

## AGENDA

Regular Council meeting to be held  
Tuesday April 6, 2021 at 7:00 p.m.  
Powassan (electronic)

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF THE AGENDA**
5. **PRESENTATIONS**
6. **ADOPTION OF MINUTES**
  - 6.1 Regular Council meeting of March 16, 2021
7. **MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**
  - 7.1 Municipal Emergency Control Group Meeting minutes of March 17, 2021
  - 7.2 Municipal Emergency Control Group Meeting minutes of March 31, 2021
8. **MINUTES AND REPORTS FROM APPOINTED BOARDS**
  - 8.1 North Bay-Mattawa Conservation Authority- 2021 Budget and Levy
  - 8.2 ACED- Almaguin Staycation Proposal
  - 8.3 Land Ambulance Budget
  - 8.4 Powassan and District Union Public Library Board Draft minutes of March 22, 2021
  - 8.5 North Bay-Parry Sound District Health Unit- resolution request re Vaccine Allocations
9. **STAFF REPORTS**
  - 9.1 2020 Statement of Council Remuneration and Expenses
  - 9.2 Health and Safety Policy
10. **BY-LAWS**
  - 10.1 2021-08 Eides/Ministry of Health Mortgage
  - 10.2 2021-10 Reduced Load Periods
  - 10.3 2021-11 Rezoning-Kmith
  - 10.4 2021-12 Appoint Tile Drainage Inspector
11. **UNFINISHED BUSINESS**
  - 11.1 Administrative Assistant and Treasurer Position as per Organizational Review
12. **NEW BUSINESS**
  - 12.1 Ministry of the Environment- Powassan 2020 Communal Drinking Water Inspection Report
  - 12.2 Ministry of Community Safety & Correctional Services- Fire Safety Grant agreement
  - 12.3 Ministry of the Solicitor General- Emergency Management Requirement Compliance
  - 12.4 Verbal Councillor R. Hall- Cost of Building Materials
  - 12.5 Verbal Councillor R. Hall- Tendering of Contracts
  - 12.6 Verbal Councillor R. Hall- Incentive Plan re Industrial Park
13. **CORRESPONDENCE**
  - 13.1 FONOM Notice of Annual meeting and membership
  - 13.2 AMO-Gas Tax Funds Announcement
  - 13.3 Township of Perry- resolution re Wendigo Lake Expeditions- repurposing of Project D.A.R.E. Facilities

14. **ADDENDUM**

**15. ACCOUNTS PAYABLE**

**16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS**

**17. PUBLIC QUESTIONS**

**18. CLOSED SESSION**

18.1 Closed session minutes of March 16, 2021

18.2 Identifiable Persons-Section 239(2)(b) of the Municipal Act and under 6 (1)(b) of the Procedural Bylaw- Matters regarding identifiable individuals

**19. MOTION TO ADJOURN**



**Council Meeting**  
**Tuesday March 16, 2021, at 7:00 pm**  
**Virtual**

**Present:** Peter McIsaac, Mayor  
Randy Hall, Deputy Mayor  
Markus Wand, Councillor  
Dave Britton, Councillor  
Debbie Piekarski, Councillor

**Staff:** Maureen Lang, CAO/Clerk-Treasurer  
Terry Lang, IT

**Presentations:** None

**Disclosure of Monetary Interest and General Nature Thereof:**  
None

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- 2021- 74** Moved by: M. Wand Seconded by: R. Hall  
That the agenda of the Regular Council meeting of March 16, 2021 be approved with the following changes: Remove item 10.3  
**Carried**
- 2021-75** Moved by: D. Piekarski Seconded by: R. Hall  
That the minutes of the Regular Council meeting of March 2, 2021, be adopted. **Carried**
- 2021-76** Moved by: D. Britton Seconded by: R. Hall  
That the minutes of the Emergency Control Group meeting of March 3, 2021 be received. **Carried**
- 2021-77** Moved by: M.Wand Seconded by: D. Britton  
That the 2021 Budget from the Powassan and District Union Public Library Board, be received. **Carried**
- 2021-78** Moved by: D. Piekarski Seconded by: D. Britton  
That the ACED committee minutes of February 25, 2021 be received. **Carried**
- 2021-79** Moved by: M. Wand Seconded by: R. Hall  
That the March CAO Report from the District of Parry Sound Social Services Administration Board (DSSAB), be received. **Carried**
- 2021-80** Moved by: M. Wand Seconded by: D. Britton  
That the report from Planscape, regarding Consent Application, B10/Powassan/2021, be received.  
**Carried**

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- 2021-81** Moved by: D. Piekarski Seconded by: D. Britton  
That By-law 2021-05, being a By-law to provide for Municipal Capital Facilities for Municipal Housing Project Facilities,  
READ a FIRST and SECOND time the 16th day of March, 2021  
and considered READ a THIRD and FINAL time and finally passed in open Council this the 16th day of March, 2021 **Carried**
- 2021-82** Moved by: D. Britton Seconded by: R. Hall  
That By-law 2021-08, being a by-law to authorize an agreement between the Corporation of the Municipality of Powassan and Steve Eide, Eide's Residential Home, under the Boarding Home Contract Program of the Ministry of Health,  
  
**READ a FIRST and SECOND** time the 16<sup>th</sup> day of March, 2021  
**To be READ a THIRD and FINAL** time and considered passed on the 6<sup>th</sup> day of April, 2021  
  
**Carried**
- 2021-83** Moved by: R. Hall Seconded by: M. Wand  
That by-law 2020-10, being a by-law to provide for reduced load periods within the Municipality of Powassan,  
READ a FIRST and SECOND time the 16<sup>th</sup> day of March, 2021  
READ a THIRD and FINAL time and passed as such in open Council this the 6<sup>th</sup> day of April, 2021 **Carried**
- 2021-84** Moved by: D. Britton Seconded by: D. Piekarski  
That the report dated March 8, 2021 from David King, Integrity Commissioner for the Municipality of Powassan, be received. **Carried**
- 2021-85** Moved by: R. Hall Seconded by: M. Wand  
That correspondence dated March 4, 2021 from the Ministry of Municipal Affairs and Housing regarding 2021 Covid-19 Recovery funding, be received. **Carried**
- 2021-86** Moved by: D. Britton Seconded by: R. Hall  
That staff develops a list of duties for the Admin. Assistant and develop the Treasurer position for next meeting. **Carried**
- 2021-87** Moved by: M. Wand Seconded by: R. Hall  
That the Council of the Municipality of Powassan concurs with the request in Consent Application B10/POWASSAN/2021 for the severance on Oakwood Road by 2170640 Ontario Limited.  
  
And requests that the North Almaguin Planning Board issue the following conditions for approval of the subject Consent application:  
  
The lot must comply with the Municipality of Powassan Official Plan policies and Zoning By-law.  
  
**Carried**

- 2021-88** Moved by: R. Hall Seconded by: D. Piekarski  
That the Site Plan Agreement between the Non-profit Organization for Almnaguin Housing Inc. (NOAH) and the Municipality of Powassan; be received; and further that the Mayor and CAO/Clerk be authorized to execute the Agreement. **Carried**
- 2021-89** Moved by: M. Wand Seconded by: D. Piekarski  
That the correspondence dated March 4, 2021 from AMO regarding Covid-19 Relief funding, be received. **Carried**
- 2021-90** Moved by: M. Wand Seconded by: D. Britton  
That the correspondence dated March 11, 2021 from the Office of the Fire Marshall, be received. **Carried**
- 2021-91** Moved by: D. Piekarski Seconded by: R. Hall  
That the accounts payable listing reports dated March 2 and 12, 2021 in the total amount of \$102,240.73 be approved for payment. **Carried**
- 2021-92** Moved by: D. Britton Seconded by: R. Hall  
That Council now adjourns to closed session at 8:30pm to discuss:  
18.1 Adoption of Closed Session minutes of February 2, 2021  
18.2 Identifiable Individual- Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw-Matters regarding an identifiable individual.  
18.3 Identifiable Individual- Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw-Matters regarding an identifiable individual.
- 2021-93** Moved by: R. Hall Seconded by: M. Wand  
That Council now reconvenes to regular session at 9:34pm **Carried**
- 2021-94** Moved by: M. Wand Seconded by: D. Britton  
That Council now adjourns at 9:35 pm. **Carried**

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Mayor

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CAO/Clerk-Treasurer

## Minutes

### Municipal Emergency Control Group Meeting

March 17, 2021

Outside, 252 Clark street

Present: Mayor Peter McIsaac, CAO Maureen Lang, Emergency Information Officer Lesley Marshall, Recreation and Facilities Manager Mike Heasman, Community Emergency Management Coordinator Ben Mousseau, Fire Chief Bill Cox,

### 1310 - Call to Order

#### 1. Operations at 250 Clark

After discussions it was decided that fitness classes will not return to 250 while we are still in Red. The limitations set out by the province are still quite restrictive and many of the classes that were put on hold had more than 10 people registered. Additionally, the province has declared we have entered the 3<sup>rd</sup> wave. We will re-evaluate continually moving forward. Grace House has requested to resume operation. We still have not received an operational plan from them. While we are not yet comfortable allowing additional user groups into the building, we will communicate with them regarding completing and submitting their plan so they will be ready to open when permitted. Lesley Marshall reported on the fitness centre. Operations are going well. Users are respectful of the booking system, distancing, cleaning etc. A block of time has been left midday to permit sanitizing of the space.

#### 2. Public Education re: Vaccines for seniors.

Efforts to educate seniors regarding the availability of vaccines and how to book appointments was discussed. Staff have reached out to the Family Health Team as well as East Parry Sound Community Support Services re: reaching out to their clientele. We are aware that the PAAFHT has already began reaching out to their 80+ clients. Staff will reach out to Legion, Lions, TC Seniors, the administrator of the Pines and distribute posters for the post offices and drug stores if they want them.

The possibility of a shuttle service for seniors transportation limitations was discussed. Logistically, as municipal staff have not been vaccinated, it's not advisable that we take this on. EPSCSS already has a service in place to bring seniors to appointments. Staff will liaise with them to see if they are providing this service for vaccine appointments

#### 3. Spring Freshet

Levels on the South River are currently low despite a significant melt last week. Staff have

been in contact with OPG and are developing messaging for residents in flood prone areas ahead of freshet. A pre-freshet meeting is scheduled between staff and OPG March 23<sup>rd</sup>.

1400hrs – Adjourn.

## Minutes

### Municipal Emergency Control Group Meeting

March 31, 2021

Outside, 252 Clark street

Present: Mayor Peter McIsaac, CAO Maureen Lang, Emergency Information Officer Lesley Marshall, Recreation and Facilities Manager Mike Heasman, Community Emergency Management Coordinator Ben Mousseau, Fire Chief Bill Cox,

1300 - Call to Order

#### 1. Ontario Pesticide Education Program course @ 250 Clark

A mandatory pesticide awareness course for farmers, administered by University of Guelph was ran at 250 Clark on Mar 30<sup>th</sup>. This course was booked over a year ago and was ran in accordance with current restrictions. Leading up to the course, staff became aware that the course instructors may be travelling from Sudbury to administer the course. Staff reached out ahead of time to inform the organization that persons travelling from outside our health district would not be able to enter the building according to our Covid-19 Screening Protocol. The organization then assured municipal staff that instructors would be coming from North Bay. On the day of the course, observations from staff verified that the instructors travelled from Sudbury to administer the course. After discussion at the MECG level, it was decided that space will not be rented to this organization moving forward and local users will be advised.

#### 2. Classes at 250 Clark

Based on current trends and messaging from the Premier that a lockdown may be forthcoming, it was decided to continue the hiatus on fitness classes at 250 Clark until a drastic decreasing trend in cases is observable. Educational courses in groups smaller than 10, administered by a governing body/agency will continue to be permitted.

