

AGENDA

Regular Council Meeting
Tuesday, June 20, 2023, at 7:00 p.m.
Powassan Council Chambers
(Firehall Station 1)

1. CALL TO ORDER & ACKNOWLEDGE FIRST PEOPLES AND TRADITIONAL LAND

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care of, and teachings about, our earth and our relations. May we continue to honour these teachings.”

2. ROLL CALL

3. DISCLOSURE OF MONETARY AND GENERAL NATURE THEREOF

4. APPROVAL OF THE AGENDA

5. PRESENTATIONS:

5.1 – Ben Hughes, Hughes Enterprises Inc. – Proposed Fourplex Construction

6. ADOPTION OF MINUTES

6.1 – Regular Council meeting of June 6, 2023

7. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

8. MINUTES AND REPORTS FROM APPOINTED BOARDS

8.1 – District of Parry Sound Housing and Homelessness Annual Report 2022-2023

8.2 – District of Parry Sound Social Services Administration Board June CAO's Report

9. STAFF REPORTS

9.1 – K. Bester, Deputy Clerk – Hughes Proposed Fourplex

9.2 – B. Robinson, Treasurer/Director of Corporate Services – Digital Sign Policy

9.3 – B. Robinson, Treasurer/Director of Corporate Services – Engineer of Record

9.4 – A. Quinn, Acting Clerk – Draft Updated Procedural Bylaw

9.5 – K. Bester, Deputy Clerk – Consent Application B19/POWASSAN/2023

9.6 – A. Quinn, Acting Clerk – July and August Council Meeting Schedule

10. BY-LAWS

10.1 Bylaw 2023-15 Tangible Capital Assets Policy

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 – 2023 Municipal Insurance Renewal

13. CORRESPONDENCE

14. ADDENDUM

15. ACCOUNTS PAYABLE

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. PUBLIC QUESTIONS

18. CLOSED SESSION

18.1 Adoption of Closed Session Minutes of June 6, 2023

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, including municipal or local board employees

19. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, June 6, 2023, at 7:00 pm
Powassan Council Chambers

Present: Peter McIsaac, Mayor
Markus Wand, Deputy Mayor
Randy Hall, Councillor
Dave Britton, Councillor
Leo Patey, Councillor

Staff: Allison Quinn, Acting Clerk
Brayden Robinson, Treasurer/Director of Corporate Services

Presentation: Paul Goodridge, Goodridge Goulet Planning & Surveying Ltd. –
Municipality of Powassan's Rural Development Policies

Disclosure of Monetary Interest and General Nature Thereof:

P. McIsaac	Item 11.1	Employer named in Item
P. McIsaac	Item 12.1	Employer named in Item
L. Patey	Item 12.1	Employer named in Item

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- | | | | |
|-----------------|--|-------------------------|----------------|
| 2023-168 | Moved by: R. Hall | Seconded by: D. Britton | |
| | That the agenda of the Regular Council Meeting of June 6, 2023, be approved. | | Carried |
| 2023-169 | Moved by: D. Britton | Seconded by: M. Wand | |
| | That the minutes of the Regular meeting of council of May 16, 2023, be adopted. | | Carried |
| 2023-170 | Moved by: M. Wand | Seconded by: R. Hall | |
| | That the minutes from the Powassan and District Library meeting of April 24, 2023, be received. | | Carried |
| 2023-171 | Moved by: D. Britton | Seconded by: M. Wand | |
| | That the draft minutes from the Powassan and District Library meeting of May 15, 2023, be received. | | Carried |
| 2023-172 | Moved by: L. Patey | Seconded by: R. Hall | |
| | That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of April 18, 2023, be received. | | Carried |
| 2023-173 | Moved by: R. Hall | Seconded by: M. Wand | |
| | That the minutes from the golden Sunshine Municipal Non-Profit Housing Corporation 2022 Annual General meeting of May 17, 2022, be received. | | Carried |

- 2023-174** Moved by: L. Patey Seconded by: R. Hall
That the North Bay Mattawa Conservation Authority's 2022 Financial Statements be received. **Carried**
- 2023-175** Moved by: R. Hall Seconded by: D. Britton
That the memo dated May 30, 2023, from Public Works Foreman, T. Tennant, regarding the Tender 2023-03 Rehabilitation of Memorial Park Drive East Calvert, be received;

AND FURTHER that Tender 2023-03 in the amount of \$301,258.00, including HST, be awarded to Miller Paving Limited and that staff be directed to cover the costs over the \$231,600.00 budgeted amount with the remaining unused OSIF funds. **Carried**
- 2023-176** Moved by: D. Britton Seconded by: M. Wand
That the Memo dated May 29, 2023, from Deputy Clerk K. Bester, regarding the Poultry Processing Plant Request, be received;

AND FURTHER that staff be directed to move forward with an agreement. **Carried**
- 2023-177** Moved by: M. Wand Seconded by: D. Britton
That the report from Treasurer/Director of Corporate Services B. Robinson, regarding Extension Agreement – 102 Corkery Street, be received;

AND FURTHER that the Treasurer be authorized to negotiate and execute a tax sale extension agreement on behalf of the Municipality. **Carried**
- 2023-178** Moved by: L. Patey Seconded by: M. Wand
That the report from Treasurer/Director of Corporate Services B. Robinson, regarding User Fees Bylaw be received;

AND FURTHER that staff be directed to commence the public notice process for the amended User Fee Bylaw. **Carried**
- 2023-179** Moved by: R. Hall Seconded by: L. Patey
That the report from treasurer/Director of Corporate Services B. Robinson, regarding 2023 Playground Inspection report be received;

AND FURTHER that Council direct staff to remove the old playground structure at the Powassan Lions' Park;

AND FURTHER that Council supports an application under the Ontario Trillium Grant Foundation Capital Program for a replacement. **Carried**
- 2023-180** Moved by: D. Britton Seconded by: M. Wand
That the report from treasurer/Director for Corporate Services B. Robinson, regarding the Tangible Capital Asset Bylaw be received;

AND FURTHER that the Bylaw to approve a policy to prescribe the accounting treatment for tangible capital assets be approved. **Carried**

2023-181

Moved by: L. Patey Seconded by: D. Britton
That Bylaw 2023-12, being a Bylaw to Regulate Filming Activity on Municipality of Powassan Property,

Be considered **READ** a **FIRST**, and **SECOND** time on May 16, 2023, and to be **READ** a **THIRD** and **FINAL** time and considered passes as such in open Council the 6th day of June 2023.

Carried

2023-182

Moved by: M. Wand Seconded by: R. Hall
That Bylaw 2023-14, being a Bylaw to delegate authority to the municipal Treasurer to authorize the execution of tax arrears extension agreements pursuant to Section 378 of the Municipal Act, 2001;

Be **READ** a **FIRST**, and **SECOND** time this 6th day of June, 2023;

And **READ** a **THIRD** time and **FINALLY PASSED** this 6th day of June, 2023.

Carried

2023-183

Moved by: D. Britton Seconded by: R. Hall
That Bylaw 2023-15, being a Bylaw to approve a policy to prescribe the accounting treatment for tangible capital assets;

Be considered **READ** a **FIRST**, and **SECOND** time this 6th day of June, 2023;

And to be **READ** a **THIRD** time and **FINALLY PASSED** on the 20th day of June, 2023.

Carried

Mayor McIsaac left the Chair; Deputy Mayor Wand took the Chair

2023-184

Moved by: R. Hall Seconded by: D. Britton
That the correspondence from OPP North East Region Regional Commander regarding the highway 11 overpass dedication, be received,

AND FURTHER that staff be authorized to work with the OPP to move forward with this event.

Carried

2023-186

Moved by: D. Britton Seconded by: R. Hall
That Council hereby approves the Site Plan Agreement Application SPA2023-01, with the condition that a revised site plan be provided to show both landscaped open space and exterior lighting details, along with fixture design details. Once a revised site plan is provided, our Planner to execute an agreement between the municipality and the landowner. The approval is subject to the following conditions:

1. That payment of securities be provided for the stormwater management, grading and parking lot works, at 50% of the value of the work being done.
2. That payment of securities be provided for the landscaping works at 50% of the value of the work being done.
3. That this approval is in effect for a period not exceeding 3 years.
4. That the applicant is responsible for all costs associated with the execution of this agreement.

Carried

Mayor McIssac returned to Chair

2023-185

Moved by: D. Britton

Seconded by: R. Hall

That the draft of the revised Municipality of Powassan Donation Policy be received,

AND FURTHER that Council adopts the revised Municipality of Powassan Donation Policy.

Carried

2023-187

Moved by: L. Patey

Seconded by: R. Hall

June 2023 National Indigenous History Month

June 21, 2023 National Indigenous Peoples Day

WHEREAS, in 2009, June was declared National Indigenous History month by the passing of a unanimous motion of the House of Commons; and,

WHEREAS, recognizing National Indigenous History Month is an opportunity for citizens to learn more about the history of the Indigenous peoples in Canada - the first peoples of Canada; and,

WHEREAS, in cooperation with Indigenous Peoples' national organizations, the Government of Canada designated June 21 as National Indigenous Peoples Day; and,

WHEREAS, June 21 was chosen because it corresponds to the summer solstice, the longest day of the year, and for generations many Indigenous Peoples' groups have celebrated their culture and heritage at this time of year; and,

WHEREAS, National Indigenous Peoples Day is a wonderful opportunity to become better acquainted with the cultural diversity of First Nations, Inuit and Métis peoples and to discover the unique accomplishments of Indigenous Peoples;

NOW THEREFORE, I, Mayor Peter McIsaac, on behalf of Council, do hereby proclaim June 2023 as "National Indigenous History Month" and June 21, 2023, as "National Indigenous Peoples Day" in the Municipality of Powassan and urge all residents to take this opportunity to celebrate and recognize the contributions of the Indigenous peoples to our communities and Country.

Carried

2023-188

Moved by: L. Patey

Seconded by: R. Hall

That the correspondence from Community Drug Strategy North Bay and Area regarding their "Choosing a New Direction" project, be received.

Carried

2023-189

Moved by: D. Britton

Seconded by: R. Hall

That the correspondence from Mr. Lawrence regarding the foot bridge near Memorial Park Drive, and request for a crosswalk on Main Street near the Medical Centre, be received;

AND FURTHER that Council directs staff to investigate a crosswalk on Main Street;

AND FURTHER that staff respond to Mr. Lawrence.

Carried

2023-190

Moved by: R. Hall

Seconded by: M. Wand

That the correspondence from the National Chronic Pain Society regarding the opioid crisis, be received,

AND THEREFORE be it resolved that the Council of the Municipality of Powassan calls on the government of Ontario to maintain OHIP coverage for the chronic pain treatments and continue to provide much-needed care of r the people of Ontario;

AND FURTHER that this resolution be circulated to the Premier of Ontario, Ontario's Minister of Health, Ontario's Associate Minister of Mental Health and Addictions and Mr. Fedeli, MPP for Nipissing.

Carried

2023-191

Moved by: L. Patey

Seconded by: D. Britton

That the resolution dated May 9, 2023, from the Municipality of Tweed regarding Bell-Hydro Infrastructure, be received;

AND THAT Council support the Municipality of Tweed's Resolution 328;

AND FURTHER THAT this resolution be circulated to the Premier of Ontario, the Association of Municipalities of Ontario (AMO), MPP Vic Fedeli, all Ontario Municipalities for support, Bell Canada and Hydro One.

Carried

2023-192

Moved by: L. Patey

Seconded by: M. Wand

That the correspondence dated May 29, 2023, from the Rorab Shrine Club regarding a request for the designation of *Shriner's Tag Day* to be held Saturday, June 17, 2023, be received,

AND FURTHER, that Council approves this designation.

Carried

2023-193

Moved by: R. Hall

Seconded by: L. Patey

That the accounts payable listing reports of May 24, 2023, be approved for payment. **Carried**

2023-194

Moved by: D. Britton

Seconded by: R. Hall

That Council now adjourns to closed session at 8:18 p.m. to discuss:

18.1 Adoption of Closed Session Minutes of May 16, 2023

18.2 Security of Property – Section 239(2)(a) of the Municipal Act and under 6(1)(a) of the Procedural Bylaw – the security of property of the municipality or local board.

18.3 Legal – Section 239(2)(f) of the Municipal Act and under 6(1)(f) of the Procedural Bylaw – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18.4 Legal – Section 239(2)(f) of the Municipal Act and under 6(1)(f) of the Procedural Bylaw – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

2023-195

Moved by: R. Hall Seconded by: L. Patey

That Council now reconvenes to regular session at 8:52 p.m.

Carried

2023-196

Moved by: M. Wand Seconded by: D. Britton

That Council now adjourns at 8:52 p.m.

Carried

Mayor

Clerk

District of Parry Sound Housing and Homelessness Annual Report

2022-2023



❖ Housing Programs

❖ Housing Stability and
Ontario Works

❖ Parry Sound Housing Corporation

❖ Esprit Place Family Resource
Centre



www.psdssab.org

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A Message from the Chair of the Board

On behalf of the District of Parry Sound Social Services Administration Board, I am pleased to present our 2022-2023 Housing and Homelessness Annual Report.

After 2 years of pandemic restrictions, we wholeheartedly consider 2022 to be a year of transition as we move out of COVID protocol and back to a new normal. Over the last year, our dedicated housing staff have completed many repairs and upgrades to many units within our community housing portfolio, and as Service Manager, we were also able to provide funding for similar projects to other non-profit housing providers throughout the District, thanks to funding provided by the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI).

Collaboration and integration of services have been areas of focus this year and will continue to be our primary focus into 2023 and beyond. Early last year, our Ontario Works and Housing Stability teams were unified into one team under the division of Income Support & Stability, with the primary goal being to fully support human services integration, and a ‘no-wrong door’ approach. Last spring, that same team recruited a Community Relations Worker with many years of experience working at Esprit Place Family Resource Centre, our Violence Against Women (VAW) shelter. The collaboration of integrating a VAW lens into the Assertive Case Management style of the program has already begun to have a positive impact on the work we’ve been doing towards single window integrated service and a ‘no-wrong door’ approach to accessing our services.

Another collaborative initiative we are very pleased to be part of is our strengthened partnership with the West Parry Sound Health Centre on the collaborative Mental Health Hub to interconnect the hospital with community and social services. Through this initiative and our existing partnership with the West Parry Sound Health Centre, the DSSAB now has a mental health and addictions professional assigned specifically to support those accessing social services. This initiative is intended to actively break down the silos between mental health care and other programs and services to ensure that our community’s most vulnerable people have access to wrap-around supports and care.

Looking forward, all eyes are on the housing market and the need for new housing development in the District. According to the data, Parry Sound saw a population increase above the provincial average between 2016-2021. There is no arguing the fact that the demand is strong for all types of housing along the continuum. What is most concerning for us here at the DSSAB is the availability of affordable rental units. There is a disproportionately high number of single-family homes compared to purpose-built rentals in this area which signifies a need for affordably priced long-term rental units across the District, particularly within the Town of Parry Sound.

After years of being reactive due to restrictions, our Board is hopeful that 2023 will bring more opportunities for collaboration and innovation. We look forward to proactively embracing this new normal, despite its challenges, and working with municipalities and community partners to empower the people we serve to improve their quality of life.

**Rick Zanussi,
Board Chair
District of Parry Sound Social Services Administration Board**

Objective 1: To provide Home Ownership and Ontario Renovates programs to assist homeowners in remaining in their homes. As well as supporting those looking to enter the homeowner market.

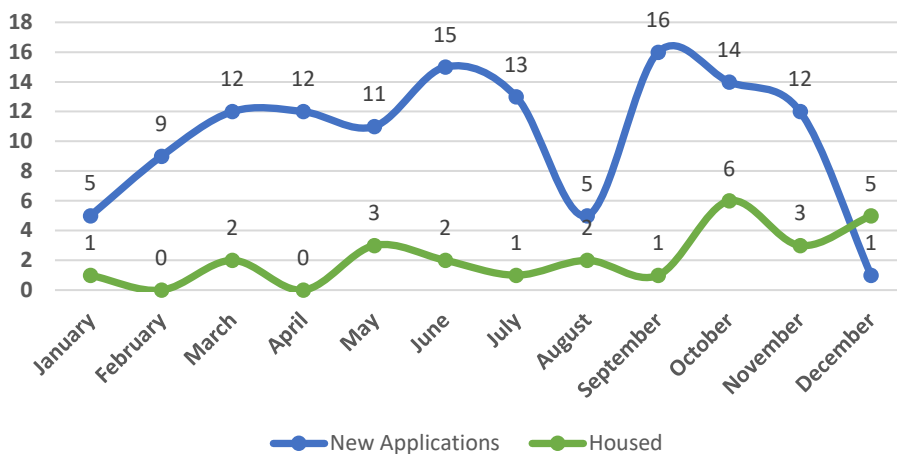
Our Housing Programs team recognizes the importance of affordable home ownership within the District of Parry Sound. However, in the context of extreme inflation and increased demand for housing outside major metropolitan areas, the current housing market is simply not accessible to people living on low and fixed incomes. We also have aging non-profit housing stock that needs repairs to ensure longevity and no loss of units. Due to these factors, we are currently focusing funding on necessary repairs to our non-profit housing portfolio, as well as pursuing landlord engagement and increased collaboration with the private development sector in the hopes of building more affordable homes and rental units throughout the District in the future.



Housing Programs

In 2022 Housing Programs saw just over 50 households begin receipt of the Canada-Ontario Housing Benefit (COHB), and we are currently waiting for an additional twenty applications to be approved by the ministry. COHB funding currently helps over 80 households to remain affordably housed in the District of Parry Sound and we are already preparing to submit more applications in the first half of 2023. The department has also successfully implemented simplified RGI as legislated by the *Housing Services Act*. The RGI calculation no longer focuses on ensuring that every household immediately report changes. Instead, most household income changes are only reported once a year at the annual review, creating significant reductions in the frequency of calculations. The purpose of these changes is to simplify the process so households can more easily understand how we calculate their rent and to provide stable rent amounts that change less frequently. Our goal is to make the process as simple as possible for current tenants and applicants. Our team completed ONPHA's course "The Simplified World of RGI Administration," to ensure we have the most up to date knowledge of the current legislation.

New Applications vs. People Housed in 2022



In 2022 we received:

125 New RGI Applications

68 Cancelled RGI Applications

26 People Housed

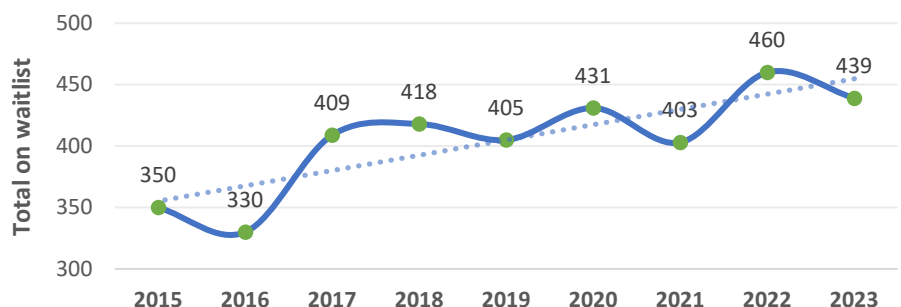
6 SPP Applications

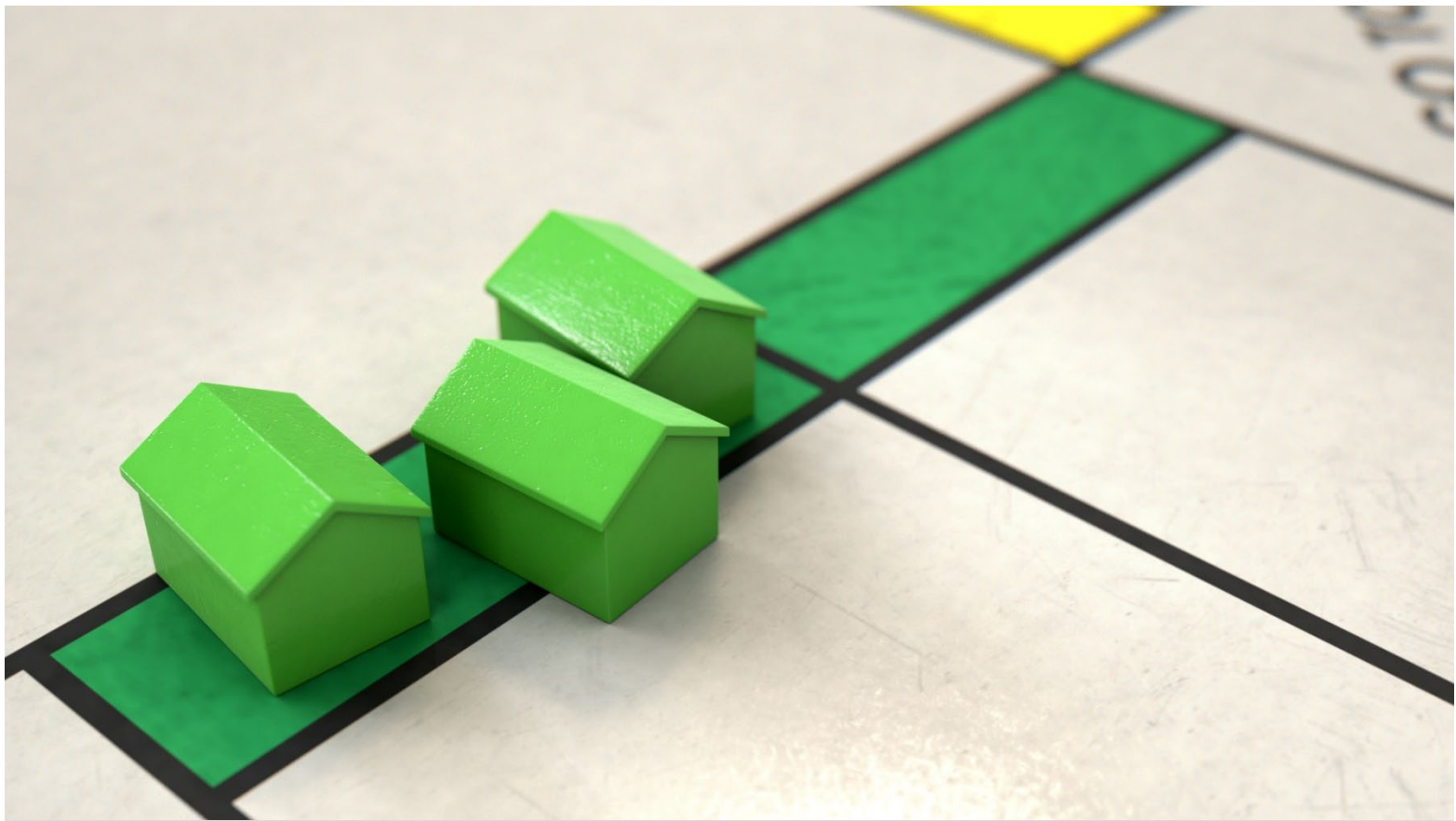
3 SPP Housed

* SPP are special priority applicants fleeing domestic violence and/or human trafficking. They are given priority on the RGI housing waitlist.

