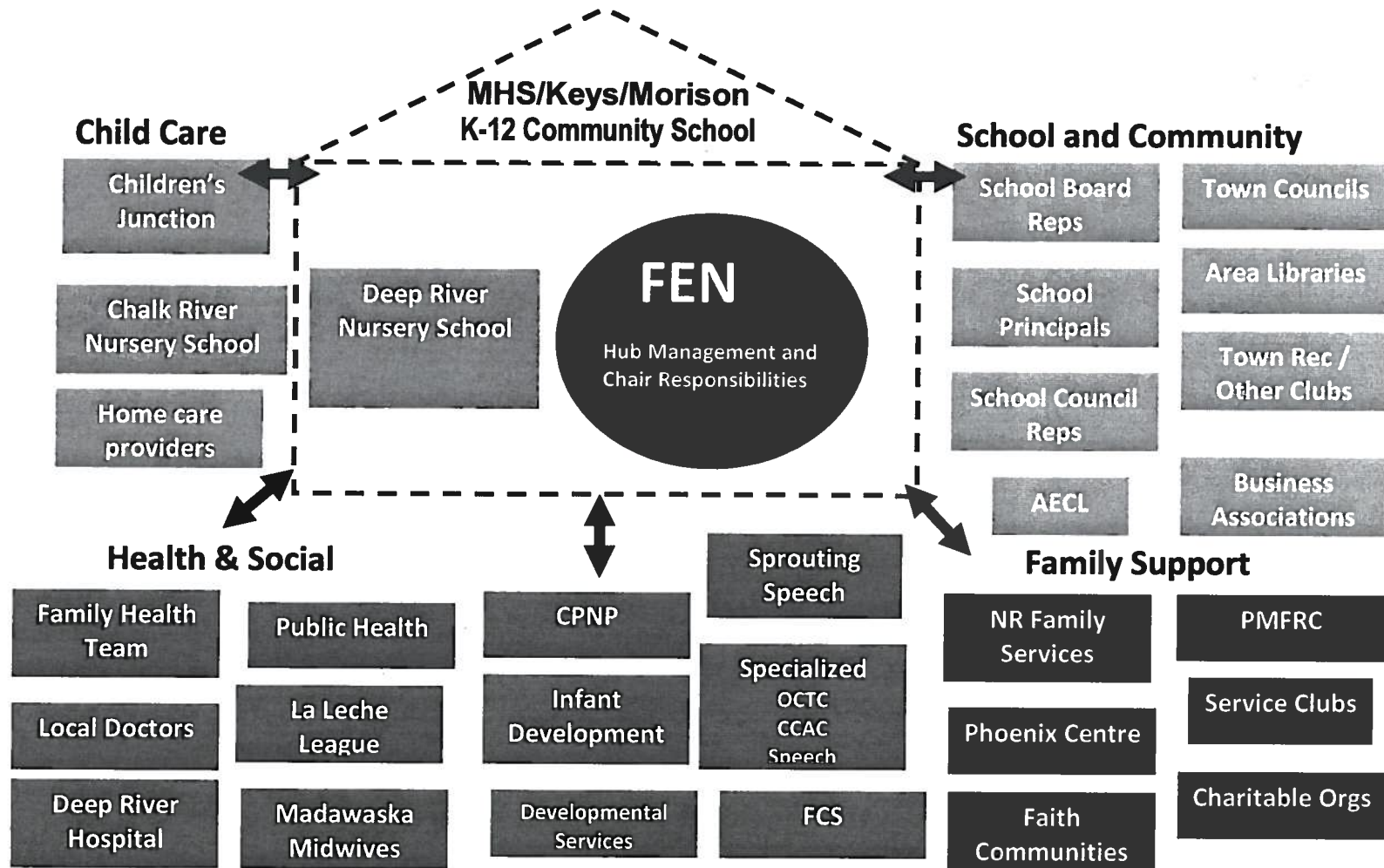
- Include human capital as an integral part of economic development, including early learning of children.
- Showcase Deep River as 'one the best communities to raise children' at tradeshow.
- Include families with young children when discussing sustainability – Town Hall meetings, Children's Charter.
- Be informed and support the Mayor as our representative on the Social Services Committee so he can be a strong and effective advocate on the County level where funding/governing decisions are made.

ATTACHMENTS:

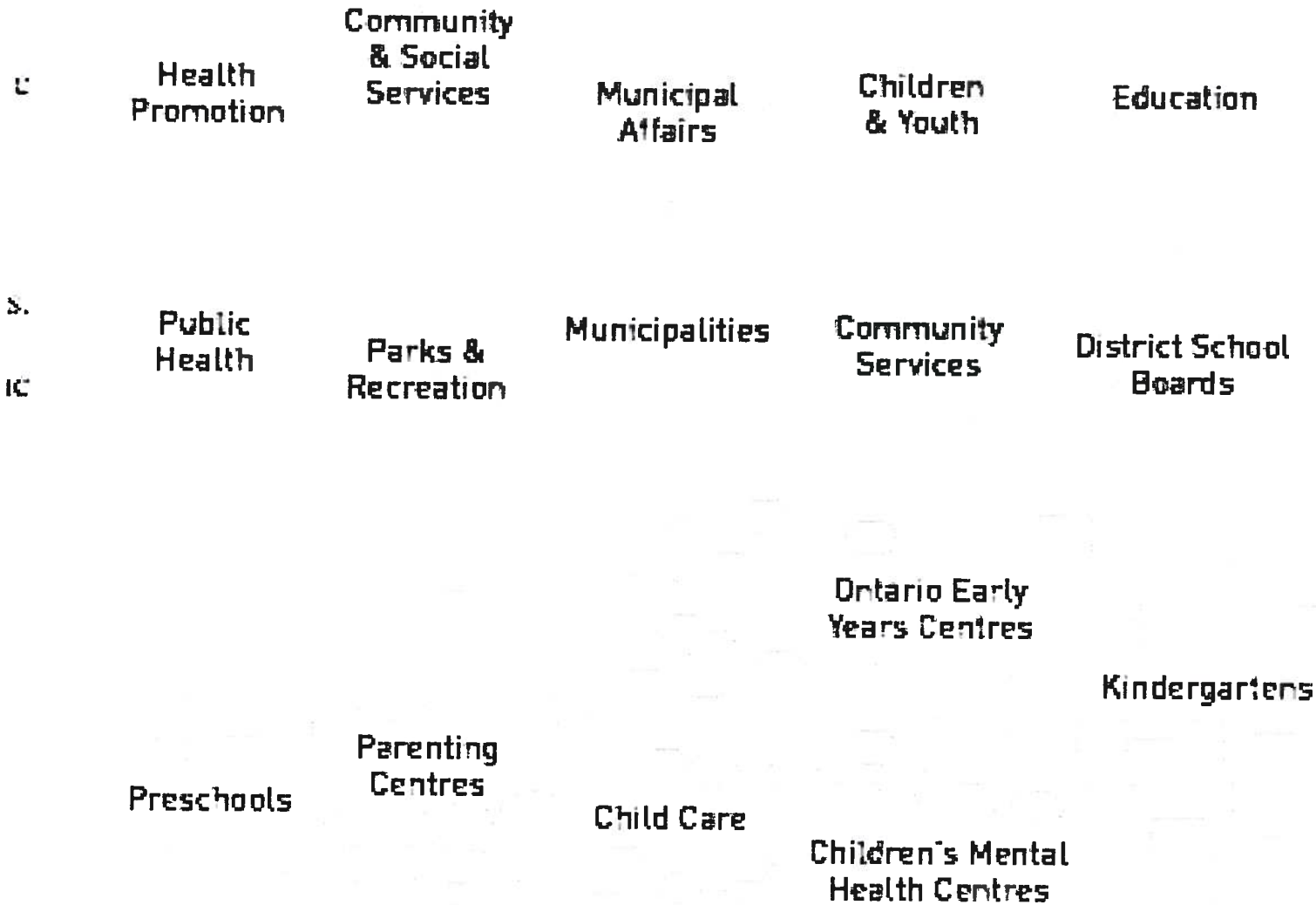
1. North Renfrew Best Start Community Hub model
2. Service Delivery Model – Chaos, Pascal's Report page 20
3. Service Delivery Model – Order, Pascal's Report page 21
4. Governance model for Child & Family Service System, Pascal's Report page 15



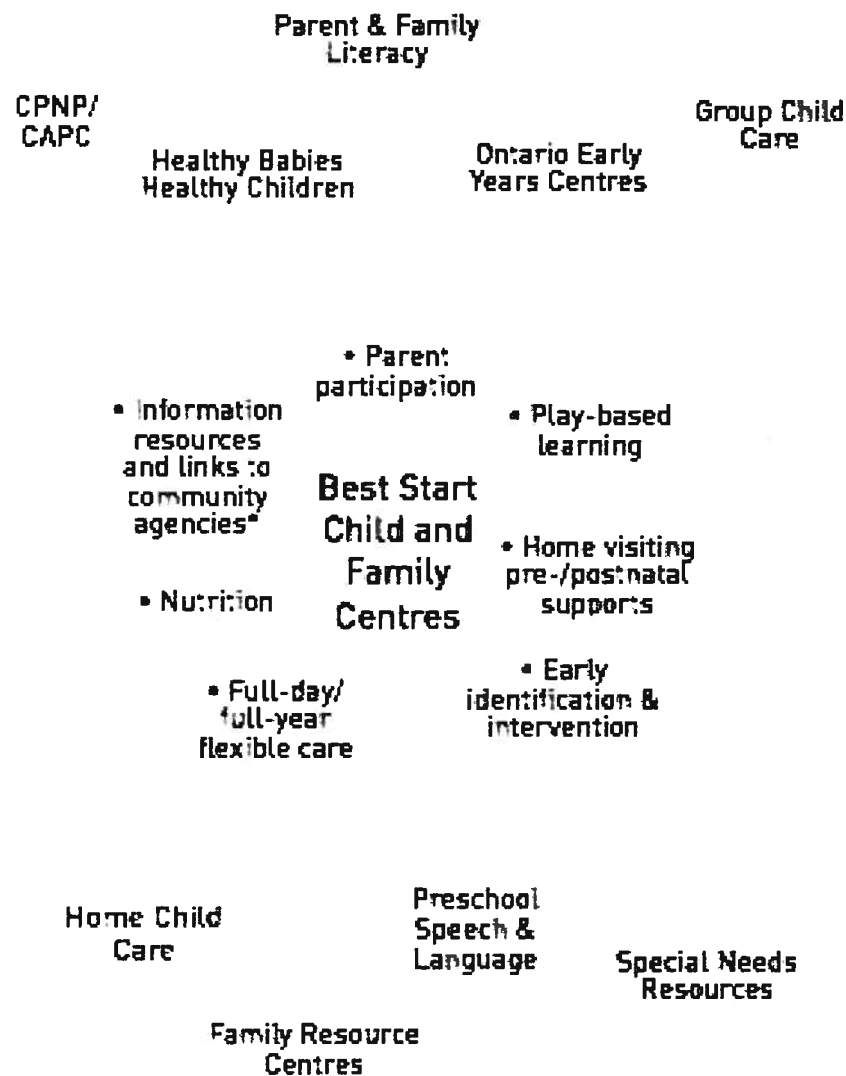
What would our Community Hub look like?



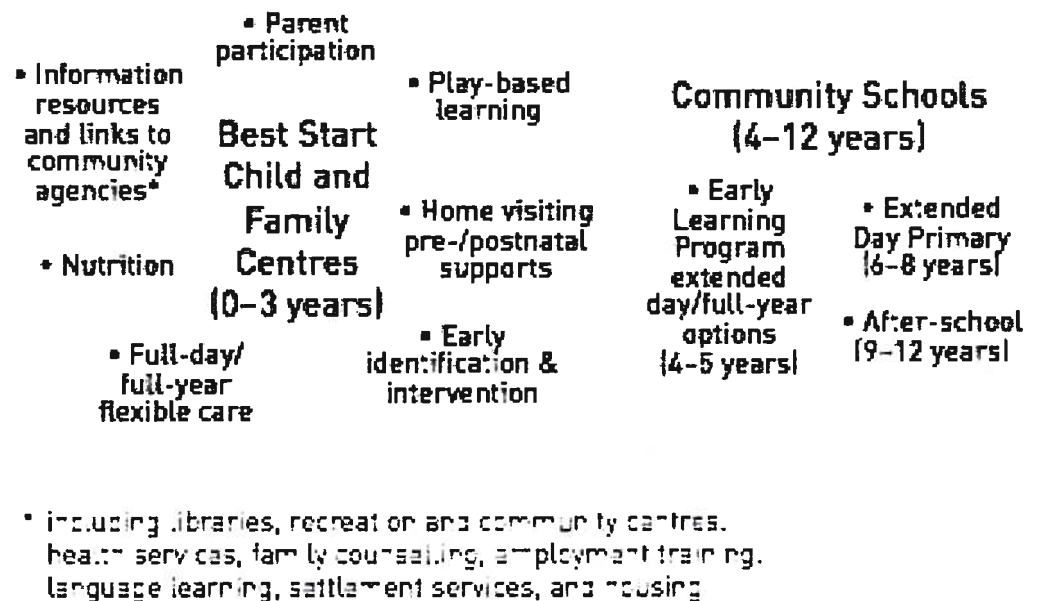
Current Chaos



Transitioning from Chaos to Integrated Best Start Child and Family Centres

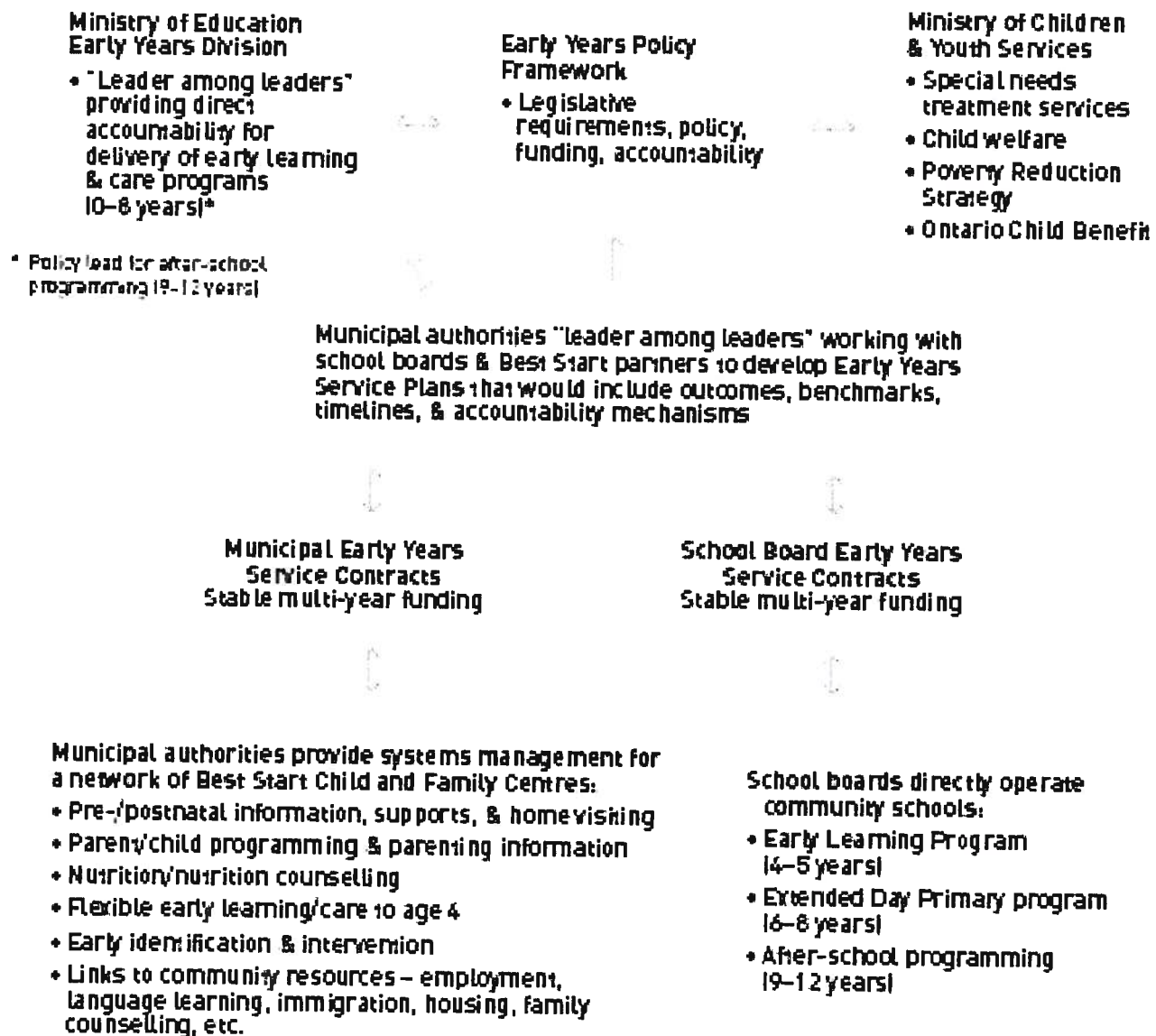


Ontario's Child and Family Service System 2010 and Beyond at the Local Level



It is important to monitor the developmental progress of all children and essential for children with special challenges. A comprehensive approach will identify many

Governance Model for a Child and Family Service System Birth to 12 Years




How the Deep River Nursery School & Childcare Centre Fits into the Pascal Model of a Child & Family Centre

Purpose:

1. To inform Deep River Town Council of the changes to the centre and how it aligns with the Pascal vision of a Child and Family Centre.
2. To inform the Deep River Council of the Early Learning for Every Child Today (ELECT) framework for early childhood settings.