#### 3. Summer Recreation

Again, based on current trends, it was agreed that soccer would not be appropriate to run this year. There are very limited controls at the soccer field to ensure covid protocols are adhered to. There is no overseeing agency to implement protocols (e.g. Hockey Canada/OHF who governed how minor hockey was operated). Other possibilities will be looked into further into the summer at facilities that may offer more control such as ball hockey at the rink. The pool tender is being prepared. Recreation and Facilities Manager Mike Heasman was tasked with taking over completion of the tender document. It was also agreed that we develop a cohesive statement for the public regarding our intentions for recreational opportunities this summer. Emergency information Officer Lesley Marshall was tasked with developing this

communiqué.

#### 4. Vaccine update

As of today our health unit has administered 16,000 vaccinations. There is a perception that our PHU is behind compared to other regions as we are only doing persons 75+ where as other health units are vaccinating at 60+. A draft resolution is being circulated to area municipalities urging the province to increase vaccine supply to our district. A copy of the resolution will go before our council to decide on. Mayor McIsaac indicated that we are at 12.5% vaccinated in our PHU which is actually on par with the provincial average.

#### 5. EMS

Just an update that the EMS community paramedicine program will be moving in to the Fire Hall on April 26<sup>th</sup>.

#### 6. Covid costs

There has been further discussion among staff identifying that actual municipal costs related to Covid-19 is likely much higher than we've accounted for so far. Staff time dedicated to covid related tasks was noted as especially under estimated. We are anticipating mandatory reporting of covid costs moving forward in order to secure continued funding. Staff will identify all costs to the municipality in preparation of future reporting requirements.

#### 7. In person council meetings

Mayor McIsaac requested the MECG to discuss the possibility of resuming in person council meetings as the request has been brought to him. Currently, our PHU is in the yellow (Protect) zone on the provincial framework. Council meetings would be permissible under the yellow zone restrictions. The Municipality of Powassan however, has endeavoured from the start of the pandemic, to be leaders in terms of operating safely. In an attempt to convey consistent messaging to our citizens, we have continually operated in a manner that was more restrictive than provincial guidelines dictated. It is the opinion of the MECG that as a municipal government, we are leaders in the community and it is incumbent upon us to lead by example. It is therefore our recommendation that Council meetings and other committee meetings continue to be conducted electronically whenever possible.

In addition, it was recommended by staff that the Facebook videos of Council be posted after the meetings have concluded and not broadcasted live. The live feed has been prone to considerable technical glitches that are not present on the recorded videos. Additionally, the live feed seems to lead some viewers to believe that they are able to interact in the council meeting in real time whereas Facebook Live broadcasts don't really facilitate that for us.

1415hrs – Adjourn.

March 25, 2021

Maureen Lang  
Clerk Treasurer  
Municipality of Powassan  
250 Clark Stree  
Box 250  
Powassan, Ontario P0H 1Z0

Dear Ms. Lang:

Re: NBMCA 2021 Budget

For the year 2020, the North Bay – Mattawa Conservation Authority Board of Directors has established a Levy of \$1,458,576.00 for its activities. As required by section 27(C) of the Conservation Authorities Act, 1993, you are hereby notified that the portion of this Levy chargeable to your Municipality is \$ 334.00 This Levy is broken down into two categories:

Operations Levy for a total of \$186.00 and;  
Capital Levy for a total of \$149.00.

The budget also included an ongoing Laurentian Ski Hill and Snowboarding Club fixed asset funding ask. The ask amount for your municipality is \$25.00.

Please find enclosed a 2021 Budget Overview, which includes the Levy Apportionment for all member municipalities in 2021. Your member Dave Britton has received a complete copy of the 2021 budget, and the complete budget will be appended to the minutes of the March 24, 2021 NBMCA members meeting.

#360

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Attached you will find invoices for the above mentioned amounts. Your early remittance of this levy would be appreciated, and if further information or clarification is required, please do not hesitate to contact me at 705-474-5420.

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Tayler". The signature is fluid and cursive, with the first name "Brian" and last name "Tayler" clearly distinguishable.

Brian Tayler  
Chief Administrative Officer  
Secretary – Treasurer

/rm

/Encl.

c.c. Dave Britton

# 2021 BUDGET

**Date: March 2, 2021**

**Brian Tayler**  
Chief Administrative  
Officer Secretary  
Treasurer

**Helen Cunningham**  
Manager, Finance and  
Human Resources

## Budget Overview for 2021

### Background

The province has gone through three rounds of updating the Conservation Authorities Act, once in 2017, another in 2019 and again in 2020. The updates have set the stage for new regulations and policies to modify how Conservation Authorities go about their business, including the method of establishing budgets and raising funds. The province, Conservation Authorities, municipalities and the broader stakeholder community are in the process of putting the details to define what the changes will be, this process is ongoing. As was the case in 2019, NBMCA finds itself in a period of transition this year, relying on current regulations and policies but knowing these will change. The 2021 Budget was developed and influenced in part by recognizing the NBMCA will need to transition to a revised business framework.

After Member approval of the 2019 Budget and well into the operating season NBMCA received notice of a reduction (\$125,025) in the provincial transfer payment from the Ministry of Natural Resources and Forestry (MNRF). The transfer payment reduction affected core eligible funds in the budget for natural hazard management and operations programs. In response the Members approved measures to reduce the implications of the cuts by revising the annual work plan. These measures are continuing with to 2021 Budget.

The draft 2021 Budget anticipates the reductions experienced in 2019 will remain in effect. The Budget further anticipates no additional reductions in transfer payment. If this is not the case the budget will require revisions.

Another provincial decision requiring attention in the 2021 Budget is a revision to funding guidelines in the Source Water Protection (SWP) program from the Ministry of Environment Conservation and Parks. In particular, funding available for administrative support to NBMCA has been reduced. The SWP budget includes a modest staff reduction in the program for 2020 as work plan activities change.

The NBMCA 2021 Budget draft includes a 1.5% increase in operating levy to municipalities, meeting the target the Members set for staff in October 2020.

The 2021 Budget draft relies on the use of deferred revenue from previous years. This occurs in most years to meet commitments made to undertake activities. The deferred revenue falls into three categories:

1. Committed projects spanning multiple years;
2. Programs funded on a different fiscal year, usually provincial or federal initiatives; and
3. Planned activities that for various circumstances were not completed in the year budgeted.

There is a potential issue with relying on these funds going forward as the funds in some instances should not be seen as sustainable on a multi-year basis. This must be examined in the coming year as part of the NBMCA transitioning process.

A reduction in the NBMCA staff compliment by 3.16 FTE occurred in the 2020 Budget. In 2021 the FTE compliment will be up by 1.25 by bringing back in monitoring activities and additional septic program staff.

## Budget Overview for 2021

The 2021 Budget draft has an increase in overall expenditures. This is largely due to the WECA project on Chippewa Creek approved by the Members in 2020.

The following provides an overview of the program activities and budget requirements to support initiatives of the North Bay-Mattawa Conservation Authority in 2021 and a Capital Forecast through to 2030.

### Strategic Directions

In 2013, the Board of Directors and staff updated NBMCA's five-year Strategic Plan. The strategic objectives within *2014-2018 Building on the Past – Preparing for the Future* require, to varying degrees, annual budget adjustments. While there remains initiatives to be undertaken going forward the strategy ended in 2019 and a new strategy was planned for the 2020. Completing a new strategy in 2020 was started but not completed due to COVID and changes to the CA act. The strategy will be completed in 2021.

### Budget Structure

This budget report provides an overview of major budget related initiatives for 2021. In addition to revenue and expense details for each program area, this report outlines funding assumptions and sources where applicable.

### Expenditure Types

The budget report is organized into program divisions according to primary funding sources:

- 1) Core Eligible Programs – these activities are eligible, in part, for provincial transfer payment.
- 2) Core Programs – these activities are core services of the NBMCA, but do not qualify for provincial transfer payment.
- 3) Capital – these are new, replacement or major repair construction projects having a defined timeframe and are funded from a variety of sources.
- 4) Studies and Special Projects – these activities generally relate to information gathering, research or planning in support of NBMCA's programs.

### Budget Overview

To aid in the understanding of selected program budgets and the approaches used by management to prepare the 2020 Budget draft, the following information is provided:

#### **A) Banking and Borrowing:**

In 2017 the NBMCA entered into a first five year term on a 25-year TD loan. Payments during the 2020 made at an interest rate 2.59% resulted in the loan principal being reduced from approximately \$591,000. Generated operating revenues fund loan interest. Accumulated surplus funds principal.

## Budget Overview for 2021

Currently NBMCA has a \$300,000 line of credit which can be used to bridge periods of tight cash flow when levies, grants and transfer payments have yet to arrive. There have been few instances over the last several years of accessing the line.

### **B) Staff Compensation:**

NBMCA has established an effective staff performance management program. To maintain the program pay equity review, market comparator and job description adjustments were undertaken. The program will continue for 2020 resulting in some staff receiving a merit based step increase and all contract and salaried staff receiving a cost of living increase of 0.9% consistent with the CPI, as of November 2020.

The performance management program including compensation practices are scheduled for update this year.

### **C) Levy Apportionment for Operating:**

As noted in the background section, an average 1.5% increase in operating levy is recommended. As directed by Ontario Regulation 670/00, the levy will be apportioned to member municipalities using a Modified Current Value Assessment calculation. This might result in changes to the levy for individual member municipalities slightly higher or lower than the average.

### **D) Use of Deferred and Surpluses:**

Where appropriate, the 2020 Budget accesses deferred revenue, surpluses from previous years. This occurs to recognize initiatives are multi-year in scope or activities funded by others using a different fiscal year than NBMCA. The use of these funds for current year is as follows:

<b>Use of Surplus and Carry Over Funds</b>	<b>Surplus</b>	<b>Deferred</b>
<b>Expense</b>		
Lands and Property Capital for Conservation Areas/Trails		128,326
WECI		681,729
Section 28 Technical		70,136
NBMCA Integrated Watershed Management		20,000
Central Services		10,500
Ice Management		2,000
Stewardship		1,238
Loan Principal (estimate – not included in operating)	21,500	

## Budget Overview for 2021

### E) Reserves Accounts as of 2020 Year End (unaudited):

The 2021 Budget draft does not include the use of Reserves at preparation. The following are the status of the NBMCA Reserve Accounts:

Reserve Account	Amount
Lands Capital/Acquisition	98,604
OBC	249,542
Ski Hill Operating	24,592
Ski Hill Capital	234,300
<b>Total Reserves</b>	<b>607,038</b>

### F) Fees:

Legislation permits the charging of fees to recover costs associated with administering and delivering various programs of the NBMCA. In 2020, revenue from permitting fees exceeded budget projections by close to \$85,000.

To provide consistency and some certainty in revenues, the Authority Members have directed staff to annually increase fees at the rate of inflation as determined by the Consumer Price Index. In 2021 staff is recommending fee adjustments of 1.0 % based on November 2018 annual rate change in the CP for the Section 28 Regulations Program. Staff are not recommending a fee increase for the On-site Sewage System Program. The reserve for the program is healthy and does not support the need for a fee increase. The Fee Schedules for 2021 are found in the last section of this report.

The fees for Watershed Planning have been negotiated with our municipal partners and are working well. Many of these fees are indexed with municipal planning fees and the NBMCA fee changes when the municipal fees change.

### G) Source Water Protection:

The drinking water source protection program is fully funded by the province. The program originated with the Justice O'Connor's Report on the Walkerton drinking water tragedy in which he recommended a watershed-based approach to protection of sources of drinking water.

Subject to approval of NBMCA's 2021/22 business plan submission to the Ministry of Environment, Conservation and Parks, the province has indicated they will fund NBMCA for the following activities: implementation of information management, monitoring and reporting work; assisting municipalities; and MOECC defined cyclical activities such as science or research. There is some uncertainty about at what level or how the new government will view the NBMCA business plan submission and when it will be approved. It is hoped the plan will be approved early in the second quarter of the year. As noted in the background section of this report, staff anticipates the transfer payment will be slightly

## Budget Overview for 2021

less this year than last. Staff has made accommodation in the budget in anticipation of the reduction if this were to occur.

The transfer payment agreement term covers the provincial fiscal year, from April 1, 2021 to March 31, 2022. Staff will report to the Board when the approval is received. If the transfer payment is different than anticipated, in-year budget adjustments will be required.