We have seen a steady increase in demand for affordable housing within the District over the last 8 years. As a result, our waitlist trended upwards over that time period. However, we have been able to lower the total waitlist as we enter 2023 and hope to continue that trend throughout the year.

Waitlist Unduplicated (2015-2023)





Objective 2: To work with non-profit and private developers to increase market and affordable homes within the District.

To help facilitate successful partnerships with local non-profit and private developers and landowners, our Housing Programs team created a survey based on current best practices in landlord engagement. The Parry Sound DSSAB Landlord Engagement survey was launched on November 1, 2022 and closed on December 15, 2022. Responses were collected anonymously through Survey Monkey and recruited through public posts on our social media pages, our website, and through cards with a survey link distributed throughout the community. Responses were collected from 14 landlords and helped us better understand the concerns of local landlords, as well as determining their interest in future collaboration with the Parry Sound DSSAB. This process allowed local landlords to provide feedback and opened lines of communication between our housing staff and potential housing providers in the District. We will continue to nurture and expand these relationships in the hopes of procuring additional units for our service users in the future. Maintaining successful, reciprocal, and respectful relationships with local landlords is a vital part of our housing strategy.

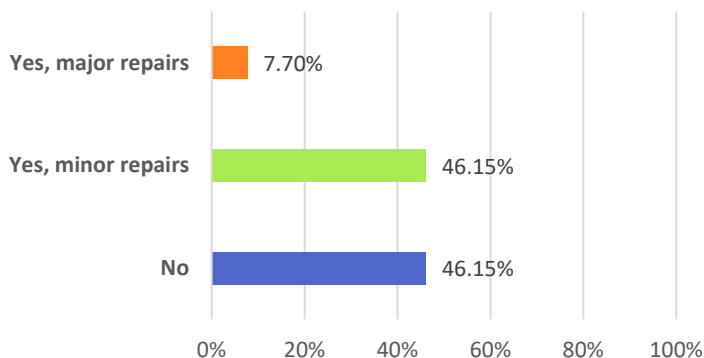
Landlord Engagement Survey

We learned important details about our local landlords through our survey response analysis. Most significantly, nearly 80% of respondents indicate their property is more than 30 years old. This is important because it demonstrates aging housing stock within the private rental market. Funding streams such as the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) were created with the understanding that much of Canada's public housing stock is aging and in need of repair. These survey results indicate that the same problems exist within our private rental housing market, making retrofit and new development an important priority. Survey results also demonstrate that more than half of respondents have properties in need of repair. When asked what might make them more open to partnerships with the Parry Sound DSSAB, the top 3 answers were:

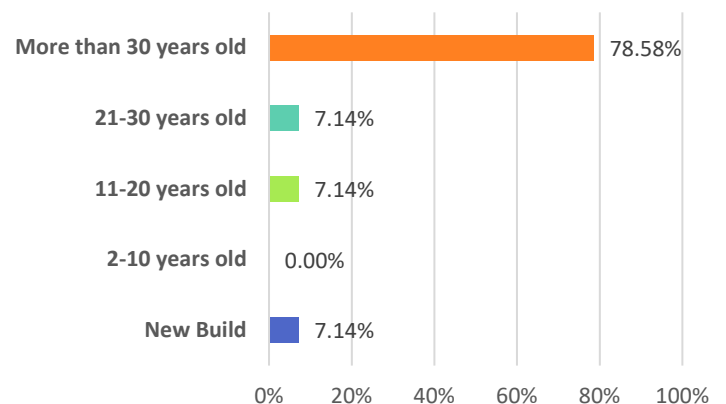
1. Funding to repair damages to the unit (58.33%)
2. Ability to select population of interest (i.e. veteran, single parent, individuals with disabilities, etc.) (50%)
3. Assistance with property improvements (41.67%)

Survey results indicate that local landlords are largely motivated by funding opportunities, especially those with long-term cost savings such as energy efficiency programs. Landlords also want to maintain a high degree of control over the type of tenant selected for their rental units. High demand for rental housing in the Town of Parry Sound puts pressure on the local rental market, driving up rent costs in the area and allowing landlords to be more selective of tenants. While the highest rents are seen in the Town of Parry Sound, we can see by comparing existing tenancies with newly available units that rents are rising significantly throughout the entire District. These results indicate a strong need for newer, more efficient, purpose-built rental housing that is designed to be higher density than the current model of single-detached dwellings.

Is your rental property in need of repairs?



How old is your rental property?



Parry Sound Housing Corporation Tenant and Maintenance Services

Our Tenant and Maintenance Services teams went through several exciting changes in 2022. The program went through a complete transformation with the hiring of two new Supervisors, as well as three Maintenance Facility Technicians, a Community Relations Worker on the East side of the District, and a contract for Tenant Services Case Support. The two programs work closely as a team to support our tenants. One highlight from 2022 was renovations of the common rooms in our buildings. These provided much needed improvements and the tenants now have nicer spaces to socialize.

Highlights

In 2022 our Tenant and Maintenance Services teams completed:

222 tenant home visits

140 negotiations/arbitrations

594 work orders

53 repayment agreements

62 move-ins and 28 move-outs



Tenants at our building in Burk's Falls meet for a daily coffee hour in their newly renovated common room.



“I am very happy with my apartment it is bright and comfortable. All the tenants are friendly and helpful. The staff are very nice and easy to deal with... the building is kept clean and free of odors and any of the housing staff that I have dealt with are kind, helpful and understanding. It is really quiet here at night. I love it.”

- Tenant Feedback

We have been able to complete several large repairs to our buildings in 2022-2023. One highlight was the window replacements for 20 units in Parry Sound. Our Maintenance teams also work hard to ensure quick response to work orders and after-hours calls so that our tenants are always safe and supported. We have also begun collecting tenant feedback which helps us to better understand what we do well and what we can improve. This has been very successful in improving our relationship and communication with our tenants, and therefore improving the level of support we can provide.

Challenges:

COVID created significant backlogs in maintenance, building, and repairs projects so it is difficult to find contractors in a timely manner. At times we struggle to meet the legislated requirement to procure three quotes due to lack of choice and availability in the District. This high demand and low availability also put pressure on prices, which continue to rise steadily. We are consistently working to balance high quality repairs with affordable costs so that we can complete as many repairs as possible.



Funding from the Ontario-Priorities Housing Initiative (OPHI) allowed Parry Sound Housing Corporation to replace the windows at our singles building in Parry Sound (20 units). COCHI and OPHI Year 4 funding also allowed us to install security system upgrades which improve the safety of 197 units throughout the District.



Objective 3: To focus on building stronger relationships with our Indigenous communities and to utilize COCHI funding to support the sustainability of our Indigenous non-profit housing provider Georgian Bay Native Non-Profit Homes.

The 2021 Census of Population also demonstrates that the District of Parry Sound has a large population of Indigenous peoples, who make up 7.2 percent of the total population of the District, compared to 2.9% of the population of Ontario and 5% of the population of Canada.* There is therefore a great need for services created with, by and for the Indigenous peoples in the District of Parry Sound. COCHI Year 3 funding supported repairs to 13 units of Indigenous housing and COCHI Year 4 supported repairs to 6 units of Indigenous housing in the District of Parry Sound. We also maintain an ongoing partnership with the Parry Sound Friendship Centre, which helps with outreach and enumeration in the community.

* Statistics Canada. (2022). *Focus on Geography Series, 2021 Census of Population, District of Parry Sound: Indigenous peoples.*



A Note from the Director of Women's Services:

In 2022 Esprit Place became a part of the DSSAB's Women's Services Programs. Women's Services strives to create coordinated and integrated single window access to immediate protection and quality support to all survivors of violence who identify as female and their dependent children. This may include safe emergency shelter, income and housing support, referrals for medical treatment and police interventions, social, psychological, and legal assistance, ongoing counselling and support, and support for children experiencing violence. To be successful, we are focusing on developing or re-establishing strong relationships with DSSAB programs and services as well as community partners throughout the region.

The needs of the clients we serve and barriers to accessing service have increased over the last few years and Esprit Place is committed to updating our programs and services to address those realities. Women's Services is working diligently to assist our clients in overcoming the following critical concerns:

- ❖ Public transportation within Parry Sound and between communities in the District of Parry Sound
- ❖ Availability of timely and appropriate addictions treatment
- ❖ Access to safe, affordable housing
- ❖ Employment opportunities
- ❖ A lack of domestic violence awareness and prevention initiatives
- ❖ Complex mental health and substance use issues



**271 CRISIS
CALLS**

**872 HOURS
OF DIRECT
SERVICE**

**86
INTAKES**

**2,119 WARM
BED NIGHTS**

**TRANSITIONAL
SUPPORT TO 24
WOMEN**

**CHILDRENS
VOICES:
17 WOMEN
24 CHILDREN**



Objective 4: To focus on creating additional transitional units within the District of Parry Sound to assist chronically homeless people.

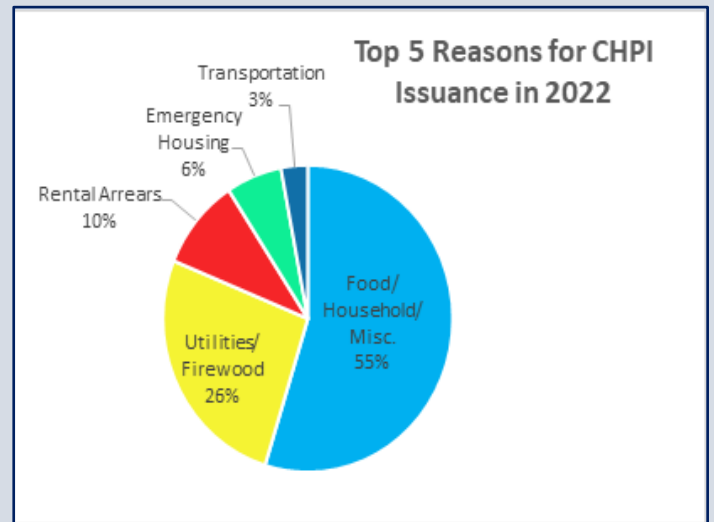
Our Hotel Pilot Project provided 25 transitional units to people experiencing homelessness in the District of Parry Sound (18 on the West side of the District and 7 on the East). That project came to an end on December 31, 2022, and our focus has been on making that transition as smooth as possible for service users. The Housing Stability team successfully helped everyone staying in the hotels into more stable housing by assisting with rental applications, searching for rental units, providing transportation to family and other support networks, and by applying for the Canada-Ontario Housing Benefit (COHB) and Short-Term Housing Allowances (STHA) to make local rental units more affordable. The Hotel Pilot Project highlighted the need for short-term and transitional housing in addition to long-term rental accommodations within the District. With the project ending, we are even more aware of the importance of building successful relationships with local landlords to help provide our clients with stable, affordable housing.

Housing Stability

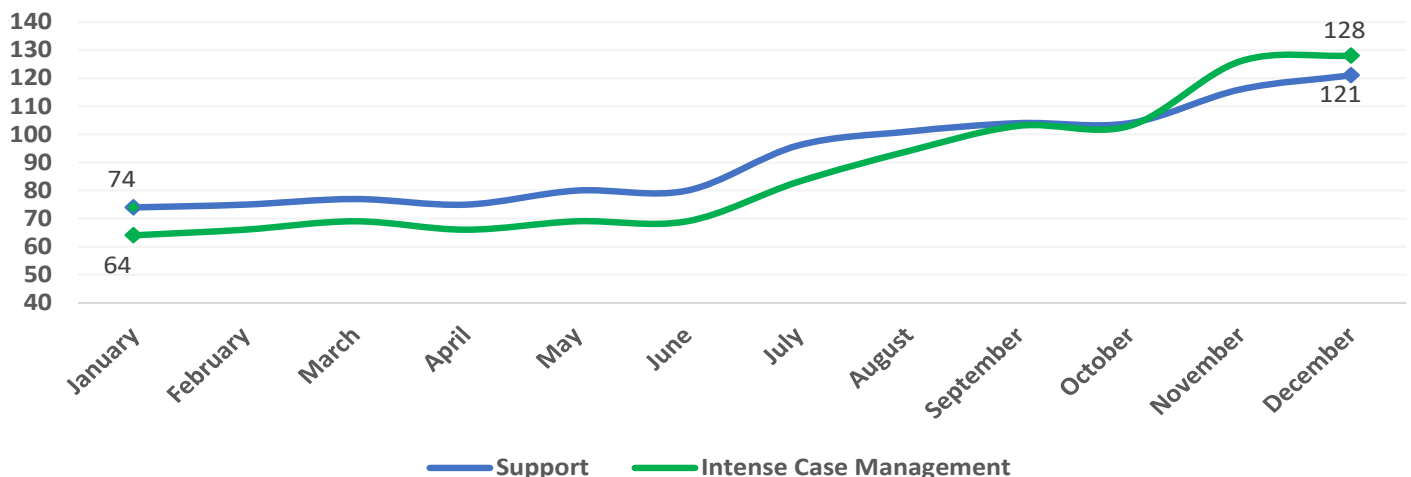
Our Housing Stability team continues to look for opportunities to increase our presence in the community and build relationships with community partners and service users through outreach. We work closely with Ontario Works staff and Housing Stability Community Relations Workers are currently spending one day a week at Esprit Place, providing additional support with transition out of the shelter and into permanent housing. We continue to research best practices in housing first and coordinated access and are consistently finding creative ways to implement these strategies in a rural and small-town context. Community Homelessness Prevention Initiative (CHPI) funding continues to be a vital resource in helping keep service users out of homelessness, but demand in the District continues to grow. Our team provided 146 Housing Allowances in 2022, as well as referrals for 84 people experiencing homelessness and 93 people at risk of homelessness. As shown in the chart below, in 2022 the number of support cases nearly doubled and intense case management more than doubled.

Community Partnership Highlight!

The Almaguin Highlands Community Partner meeting was held in South River in December 2022. We shared information on the BNL with our partners and representatives from Outloud North Bay presented on their program supporting 2SLGBTQIA+ youth in North Bay and the Northeast of the District.



Housing Stability Case Support 2022

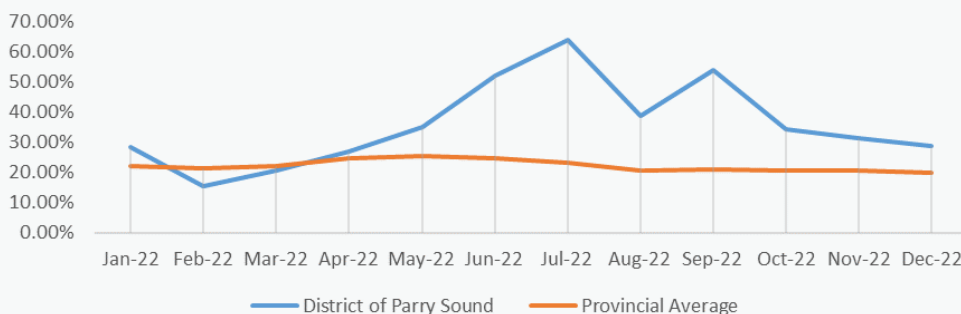


Ontario Works

The Ontario Works caseload reached 578 at the end of December 2022 and we are supporting 38 ODSP participants in our Employment Assistance program. We have seen caseloads slowly increase towards pre-pandemic levels in 2022 but our Ontario Works teams were successful in finishing the year above the provincial targets for both percentage of closures, and percentage of caseload, exiting into employment. Seasonal work makes up a large proportion of the labour market in the District of Parry Sound, we therefore see improved employment outcomes in the summer months. The Ontario Works team continues to work closely with Housing Stability to ensure coordinated case support where possible. In the East side of the District, our Ontario Works department purchased a van so that staff can meet service users where they are rather than requiring them to find transportation to our office. This has been hugely successful for our service users as most are living in remote areas with no access to public transportation. Discussions have also begun with ODSP Northeast Region's North Bay office and Ontario Works offices to discuss joint protocols and maintain a healthy partnership between offices.



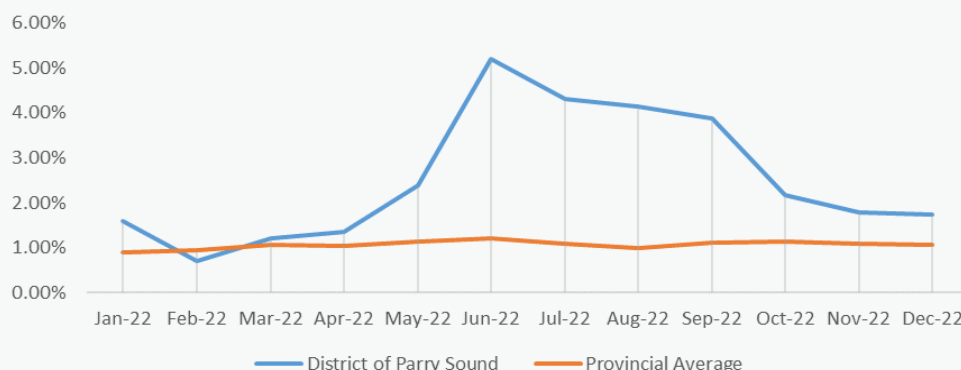
% of Closures Exiting to Employment



Percent of Closures Exiting to Employment

Target – 30.34%
 Q1 Result – 27.85%
 Q2 Result – 43.93%
 Q3 Result – 52.11%
 Q4 Result – 31.37%
2022 Result – 38.82%

% of Caseload Exiting to Employment



Percent of Caseload Exiting to Employment

Target – 2.47%
 Q1 Result - 1.53%
 Q2 Result - 3.3%
 Q3 Result - 4.12%
 Q4 Result - 1.89%
2022 Result – 2.71%



Objective 5: To continue to work toward development of innovative Housing First strategies to reduce homelessness.

The District of Parry Sound saw our By-Name List (BNL) continue to grow in 2022 as outreach expanded and our staff, as well as the community at large, increased awareness of homelessness within our District. Our Housing Stability teams continue community outreach and regularly monitor reported encampments to offer supports to those who want them. We have also worked closely with many people on our BNL to assist them in achieving stable housing. Despite a lack of suitable rental housing within the district, our staff have worked hard to find stable, affordable housing options for people experiencing homelessness. As of December 2022, our Housing Stability team has housed 54% of individuals on the By-Name List.



Objective 6: To focus on the development and maintenance of relationships with community partners and services across the District.

Through the IMPACT (Inter-Agency Mobilization of Partners Achieving Collaboration Table) Parry Sound Community Mobilization Project we at the Parry Sound DSSAB have been able to use case conferencing to help high-acuity individuals and families get the supports they need. The IMPACT program team meets bi-weekly and allows us to plan effective interventions and supports through communication and collaboration with the following agencies: Ontario Provincial Police, Children's Aid Society of Nipissing and Parry Sound, The Friends Parry Sound, Parry Sound High School, First Nations and Inuit Health Branch, West Parry Sound Health Centre, Canadian Mental Health Association, Parry Sound District Geriatric Emergency Management, Parry Sound District EMS Paramedics, and the Town of Parry Sound Fire Department.

Our Housing Stability team maintains a strong ongoing partnership with Ontario Works and both programs have begun monthly and semi-monthly check-ins with municipal offices across the District. This has helped us to increase understanding of what our programs do and what supports we can provide to people living in each of the 22 municipalities within the District of Parry Sound.

We know that food security and access to medical supports are important concerns for many of our tenants and we work with community partners such as Harvest Share, the Salvation Army and Ontario Community Paramedicine to help provide support to our housing buildings and to the community at large. These community partners also help us with outreach and enumeration as they are active throughout the community and often help provide a link between our services and potential service users.



Giving
Hope
Today



Moving Forward...

2022 was a year of transition as we moved out of COVID protocols and into our new “normal.” The year brought with it many challenges as our District dealt with the fallout of the pandemic, inflation, and the resulting mental health crisis. However, we have been excited to see our teams back out in the community, supporting people in their homes, and completing outreach in new ways. It feels like coming home after a long period of isolation from the people we serve. This reconnection offers a spark of hope and a reminder of why our communities work better together.