How:

1. The Centre
 - History of the Centre – where we were
 - Current location and programming
 - i. Childcare Centre with multiple programs for children aged 18 months to 11 years
 - ii. Language and Literacy programs
 - Future of the Centre
 - i. Co-location with FEN within Mackenzie High School
2. ELECT
 - What this document means for childcare
 - The continuum of development
3. Centre as part of Child & Family Centre envisioned by Pascal Report








Deep River Nursery School & Childcare Centre


DEVELOPING CONFIDENCE THROUGH
IMAGINATION AND DISCOVERY.

History of the DRNS Centre

- Established in 1967
 - Originally 2 mornings per week
 - Co-operative nursery school
 - Preschool preparation program
- Jan 2007
 - Full days for limited number of children
- Sept 2006
 - 5 days per week
 - Part-time care
- Sept 2007
 - Full time childcare with hot lunch
 - during school year

Current Programs

				
Full-time care 7:00 am - 5:30 pm	Flexible full and part-time options for families	Toddler Program (ages 14 mo to 30 mo)	Before and After School Program (ages 4-11 years)	Summer program

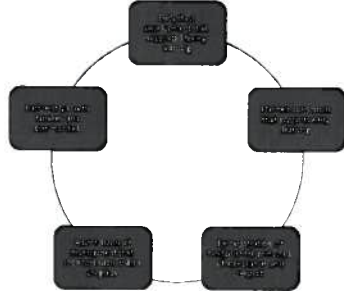


Early Learning for Every Child Today (ELECT)

What is it?

- A resource for childcare centres, kindergarten programs and Early Years centres to provide a common framework of developmental expectations
- The document has been aligned with the revised *Kindergarten Program* curriculum document and the guidelines for Ontario Early Years

What does ELECT mean for our children?



Early brain development sets the foundation for lifelong learning, behaviour and health.

- J. Fraser Mustard, 2006



The Future of the DRNS

- Co-location with FEN means:
- Ease of access for families to all resources
 - Use of FEN for Before and After School Program Delivery
 - Familiarity of children with various rooms and staff for greater comfort in moving from family to centre based care



Pascal's Vision

"To fully benefit from full-day early learning for 4- and 5-year-olds, we must deal with the chaotic mix of child and family services we currently have in our communities. It would be ineffective and costly to layer a new program on top of a web of unsolved problems. We must turn a jumble of children's programs into a child and family service system that closes the gaps and offers a continuum of services for children from birth to age 12."

- Dr. Charles Pascal

What is a Child & Family Centre?

- Best Start Child and Family Centres**
- Parent participation
 - Play-based learning
 - Home visiting pre-/postnatal supports
 - Early identification & intervention
 - Information resources and links to community agencies*
 - Nutrition
 - Full-day/ full-year flexible care

The centre would continue to provide provide:

- Full- and part-time full-year flexible care
- Early identification and intervention
- Play-based learning
- information resources and links to community agencies

Imagine ...

The mother of a 4-year-old girl and a new baby boy is welcomed at the school door by the principal, who asks how she and her family are doing and reminds her about an upcoming school festival. The mother is on parental leave while the father works. He plans to go on leave when she returns to her job.

The older child runs off to the Early Learning Program while her mother has her own morning planned at the Best Start Child and Family Centre, where she has a postnatal consultation with a public health nurse. Last year, when her older child attended the centre, educators identified a difficulty with the child's communication skills. With some extra help the little girl is now doing well in the Early Learning Program and can't wait to talk about everything she does. She had no trouble adjusting. The Early Learning Program is just down the hall from the centre and she already knew the staff.

Hours after the last bell has rung the school is still buzzing. Parents come and go, picking up children who have participated in extended programming. There are recreational, arts, and social activities and homework clubs for the children, and a concurrent parenting program is running. One of the children has painted a picture of the school, which the principal has put on the bulletin board in the main foyer. It shows a building with a long line of stick figures, tall and small, heading towards a big open door.

The Corporation of the Town of Deep River

DRAFT MINUTES

COUNCIL MEETING

Wednesday, February 16, 2011 at 7:00 p.m.

Present:

Mayor
Deputy Mayor
Councillors

David Thompson
Mary MacCafferty
Daniel Banks
Ronald Desrochers
Terry Myers

Absent:

Councillor Ruth Syme
Councillor Christopher Carroll

Staff:

Michelle Larose, CAO/Clerk
Khizar Hayat, Director of Public Works
John Walden, Planning and Development Director
Dawn Recoskie, Deputy Clerk

1. CALL TO ORDER

Mayor Thompson opened the meeting and welcomed everyone. He advised Council that Councillor Syme is in the hospital recuperating; he extended Council's best wishes and indicated Council is thinking of her and wishing her a speedy recovery. Mayor Thompson advised that the Striking Committee may meet to re-delegate some of Councillor Syme's other committee responsibilities, depending on how long she may be absent.

Mayor Thompson then introduced Council to Khizar Hayat, Director of Public Works. Mr. Hayat began his duties with the municipality on February 14, 2011.

2. DECLARATION OF PECUNIARY INTEREST

NIL

3. APPROVAL/ALTERATION OF MEETING AGENDA

The following items were added to the agenda:

- Item #12.1 Deep River Police Services Board Resolution – Mayor Thompson
- Item #12.2 Terms of Reference for Economic Development Committee – Deputy Mayor MacCafferty
- Item #12.3 Official Plan Committee Update – Councillor Banks
- Item #13 Resolution to go into Closed Session regarding a litigation matter

4. DELEGATIONS AND PRESENTATIONS

NIL

5. MINUTES OF PREVIOUS COUNCIL MEETING

5.1 February 2, 2011 – Council Meeting

RESOLUTION # 2011-34

MOVED BY: Deputy Mayor MacCafferty
SECONDED BY: Councillor Banks

BE IT RESOLVED THAT the minutes of the Council Meeting of February 2, 2011, as printed and circulated to all members of Council, be approved.

CARRIED

5.2 February 9, 2011 – Committee of the Whole

RESOLUTION # 2011-35

MOVED BY: Deputy Mayor MacCafferty
SECONDED BY: Councillor Banks

BE IT RESOLVED THAT the minutes of the Committee of the Whole Meeting of February 9, 2011, as printed and circulated to all members of Council, be approved.

CARRIED

6. REPORTS

6.1 A/O List Review

The list was reviewed and no changes were made.

- 6.2 Review of Procedural By-law (refer to February 9, 2011 Committee of the Whole agenda for copy of draft by-law)

Mayor Thompson indicated Councillor Banks had provided his written comments to staff regarding the draft Procedural By-law and recommended that the rest of Council do the same. The Procedural By-law will be discussed again at the March 9, 2011 Committee of the Whole meeting.

7. **BY-LAWS**

- 7.1 By-law No. 07-2011

RESOLUTION # 2011-36

MOVED BY: Councillor Desrochers

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the following by-law be read a first and second time;

By-law No. 07-2011 – A By-law to amend By-law 6-88 to adopt the Employee Performance Appraisal Policy for the Town of Deep River.

CARRIED

RESOLUTION # 2011-37

MOVED BY: Councillor Myers

SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT the following by-law be read a third time, signed by the Mayor and the Clerk and the Seal of the Corporation be affixed thereto;

By-law No. 07-2011 – A By-law to amend By-law 6-88 to adopt the Employee Performance Appraisal Policy for the Town of Deep River.

CARRIED

8. ISSUE REPORTS & RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

8.1 Revision to Tim Horton's Site Plan

RESOLUTION # 2011-38

MOVED BY: Councillor Desrochers

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT Council approve the revision to the original Tim Horton's site plan agreement to include a patio as per the drawing submitted;

AND FURTHER THAT Council direct the Manager of Planning and Development to prepare the amendment to the site plan for Council's consideration;

AND FURTHER THAT the amendment is conditional upon the sidewalk installation as per the original site plan agreement.

CARRIED

8.2 Chip Truck Location

RESOLUTION # 2011-39

MOVED BY: Councillor Myers

SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT Council direct the Manager of Planning and Development to initiate a lease agreement with the owners of Wazzy's Fries (Tim and Paula Wasmund).

A recorded vote was requested by Mayor Thompson.

	FOR	AGAINST
David Thompson		X
Daniel Banks	X	
Ronald Desrochers		X
Mary MacCafferty	X	
Terry Myers		X

The motion was defeated – 3 AGAINST, 2 FOR.

DEFEATED

Staff was directed to pursue a new location for the chip truck for Council to consider.

9. MOTIONS GIVEN PRIOR NOTICE

- 9.1 BE IT RESOLVED THAT** the lobby of the Town Hall remain open from 8:00 a.m. to 10:00 p.m., 365 days a year.

RESOLUTION # 2011-40

MOVED BY: Councillor Banks
SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT the lobby of the Town Hall remain open from 8:00 a.m. to 10:00 p.m., 365 days a year.

On motion of Councillor Myers, seconded by Councillor Banks, the resolution was tabled until further research can be conducted by staff regarding the logistics, feasibility, and costs associated with the request. Staff was directed to report back to Council regarding the proposed resolution. The resolution was tabled.

TABLED

10. NEW BUSINESS & NOTICES OF MOTION

NIL

11. CORRESPONDENCE

- 11.1 Thank You – Ivan Saari, Renfrew County District School Board**

The letter was received as information.

- 11.2 Joint Council Meetings – Melinda Reith, United Townships of Head, Clara & Maria**

Council agreed to participate in the Joint Council meetings. Staff was directed to respond in the affirmative.

12. OTHER BUSINESS & INFORMATION ITEMS

12.1 Deep River Police Services Board Resolution – Mayor Thompson

A resolution was presented from the Deep River Polices Services Board, authorizing the Chief to purchase a 2011 Ford Crown Victoria cruiser not to exceed \$40,000.

Staff was directed to follow up at the next meeting and explain how the purchase will affect the budget process.

12.2 Terms of Reference for Economic Development Committee – Deputy Mayor MacCafferty

Deputy Mayor MacCafferty provided an update to Council regarding the Economic Development Committee.

12.3 Official Plan Committee Update – Councillor Banks

Councillor Banks provided an update to Council regarding the Official Plan Committee.

Mayor's Report

Mayor Thompson advised he attended the Renfrew County Housing Committee meeting on Thursday, February 10, 2011. He noted the group is responsible for 1,000 units throughout the County with one of the buildings located in Deep River.

Mayor Thompson attended the Deep River Police Services Board meeting on Monday, February 14, 2011. Preliminary discussions took place regarding the budget and the contract renewal for Chief Ueltzhoffer. Mayor Thompson advised he is still waiting to hear back from the Town of Laurentian Hills regarding the letter he sent about conducting a costing for police services for the Town.

Mayor Thompson attended the Fire Services Committee meeting on February 14, 2011. He indicated the issue is of great concern for our community and is being addressed.

Mayor Thompson advised correspondence had been received from the Mount Martin Ski Club regarding their insurance fees. He recommended the group come forward with some options and meet with Council to discuss them.

Mayor Thompson also reported the lease regarding the Community Centre will be resolved soon.

13. CLOSED SESSION

RESOLUTION # 2011-41

MOVED BY: Councillor Myers

SECONDED BY: Councillor Banks

WHEREAS the Municipal Act states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is permitted under Section 239 (2);

AND WHEREAS Council deems it advisable to hold a closed session meeting under Section 239 (2) (e) & (f) of the Municipal Act;

NOW THEREFORE BE IT RESOLVED THAT the next part of this meeting be closed to discuss items pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose:

1. Lawsuit against the Town of Deep River.

CARRIED

Council went into closed session at 8:30 p.m.

Council reconvened to open session at 9:23 p.m.

Business Arising from Closed Session

The purpose of the closed session was to have a discussion with the municipal solicitor regarding a pending lawsuit against the municipality.

14. CONFIRMATORY BY-LAW

14.1 By-law No. 08-2011

RESOLUTION # 2011-42

MOVED BY: Councillor Desrochers

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the following by-law be read a first and second time;

By-law No. 08-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on February 16, 2011.

CARRIED

RESOLUTION # 2011-43

MOVED BY: Councillor Desrochers

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the following by-law be read a third time, signed by the Mayor and the Clerk and the Seal of the Corporation be affixed thereto;

By-law No. 08-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on February 16, 2011.

CARRIED

15. ADJOURNMENT

RESOLUTION # 2011-44

MOVED BY: Councillor Myers

SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT Council hereby adjourns the meeting at 9:26 p.m.

CARRIED

Mayor David Thompson

CAO/Clerk – Michelle Larose

March 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
Regular	02/03/2011		Family Enrichment Network regarding early learning	Presentation	24/01/2011
			Deep River Childcare Centre	Presentation	28/01/2011
Committee of the Whole	09/03/2011	Senior Staff	Department Reports	Monthly Report	01/01/2011
		Director of Public Works	Water Distribution Agreement	Information Report	28/02/2011
Regular	16/03/2011	Treasurer	Water/Sewer Rate Report	Issue Report	
			Hydro One	Presentation	16/02/2011
		Planning & Development Dir.	Zoning By-law Revisions	Information Report	09/02/2011

Other Important Dates

TBD Alcohol Policy

TBD East End Lands Management Advisory Committee - Snowmobile Agreement/Cross-County Ski-Club Agreement

TBD Sludge Haulage

TBD Mayor's Notice of Motion (Lobby)

April 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
Regular	06/04/2011				
Committee of the Whole	13/04/2011	Senior Staff	Department Reports	Monthly Report	01/01/2011
Regular	20/04/2011	CAO/Clerk	Property Standards By-law	Issue Report	09/02/2011

Other Important Dates

- TBD Alcohol Policy
- TBD East End Lands Management Advisory Committee - Snowmobile Agreement/Cross-County Ski-Club Agreement
- TBD Sludge Haulage
- TBD Mayor's Notice of Motion (Lobby)

MEMO

TO: Deep River Council

From: Deep River Library Board

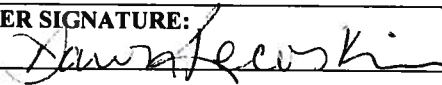
Re: 2011 Capital Proposal

Date: February 15, 2010

As outlined in our capital request, our two building maintenance projects will be financed through the library building fund. In consultation with Public Works, these projects should commence in April or May due to scheduling of the contractors and considerations concerning the seasonal use of the library. We are requesting a decision from Council to proceed with these needed maintenance projects.



THE CORPORATION OF THE TOWN OF DEEP RIVER
INFORMATION REPORT

SUBJECT: Private Property Right of Use Agreement		REPORT NUMBER 2011DR001INF
File Storage: U:\Information Reports 2011\2011DR001INF.docx		PAGE 1 of 1
PREPARED BY: Dawn Recoskie, Deputy Clerk	REVISION DATE: February 23, 2011	
MANAGER SIGNATURE: 	FOR CONSIDERATION OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: Council – March 2, 2011		
ATTACHMENTS: NIL		

BACKGROUND:

A request was received from Captain M. McCloskey, Canadian Special Operations Regiment (CSOR), Department of National Defence, as represented by Sergeant Ken Taylor, to use the Town's Training Room for a three day period during the week of March 14-18, 2011.

COMMENTARY:

The Training Room will be used as an observation point for up to three military personnel during this non-invasive and non-damaging training session. Daytime low flying aircraft will be involved which could result in some loud noises or minor disturbances.

FINANCIAL IMPLICATIONS:

There is no financial implication associated with this request. The Department of National Defence assumes liability for the actions of CSOR involved in the training in accordance with *Department of Public Works and Government Services Act*, S.C. 1996, c.16. By-law 09-2011 has been prepared to enter into a Private Property Right of Use Agreement.

ACCESSIBILITY IMPLICATIONS:

NIL

REVIEWED BY: _____

CAO/Clerk

DATE: _____

Feb 28, 2011

THE CORPORATION OF THE TOWN OF DEEP RIVER

By Law No. 09-2011

A By-law to authorize entering into a Private Property Right of Use Agreement
with Her Majesty the Queen in Right of Canada

WHEREAS Council deems it advisable to enter into a Private Property Right of Use Agreement with Her Majesty the Queen in Right of Canada (DND) represented by Canadian Special Operations Regiment (CSOR), to allow CSOR to use the Town's Training Room for a three day period during the week of March 14-18, 2011;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Deep River enacts as follows:

1. That the Mayor and CAO/Clerk be authorized to sign the attached agreement marked as Schedule "A" to this by-law and to affix thereto the corporate seal.
2. This by-law comes into force upon passing of the Council of the Corporation of the Town of Deep River.

READ A FIRST AND SECOND TIME THIS 2nd DAY OF MARCH, A.D. 2011.

READ A THIRD TIME AND FINALLY PASSED THIS 2nd DAY OF MARCH, A.D. 2011.

Mayor

Chief Administrative Officer/Clerk

Canadian Special Operations
Regiment
PO Box 9999 Stn Main
Petawawa ON K8H 2X3



Régiment des opérations spéciales du
Canada
CP 9999 Succ Main
Petawawa ON K8H 2X3

PRIVATE PROPERTY RIGHT OF USE

The Corporation of the Town of Deep River grant authority to Her Majesty in Right of Canada (DND) represented by Canadian Special Operations Regiment to make use of our property described as follows:

The Training Room on the second floor of the Township Office located at 100 Deep River Rd, Deep River On, for the following purpose:

An observation location for a three member team.

Said use to be for a three day period during the week of 14 - 18 March 2011.

It is understood and agreed that DND, represented by Sgt Ken Taylor will use our property during the above-mentioned period free of charge. Further, Her Majesty doth hereby indemnify and save harmless the Corporation of the Town of Deep River in respect of any and all actions, causes of actions, claims or demands, which may be brought by or against the Corporation of the Town of Deep River whether jointly or severally, by or on behalf of any person or persons in any way arising out of the above-noted use.

IN WITNESS whereof these presents have been signed this ___ day of _____

A.D., 2011, at Deep River, On.