### **H) Asset Purchases:**

In 2009 the NBMCA and other public sector organizations adopted Section 3150, Tangible Capital Assets of the Public Sector Accounting Handbook. This change resulted in the disclosure of information on major categories of tangible capital assets and amortization of these assets in the audited financial statements. The details on how this was undertaken is described in the Board approved NBMCA Tangible Capital Asset Policy (TCAP).

As a result of the TCAP, it is the practice of NBMCA to pay for and record acquisition of capital assets as follows:

Use of a **one-time cost recovery** method. This is accomplished by budgeting for the acquisition of the asset in the year it is acquired. This cost recovery method is typically used when NBMCA is constructing a facility, such as a building, flood and erosion control works, or purchasing a large piece of equipment.

Use of a **cost recovery over time** method. This is accomplished by budgeting for the acquisition of an asset over its defined lifetime in years. Annual budgets include expenditures in the form of "internal leases" that are equal to the depreciation rate or life span of the asset. Typically this method is best suited for smaller capital items with shorter life spans that are replaced on a regular basis such as vehicles, computers, plotters and so on.

The 2021 budget includes both methods of capital acquisition. The cost recovery over time method is being used to purchase two replacement vehicles and a printer/plotter for mapping.

The use of the one-time cost recovery method is part of the capital and special projects program budgets.

### **Capital and Special Projects Budget Projections**

The Capital and Special Projects Budget provides funding to complete capital infrastructure, comprehensive planning and technical products core to the NBMCA's mandate. This budget has been guided annually by a ten year capital forecast. Both this year's recommended expenditures and the ten year forecast form part of this report.

### **A) Lands and Properties Capital:**

In 2008 NBMCA staff provided an analysis of the condition of infrastructure within the NBMCA's conservation areas and NBMCA Trails. This analysis showed the condition of many of the structures and facilities on the NBMCA property were in poor condition, resulting in concerns over site safety and visitor enjoyment. The analysis further recommended a multi-year capital program to bring facilities to standard and to keep them that way. Asset quality and condition assessments are a critical part of this program. With

## Budget Overview for 2021

the implementation of this initiative staff are reporting the conservation areas and trails are being well maintained, repaired and improved.

Included in the 2021 Budget and into future years are municipal funds to help with major capital upkeep of ski hill assets owned by NBMCA. The assets are critical to the success of the ski hill operator to provide snow sports to the watershed communities. These funds are not levied. At the time of writing the budget, many municipalities had confirmed participation; dialogue with the others is ongoing. The funds being sought annually are \$65,000. The amount being requested from each member is reflected in the Non Levy Ski Hill Asset Funding Ask column on the Table on Page 11.

### **B) Watershed and Erosion Control Infrastructure (WECI):**

The province of Ontario has committed to provide 50% funding on a priority basis for major maintenance, capital and/or studies on existing erosion control and flood control infrastructure. As noted previously the commitment is part of the overall provincial review underway.

In 2019, implementation of Chippewa Creek Erosion Control Study and Inventory continued using both municipal and provincial funds. The Class Environmental Assessment for the Chippewa Creek Channel at Oak Street in North Bay was completed in early 2019. The contract was awarded for the work in 2020 and Plans are underway to start Phase One of construction in the spring of 2021.

### **C) Central Services**

This category of expense includes ongoing capital requirements for commonly used buildings, equipment and services. that cannot be funded through operations. It does not include such items as computers and vehicles as these are funded through operations using cash surpluses or the operating line to fund the initial purchases.

The 2021 Budget includes expenses on several items including:

Office furniture replacement;

Health and safety ergonomic review and training;

Website support; and

IT support from the City of North Bay and software licensing .

### **D) Integrated Watershed Management**

Identified as a major strategic priority, NBMCA is designing a program to implement watershed and subwatershed studies or plans.

In 2015 the NBMCA Integrated Watershed Management Strategy was completed and approved by the Board of Directors. The strategy sets out and prioritizes initiatives that will lead to integrated actions to better the management, research, monitoring, decision making, planning and development of NBMCA's twenty sub-watersheds and shoreline reaches.

In 2021, continued work on hazard and natural heritage data collection and management will continue, monitoring of area lakes and waterways will be ongoing, large scale hydrologic analysis will continue and a Mattawa Hazard Risk Assessment will be initiated. With changes

## Budget Overview for 2021

to the CA Act and pending revisions to some of our regulations revision to the planning and DIA regulations policies is a priority.

### E) Section 28 Regulation

The Board approved a Regulation and Policy Development Report that detailed the need for ongoing capital funding for the regulation program. The continued need for this effort was confirmed and clarified through the Integrated Watershed Management Strategy. Briefly the Section 28 Regulation project strives to provide:

- Comprehensive reviews of our existing technical data related to hazard land and watershed planning programs resulting in the implementation of a work plan to manage the NBMCA's technical data needs. Chippewa, Parks and Jessops Creek floodplain mapping will be finalized in 2021. The La Vase River floodplain mapping project will be initiated this year..
- Development, interpretation and refinement of policies on interference, alteration and development in and around wetlands, dynamic beaches, waterfronts, floodplains, valleylands, steep slopes and unstable soils. Many of these policies are framed around the technical knowledge and interpretation of data by a Water Resources Engineer.
- Implementation of Ontario Regulation 177/06 (*Development, Interference with Wetlands & Alteration to Shorelines & Watercourses*). In part this work involves the generation of engineered maps that provide hazard land details are described as *schedules* in the regulation. These maps are often derived through analytical processes and modeling, using software the NBMCA has in house to determine natural feature and hazard land limits. As noted Chippewa Creek, Parks Creek, Jessups Creek and the La Vase River regulations will need to be updated for East Ferris and North Bay. Potable flow gauges will be placed in creeks in the Municipality of Callander to provide future floodplain mapping and improved flood forecasting.
- Provision of advice on and responses to development inquiries and permit applications in a timely manner. Technically challenging applications or proposals brought to NBMCA require the expertise of a Water Resources Engineer. In the past, staff have handed these files by relying on external engineering services for technical advice. While this practice could continue, the reality is that finding the services of an engineer in a timely and cost effective manner is not always possible resulting in delays to the proponent.

### F) Areas of Increased Cost

The onset of COVID has resulted in additional costs in the budget as follows:

Purchase on PPE and implantation of health and safety procedures: Purchase of additional tablets/computers for staff to perform work more efficiently in the field as they work from home including Software support: and Insurance costs have been projected to increase by 15% this year due to COVID. In total these costs are in the range of \$30,000.00 and are managed within the current funding parameters as set by the Board in October.

# **2021 BUDGET**

## **Revenue Sources & Budget Summary**

**North Bay Mattawa Conservation Authority**  
**2021 Program Service**  
**Budget Summary with Comparisons to 2020**

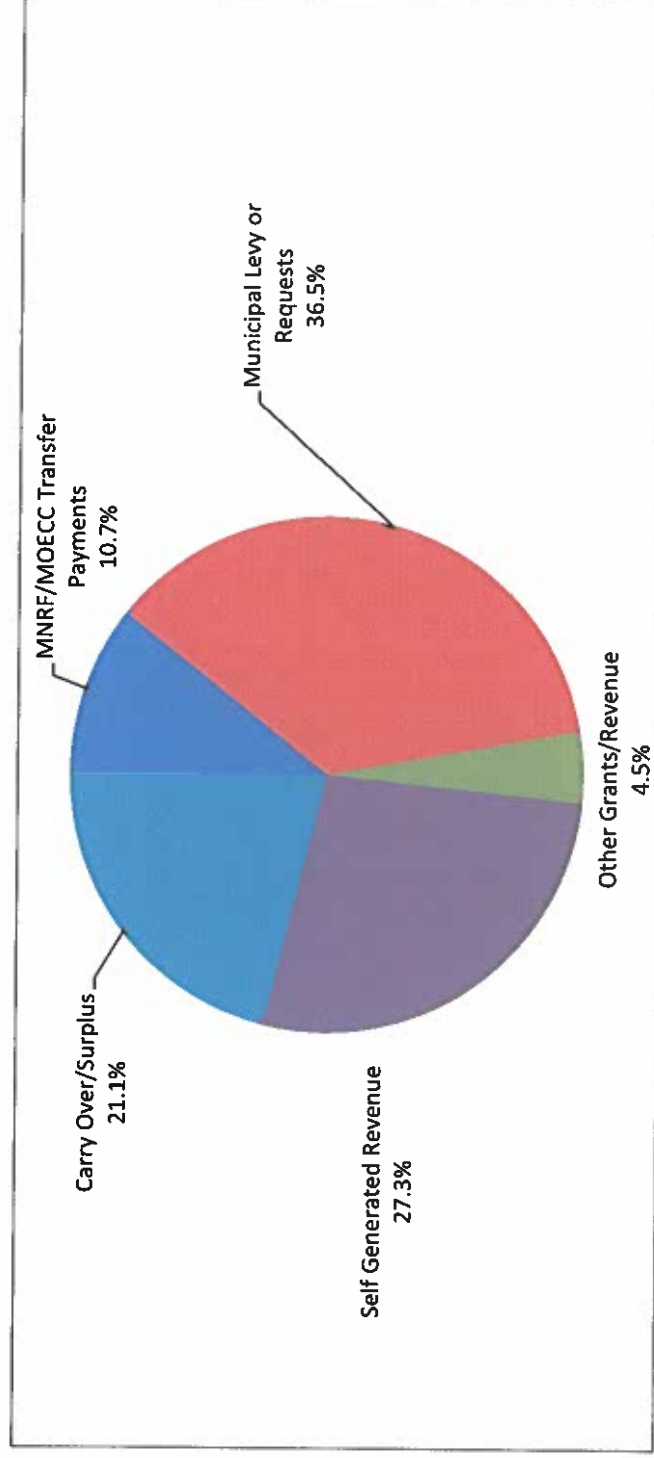
	<b>2020 Revised Final Budget</b>	<b>2021 Budget</b>
<b><u>Operations</u></b>		
<b>Grant Eligible Core Activities</b>		
Administration	280,610	290,041
Watershed Planning	109,585	108,528
Flood Control	139,410	140,837
Erosion Control	56,655	58,150
Flood Forecasting	97,896	98,905
Ice Management	9,650	10,854
Source Protection Planning	205,209	205,209
<b>Subtotal</b>	<b>899,015</b>	<b>912,524</b>
<b>Conservation Authority Core Activities</b>		
On-site Sewage Systems Program	738,450	865,040
Section 28 Regulations	49,209	53,150
Water Quality	13,140	9,710
Outreach	39,950	33,135
Interpretive Centre	194,715	198,050
Lands and Property Operations	115,024	109,816
<b>Subtotal</b>	<b>1,150,488</b>	<b>1,268,901</b>
<b><u>Projects, Studies and Capital</u></b>		
<b>Capital Projects</b>		
Lands and Property Capital - CA's/Trails	359,161	400,731
WECI	708,213	888,729
Central Services	57,240	62,916
<b>Subtotal</b>	<b>1,124,614</b>	<b>1,352,376</b>
<b>Studies &amp; Special Projects</b>		
Section 28 Technical Project	232,706	318,186
Integrated Watershed Management Strategy	295,324	360,655
Stewardship	5,612	0
Laurentian Ski Hill Operating Fund Request	60,000	60,000
Laurentian Ski Hill Capital Asset Request	65,000	65,000
<b>Subtotal</b>	<b>658,642</b>	<b>803,841</b>
<b>NBMCA Budget Total</b>	<b>3,832,759</b>	<b>4,337,642</b>

## North Bay-Mattawa Conservation Authority: 2021 Budget

### Revenue Sources From All Sources:

Source	Amount	%
MNRF/MOECC Transfer Payments	462,449	10.7
Municipal Levy or Requests	1,583,576	36.5
Other Grants/Revenue	194,197	4.5
Self Generated Revenue	1,183,491	27.3
Carry Over/Surplus	913,929	21.1