2023 Partnership Highlight!

We are excited to have begun a partnership with the West Parry Sound Health Centre's Nurse Practitioner-Led Clinic for the year 2023. The purpose of this partnership is to identify those who access PSDSSAB programs and services, who would benefit from mental health and/or addiction supports and use our partnership with the NPLC to provide linkages to these services. The PSDSSAB has provided funding in full to support a full-time dedicated Mental Health and Addictions Social Worker to work within the District of Parry Sound. The program is off to a great start with 177 client contacts in the period of January through March 2023.

The Need for New Development

The 2021 Census of the District of Parry Sound shows significant population growth in comparison to historical averages. Between 2011 and 2016 the population of the District of Parry Sound increased by only 1.6% but between 2016 and 2021 the population of the District increased by 9.5%. In comparison, population growth was only 5.8% in Ontario and 5.2% in Canada.* This indicates recent population growth in our region that significantly exceeds both provincial and national averages. The pressures placed by this growth on our organization, as well as the regional housing market, have been significant. There is therefore a pressing need for more purpose-built, affordable rental housing throughout the District. It is our goal in the coming years to shift our focus from repairs to new development to create more affordable units.

* Statistics Canada. (2022). *Focus on Geography Series, 2021 Census of Population, District of Parry Sound: Population and Dwelling Counts*



Appendix A: Annual Reporting Template

Reporting on the Progress of the Plan

Objectives	Outcomes	Measures	Targets	Annual Progress/ Achievements
To focus on creating additional transitional units within the district to assist chronically homeless people.	Increase transitional housing including supports.	Number of transitional units created per year.	Increase by one unit per year.	Our "Hotel Pilot Project" provided 25 transitional units (18 West, 7 East) for all of 2022, ending on December 31. Our Housing Stability team is working with our LHC to create new transitional units this year.
To work with non-profit and private sector developers to increase market and affordable homes within the District.	To improve access to housing for people across all levels of the housing spectrum.	Number of market and affordable homes created per year.	Create 10 affordable units per year.	The NOAH project was completed last year and provided 25 affordable and 25 market units. We completed a landlord engagement survey in 2022 in the hopes of building better partnerships with the local private sector.
To focus on building stronger relationships with our Indigenous Communities. To utilize COCHI funding to support the sustainability of our Indigenous non-profit housing provider.	Working toward a Memorandum of Agreement to increase partnerships, coordinated access to services with culturally based services with Indigenous Partners.	Number of Indigenous rent-geared-to-income units supported by COCHI.	Repair five units through COCHI.	Due to the age of our local housing stock, COCHI Year 4 funding has been allocated to non-profit housing providers for repairs that preserve and expand the lifespan of their portfolio to ensure no loss of units. COCHI Year 4 provided security system upgrades and repairs to 6 Indigenous housing units.
To provide Home Ownership and Ontario Renovates programs to assist homeowners in remaining in their homes & supporting those looking to enter the homeowner market.	To assist with the excessive cost of purchasing a home & the costs associated with aging housing stock.	Number of households supported through Home Ownership & Ontario Renovates programs.	Complete two Home Ownership agreements & eight Ontario Renovates projects over five years.	Housing stock in the District of Parry Sound tends to be more than 30 years old and in need of repairs. OPHI Year 4 has been allocated to non-profit housing providers to support necessary repairs to 64 units. Repairs focused heavily on health and safety, including improvements to security and fire prevention systems.
To continue to work toward development of innovative Housing First strategies to reduce homelessness.	To continue rapid rehousing & providing the supports necessary to achieve long-term housing stability.	CHPI statistics including number of people housed.	Successful interventions as determined by the number of people housed.	Our Housing Stability team successfully housed 92 people from the BNL in 2022. We also maintain several community partnerships to provide coordinated case management and mental health referrals in order to help maintain successful tenancies.
To focus on the development and maintenance of relationships with community partners and services across the District.	To continue to build and maintain coordination and communication networks to further support clients.	Ongoing commitment to participating in networks.	Continuing active participation in community networks.	We continue to attend the Inter-Agency Mobilization of Partners Achieving Collaboration Table (IMPACT) on a bi-weekly basis. We also maintain ongoing collaboration with community groups such as Harvest Share, the Salvation Army, Community Paramedicine and the Parry Sound Friendship Centre.

District of Parry Sound



Social Services
Administration Board

Chief Administrative Officer's Report

June 2023

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

OMSSA Exchange Conference

OMSSA hosted more than 330 people from the human services, health, child care, and public services for an in-person 2023 Exchange Conference held on May 9th and 10th in Ottawa.

This conference was attended by several staff from the DSSAB Leadership Team. It provided the opportunity to bring human services staff from across Ontario to learn, inspire, and think about the Ontario we all want.

Over two days, the Exchange Conference focused on several important professional development topics, enhancing skill sets, and the innovative work happening in each of our sectors to address the most pressing issues in our local communities.

Highlights for us were sessions regarding employment services transformation, early childhood educator recruitment and retention, CMHC National Housing Strategy update and other various conversations regarding housing.

Geriatric Pathway

On May 16th, the Director of Income Support & Stability attended the West Parry Sound Geriatric Pathway event at the Jolly Roger. The event was hosted and facilitated by Ontario Health, included a presentation on Leading Practices in ALC and facilitated discussions on the Community Pathway and Acute Care Pathway for seniors. The West Parry Sound area is receiving ALC initiative funding from Ontario Health and this day was an opportunity to identify gaps and determine opportunities to maximize existing services or how any new services can support older adults along the entire continuum of care.

Facebook Pages

A friendly reminder to follow our Facebook pages!



- ♦ [District of Parry Sound Social Services Administration Board](#)
- ♦ [Esprit Place Family Resource Centre](#)
- ♦ [EarlyON Child and Family Centres in the District of Parry Sound](#)
- ♦ [The Meadow View](#)

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023
Total Page Followers	410	428	446	462	471	474
Post Reach this Period (# of people who saw post)	4,180	8,907	4,645	7,891	4,460	3,789
Post Engagement this Period (# of reactions, comments, shares)	59	234	565	757	505	241

Esprit Place Family Resource Centre	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023
Total Page Followers	127	128	128	132	131	131
Post Reach this Period (# of people who saw post)	353	103	75	124	116	29
Post Engagement this Period (# of reactions, comments, shares)	36	1	3	7	71	1

Twitter Stats

Link to DSSAB's Twitter page - <https://twitter.com/psdssab>

	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023
Total Tweets	1	3	7	13	8	8
Total Impressions	13	178	158	300	300	291
Total Profile Visits	24	66	57	217	130	137
Total Followers	26	27	28	28	27	27

Linkedin Stats - used primarily for HR recruitment & RFP/Tender postings

Link to DSSAB's Linkedin page - <https://bit.ly/2YyFHIE>

	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023
Total Followers	377	382	395	399	410	416
Search Appearances (in last 7 days)	176	239	318	308	245	228
Total Page Views	45	46	31	31	30	41
Post Impressions	374	266	828	929	697	546
Total Unique Visitors	15	15	16	17	11	19

Esprit Donation

Esprit Place Family Resource Centre would like to thank the members of [Evolve Fitness Parry Sound](#), and owner Brenda Thomas, who hosted the 'Yoga Pant Drive' last month.

Together they collected bags and boxes of yoga pants and comfortable clothing, which are typically some of the most desirable donations for shelters. When a woman is leaving an abusive or unsafe situation, they often have little to no resources, including a change of clothes.

A huge thanks to Brenda, and the members of [Evolve Fitness Parry Sound](#) for their generosity!



Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District April 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	0	10	13
Toddler (18-30M)	16	9	14	17	39	95
Preschool (30M-4Y)	20	16	19	42	47	144
# of Active Children	36	25	36	59	96	252

Enrollment has remained consistent during the month of April in all licensed programs.

School Age Programs

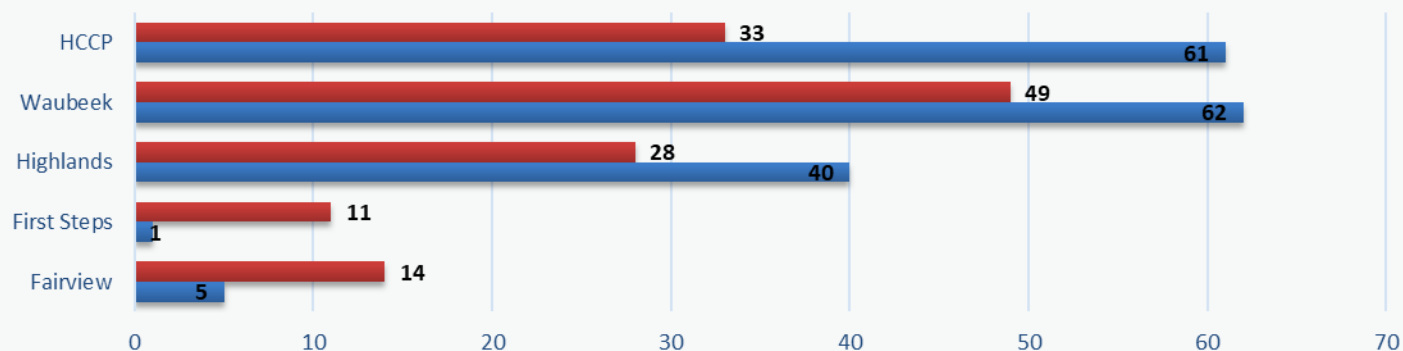
April 2023

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	21	8	5
Mapleridge Before School	6	0	2
Mapleridge Summer Program	N/A	20	N/A
St. Gregory's After School	9	0	0
Sundridge Centennial After School	14	7	4
Land of Lakes After School	13	5	10
Home Child Care	39	10	5
# of Active Children	102	50	26

The school age programs remain very busy, and families are starting to request September placements. The Mapleridge Summer Program is filling up quickly as shown on the Primary Waitlist. Parents will be contacted early this month to complete the enrollment process.

Directly Operated Child Care Waitlist by Program

April 2023



In the above chart, the blue graph shows the number of children in each program requiring care immediately that we are unable to accommodate within our licensed ratios. The red graph shows the number of children on the waitlists that will need care in the future months and some families currently on maternity leave that will require care next year. There has been significant increases across the District in families requesting to be added to our waitlists. The highest increase in requests have been noted in the Town of Parry Sound and the south-east corner of the District. It is noteworthy that families will appear on both the Home Child Care Program and centre-based programs, these are not unique numbers.

Inclusion Support Services

April 2023

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	0	0
Toddler (18-30M)	1	5	6	10	3	0	0
Preschool (30M-4Y)	8	39	47	51	3	2	1
School Age (4Y+)	2	19	21	21	1	0	4
Monthly Total	11	63	74	-	7	2	5
YTD Total	12	68	-	84	24	18	7

EarlyON Child and Family Programs

April 2023

Activity	April	YTD
Number of Children Attending	1,430	3,136
Number of New Children Attending	86	172
Number of Adults Attending	911	2,023
Number of Virtual Programming Events	9	17
Number of Engagements through Social Media	1,359	1,819
Number of Views through Social Media	24,247	35,104

The EarlyON program has been fine tuning the schedule and as a result has moved the Mom's to Mom's group to Tuesday mornings. This move has allowed many new moms to attend. The family workshops and resources have focused on an overview of licensed child care and fee subsidy. School-based programs have been invited to attend the local school's Journey to Learning entry to school events.

Funding Sources for District Wide Childcare Spaces April 2023

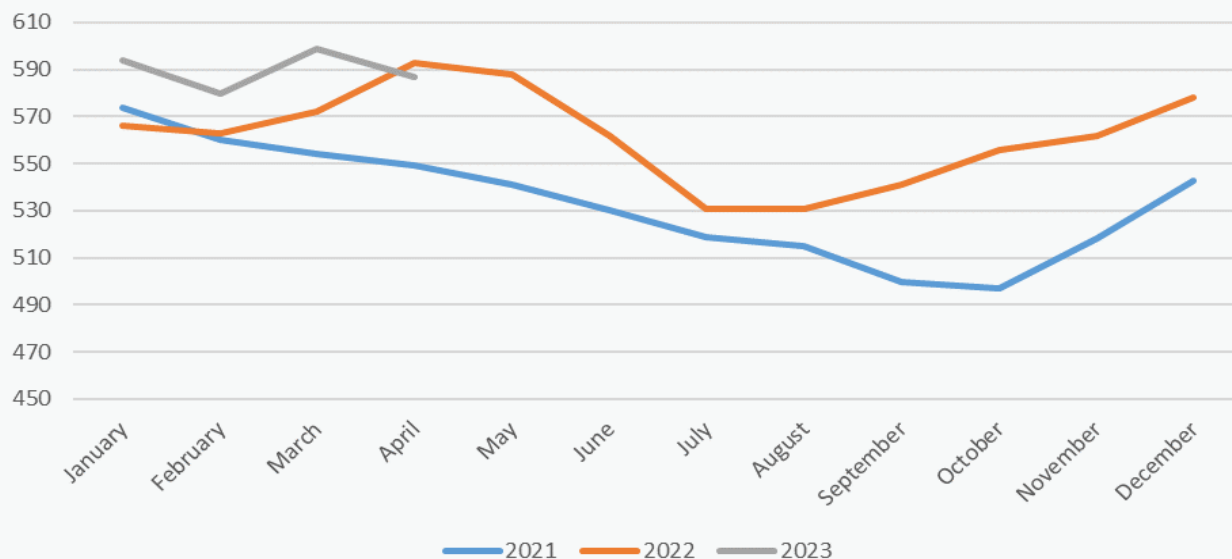
Active	# of Children	# of Families
CWELCC*	128	124
CWELCC Full Fee	201	197
Afterschool Fee Subsidy	5	5
Fee Subsidy	31	26
Full Fee	27	24
Ontario Works	8	7
Total	400	383

Funding Source - New	# of Children	# of Families
CWELCC	6	6
Ontario Works	1	1
Total	7	7

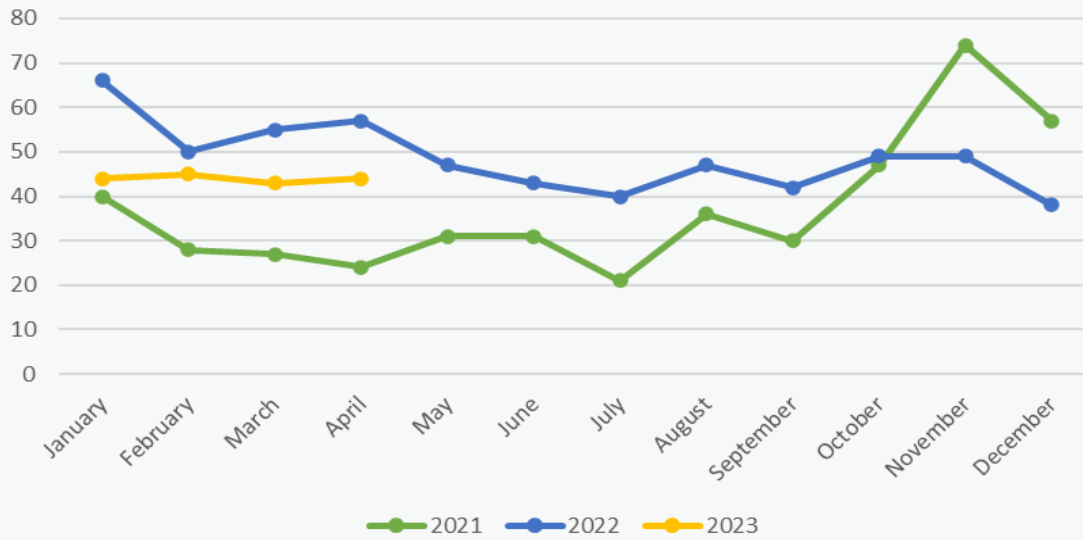
* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - Exits	# of Children	# of Families
Afterschool Fee Subsidy	2	1
Total	2	1

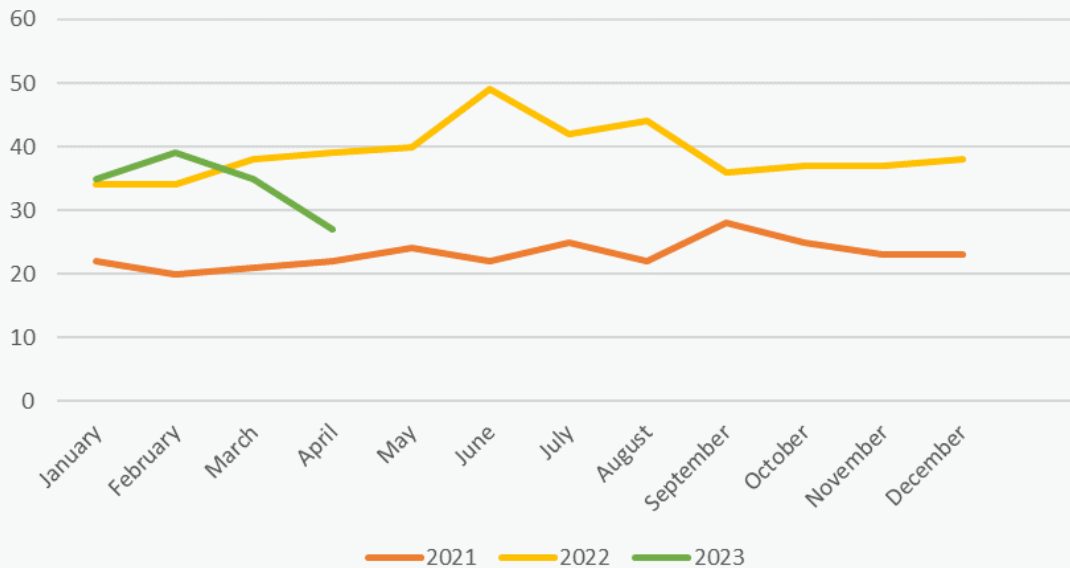
Ontario Works Caseload



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received



ODSP Participants in Ontario Works Employment Assistance



Ontario Works applications

2 ▼

Average received per business day

44

Received Apr 2023

Emergency Assistance applications

1 ▲

Average received per business day

15

Received Apr 2023

Average number of business days from screening to grant

0.5 ▲

Ontario Works

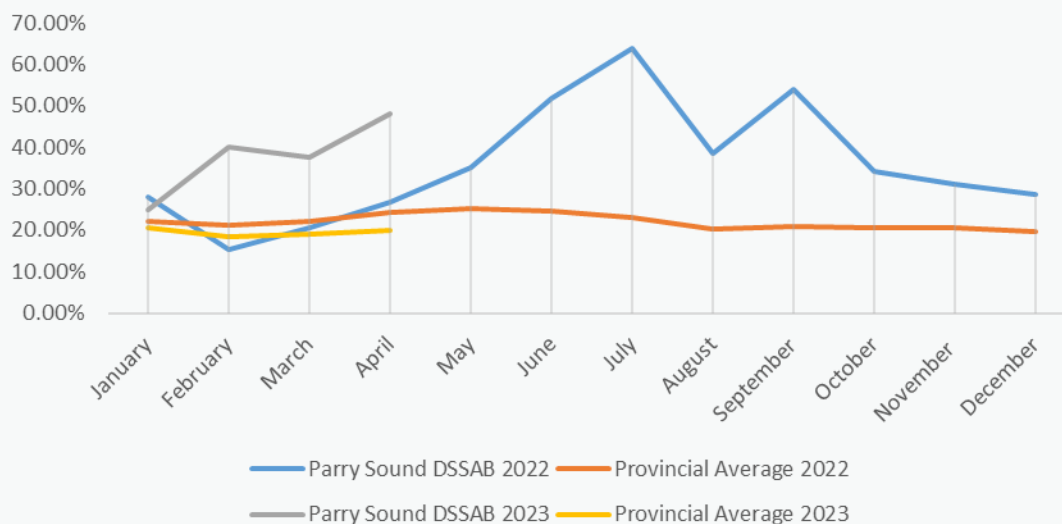
0.9 -

Emergency Assistance

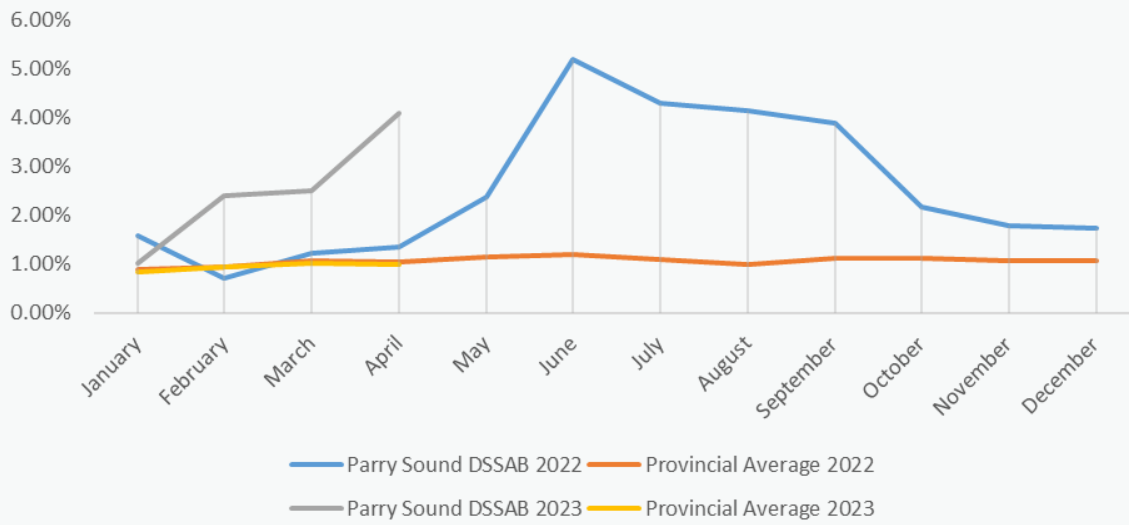
The OW Caseload for April was 587 (there 942 beneficiaries in total). We are supporting 27 ODSP participants in our Employment Assistance program. We also have 54 Temporary Care Assistance cases. Intake also remains steady. We had 44 Ontario Works Applications (up 1 from March) and 15 applications for Emergency Assistance in April.