Mayor of Deep River

Date

Witness

Date

CAO/Clerk

Date

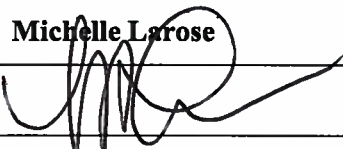
Witness

Date



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Health and Safety		REPORT NUMBER 2011ML003ISS
File Storage: U:/mlarose/Issue Reports/Administration/2011/2011ML003ISS Health and Safety Policy Statement		PAGE 1 of 3
PREPARED BY: Michelle Larose	REVISION DATE: February 22, 2011	
SIGNATURE: 	FOR CONSIDERATION OPEN SESSION X CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: COUNCIL – March 2, 2011		
ATTACHMENTS: Health and Safety Policy Statement		

RECOMMENDATION:

A resolution has been prepared for Council's endorsement. It is recommended that Council fully support the policy statement showing their commitment to the health and safety of our municipal staff and ongoing development, training and implementation of the health and safety program.

BACKGROUND:

It has been recognized that the Town of Deep River is in need of a comprehensive Health and Safety program. This has become more evident with the recent report from the Ontario Fire Marshal's Office and Ministry of Labour directives. One of the requirements of the recent Ministry of Labour order was to establish a health and safety policy.

ISSUES AND OPTIONS:

As a first step, a Joint Health and Safety Committee has been established this includes members of each department of the Town as well as two members from management. The committee met on February 17th for its first meeting in which an orientation session took place outlining the responsibilities of the Committee. This Committee will form the basis of the development of policies and procedures with reference to health and safety as well as bringing concerns of employees and the committee to Council for their direction and consideration.

SUBJECT: Health and Safety	REPORT NUMBER 2011ML003ISS
File Storage: U:/mlarose/Issue Reports/Administration/2011/2011ML003ISS Health and Safety Policy Statement	PAGE 2 of 3

The following persons were selected amongst their peers to become members of the Joint Health and Safety Committee.

Robert Labre – Management	Lori Wilson – Pool Staff
Michelle Larose – Management	Louise McLaughlin – Resource person
Liz Archer – Library	
Shirley Lachance – CUPE (inside workers)	
Todd Cleary – CUPE (outside workers)	
Carol Skea – Deep River Police Association	
Lindsay Meilleur – Deep River Fire Fighters Association	
Dale Stewart – Recreation	

To date we have three members who have participated in the Part I – Basic Certification training. Part II training will take place in April 2011 and three people (Shirley Lachance, Todd Cleary and Robert Labre) will participate in the training. Lindsay Meilleur will participate in the Part II job specific training in February of 2012 for the fire department.

I am a certified member having obtained Part I and II certification under the Workers Safety & Insurance Act.

The very first step in developing a health and safety program comes from the commitment of the employer and employees to creating a safe working environment in which all staff can perform their duties. As such, a standard Health and Safety Policy Statement has been prepared for Council’s passing to show their commitment to the health and safety of all employees of the Town of Deep River.

FINANCIAL IMPLICATIONS:

The financial implications for Part I and Part II certification training are as follows:

2011 – Training for 3 persons (Part II) -	$875.75 \times 3 =$	\$ 2,627.25
Meals		150.00
2011 – Training for 1 person (Part I) approximately		\$500.00
Meals		50.00
Total		\$ 3,327.25

SUBJECT: Health and Safety	REPORT NUMBER 2011ML003ISS
File Storage: U:/mlarose/Issue Reports/Administration/2011/2011ML003ISS Health and Safety Policy Statement	PAGE 3 of 3

There will also be training required as we develop specific health and safety policies and procedures. Some of the training will not be able to be done in-house thus there will be costs attributed to these sessions. It is unknown at this time, what exactly those requirements will be. Provisions have been made to allocate funds in the 2011 budget to cover all health and safety training that will be required in the current fiscal year.



THE CORPORATION OF THE TOWN OF DEEP RIVER



Health and Safety Policy Statement

The Council of the Corporation of the Town of Deep River is dedicated to the health and safety of its employees. The protection of the Town of Deep River employees from injury is the primary focus of the corporation.

All management, staff and employees have a personal responsibility to work safely and to contribute to the achievement of a high level of health and safety within the community.

Council is committed to the health and safety of all employees and will provide guidelines on occupational health and safety issues related to working in a safe and predictable manner in accordance with the following objectives:

- a) Ensure that healthy and safe working conditions, practices and procedures are established and followed by employees;
- b) Ensure that all employees receive necessary training and knowledge to enable them to safely perform the work to which they have been assigned;
- c) Identify and address potential health and safety hazards to prevent occupational illness/injury.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Town of Deep River operations. Excellence in health and safety performance is achieved through the active support and participation of all employees.

March 2nd, 2011


David V. Thompson – Mayor

Michelle Larose – CAO/Clerk



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Chip Truck Location		REPORT NUMBER 2011JW03 ISS
File Storage:		PAGE 1 of 2
PREPARED BY: John Walden	REVISION DATE:	
MANAGER SIGNATURE: 	FOR CONSIDERATION OPEN SESSION X CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: Council		
ATTACHMENTS: 1. Issue Report 2009 JW010ISS and Map of Downtown Area. 2. Issue Report 2011JW02ISS		

BACKGROUND:

At the Council meeting on February 16th Council members indicated that there was a willingness to have a chip truck in the downtown core, but the majority of Council was not happy with the current location. Subsequent to the February 16th meeting, I was contacted by Mr. Wasmund. He would like to open his business in March of 2011 and is looking for direction. The purpose of this report is to attempt to establish an acceptable location and to respond to the owner's question about possible operation of his business in prior to re-location.

ISSUES AND OPTIONS:

There are two issues as follows:

1. Where can Wazzy's Fries locate?
2. Can Wazzy's operate in its current location before moving? Mr. Wasmund wants to open his business sometime in March. He would likely not move until the snow is gone. Last year we required that a site plan agreement be completed before he opened (it took until June).

Options for Issue 1 – Possible Locations -

1. On Ridge Road just west of the exit from the community centre (Where JC Fries used to be).
 - This has the advantage of available services and is a proven location.
2. On the property next to Giant Tiger.
 - This option was rejected by the last Council because it was felt that it could negatively impact the salability of the property.
3. Any other location that Council recommends.

Options for Issue 2

1. Yes – under the condition that the business be moved once the site plan and lease agreement have been adopted by Council.
2. No - there can be no business operation until all agreements are complete for a new location. The process of a new site plan agreement and lease agreement could take a considerable amount of time thus causing a delay in opening of Mr. Wasmund's business.

FINANCIAL IMPLICATIONS:

The Town will receive \$100 for the chip truck's licensing fee, and \$300 per month from the leasing of the land.

ACCESSIBILITY IMPLICATIONS:

None

RECOMMENDATION:

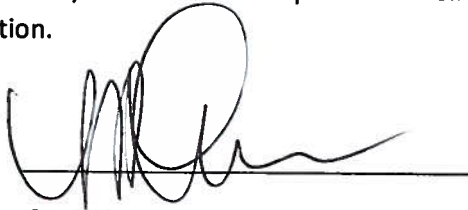
Issue1

Option 1 – That staff be directed to work out a site plan and lease agreement for a location west of the community centre.

Issue 2

Option 1 – That Wazzy's be allowed to operate in their current location until they are required to move to the new location.

REVIEWED BY:



CAO/Clerk

DATE:

Feb 28 / 11

COMMENTS: -



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Chip Truck Location		REPORT NUMBER 2011JW002ISS
File Storage:		PAGE 1 of 2
PREPARED BY: John Walden	REVISION DATE:	
MANAGER SIGNATURE:	FOR CONSIDERATION OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: Council		
ATTACHMENTS: Issue Report 2009 JW 010 ISS and Map of Downtown Area		

BACKGROUND:

In 2009 Tim and Paula Wasmund of Wazzy's Fries approached the Town and asked if they could locate a chip truck in the downtown area. Three locations were considered (see attached map) including a location adjacent to the Town hall parking lot which was selected by Council. A site plan agreement was completed in June 2010. Electricity was hard wired to the site at the Town's request and the Wasmunds worked with the Town's public works department to ensure that the site was as safe as possible. A draft formal lease agreement between the Wasmunds and the Town has been drawn up by the Town's lawyer, but was not signed prior to municipal elections. The purpose of this report is to determine whether the current location of the truck is acceptable so that we can move forward with a lease agreement.

ISSUES AND OPTIONS:

Issues:

1. A chip truck downtown is well used by people and seems to be a positive addition to the downtown core.
2. There have been two locations that have worked well for the chip truck businesses in the downtown, the one that Wazzy's currently has and one on Ridge Road just west of the Community centre, (approximate location is number 1 on the map).
3. Change of location would require a new site plan agreement between the Town and Wazzy's Fries.

Options:

1. Leave the truck where it is and move forward with the lease agreement.
2. Require that the truck be moved to another location.
3. Have the truck removed and have no chip truck downtown.

FINANCIAL IMPLICATIONS:

The Town will receive \$100 for the chip truck's licensing fee, and \$300 per month from the leasing of the land.

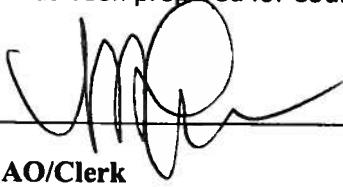
ACCESSIBILITY IMPLICATIONS:

None

RECOMMENDATION:

Option 1 – A motion has been prepared for Council's consideration.

REVIEWED BY:



CAO/Clerk

DATE:

Feb 4 / 10

COMMENTS: -



ISSUE REPORT

SUBJECT: <i>Chip Truck Location</i>		REPORT NUMBER <i>2009JW010ISS</i>
		PAGE 1 OF 2
PREPARED BY: <i>John Walden</i>	REVISION DATE: <i>10 August 2009 (4:08pm)</i>	
DIVISION HEAD REVIEW: SIGNATURE:	FOR CONSIDERATION OPEN SESSION X CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: Council		
ATTACHMENTS: Map of downtown area showing possible locations		

BACKGROUND

Tim and Paula Wasmund have been looking for an appropriate location for a chip truck in Deep River. Last year the Wasmunds had a chip truck located at Canadian Tire and were expecting to locate back at CTC this year. They had the full support of the local CTC manager who felt that the chip truck offered an additional service to his customers and attracted additional people to the CTC site. During the site planning process for the location of the truck, it was discovered CTC corporate policy no longer supports chip trucks on their store sites. The Wasmunds have been exploring options with the Economic Development Department. No "perfect" location has been found. The purpose of this report is present council with some possible options and to get council's input and preference. Possible site locations are listed below.

Ideally the Wasmunds would like to try any location that council would suggest, in the late Summer and Autumn, then work on a formal agreement for the location (if it works out to everyone's satisfaction) over the winter months..

ISSUES AND OPTIONS

Option 1 - Across the street from the vacant lot next to Giant Tiger. This is the location that was occupied by JC Fries.

Pros:

1. The infrastructure is in place at this site.
2. There were no significant problems with the location when the previous chip truck was on this site.

Cons:

1. Notwithstanding current zoning this could be a short term practical solution for 2009.

Option 2 - Vacant property next to Giant Tiger.

Pros:

1. Zoning is appropriate.

Cons:

1. The infrastructure is not in place.
2. The land is for sale - if it were sold the truck would have to move. We would have to start over again. A Listing Agreement is coming before council, this might be a short term solution as well.
3. The Chip truck could have a negative effect on the perception of the property by a potential buyer.

Option 3 - Green Space next to Town Hall parking lot on Champlain Street.

Pros:

1. Zoning is appropriate.

Cons:

1. Infrastructure is not in place.

2. Truck would take up nearly all of the green space along this part of Champlain.

Option 4 - Any appropriate location that Council can identify.

CORPORATE BUSINESS PLAN IMPLICATIONS

This initiative is consistent with economic development objectives in the Corporate Business Plan

FINANCIAL IMPLICATIONS

There is a chip truck licensing fee of \$100 that would be received by the Town.

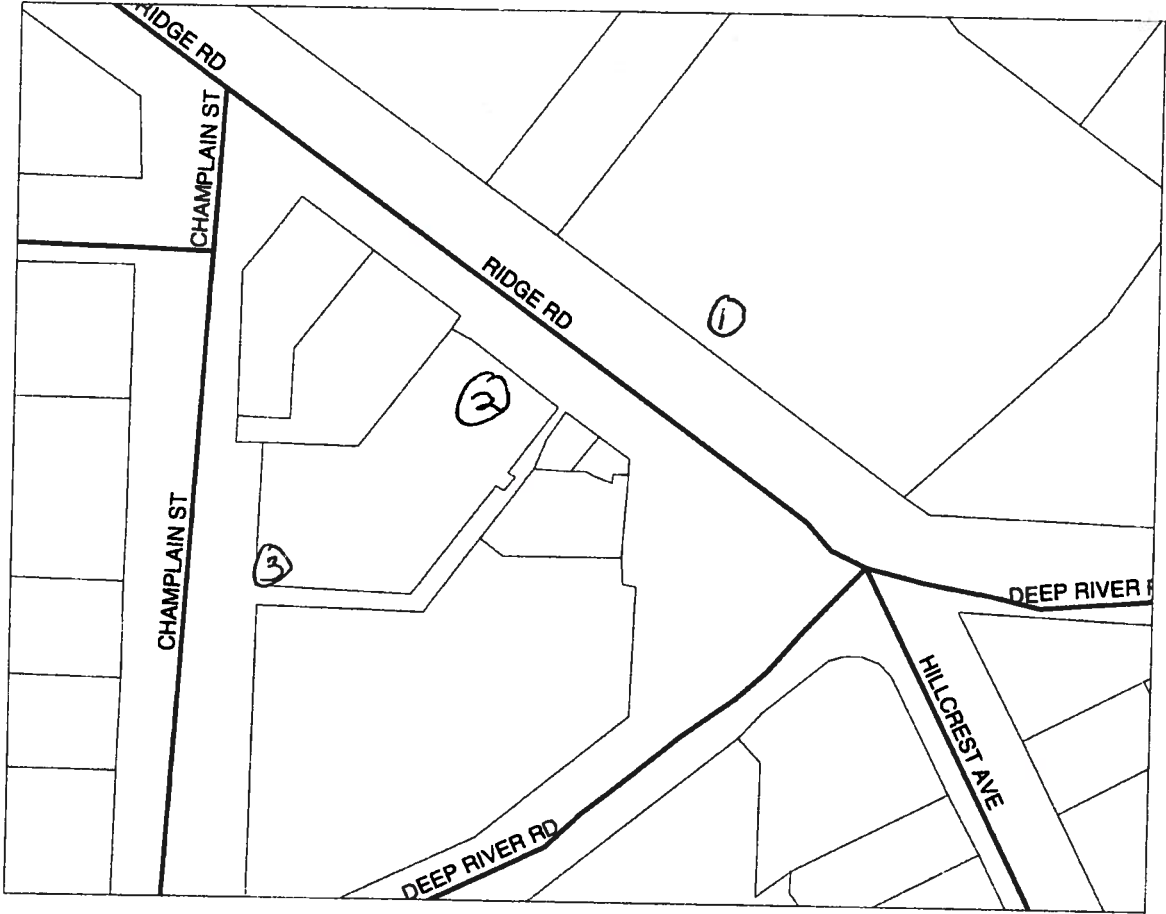
ACCESSIBILITY IMPLICATIONS

None.

STAFF RECOMMENDATION

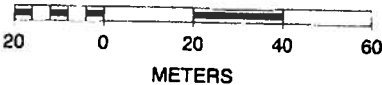
Option 1.

Possible Chip Truck Locations



The report is illustrative only and may contain errors. Do not rely on it as being a precise indicator of actual site locations or features.

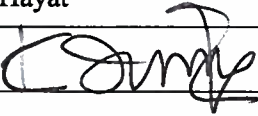
SCALE 1 : 1,604





THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Streetlight Maintenance Agreement		REPORT NUMBER 2011KH001ISS
File Storage:		PAGE 1 of 4
PREPARED BY: Khizar Hayat	REVISION DATE: February 24, 2011	
MANAGER SIGNATURE: 	FOR CONSIDERATION OPEN SESSION X CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: Council		
ATTACHMENTS: 1. Hydro One Cover Letter & 2010 Streetlight Maintenance Proposed Agreement for years 2010/2011 2. Hydro-One Cover Letter & 2009 Streetlight Maintenance Agreement for the year 2010 3. Breakdown of 2009 Agreement - 2 nd , 3 rd , and 4 th Quarter billing 4. Various Email correspondence between Public Works and Rondeau Electric Pembroke, ON 5. Various Email correspondence between Public Works and Angeline Morisson of Hydro-One 6. Philips – Lumec quote for the LED light system 7. Issue Report 2010JM003ISS presented previously to Council on December 15, 2010		

BACKGROUND:

The Town’s Streetlight Maintenance Agreement with Hydro One expired on December 1, 2010. Prior to signing this agreement the Town had been working with Hydro One under the conditions of a previous contract which had expired on December 31, 2007. Under the terms of the 2010 contract, any maintenance would now be completed on a flat rate basis of \$270.00/hour, as well as the cost of materials. As the Town was uncertain as to what the actual costs would be under the new rate, a one (1) year term was accepted during which time the Town would monitor and evaluate its cost effectiveness. This agreement has now expired and the Town received Hydro One’s new Streetlight Maintenance Proposal with a \$20.00/hour rate increase to \$290.00/hour, all other conditions remain the same. A second proposal was also obtained from Rondeau Electric of Pembroke, Ontario. Both proposals were presented to Council in Issue Report 2010JM003ISS, at which time Council requested additional information.

ISSUES AND OPTIONS:

The areas in which further information/clarification was requested are:

1. Light Emitting Diodes (LED) vs. High Pressure Sodium (HPS).

LED lights work much like standard lights, except LED are much smaller. Instead of a filament and gas, an LED creates light using nothing but the movement of electricity along the path of its semiconductor. There are no harmful gases (i.e. mercury) as opposed to the toxic levels that are used in all other different light sources.