**4,337,642 Total Revenue**



**North Bay-Mattawa Conservation Authority**  
**Levy Apportionment - 2021**  
**Budget**

Municipality	Area % within the CA	CVA Based Apportionment Percentage	Total 2020 Contribution	Total 2021 Operating Levy*	2021 Benefitting Levy for Capital**	2021 General Levy for Capital***	Total 2021 Capital Levy	Total 2021 Levy	Change in Levy from 2020 to 2021	Ski Hill Non Levy 2021 Fixed Asset Funding Request****	Ski Hill Non Levy 2021 Operating Funding Request*****
Bonfield	100	3.419	27,759	15,789	0	12,654	12,654	28,443	684	2,033	0
Calvin	100	1.2456	10,113	5,752	0	4,610	4,610	10,362	249	728	0
Chisholm	94	1.4574	11,833	6,730	0	5,394	5,394	12,124	291	886	0
East Ferris	83	6.1687	50,085	28,487	0	22,832	22,832	51,319	1,234	3,866	0
Mattawa	71	0.9986	8,108	4,612	0	3,696	3,696	8,308	200	745	0
Mattawan	19	0.0624	507	288	0	231	231	519	12	35	0
North Bay	100	79.3309	1,357,808	366,350	626,655	293,620	920,275	1,286,625	-71,183	51,994	60,000
Papineau-Cameron	35	0.8047	6,533	3,716	0	2,978	2,978	6,694	161	499	0
Callander	100	6.4725	52,551	29,890	0	23,956	23,956	53,846	1,295	4,189	0
Powassan	1	0.0402	326	186	0	149	149	334	8	25	0
<b>TOTALS</b>		<b>100.000</b>	<b>1,525,623</b>	<b>461,800</b>	<b>626,655</b>	<b>370,121</b>	<b>996,776</b>	<b>1,458,576</b>	<b>-67,047</b>	<b>65,000</b>	<b>60,000</b>

\* The Operating Levy has been calculated by attributing costs based on apportionment percentage provided by the province.

\*\* The Benefitting Capital Levy will fund Chippewa Creek the Oak St. Channel Repair, Flood Plain Mapping and Multi-Use Trail Upgrade.

\*\*\* The General Capital Levy is for works in conservation areas and on trails, DIA Regulation implementation and Watershed Management Strategy initiative

\*\*\*\* The "Request" funds are required by the NBMCA for major upkeep of the fixed capital assets on Laurentian Ski Hill. These Conservation Authority owned assets to be kept functional for the ski hill operator. These funds are not a levy to the member municipalities.

\*\*\*\*\* The ski hill operating fund "Request" is provided to the Conservation Authority from the City of North Bay to assist when needed the operation of the ski hill.

For the purpose of approving the 2020 Budget, the Conservation Authority will assume that the Ministry of Natural Resources Transfer Payment will remain at the same reduced level from 2019 for eligible CA activities. Using this assumption the Board of Directors of the North Bay-Mattawa Conservation Authority will be considering for approval a matching levy to member municipalities of \$133,490 and a non-matching levy of \$1,192,433 as part of the 2020 Budget.

# FEE SCHEDULE

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (O. Reg. 177/06)

Under Section 28 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

## Schedule C – Program Fees Effective March 1, 2021

Application Type (and typical description)	2021 Fee
<b>Major Projects</b> Includes multiple residential units/blocks <sup>1</sup> , institutional commercial buildings greater than 464 m <sup>2</sup> (5,000 ft <sup>2</sup> ), new or replacement infrastructure (bridges, culverts and utility crossings) greater than 25 m (82 ft) in width of excavation and stormwater management ponds/cells, fill activity greater than 2,000 m <sup>3</sup> (2,616 yd <sup>3</sup> ), grading greater than 1 ha (2.5 acres), channelization/shoreline alterations greater than 500 m (1640 ft).	\$1,240.00
<b>Large Projects</b> Any new residential dwelling, or new institutional/commercial building less than or equal to 464 m <sup>2</sup> (5,000 ft <sup>2</sup> ), residential additions/ reconstruction/basements greater than 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), new or replacement infrastructure (bridges, culverts, utility crossings) 5 to 25 m (16 to 82 ft) in width of excavation, fill activity 500 to 2,000 m <sup>3</sup> (654 to 2616 yd <sup>3</sup> ); grading 0.5 to 1.0 ha (1.2 to 2.5 acres); shoreline alterations 50 to 500 m (164 to 1640 m), channel maintenance** greater than 200 m (656 ft) in length and similar.	\$880.00
<b>Standard Projects</b> Additions, reconstruction, auxiliary buildings and structures less than or equal to 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), foundation (crawl space or piers) replacement/reconstruction, new or replacement infrastructure (bridges, culverts, utility crossings) less than 5 m (less than 16 ft) in width of excavation, fill activity 100 to 500 m <sup>3</sup> (131 to 654 yd <sup>3</sup> ), grading up to 0.5 ha (1.2 acres), channelization/ shoreline alterations less than 50 m (164 ft) in length, docks and boathouses - new construction, modifications, or extensions with lake bed contact area greater than 15 m <sup>2</sup> , channel maintenance** less than or equal to 200 m (656 ft) in length and similar.	\$450.00
<b>Small Projects</b> Auxiliary <sup>2</sup> buildings and structures less than 20 m <sup>2</sup> (215 ft <sup>2</sup> ), additions with a total gross floor area less than 20 m <sup>2</sup> (215 ft <sup>2</sup> ), fill activity less than 100 m <sup>3</sup> (131 yd <sup>3</sup> ), docks and boathouses – new construction, modifications, or extensions with lake bed contact area less than or equal to 15 m <sup>2</sup> and similar.	\$195.00
<b>Revisions</b> Applications which are modified or amended following approval; overall scope of project remains the same (also includes review of modifications to previously reviewed sediment and erosion control plans).	50% of base permit application fee
<b>Permit Extensions</b> If the CA has granted permission for an initial period that is less than the applicable maximum allowable, an extension may be granted.	\$80.00
<b>Review of Applications Retroactive to Project Commencement (Violations)</b>	100% surcharge of base permit fee
<b>Refund Policy</b> For a withdrawn application prior to a site inspection being conducted: <ul style="list-style-type: none"> <li>Application processed– no inspection conducted</li> <li>Fees are non-refundable once a site inspection has been conducted.</li> </ul>	Refund 75% application fee
<b>Property Inquiries</b> For written responses to legal, real estate and related financial inquiries by landowners or others on their behalf. <ul style="list-style-type: none"> <li>Written response without a site inspection</li> <li>With a site inspection (Development Regulations Only)</li> <li>With a site inspection (Development Regulations and Sewage Systems Combined)</li> </ul>	\$145.00 \$260.00 \$510.00

The above permit fees shall include a maximum of 1 pre-consultation meeting and 3 site visits. Where a permit application requires additional site visits or consultations, the NBMCA reserves the right to charge additional fees. All fees are payable at the time the application is submitted.

Permits for multiple residential units/blocks may be issued for a maximum 60 months. All other permits may be issued for maximum 24 months. Auxiliary buildings or structures shall include sheds, on-land retaining walls, gazebos, decks, etc. which are non-habitable.

\*\* Maintenance shall mean no change in size, location or shape.

Fill Activity – includes the placement, removal or grading of fill material of any kind whether it originated on the site or elsewhere.

**DRAFT**

# **2021 BUDGET**

**Septic Program and Development, Interference and  
Alteration Permitting Fees**

# FEE SCHEDULE



On-site Sewage System (O.Reg. 332/12)

Under the Building Code Act, 1992

**Program Fees Effective March 1, 2021**

*Please note: All NBMCA permits are tax exempt*

Application Type/Service	2021 Fee
Class 2	\$540
Class 3	\$540
Class 4 and Class 5 (Holding Tank)	
Residential with a daily design flow < 3000 l/day	\$920
Residential with a daily design flow > 3000 l/day	\$1000
Non-residential	\$1000
Alternative Solutions Application	\$1200
Class 4 Tank Replacement Only	\$400
Sewage System Decommissioning/Demolition	\$155
Change of Registered Owner on Permit	\$100
Permit Extension (per year, maximum 3 years)	\$165
Permit Amendment (other than ownership change)	\$165
Conditional Notice of Completion	\$165
Additional Inspection due to deficiencies	\$165
OBC Clearance (i.e. deck, garage construction)	\$100
OBC Clearance with a site inspection	\$260
Sewage System File Review	
Use Permit provided by owner	\$180
Additional fee for copy of Use Permit	\$270
File Request (copy of sewage system permit)	\$90
Legal Inquiry (Lawyer/Real Estate Inquiry)	\$160
On-site Sewage System Review - Planning Act Proposal	
\$200 for the application plus \$100.00 for each additional lot or part lot created (minimum charge of \$300/application)	\$200+
All lots greater than 4 ha (10 acres) in size with no constraints (no site inspection)	\$200
Review of Lands to be Sold/Developed - Sewage Systems Only	\$270
Review of Lands to be Sold/Developed - Sewage Systems + DIA	\$510
Mandatory Maintenance Inspections (MMI)	\$140
MMI Late Fee (applied after 90 days)	\$50
<b>Refund Policy</b>	
Withdrawn applications, prior to a permit being issued:	
Application processed; no inspection conducted	75% of fee
Application processed; first inspection completed; permit not issued	50% of fee
<b>NO REFUND for fees of \$150.00 or less. NO REFUND once a permit is issued.</b>	

# **DRAFT**

# **2021 BUDGET**

**Ten Year Capital Forecast**

**NBMCA Capital  
Levy Forecast  
For the Ten Year Period of 2021 to 2030  
For Member Municipalities**

**PROGRAM AREA**

YEARS	CA Lands/Trails		WECI		Central Services		IWM		Section 28 Technical		Total Benefiting	Total Non-Benefiting	Total	Ski Hill Assets Request (Not a Levy)	Total
	Benefiting	Non-Benefiting	Benefiting	Non-Benefiting	Benefiting	Non-Benefiting	Benefiting	Non-Benefiting	Benefiting	Non-Benefiting					
2020	14,181	125,257	32,207	182,000	0	0	50,990	220,890	39,237	141,456	684,788	356,940	1,041,728	65,000	1,106,728
2021	14,465	127,750	18,200	159,740	0	0	52,418	290,000	40,665	149,300	626,655	370,131	1,096,786	65,000	1,161,786
2022	17,073	130,300	16,293	166,197	0	0	74,911	295,000	41,480	158,750	620,474	402,331	1,022,805	0	1,022,805
2023	17,037	132,925	16,619	169,523	0	0	54,513	297,500	42,310	161,925	628,318	388,497	1,016,816	0	1,016,816
2024	17,037	135,600	16,619	169,523	0	0	55,603	297,500	43,150	165,160	634,072	396,277	1,030,350	0	1,030,350
2025	17,378	138,300	17,492	176,372	0	0	56,715	302,000	44,015	168,460	640,803	404,189	1,044,993	0	1,044,993
2026	17,362	141,000	17,637	178,640	0	0	57,849	302,500	44,890	171,800	646,042	412,199	1,058,241	0	1,058,241
2027	17,362	143,900	17,637	178,640	0	0	59,006	302,500	45,790	175,240	651,992	420,496	1,072,488	0	1,072,488
2028	17,362	146,775	17,637	178,640	0	0	60,186	302,500	46,700	178,750	655,192	437,475	1,081,393	0	1,081,393
2029	17,362	149,700	17,637	178,640	0	0	61,390	302,500	47,635	182,325	658,520	446,232	1,092,667	0	1,092,667
2030	17,362	152,700	17,900	179,900	0	0	62,618	305,000	48,590	183,250	658,520	446,232	1,104,753	0	1,104,753
		267,076		322,079			50,990		260,127		141,456				

Last Year (2020)  
Current Year (2021)

**Descriptions:**

CA Lands/Trails

WECI

Central Services

Integrated Watershed Management

Section 28 Regulations

Ski Hill Assets

Activities in support of public access and use of CA owned properties including such things as trails, boardwalks, bridges, picnic tables, buildings, washrooms, signage, parking lots, roads and land acquisition.