Employment Assistance & Performance Outcomes

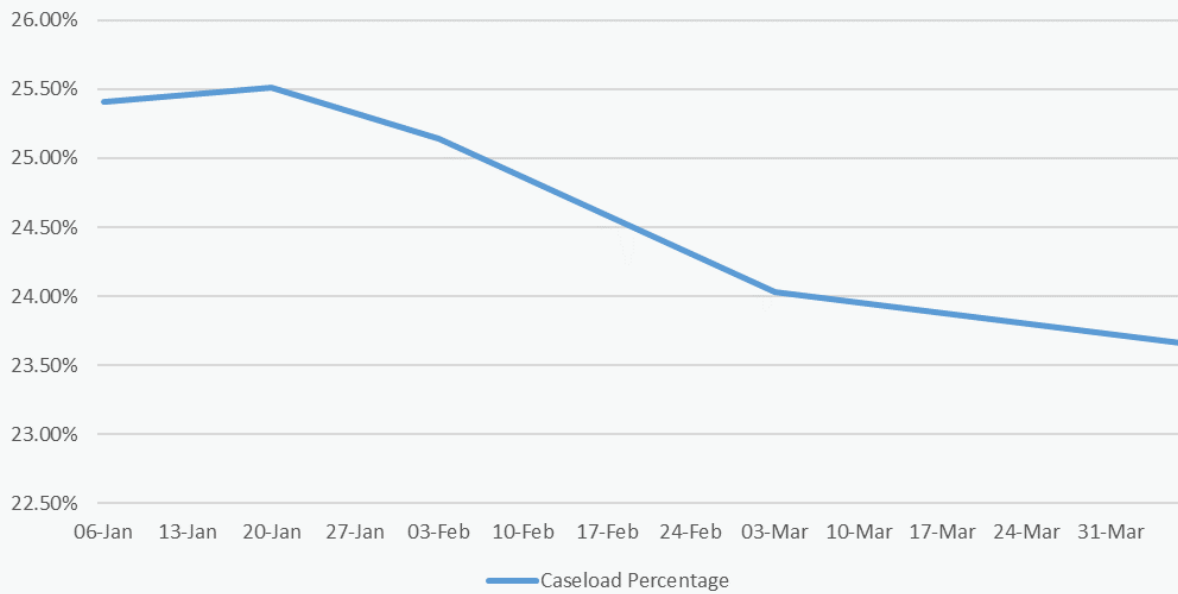
% of Closures Exiting to Employment



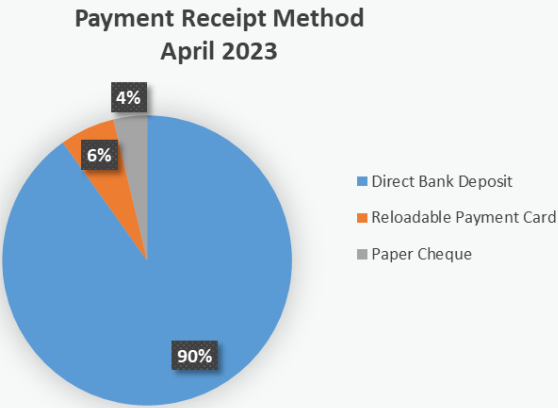
% of Caseload Exiting to Employment



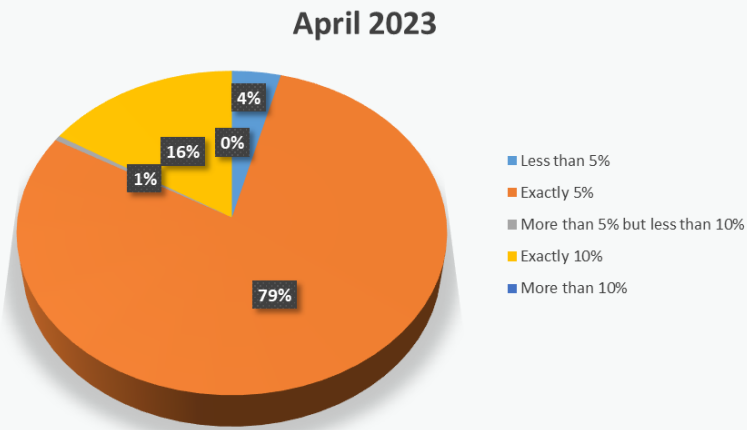
MyBenefits Enrollment 2023



DBD Enrollment



Overpayment Recovery Rate



48.5
Av. Age



32
Clients

177 Client Encounters

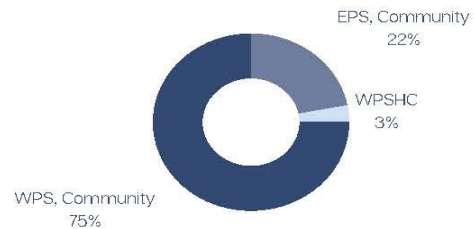
Referral Source



Client Gender



Location of Encounter



Referral Out

CMHA 6	PSFHT 3	OPP 3	RAAM 2	Min Attorney General 1	NNDSB 1
				Monarch 1	ODSP 1
			CAS 2	PSSAS 1	WPSHC 1
				DSO 1	Addiction Tx 1
	SJB 3	NPLC 3	HCCSS 2	GP 1	Detox 1

Encounter Data for 2022-2023 Q1 (Jan-Mar)

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Stability Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Stability Program, periodically within the month, not requiring intense case management.

April 2023 Income Source	East	West
Senior	6	16
ODSP	10	32
Ontario Works	4	12
Low Income	15	29

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

April 2023 Income Source	East	West
Senior	13	20
ODSP	10	21
Ontario Works	6	15
Low Income	10	37

Contact/Referrals

April 2023	East	West	YTD
Homeless	1	2	16
At Risk	5	7	33
Esprit Outreach Homeless	2	0	2
Esprit Outreach at Risk	0	3	7
Esprit in Shelter		1	5
Program Total			63

Short Term Housing Allowance

	Active	YTD
April 2023	8	27

Housing Stability: Household Income Sources and Issuance from HPP:

April 2023 Income Source	Total	HPP
Senior	4	\$2,604.95
ODSP	4	\$2,118.94
Low Income	3	\$1,038.14

April 2023 Reason for Issue	Total
Utilities/Firewood	\$1,254.25
Food/Household/Misc	\$4,298.73
Emergency Housing	\$209.05
Total	\$5,762.03

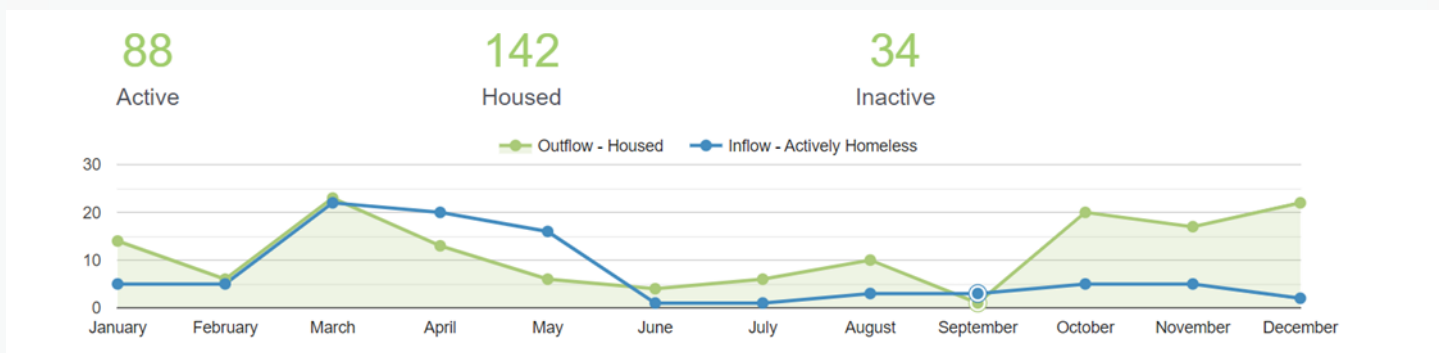
Ontario Works: Household Income Sources and Issuance from HPP

April 2023 Income Source	Total	HPP
Senior	1	\$600.00
ODSP	8	\$2,174.08
Ontario Works	7	\$1,980.83
Low Income	1	\$100.00

April 2023 Reason for Issue	Total
Rental Arrears	\$700.00
Utilities/Firewood	\$1,219.07
Food/Household/Misc.	\$2,727.84
Emergency Housing	\$208.00
Total	\$4,854.91

By-Name List Data

September 2021 - April 2023



Housing Programs

Social Housing Centralized Waitlist Report April 2023

	East Parry Sound	West Parry Sound	Total
Seniors	39	113	152
Families	123	419	542
Individuals	441	182	623
Total	603	714	1,317
Total Waitlist Unduplicated			433

Social Housing Centralized Waitlist (CWL) 2022 - 2023 Comparison

Applications and Households Housing from the CWL

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb	5	1	10		
Mar	12		5	2	1	Mar	6		35		
Apr	12	1	1			Apr	11		17	6	
May	11	1		3		May					
June	15		3	2		June					
July	13	2	10	1		July					
Aug	5		17	2	1	Aug					
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	27	2	75	6	0

SPP = Special Priority Applicant

- Housing Programs approved 11 new applications in April
- 17 applications were cancelled; 9 of those cancellations were requests to be cancelled, and the remaining 8 were removed due to no contact/unable to be contacted due to annual updates
- 6 applicants were housed in April

Parry Sound District Housing Corporation
April 2023

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	5	6
Move in	5	13
L1/L2 forms	0	3 (missed L2's; 1 in Jan., 1 in Feb., & 1 in March)
N4 - notice of eviction for non payment of rent	0	2
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	5
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	3	25
Tenant Home Visits	18	66
Mediation/Negotiation/Referrals	23	42
Tenant Engagements/Education	17	51 (previous formulas were incorrect)

Property Maintenance and Capital Projects

April 2023

Pest Control	8	8 buildings monitored monthly
Vacant Units	14	one-bedroom (10); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	8	one-bedroom market units (8)
After Hours Calls	7	Toilet leaking, no hot water, elevator stuck on first floor, dust build-up due to construction in the building, tenant dispute issues
Work Orders	107	Created for maintenance work, and related materials for the month of April
Fire Inspections		A total of 0 units were inspected for fire safety in the month of April

Local Housing Corporation and DSSAB Buildings - April

- Fire remediation at 66 Church Street, Parry Sound is 50-60% complete
- Duplex project tender opening, and awarding
- Summer grounds/custodial contracts signed
- Move-out inspections complete, and work orders prepared
- Roof replacement investigation for childcare facility
- Internal ticket system launched
- As per consultants recommendation, in order to upgrade internal software system to create efficiency within the department, interviews with staff were done
- Following up with closing out winter snow removal contracts

Ongoing Challenges:

Prices of services and materials are inflated. Wait times on certain items remains a challenge.

Esprit Place Family Resource Centre**April 2023**

Emergency Shelter Services	April 2023	YTD
Number of women who stayed in shelter this month	8	33
Number of children who stayed in the shelter this month	6	27
Number of hours of direct service to women (shelter and counselling)	114	491
Number of days at capacity	17	73
Number of days over capacity	2	31
Overall capacity %	93%	93%
Resident bed nights (women & children)	278	1,111
Phone interactions (crisis/support)	37	97

Transitional Support	April 2023	YTD
Number of women served this month	10	35
Number of NEW women registered in the program	1	1
Number of public ed/groups offered	1	3

Child Witness Program	April 2023	YTD
Number of children/women served this month	22	40
Number of NEW clients (mothers and children) registered in the program	3	15
Number of public ed/groups offered	0	1

MEMORANDUM

TO: MAYOR AND COUNCIL
FROM: K.BESTER, DEPUTY CLERK
DATE: MAY 29, 2023
RE: **HUGHES PROPOSED 4 PLEX – MAIN ST. NORTH**

For your information:

Hughes Enterprises has submitted a rezoning application for the property they own at 137 Main St. in Powassan. This property is zoned rural. They would like to construct a four plex.

There is a similar four plex nearby. It was constructed in the late 1980s / early 1990s. The property was rezoned to multi-residential at that time. The Town of Powassan probably didn't have an Official Plan at the time, so there were no restrictions on density for the Rural zone. The only planning document which would have had to be followed would have been the Zoning Bylaw in place at the time.

Our Planner has provided the following comments regarding the Hughes' proposed development:

I've had a chance to review the proposed Hughes zoning amendment application. The application proposes to permit a 4-plex on an existing vacant lot. The lot is designated 'Rural' in the Official Plan. **The Rural designation permits uses that include low density residential uses. Low density residential is not defined in the Official Plan. The lot is zoned RU. The RU zone implements the Rural designation and permits only single detached, semi-detached and duplex dwellings. 4-plex or townhouse residential uses are not considered low density residential uses. Accordingly, the proposal to permit a 4-plex in the Rural designation does not conform to the Official Plan. An Official Plan Amendment will be required to proceed with the proposed Zoning By-law Amendment application.**

Also, I see the proposed development is to be serviced with communal septic service. Most municipalities do not permit residential uses on communal services without a servicing agreement in place to ensure the municipality is not responsible for future repairs or upgrade the system if there are issues. The municipality is the owner of last resort of a failed communal system that services residential uses and is responsible for all costs if the owner is unable to pay. Does the municipality have an established servicing agreement for private communal servicing? If so, please send. If not, we'll need to discuss how to proceed. Typically a Holding provision would be applied as part of the rezoning process that would not be lifted until a Servicing Agreement has been entered into with the municipality. The Hold would be lifted once the Agreement was in place and building permits issued.

Given that provincial policy direction strongly encourages more housing supply and Bill 23 permits 3 units on a rural lot, **I can support the proposed 4-plex on the subject property located**

just outside the urban boundary, however the process won't be as simple as just a zoning amendment. I'd note that an Official Plan Amendment would still be required for a 4-plex even with an updated Official Plan that implements the additional units permitted by Bill 23.

Lastly, a servicing review will be required for the application to confirm the proposed development can be adequately serviced with private on-site water and septic services. A letter from a qualified septic installer will be required to confirm the design and location of the septic system is adequate for the development. Confirmation that adequate potable water supply is available onsite should also be provided.

Our Planner will be discussing the issue of the Communal Septic Service with the North Bay Mattawa Conservation Authority who I believe has already issued the permit for the septic system.

To: Council
From: Treasurer/Director of Corporate Services
Re: Policy Regarding Digital Signs

RECOMMENDATION:

That the staff report regarding the Digital Sign Policy be received; and that the Digital Sign Policy be adopted as presented.

ANALYSIS:

Recently, the Municipality has seen an increase in the number of requests to post advertisements on our digital signs and lobby screens. At this time, we do not have a policy to establish the parameters by which content is to be displayed on these media.

Our IT Manager, T. Lang, drafted the attached policy for Council consideration. At a high level, its intent is as follows:

- Set restrictions regarding the type of content which is to be displayed on Municipal signage.
- Restrict the number of advertisements and messages to be displayed at one time.
- Limit the duration for which content is to be displayed.
- Establish a priority by which messages will be selected for display.

Staff believe that the draft policy as presented appropriately limits the type of content to be displayed, while still permitting the signs to be used to promote events and other news of local significance.

POLICY: Sign Policy	RESOLUTION NUMBER:	DATE PASSED:
EFFECTIVE DATE:	REVIEW DATE:	AUTHORITY:

POLICY STATEMENT

The Municipality of Powassan will ensure open, honest, and clear channels of communication including the use of its digital signs and lobby screens. The digital signs and lobby screens shall be used for the dissemination of information to residents, ratepayers, and visitors to the Municipality of Powassan by displaying public messages and information regarding events and meetings.

PURPOSE

To provide government and community information to residents, ratepayers, and visitors to the Municipality of Powassan by displaying events, functions, and messages that informs and enriches the Municipality of Powassan community, while establishing rules regarding information to be placed on municipal digital signs and lobby screens.

SCOPE

This policy applies to all digital signs and lobby screens which are the property of the Municipality of Powassan.

POLICY

The municipal digital signs and lobby screens are viewed by the public as representative of the Municipality, and therefore will be operated in a manner that represents the Municipality of Powassan positively.

The Municipality offers no guarantee with respect to the appearance of any message on the digital signs or lobby screens, or the length of time that the message will be displayed. Prospective users are encouraged to use a variety of communication means for announcements rather than relying solely on the digital signs or lobby screens.

The number of messages at any given time is limited to ensure a cycle time of not more than two minutes, and precedence will be given to messages advertising the earliest event. Non-municipal

events will not be advertised prior to one month before the event date. Events without a specific date will be given lowest priority and may not get displayed.

Appearance of messages is subject to constraints of priorities, as well as electronic and mechanical limitations.

Messages may be edited for clarity and conformity to the requirements of the digital sign or lobby screen.

The Municipality may use messages on the digital signs and/or lobby screens to thank sponsors for supporting municipal events.

Messages unrelated to municipal affairs shall not state and/or imply the Municipality of Powassan's endorsement and/or approval.

The following priority system shall be used in selecting messages to be posted on the digital signs and/or lobby screens:

- a. Emergency messages (in the event of an emergency, the Municipality has the right to suspend all messages and use the digital signs and/or lobby screens for emergency purposes only);
- b. Messages from the Municipality of Powassan;
- c. Safety related messages, such as fire prevention, education, and related notices;
- d. Messages from other government agencies that have a local impact or significance; and,
- e. Community events and messages hosted and/or sponsored by a non-profit organization.

The following messages shall not be permitted to be posted on the digital signs and/or lobby screens:

- a. Private sector messages, whether from an individual, group, organization, or business;
- b. Political advertising of any kind;
- c. Promotion of political, factional, or religious viewpoints;
- d. False, misleading, or deceptive messages;
- e. Messages expressing discriminatory viewpoints pursuant to the Ontario Human Rights Code;
- f. Events and/or functions open only to members of an organization; and/or
- g. Any copyright material without the rights to use.

Sportsplex Location

This sign shall focus on community functions and public notices, with priority given to recreation-related events that are associated with the Sportsplex.

Trout Creek Community Centre Location

This sign shall focus on community functions and public notices, with priority given to recreation-related events that are associated with the Trout Creek Community Centre and the Trout Creek Community in general.

250 Clark Location (Digital sign and lobby screens):

This sign shall focus on community events and notices. Priority will be given to non-recreation events that are associated with the entire community, and recreation events held at 250 Clark.

Requests for displaying messages shall be submitted in writing to the Municipality at least three (3) weeks prior to an event/posting date. An application form will be available on the municipal website and sent to digitalsigns@powassan.net.

RESPONSIBILITIES

The Director of Corporate Services or their delegate is responsible for this document.

POLICY REVIEW

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

To: Council
From: Treasurer/Director of Corporate Services
Re: Engineer of Record

RECOMMENDATION:

That the staff report regarding engineering services be received; and that staff be directed to post an RFP for an Engineer of Record.

ANALYSIS:

Due to recent staffing changes, the Municipality has been sourcing engineering work from external firms on a project-by-project basis. This has required staff to post an engineering RFP for all major capital projects individually, increasing project completion times and creating inefficiencies through us liaising simultaneously with multiple vendors.

To combat this, staff are recommending that we post an RFP for an 'Engineer of Record'. This would allow us to enter into an agreement with an engineering firm to provide services on an as-needed basis, foregoing the RFP process and shortening project times. Further, by guaranteeing a block of business to an external firm, there is a potential to negotiate more favourable rates than would be obtained by contracting on an ad-hoc basis.

There are no adverse financial implications to this, and the contract, when finalized, would still permit us to post engineering work for public tender if necessary. We would be looking to post for a two-year contract period, with a renewal clause at the mutual discretion of both parties.

To: Council
From: Acting Clerk, Allison Quinn
Re: DRAFT Update of Procedural Bylaw

RECOMMENDATION:

That the DRAFT Update of the Procedural Bylaw be received for review, and further that any comments and/or changes be sent to staff by July 15, 2023.

ANALYSIS:

Please find attached a **first** draft update of the Procedural Bylaw.

Since the last update was done in 2015 we have updated most sections to fit with current procedures, rules and regulations and included previous suggestions for changes.