SUBJECT: Streetlight Maintenance Agreement	REPORT NUMBER 2011KH001ISS
File Storage:	PAGE 2 of 4

Some municipalities in Canada received funding and have implemented pilot projects to ascertain the efficiency and cost effectiveness of converting their lighting systems to LED. The city of Hamilton is one municipality participating in the Lightsavers Pilot Project. Their project involved replacement of four (4) Cobra Head High Pressure Sodium (HPS) streetlights with four (4) new LED streetlights. Key findings from data collected over a five (5) month period are:

- Average luminance on the street increased by 63%
- Energy consumption was reduced by 55%
- Depreciation in light output over the five month period was measured at 2%, slightly higher than anticipated, but within the range of measurement error

LED lighting is projected to result in an 80% reduction in long-term maintenance costs. However, the high cost associated with the change over must be considered. As a result of the high up-front cost of LED fixtures, replacement results in a relatively long payback. The cost to install an LED light is approximately \$800.00 compared to \$150.00 for HPS. The long term financial benefits of the LEDs depends on the fixtures meeting or exceeding the manufacturer claimed life-expectancy of 88,000 hours (20 years) which has not as yet been proven. Therefore; it is recommended the Town waits until test pilot results are available and can make a more informed decision before investing a significant amount of money converting the light system. Also, current costs are not as economical as it is expected to be in the coming years. Last year Public Works installed LED lighting (2 heads) to test its illumination. It is located at the entrance to the bowling alley on Ridge Road. The cost to install the lighting was \$1,200.00.

Following is the Town's cost to install LED lighting based on the 2009 dollar amount quoted:

Item	Description	Quantity	Unit Price (\$)	Total Amount (\$)
A	GPLS-65W49LED4K-LE3-120BL-COL TX	520	\$600.00	\$312,000.00

2. Materials Included

The previous 2009 contract (attached) covering the 2010 maintenance year, and the current proposed contract have been reviewed and they are exactly the same in meaning and content with one exception - a price increase of \$20.00/hour. Further, confirmation of whether the price of material is included in the quote is verified in email correspondence dated January 18th (also attached for review) with Angeline Morrison of Hydro-One.

SUBJECT: Streetlight Maintenance Agreement	REPORT NUMBER 2011KH001ISS
File Storage:	PAGE 3 of 4

Section 5 of the agreement is referenced, in which a breakdown of materials is provided and includes street light heads, ballasts, and secondary/overhead/underground feed conductors. In addition, under the terms of the Agreement “Actual Cost” means Hydro One Networks Inc. (HONI) charge for labour and materials. Last year’s invoices (along with a breakdown for the 2nd, 3rd and 4th quarters) were checked to ascertain material cost is an integral part of the quote. The only material provided to Hydro-One by the Town is the “mushroom” light which is used in a few locations around Town. The mushroom light is a special order and Hydro-One does not stock it in their standard supply. The Town orders these separately and stores them at the Public Works Yard so that they are available when needed.

3. Laurentian Hills Contract

During the previous Streetlight Proposal presentation a question was raised as to the contractor used by Laurentian Hills for their streetlight maintenance. It has since been confirmed that Rondeau/Crozier Electric is the current contractor for the Town of Laurentian Hills. Comparative cost analysis of Hydro-One and Rondeau Electric is attached in the financial implications for review.

4. Average Time To Repair A Light

Hydro One estimates half an hour to repair one light. Based on calculations using the total number of lights repaired (2nd, 3rd, 4th Qtr. 2010) and total length of time taken, the average time calculated to repair one light is 26.91 or 27 minutes.

No. of Lights Fixed	Total Hours	Average Time Per Light In Minutes
107	48	$48 \div 107 \times 60 = 26.91$

SUBJECT: Streetlight Maintenance Agreement	REPORT NUMBER 2011KH001ISS
File Storage:	PAGE 4 of 4

FINANCIAL IMPLICATIONS:

Service Provider	Quote for the same amount of work	Detail of Work	Unit Price (\$) (as per estimated time to repair a single street light)	Cost Comparison Ratio
Hydro-One	\$290.00 Plus HST	<ul style="list-style-type: none"> • Cost per hour • Includes 2 linemen, bucket truck, and materials. • Half (1/2) hour estimated time to repair one light. • Office situated in Deep River 	290/2=145	1
Rondeau/ Crozier Electric	\$729.00 \$369.00 \$1,098.00 Plus HST	<ul style="list-style-type: none"> • \$729.00 plus HST base rate to repair one (1) streetlight. • Includes 2 linemen, bucket truck, and materials. • Travel time to and from Deep River. • The next light, and subsequently the remainder of the same call would be billed as \$369.00 + HST. • Half (1/2) hour estimated time to repair one light. 	1098/2=549	3.79


ACCESSIBILITY IMPLICATIONS:

NIL

RECOMMENDATION:

It is recommended that the Town of Deep River renew its agreement with Hydro One for the provision of streetlight maintenance for a period of two (2) years. In addition to the price comparison with Hydro One being a much lower rate, over the years of contractual interaction the Town and Hydro-One has developed a very good working relationship with prompt service and a high level of customer service that the Town strives to provide to residents.

REVIEWED BY:



CAO/Clerk

DATE:

Feb 28/11



Michelle Larose, CAO/Clerk
Corporation of the Town of Deep River
P.O. Box 400, 100 Deep River Road
Deep River, Ontario
K0J 1P0

Dear Ms Larose:

Re: Street Light Maintenance Proposal for the Town of Deep River

Thank you for the opportunity to provide a quotation for a Street Light Maintenance Program for the Town of Deep River. I have included a contract proposal for a (2) year period.

In the past the contract terms were on a 'per unit' basis however going forward we would like to propose that any future maintenance be completed on a flat rate of **\$290.00 per hour** plus the **cost of materials** (these prices are valid for a maximum of 90 days from the date of this proposal). Understanding the location of Deep River, we would offer two suggestions to reduce cost to the Town. Firstly, accumulate street light repairs until service crews are in the area thus eliminating the costs of travel time, and secondly, have the township stock and supply materials thereby eliminating back order delays.

If accepted, please sign and date the attached Agreement. Once received we will also sign and send a copy back for your retention.

Should you have any questions or concerns in regards to this proposal, please feel free to contact me.

Sincerely,

Angeline Morrison

Angeline Morrison
Hydro One Network Services Inc.
Office #: (613) 966-6156
Fax #: (613) 962-0160
Internet e-mail: Angeline.morrison@HydroOne.com

STREETLIGHT MAINTENANCE AGREEMENT

THIS AGREEMENT is made in duplicate this _____ day of _____, 2010

BETWEEN:

HYDRO ONE NETWORKS INC. hereinafter referred to as "HONI"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF DEEP RIVER, hereinafter referred to as the "Town"
OF THE SECOND PART

WHEREAS the Town wishes to have HONI provide maintenance services for the Town's street light system and HONI is willing to enter into a contract with the Corporation for such purposes upon the terms and conditions hereinafter appearing:

NOW THEREFORE in consideration of the mutual covenants, agreements, terms and conditions herein and other good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, the parties agree as follows:

1. For the purposes of this Agreement, the lighting of any street in the Town and the number of lights on the street shall be mutually agreed upon between Network Services and the Town from time to time.

2. The Town represents and warrants to HONI that the Town has the necessary power, authority and capacity to enter into this Agreement and to perform its obligations hereunder. HONI represents and warrants to the Town that HONI has the necessary corporate power, authority and capacity to enter into this Agreement and to perform its obligations hereunder.

3. The following terms, wherever used in this Agreement, shall mean:

"Actual Cost" means HONI charge for labour and materials at Network's standard rates plus Network Services' standard overheads and a profit margin which shall be the equivalent of the rate of return approved by the Ontario Energy Board.

"Business Days" means any day other than a Saturday or Sunday or a statutory holiday in the Province of Ontario. Notwithstanding the foregoing, Easter Monday shall be deemed to be a statutory holiday in Toronto, Ontario.

"Street Light" means an entire street light fixture.

"Street Light Parts" means the following parts of a Street Light: bulbs, lamp sockets, photoelectric controllers, ballasts and starters, wiring to the fixtures, refractors and reflectors; brackets and other small items.

4. This Agreement shall be in full force and effect for a period of **two (2) years** commencing on the date first written above (the "Term").

5. HONI will:

- (a) repair or replace Street Light Parts that have failed due to normal wear and tear.
- (b) repair or replace Street Light Parts that have failed due to willful damage, damage caused by automobiles, or work equipment of another person.
- (c) purchase and replace the heads of Street Lights that are damaged beyond repair with new energy efficient pressure Sodium Lights and dispose of the damaged unit in accordance with all applicable laws.
- (d) purchase and replace the entire Street Light: (i) upon the Town's request; (ii) where the existing Street Light has been damaged beyond repair; or (iii) where the required Street Light Parts can no longer be obtained from suppliers; and dispose of the damaged unit in accordance with all applicable laws.
- (e) purchase and install new Street Lights at the request of the Town.
- (f) purchase and install poles for Street Lights at the request of the Town.
- (g) purchase and install new overhead secondary feed conductor at the request of the Town
- (h) Locate and repair or replace faulty overhead or underground street light conductor.

6. Notwithstanding anything to the contrary in this Agreement, the Town shall, at the Town's expense, provide excavating equipment and staff as required to assist HONI in locating and repairing underground Street Light conductor.

7. The Town acknowledges and understands that HONI will perform all its obligations under this Agreement during normal working hours on Business Days, and that HONI has a maximum of five (5) Business Days of being notified of a failure of a Street Light to repair or replace Street Light Parts, or replace the Street Light in accordance with the terms of this Agreement.

8. In consideration of HONI providing the services described in Section 5 above during the Term, the Town shall pay HONI a fee of **\$290.00 per hour** for labour plus the **cost of Material**.

9. All amounts payable by the Town to HONI under
Draft dated February 19, 2009

this Agreement shall be paid in accordance with the invoices rendered by HONI. Notwithstanding the foregoing, the Town shall pay HONI invoices within 30 days of the date of invoice. This obligation shall survive the termination of this Agreement.

10. Where the Town desires street lighting on any street within the Town but not under the jurisdiction of the Town or the poles are owned by someone other than the Town including, but not limited to, HONI and where a joint use agreement or permit is required by law or by the owner of the pole for the installation, maintenance and operation of Street Lights on that street or pole, the Town shall, at its own expense, execute any joint use agreements or obtain any permits, and this Agreement shall not apply to the street until the permit has been issued to the Town or the appropriate agreements have been executed by the Town.

11. If, at any time, HONI is prevented from performing any obligation under this Agreement by reason of strike, lockout, riot, fire, hurricane, flood, invasion, explosion, act of God, the Queen's enemies, legal acts of the public authorities or any other cause beyond HONI control, then HONI shall not be required to perform such obligation during such time, but the Town shall not be relieved from the performance of any obligation under this Agreement. HONI will exercise its best endeavours to overcome the cause of prevention as expeditiously as possible.

12. All Street Lights or Street Light Parts installed by HONI under this Agreement shall be the property of the Town, but HONI shall have a lien thereon for any monies expended by HONI hereunder and not repaid to it.

13.(a) The Town shall indemnify and hold harmless, HONI, its directors, officers, shareholders, agents and employees from all claims or demands for loss, damage or injury to property or persons including loss of life, caused by or resulting from any street lighting works under this Agreement, or the installation, maintenance or operation thereof, except to the extent that such loss, damage or injury is caused or contributed to by the negligence of HONI or any of its officers, servants or agents. This obligation shall survive the termination of this Agreement.

(b) In no event shall HONI be liable to the Town, whether in contract, tort or otherwise, for amounts exceeding the aggregate amount of \$50,000.00. Under no circumstances will HONI be liable to

the Town for any loss of profit, indirect, incidental or consequential damages.

14. If either party fails to or neglects at any time to fully perform, observe and comply with all the terms, conditions and covenants herein, then the non-defaulting party shall as soon as practicable, notify the defaulting party in writing of such default and the defaulting party shall correct such default to the satisfaction of the non-defaulting party within 30 days of the issuance of such notice or sooner in the case of an emergency, as may be determined by the non-defaulting party or within a longer time period if agreeable to the other party, failing which the non-defaulting party may forthwith terminate this Agreement and the rights and privileges herein granted, without prejudice to other recourses in law or equity.

15. Any notice or other writing required or permitted to be given under this Agreement or for the purposes of it, to any party, shall be valid only if delivered in writing in accordance with this clause. Notices can be provided to **the Clerk, P.O. Box 400, 100 Deep River Road, Deep River, Ontario, K0J 1P0, fax 613-584-3237**, in respect of the Town and to: the Secretary, 483 Bay Street, 10th Floor, South Tower, Toronto, Ontario M5G 2P5, in respect of HONI. The parties may change their respective addresses and addressees for delivery by delivering notices of such changes as provided herein. Notice sent accordingly shall be deemed to have been delivered and received:

- (a) If delivered by hand, upon receipt;
- (b) If delivered by fax, 48 hours after the time of transmission, excluding from the calculation weekends and public holidays;
- (c) If delivered by overnight courier, four (4) days after the courioring thereof;
- (d) If delivered by registered mail, six (6) days after the mailing thereof, provided that if there is a postal strike such notice shall be delivered by hand, courier or fax.

16. Upon obtaining the consent of the Town, such consent not to be unreasonably withheld, HONI may assign this Agreement and any or all of its rights, remedies, liabilities and obligations arising under it or by reason of it, although consent of the Town shall not be required where the assignment by HONI is to an Affiliate (as that term is defined in the *Ontario Business Corporations Act*) of HONI. This Agreement shall extend to, be binding upon and enure to the benefit of the successors and assigns of HONI and the Town, respectively.

17. Unless otherwise specified, references in this Agreement to Sections or Articles are to sections and articles of this Agreement. Any reference in this Agreement to any statute or any section thereof will, unless otherwise expressly stated, be deemed to be a reference to such statute or section as amended, restated or re-enacted from time to time. The insertions of headings are for convenience only and shall not affect the interpretation of this Agreement. Unless the context requires otherwise, words importing the singular include the plural and vice versa and words importing gender include all genders.

18. No amendment, modification or supplement to this Agreement shall be valid or binding unless set out in writing and executed by the Parties with the same degree of formality as the execution of this Agreement.

19. Each party acknowledges and agrees that it has participated in the drafting of this Agreement and that no portion of this Agreement shall be interpreted less favourably to either party because that party or its counsel was primarily responsible for the drafting of that portion.

20. This Agreement constitutes the entire Agreement between the parties with respect to the matter herein and supersedes all prior oral or written representations and agreements concerning the subject matter of this Agreement.

IN WITNESS WHEREOF the Town has caused this Agreement to be executed by the affixing of its Corporate Seal attested by the signatures of its proper officers duly authorized in that behalf and HONI has caused this Agreement to be executed by the signatures of its officer duly authorized in that behalf.

THE CORPORATION OF THE TOWN OF DEEP RIVER

Mayor
(SEAL)

CAO/Clerk

HYDRO ONE NETWORKS INC.

I have the authority to bind the Corporation

Hydro One Networks Inc.
420 Welham Road
Barrie, ON L4N 8Z2

Tel: 705-719-5725
Tel: 705-733-5333



Heather Mackay
Program Development

December 15, 2009

Mr. Belo Csomor
Town Superintendent
Corporation of the Town of Deep River
P.O. Box 400, 100 Deep River Road
Deep River, Ontario
K0J 1P0

Dear Mr. Csomor:

Accompanying this letter is a Municipal Street Light Maintenance Agreement for Town of Deep River, with the signature of Hydro One.

We thank you for your continuing patronage and look forward to working with your community. Should you have any concerns or questions, please do not hesitate to give me a call at: 705-719-5725.

Regards,

A handwritten signature in cursive script that reads "Heather Mackay".

Heather Mackay
Program Development
Hydro One Networks Inc.

STREETLIGHT MAINTENANCE AGREEMENT

THIS AGREEMENT is made in duplicate this 15th day of DECEMBER, 2009

BETWEEN:

HYDRO ONE NETWORKS INC. hereinafter referred to as "HONI"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF DEEP RIVER, hereinafter referred to as the "Town"
OF THE SECOND PART

WHEREAS the Town wishes to have HONI provide maintenance services for the Town's street light system and HONI is willing to enter into a contract with the Corporation for such purposes upon the terms and conditions hereinafter appearing:

NOW THEREFORE in consideration of the mutual covenants, agreements, terms and conditions herein and other good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, the parties agree as follows:

1. For the purposes of this Agreement, the lighting of any street in the Town and the number of lights on the street shall be mutually agreed upon between Network Services and the Town from time to time.

2. The Town represents and warrants to HONI that the Town has the necessary power, authority and capacity to enter into this Agreement and to perform its obligations hereunder. HONI represents and warrants to the Town that HONI has the necessary corporate power, authority and capacity to enter into this Agreement and to perform its obligations hereunder.

3. The following terms, wherever used in this Agreement, shall mean:

"Actual Cost" means HONI charge for labour and materials at Network's standard rates plus Network Services' standard overheads and a profit margin which shall be the equivalent of the rate of return approved by the Ontario Energy Board.

"Business Days" means any day other than a Saturday or Sunday or a statutory holiday in the Province of Ontario. Notwithstanding the foregoing, Easter Monday shall be deemed to be a statutory holiday in Toronto, Ontario.

"Street Light" means an entire street light fixture.

"Street Light Parts" means the following parts of a Street Light: bulbs, lamp sockets, photoelectric controllers, ballasts and starters, wiring to the fixtures, refractors and reflectors; brackets and other small items.

4. This Agreement shall be in full force and effect for a period of one (1) year commencing on the date first written above (the "Term").