Activities to support major maintenance and capital improvements or repair to water and erosion control structures. This may include studies related to these works. In 2020 the Chipewa Creek at Oak Street project started and will be complete in 2021.

Capital or major maintenance in support of workshops, buildings, large vehicles and other types of infrastructure or equipment required as part the overall CA program

Planning, technical studies and monitoring activities to determine types of hazard or natural heritage lands that the CA is responsible for managing or regulating including floodplain mapping, and watershed planning projects. In 2021 initiation of floodplain mapping for La Vase River and gauging equipment initially to be used in Callander.

Expenses related to the implementation of the DIA regulations of the conservation authority. In 2021 work will be initiated for the Town of Mattawa Hazard Risk Assessment. For improvement, Major Repair or Replacement of CA Owned Ski Hill Assets - not a levy

## Maureen Lang

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**From:** Director <director@investalmaguin.ca>  
**Sent:** Wednesday, March 17, 2021 4:03 PM  
**To:** brenda.fraser@townofkearney.ca; Cheryl Marshall; Brenda Paul; Barbara Belrose; Beth Morton; clerk@strongtownship.com; Delynn Patterson; Don McArthur; encausticartist23@gmail.com; Erin Murphy; Jennifer Farquhar; Joe Segato; John Theriault (clerk@armourtownship.ca); John Wilson; Judy Kosowan; Kelly Elik; Kerstin Vroom; Kim Dunnett (deputyclerk@strongtownship.com); Leanne Crozier; Margaret Ann MacPhail; Maureen Lang; Nancy Austin; Nicky Kunkel; Nicole Gourlay; Peter McIsaac; Tim Brunton (deputymayor@magnetawan.com); Tim Bryson; Wendy Whitwell; Wendy Whitwell Council  
**Cc:** EDO; Lacey Stevens; Anthony Rizzo- Doe Lake Campground Rizzort; 'Dulcie Pascoe'; Kathie Hogan; jennifer@discoveryroutes.ca; Patricia Carr; Marketing; jessica@womensownresource.org  
**Subject:** Staycation in Almaguin Proposal  
**Attachments:** Draft Almaguin Staycation Proposal.pdf; 21 Mar 15 - Resolution #2021-011.pdf

Good Afternoon Everyone,

I hope everybody is having a great week so far.

I am pleased to forward along the Staycation in Almaguin Proposal for the consideration of Councils and Regional Stakeholders. The proposal outlines an innovative and collaborative approach to encouraging community connectedness through the promotion and development of COVID-safe recreation, culture, arts and community based activities. As we all know, many are experiencing significant impacts from the ongoing pandemic and could benefit from safe and responsible ways to participate in community functions. We are confident that Staycation in Almaguin will create a positive impact throughout Almaguin.

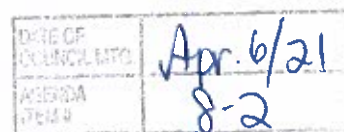
Through consultation with various regional stakeholders, we have designed this draft proposal as a solid starting point to what is intended to be an all-hands-on-deck, region-wide collaboration. As noted in the proposal, much of the activity that is outlined will benefit from efforts and contributions from any and all interested partners to be successful. The organizational chart provided in the proposal gives a sense of the scope of partnership and partner efforts that we are striving for. We recognize that this is an ambitious undertaking, but are confident that as a region, it is achievable.

In short, what we are looking for is the following:

1. We are respectfully requesting that all councils review the proposal and consider contributing as their capacity allows;
2. We are looking for well connected community members to consider participating on either the working group, or as a local coordinator;
3. We are looking for support to reach out to all corners of the region to identify and promote any and all activities that are planned throughout the project period.

Attached to this email you will also find a resolution from ACED supporting the proposal and will note that the Regional Recreation Committee have also declared their support in principle. We welcome the opportunity to respond to questions prior to your respective council and board meetings.

Thank you in advance for your consideration and support,





## **Dave Gray, Ec.D.**

Director of Economic Development

Almaguin Community Economic Development

(705)571-1564 | [Director@InvestAlmaguin.ca](mailto:Director@InvestAlmaguin.ca)







## RESOLUTION

2021-011

Be it resolved that the Almaguin Community Economic Development Board has received, reviewed, and supports the Staycation in Almaguin Proposal and encourages all members to consider supporting the project with a \$1900 financial contribution. Furthermore, the Board approves a \$2000 contribution from the ACED budget to support the Staycation in Almaguin.

MOVED BY:

Wendy Whitwell

SECONDED BY:

Jennifer Farquar

CARRIED:

Yes / No

Comments:





## STAYCATION ALMAGUIN PROPOSAL

**PREPARED FOR:** PARTNERING MUNICIPALITIES OF ALMAGUIN

**PREPARED BY:** ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)

### DESCRIPTION

Let's face it, the pandemic has everyone knocked off of their axis, searching for fun things to do, and not knowing where to turn. As a result, the many amazing things that still can be done often go unnoticed and underappreciated. *Staycation Almaguin* is the answer that we have all been looking for.

Almaguin businesses, organizations and associations now have an opportunity to collaborate and contribute to our region, by supporting innovation and marketing that will leverage socially responsible investment in Almaguin while adhering to public health protocols. This will be done by partnering with local tourism organizations to promote *Staycation Almaguin* itineraries and activities. A webpage on the ACED website will have itineraries and fun activities that include:

- Virtual events (Ex. online concerts, book clubs or games),
- Active living opportunities and outdoor adventures,
- Activities that can be participated in while social distancing or adhering to household bubbles, and
- Opportunities for safe interactions with local businesses.

### THE PROGRAM WILL BE CENTERED AROUND 3 KEY PILLARS:

1. Widespread regional collaboration (involving strategic coordination and investment),
2. Promoting our diverse businesses and communities
3. Promoting socially responsible, safe use of our community's features, programs, and activities

### EXECUTIVE SUMMARY

*Staycation Almaguin* will feature a combination of virtual and socially distanced activities that will alternate weekly between towns/villages/municipalities and activities that connect multiple municipalities. Each program element will contribute pictures and video clips that ACED will use for the creation of stock video to compile a videography-based marketing initiative for our region.

**ANTICIPATED LAUNCH DATE:** MAY 1, 2021

**DURATION:** 24 WEEKS

**COMPLETION DATE:** OCTOBER 9, 2021



The rationale behind this program is to offset the restrictions that pose a threat to the regional influx of visitors during the tourism seasons. Encouraging residents of Almaguin to actively participate in advertised activities, programs, and contests within their social/household bubbles, will enhance knowledge and expertise of our regional assets at the community level. The campaign will also promote safe interactions with local businesses (Ex. Using curbside pickup, calling ahead, or using delivery services). *Staycation Almaguin* will discourage any activities that may provoke mass gatherings, or any other activity that would contradict health unit orders or recommendations.

*Staycation Almaguin* will encourage residents to stay within the region as opposed to travelling while the pandemic continues. As restrictions are loosened, we will have the local support, marketable material, and a brand strategy for Almaguin prepared and ready to launch as a campaign to increase visitation from outside the region. This will stimulate attention, interest and economic growth for our region, partnering organizations, and sponsors. Any Heritage Fund contributions used to improve regional assets can also be highlighted. In the process, we hope the themes (in the program highlights below) will stimulate ideas for new collaborations and business start-ups that will qualify for the increased funding opportunities through the Trillium Foundation which the ACED department will be willing to support.

#### STAYCATION ALMAGUIN HIGHLIGHTS:

- Theme weeks which switch back and forth between activities spanning throughout the Almaguin region, then localized activities that are specific to a municipality or town. *For example, one week could highlight the Powassan Farm Stand tour, and the next week could be pedal through the highland farms.*
- Prosperity and innovation can be showcased by stemming off the recommended themes:
  - **Activities** (healthy lifestyle ex. *Biking, hiking, canoeing ...*)
  - **Connectedness and engagement** (inclusive initiatives, all-encompassing health and wellbeing services or activities. ex. *yoga, virtual concerts, scavenger hunts, book clubs...*)
  - **Green** (healthy and sustainable environment ex. *Farming, eco-tours, gardening events*)
  - **Enrichment** (Arts, heritage, culture, history ex. *Museums, art tours, ghost walks*)
  - **Youth** (targeted at positive development for youth ex. *Options for field trips, scavenger hunts, virtual crafts and activities, reading challenges, obstacle courses*)
- Concerts, Raffles, Virtual Classes, Challenges with Rewards can also be leveraged by partnering with sponsors



## EVENT DETAILS



## PARTNERSHIP DEVELOPMENT:

- ACED with the working group, will identify an event coordinator for a region or activity who will collect data and contact businesses or organization who may be interested in contributing photos, information for an itinerary, and provide follow up after the event (participation gratuity).
- A working group of up to 10 people (Administrators) will be established and act as a communication point for Coordinators.
- Coordinators will guide and support activity development and implementation (local 'shakers and movers' / members of organizations).
- Engaging sponsors, promoters, and other supporters will be done collaboratively.
- At the launch of the website for Staycation in Almaguin, advertisements will be marketed through businesses, print, and electronic media.

### The website will feature:

- Municipalities, towns and villages of Almaguin
- Blogs
- Partner Links
- Staycation Guide with:
- Weekly Links to Activities
- Sponsor Links
- Rewards
- Incentives
- Raffles
- Links to upload pictures and videos for activities
- Videography Challenge details



#### EXAMPLE SUPPORTERS

- Almaguin municipalities
- Business owners
- Organizations
- Associations
- Clubs

#### EXAMPLE PARTNERS

- Discovery Routes
- Explorers Edge
- North Bay and Parry Sound Public Health Unit
- Almaguin Highlands Chamber of Commerce

#### ITINERARY PLANNING & INCENTIVES

- Activity development, coordination, and scheduling
- Integration of business participation, support, and incentives
- Content (photo, video, blog articles) development and data collection
- Contest / incentive creation for participants featuring accessibility for all socioeconomic backgrounds

#### COORDINATED MARKETING EFFORTS

- Development of a program-specific web page that can link to partners and sponsors (ACED can host / maintain).
- Social media channels: Facebook Event, Instagram hashtags, TikTok
  - Promoting community engagement with contests / incentives
- Print advertising: Almaguin News, Great North Arrow
- Print Collateral: seasonal brochures, signs (directional or activity locating), etc.

#### PRODUCT DEVELOPMENT

Product development is a critical component within Staycation in Almaguin. It will allow a portion of the event funds to be used for the creation of activities that will add value and generate engagement with residents and visitors. These funds will be used to engage musicians, artists, personal rejuvenation instructors (yoga, meditation, personal trainers) and other service providers to offer virtual and COVID safe activities. Many of these businesses and/or individuals have been among the most heavily impacted by lockdowns and ongoing colour coding in the Re Opening Ontario Act.