Staff are providing the draft to Council for review and discussion, to be brought back to Council at a later date for further review.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2023-xx PROCEDURAL BY-LAW

Being a By-Law to Govern the Calling, Place and Proceedings of the Meetings of
Council and its Committees

WHEREAS subsection 238(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meeting;

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF POWASSAN
HEREBY ENACTS AS FOLLOWS:

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1.0 DEFINITIONS:

For the purposes of this Bylaw:

- 1.1 “Act” means the Municipal Act, 2001, S.O. 2001, c.25, as amended from time to time;
- 1.2 “Acting Committee Chair/Co-Chair” means the Member appointed by the members of the Committee to act as Chair/Co-Chair of the Committee in the place of the Committee Chair/Co-Chair;
- 1.3 “Ad Hoc Committee” means an Advisory Committee of specified duration, established by Council to undertake the review of a special issue or short-term project. Such a Committee shall be governed by clear terms of reference including a clause indicating when the Committee will cease to exist;
- 1.4 “Advisory Committee” means any board, commission or committee established by Council, other than a Standing Committee, which has at least one (1) Member appointed from Council. The member(s) appointed by Council may be Member(s), staff of the Municipality, and/or member(s) of the public;
- 1.5 “Agenda” shall mean a list of all items to be considered by the Council at the meeting for which the agenda was published;
- 1.6 “Business Day” shall mean Monday to Friday inclusive, except for Statutory or Civic Holidays observed in the Province of Ontario or any other day the Municipal office is not opened for business;
- 1.7 “Call the question” means that the vote on the motion shall be taken;
- 1.8 “Chair” means the Mayor or the Presiding Officer of a meeting;
- 1.9 “Chief Administrative Officer” shall mean the Chief Administrative Officer (CAO) of the Corporation as defined by the Municipal Act, S.O. 2001, c. 25, as amended and any successor legislation thereto or their designate;
- 1.10 “Clerk” means the Clerk of the Municipality of Powassan appointed under the Act and shall include a “Deputy Clerk” and any other employee of the Municipality to whom the Clerk has delegated any of the Clerk’s powers and duties under the Act, to the extent that they are authorized to perform any of the duties of the Clerk under this Bylaw;
- 1.11 “Closed Session” (also known as an “in-camera meeting”) means a Meeting or part of a Meeting of Council, a Committee or Committee of the Whole, which is not open to the public in accordance with the Act;
- 1.12 “Committee” means any Standing, Ad Hoc, Steering or Advisory Committee, Sub-Committee or board and any other similar group composed of individuals appointed by Council, or similar entity established by Council and composed of Members;

- 1.13 “Committee Chair/Co-Chair” means the chair or co-chair of a Committee;
- 1.14 “Committee of the Whole” means a Standing Committee composed of all the members of Council;
- 1.15 “Committee Vice-Chair” means the vice-chair of a Committee;
- 1.16 “Conflict of Interest” shall mean a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, and any successor legislation thereto;
- 1.17 “Corporation” means The Corporation of the Municipality of Powassan;
- 1.18 “Council” means the Council of the Municipality of Powassan;
- 1.19 “Councillor” means a person elected or appointed as a member of Council;
- 1.20 “Defer”, “Deferred” or “Deferral”, when used in connection with a matter or item before the Council or a Committee, means that the matter or item is to be dealt with later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that it specified in the motion to defer;
- 1.21 “Delegation” means a person intending to address the Council or Committee on a matter where a decision to the Council may be required;
- 1.22 “Deputy Mayor” means the Councillor appointed by Council to act in the absence of the Mayor in accordance with this Bylaw;
- 1.23 “Emergency Meeting” means a meeting where the health or welfare of the community is involved;
- 1.24 “Ex-officio” means by virtue of office or position and carries with it the right to participate fully in all committee meetings and to vote unless prohibited by law but does not count towards a quorum;
- 1.25 “Holiday” shall mean any holiday as defined in the Interpretation Act, R.S.O. 1990, c.1.11 or Boxing Day;
- 1.26 “Improper conduct” means conduct which offers any obstruction to the deliberations or proper action of Council;
- 1.27 “Inaugural Meeting” means the first meeting of Council held after a municipal election in a regular election year;
- 1.28 “Local Board” means a local board as defined in the *Municipal Act, 2001*.
- 1.29 “Majority Vote” means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present;
- 1.30 “Mayor” means the Head of Council acting as the Chief Executive Officer of the Corporation;

- 1.31 “Meeting” means any regular, special or other meetings of a Council, or a local board or of a committee of either of them;
- 1.32 “Member of Council” means any Councillor or the Mayor of the Council;
- 1.33 “Motion” means a proposal by a Member for the Council to adopt a resolution;
- 1.34 “Municipal Election” shall mean a general municipal election held pursuant to the *Municipal Elections Act*;
- 1.35 “Notice of Motion” means a signal of intent to have a motion dealt with at a subsequent meeting;
- 1.36 “Officer” includes the Clerk and Treasurer employed by The Municipality of Powassan;
- 1.37 “Open Session” means any part of a meeting not in “closed session”;
- 1.38 “Pecuniary Interest” means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O, 1990, chapter M.50*, as amended and any subsequent legislation thereto;
- 1.39 “Petition” means a written request signed by one or more persons;
- 1.40 “Point of Order” means an issue to which a member calls attention to:
- a) Any breach of the rules of order pursuant to this Procedural By-law; or
 - b) Any defect in the constitution of any meeting; or
 - c) The use of improper, offensive or abusive language; or
 - d) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
 - e) Any other informality or irregularity in the proceeding of the meeting;
- 1.41 “Point of Personal Privilege” means a matter that a member of Council considers to impugn the integrity of the Council or the individual member;
- 1.42 “Procedural Motion” means any Motion concerning the manner or time of consideration of any matter before the council, as opposed to the substance thereof, and includes, without limitation, the following:
- a) To extend the time of the meeting;
 - b) To refer;
 - c) To defer to a specific date;
 - d) To recess;
 - e) To adjourn;
 - f) To move the question be put; or
 - g) To suspend the Rules of Procedure;

- 1.43 “Public Meeting” means a public meeting under the *Municipal Act* or the *Planning Act*, or any other statute that requires the Council to hold a public Meeting;
- 1.44 “Public Notice” means a public notice published in accordance with this By-Law and the Municipality of Powassan Notice By-Law;
- 1.45 “Published” means published on the Municipal website, and on any Municipal social media sites or other means of notice, that in the opinion of the Clerk has such circulation within the Municipality as to provide reasonable notice to those affected thereby;
- 1.46 “Quorum” means the minimum number of members who must be present at the meetings for business to be legal transacted;
- 1.47 “Recorded Vote” shall mean the recording of the name and vote of every Member of Council on any matter of question, subject to the *Municipal Conflict of Interest Act*;
- 1.48 “Regular Meeting” means the recording of the name and vote of every Member of Council on any matter of question, subject to the Act;
- 1.49 “Resolution” means the decision of the Council on any motion;
- 1.50 “Rules of Procedure” means the rules and procedures set out in this Bylaw for the calling, place, and proceedings of the meetings of Council and its Committees;
- 1.51 “Special Meeting” means a meeting other than a regularly scheduled meeting, called pursuant to the Act or the provisions of this Bylaw;

2.0 GENERAL PROVISIONS

- 2.1 The rules and regulations contained in this Bylaw shall be observed in all proceedings of the Council and Committees of Council, and shall be the rules and regulations for the order and dispatch of business of the Council and, wherever possible, with the necessary modifications, for all committees of Council, unless otherwise prescribed.
- 2.2 Notwithstanding Section 2.1, these rules and procedures may be relaxed in a Committee meeting if the subject matter so permits.
- 2.3 The Mayor shall be addressed as Mayor (surname inserted) or Your Worship.
- 2.4 The Councillors shall be addressed as Councillor (surname inserted).
- 2.5 All matters not specifically provided for in this Bylaw shall be regulated in accordance with parliamentary procedures.

- 2.6 In the absence of any statutory obligations, the Rules of Procedure may be temporarily suspended by Council by an affirmative vote of two-thirds of the Members present.
- 2.7 This Bylaw shall not be amended or repealed except by an affirmative vote of two-thirds of the Members present, but no such amendment or repeal may be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of Council. The requirement to give notice shall not be waived.
- 2.8 If any section or part of this Bylaw is found by any court of competent jurisdiction to be illegal or beyond the power of Council to enact, such section or part shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.
- 2.9 Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record open session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.

3. ROLE OF COUNCIL

3.1 It is the role of Council:

- a) to represent the public and to consider the well-being and interests of the Municipality;
- b) to develop and evaluate the policies and programs of the Municipality;
- c) to determine which services the Municipality provides;
- d) to ensure that administrative policies, practices, and procedures and controllership policies, practices, and procedures are in place to implement the decisions of Council;
- e) to ensure the accountability and transparency of the operations of the Municipality, including the activities of Municipal senior management;
- f) to maintain the financial integrity of the Municipality;
- g) to carry out the duties of Council under the Act or any other statute.

3.2 In accordance with Section 259(1) of the Act, the office of a Member becomes vacant if the Member is absent from the meetings of Council for three (3) successive months without being authorized to do so by a resolution of Council.

This section does not apply to a Member who is absent for 20 consecutive weeks or less if the absence is a result of the Member's pregnancy, the birth of the Member's child, or the adoption of a child by the Member.

3.3 A Member who takes a pregnancy or parental leave shall notify the Clerk in writing and will continue to be compensated under the Council Compensation Policy for the duration of their leave up to 20 consecutive weeks.

4. ROLE OF THE MAYOR

- 4.1 It is the role of the Mayor:
- a) to act as Chief Executive Officer of the Municipality;
 - b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
 - c) to provide leadership to Council;
 - d) without limiting clause (c), to provide information and recommendations to Council with respect to the role of Council described in clauses 3.1(d) and 3.1(e) of this Bylaw;
 - e) to represent the Municipality at official functions; and
 - f) to carry out the duties of the head of Council under the Act and any other statute.
- 4.2 As Chief Executive Officer of the Municipality, the Mayor shall:
- a) uphold and promote the purposes of the Municipality;
 - b) promote public involvement in the Municipality's activities;
 - c) act as the representative of the Municipality both within and outside the Municipal region, and promote the Municipality locally, nationally, and internationally; and
 - d) participate in and foster activities that enhance the economic, social, and environmental well-being of the Municipality and its residents.
- 4.3 It shall be the duty of the Mayor, with respect to any meetings over which they preside, to:
- a) preserve order and decide all questions of order, subject to appeal, and without argument or comment, state the rule applicable to any point of order if called upon to do so;
 - b) receive and submit to a vote all Motions presented by the members of Council or Committee, as the case may be, which do not contravene the Rules of Procedure;
 - c) announce the results of the vote on any Motions so presented;
 - d) decline to put to a vote Motions which are contrary to the Rules of Procedure or which are beyond the jurisdiction of Council;
 - e) enforce on all occasions the observance of order and decorum among the Members;
 - f) authenticate by their signature, when necessary, all Bylaws, minutes, and resolutions of Council or Committee;
 - g) adjourn the meeting when business is concluded;
 - h) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be named if considered necessary;
 - i) represent and support Council, declaring its will and implicitly obeying its decisions in all things; and
 - j) perform other duties when directed to do so by resolution of Council.
- 4.4 The Mayor shall be the chair of the Committee of the Whole meetings except for Budget Review Committee of the Whole Meetings. The Mayor may also select another Member to Chair Committee of the Whole meetings.
- 4.5 The Mayor shall be a member of all Committees and shall have full privileges, including the right to vote at meetings thereof, but shall not be eligible to be

the Committee Chair/Co-Chair or Committee Vice-Chair.

- 4.6 The Mayor shall only vote in a Council meeting to break a tie vote.
- 4.7 In accordance with the Act, in each term, as soon after the commencement of the term as is reasonably possible, Council shall appoint by Bylaw or Resolution, the member of council to serve as Deputy Mayor. The Deputy Mayor shall serve in circumstances where the Mayor is absent or refuses to act or the office is vacant and while so acting in the place of the Mayor, such Member shall have all powers and duties of the Mayor.
- 4.8 If both the Mayor and Deputy Mayor are unable to act as Head of Council for a meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers, and authority of the Head of Council for the purposes of that meeting. In this instance, the Clerk shall call the meeting to order and conduct the meeting to allow Council to appoint an Acting Mayor.

5. REGULAR MEETINGS OF COUNCIL AND COMMITTEE OF THE WHOLE

- 5.1 Unless otherwise authorized by Council, all meetings of Council and Committee of the Whole shall be held in Council Chambers at 252 Clark Street, Powassan.
- 5.2 Regular meetings of Council shall commence at 6:30 p.m. in Open Session and be held twice a month on the first and third Tuesday, with the exception of July, August, and December with one meeting planned per month. This schedule shall be established by Resolution at the Inaugural Meeting of Council.
- 5.3 Council may change the date of any regular meeting by Resolution.
- 5.4 If a date designated for the holding of a Council meeting falls on a public holiday, or on a day when the Municipal office is closed for business, Council shall meet at the designated hour on the first day following, which is not a public holiday.
- 5.5 All Closed Session items for discussion at Regular Council Meetings shall be discussed in Closed Session following Notice of Schedule and Board Meetings.
- 5.6 The curfew for each regular meeting of Council is 10:30 p.m. The meeting shall stand adjourned at that curfew, unless the curfew is extended to 11:30 p.m. at the latest, by an affirmative vote of the majority of Members present.
- 5.7 Council may, by Resolution, go into Committee of the Whole and the Mayor shall chair the meeting and shall maintain order during the meeting.
- 5.8 A Member of Council may participate electronically in a Meeting that is either open or closed to the public should they be unable to participate in person for medical reasons, illness, or in the event of a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial or federal public health agencies, and in doing so may be

counted in determining whether or not a quorum of members is present at any point in time and shall have all the rights of any other Member who is participating in person.

- 5.9 A Member of an Advisory or Ad-Hoc Committee may participate electronically in a Meeting that is either open or closed to the public and in doing so may be counted in determining whether or not a quorum of members is present at any point in time and shall have all the rights of any other Member who is participating in person.
- 5.10 The Clerk may provide for electronic participation of staff at any Meeting, including the Clerk.
- 5.11 Electronic meetings are those held by means of telecommunication instruments including but not limited to telephones, video conferencing, computers with internet access and conferencing platforms and programs. The means used to facilitate an electronic meeting shall be determined by the Clerk.
- 5.12 A Member must provide sufficient notice to the Clerk, their designate, or the Staff Liaison of a Committee, of their intent to participate electronically in a Meeting to ensure the proper technology is enabled to make electronic participation possible. The Member must give at least 48 hours' notice of their intent to join the meeting electronically unless extraordinary circumstances apply.
- 5.13 Members who are participating electronically in a closed session meeting must ensure that no other person is in the location from which they are taking part in the meeting or make appropriate arrangements to that any other persons cannot see or hear any of the confidential deliberations taking place. If this is not possible, the Member must withdraw from the meeting until it has reconvened in open session.
- 5.14 A member of the public may delegate via electronic participation due to a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial, or federal public health agencies.
- 5.15 The Clerk shall arrange for such delegations, and any members of the public who wish to make a verbal delegation to a Standing Committee or Council via electronic participation shall inform the Clerk when requesting delegation by noon on the Thursday day prior to the Meeting. Delegates shall provide a phone number to be connected into the meeting via audio. Delegations who have not registered by the deadline will not be permitted to delegate.
- 5.16 Subject to these provisions for electronic participation, all other provisions of the Procedure By-law continue to apply and the Chair shall determine and maintain order as needed.

6. SPECIAL MEETINGS

- 6.1 Upon notice as set out in Section 6.2, the Mayor may, at any time, call a

Special Meeting of Council or the Committee of the Whole and upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting of Council for the purpose and at the time and place set out in the petition. Every effort should be made to circulate a petition for a call for a Special Meeting to all members of Council.

- 6.2 The Clerk shall provide all Members with notice of a Special Meeting at least forty-eight (48) hours before the time appointed for such meeting by personal delivery, telephone, email, or other electronic means to the Members.
- 6.3 No business may be transacted at a Special Meeting of Council other than that specified in the notice or agenda.
- 6.4 The lack of receipt of a notice of, or an agenda for, a Special Meeting by any Member shall not affect the validity of the Special Meeting or any action taken.

7. EMERGENCY MEETINGS

- 7.1 Notwithstanding any other provision of this Bylaw, an Emergency Meeting of Council may be called by the Mayor without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the Members about the meeting as soon as possible and in the most expedient manner available.
- 7.2 The only business to be dealt with at an Emergency Meeting shall be business dealing directly with the emergency or extraordinary situation.
- 7.3 The lack of receipt of a notice of, or an agenda for, an Emergency Meeting or any action taken.

8. QUORUM

- 8.1 A majority of all Members is necessary to form a quorum of Council.
- 8.2 As soon as there is a quorum after the time set for the Meeting, the Chair shall call the meeting to order.
- 8.3 If a quorum is still not present within thirty (30) minutes after the time set for the Meeting, then the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.
- 8.4 If a quorum is lost during a Meeting and is not regained within fifteen (15) minutes, the Meeting shall stand adjourned until the next Meeting.
- 8.5 Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, are disabled from participating in a meeting, is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two (2).

- 8.6 Whereby reason of an approved Authorized Leave by the Committee Chair, a member(s) is disabled from participating in a meeting, the number of Members shall be reduced temporarily to determine quorum, provided such number is not less than two (2).

9. PUBLIC ACCESS TO MEETINGS

- 9.1 Except as otherwise provided in this Section, all Meetings shall be open to the public.
- 9.2 When determined necessary by the Clerk and/or Mayor, security personnel (third party, Bylaw enforcement officer, or Ontario Provincial Police) shall be present to oversee the media and public areas of the Council Chambers.
- 9.3 If a member of the public or media is deemed to be disruptive by the Mayor or presiding officer, they shall direct the person to stop being disruptive. In the event that the disruptive behaviour continues, the person will be served with a warning. If the warning is not adhered to by the person, the Mayor or presiding officer will expel that person from the meeting. If the person is noncompliant to the request to leave the room, a Member or Municipal staff will contact local police services for assistance.
- 9.4 A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:
- a) the security of the property of the Municipality;
 - b) personal matters about an identifiable individual, including Municipal employees;
 - c) a proposed or pending acquisition or disposition of land by the Municipality;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- 9.5 A Meeting or part of a Meeting shall be closed to the public if the subject

matter being considered is:

- a) a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, if Council is designated as head of the institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1) of the Municipal Act, 2001, or the investigator referred to in subsection 239.2(1) of the Municipal Act, 2001.

- 9.6 A Meeting of Council or of a Committee may be closed to the public if the following conditions are both satisfied:
 - a) the meeting is held for the purpose of educating or training the Members.
 - b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of Council or Committee.
- 9.7 Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or Committee shall state by resolution:
 - a) the fact of the holding of the Closed Session and the general nature of the matter to be considered at the Closed Session; or
 - b) in the case of a meeting under Section 9.6, the fact of the holding of the Closed Session, the general nature of its subject-matter and that it is to be closed under that Section.
- 9.8 Only items contained in the resolution provided for in Section 9.7 shall be considered by the Council or Committee in closed session.
- 9.9 A Meeting shall not be closed to the public during the taking of a vote except where:
 - a) the provisions of this Bylaw or the Act permit or require the Meeting to be closed to the public; and
 - b) the vote is for a procedural matter or for giving directions or instructions to officers, employees, or agents of the Municipality or persons retained by or under a contract with the Municipality.
- 9.10 After the Council agenda has been adopted by resolution, a motion to move into closed session is only in order if the motion relates to an item already on the approved agenda and a closed session is permitted in accordance with the provisions of this Bylaw.
- 9.11 After the motion to move into closed session has been adopted, the Mayor or presiding officer shall provide sufficient time to accommodate the public and media (and designated staff) to orderly vacate the room, up to a maximum of five (5) minutes.
- 9.12 If an emergency occurs during a closed session meeting, the meeting will be automatically deemed suspended for staff to manage the emergency.
- 9.13 If a non-emergency event occurs during a closed session meeting, the Mayor or Chair of Committee will openly declare the meeting suspended for staff to manage the event.

9.14 If an unauthorized recording device is located during a closed session meeting, the meeting will be declared suspended for staff to manage the event. The Clerk (or designate) shall attempt to locate the owner of the device. The owner will be asked to demonstrate that the device did not record the closed session meeting to the satisfaction of the Clerk. If the device inadvertently recorded the closed session meeting, the Clerk will request the owner of the device to erase the recording to the satisfaction of the Clerk. If the owner of the device is non-compliant with the request of the Clerk, local police services may be called for assistance.

9.15 All deliberations while in Closed Session shall remain confidential unless otherwise agreed upon by a Majority vote of Council. Only the final results of deliberations may be made public when such disclosure is authorized by Council.

10. PUBLIC NOTICE OF MEETINGS

10.1 The Clerk shall provide public notice of all meetings of Council and Committee by posting a notice on the Municipal website which includes the place, date, and time of the Meeting and the Meeting agenda.

11. COUNCIL AGENDA

11.1 The Clerk shall prepare the agenda for all regular meetings of Council. The order of proceedings shall be as follows, or as otherwise determined by the Clerk:

- a) Call to Order
- b) Land Acknowledgement Statement
- c) Roll Call
- d) Disclosures of Pecuniary Interest
- e) Approval of Agenda:
 - (i) Addition of Items
 - (ii) Changes in Order of Items
- f) Delegations to Council
- g) Adoption of Minutes of Previous Open Session Meeting(s) of Council
- h) Minutes and Reports from Committees of Council
- i) Minutes and Reports from Appointed Boards
- j) Staff Reports
- k) By-Laws
- l) Unfinished Business
- m) New Business
- n) Correspondence
- o) Addendum
- p) Notice of Schedule of Council and Board Meetings
- q) Closed Session
- r) Adjournment

11.2 The business of each Meeting shall be dealt with in the order in which it stands in the agenda, unless otherwise decided by a Majority vote of the Members present.

11.3 All reports, notices, motions, and any other material to be included in the agenda for a regular Council meeting shall be delivered in writing or electronically to the Clerk, by 12:00 p.m. on the Thursday preceding the regular Council meeting. The deadline for the submission of matters permitted for inclusion in the addendum to the Council agenda shall be 9:00 a.m. on the day of the Council meeting. Verbal presentations from Staff and Members are not permissible as agenda items.