5. HONI will:

- (a) repair or replace Street Light Parts that have failed due to normal wear and tear.
- (b) repair or replace Street Light Parts that have failed due to wilful damage, damage caused by automobiles, or work equipment of another person.
- (c) purchase and replace the heads of Street Lights that are damaged beyond repair with new energy efficient pressure Sodium Lights and dispose of the damaged unit in accordance with all applicable laws.
- (d) purchase and replace the entire Street Light: (i) upon the Town's request; (ii) where the existing Street Light has been damaged beyond repair; or (iii) where the required Street Light Parts can no longer be obtained from suppliers; and dispose of the damaged unit in accordance with all applicable laws.
- (e) purchase and install new Street Lights at the request of the Town.
- (f) purchase and install poles for Street Lights at the request of the Town.
- (g) purchase and install new overhead secondary feed conductor at the request of the Town
- (h) Locate and repair or replace faulty overhead or underground street light conductor.

6. Notwithstanding anything to the contrary in this Agreement, the Town shall, at the Town's expense, provide excavating equipment and staff as required to assist HONI in locating and repairing underground Street Light conductor.

7. The Town acknowledges and understands that HONI will perform all its obligations under this Agreement during normal working hours on Business Days, and that HONI has a maximum of five (5) Business Days of being notified of a failure of a Street Light to repair or replace Street Light Parts, or replace the Street Light in accordance with the terms of this Agreement.

8. In consideration of HONI providing the services described in Section 5 above during the Term, the Town shall pay HONI a fee of \$270.00 per hour for labour plus the cost of Material.

9. All amounts payable by the Town to HONI under
Draft dated February 19, 2009

this Agreement shall be paid in accordance with the invoices rendered by HONI. Notwithstanding the foregoing, the Town shall pay HONI invoices within 30 days of the date of invoice. This obligation shall survive the termination of this Agreement.

10. Where the Town desires street lighting on any street within the Town but not under the jurisdiction of the Town or the poles are owned by someone other than the Town including, but not limited to, HONI and where a joint use agreement or permit is required by law or by the owner of the pole for the installation, maintenance and operation of Street Lights on that street or pole, the Town shall, at its own expense, execute any joint use agreements or obtain any permits, and this Agreement shall not apply to the street until the permit has been issued to the Town or the appropriate agreements have been executed by the Town.

11. If, at any time, HONI is prevented from performing any obligation under this Agreement by reason of strike, lockout, riot, fire, hurricane, flood, invasion, explosion, act of God, the Queen's enemies, legal acts of the public authorities or any other cause beyond HONI control, then HONI shall not be required to perform such obligation during such time, but the Town shall not be relieved from the performance of any obligation under this Agreement. HONI will exercise its best endeavours to overcome the cause of prevention as expeditiously as possible.

12. All Street Lights or Street Light Parts installed by HONI under this Agreement shall be the property of the Town, but HONI shall have a lien thereon for any monies expended by HONI hereunder and not repaid to it.

13.(a) The Town shall indemnify and hold harmless, HONI, its directors, officers, shareholders, agents and employees from all claims or demands for loss, damage or injury to property or persons including loss of life, caused by or resulting from any street lighting works under this Agreement, or the installation, maintenance or operation thereof, except to the extent that such loss, damage or injury is caused or contributed to by the negligence of HONI or any of its officers, servants or agents. This obligation shall survive the termination of this Agreement.

(b) In no event shall HONI be liable to the Town, whether in contract, tort or otherwise, for amounts exceeding the aggregate amount of \$50,000.00. Under no circumstances will HONI be liable to

the Town for any loss of profit, indirect, incidental or consequential damages.

14. If either party fails to or neglects at any time to fully perform, observe and comply with all the terms, conditions and covenants herein, then the non-defaulting party shall as soon as practicable, notify the defaulting party in writing of such default and the defaulting party shall correct such default to the satisfaction of the non-defaulting party within 30 days of the issuance of such notice or sooner in the case of an emergency, as may be determined by the non-defaulting party or within a longer time period if agreeable to the other party, failing which the non-defaulting party may forthwith terminate this Agreement and the rights and privileges herein granted, without prejudice to other recourses in law or equity.

15. Any notice or other writing required or permitted to be given under this Agreement or for the purposes of it, to any party, shall be valid only if delivered in writing in accordance with this clause. Notices can be provided to **the Town Superintendent, P.O. Box 400, 100 Deep River Road, Deep River, Ontario, K0J 1P0, fax 613-584-3237**, in respect of the Town and to: the Secretary, 483 Bay Street, 10th Floor, South Tower, Toronto, Ontario M5G 2P5, in respect of HONI. The parties may change their respective addresses and addressees for delivery by delivering notices of such changes as provided herein. Notice sent accordingly shall be deemed to have been delivered and received:

- (a) If delivered by hand, upon receipt;
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- (c) If delivered by overnight courier, four (4) days after the couriating thereof;
- (d) If delivered by registered mail, six (6) days after the mailing thereof, provided that if there is a postal strike such notice shall be delivered by hand, courier or fax.

16. Upon obtaining the consent of the Town, such consent not to be unreasonably withheld, HONI may assign this Agreement and any or all of its rights, remedies, liabilities and obligations arising under it or by reason of it, although consent of the Town shall not be required where the assignment by HONI is to an Affiliate (as that term is defined in the *Ontario Business Corporations Act*) of HONI. This Agreement shall extend to, be binding upon and enure to the benefit of the successors and assigns of HONI and the Town, respectively.

17. Unless otherwise specified, references in this Agreement to Sections or Articles are to sections and articles of this Agreement. Any reference in this Agreement to any statute or any section thereof will, unless otherwise expressly stated, be deemed to be a reference to such statute or section as amended, restated or re-enacted from time to time. The insertions of headings are for convenience only and shall not affect the interpretation of this Agreement. Unless the context requires otherwise, words importing the singular include the plural and vice versa and words importing gender include all genders.

18. No amendment, modification or supplement to this Agreement shall be valid or binding unless set out in writing and executed by the Parties with the same degree of formality as the execution of this Agreement.

19. Each party acknowledges and agrees that it has participated in the drafting of this Agreement and that no portion of this Agreement shall be interpreted less favourably to either party because that party or its counsel was primarily responsible for the drafting of that portion.

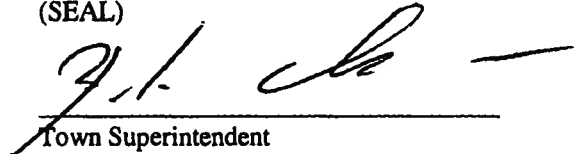
20. This Agreement constitutes the entire Agreement between the parties with respect to the matter herein and supersedes all prior oral or written representations and agreements concerning the subject matter of this Agreement.

IN WITNESS WHEREOF the Town has caused this Agreement to be executed by the affixing of its Corporate Seal attested by the signatures of its proper officers duly authorized in that behalf and HONI has caused this Agreement to be executed by the signatures of its officer duly authorized in that behalf.

THE CORPORATION OF THE TOWN OF DEEP RIVER

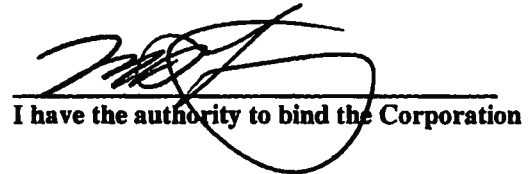


Mayor
(SEAL)



Town Superintendent

HYDRO ONE NETWORKS INC.



I have the authority to bind the Corporation

STREET LIGHT BILLING TEMPLATE

2nd Quarter

Customer: **Town of Deep River**
 Contract Term: **December 1, 2009 to December 1, 2010**
 Period: **April 1 2010 to June 30 2010**

Description of Work:	Quantity/m	x	Unit Price/r	+	Material \$'s	=	Billing Amount
Material Cost							\$ -
Mark up							\$ -
Time, & Material for streetlight maintenance (per hour)	9	X	\$ 270.00				\$ 2,430.00
							\$ 2,430.00 + taxes

- * Town of Deep River Contract is based on Time & Material.
- * Only the yellow area should be used for calculating customers invoice
- * **To be invoiced quarterly each year.**

Client ID - 20004709

WO# 60360334

3rd Quarter

STREET LIGHT BILLING TEMPLATE

Customer: **Town of Deep River**
Contract Term: **December 1, 2009 to December 1, 2010**
Period: **July 14/10 - Sept 1/10**

Description of Work:	Quantity/m	x	Unit Price/l	+	Material \$'s	=	Billing Amount
Material Cost							\$ -
Mark up							\$ -
Time & Material for streetlight maintenance (per hour)	12.5	X	\$ 270.00				\$ 3,375.00
							\$ 3,375.00 + taxes

- * Town of Deep River Contract is based on Time & Material.
- * Only the yellow area should be used for calculating customers invoice
- * **To be invoiced quarterly each year.**

Client ID - 20004709

WO# 60385119

4th Quarter

STREET LIGHT BILLING TEMPLATE

Customer: **Town of Deep River**
Contract Term: **December 1, 2009 to December 1, 2010**
Period: **Sept 2/10 to Dec 31/10**

Description of Work:	Quantity/m	x	Unit Price/r	+	Material \$'s	=	Billing Amount
Material Cost							\$ -
Mark up							\$ -
Time & Material for streetlight maintenance (per hour)	26.5	X	\$ 270.00				\$ 7,155.00
							\$ 7,155.00 + taxes

- * Town of Deep River Contract is based on Time & Material.
- * Only the yellow area should be used for calculating customers invoice
- * **To be invoiced quarterly each year.**

Client ID - 20004709

WO# 60467938

Jackie Mellon

From: Rondeau Electric [rondeau@webhart.net]
Sent: December 4, 2010 6:50 PM
To: Jackie Mellon
Subject: RE: Town of Deep River - Street Ligth Proposal

1. Yes, because of travel time to and from Deep River.
2. Yes. Time varies depending on location of street light, traffic flow, etc. Usually ½ hour.
3. 5.

If you have any further questions, please feel free to call.

Thank-you,

Terry Kenny, M.E.

President

Rondeau Electric 1997 Ltd. /

Crozier Electric 2006 Ltd.

407 Boundary Road

Pembroke, ON

K8A 6K9

Phone: (613) 732-2681

(613) 735-3262

Fax: (613) 732-4157

Licensed Electrical Contractor

ECRA/ESA License # 7005116

From: Jackie Mellon [<mailto:jmellon@deepriver.ca>]
Sent: Friday, December 03, 2010 3:50 PM
To: rondeau@webhart.net
Subject: FW: Town of Deep River - Street Ligth Proposal

Hello Terry,

Bob McLaren has now retired from the Public Works department. I am currently preparing a report for our Streetlight Maintenance agreement and just need to get a bit more information on the proposal you submitted to ensure I understand this correctly.

1. Would the initial cost of \$729.00 plus HST be the minimum cost for a call to repair one light regardless of whether they were here for one hour or three hours?
2. The next light (lights?) and subsequently remainder of the same call would be billed at \$369.00 plus HST. What is the time estimated to repair a light?
3. How many business days for the light to be repaired after notification?

Thank you,
Jackie M.
Public Works

From: Rondeau Electric [<mailto:rondeau@webhart.net>]
Sent: November 10, 2010 10:27 AM
To: Bob McLaren
Subject: Town of Deep River - Street Ligth Proposal

Bob,

Please see the attached

Material: \$189.00 (New head with one year warranty).
Labour : \$390.00 (two men, three hours each at \$65.00/hr each) Must be qualified
personnel and by MTO standards,
2 men.
Truck : \$150.00 (3hours at \$50.00/hr.).
TOTAL: \$729.00 (excludes H.S.T.)

The next light and subsequently the remainder of the same call would be billed as follows:

Material: \$189.00 (New head with on e year warranty).
Labour: \$130.00 (two men, 1 hour at \$65.00/hrl. each - or less).
Truck: \$ 50.00 (one hour at \$50.00/hr.)
TOTAL: \$369.00 (excludes H.S.T.)

Terry Kenny,
President
Crozier Electric 2006 Ltd./ Rondeau Electric 1997 Ltd.
407 Boundary Road
Pembroke, ON
K8A 6K9
Phone#: (613) 735-3262
Fax #: (613) 732-4157

Jackie Mellon

From: angeline.morrison@hydroone.com
Sent: January 18, 2011 3:00 PM
To: Jackie Mellon
Subject: Streetlight Maintenance Renewal Proposal for the Town of Deep River
Attachments: 2010-12 STREETLIGHT MAINTENANCE AGREEMENT DEEP RIVER.DOC; 2010 DEEP RIVER PROPOSAL LETTER.doc

Hi Jackie,

I have modified the Agreement per your request below (changed Town Superintendent to CAO/Clerk). To answer your question re: time and materials, the agreement states the following:

8. In consideration of HONI providing the services described in Section 5 above during the Term, the Town shall pay HONI a fee of **\$290.00 per hour** for labour plus the **cost of Material**.

All new Street Light maintenance contracts are time plus material. If the Town of Deep River chooses to provide the necessary material/fixtures (at an accessible location for our Hydro One lines staff to be able to obtain) that is also an option however it would be the Town's responsibility to ensure the necessary material/fixtures remain stocked appropriately and are accessible, etc.

If you have any further questions please give me a call.

Thanks,

Angeline Morrison
PROGRAMS ANALYST · PROGRAM DEVELOPMENT
CUSTOMER OPERATIONS · HYDRO ONE NETWORKS
WORK LOCATION · BELLEVILLE · F17
☎ 613-966-6156
CELL: 613-920-4086
✉ angeline.morrison@hydroone.com

From: Jackie Mellon [mailto:jmellon@deeperiver.ca]
Sent: Monday, January 10, 2011 2:40 PM
To: MORRISON Angeline
Subject: RE: Streetlight Maintenance Renewal Proposal for the Town of Deep River

Hello Angeline,

Thanks very much for changing the Agreement to two (2) years.

I apologize though because when I looked at it this morning, I just noticed that under the signing authorities, it has 'Town Superintendent'. Could we please have that changed to CAO/Clerk? We no longer have a Town Superintendent, the position has been changed to Director of Public Works and the position is currently vacant, the Mayor and CAO/Clerk (Michelle Larose) will be signing the Agreement.

Also, as per the previous agreement, please confirm that time and materials are included in the \$290.00/hour unit price?

Thanks very much,

Jackie

From: angeline.morrison@hydroone.com [mailto:angeline.morrison@hydroone.com]
Sent: January 7, 2011 9:11 AM
To: Jackie Mellon
Subject: Streetlight Maintenance Renewal Proposal for the Town of Deep River

Good Morning Jackie,

Per the Town of Deep River's request I have modified the Maintenance agreement to a 2 yr term effective (Dec. 2010 - Dec. 2012). If you could kindly forward on to Michelle Larose (as per below) and have council sign two copies and then return them to me at 120 Adam St, Belleville ON K8N 2X9. Once I receive the signed Agreements, I will forward on for the necessary Hydro One signatures and return a copy back to you.

If you have any further questions please call me.

Thanks,

Angeline Morrison
PROGRAMS ANALYST - PROGRAM DEVELOPMENT
CUSTOMER OPERATIONS - HYDRO ONE NETWORKS
WORK LOCATION - BELLEVILLE - F17
☎ 613-966-6156
CELL: 613-920-4086
✉ angeline.morrison@hydroone.com

From: MORRISON Angeline
Sent: Thursday, December 16, 2010 9:11 AM
To: 'Jackie Mellon'
Cc: POIRIER Luc
Subject: RE: Streetlight Maintenance Renewal Proposal for the Town of Deep River

Hi Jackie,

We are currently reassessing our contract terms and agreements for the Streetlight maintenance program. If you could hold off on having council sign the 2010 contract I previously mailed to you. In the meantime we will continue to repair the Streetlights for Deep River under the 2009 contract terms until further advised.

If you have any questions, please contact me.

Thanks,

Angeline Morrison
PROGRAMS ANALYST - PROGRAM DEVELOPMENT
CUSTOMER OPERATIONS - HYDRO ONE NETWORKS
WORK LOCATION - BELLEVILLE - F17
☎ 613-966-6156
CELL: 613-920-4086
✉ angeline.morrison@hydroone.com

From: Jackie Mellon [mailto:jmellon@deeperiver.ca]
Sent: Thursday, September 23, 2010 4:24 PM
To: MORRISON Angeline
Cc: Michelle Larose
Subject: RE: Streetlight Maintenance Renewal Proposal for the Town of Deep River

Hello Angeline,

Thank you for providing me with a copy of the proposed 2010 Street Light Maintenance Agreement and Proposal Letter for the Town.

Sadly, Belo passed away at the beginning of the year. By way of this e-mail I am forwarding it on to Michelle Larose, CAO/Clerk for the Town of Deep River.

Regards,
Jackie

From: angeline.morrison@hydroone.com [mailto:angeline.morrison@hydroone.com]
Sent: September 23, 2010 3:23 PM
To: Belo Csomor
Cc: Jackie Mellon
Subject: Streetlight Maintenance Renewal Proposal for the Town of Deep River

Good Afternoon Belo,

Please find attached the proposed 2010 Street Light Maintenance Agreement and Proposal Letter for the Town of Deep River that has been drafted for a (1) year term.

Your current contract expires December 1, 2010. If you wish to proceed with this Program, if you could kindly respond by signing the Street Light Maintenance Agreement and forwarding it to me at 120 Adam St, Belleville ON K8N 2X9 by November 15, 2010 this will ensure you receive the 2010 rate. Once I receive the signed Agreement, I will forward on for the necessary Hydro One signatures and return a copy back to you.

If you have any questions or concerns please feel free to contact me.