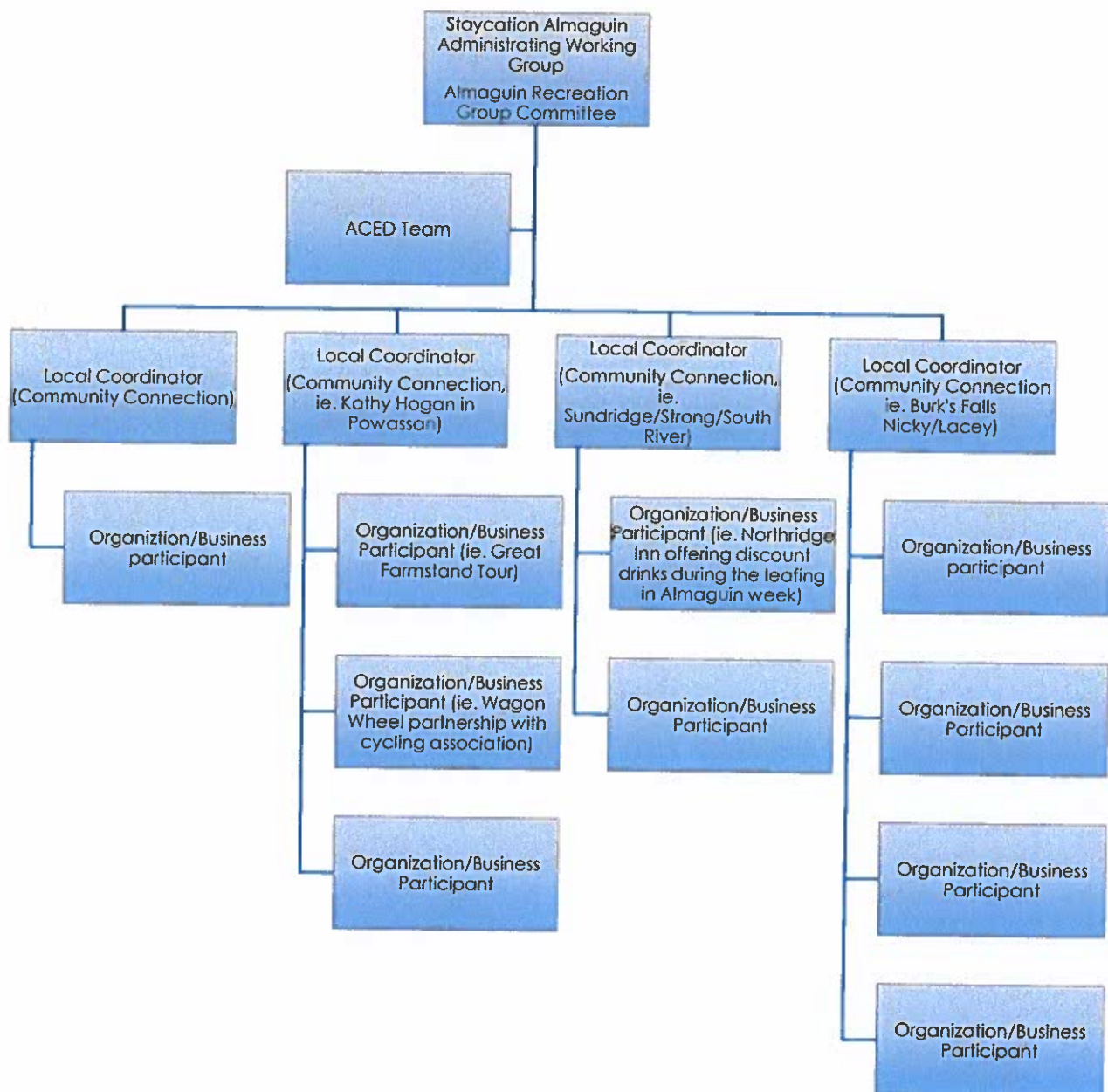
These activities will be developed and scheduled throughout the region as evenly as possible, in partnership with participating organizations. These 'special activities' will be used to fill any gaps that exist in weekly activity schedules to ensure consistency throughout the duration of promotion.

It should be noted that any shortages or overages in the projected revenues illustrated in the budget will be reflected in both the Product Development and/or the Incentives budget categories.



## GOVERNANCE AND ORGANIZATIONAL STRUCTURE

ACED has pitched a means for businesses to collaborate on a regional scale in order to retain spending and encourage locals to engage in events our community showcases. The team at ACED will be available for meetings, fundraising, administrative and marketing support, and to connect with businesses or organizations in an effort to fill in any gaps. Below is a recommended governance and organization structure.





## BUDGET

<b>Revenues</b>		
<b>Partner Category</b>	<b>Partner</b>	<b>Contribution</b>
<b>Municipalities</b>		
	ACED	\$2,000.00
	Municipality 1	\$1,900.00
	Municipality 2	\$1,900.00
	Municipality 3	\$1,900.00
	Municipality 4	\$1,900.00
	Municipality 5	\$1,900.00
	Municipality 6	\$1,900.00
	Municipality 7	\$1,900.00
	Municipality 8	\$1,900.00
	Municipality 9	\$1,900.00
	Municipality 10	\$1,900.00
<b>Businesses</b>		
	AHCC	\$1,000.00
	Business 1	\$250.00
	Business 2	\$250.00
	Business 3	\$250.00
	Business 4	\$250.00
	Business 5	\$250.00
	Business 6	\$250.00
<b>Organizations</b>		
	Organization 1	\$500.00
	Organization 2	\$500.00
	Organization 3	\$500.00
<b>Total Revenues</b>		
		\$25,000.00



Expenses		
Budget Category	Specific Items	Cost
<b>Product Development</b>		
	Live Concerts	\$2,500.00
	Art & Craft Classes	\$2,500.00
	Rejuvenation Programming	\$2,500.00
	Culinary	\$1,500.00
	Dance / Exercise	\$1,500.00
<b>Marketing</b>		
	Facebook Advertising	\$1,400.00
	Print Media Advertising	\$2,500.00
	Print Handouts – Tabloid	\$1,500.00
	Print Handouts – Flyers	\$500.00
	Print Handouts – Maps	\$500.00
	Stock Music – Adobe	\$100.00
<b>Incentives</b>		
	Gift Certificates (Food & Drink)	\$2,000.00
	Local Gift Items	\$2,000.00
<b>Other Costs and Contingencies</b>		
	PPE Allowance	\$1,500.00
	Other Contingencies	\$2,500.00
<b>Total Expenses</b>		<b>\$25,000.00</b>



## FINANCIAL CONSIDERATIONS

Staycation Almaguin will involve coordinated, strategic investments from a variety of stakeholders. Municipalities may consider using provincial COVID-19 and/or funds generally allocated to support events that are unable to be held. Support for businesses could also be leveraged via sponsorship, advertising, in-kind, or donations. Organizations could consider allocating funds generally reserved for events and/or other programming that will not be permitted due to COVID-19 (where it does not negatively impact cash flow or fundraising efforts).

### **Expense categories for consideration could include the following:**

1. **Marketing:** A mix of in print, digital and social media marketing will ensure that residents (seasonal and permanent) and visitors will be aware of the program.
2. **Program Development:** ACED Proposes that a budget be established that will support program development. This will enable organization and potential partners (NFPs, or other orgs.) with limited resources to create and deploy activities within the Staycation program.
3. **Incentives:** Incentives will help encourage residents to participate as well as provide some benefits to individuals who may otherwise not be able to participate.

### **Revenues could be considered via the following partnerships:**

1. **ACED & Municipal Contributions:** Municipal contributions can be made as funds are available via unused portions of events/community initiative budgets OR via unused COVID-19 grant funds.
2. **Community Organization Partnerships:** Community or supportive organizations with capacity and willingness to support initiatives, marketing or incentive programs can contribute as they are able to.
3. **Business Sponsorships:** Business sponsorships can be in the form of incentives/prizes, event/activity specific sponsorships or in-kind support.

## CONTRIBUTIONS AND MARKETING STRATEGY

*\*Additional details can be provided on request*

### PRE-LAUNCH

Items	
Print	Press Release
Other	Direct Calling
	Emails
<b>Total</b>	<b>\$0</b>

### LAUNCH OF PROGRAM MAY 1ST AND AFTER

Items	
Print Marketing	Handouts
	• Flyers
	• Tabloid
	• Maps
	Chamber Guide Ad
	Chamber Guide Feature/Article
	Almaguin News Newspaper Ads
	Great North Arrow Newspaper Ads



<b>Total</b>	<b>\$5 000</b>
<b>Social Media Ads</b>	ACED Page Facebook Posts
	Tourism Page Facebook Posts
	Tik Tok
	YouTube
	Facebook Ads
	Facebook Events
	Twitter
	Instagram
<b>Total</b>	<b>\$1 400</b>
<b>Social Media Development</b>	Webpage Development on ACED Website (Wireframe-not yet public)
	Public Webpage on ACED Website
	Blogs
	Webpage on Tourism Website
<b>Total</b>	<b>\$0</b>
<b>Other Marketing</b>	Radio
	Activity Form
	Calendar
	Photography
	Video Marketing
<b>Total</b>	<b>\$100</b>
<b>Grand Total for Marketing</b>	<b>\$6 500</b>

## THE ASK

Staycation in Almaguin will require widespread regional support in order to be effective. Below is an overview of the financial and in-kind contribution requests that are projected to meet the needs of the initiative as described in this proposal:

Partner Type	Anticipated # of Partners	Requested Amount*
<b>ACED</b>	1	\$2000 + In-Kind
<b>Municipalities</b>	10	\$1900 + In-Kind
<b>AHCC</b>	1	\$1000 + Marketing
<b>Businesses</b>	6	\$250 Cash (or prizes)
<b>Organizations</b>	3	\$500 Cash + In-Kind

\* The requested amount is a recommended minimum contribution. Should any partner be willing / able to contribute in amounts above the recommendation, overages will support additional product development



## RECOMMENDED PLANNING ITINERARY

Date	Activity	Description
February 11, 2021	Pitch idea to key supporters/Partners	Nicky Lacey-Recreation Coordination BF
March 15, 2021	Submit Proposal to the Board	For discussion with Municipalities of Almaguin
March 17, 2021	Working Group Establishment and meeting agenda	Discuss initiative, answer questions, incorporate additional feedback
March 22-31, 2021	Launch campaign to interested supporters	Final copy of the invitation letter to be emailed, delivered or verbally distributed to communities
April 1-9, 2021	Contact Sponsors	Incoming events and participant activities can be proposed to potential sponsors for funding contributions
April 12-16, 2021	Final week for submissions	Organize and onboard participants
April 15-30, 2021	Complete website for launch, begin advertising	
May 1, 2021	Launch Date	Boost advertising
October 25, 2021	Prepare final report, send out gratuities to participating businesses	Compile statistics available from participants and organizers. Brief report prepared. Send gratuities to organizers.

## SAMPLE FINANCIAL NEEDS (FOR DISCUSSION PURPOSES ONLY)

Theme	Activity	Platform	Est. Cost	Frequency (weekdays)	Partner	Sponsor	Contribution	Total
Arts in Almaguin	Crafting Classes (Drawing, sewing, pottery, soap making...)	Virtual	\$1000	Mo/We/Fr	Municipal Craft stores AH Arts Artists	P.D. Fund Other: Ontario Arts	Access to broadband Supplies in exchange for advertising	\$1000
	Paint Nights	Virtual	\$1500	Tu/Th/Sa	Arts and Crafts club	P.D.Fund Alzheimer's society	Supplies or venue	\$1500
Rejuvenate in Almaguin	Yoga	Virtual	\$2000	Mo/We/Fr/Su	Instructors in Almaguin	P.D.Fund Other		\$2000
	Meditation	Virtual	\$500	Tu/Th/Sa	Naisa Circling Hawks Crystal Caves	P.D.Fund CMHA	Advertising, music donations, healing totems	\$500
Culinary classes in Almaguin	ie. Breakfast, lunch, dinner, dessert, Restaurant signature dish, ethnic dish,	Virtual	\$1500	Mo-Su	Farms	P.D. Fund Culinary Tourism Alliance	Food donations	\$1500
Connect with Concerts	Live Concert	Drive-in	\$1250	Fr - Su	Business with a field	P.D.Fund Manufact.	Land access	\$1250