11.4 The Clerk shall distribute the agenda for each regular Council meeting to every Member by providing a printed copy for pickup, e-mail, or other electronic means, not less than seventy-two (72) hours before the scheduled meeting.

12. DISCLOSURE OF PECUNIARY INTEREST

12.1 In accordance with the Municipal Conflict of Interest Act, where a Member has any Pecuniary Interest in any matter and is present at a Council meeting or Committee meeting at which the matter is the subject of consideration, the Member shall:

- a) disclose their Pecuniary Interest following the adoption of the agenda;
- b) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof;
- c) not take part in the discussion of, or vote on, any question in respect of the matter; and
- d) not attempt in any way, whether before, during or after the Meeting, to influence the voting on any such question.

12.2 Where a meeting is not open to the public, in addition to complying with the requirements of Section 12.1, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.

12.3 Where the interest of a Member has not been disclosed by reason of their absence from the particular Meeting, the Member shall disclose their interest at the next Meeting at which such Member attends.

12.4 The Clerk shall record in reasonable detail the particulars of any disclosure of Pecuniary Interest made by members of Council or Committees and any such record shall appear in the minutes of that particular Meeting of Council or of Committee.

13. DELEGATIONS AND PRESENTATIONS

13.1 The maximum number of presentations, for any meeting unless agreed to by Council, shall be one (1).

13.2 It is Council's preference that all delegations be made to the appropriate Standing Committee. Nevertheless, delegations shall be permitted to appear at Council meetings with respect to items on the Council agenda provided a written request is made to the Clerk by 12:00 p.m. on the Thursday prior to the meeting. Delegations that have previously presented to Council or before a

Standing Committee can only appear as a delegation at Council to present new information on the matter involved.

- 13.3 Written notice to the Clerk from a delegation shall include:
- a) The presenter's name, address, telephone number and e-mail address;
 - b) Full names of all presenters;
 - c) Date they wish to present;
 - d) A brief statement of the subject matter, the outcome that is sought and what action they are requesting from Council;
 - e) An overview of the delegation;
 - f) Acknowledgement that they have read and understand the guidelines as informed by the Clerk.
- 13.4 The Clerk shall inform the presenter of the guidelines affecting the presentation (e.g. maximum time and adherence to subject) and obtain an acknowledgement by the presenter of his understanding of those guidelines.
- 13.5 Delegations and presentations shall be limited to a presentation of not more than ten (10) minutes, unless otherwise determined by the Committee Chair/Co-Chair or Mayor. A delegation of not more than five (5) persons, representing a group or organization, shall be limited to two (2) speakers, permitted to speak not more than ten (10) minutes in total. Only new information is to be presented by successive speakers of such delegation.
- 13.6 At the discretion of the Mayor or presiding officer, the presentation time limit may be extended. Such decision shall be decided without debate.
- 13.7 No presenter shall:
- a) speak disrespectfully of any person;
 - b) use offensive words or unparliamentarily language;
 - c) speak on any subject other than the subject for which they received approval to address;
 - d) disobey the rules of order or a decision of the Presiding Officer.
- 13.8 After the presenter has completed the presentation, members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 13.9 The Presiding Officer may curtail any presenter, any questions of a presenter or debate during a presentation, for disorder or for any other breach of this Procedural By-law and, should the Presiding Officer rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Council.
- 13.10 Delegations concerning labour relations, union negotiations and any employee relations will not be heard at any Standing Committee or Council meetings. All signed submissions received by the Clerk concerning these matters shall be referred to the CAO/Director of Corporate Services.
- 13.11 Delegations shall not be permitted at Council meetings to address planning matters that were considered at a public meeting pursuant to the provisions of the Planning Act.

- 13.12 The Clerk, in consultation with the Mayor, shall decide which Delegations will be heard orally at any given meeting, in person or electronically, and may defer or decline to place any delegation on the agenda having regard to the time available and:
- a) The express desire of any member or members of Council that a particular delegation be heard;
 - b) The desirability that different points of view on any issue be heard;
 - c) The desirability that persons who support a particular position be encouraged to combine to make a joint oral presentation usually through a single spokesperson;
 - d) The desirability that new issues not on the subject of previous delegations should be heard.
- 13.13 The Mayor or Clerk may decline to approve a Delegation. Reasons to decline include but are not limited to:
- a) More time is required to prepare staff reports for Council;
 - b) The Delegation request was not submitted by the deadline;
 - c) The Delegation request form is incomplete;
 - d) The subject matter of the Delegation is outside the jurisdiction of Council;
 - e) The subject matter is with respect to a matter that should be discussed in Closed Session;
 - f) The Meeting Agenda is already too lengthy;
 - g) The subject matter is set to be discussed on another Agenda;
 - h) The issue is frivolous or vexatious;
 - i) The issue has been or is to be considered by the Committee of Adjustment;
 - j) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
 - k) Council previously indicated that it will not hear further from this Delegation; or
 - l) The issue should be referred to Municipal staff for action.

14. MINUTES OF MEETINGS

- 14.1 The minutes of every Meeting, whether it is closed to the public or not, shall be recorded by the Clerk, in the case of meetings of Council, or appropriate officer, in the case of meetings of Committee. For the purposes of this Section 14.1, "Clerk" means the Clerk, Deputy Clerk, or designate.
- 14.2 The minutes of all meetings of Council and Committees shall record:
- a) the place, date, and time of meeting;
 - b) the name of the presiding officer and the record of the attendance of the Members present and those who have sent their regrets, and the name of the recording secretary and senior staff present; and
 - c) without note or comment, all resolutions, decisions and other proceedings of the meeting.
- 14.3 The Members may inform the Clerk's office where reasonable of all planned absences, late arrivals and early departures from Council and Committee meetings.

- 14.4 The minutes of each Council meeting shall be presented to Council at the next regular meeting for approval.
- 14.5 After the Council minutes have been approved by Council, they shall be signed by the Mayor and the Clerk.
- 14.6 The public Committee report of each Committee meeting shall be presented to Council at the next regular Council meeting for consideration and adoption of Committee recommendations contained in it.
- 14.7 Recordings of Meetings shall be retained in accordance with the Municipality's Record Retention By-law.
- 14.8 The closed session Minutes of each closed session of Council shall be presented to Council at their next closed session meeting, and resolved that the minutes of closed session of the respective Council held on the meeting date be adopted and the recommendations contained therein be approved.

15. CONDUCT

- 15.1 The Mayor will ensure that members of the Public shall be respectful of Council, staff, delegations, and all attendees at the Meeting by not heckling, speaking disruptively while debate is in progress, making comments, or applauding.
- 15.2 Members of Council shall:
- a) act in accordance with their Oath of Elected Appointed Officials and the Municipal Code of Conduct;
 - b) treat the Chair, other Members, staff and delegates from the public with courtesy, respect and good faith;
 - c) hold in strict confidence all information concerning matters dealt with in Closed Meetings;
 - d) not speak disrespectfully of the Reigning Sovereign, or of any of member of the Royal Family, or of the governor-general, the Lieutenant-Governor of any Province, of any member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
 - e) not use offensive words or unparliamentarily language in or against Council or against any Member;
 - f) not speak on any subject other than the motion being debated;
 - g) not criticize any decision of Council except for the purpose of moving a motion to reconsider a previous decision of Council.
- 15.3 The Mayor may Call the Member to Order and take one or more of the following actions:
- a) decide that there was no breach of the rule;
 - b) ask the Member in breach of the rules to stop the behaviour;
 - c) ask the Member to withdraw what was said; or
 - d) ask the Member to apologize.
- 15.4 If previous attempts to call the member to order have failed, the Mayor may decide not to recognize the Member, for the balance of that meeting, in which case the Member shall not speak or vote for the remainder of that Meeting.

16. RULES OF DEBATE

- 16.1 Any Member who wishes to speak must raise his or her hand and be recognized by the Mayor. The Member shall only speak once recognized.
- 16.2 When two (2) or more Members raise their hands, the Mayor shall designate the order in which they may speak.
- 16.3 No Member may speak more than once on the same matter unless Council dispense with this provision with an affirmative vote of at least two-thirds of the members present, except in explanation of a material part of that Member's remarks which may have been misunderstood, and in doing so, that Member shall not introduce any new matter.
- 16.4 No Member may speak to the same question or in reply for any longer than ten (10) minutes including comments, questions to staff and staff responses in Council and Committee of the Whole, without leave of the Council or Committee of the Whole.
- 16.5 When a Member is speaking, no other Member shall pass between that Member and the Chair or interrupt that Member except to raise a point of order.
- 16.6 Any Member may require the question or Motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 16.7 When the minutes of a Standing Committee meeting are presented to Council, the Committee Co-Chairs, Chairs, or Vice Chairs shall have the first opportunity to speak to the matters included and may explain the basis for the Standing Committee's recommendations.

17. POINTS OF PRIVILEGE AND ORDER

- 17.1 When a Member believes that their rights, privileges, or integrity, or those of the Members collectively have been prejudicially affected, that Member may ask leave of the Mayor to raise a question of privilege and after leave is granted, the Member shall state the point of privilege to the Mayor and the point of privilege shall be immediately decided by the Mayor.
- 17.2 When a Member desires to call attention to a deviation or departure from the Rules of Procedure, that Member shall ask leave of the Mayor to raise a point of order and after leave is granted, the Member shall state the point of order to the Mayor and the point of order shall be immediately decided by the Mayor.
- 17.3 It shall be the duty of the Mayor to decide all points of privilege and order and, if called upon to do so, to state the rule applicable to any point of order, practice, or procedure. The Mayor's ruling on a point of order shall be made without debate and shall be final subject only to an immediate appeal from such ruling by a Member.

- 17.4 In the case of an immediate appeal by a Member from the decision of the Chair on a point of order, practice, or procedure, such Member shall state the grounds for the appeal and such appeal must be decided, without debate, by the concurring votes of a majority of Members present on "Shall the ruling of the Chair be sustained".
- 17.5 When the Mayor calls a Member to order, that Member shall cease speaking until the point of order is dealt with and that Member shall not speak again to the matter under discussion, without the permission of the Mayor, unless to appeal the ruling.
- 17.6 When the Mayor considers that the integrity of a member of the staff has been impugned or questioned, the Mayor may permit a staff member present to make a statement to the Council.

18. NOTICES OF MOTION

- 18.1 Except as otherwise provided in this Bylaw, all notices of Motion shall be:
- a) presented at a meeting of Council, but shall not be debated until the next regular meeting of Council; or
 - b) delivered to the Clerk not less than seven (7) days prior to the date of the Meeting at which the Motion is to be introduced.
- 18.2 A Motion may be introduced without notice if Council, without debate, dispenses with the requirement for notice on the affirmative vote of two-thirds of the Members present.

19. MOTIONS

- 19.1 Every motion:
- a) shall be in writing, shall be seconded and shall be read by the Mayor or the Clerk before debate or before being put from the Chair;
 - b) where the question under consideration contains separate propositions then, at the request of any member of Council, any separate matter shall be put separately.
- 19.2 After a motion is read by the Mayor or Clerk, it shall be deemed to be in the possession of the Council, but may, with the permission of the Council, be withdrawn at any time before decision or amendment.

20. VOTING PROCEDURES

- 20.1 A Motion shall be put to a vote by the Mayor immediately after all Members desiring to speak on the Motion have spoken in accordance with the Rules of Procedure.
- 20.2 Unless otherwise provided in the Bylaw or requested by the Mayor, a vote may be by voice, show of hands, standing, or otherwise.
- 20.3 Unless otherwise provided in the Bylaw, every Member shall have one (1) vote.

- 20.4 Except for the election of the Chair of a Committee, no vote shall be taken by ballot or by any other method of secret voting.
- 20.5 Except as otherwise required under the Act, any other statute or this Bylaw, all Motions, resolutions, and Bylaws shall be carried, passed and enacted, as the case may be, by a Majority vote.
- 20.6 After a Motion is put to a vote, no Member shall speak on that Motion, nor shall any other Motion be made until after the result of the vote is announced by the Mayor.
- 20.7 No Member shall leave their seat or make any noise or disturbance while a vote is being taken until the vote is declared.
- 20.8 Unless otherwise provided in the Bylaw, when a question or Motion is put to a vote, every Member present at a Council meeting shall vote thereon, except where the Member is disqualified from voting by reason of a declared Pecuniary Interest or is absent from the Council Chambers when the question or Motion is put to a vote.
- 20.9 Every Member who is not disqualified from voting by reason of a declared Pecuniary Interest shall be deemed to vote against the Motion if the Member declines or abstains from voting.
- 20.10 A Member present at the time of a vote may call for a Recorded Vote immediately before or after the taking of the vote.
- 20.11 Unless otherwise provided in the Bylaw, each Member present, except a Member who is disqualified from voting by reason of a declared Pecuniary Interest, shall indicate their vote openly during the taking of a recorded vote and the Clerk shall record each vote. The names of those who voted for and those who voted against the Motion shall be entered in the minutes.
- 20.12 The Mayor shall announce the result of every vote. If all of the Members present when a vote is taken vote unanimously, the Mayor shall announce the vote accordingly.
- 20.13 If a Member doubts the result of a vote as announced by the Mayor, that Member may object immediately to the Mayor's declaration and, upon the affirmative vote of the Majority of the Members present, the vote shall be retaken.
- 20.14 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any act.
- 20.15 Notwithstanding Section 20.14, the Mayor shall vote to break a tie vote at Council.
- 20.16 In a vote, the number of Members constituting the Council shall be determined by excluding the number of Members who are present at the Meeting but who are disqualified from voting by reason of a declared Pecuniary Interest.

21. ENACTMENT OF BY-LAWS

- 21.1 No Bylaw shall be presented to Council unless there is a resolution to authorize the Bylaw and each member shall be supplied with a copy of every Bylaw prior to consideration of the Bylaw by the Council.
- 21.2 No Bylaw shall be introduced for first reading in blank or in imperfect form.
- 21.3 A Bylaw shall be passed by being given three (3) readings, as such:
 - a) a Bylaw shall be given each reading by reference to its Bylaw number;
 - b) a Bylaw shall be deemed to have been read upon the number, title or heading being read or taken as read, unless a member requires the Bylaw or any portion thereof to be read in full;
 - d) the minutes of the meeting shall reflect both the number and the title of the Bylaw, notwithstanding that the motion refers only to the number of the Bylaw.
- 21.4 The first reading of a Bylaw shall be decided by resolution without amendment or debate.
- 21.5 The second reading of a Bylaw shall be decided by resolution at which time the contents of the Bylaw shall be debated. The contents of the Bylaw may be changed by an amending resolution to authorize the third reading.
- 21.6 The third reading of a Bylaw will be the final reading. No Bylaw shall be changed during the third reading.
- 21.7 Unless directed by the Clerk or Treasurer as required for the immediate wellbeing of the Municipality, no Bylaw shall receive third reading at the same meeting as it received first and second readings.
- 21.8 The Clerk shall endorse on every by-law the dates of the three (3) readings thereof.
- 21.9 Every Bylaw enacted by Council shall be signed by the Mayor and the Clerk, numbered, and sealed with the seal of the Corporation.
- 21.10 No Bylaw, except a Bylaw to confirm the proceedings of Council, shall be presented to Council unless its subject matter has been considered and approved by Council.

22. COMMITTEES

- 22.1 The Mayor shall be a member of each Standing Committee of Council ex-officio.
- 22.2 The Mayor shall assign all members of Council to committees for the term of Council prior to the first regular meeting of the term.
- 22.3 The members of all Committees of Council shall be named through Resolution or Bylaw at the first regular Meeting for each council term.
- 22.4 The quorum of all Committees, except for Committee of the Whole, shall be a

majority of its members.

- 22.5 As soon as there is a quorum after the time set for the Meeting, the Committee Chair or Co-Chair shall call the meeting to order.
- 22.6 If a quorum is still not present within thirty (30) minutes after the time set for the Meeting, then the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.
- 22.7 If a quorum is lost during a Meeting and is not regained within fifteen (15) minutes, the Meeting shall stand adjourned until the next Meeting.
- 22.8 If proper notice of the meeting has been given and a quorum as set out in Section 22.5 is not in attendance at a Committee meeting and therefore, the meeting stands adjourned due to lack of quorum, any emergent items upon the approval of the Committee Chairs or Co-Chairs can be considered directly at the next Council Meeting under Committee Reports.
- 22.9 The Rules of Procedure contained in this Bylaw shall be observed in Committee meetings, with necessary modifications, except that:
- a) the number of times a Member may speak on any question shall not be limited;
 - b) the length of time a Member may speak on any question shall not be limited;
 - c) written Notices of Motion are not required; and
 - d) Members shall not be required to stand to speak.
- 22.10 A Member who is not a member of a Standing Committee may attend the meetings of that Committee.
- 22.11 With the consent of the Co-Chair, Chair, or Vice Chair of the Standing Committee, a Member who is not a member of the Committee may speak and participate at a meeting of the Committee, but such Member has no vote on the Committee.
- 22.12 All recommendations and requests of an Advisory Committee shall be directed to its respective Standing Committee.
- 22.13 Every Committee is advisory to Council unless otherwise stated in the terms of reference, by-law or resolution governing the Committee.
- 22.14 No Committee has the power to pledge the credit of the Municipality, to commit the Municipality to any particular action, or to give specific direction to any staff member, unless specifically granted such power in the terms of reference, Bylaw or resolution governing such Committee.
- 22.15 All resolutions received from other municipalities for support shall, if deemed by the Clerk to be of relevance to the Municipality of Powassan, be included on the next Council Meeting Agenda under New Business to be received and endorsed.

23. POST-ELECTION PROCEDURE

- 23.1 The Inaugural Meeting date shall be held the Monday prior to the first Tuesday in December following the Municipal Election at 6:30 p.m.
- 23.2 The Inaugural Meeting shall be ceremonial in nature for purposes of the members of Council taking their Oath of Allegiance and Declaration of Office, and shall be Chaired by the Clerk.
- 23.3 No business shall be conducted at the Inaugural Meeting until the Oath of Allegiance and Declaration of Office have been taken.
- 23.4 At the inaugural meeting, each person who has been elected to Council is entitled to speak and participate and to have one vote.
- 23.5 The principal business of the first Council meeting held after the inaugural meeting shall consist of:
- a) The establishment of the size of each Standing Committee of Council;
 - b) The appointment of Councillors to Standing Committees, Advisory Committees, Agencies, Boards, and Commissions; and
 - c) Appointment of Acting Chair(s) until appointment of Chairs and Co-Chairs of Standing Committees as Acting Chairs.
- 23.6 Prior to the inaugural meeting, each person who has been elected to Council shall submit to the Clerk their preferences for the Standing and Advisory Committees of Council (including agencies, boards and commissions) upon which they wish to serve.
- 23.7 If the number of Members wishing to serve on any Standing or Advisory Committee of Council (including agencies, boards and commissions) is greater than the number of positions available, then the selection shall be conducted by open ballot.
- 23.8 Each Member shall serve on at least one (1) Standing Committee.

24. CONTINGENCIES

- 24.1 In all contingencies not provided for in this Bylaw, the question shall be decided by the Mayor and in making such a ruling, the decision shall be based on Robert's Rules of Order.

25. SHORT TITLE

- 25.1 The short title of this Bylaw is "The Procedural By-law".

26. SEVERABILITY

- 26.1 Should any section, subsection, clause, paragraph or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

27. REPEAL

27.1 Bylaw 2015-31 and all amendments thereto are hereby repealed.

28. EFFECT

28.1 This By-law shall take force and effect upon being passed.

Mayor

Clerk

DRAFT

MEMORANDUM

TO: MAYOR, COUNCIL
FROM: K. BESTER, DEPUTY CLERK
RE: CONSENT APPLICATION B19/POWASSAN/2023
DATE: June 15, 2023

This consent application seeks to re-establish an original 100 (99.19 ac) parcel on Weiler Line. The property has merged on title with the adjacent 96.88 acre parcel because it was held in common ownership.

Both the severed and retained parcels which would result from the finalization of the consent would meet all Rural zone regulations.

Recommendation:

That Council directs staff to advise the North Almaguin Planning Board that they are supportive of this consent application which will re-establish the 99.19 acre lot on Weiler Line.



NORTH ALMAGUIN PLANNING BOARD

B19/POWASSAN/2023

250 Clark Street, Suite 126
P.O. Box 57, Powassan Ontario P0H 1Z0
705-724-6758
Email: northalmaguinplanningboard2018@gmail.com
Website: <http://napb.ca>

AN APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT, R.S.O. 1990 c.P.13

PLEASE PRINT OR TYPE AND COMPLETE ALL APPROPRIATE BOXES.

1. APPLICANT INFORMATION

1.1 Applicant(s):

Name(s) of Property Owner(s): DAKODA & CHERYL ANGER

Day Time Phone #s: Home: (519) 986-4394 Mobile: (519) 493-0564 Business: _____

Mailing Address: 615648 Hamilton Lane, R.R. 6, MARKDALE, Ontario

Postal Code: NOC 1H0 Email Address: cherylann.anger@gmail.com

1.2 Agent for the Applicant

The property owner(s) may appoint a person or a professional firm to act on their behalf for processing this application and attending the meeting at which it will be considered, or a person who is to be contacted about the application for communication. This may be a person or firm acting on behalf of the property owner(s). Owner authorization is required in Section 11 of this form if the applicant is an agent appointed by the owner.