<<2010 DEEP RIVER PROPOSAL LETTER.doc>> <<2010 STREETLIGHT MAINTENANCE AGREEMENT DEEP RIVER.doc>>

Regards,

Angeline Morrison

PROGRAMS ANALYST - PROGRAM DEVELOPMENT

CUSTOMER OPERATIONS

WORK LOCATION - BELLEVILLE - F17

(613-966-6156

angeline.morrison@hydroone.com

PHILIPS

QUOTE

LUMEC

Lumec
640 Curé-Boivin
Boisbriand (Québec)
Canada J7G 2A7
Tel.: (450) 430-7040 Fax: (450) 430-1453

Date: 09/20/10	16:04:53	Project: 61634- 1
Deep River Retrofit Lighting		
Bidding Date 12/31/79 at 15:00		

Address:

--

Quoter:

Greater Toronto Area 189 Bullock Drive Markham, Ontario Canada 9058278854

Qty	Items	Description	Unit Price	Amount
2	A	GPLS-65W49LED4K-LE3-120-BL-COLTX	incl.	incl.
2		PRICE FOR ITEM A	600.00	1,200.00

Total: 1,200.00 \$



All Federal, Local, State and Provincial taxes are not included.
 Standard Lumec colors, if custom color add ##### D/N lot, per color / per order.
 Lamps are not included unless otherwise specified.
 Freight Allowed (for more than 5000\$). Prices are valid for 30 days.
Mode of transportation will be determined by Lumec, unless otherwise specified and requested by the purchaser, in which case the purchaser assumes any or all additional charges.
 Approx lead time should be 8 to 10 weeks after order is released and / or final approval of shop drawings.
Pricing based on one shipment, one delivery date. By: Denis Gélinas
 All sales of Lumec products shall be made pursuant to Lumec's Standard Terms and Conditions of Sale. Consult www.Lumec.com to review LUMEC's Standard Terms.



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Streetlight Maintenance Agreement		REPORT NUMBER 2010JM003ISS
File Storage:		PAGE 1 of 2
PREPARED BY: Jackie Mellon	REVISION DATE:	
MANAGER SIGNATURE:	FOR CONSIDERATION OPEN SESSION <input type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: Council		
ATTACHMENTS: 1. Hydro One Proposal 2. Rondeau Electric Proposal		

BACKGROUND:

The Town of Deep River signed a one (1) year Streetlight Maintenance agreement with Hydro One in December 2009. Prior to signing the agreement the Town had been working with Hydro One under the conditions of a previous contract which had expired on December 31, 2007. The contract was on a 'per unit' basis, based on the amount of work involved and materials required. Under the terms of the new contract any maintenance would now be completed on a flat rate of \$270.00/hour plus the cost of materials. The Town has a very good working relationship with Hydro One, and as they were willing to continue doing maintenance at the expired agreement cost, it was in the Town's best interest economically to do so. Rather than go out to Tender which might have resulted in higher costs, and as it was uncertain as to what the actual costs would be under the new rate, a one (1) year contract was signed, which would allow the Town time to monitor and evaluate its cost effectiveness. Following are the yearly Hydro One maintenance costs for the past five (5) years:

Yearly Hydro Costs

2006	2007	2008	2009	2010 (To 12/01/2010)
\$10,487.00	\$9,742.00	\$6,443.00	\$10,010.75	\$9,161.43

ISSUES AND OPTIONS:

The Town has received Hydro One's proposal to renew the Streetlight Maintenance agreement with a \$20.00/hour rate increase to \$290.00/hour. All other conditions remain the same. A second proposal has been obtained from Rondeau Electric, Pembroke, Ontario. Their proposal stipulates a base rate (to repair one light) of \$729.00 (plus HST). The next light, and subsequently the remainder of the same call would be billed at \$369.00 (plus HST) for an additional hour. Rondeau Electric's initial cost would be significantly greater due to travel time

to and from Deep River, as opposed to Hydro One. Hydro One maintains one half ton truck and one bucket truck on site at the Hydro Station on Banting Drive and one employee resides in the Town of Deep River.

FINANCIAL IMPLICATIONS:

	Rate	Detail
Hydro One	\$290.00 Plus HST	<ul style="list-style-type: none"> • Cost per hour • Includes 2 linemen, bucket truck, and materials. • Half (1/2) hour estimated time to repair one light.
Rondeau Electric	\$729.00 <u>\$369.00</u> \$1,098.00 Plus HST	<ul style="list-style-type: none"> • \$729.00 plus HST base rate to repair one (1) streetlight. • Includes 2 linemen, bucket truck, and materials. • Travel time to and from Deep River. • The next light, and subsequently the remainder of the same call would be billed as \$369.00 + HST. • Half (1/2) hour estimated time to repair one light.

ACCESSIBILITY IMPLICATIONS:

NIL

RECOMMENDATION:

It is recommended that the Town of Deep River renew its agreement with Hydro One for the provision of streetlight maintenance for a period of two (2) years.

REVIEWED BY: _____

DATE: _____

CAO/Clerk

COMMENTS: -



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Rebate of Taxes – Deep River and District Hospital		REPORT NUMBER 2011BMQ001ISS
File Storage:		PAGE 1 of 2
PREPARED BY: Brian Quibell	REVISION DATE: February 11, 2011	
MANAGER SIGNATURE:	FOR CONSIDERATION OPEN SESSION <input type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
REFERRED TO:		
ATTACHMENTS: 1. Application for Rebate of Taxes for Eligible Charities submitted by Deep River and District Hospital 2. Spread Sheet Calculating the 2010 Commercial Tax Reduction and distribution between Municipal, School and County resulting from Charitable Rebate 3. Copy of Section 361 “Rebates For Charities” of the Municipal Act, 2001 (formerly Section 442.1)		

BACKGROUND:

Under Section 361 of the Municipal Act, 2001 (formerly Section 442.1) the province legislates that taxes on property in the Commercial or Industrial class occupied by eligible charities are entitled to a tax rebate which shall be shared by the municipality, school board, and upper tier. The amount of the rebate is established by the upper tier and is currently set at 40%.

ISSUES AND OPTIONS:

There are no options available as the province legislates this rebate and the County establishes the rate.

FINANCIAL IMPLICATIONS:

The financial implications to the Town will be a loss in commercial tax revenue of \$1,684.54.

ACCESSIBILITY IMPLICATIONS:

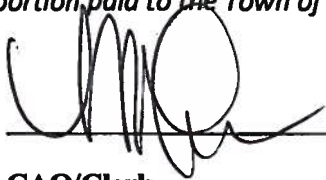
Not Applicable

RECOMMENDATION:

I recommend that the following resolution be passed by Council:

RESOLVED THAT in accordance with Section 361 of the Municipal Act, 2001, the Deep River and District Hospital be granted a rebate of Commercial taxes for the year 2010 in the amount of \$3,841.91 of which, \$1,684.54 is the portion paid to the Town of Deep River.

REVIEWED BY:



CAO/Clerk

DATE:

Feb 28 / 11

COMMENTS: -

Deep River and District



Hospital

117 Banting Drive
Deep River ON K0J 1P0
☎ 613-584-3333
☎ 613-584-4920
www.drdh.org

November 8, 2010

Corporation of the Town of Deep River
P.O. Box 400
100 Deep River Road
Deep River, Ontario
K0J 1P0

Attention: Mr. Brian Quibell, Treasurer

Dear Mr. Quibell,

Enclosed is our *Application for Rebate of Taxes for Eligible Charities* for property taxes paid relating to the Medical Building owned by the Deep River and District Hospital (DRDH) located at 109 Banting Dr., Deep River, Ontario.

The DRDH is a registered charity for purposes of Section 248 of the Income Tax Act. Its registration number is 10701-0605 RR001

The legal description for this property is:

Range B PT Lot 45, RP 49R1117 Part 1, Roll Number 4796 000 050 15650 0000 Account 0012526.

This building is used in part by hospital staff and part of which is rented to medical doctors. The total approximate square footage of the building is 5000 square feet, 3000 square feet of which is occupied by the hospital's Family Health Team.

Since the hospital was assessed taxes on this property in one of the commercial classes, we are requesting a rebate of \$3,841.90 representing 40% of the commercial tax level for 2010 (\$16,007.95) multiplied by 60% which is the portion of the building used by the hospital.

If further information is required please contact the author.

Yours truly,

Stacey Mortson, CMA
Chief Financial Officer

Enclosures

Our Vision

Every Client's Health Care Experience Will Be Exceptional

**APPLICATION FOR REBATE OF TAXES
FOR ELIGIBLE CHARITIES**

Name of Registered Charity <u>DEEP RIVER AND DISTRICT HOSPITAL</u>	
Registered Number <u>10701-0605 RR0001</u>	
Property Address <u>109 BANTING DR., DEEP RIVER, ON</u>	
Property Description	Roll Number <u>4796 000 050 15650 0000</u>
Municipality <u>THE CORPORATION OF THE TOWN OF DEEP RIVER</u>	

I/we hereby apply for a tax rebate for the year 2010 on behalf of the above-named charity and agree to the following conditions,

1. The rebate can only be made with respect to eligible charities as defined within Subsection (2) of Section 442.1 of the Municipal Act, R.S.O. 1990, as amended, that pay taxes on properties occupied in one of the commercial classes or industrial classes of property within the meaning of Section 363(20) of the Municipal Act, R.S.O. 1990, as amended, at a rate set by the Corporation of the County of Renfrew which is currently 40%.
2. Eligible charities must repay any other municipality any charitable rebate it received in the year to the extent that the amount would exceed the rebate from the host municipality within which the eligible charity is located.,

I/we certify that the information given on this application and any documents attached is complete, accurate and fully discloses the status of the organization.

Date NOV 8/10

DEEP RIVER AND DISTRICT HOSPITAL
Name of Eligible Charity

Smartson
Signature

CHIEF FINANCIAL OFFICER
Position

It is a serious offence to make a false application.

Important Notes:

1. If the area occupied by the eligible charity is not separately assessed, it is the responsibility of the charity's representatives to provide the assessment attributable to this area.
2. The rebate is available only for that period during which the eligible charity occupied the property. Please indicate here the dates of occupation during the current year:

JANUARY 1, 2010

to

DECEMBER 31, 2010

Deep River and District Hospital - Rebate of Taxes (2010)

Year	Tax Rates-CT	Assessment	Taxes Levied	Taxes Paid	Bill 140 Adj.	Net Due	Rebate apportioned to Family Health Team @40% x 60%
2010	Municipal Tax Rate	0.01864258	376,500	\$ 7,018.93	\$ -	7,018.93	\$ 1,684.54
	School Tax Rate	0.01637399	376,500	\$ 6,164.81	\$ -	6,164.81	\$ 1,479.55
	County Tax Rate	0.00750123	376,500	\$ 2,824.21	\$ -	2,824.21	\$ 677.81
		0.04251780	376,500	\$ 16,007.95	16,007.95	\$ -	\$ 3,841.91

Distribution of Rebate Under Section 361

Year	Taxes Levied	as % of Total	Total Rebate	Net Write Off
2010	Municipal	7018.93	43.85%	\$ 1,684.54
	School	6164.81	38.51%	\$ 1,479.55
	County	2824.21	17.64%	\$ 677.81
		\$ 16,007.95	100.00%	\$ 3,841.91

RECAP of Share of Section 361 Rebate

COUNTY	\$ 677.81
SCHOOL BD.	\$ 1,479.55
TOWN	\$ 1,684.54
TOTAL REBATES	\$ 3,841.91

(12) The amount of an increase in taxes under this section is collectible as if it had been levied and included on the original tax bill except,

- (a) the amount is not payable until the time for appealing has expired or, if an appeal is made, the Assessment Review Board has made its decision; and
- (b) the amount is not subject to late-payment charges until the 22nd day after the amount becomes payable. 2001, c. 25, s. 359 (12).

Notice

(13) The council and the Assessment Review Board shall forward a copy of their decisions under this section to the assessment corporation but failure to comply with this requirement does not invalidate the proceedings taken under this section. 2001, c. 25, s. 359 (13).

Regulation

360. For the purpose of sections 357, 358 and 359, the Minister may by regulation define "gross or manifest error". 2001, c. 25, s. 360.

Rebates for charities

361. (1) Every municipality, other than a lower-tier municipality, shall have a tax rebate program for eligible charities for the purposes of giving them relief from taxes or amounts paid on account of taxes on eligible property they occupy. 2002, c. 22, s. 159 (1).

Eligible charities, property

(2) For the purposes of this section,

- (a) a charity is eligible if it is a registered charity as defined in subsection 248 (1) of the *Income Tax Act* (Canada) that has a registration number issued by the Canada Customs and Revenue Agency;
- (b) a property is eligible if it is in one of the commercial classes or industrial classes, within the meaning of subsection 308 (1). 2001, c. 25, s. 361 (2).

Program requirements

(3) A tax rebate program under this section is subject to the following requirements:

1. The program must provide for a rebate for an eligible charity that pays taxes or amounts on account of taxes on eligible property it occupies.
2. The amount of a rebate required under paragraph 1 must be at least 40 per cent, or such other percentage as the Minister of Finance may prescribe, of the taxes or amounts on account of taxes paid by the eligible charity on the property it occupies. If the eligible charity is required to pay an amount under section 367 or 368, the amount of the rebate shall be the total of the amounts paid by the eligible charity under those sections.
3. The program must provide that payment of one-half of the rebate must be made within 60 days after the receipt by the municipality of the application of the eligible charity for the rebate for the taxation year and the balance of the rebate must be paid within 120 days of the receipt of the application.
4. The program must permit the eligible charity to make an application for a rebate for a taxation year based on an estimate of the taxes or amounts on account of taxes payable by the eligible charity on the property it occupies.
5. The program must provide for final adjustments, to be made after the taxes or amounts on account of taxes paid by the charity can be determined, in respect of differences between the estimated rebate paid by the municipality and the rebate to which the charity is entitled.
6. The program must require, as a condition of receiving a rebate for a year, that a charity repay any other municipality amounts by which the rebates the charity received for the year from that other municipality exceed the rebates from that other municipality to which the charity is entitled for the year.
7. An application for a taxation year must be made after January 1 of the year and no later than the last day of February of the following year. 2001, c. 25, s. 361 (3); 2002, c. 22, s. 159 (2-5).

Program options

(4) The following apply with respect to what a tax rebate program under this section may provide but is not required to provide:

1. The program may provide for rebates to organizations that are similar to eligible charities or a class of such organizations defined by the municipality.
2. The program may provide for rebates to eligible charities or similar organizations for taxes or amounts on account of taxes on property that is in any class of real property prescribed under the *Assessment Act*.
3. The program may provide for rebates that are greater than those required under subsection (3) and may provide for different rebate amounts for different eligible charities or similar organizations up to 100 per cent of the taxes paid by the eligible charity or similar organization.
4. The program may provide for adjustments in respect of the rebates for a year to be deducted from amounts payable in the next year for the next year's rebates. 2001, c. 25, s. 361 (4); 2002, c. 22, s. 159 (6).

Procedural requirements

(5) The program may include procedural requirements that must be satisfied for an eligible charity to be entitled to a rebate required under subsection (3). 2001, c. 25, s. 361 (5).

Who gives rebates

(6) Rebates under a program of a municipality under this section shall be given by the municipality unless the municipality is an upper-tier municipality, in which case the rebates shall be given by the lower-tier municipalities. 2001, c. 25, s. 361 (6).

Sharing amounts of rebates

(7) The amount of a rebate paid under this section on a property shall be shared by the municipalities and school boards that share in the revenue from the taxes on the property in the same proportion as the municipalities and school boards share in those revenues. 2002, c. 22, s. 159 (7).

Statement of costs shared by school boards

(8) The municipality that gives a rebate to a charity or similar organization shall also give the charity or similar organization a written statement of the proportion of the costs of the rebate that is shared by school boards. 2001, c. 25, s. 361 (8).

Interest

(9) The municipality shall pay interest, at the same rate of interest that applies under subsection 257.11 (4) of the *Education Act*, on the amount of any rebate to which the eligible charity is entitled under this section if the municipality fails to rebate or credit the amount within the time specified in paragraph 3 of subsection (3) or within such other time as the Minister of Finance may prescribe. 2001, c. 25, s. 361 (9).

No fee

(10) Despite this Act, no fee may be charged by the municipality to process an application under this section. 2001, c. 25, s. 361 (10).

Change of assessment

(10.1) The following apply if the assessment of an eligible property for a year changes as a result of a request under section 39.1 of the *Assessment Act*, a complaint under section 40 of that Act or an application under section 46 of that Act:

1. A rebate under subsection (3) with respect to the year shall be redetermined using the new taxes on property for the year based on the new assessment.
2. If, as a result of a redetermination under paragraph 1, the amount of the rebate is increased, the increased amount shall be paid to the eligible charity in accordance with this section.
3. If, as a result of a redetermination under paragraph 1, the amount of the rebate is decreased and amounts paid on account of the rebate exceed the redetermined amount of the rebate, the excess payments are a debt due to the municipality which gave the rebate but the municipality shall not take any action to collect the debt, including the imposition of interest, until 120 days after providing the eligible charity with notice of the debt. 2002, c. 17, Sched. A, s. 64.

Regulations

- (11) The Minister of Finance may make regulations,
- (a) governing programs under this section including prescribing additional requirements for the programs;
 - (b) governing procedural requirements the programs must include;
 - (c) prescribing a percentage for the purpose of paragraph 2 of subsection (3);



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Rebate of Taxes – Mountain River Child Care		REPORT NUMBER 2011BMQ002ISS
File Storage:		PAGE 1 of 2
PREPARED BY: Brian Quibell	REVISION DATE: February 11, 2011	
MANAGER SIGNATURE:	FOR CONSIDERATION OPEN SESSION <input type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
REFERRED TO:		
ATTACHMENTS: 1. Application for Rebate of Taxes for Eligible Charities submitted by Mountain River Child Care 2. Spread Sheet Calculating the 2010 Commercial Tax Reduction and distribution between Municipal, School and County resulting from Charitable Rebate 3. Copy of Section 361 “Rebates For Charities” of the Municipal Act, 2001 (formerly Section 442.1)		

BACKGROUND:

Under Section 361 of the Municipal Act, 2001 (formerly Section 442.1) the province legislates that taxes on property in the Commercial or Industrial class occupied by eligible charities are entitled to a tax rebate which shall be shared by the municipality, school board, and upper tier. The amount of the rebate is established by the upper tier and is currently set at 40%.