	Featured Presentations	Virtually	\$250/gig	Mo-Fr	Local venues	Local Employers	Broadband access	\$1250
Cycle through Almaguin	Cycle events	Socially distanced/ Self guided	\$0	Mo-Su	Farms, bike repair shops	Featured Businesses	Food, parts	\$0
Hiking and paddling the Highlands	Featured Hiking trails/groups	Socially Distanced/ Self guided	\$0	Mo-Su	Outdoor supply stores, tour guides	Swift Canoe?	Equipment	\$0
Almaguin's New Groove	Different dance classes/Exercises	Virtually/socially distanced	\$1500	Mo-Su	Venues with open spaces	Dance Instructors Local Bus.	Rent for venue	\$1500
Taking a Dip in Almaguin	Beaches, Rivers, Waterfalls	Partner with musicians, entertainment Socially Distanced	\$0	Mo-Su	Municipalities	Local Businesses	Venue permits	\$0
'Clubbing' Almaguin	Books, movies and other activities	Virtually	\$0	Mo-Su	Libraries/ Businesses	Literacy Orgs. NNSDB	Broadband, Movie screen rental	\$0
Highland Harvest	Farmers markets, fall fairs, farm stands	Socially distanced events	\$0	Mo-Su	Organizations	Garden Centre	Marketing, maps, promotion	\$0
Leafing in Almaguin	Look outs, towers, scenic parks	Virtual tours/socially distanced/self guided	\$0	Mo-Su	Photographer and videographers	Tourism Organizations	Services to photograph and film locations to feature online	\$0
Community: Powassan	Great Farm Stand Tour	Socially distanced		Mo-Su			Marketing and promotion	
Community: Kearney	Kearney Regatta	Socially distanced/virtual		Mo-Su			Marketing and promotion	
Community: Sundridge	Sunflower Festival	Socially distanced/virtual		Mo-Su			Marketing and Promotion	
Community: Magnetawan	Smelt Fry	Socially distanced		Mo-Su			Marketing and promotion	



## SUPPORTING DOCUMENTS

### INVITATION LETTER TO PARTNERS

*Dear:*

*We are excited to announce an opportunity to partner with the Almaguin Community Economic Department (ACED) to promote Public Health recommendations with the launch of Staycation in Almaguin! Our community partners will be working together to create itineraries that will be featured on a Staycation website. The website will include partnering organization promotions, links to their websites, sponsor highlights, and more.*

*The goal of this initiative is to offset the Public Health restrictions that pose a threat to the regional influx of visitors during the tourism seasons. Encouraging local residents to actively participate in advertised activities, events and contests, will enhance knowledge and expertise of our regional assets at the community level. This will also encourage residents to stay in the region as opposed to travelling while the pandemic continues. As restrictions are loosened, we will have the local support, marketable material, and a brand strategy for Almaguin prepared and ready to launch as a campaign to increase visitation from outside the region. This will stimulate attention, interest and economic growth for our region and partnering organizations and sponsors.*

*If you would like to be featured as a partnering organization, please contact one of our ACED team members to find out how we can work together in keeping our community safe while stimulating economic growth within the region.*

*We're looking forward to hearing from you!*

*Sincerely, The ACED team*



## LETTER FOR SPONSORS

*Dear:*

*We are excited to announce an opportunity to sponsor an initiative with the Almaguin Community Economic Department (ACED) to promote Public Health recommendations with the launch of Staycation in Almaguin! Our community partners will be working together to create itineraries that will be featured on a Staycation website. The website will include partnering organization promotions, links to their websites, sponsor highlights, and more!*

*The goal of this initiative is to offset the Public Health restrictions that pose a threat to the regional influx of visitors during the tourism seasons. Local residents will be encouraged to actively participate in advertised activities, events and contests, that will enhance knowledge and expertise of our regional assets at the community level. This will also encourage residents to stay in the region as opposed to travelling while the pandemic continues. As restrictions are loosened, we will have the local support, marketable material, and a brand strategy for Almaguin prepared and ready to launch as a campaign to increase visitation from outside the region. This will stimulate attention, interest and economic growth for our region and partnering organizations and sponsors.*

*We are aware that many businesses and organizations may not offer tourism capacities, which is why we are offering the opportunity to contribute as a sponsor. If you would like to be featured as a sponsoring organization, please contact one of our ACED team members to find out how we can work together in keeping our community safe while stimulating economic growth within the region.*

*We're looking forward to hearing from you!*

*Sincerely, The ACED team*



## INVITATION LETTER TO COORDINATORS

*Dear:*

*We are excited to announce an opportunity to volunteer as a Coordinator for an initiative with the Almaguin Community Economic Department (ACED) to promote Public Health recommendations with the launch of Staycation in Almaguin! Our community partners will be working together to create itineraries that will be featured on a Staycation website. The website will include partnering organization promotions, links to their websites, sponsor highlights, and more!*

*The goal of this initiative is to offset the Public Health restrictions that pose a threat to the regional influx of visitors during the tourism seasons. Local residents will be encouraged to actively participate in advertised activities, events and contests, that will enhance knowledge and expertise of our regional assets at the community level. This will also encourage residents to stay in the region as opposed to travelling while the pandemic continues. As restrictions are loosened, we will have the local support, marketable material, and a brand strategy for Almaguin prepared and ready to launch as a campaign to increase visitation from outside the region. This will stimulate attention, interest and economic growth for our region and partnering organizations and sponsors.*

*We are aware that Almaguin hosts many eager and well-connected community members who are passionate about improving the well-being of our region. This is why we are offering the opportunity to contribute as a Coordinator. If you would like to be involved as a Coordinator, please contact one of our Staycation in Almaguin Administration members to find out how we can work together in keeping our community safe while stimulating economic growth within the region. We'll send you a guide to make it easy to organize, communicate the initiative and data collection needs to any of your connections who are interested in joining us to encourage local residents to explore what Almaguin has to offer, and prepare your own personalized itinerary tailored to your favorite village or municipality!*

*We're looking forward to hearing from you!*

*Sincerely, The ACED team*



## SAMPLE GUIDE FOR COORDINATORS

Each week will feature a place or activity that includes an itinerary of locations to visit. These itineraries can be accessed online or downloaded as a pdf for print. A maximum of 15 locations can be included for each weekly feature. Itineraries can feature:

- Day Trips
- 2 Day road trips (1 or 2 night stay included)
- Multi-day road trip (3 nights or longer and can connect to other destinations)

### **The target audiences can be:**

- Outdoor Avids
- Wellness Advocates
- Arts, Cultural and Heritage Enthusiasts
- Foodies and Environmentalists
- Youth

Each coordinator can contribute one municipal or town itinerary inclusive of location found in each of the five categories, and a second itinerary of descriptions for activities in representative locations that will connect with other areas. Categories can be found for the municipal or town itinerary below:



## COORDINATOR PLANNING TEMPLATE

Township	Activities (healthy lifestyle)	Connectedness (inclusive initiatives, health and wellbeing services or activities)	Engagement (Activities involving any age or interest)	Green (healthy and sustainable environment)	Youth (Positive development or enhancement of youth experiences)
Monteith/ McMurrich	Ex. Biking the seguin trail				Ex. Events at the arena or Community Centre
Perry		Ex. Meditation on the Beach			
Kearney			Ex. Regata		
Armour		Ex. CAMH events			
Ryerson			Ex. Harvest Festival	Ex. Sterling Farm	
Magnetawan					Ex. Clubs and events at the Lion's Park
Burk's Falls		Ex. Burk's Falls Library Book Club			Ex. Dungeons and Dragons nights at the Library
Strong	Ex. Locations for rapelling or climbing				
Joly					
Sundridge					Ex. Splash Pad
Machar	Ex. Golfing at Eagle Lake		Ex. Rentals and tours from Eagle Narrows		
South River		Ex. Northern Edge wellness retreat			
Ballantyne		Ex. Dining at Feast ON establishment: Broken Paddle Patio		Ex. Understanding conservation areas	
Powassan		Ex. Event through the Health Centre			

When completing the municipal/community guide, please add as many activities or places to each column as possible. These can then be used to create an itinerary that lists all of the places in the chart, where to go, what they offer and how to get there. Any participants can be sent a data collection sheet as a guide to gather information to include in the itinerary.

For activities, we will be providing a list of activity-specific information to be collected. The same guide for participants can be used to collect information from businesses offering aspects of a theme activity that can be collected and will be merged with the itineraries of surrounding communities upon submission.



## SAMPLE EVENT INFORMATION GUIDE FOR PARTICIPANTS

Businesses, organizations, or clubs will provide the following information to their coordinator for an itinerary to be developed and businesses to be featured on the webpage.

Business Name/Event	
Business Phone Number/Partners	
Business Address/Location	
Business/Event Operating Hours	
Business/Contact Email	
Business/Event Website	
Business/Event Description	
Owner/Contact Name	
Contact Phone Number	
Contact Email	
Photos	
Health and Safety Measures for Public Adherence	

Please complete the following information to the best of your knowledge and return it to: **(insert email address of the coordinator)** by Monday April 12, 2021 to have your submission included in Staycation in Almaguin!



## SAMPLE PHOTOGRAPHY AND VIDEOGRAPHY RELEASE FORM

*Please note that this sample may not capture all liability concerns pertaining to the collection of content that includes individuals, personal property or other sensitive information. Additional information may need to be collected based on the nature of the content.*

I, \_\_\_\_\_, hereby grant permission to Almaguin Community Economic Development, and public sector partners, the rights of my image(s), in video or still, and of the likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image(s) may be edited, copied, exhibited, published, or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for public sector marketing purposes which may include but is not limited to: Presentations, Courses, Online/Internet Videos, Media, News (Press). **Images WILL NOT be permitted for use in FOR profit advertising unless approved by the provider.**

By signing this release, I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. I acknowledge that I will not be consulted prior to the use of the images on a per-use basis.

By signing this release, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for regional promotional purposes.

Full Name \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If this release is obtained from a presenter, or includes persons, under the age of 19, then the signature of that presenter's parent or legal guardian is also required.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



The Corporation of the Town of Parry Sound

## **Council Report and Recommendation**

### **Open Agenda**

#### **Council Meeting Date:**

December 1, 2020

#### **Subject:**

2021 Land Ambulance Budget

#### **TOMRMS File Number:**

F05 - Budgets and Estimates

#### **Spokesperson(s) Name and Title:**

Dave Thompson, Director of Development and Protective Services

#### **Department:**

Development and Protective Services

#### **Purpose of Report:**

To gain approval for the 2021 Land Ambulance Budget

DATE OF COUNCIL MTG.	Apr. 6/21
AGENDA ITEM #	8-3

## **Determination for Council:**

### **Resolution 2020 -**

That upon the recommendation of the EMS Advisory Committee the 2021 Land Ambulance Operating Budget be approved with a 4.85% levy increase over the 2020 approved budget in a total amount of \$9,986,873; and

That a Land Ambulance Capital Budget be approved in the amount of \$460,000 to be funded from the EMS Capital Reserve Fund.

### **Identify Relationship to Strategic Priorities:**

Core Service - Yes

Key Stretch Goal or Core Service Improvement Goal - No

New Service, Project or Program - No

Does This Item Relate to Council's Strategic Priorities? Organizational Excellence

### **Background:**

The 2021 Land Ambulance Budget has significant financial challenges. Managing increased costs in sick time and WSIB claims as well as the continued fall-out of the ongoing impacts of the COVID-19 emergency have necessitated an increase of 4.85% to the budget over the 2020 Land Ambulance Budget (not including the supplementary levy) to maintain the existing level of service.

The budget was developed under the main premise that there will be no increases or decreases to the existing level of service. Recognizing that wages are the main driver of the Land Ambulance budget the only meaningful method to impact the budget increase is through reduction of in-service ambulance hours. The EMS Advisory Committee has been steadfast in its position to not reduce in-service hours.

To provide context to increases in the Land Ambulance budget it can be recognized that a 1% decrease/increase in the municipal levy is equal to cost savings/investments of \$41,400.

The main component of the increases can be found in Sick Time. In projecting a realistic budget staff have utilized the 2020 experience for a baseline. COVID-19 has demonstrated that sick time trends are increasing as staff are required to stay at home if demonstrating symptoms. This alone accounts for 3% of the increase. Other Budget drivers include station maintenance, increases to Ministry of Health required training and medical supplies and Personal Protective Equipment.

The Land Ambulance service does have some service level increases that do not impact the budget. Externally, 100% funding has been provided for a Mobile COVID testing service that will operate throughout the District as well as a trial Remote Monitoring enhancement to manage COVID 19 patients at home. Additionally, Ontario Health North has provided 100% funding for an Alternate Level of Care program to determine systemic improvements that can be made in keeping residents in their home while waiting for a Long-Term Care unit. Six months (October-March) funding is guaranteed at this time with the Mobile COVID testing and Remote Monitoring enhancement expected to be extended. None of the funding for these three programs run through the Land Ambulance Budget. The funding must flow through the Health Care system directly and therefore the costs are removed from the Land Ambulance Budget and delivered directly by the WPSHC.