Name of Contact Person/Agent: KEVIN McMEEKEN

Phone #s: Home: _____ Mobile: (519) 375-0545 Business: (519) 986-2740 Fax: (519) 986-4205

Address: 45 Main Street West, P.O. Box 466, MARKDALE, Ontario

Postal Code: NOC 1H0 Email Address: kevin@mcmeeken-law.ca

2. LOCATION OF THE SUBJECT LAND

2.1 District of Parry Sound:

Tax Roll Number: 49 59 010 00218 900 & 00219 000

Municipality / Unincorporated Township: MUNICIPALITY OF POWASSAN (Himsworth)

Municipal Address (Civic Address): NOT ASSIGNED

Legal Description: Concession: 6 Lot Number: 23 Registered Plan: _____ Lot(s): _____ Reference Plan: _____ Part(s): _____

Parcel Number: _____ PIN: 52210-0167 & 0169

2.2 If there are existing easements or restrictive covenants affecting the subject land, provide the legal description and its effect to the subject land. Attach a copy of the relevant documentation. REFER TO THE ATTACHED TRANSFER & EASEMENT DOCUMENTS



3. PURPOSE OF THE APPLICATION:

3.1 Type and Purpose of proposed transaction(s) that requires the Consent:

☒ Create a new lot (or re-establish an existing parcel) / ☐ Lot Addition / ☐ Easement

Other: Charge ☐ / Release a Mortgage ☐ Lease ☐ Validate Title ☐ [Lands located in Municipality of Powassan only per O. Reg. 697/98]

3.2 Name of Person(s), if known, to whom the land or interest in land is to be transferred, leased or charged:
DAKODA ANGER with RETAINED PARCEL Transferred to CHERYL ANGER

3.3 If a lot addition, identify the lands to which the parcel will be added? _____

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

(Fully complete each Section in order that your application can be process. Incomplete applications will be delayed until they are complete.)

4.1 Description / Size <i>Metric and Imperial</i>	SEVERED	RETAINED
Frontage	metres feet 1,381 ft	metres feet 981 ft
Depth	metres feet 3,289 ft	metres feet 3,289 ft
Area	hectare acres 99.19 ac	hectare acres 96.88 ac
4.2 Existing Use of Property:	RECREATIONAL	RECREATIONAL
4.3 Existing Building or Structures and date of construction	NONE	NONE
4.4 Proposed Use of the Severed and Retained Parcels	RECREATIONAL	RECREATIONAL
4.4 Road Access: Provincial highway MANDATORY: Provide written comments from MTO North Bay. 705-497-5401		
Municipal road, maintained all year	WEILLER LINE	WEILLER LINE
Municipal Road, seasonally maintained		
Other Public Road (e.g. Local Roads Board)		
Right of Way / Easement (see Section 4.8 for private roads)		
MNRF Road Allowance [Provide written report from the MNRF if an MNRF road allowance is used for access to the subject land. North Bay Office: 705-475-5550]		
4.5 Water Access Lots: Documented proof of on-shore parking and docking facilities is mandatory. (e.g. lease with an existing marina or dedication of a portion of the retained parcel provided the retained parcel provided it is accessible by land.) Also provide the approximate distance of these facilities from the subject land and the nearest public road.		

(Page 2 of 7)



4.5 Water Supply	SEVERED	RETAINED
Publicly owned and operated piped water system		
Privately owned and operated individual well		
Privately owned and operated communal well		
Lake or other water body		
Other means	NONE	NONE
Does your property abut a lake? <i>[Is the lake deemed by the Ministry of the Environment Conservation and Parks (MOECP) to be at capacity for phosphorus load? **1-800-461-6290 for enquiries]</i>		

4.6 Sewage Disposal	SEVERED	RETAINED
Publicly owned and operated sanitary sewage system		
Privately owned and operated individual septic tank <i>[MANDATORY: Attach documentation of the results of the Planning Act proposal review by the North Bay Mattawa Conservation Authority 705-474-5420]</i>		
Privately owned and operated communal septic tank		
Privy		
Other Means (e.g. Advanced Treatment System) <i>** (Septic System over 10,000 litre requires Ministry of the Environment Conservation and Parks study and permit. 1-800-461-6290 for enquiries)</i>	NONE	NONE

4.7 Other Services (indicate which service(s) are available)	SEVERED	RETAINED
Electricity	NONE	NONE
School Bussing	YES	YES
Garbage Collection	YES	YES

4.8 IF ACCESS TO THE SUBJECT LAND IS BY PRIVATE ROAD OR OTHER PUBLIC ROAD OR RIGHT OF WAY WAS INDICATED IN SECTION 4.4, advise who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year: _____

March 8th, 2023

McMeeken Law Office
c/o Kevin McMeeken
45 Main Street West
Markdale, ON N0C 1H0

Dear Kevin McMeeken:

**RE: On-site Sewage System Review – Planning Act Proposal - ANGER
Weiler Line
Con. 6, Lot 22, 23
Municipality of Powassan
Our File No.: PC02-PO-23**

The North Bay-Mattawa Conservation Authority has received and reviewed the above-mentioned application for the review of a planning proposal to create one new vacant, residential lot on Weiler Line in the Municipality of Powassan. The proposed severed lot is 40 ha with 402 m of frontage on Weiler Line and the retained lands are also vacant, 39 ha in size with 401 m of frontage on Weiler Line. The following comments are based on Part 8 (Sewage Systems) of Ontario Regulation 332/12 (Building Code). The investigation undertaken by NBMCA, and any conclusions or recommendations made herein reflect NBMCA's judgment based on information provided on the application and a desktop review. The Conservation Authority can confirm that this proposal meets the minimum requirements for development as set out in Part 8 of the Ontario Building Code (OBC).

A desktop review was undertaken for the property. According to our mapping there is a portion of a tributary that run through the top east section of the proposed severed lot. This tributary is identified as fish habitat in the Official Plan for the Municipality of Powassan and requires a 30 m setback. There is another tributary the run through the top east portion of the retained lands and down the western portion of the proposed severed lot. This tributary is identified in the Official Plan as a cold-water stream/river and is encased by an identified locally significant wetland. This wetland feature requires a 60 m setback. There is also a Natural Gas Pipeline that runs down the eastern portion of the proposed severed lot and requires a 10 m setback.

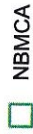
Due to the size of both the proposed severed lot and retained lands, and despite the constraints identified above, there are no concerns with respect to servicing these lots with an initial and a replacement Class 4F sewage system based on a 3-bedroom single-family dwelling with a floor area of less than 200m² and 20 fixture units.

Please be advised that prior to any development on the above-mentioned property a Sewage System Permit is required from the Conservation Authority under Ontario Regulation 332/12 of the Ontario Building Code.

continued on page 2

PC02-PO-23
ANGER

LEGEND



NB/MCA

Road

Highway

Assessment Parcel

Ownership Parcel

Lot & Concession

Municipal Boundary

Geographic Township

Wetland (LIO)

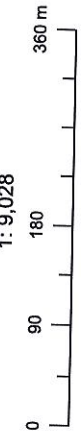
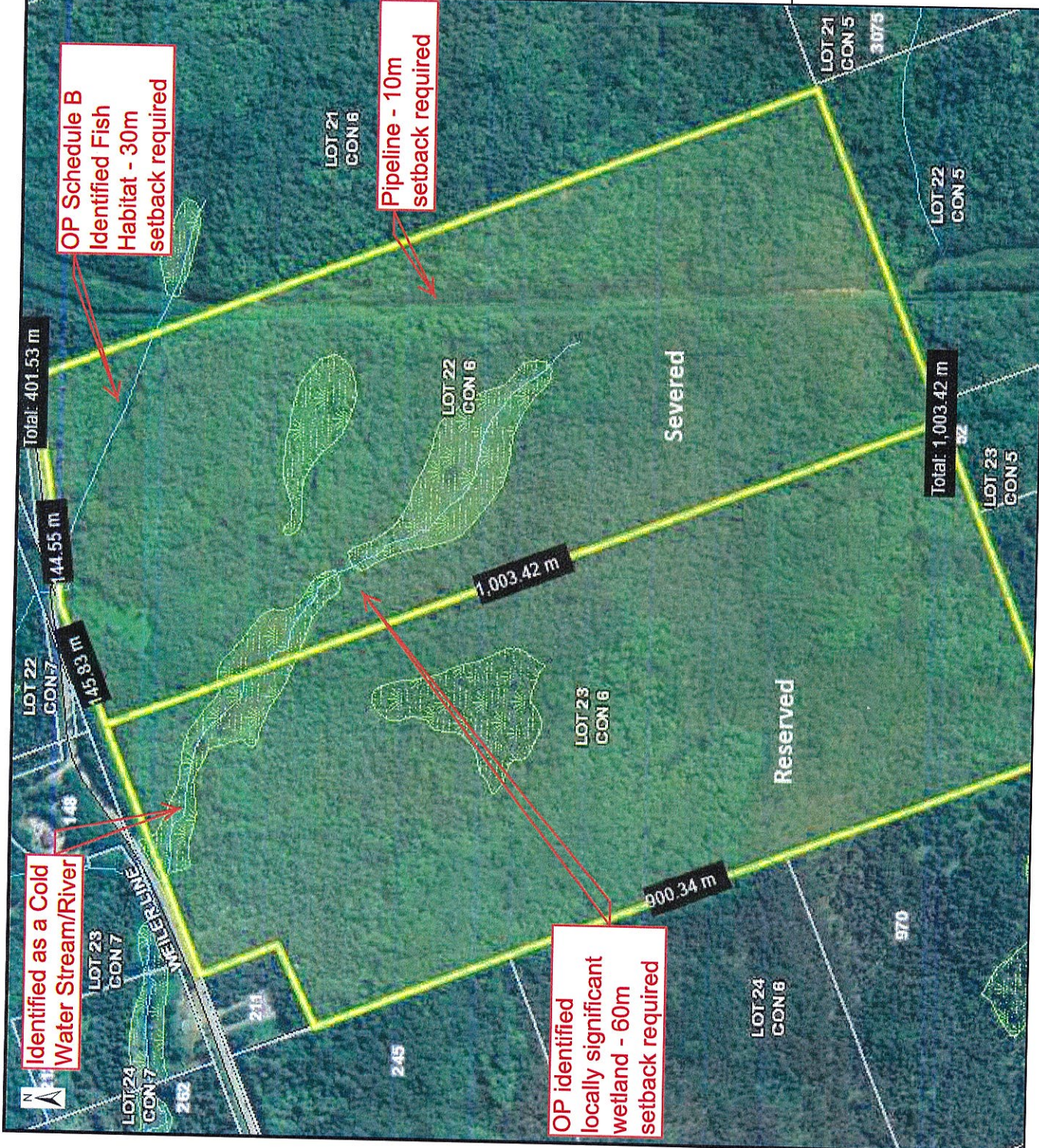
Non Evaluated

Evaluated

Evaluated Provincially Significant

Watercourse (OHN)

NOTES



1: 9,028



NORTH BAY - MATTAWA
CONSERVATION
AUTHORITY

15 Janey Avenue
North Bay, ON P1C 1N1
Tel: (705) 474-5420
Fax: (705) 474-9793

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5. LAND USE

5.1 What is the existing Official Plan designation(s)? (Please contact the Municipality of Powassan for this information.)

RURAL & ENVIRONMENTAL PROTECTION

5.2 What is the Zoning, if any, on the subject land? (Please contact the Municipality of Powassan for this information.)

RURAL

If the subject land covered by a Minister's Zoning Order, what is the Plan and registration number? _____

5.3 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified? Please check the boxes that apply.

Use or Feature	On the Subject Land	Within 750 meters of subject land, unless otherwise specified by the applicable agency, then indicate approximate distance.
An agricultural operation including livestock facility or stockyard <i>[MANDATORY: Attach MDS work sheets from OMAFRA (Ontario Ministry of Food Agriculture and Rural Affairs)]</i>		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>	YES	YES
A provincially significant wetland within 120 meters of the subject land <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>		
Flood Plain		
A rehabilitated mine site		
A non-operating mine site within one kilometer of the subject land		
An active mine site		
An industrial or commercial use, and specify the use (eg gravel pit)		GRAVEL PIT
An active railway line		
Utility corridors (Natural Gas / Hydro Corridor)	NATURAL GAS LINE	ELECTRICAL LINES & SUBSTATION



6. HISTORY OF SUBJECT LAND

6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act? ☐ NO ☐ YES ☒ UNKNOWN

If yes, and if known, please provide the application file number and the decision made on the application.

6.2 If this application is a re-submission of a previous consent application, what is the original consent application number and how has it been changed from the original application?

7. CURRENT APPLICATION

7.1 Is the subject land currently the subject land of a proposed Official Plan or Official Plan Amendment that has been submitted to the Ministry of Municipal Affairs and Housing for approval?

☒ NO ☐ YES ☐ UNKNOWN

If yes and if known, specify the file number and status of the application

7.2 Is the subject land the subject of an application for a Zoning By-law Amendment, Minister's Zoning Order amendment, Minor Variance, Consent or approval of a Plan of Subdivision?

☒ NO ☐ YES ☐ UNKNOWN

If yes and if known, specify the file number and status of the application.



8. SKETCH: The application must be accompanied by a sketch or site plan showing the following:

- a. The boundaries and dimensions of the subject land proposed to be severed as well as the parcel to be retained, including the location of existing structures and driveway(s), other permanent features (e.g. swimming pools, man-made ponds) boulders, flat rock, etc.
- b. The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- c. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- d. The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tank
- e. The existing use(s) on adjacent lands
- f. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way
- g. If access to the subject land is by water only, the location of the parking and boat docking facilities to be used
- h. The location and nature of any easement affecting the subject land

9. OTHER INFORMATION: Is there any other information that you think may be useful to the Board or other agencies reviewing the application? If so, explain below or attached on a separate page.

The proposed SEVERANCE PARCEL & RETAINED PARCEL each comprise substantially all of original CONCESSION LOTS.

The proposed SEVERANCE PARCEL & RETAINED PARCEL currently have separate ROLL NUMBERS.

The proposed SEVERANCE PARCEL & RETAINED PARCEL Merged in Title resulting from Common Ownership of predecessors in Title.

The APPLICANTS wish to reverse the deemed Merging of Title that accidentally occurred resulting from the foregoing circumstance.



NORTH ALMAGUIN PLANNING BOARD
250 Clark Street P.O. Box 57 Powassan ON P0H 1Z0

Phone: 705-724-6758 Email: northalmaguinplanningboard2018@gmail.com Website: <https://napb.ca>

PERMISSION TO ENTER

DATE: December 13, 2022

North Almaguin Planning Board (NAPBoard)
Suite 126 250 Clark Street
P.O. Box #57
Powassan, ON P0H 1Z0

Reason for Site Visit: SEVERANCE CONSENT APPLICATION
(e.g. Consent application, enquiry to determine viability of severance, etc)

Location: LOTS 22 & 23 CONCESSION 6 HIMS WORTH
MUNICIPALITY OF POWASSAN
(civic address [911 number] / other locational information and/or driving directions)

I hereby authorize a Member(s) of the North Almaguin Planning Board and/or its staff to enter onto the above-noted property for the limited purpose of evaluating the merits of an application for Consent under Section 53 of the Planning Act of the *Planning Act, R.S.O. 1990 c.P.13*, or an application for a Plan of Subdivision under *Section 51 of the Planning Act of the Planning Act, R.S.O. 1990 c.P.13*.

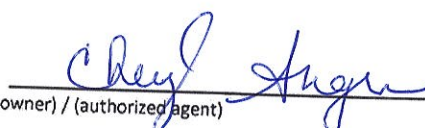
PRINT NAMES OF PROPERTY OWNER(S):

DAKODA ANGER

CHERYL ANGER

SIGNED:

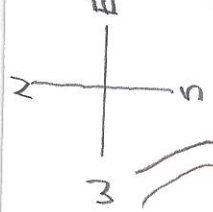

(property owner)


(property owner) / (authorized agent)

Signed this 13th day of Dec. 2022
(date) (month) (year)

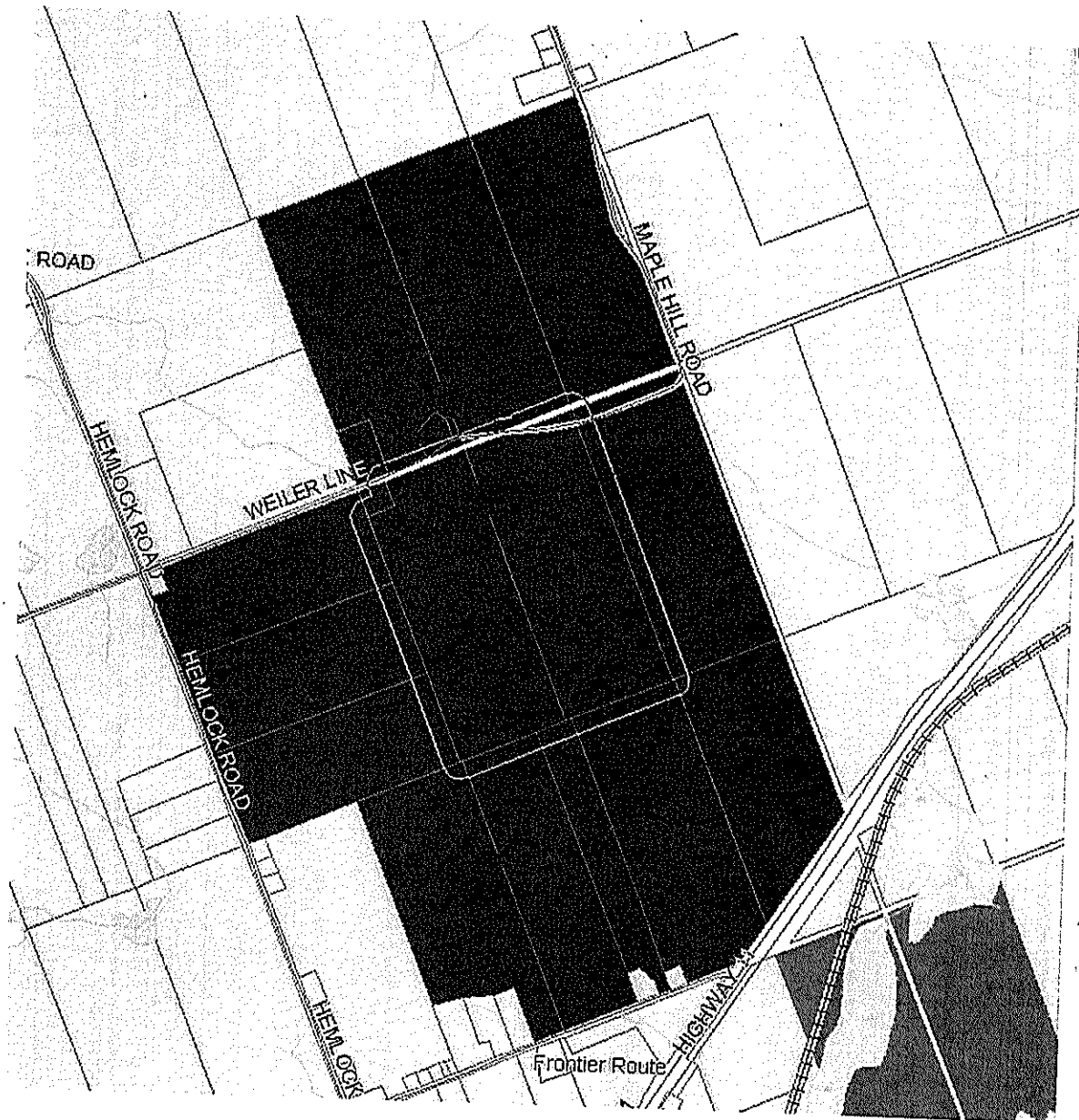
IMPORTANT

The North Almaguin Planning Board (NAPBoard) requires that the location of a property subject in a Consent application(s) [or Subdivision application on lands in the Municipality of Powassan] must be identified with a municipal address (or civic address or 911 number) or directional signage clearly visible from the road from which access is taken. Failure to accommodate inspection access to the subject location to be reviewed will result in delay in processing the application.



BIA/POWASSAN/2023

BUFFER



To: Council
From: Acting Clerk, Allison Quinn
Re: Council Meeting Schedule, July and August

RECOMMENDATION:

That the Regular Meeting of Council schedule change for the months of July and August from the first and third Tuesday to the first Tuesday of each month, only;

And further that additional Meetings of Council will be called by the Mayor should it be deemed necessary.

ANALYSIS:

There was discussion at the May 16, 2023 meeting to have the Acting Clerk bring back a resolution to change the schedule of Regular Council Meetings as outlined above. This is based on the length of the last few Council agendas and to give staff additional time between meetings to work on current projects.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO: 2023-15

Being a By-law to approve a policy to prescribe the accounting treatment for tangible capital assets.

WHEREAS the Public Sector Accounting Board, (PSAB), has approved the reporting of all tangible capital assets for Municipalities, beginning January 1st, 2009, and

WHEREAS Councils are required to pass a policy to deal with the treatment for tangible capital assets, and

WHEREAS the Canadian Institute of Chartered Accountants (CICA) has developed guidelines to assist Municipalities in the creation of a policy.

NOW THEREFORE the Council of the Corporation of the Municipality of Powassan enacts as follows:

THAT the following shall be approved as the policy prescribed for the accounting treatment of tangible capital assets of the Municipality of Powassan,

AND FURTHER that By-law 2009-32 be repealed.

PURPOSE OF POLICY:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets, so that users of the financial report can discern information about the investment in property, plant and equipment and the changes to such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges, and the recognition of any related impairment losses.

SCOPE:

This policy applies to all departments, boards and commissions, agencies, and other organizations falling within the reporting entity of the Municipality of Powassan.