ISSUES AND OPTIONS:

There are no options available as the province legislates this rebate and the County establishes the rate.

FINANCIAL IMPLICATIONS:

The financial implications to the Town will be a loss in commercial tax revenue of \$973.14.

ACCESSIBILITY IMPLICATIONS:

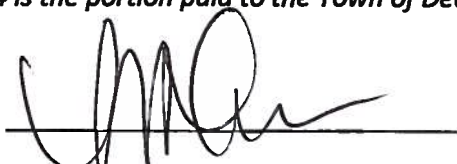
Not Applicable

RECOMMENDATION:

I recommend that the following resolution be passed by Council:

RESOLVED THAT in accordance with Section 361 of the Municipal Act, 2001, the Mountain River Child Care Association be granted a rebate of Commercial taxes for the year 2010 in the amount of \$2,219.43 of which, \$973.14 is the portion paid to the Town of Deep River.

REVIEWED BY:



CAO/Clerk

DATE:

Feb. 28 | 11

COMMENTS: -

APPLICATION FOR REBATE OF TAXES FOR ELIGIBLE CHARITIES

Form with fields: Name of Registered Charity (Mountain River ChildCare Ass.), Registered Number, Property Address (51 Poplar Avenue, Deep River, Ontario, K0J 1P0), Property Description (Daycare), Roll Number (025 15800 0010), Municipality (Deep River).

I/we hereby apply for a tax rebate for the year 2010 on behalf of the above-named charity and agree to the following conditions,

- 1. The rebate can only be made with respect to eligible charities as defined within Subsection (2) of Section 442.1 of the Municipal Act, R.S.O. 1990, as amended, that pay taxes on properties occupied in one of the commercial classes or industrial classes of property within the meaning of Section 363(20) of the Municipal Act, R.S.O. 1990, as amended, at a rate set by the Corporation of the County of Renfrew which is currently 40%.
2. Eligible charities must repay any other municipality any charitable rebate it received in the year to the extent that the amount would exceed the rebate from the host municipality within which the eligible charity is located.,

I/we certify that the information given on this application and any documents attached is complete, accurate and fully discloses the status of the organization.

Date January 5/2010

Mountain River ChildCare
Name of Eligible Charity

Cindy Saltram
Signature

Supervisor
Position

It is a serious offence to make a false application.

Important Notes:

- 1. If the area occupied by the eligible charity is not separately assessed, it is the responsibility of the charity's representatives to provide the assessment attributable to this area.
2. The rebate is available only for that period during which the eligible charity occupied the property. Please indicate here the dates of occupation during the current year:

_____ to _____

Mountain River Child Care Assn. - Rebate of Taxes (2010)

Year	Tax Rates-CT	Assessment	Taxes Levied	Taxes Paid	Bill 140 Adj.	Net Due	Rebate @40%
2010	Municipal Tax Rate	0.01864258	130,500	\$ 2,432.86	\$ -	2432.86	
	School Tax Rate	0.01637399	130,500	\$ 2,136.81		2136.81	
	County Tax Rate	<u>0.00750123</u>	<u>130,500</u>	<u>\$ 978.91</u>	<u>\$ -</u>	<u>978.91</u>	
		0.04251780	130,500	\$ 5,548.57	5,548.57	\$ -	5,548.57 \$ 2,219.43

Distribution of Rebate Under Section 361

Year	Taxes Levied	as % of Total	Total Rebate	Net Write Off
2010	Municipal	2432.86	43.85%	\$ 973.14
	School	2136.81	38.51%	\$ 854.72
	County	978.91	17.64%	\$ 391.56
		\$ 5,548.57	100.00%	\$ 2,219.43

RECAP of Share of Section 361 Rebate

COUNTY	\$ 391.56
SCHOOL BD.	\$ 854.72
TOWN	\$ 973.14
TOTAL REBATES	<u>\$ 2,219.43</u>

(12) The amount of an increase in taxes under this section is collectible as if it had been levied and included on the original tax bill except,

- (a) the amount is not payable until the time for appealing has expired or, if an appeal is made, the Assessment Review Board has made its decision; and
- (b) the amount is not subject to late-payment charges until the 22nd day after the amount becomes payable. 2001, c. 25, s. 359 (12).

Notice

(13) The council and the Assessment Review Board shall forward a copy of their decisions under this section to the assessment corporation but failure to comply with this requirement does not invalidate the proceedings taken under this section. 2001, c. 25, s. 359 (13).

Regulation

360. For the purpose of sections 357, 358 and 359, the Minister may by regulation define "gross or manifest error". 2001, c. 25, s. 360.

Rebates for charities

361. (1) Every municipality, other than a lower-tier municipality, shall have a tax rebate program for eligible charities for the purposes of giving them relief from taxes or amounts paid on account of taxes on eligible property they occupy. 2002, c. 22, s. 159 (1).

Eligible charities, property .

- (2) For the purposes of this section,
 - (a) a charity is eligible if it is a registered charity as defined in subsection 248 (1) of the *Income Tax Act* (Canada) that has a registration number issued by the Canada Customs and Revenue Agency;
 - (b) a property is eligible if it is in one of the commercial classes or industrial classes, within the meaning of subsection 308 (1). 2001, c. 25, s. 361 (2).

Program requirements

(3) A tax rebate program under this section is subject to the following requirements:

1. The program must provide for a rebate for an eligible charity that pays taxes or amounts on account of taxes on eligible property it occupies.
2. The amount of a rebate required under paragraph 1 must be at least 40 per cent, or such other percentage as the Minister of Finance may prescribe, of the taxes or amounts on account of taxes paid by the eligible charity on the property it occupies. If the eligible charity is required to pay an amount under section 367 or 368, the amount of the rebate shall be the total of the amounts paid by the eligible charity under those sections.
3. The program must provide that payment of one-half of the rebate must be made within 60 days after the receipt by the municipality of the application of the eligible charity for the rebate for the taxation year and the balance of the rebate must be paid within 120 days of the receipt of the application.
4. The program must permit the eligible charity to make an application for a rebate for a taxation year based on an estimate of the taxes or amounts on account of taxes payable by the eligible charity on the property it occupies.
5. The program must provide for final adjustments, to be made after the taxes or amounts on account of taxes paid by the charity can be determined, in respect of differences between the estimated rebate paid by the municipality and the rebate to which the charity is entitled.
6. The program must require, as a condition of receiving a rebate for a year, that a charity repay any other municipality amounts by which the rebates the charity received for the year from that other municipality exceed the rebates from that other municipality to which the charity is entitled for the year.
7. An application for a taxation year must be made after January 1 of the year and no later than the last day of February of the following year. 2001, c. 25, s. 361 (3); 2002, c. 22, s. 159 (2-5).

Program options

(4) The following apply with respect to what a tax rebate program under this section may provide but is not required to provide:

1. The program may provide for rebates to organizations that are similar to eligible charities or a class of such organizations defined by the municipality.
2. The program may provide for rebates to eligible charities or similar organizations for taxes or amounts on account of taxes on property that is in any class of real property prescribed under the *Assessment Act*.
3. The program may provide for rebates that are greater than those required under subsection (3) and may provide for different rebate amounts for different eligible charities or similar organizations up to 100 per cent of the taxes paid by the eligible charity or similar organization.
4. The program may provide for adjustments in respect of the rebates for a year to be deducted from amounts payable in the next year for the next year's rebates. 2001, c. 25, s. 361 (4); 2002, c. 22, s. 159 (6).

Procedural requirements

(5) The program may include procedural requirements that must be satisfied for an eligible charity to be entitled to a rebate required under subsection (3). 2001, c. 25, s. 361 (5).

Who gives rebates

(6) Rebates under a program of a municipality under this section shall be given by the municipality unless the municipality is an upper-tier municipality, in which case the rebates shall be given by the lower-tier municipalities. 2001, c. 25, s. 361 (6).

Sharing amounts of rebates

(7) The amount of a rebate paid under this section on a property shall be shared by the municipalities and school boards that share in the revenue from the taxes on the property in the same proportion as the municipalities and school boards share in those revenues. 2002, c. 22, s. 159 (7).

Statement of costs shared by school boards

(8) The municipality that gives a rebate to a charity or similar organization shall also give the charity or similar organization a written statement of the proportion of the costs of the rebate that is shared by school boards. 2001, c. 25, s. 361 (8).

Interest

(9) The municipality shall pay interest, at the same rate of interest that applies under subsection 257.11 (4) of the *Education Act*, on the amount of any rebate to which the eligible charity is entitled under this section if the municipality fails to rebate or credit the amount within the time specified in paragraph 3 of subsection (3) or within such other time as the Minister of Finance may prescribe. 2001, c. 25, s. 361 (9).

No fee

(10) Despite this Act, no fee may be charged by the municipality to process an application under this section. 2001, c. 25, s. 361 (10).

Change of assessment

(10.1) The following apply if the assessment of an eligible property for a year changes as a result of a request under section 39.1 of the *Assessment Act*, a complaint under section 40 of that Act or an application under section 46 of that Act:

1. A rebate under subsection (3) with respect to the year shall be redetermined using the new taxes on property for the year based on the new assessment.
2. If, as a result of a redetermination under paragraph 1, the amount of the rebate is increased, the increased amount shall be paid to the eligible charity in accordance with this section.
3. If, as a result of a redetermination under paragraph 1, the amount of the rebate is decreased and amounts paid on account of the rebate exceed the redetermined amount of the rebate, the excess payments are a debt due to the municipality which gave the rebate but the municipality shall not take any action to collect the debt, including the imposition of interest, until 120 days after providing the eligible charity with notice of the debt. 2002, c. 17, Sched. A, s. 64.

Regulations

- (11) The Minister of Finance may make regulations,
 - (a) governing programs under this section including prescribing additional requirements for the programs;
 - (b) governing procedural requirements the programs must include;
 - (c) prescribing a percentage for the purpose of paragraph 2 of subsection (3);

From: Linford [<mailto:linford@sympatico.ca>]

Sent: February 15, 2011 10:17 AM

To: info@cityofnorthbay.ca; townmail@deeriver.ca; info@mattawa.info; pembroke@pembroke.ca; info@town.renfrew.on.ca

Subject: Time to act before the rails are gone

This is an open letter for the Mayors of all Cities and Towns between North Bay and Smiths Falls Ontario.

Before you think it is just another piece from the rumour mill allow me to introduce myself.

My name is Linford Costello and I was a long time employee of Canadian Pacific Railway and transferred to the Ottawa Valley Railway when they leased the lines running from Coniston to Smiths Falls from CP in 1996.

Being a manager with the CPR and later with the OVR I was in contact with and still maintain some communications with some people in management for both companies.

The information I am about to give you is from someone with Canadian Pacific who for obvious reasons does not wish to be named.

Again this is unconfirmed but I strongly believe it requires some immediate attention because if it is true the rails will be gone.

I have been informed that Canadian Pacific intends to begin tearing up the tracks on the Chalk River Subdivision commencing this spring. (This is the track that runs from Chalk River to Smiths Falls.) After this they plan to remove the portion of the North Bay subdivision between Mattawa and Chalk River. This would effectively remove all rail lines east of Mattawa through the Ottawa Valley to Smiths Falls.

As I am sure you are all aware one of the things a company looks for when they consider building manufacturing plants or setting up any type of business that requires mass transportation of goods is railway accessibility. The cities and towns I have addressed this email are perfect examples of this. They were all built around the Canadian Pacific Railway. If what I have been told is true and the rails are removed they will never be replaced. Cities and Towns east of Mattawa will be for the most part completely without rail service.

The cities and towns Between Coniston and North Bay will have no direct east west access. Anything being shipped by rail going east would have to be back hauled to Romford (CP's junction just east of Sudbury) then go via Toronto before going forwarded east. It goes without saying that this makes for higher rates because of the extra distance involved when product has to be sent west and the south before heading east.

Linford B. Costello

Operations Manager Ottawa Valley Railway retired

P 705 474 3649 C 705 495 7111



THE CORPORATION OF THE TOWN OF
LAURENTIAN HILLS

Mayor,
Council
Chief Uetzhoff

34465 HIGHWAY NO. 17, POINT ALEXANDER, R. R. # 1, DEEP RIVER, ONTARIO K0J 1P0

File # 06-11

17 February 2011

Mr. D. V. Thompson, Mayor,
Corporation of the Town of Deep River,
P. O. Box 400,
Deep River, Ont.,
K0J 1P0

Your Worship:

I am directed by the Council of the Town of Laurentian Hills to thank you for your letter of 3 February, 2011 inviting both Towns to discuss and explore a variety of service delivery models for the provision of Police Services.

I am also direct, as per Council's resolution attached, to inform you that with the recommendation of the Laurentian Hills Police Services Board the Council at this time must decline your offer.

Yours faithfully,

A handwritten signature in black ink, appearing to read "W. Kirby", written over a horizontal line.

W. T. Kirby,
Chief Administrative Officer

Encl.

cc: Mrs. M. Larose,
Chief Administrative Officer



THE CORPORATION OF THE TOWN OF
LAURENTIAN HILLS

34465 HIGHWAY NO. 17, POINT ALEXANDER, R. R. # 1, DEEP RIVER, ONTARIO K0J 1P0

Resolution No. 76 - 11

Date: 16 February 2011

Moved by: John Hay

Seconded by: P. Blimkie

Be it Hereby Resolved That:

this Council does upon the recommendation of the Police Service Board of Laurentian Hills and due consideration of the offer from the Mayor of the Town of Deep River decline the offer to explore a variety of service delivery models for the Town of Laurentian Hills from the Deep River Police.

Carried / Defeated


Deputy Mayor

This is a certified true copy,


W. T. Kirby,
Clerk

FEB 18 2011

34035A Highway 17 West,
Deep River, ON,
Canada, K0J 1P0.
February 17, 2011.

Town Council,
Deep River, ON,
Canada, K0J 1P0.

Dear Members of the Deep River Town Council:

Deep River is a beautiful place, and, of course, you know that. Deep River is populated by some of the friendliest and most creative people in Canada ... but then, you know that also. I am concerned, however, that the town's reputation is suffering, namely because of what I consider the most pressing problem in this community – no, not chip trucks downtown, but rather Highway #17. In particular, I am concerned about the lack of proper design for parking, walking, and turning on the south side of that thoroughfare. As a result, we witness the all-too-common sight of police ticketing some transport driver just because the driver tried stopping to get a cup of coffee at Tim Horton's.

When I was much younger, I took the opportunity to hitch-hike across Canada. At that time, Wawa had the reputation of being the worst place to get a ride on the entire Trans-Canada. I fear that nowadays, Deep River is gaining a similar reputation of being unfriendly and anti-trucker because of our lack of pull-off lanes for large transports.

That is not the whole story. When the new Canadian Tire store was constructed recently, there was forethought injected into the process by ensuring turn lanes for traffic coming from the east. Unfortunately, the forethought ended right there. What a perfect opportunity to extend those turn lanes down past Tim Horton's, but no such luck. How many of you have driven past that coffee shop in the early morning? It is a traffic hazard to say the least. Traffic is lined up trying to turn into Timmy's – in many cases obstructing the passage of legitimate traffic driving east ..., AND traffic is jammed inside the Timmy's lot trying to get back on to the highway – in some cases prompting dangerous and irresponsible driving.

This whole problem is compounded by the single right of way on to the Timmy's property – a right of way that doubles as both entrance and exit. Any attempt by a transport to negotiate this bottle-neck is met by impatient drivers trying to get past.

I am not aware of all the land titles on the south side of the highway. Nor am I setting myself up as an expert in urban planning. However, it seems a logical step to not only add turn lanes in front of Timmy's, but also to construct a service road on the south side of Highway #17. Some rough suggestions for such a route are shown on the attached map, but perhaps the most sensible would be one that goes round the back of Canadian Tire and could be linked with the back parking lot at Tim Horton's. If truck traffic could be routed this way, problems that currently exist would be largely eliminated.

One final point. Earlier I mentioned problems walking on the south side of this thoroughfare. Deep River has an active population, with people of all ages commonly walking or bicycling to their destination instead of driving. However, there is no consistent sidewalk or path on the south side of the highway, especially in the winter. Try walking from the Laurentian Dairy to the traffic lights along the south side and see for yourself. PLEASE earmark a new smooth pathway on the south side of the road to allow year-round passage by walkers and cyclists.

I have written before about the Tim Horton's access problem to previous councils and to Tim Horton's management, but without success. I am hoping that the new Deep River Council, with fresh faces and new blood, will see its way clear to make this a top priority, so that we may find solutions that make sense.