The Capital portion of the Land Ambulance budget includes the following items;

- Replacement of 2 ambulances
- Replacement of 1 Paramedic Response Vehicle
- Replacement of 1/4 of the batteries for the power stretchers and Autopulse devices
- Replacement of 50% of the medical bags

Challenges with Land Ambulance funding will not cease in 2021. Staff expect fall-out from the change in funding method of WSIB costs in the form of higher premiums to be a driver of 2022 funding.

### **Staff Recommendation:**

To approve the Land Ambulance budget as presented

### **Advantages and/or Disadvantages of Staff Recommendation:**

Maintains current level of operational staffing with minimum levy increase.

Adds enough funds to the budget to provide a level of confidence that any unusual added costs due to COVID can be managed.

### **Alternatives:**

There are a multitude of alternatives. Decreasing staffing hours will decrease costs while increasing services will increase costs.

### **Cost/Financial Impact: N/A**

### **Included in Current Budget: N/A**

### **Attachments:**

Attachment#1 Overview spreadsheet of entire Land Ambulance Budget

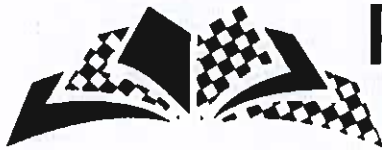
*(Accessible format available upon request)*

### **CAO's Comments**

### **Recommends Council Approval:**

Yes





# Powassan and District Union Public Library

## Library Board Minutes March 22, 2021 at 5:30 pm

**Attendance via Zoom:** Tina Martin, Debbie Piper, Bob Elliott, Bernadette Kerr, Debbie Piekarski  
**In-person:** Gloria Brown, Doug Walli, Marie Rosset  
**Absent with regrets:** Liz Moore

**1. Respect and Acknowledgement Declaration Read by CEO**

**2. Disclosure of pecuniary interest – none**

**3. Approval of general consent motion:**

**Motion # 2021-09 Kerr-Martin:** That the Consent Agenda for March 2021, which includes:

- a) the March 22, 2021 agenda,
- b) the Minutes for the February 22, 2021 meeting,
- c) the Financial Report for February 2021,
- d) and the Library Report for February 2021,  
be adopted with modifications to the Agenda,  
- addition of 7a) Delinquent Accounts.

**4. Business Arising**

**a) 2021 Budget Update**

The 2021 Budget was approved by the Township of Nipissing and their payment of the 1<sup>st</sup> installment of Library Services Fees was received. Bernadette Kerr and Debbie Piekarski also informed the Library Board of their Council's approval.

**b) Current Library Services Update**

Beginning next Monday:

- computer usage will resume by appointment,
- the library will offer curbside services as well as allowing people to choose their own books by appointment.
- Lifelab is continuing to operate every Monday and Thursday from 8am to 12pm under appropriate safety protocols.
- Groups will resume meeting at the library within appropriate protocol. Mask wearing is required at all-time inside the library.

**c) Service Provider Report**

Report will be reviewed in the fall.

**5. Correspondence**

None to report

DATE OF COUNCIL MTG.	Apr. 6/21
AGENDA ITEM #	8-4

**6. Committee Reports**

**a) Property Committee**

**- Elevator**

Still waiting for outcome of application – April 2021

**b) Financial Committee**

Motion to approve transfer of funds (\$30,000) to an Operation Reserve

**Motion # 2021-10: Brown-Walli:** That \$30,000 be transferred into a cashable GIC at the end of March 2021.

**c) Policy Committee Report**

- Reviewed GOV-02 Board Directors Duties & Responsibilities

**Motion # 2021-11: Elliott-Martin:** That the GOV-02 Board Directors Duties & Responsibilities be adopted as modified

- SER-01 Library Circulation Policy review deferred to next month's meeting
- Library Card Application Form – no further modifications required

**d) Friends of the Library Report**

- Nothing to report from their last meeting. A few sales in February of items to people using Lifelabs services.

**7. New Business**

**a) Delinquent Accounts**

Next month, Marie will present a report outlining the extent of delinquent accounts at the library post pandemic.

**b) Storywalk© Project**

The library is looking at installing Storywalks© around Powassan this late spring. Will approach the Municipality for permission to do so.

**8. Adjournment**

**Motion # 2021-12: Piper:** That the March 22, 2021 meeting be adjourned at 6:25 pm.

**Next Meeting: Monday, April 26, 2021 at 5:30pm**

**Chairperson:** \_\_\_\_\_  
**Kristine Martin, Chair**

**Secretary:** \_\_\_\_\_  
**Marie Rosset, CEO**

## Maureen Lang

---

**From:** Shari McMillan <shari.mcmillan@healthunit.ca>  
**Sent:** Wednesday, March 24, 2021 10:32 AM  
**To:** Ben Mousseau; Cindy Pigeau; Councilor Don Carmichael; Councilor Susan Murphy; Deputy Mayor Doug Sewell ; Deputy Mayor Tim Brunton; Jenny Leblond; Kerstin Vroom; Mayor Al McDonald; Mayor Ann MacDiarmid; Mayor Carol Ballantyne; Mayor Cathy Still; Mayor Dale Robinson; Mayor Gail Degagne; Mayor George Sterling; Mayor Ian Pennell; Mayor Jamie McGarvey; Mayor Joanne Savage; Mayor Kelly Elik; Mayor Lynda Carleton; Mayor Norm Hofstetter ; Peter McIsaac; Mayor Robb Noon; Mayor Sam Dunnett; Mayor Tom Piper; Michelle Hendry; Nancy Austin; Nicky Kunkel; Reeve Bob McPhail  
**Cc:** Armour, Township of; Bonfield, Township of; Burk's Falls, Village of ; Callander, Municipality of; Calvin, Municipality of; Carling, Township of; Chisholm, Township of; East Ferris, Municipality of; Joly, Township of; Kearney, Town of; Machar, Township of; Magnetawan, Municipality of ; Mattawa, Town of; Mattawan, Municipality of; McDougall, Township of; McKellar, Township - Lance Sherk; McMurrich-Monteith, Township of (clerk@mcmurrichmonteith.com); Nipissing, Township of ; North Bay, City of; Papineau-Cameron, Township of; Parry Sound, Town of; Perry, Township of ; Maureen Lang; Ryerson, Township of ; Seguin, Township of; South River, Village of; Strong, Township of ; Sundridge, Village off; The Archipelago, Township of; West Nipissing, Municipality of; Whitestone, Municipality of; Dr. Jim Chirico; Dr. Carol Zimbalatti; Isabel Churcher; Louise Gagne; Shannon Mantha; Andrea McLellan; Greg Rochon; Sheri Beaulieu  
**Subject:** Vaccine Allocation Motion  
**Attachments:** Vaccine Allocation Motion.docx

Hello,

Thank you for attending the bi-weekly municipal leaders meeting last Thursday. An action item resulting from that meeting was for the Health Unit to draft a motion for greater COVID-19 vaccine allocation for municipalities to bring to their Councils for consideration. Please find attached the motion for your consideration and use.

Thank you,  
Louise Gagné

**Shari McMillan** | Management Administrative Assistant | Executive Directors' Office  
North Bay Parry Sound District Health Unit  
345 Oak Street West | North Bay, Ontario P1B 2T2 | Canada  
☎ 705.474.1400 ext 5552 | 1.800.563.2808  
✉ [shari.mcmillan@healthunit.ca](mailto:shari.mcmillan@healthunit.ca) | 🌐 [www.myhealthunit.ca](http://www.myhealthunit.ca)  
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***Whereas, the (insert name of municipality here) is within the district of the North Bay Parry Sound District Health Unit (Health Unit); and***

***Whereas, the Health Unit received its first allocation of vaccine more than a month and a half later than Southern Ontario and Ottawa health regions; and***

***Whereas, vaccine allocation for the Health Unit has not increased over time to compensate for the delay in provision of the first vaccine allocation; and***

***Whereas, COVID-19 transmission rates in Northern Ontario, as evidenced by the effective reproduction numbers  $R_{(t)}$ , are among the highest in the province; and***

***Whereas, due to the vaccine allocation, the Health Unit is still in phase 1 of the rollout while public health unit regions in Southern Ontario and Ottawa are in phase 2; and***

***Whereas, the delay in the Health Unit vaccine allocations is causing increasing inequities in the booking of COVID-19 vaccination clinics; and***

***Whereas, due to the vaccine allocation, Indigenous populations have not received their required allocation.***

***Now Therefore Be It Resolved, that the (insert name of municipality here) request that the vaccine allocation be prioritized to public health unit regions that are still in phase 1 to enable them to catch up to those regions in Southern Ontario and Ottawa; and***

***Furthermore Be It Resolved, that this motion be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Christine Elliot, Minister of Health, Vic Fedeli, MPP – Nipissing, Norm Miller, MPP – Parry Sound-Muskoka, John Vanthof, MPP – Timiskaming-Cochrane, Mayors/Reeves within the North Bay Parry Sound District Health Unit district, Ontario Boards of Health, and the Association of Local Public Health Agencies (alPHA).***

**The Corporation of the Municipality of Powassan  
Statement of Remuneration and Expenses  
Paid to/for Members of Council in 2020**

**Council January 1 to December 31, 2020**

<b>Name</b>	<b>Remuneration</b>	<b>Committees/Boards Earnings/Expenses</b>	<b>Expenses</b>	<b>Total</b>
Mayor Peter McIsaac	12,000.00	810.00	2,887.07	15,697.07
Deputy Mayor, Randy Hall	6,800.00	789.00	500.00	8,089.00
Councilor, Dave Britton	6,800.00	3,107.00	2,041.15	11,948.15
Councilor, Debbie Piekarski	6,800.00	100.00	500.00	7,400.00
Councilor, Markus Wand	6,800.00	100.00	500.00	7,400.00
<b>TOTALS</b>	<b>39,200.00</b>	<b>4,906.00</b>	<b>6,428.22</b>	<b>50,534.22</b>

Dated: March 30, 2021

Statement of Treasurer-Municipal Act 2001 PART V1, section 284(1)

The remuneration and expenses are authorized by

By-Laws No.2006-33 AND No. 2011-03

*Maureen Lang*  
\_\_\_\_\_  
CAO/Clerk-Treasurer

DATE OF COUNCIL MTG.	Apr. 6/21
AGENDA ITEM #	9-1



THE CORPORATION OF  
The Municipality of Powassan

## HEALTH AND SAFETY POLICY

The Municipality of Powassan considers accident and illness prevention an integral part of its everyday operations.

Accident prevention will be given full consideration in planning and operating all Departmental activities in order to protect employees against occupational injury and disease and the Municipality of Powassan against financial loss and reduced efficiency.

Employees also have the responsibility to perform tasks safely and in accordance with The Occupational Health and Safety Act and Regulations, as well as within the Health and Safety Policies set by the Corporation and the Health and Safety Committee.

To implement this Policy, the Municipality of Powassan will:

1. Consider all accident and illness preventative measures to be important to the Municipality of Powassan;
2. Provide, for the safe and healthy operation of the Municipality of Powassan work force, equipment and facilities by:
  - a. Maintaining adequate first aid supplies/facilities;
  - b. Requiring each Department to develop safe operating procedures specific to their operations;
  - c. Maintaining an educational program on safe and healthy operating procedures;
  - d. Ensuring and insisting that all Employees work in a safe and healthy manner, observe established accident prevention regulations and use safety equipment provided;
  - e. Maintaining an effective health program;
  - f. Maintaining adequate health records, as required;
  - g. Establishing and supporting Volunteer Health and Safety Committees, recognizing their role in the prevention of accidents/diseases and providing adequate educational programs for all Health and Safety Committee representatives.

\_\_\_\_\_  
Peter McIsaac, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maureen Lang, CAO-Clerk - Treasurer

DATE OF COUNCIL MTG.	Apr. 6/21
AGENDA ITEM #	9-2