Yours sincerely,

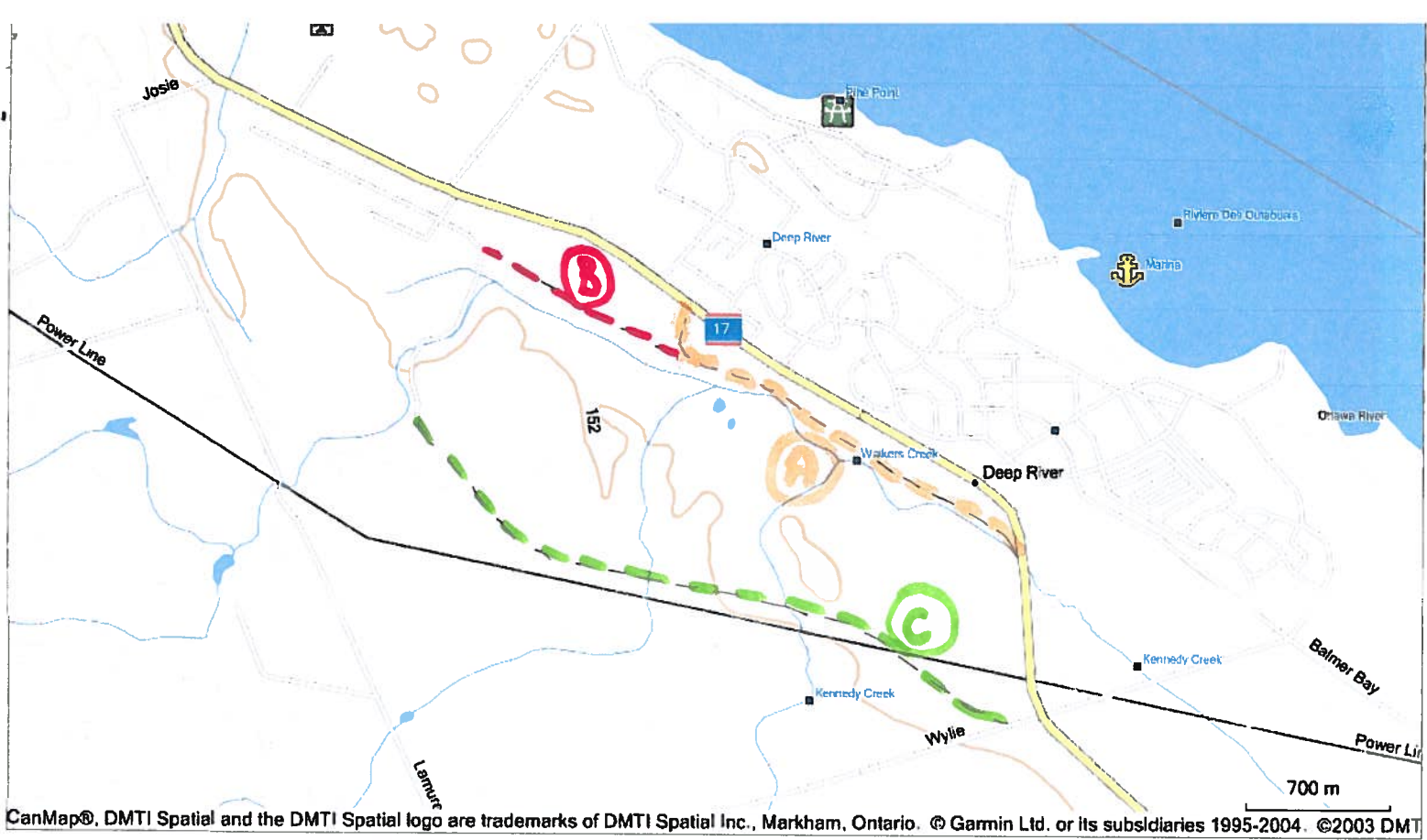


Paul Bateman

613-584-1199

pjbateman13@hotmail.com

Emailed: Council
CAO
Dir. of Public Works
Planning & Development Dir.
Police Chief



- (A) - preferred
- (B) - 2nd choice, in conjunction with (A)
- (C) - 3rd choice

It is recognized that there is no easy fix. Any of these choices involves hurdles --- but I believe prompt and thorough planning can overcome these hurdles --- and enhance our community in the process.

Sincerely,
Paul Bateman



2nd ANNUAL

ARNPRIOR WHITE PINE FESTIVAL

Congratulations Renfrew County on your 150th Anniversary. The Arnprior White Pine Festival would like to wish you all the best. As one of the largest Counties in Ontario we know this will be a great year for all involved.

We are aware that all Municipalities will be busy making this a great celebration, but Arnprior would also like to take this opportunity to invite you to our 2nd annual White Pine Festival. We would really appreciate it if each municipality would like to set up an event or display during the 2 day event on August 27th & 28th. We will have numerous events, vendors an entertainment during this period, by so many different groups. Maybe you could add some type of an event to really showcase our County. It is so unique in so many different cultures. We are the Gate Way to both the Renfrew County & the Ottawa Valley. Wouldn't it be nice to have many spectators from our Capital City and surrounding areas to see who we really are. There is so much we can offer. Also it would be a great start to the Town of Arnprior's 150th Anniversary next year and are hoping many of our County friends will be with us for that as well. If more info is required please contact us at info@arnpriorwhitepinefestival.ca Also please keep checking our web site at www.arnpriorwhitepinefestival.ca Good neighbor's really do make great communities. See you all at the Counties 150th , The Arnprior White Pine Festival and Arnprior's 150th Anniversary in 2012. An amazing 2 years for all.

Thank You

**Art Smith
Arnprior White Pine Festival**



Renfrew County Child Poverty Action Network

c/o The Phoenix Centre for Children and Families
130 Pembroke Street West, Pembroke, ON, K8A 5M8
Phone: (613)735-2374 Fax: (613)735-2378

February 18, 2011

Dear Town of Deep River Council:

I am writing to you on behalf of Renfrew County Child Action Network (CPAN) to ask for your help to save CPAN's **Backpack Plus** program so that local children living in poverty can start their school year in dignity with a backpack, school supplies, and shoes.

Backpack Plus has been around since the year 2000, and has helped hundreds of local children and their families. We have had many parents tell us about the importance of Backpack Plus. One parent said: "Thank you for allowing my child to be just like the other children!"

Renfrew County National Child Benefit Reinvestment Fund (NCBRF) supported **Backpack Plus** from 2005 – 2008, after which this funding was no longer available. We have asked Renfrew County Social Services to continue funding **Backpack Plus**, as other areas of the province have continued supporting their NCBRF programs. Unfortunately, we were declined. For the past two years CPAN has struggled to keep the program running. Despite our best efforts we have been unable to sustain this, and have had to draw on our core funding. This year **Backpack Plus** is running at a deficit.

It costs an average of **\$75 per child per year** to run **Backpack Plus**. This is a small investment in our community's future that helps ensure that all children have the opportunity to reach their full potential in life regardless of their family's financial status. Research has shown that education builds community wealth, so it makes sense that investing in the success of underprivileged children will be beneficial to our community as a whole.

The most recent statistics indicate that 127 children in Deep River are living in poverty and out of these, 83 accessed **Backpack Plus**. The annual cost of providing all of these children with start up school supplies is: **83 X \$75 = \$6,225**.

We are hoping that your municipality will provide funding to support the costs of **Backpack Plus** for some or all of these children. Any amount will be greatly appreciated.

A **small** investment in each low income child's life can make a **huge** difference! Just think about it. Imagine that you are a 7 year old child starting the school year with only one pair of old runners. Your teacher tells you that you need a second pair for indoor use (and sometimes a third pair for gym). Then there are the remaining items on the school supply list that includes crayons, markers, a calculator etc., plus the need for a backpack in which to carry everything daily from home to school and back. For the average family with a decent income, that prospect is daunting enough. Imagine being a parent living in poverty that cannot provide your children with such school necessities. The impact, as you can well imagine, is devastating, not only for the children but for the parents who are sick with the feeling of shame and disappointment. In a county where **one in nine** children are living in poverty, this is a reality that far too many families experience.

Backpack Plus helps to remove barriers to learning, and aims to give every child the opportunity to reach their full potential in life despite their financial situation. **Backpack Plus** is delivered in a dignified and respectful manner, which is extremely important as many individuals living in poverty are often stigmatized and judged.



We know that by working together we can keep this most needed program available for those who are in need. Without our assistance these children will return to school unprepared to participate fully in the learning opportunities provided at school, and will feel socially excluded. Research shows that children who feel included learn much better at school and are more likely to succeed, graduate and transition to post secondary education.

In total there are almost 2400 children who live in poverty in Renfrew County. We estimate that we will receive between 1500 and 1700 requests on behalf of children who need backpacks, supplies, and shoes. Their parents face many challenges, and have high hopes that their children will have a better life than they. Parents tell us that school is often the only place where they feel their children are on an equal footing with other children. Please help these children get off to a good start at school.

Please find included local statistics on child poverty by municipality, and a brief history of why **Backpack Plus** started and should continue. Should you need any additional information about this or other child poverty related issue, please feel free to contact me.

I thank you in advance for your help in this matter and look forward to hearing from you.

Yours Sincerely,

Lyn Smith, Coordinator
Renfrew County Child Poverty Action Network (CPAN)



The Need for Backpack Plus

Parents across Renfrew County are facing increasing financial need and challenges for their school-aged children. These challenges are evident on several fronts:

1) School Board Restraint and Footwear Regulations: School boards have been forced by financial necessity to download the cost of school supplies onto parents. School boards in Renfrew County also require students to have running shoes for classroom and gymnasium activities that have non-marking soles, and purely for indoor use. This means Renfrew County parents must purchase at least one, sometimes two extra pairs of footwear for their children as well as footwear required for school (outdoor).

2) Cost of Living Increases: The past few years have seen spiralling costs for the basic necessities of life, namely heat hydro, and rent. Of particular concern for the coming year is the continuation of increased costs in electricity, home heating, rent, and gas. These costs are being covered by everyone in Renfrew County but for those families who are on fixed incomes there is often a choice between the necessities of life (food, heat, rent, etc.) and adequate school supplies, appropriate footwear and winter clothing also extracurricular activities. For families on low or fixed incomes these "necessities-of-life" dollars must be found somewhere.

Unfortunately, they all too often come from the backpacks of children, from necessary footwear or clothing purchases, and/or make the painful decision to deny children school or community related activities such as; hot lunches, field trips, and participation with extracurricular activities. Parents are too often forced to make the difficult choice between meeting their families basic needs (including food), and being able to involve their children fully and adequately in their schools and communities.

3) Effects of Limited Disposable Income: One of the most revealing testimonies regarding the hardship caused by the lack of disposal income outlined above comes from the Report Card on Child Poverty published in 2000. In the report card a parent writes: *"Of course school trips, hot dog days and birthday parties are out of the question. There's no money. It's hard on the children to be told "no" for all the little extras that others take for granted. What's even harder though, are all the expenses we can't avoid – binders, pencils, and dictionaries in September, a recorder for music class, winter boots...It's very simple. If someone in the family needs a winter coat, I'll have to miss a few meals this month."* (a single working mother).¹

It was for these reasons that Backpack Plus was created.

Timeline for Backpack Plus

2000: The Backpack Plus program unofficially started with the formation of CPAN. A few concerned individuals felt strongly that action was needed to help children who live in poverty, even if this meant stuffing one backpack at a time - which they did.

¹ A Report Card on Child Poverty in Renfrew Cty. p. 3 Child and Youth Health Network of Eastern Ontario 0The Children's Hospital of Eastern Ontario 401 Smyth Rd. Ottawa ON K1H 8L1



2001 – 2004: A network of a few concerned individuals stuffed backpacks and did what they could realizing that many children needed help with back-to-school items.

2005: CPAN applied for and received funding from the Renfrew County National Child Benefit Reinvestment Fund and **Backpack Plus** was born. Originally approximately 1,000 children and youth were assisted.

2006-2007: Renfrew County National Child Benefit Reinvestment Fund continued to support Backpack Plus. More referrals were made each year and as demand increased, the program became very well supported and year upon year became more efficient. Eleven locations were established across the county where clients could access the vouchers. Sixteen stores agreed to accept the vouchers. This made **Backpack Plus** a very accessible program especially for those who had limited resources and/or transportation issues. By 2007, 1,200 Renfrew County children received backpacks, school supplies, and shoes. No advertising was needed as school boards, social agencies and organizations throughout Renfrew County referred clients to this program. Many agencies and organizations also helped with distribution, including paying for staffing.

2008: This was the last year that CPAN received funding from Renfrew County National Child Benefit Reinvestment Fund. Backpack Plus assisted 1586 children and youth.

2009-2010: CPAN struggled to keep the program running; we applied for funding from many sources and most were not successful. Through creativity and dipping into the general fund, CPAN managed to run the program for two additional years. The general fund included the \$50,000 CPAN received from the Atkinson Foundation, and a donation of physical shoes and backpacks donated by The Power of Sport.

2011: *Working together we CAN do this!*



Backpack Plus Summary

The goal of the Backpack Plus program is to supply a backpack, school supplies and one pair of shoes for children in need in Renfrew County. The program has been operating for six years, and is well received by low income parents, social service agencies, and schools. No advertising or marketing was required for the program due to the overwhelming need and the support we have received from all school boards, schools, and social service agencies in Renfrew County.

CPAN and our partners (including businesses) work together and run a very smooth, dignified, and respectful program that empowers children and parents to chose their own shoes, backpacks and supplies using a voucher system.

Eleven partner locations across Renfrew County donate space and staffing to distribute the vouchers, while sixteen local stores honour the vouchers on a third party charge basis.

Usage of the program has increased year upon year due to several factors;

- Families falling into poverty, or deeper poverty
- More individuals and organizations are familiar with the programs that CPAN offer
- Increased word-of-mouth
- Increased and constant support from the media helps to raise awareness of CPAN and the programs that we offer
- We are very mindful that clients are treated with dignity and respect from the moment that they call or arrive to pick up the voucher/s up until and including the moment of using the voucher/s in the store/s. This theory has been proven to us by telephone calls, letters, and e-mails where clients have expressed their gratitude and thanks.

The Backpack Plus program is showcased in many ways, as part of what CPAN does, and why we do it. This includes handouts, presentations, public speaking engagements, submissions to government, as well as information being available on our web site which can be found at: www.renfrewcountycpan.ca

Vouchers

We have found vouchers as this method of delivering this program, as it allows clients to have control and choice of style etc. of items bought. By using this system the children are also unaware of the parents' inability to buy back-to-school supplies, lessening the guilt, stigma, and judgmental attitudes often related to living in poverty. The vouchers were professionally printed with sequential numbers, a signature, and are individually embossed; this looks professional and it protects against any possible fraud. Vouchers values vary depending on the age of the child as it costs far less to buy a pair of shoes for a child under the age of 6 than it does to buy shoes for a teenager. To help retailers distinguish differing values they are printed in different colours, and letters are sent. Retailers invoice CPAN on a third party basis and all receipts are audited by CPAN to ensure only items on the lists provided are being paid for.



Distribution

The vouchers are distributed at eleven locations across Renfrew County. These locations included: The Phoenix Centre (2 locations in Pembroke & Renfrew), Community Resource Centre (2 locations in Killaloe & Barry's Bay), The Action Centre Eganville, Whitewater Bromley Community Health Centre (2 locations in Cobden & Beachburg), Arnprior Family Preschool Resource Centre Arnprior, North Renfrew Family Services Deep River, Southside Community Centre Petawawa, and Algonquin of Pikwakanagan. Vouchers were logged and signed for with careful consideration to protect the privacy and confidentiality of each client. The same form was used for backpack/supplies and footwear. Ontario Works also distributed vouchers to clients in need. All vouchers were offered on a "first come first served" basis.

Redemption of Vouchers

Vouchers are redeemed at preauthorized retailers, who are supplied with specific instructions of what is needed. A cash register receipt is required to be attached to every voucher returned for payment, third party accounts have been set up at each store to facilitate payment. All vouchers returned to CPAN from the stores for payment are audited to ensure the items being charged are sanctioned. If this is not the case that particular store is contacted, a fax of verification is sent, and the charge disallowed. It has been made clear to retailers that it is important to only have the vouchers go towards legitimate school supplies that were listed on the "approved supplies list" and/or shoes (dependant on that particular voucher)

What works well?

- Clients appreciate the fact that they can pick up the voucher/s locally and also redeem the vouchers in several locations. Especially as many have transportation difficulties
- Parents like the fact that children can chose their own backpack and supplies, and that their children don't even know that they are assisted.
- Voucher redemption as a "coupon" in local stores, clients are treated well, and respectfully.
- No advertising is necessary as clients and agencies are now familiar with the program
- All supplies are purchased locally and local merchants expressed appreciation that they were able to participate (helps the local economy).
- Tracking of all requests ensured clients were only approved for the voucher one time.
- Early preparation of the program to ensured smooth service and less anxiety for clients
- Equal number of backpack/supplies and shoes, as each child who is need of assistance needs both. This is especially important as parents struggle to supply at least 2 pairs of shoes (sometimes 3)
- Actual "school supplies" requirement lists were collated and used as a guide line for stores to follow. Items on this list were accepted for repayment, others were not.



Renfrew County Child Poverty Action Network (CPAN)

c/o The Phoenix Centre for Children and Families

130 Pembroke Street West, Pembroke, ON K8A 5M8

Phone: (613)735-2374 Fax: (613)735-2378

Renfrew County Children (age 0 - 17) Living in Families with Low Income

Municipality	Total number of children	Children living in families with low incomes	
		Number	Percent
Pembroke	2568	555	22
Renfrew	1603	319	20
Arnprior	1517	258	17
Deep River	801	127	16
Killaloe Hagarty and Richards	595	72	12
Admaston/Bromley	700	78	11
Horton	614	66	11
Madawaska Valley	958	95	10
Whitewater Region	1481	133	9
Brudenell, Lyndoch and Raglan	286	25	9
Petawawa	4011	317	8
Bonnechere Valley	668	49	7
McNab/Braeside	1741	111	6
Greater Madawaska	359	23	6
North Algona Wilberforce	607	38	6
Laurentian Valley	2033	114	6
Renfrew County	20542	2380	11.6

Source: Income information is from Statistics Canada, 2006 Community Profiles. Population estimates are from Provincial Health Planning Database, Ontario Ministry of Health and Long-Term Care, extracted October 2008.

Income information is based on the **2005 before-tax Low Income Cut-Off (LICO)**. The before-tax LICO is defined as the income levels at which families (or persons not in economic families) spend 20% more than average of their before-tax income on food, shelter and clothing. (Statistics Canada, 2006 Census Dictionary)

Note: In 2005, Laurentian Hills had an estimated 586 children, Pikwakanangan had an estimated 147 children and Head, Clara, and Maria had an estimated 20 children. However, there is no information on low income for these areas so they have not been included in the above table.

Compiled by Renfrew County and District Health Unit