DEFINITIONS:

Tangible Capital Assets:

Non-financial Assets having physical substance that:

- a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are to be used on a continuing basis; and
- d) are not for sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- a) increase previously assessed physical output or service capacity;
- b) lower associated operating costs;
- c) extend the useful life of the asset; or
- d) improve the quality of the output.

Any other expenditure would be considered a repair or maintenance cost and expensed in the period incurred.

Cost:

Cost is the gross amount of consideration given up to acquire, construct, develop, or better a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development, or betterment of the tangible capital asset, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of a developer charge, is considered to be equal to its fair value at the date of contribution. Capital grants would not be netted against the cost of the related tangible capital asset. The cost of a leased tangible asset is determined in accordance with Public Sector Guideline PSG-2, Leased Tangible Capital Assets.

Pooled Assets:

From 2023 onwards, assets will not be pooled and the capitalization threshold will be determined on a unit value basis.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

Capital Lease:

A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the Municipality of Powassan. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met:

- a) there is reasonable assurance that the Municipality will obtain ownership of the leased property by the end of the lease term.
- b) the lease term is of such a duration that the Municipality will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c) the lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

POLICY STATEMENTS:**Capitalization:**

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

- a) all land;
- b) all individual assets or others with a unit cost of \$5,000.00 or greater.

Betterments to existing assets are capitalized when unit costs exceed the threshold.

Primary Categories:

A category of assets is a grouping of assets of a similar nature in the Municipality of Powassan's operations. The following provides definitions for the primary classes of capital assets that will be used by the municipality, as well as examples of how specific assets will be classified.

Construction in Progress

The cost of tangible capital assets under construction, constructed or in an uncompleted process of acquisition by the municipality, and that are not yet in service.

Land

Real property in the form of a plot, lot or area. Includes all expenditures made to acquire land and ready it for use where the improvements are considered permanent in nature and includes the purchase price, closing costs, grading, filling, draining and clearing, removal of old buildings (net of any salvage), assumption of liens or mortgages, and any additional land improvements that have an indefinite life.

Land Improvements

Land improvements consists of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use, which generally decay or break down over time. Land improvements that are removable and can degrade or deplete over the course of time through use or due to the elements should be separately capitalized and their value amortized over the useful life of the improvement.

Examples include but are not limited to: landfill site development, construction of driveways, parking lots, retaining walls, bike paths in parks, drop-off locations, sidewalks, fencing, patios, water fountains, outdoor swimming pools, ball diamonds, soccer fields, irrigation systems, tennis courts, street lights, rail crossings, and the like.

Buildings

All structures that provide shelter from the elements which function independent of an asset network (i.e. independent of a water/sewer network). Includes capital and betterments to capital buildings that are owned by the municipality.

Examples include but are not limited to: sport and recreation facilities, office buildings, fire stations, pavilions, change rooms, park washroom and concession buildings, band shells, waste depots, recycling facilities, buildings in work yards.

Furniture and Equipment

An apparatus, tool, device, implement or instrument that likely uses energy (for example human, electrical, hydraulic fuel, or thermal) to facilitate a process, function or completion of a task, as well as furniture and fixtures. It may be installed within a building, but is generally capable of being moved and reinstalled at a different location (i.e., it is not permanently affixed to or integrated into the building or structure in which it resides). Includes graders, loaders, backhoes, bulldozers, excavators, and the like.

Computer Systems

All computer-related hardware and software, including printers.

Vehicles

A self-propelled, transportable asset, usually having wheels, capable of performing maintenance activities but generally used to transport people or materials from place to place.

Roads

This category includes roads as well as related things such as storm drainage collection systems, sidewalks, and curbs.

Bridges

Could include bridges and large culverts at the discretion of the Treasurer.

Water

Includes all assets associated with the Municipal water system, including water lines, water towers, meters, valves, and reservoirs.

Sewer

Includes all assets associated with the Municipal sewer system, including sewer lines, lagoons, manholes, pump stations, and valve gates.

Functional Categories:

A category of assets as a grouping of assets of a similar function in the Municipality of Powassan's operations. The following list of functional categories shall be used:

- General Government
- Protection Services
 - Fire
- Construction in Progress
- Transportation Services
 - Roads - Paved
 - Roads - Unpaved
 - Roads - Structures
 - Roads – General
- Environmental Services
 - Landfill
 - Recycling

- Water
 - Sewer
- Health Services
 - Cemeteries
- Recreation and Cultural Services
 - Parks
 - Recreation Facilities
 - Libraries

Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

1.1 Purchased Assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition, and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition, or some other reasonable basis if fair value is not readily determinable.

1.2 Acquired, Constructed or Developed Assets

Cost includes all costs directly attributable (e.g. construction, architectural and other professional fees) to the acquisition, construction, or development of the asset. Carrying costs such as internal design, inspection, administrative, and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction/development is taking place or when the tangible capital asset is ready for use.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction, and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred, and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Componentization:

Tangible capital assets may be accounted for using either the single asset or component approach.

Factors to consider when determining whether to use a component approach include:

- a) Major components have significantly different useful lives and consumption patterns than the related tangible capital asset.
- b) Value of components in relation to the related tangible capital asset.

Civil infrastructure systems should use the component approach. Major components should be grouped when the assets have similar characteristics. Roads will be split into the following components:

- land
- sub-base
- surface

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization rate and estimated useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

The municipality will use the straight-line method for calculating amortization for all assets. The following specific principles will be employed when applying the straight-line method:

- a) residual value is assumed to be zero in all cases;

- b) all asset additions and disposals will be considered to have occurred on July 1. Consequently, half year amortization will be recorded in the years of acquisition and disposal;
- c) amortization will be calculated annually, for the period January - December.

Estimated useful lives and the implied amortization rates to be employed by the municipality are outlined in the attached Schedule A.

Write-downs:

When conditions indicate that a tangible capital asset no longer contributes to a government's ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value.

The net write-down of tangible capital assets should be accounted for as expenses in the statement of operations.

A write-down should not be reversed.

Any write downs will be considered to occur on July 1st.

Disposal:

The difference between the net proceeds on disposal of a tangible capital asset and the net book value of the asset should be accounted for as a revenue or expense in the statement of operations.

Disposal of tangible capital assets that are moveable personal property is the responsibility of the Treasurer, as per the disposal policy. Department heads shall notify the Treasurer when assets become surplus to their needs, so that the asset can be assessed by the Treasurer for the method of disposal.

Disposal of real property shall be the responsibility of the Treasurer or designate.

When other constructed tangible capital assets are taken out of service, destroyed, or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify the Treasurer of the asset description and effective date. The Treasurer will adjust the registers and accounting records, recording a loss/gain on disposal.

Capital Leases:

If a lease meets the definition of a leased tangible capital asset, and the leasing agreement transfers substantially all of the benefits and risks associated with the asset from the lessor to the lessee, it must be recorded as a tangible capital asset and a liability.

If substantially all of the risks and benefits associated with the asset are not transferred, it must be accounted for as an operating lease.

READ a FIRST and SECOND time this 6th day of June, 2023.

READ a THIRD time and FINALLY PASSED this 20th day of June, 2023.

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

SCHEDULE A TO BY-LAW 2023-XX

Summary of Tangible Capital Assets

<u>Primary Category</u>	<u>Useful Life/Amortization</u>
Land	Permanent
Land Improvements	
- utility lines	50 years
- railway crossing	10 years
- sheet piling	50 years
- signage	15 years
- parking lots	20 years
- fencing	10 years
- street/park lights	10 years
Buildings	
- cemetery vault	20 years
- gazebo	15 years
- sheds and storage buildings	10 years
- all others	50 years
Equipment & Furniture	
- light equipment	10 years
- heavy equipment	15 years
- trailers	15 years
- riding mowers	10 years
- small equipment	5 years
- mechanical equipment	20 years
- electrical equipment	20 years
- furniture	10 years
- elevators	20 years
- generators	10 years
- portable pumps	10 years
- bunker gear	10 years
- radio system	15 years
- SCBA	10 years
- extraction tools	15 years
- hoses/nozzles	15 years
- defibrillators/medical	10 years
- ice plants	25 years

-	ice resurfacing equipment	15 years
-	pool pumps	15 years
-	pool heater	15 years
-	playground equipment	15 years
-	recreational programming equipment	5 years
-	other miscellaneous	15 years

Roads

-	paved surface	25 years
-	double prime & surfaced	15 years
-	loose top surface	10 years
-	sub-base	75 years
-	sidewalks	15 years

Bridges & Large Culverts

-	bridge- structure	50 years
-	bridge- deck	20 years
-	culvert- minor	10 years
-	culvert- major	20 years

Vehicles, New

-	light duty trucks	10 years
-	heavy duty trucks	15 years
-	pumpers/tankers/aerials	20 years
-	rescue vans	20 years

Vehicles, Used

Useful life to be determined
at the time of purchase

Computer Hardware/Software

-	computers	5 years
-	servers	7 years
-	phone/communication equipment	10 years
-	printers	5 years
-	specialty software	10 years

Sewer

-	lagoons	100 years
-	outfall	50 years
-	sewer mains	50 years
-	pump stations	30 years
-	pumping equipment	15 years
-	sewer lateral	50 years
-	manholes	50 years

- valve gates 50 years

Water

- pumphouse 50 years
- wells 30 years
- reservoirs 30 years
- buildings 40 years
- electrical equipment 20 years
- mechanical equipment 20 years
- instrumentation 15 years
- fire hydrants 50 years
- valves 50 years
- meters 20 years
- water service 50 years
- water mains 50 years



Municipal Insurance Renewal Proposal for The Corporation of the Municipality of Powassan

Updated June 14, 2023

Presented by:
Timothy Hutchison, President

MIS Municipal Insurance Services

A division of McDougall Insurance Brokers Ltd.

In Partnership with

Public Sector Division

Marsh Canada Inc.

This presentation is a condensed report of your insurance coverage. Nothing herein alters the terms, conditions and exclusions contained in the printed insurance contract.



Corporation of the Municipality of Powassan

Insurance Proposal

Policy Period

01 June 2023 - 01 June 2024

14 June 2023

Important – Please Note The Following

Duty of Disclosure

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

Payment Terms

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

Period of Validity of Quote

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy (ies).

Breach of Warranty or Subjectivity

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

Underinsurance

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

Underwriting / Binding Authority

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh

Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

Material Changes From Expiring Policy

You should carefully note any items identified in the “Changes from Expiry” section under each coverage as they represent material changes in cover from your previous policy.

RISK AND CLAIMS INFORMATION

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

TAXES PAYABLE BY INSUREDS

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax

Canadian Councils Liability

Limits of Liability:	\$	5,000,000	General Liability, including Sudden and Accidental Pollution any one Occurrence
	\$	5,000,000	and in the Annual Aggregate for Products and Completed Operations during the Policy Period
Extensions of Coverages:	\$	5,000,000	Employers' Liability; any one Claim
	\$	5,000,000	Tenant Legal Liability; any one Occurrence
	\$	5,000,000	Employee Benefit Liability; any one Claim
	\$	5,000,000	*Incidental Medical Malpractice; any one Claim Retroactive Date: November 15, 1993
	\$	50,000	Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period
	\$	2,000,000	Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$	50,000	Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$	250,000	Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$	100,000	Municipal Marina Legal Liability; any one Pleasure Craft
	\$	1,000,000	Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
	\$	500,000	Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period
	\$	100,000	Conflict of Interest Reimbursement Expenses; any one Claim
	\$	100,000	Legal Expense, Reimbursement Expenses; any one Claim and
	\$	100,000	Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period
	\$	5,000,000	Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence
	\$	250,000	Legal Liability for Damage to Hired Automobiles; any one Occurrence
	\$	5,000,000	Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence

Endorsements:	<p>\$ 5,000,000 *Municipal Errors and Omissions Liability; any one Claim and in the Annual Aggregate during the Policy Period Retroactive Date: Unlimited</p> <p>\$ 2,500,000 *Environmental Impairment Liability; any one Claim and</p> <p>\$ 5,000,000 Environmental Impairment Liability; in the Annual Aggregate during the Policy Period Retroactive Date: Unlimited</p> <p>\$ 250,000 *Abuse / Molestation Liability; any one Claim and</p> <p>\$ 500,000 Abuse / Molestation Liability; in the Annual Aggregate during the Policy Period Retroactive Date: June 1, 2008</p> <p>Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits</p> <p>\$ 5,000,000 Police Officer Assault; any one Occurrence</p>
Deductible(s):	<p>\$ 10,000 Public Entity General Liability; any one Occurrence and in the Annual Aggregate for Products and Completed Operations during the Policy Period, per Claimant in respect of Sewer Back-up</p> <p>\$ 10,000 Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;</p> <p>NIL Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary Compensation</p> <p>\$ 1,000 Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos</p> <p>\$ 10,000 Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)</p> <p>\$ 10,000 Municipal Errors and Omissions Liability; any one Occurrence</p> <p>\$ 10,000 Environmental Impairment Liability; any one Claim</p> <p>\$ 10,000 Abuse / Molestation Liability; any one Claim</p> <p>\$ 10,000 Police Officer Assault; any one Occurrence</p>
* Claims Made Coverage Note:	<p>Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.</p>
Endorsements:	<p>*Communicable Disease Exclusion Endorsement including \$1,000,000 write-back Retroactive Date: June 01, 2021</p> <p>PERFLUORINATED COMPOUNDS, PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES (PFAS) EXCLUSION (For use on liability (re)insurance policies) The following exclusion applies only to the Insured's water treatment, water supply and firefighting operations:</p> <p>1. This POLICY does not cover any claim for actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by,</p>

	<p>resulting from, or otherwise in connection with any PFAS.</p> <p>2. For the purposes of this Exclusion, loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor, contain, test for or in any way respond to or assess the effect of any PFAS.</p> <p>3. PFAS means any organic molecule, salt, free radical or ion, the composition of which includes at least one:</p> <ul style="list-style-type: none"> a. perfluorinated methyl group (-CF₃); or b. perfluorinated methylene group (-CF₂-). <p>LMA5595 amended 29 July 2022</p> <p>Excluding Cyber per LMA5529</p>
Policy Form:	EK2004502 B0509BOWCI2251075
Insurer(s) and Proportion of Participation(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%
Subject To:	<p>Environmental Impairment Liability -</p> <ul style="list-style-type: none"> a) Excluding ASTs >25 years or where not double walled/skinned or has no secondary containment b) Excluding USTs (underground tanks) which are either >20 years old or single skinned <p>Subject to schedule of tanks to be held on file and tanks not seen are not covered</p> <p>Terms will remain as indicated subject to no claims deterioration as of June 1, 2023</p>

Canadian Councils Excess Umbrella Liability (1st Layer)

Limit of Coverage:	\$ 20,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations
	\$ 20,000,000	*any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
Excess of Underlying Coverage(s) and Limit(s):	\$ 5,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 5,000,000	any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim
	\$ 5,000,000	Municipal Errors and Omissions; in the Annual Aggregate
	\$ 5,000,000	Employer's Liability and Tenant's Legal Liability; any one Occurrence
	\$ 5,000,000	Employee Benefits Liability; any one Claim
	\$ 5,000,000	Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence
	\$ 5,000,000	Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
* Claims Made Coverage Note:	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	
Retained Limit:	\$ NIL	
Endorsements:	<p>Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7</p> <p>Excluding Cyber</p> <p>Excluding Communicable disease absolutely</p> <p>PERFLUORINATED COMPOUNDS, PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES (PFAS) EXCLUSION</p> <p>(For use on liability (re)insurance policies)</p> <p>The following exclusion applies only to the Insured's water treatment, water supply and firefighting operations:</p> <p>1. This POLICY does not cover any claim for actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense</p>	

	<p>or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with any PFAS.</p> <p>2. For the purposes of this Exclusion, loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor, contain, test for or in any way respond to or assess the effect of any PFAS.</p> <p>3. PFAS means any organic molecule, salt, free radical or ion, the composition of which includes at least one:</p> <p>a. perfluorinated methyl group (-CF₃); or</p> <p>b. perfluorinated methylene group (-CF₂-).</p> <p>LMA5595 amended 29 July 2022</p>
Policy Form:	EK2004498 B0509BOWCI2251076
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%
Subject To:	Terms will remain as indicated subject to no claims deterioration as of June 1, 2023

Canadian Councils Excess Umbrella Liability (2nd Layer)

Limit of Coverage:	\$ 25,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement \$ 25,000,000 any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations \$ 25,000,000 *any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability \$ 25,000,000 any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
Excess of Underlying Coverage(s) and Limit(s):	\$ 25,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement \$ 25,000,000 any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period \$ 25,000,000 *Incidental Medical Malpractice; any one Claim \$ 25,000,000 Municipal Errors and Omissions; in the Annual Aggregate \$ 25,000,000 Employer's Liability and Tenant's Legal Liability; any one Occurrence \$ 25,000,000 Employee Benefits Liability; any one Claim \$ 25,000,000 Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence \$ 25,000,000 Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
* Claims Made Coverage Note:	<p>Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.</p>
Retained Limit:	\$ NIL
Endorsements:	<p>Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7</p> <p>Excluding Cyber</p> <p>Excluding Communicable disease absolutely</p> <p>PERFLUORINATED COMPOUNDS, PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES (PFAS) EXCLUSION (For use on liability (re)insurance policies)</p> <p>The following exclusion applies only to the Insured's water treatment, water supply and firefighting operations:</p> <p>1. This POLICY does not cover any claim for actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with any PFAS.</p> <p>2. For the purposes of this Exclusion, loss, liability, damage, compensation, injury, sickness,</p>

	<p>disease, death, medical payment, defence cost, cost, expense or any other amount, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor, contain, test for or in any way respond to or assess the effect of any PFAS.</p> <p>3. PFAS means any organic molecule, salt, free radical or ion, the composition of which includes at least one:</p> <p>a. perfluorinated methyl group (-CF₃); or</p> <p>b. perfluorinated methylene group (-CF₂-).</p> <p>LMA5595 amended 29 July 2022</p>
Policy Form:	EK2004498 B0509BOWCI2251077
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%
Subject To:	Terms will remain as indicated subject to no claims deterioration as of June 1, 2023

Combined Physical Damage & Machinery Breakdown

Coverage:	Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions)	
Limits of Liability:	\$ 28,523,875	Blanket Limit of Loss on Blanket Property of Every Description including Machinery Breakdown
	\$ 25,973,875	Total Insured Value
	\$ 25,000	Computer/Electronic Data Processing (Included in Blanket Limit)
	\$ 1,343,326	Contractors Equipment
	\$ 154,897	Landfill Shed & Waste Disposal Site Garage and Office
Physical Damage Extensions of Coverage:	The limits for the following extensions of coverage are included in the Blanket Limit shown above:	
	\$ 500,000	Valuable Papers;
	\$ 500,000	Extra Expense;
	\$ 500,000	Accounts Receivable;
	\$ 500,000	Gross Rentals;
	\$ 500,000	Computer Media;
	\$ 25,000	Fine Arts (Agreed Value);
	The limits for the following extensions of coverage are in addition to the Blanket Limit shown above:	
	\$ 1,000,000	Newly Acquired Property;
	\$ 1,000,000	Building in the Course of Construction; Contractors and Consultants
	\$ 500,000	Property in Transit;
	\$ 1,000,000	Unnamed Locations;
	\$ 500,000	Expediting Expense;
	\$ 300,000	Business Interruption – Profits; Subject to maximum of \$25,000 per
	\$ 1,000,000	Contingent Business Interruption;
	\$ 100,000	Fire Extinguishing Material and Fire Fighting Expense;
	\$ 500,000	Professional Fees;
	\$ 10,000	Master Key;
	\$ 100,000	Land and Water Pollution Clean Up Expense;
	\$ 100,000	Stock Spoilage;
	\$ 100,000	Commercial Property Floater;
	\$ 1,000,000	Off Premises Service Interruption;
	\$ 100,000	Exhibition Floater;
	\$ 100,000 or 10%	Environmental Upgrade;
	\$ 15,000	Money, Cash Cards and Securities;
	\$ 15,000	Preservation of Property;
	\$ 25,000	Technological Advancement;
	\$ 1,000,000	Demolition and Increased Cost of Construction;
	\$ 50,000 / \$ 100,000	Prevention of Ingress / Egress; 4 weeks
	\$ 100,000 or 25%	Debris Removal;
	\$ 5,000	Property of Councillors, Board Members and Employees; any one loss (\$25,000 maximum annual policy limit)

Machinery Breakdown:	\$ 1,000,000 Newly Acquired Property; \$ 500,000 Expediting Expense; \$ 500,000 Professional Fees; \$ 100,000 Consequential Damage; \$ 500,000 Hazardous Substance; \$ 10,000 Data and Media; \$ 500,000 Ammonia Contamination; \$ 500,000 Water Escape; \$ 10,000 Reproduction Costs; \$50,000 / \$100,000 Interruption by Civil Authority; 4 weeks
Endorsements:	Automobile Replacement Cost Deficiency Endorsement
Deductible(s):	\$ 10,000 each occurrence for all losses except \$ 1,000 each Computer/Electronic Data Processing loss \$ 1,000 each Fine Arts loss \$ 250,000 Flood Deductible at 446 Main St. \$ 100,000 Each Flood loss 10 % of total insured value or 100,000 minimum, whichever is greater, each Earthquake occurrence
Policy Form:	
Insurer(s) and Proportion of Participations(s):	Physical Damage: Aviva Insurance Company of Canada -70% Zurich Canada - 30% Machinery Breakdown: Aviva Insurance Company of Canada – 100%
Subject To:	A Schedule of Property including Construction, Occupancy, Protection, Exposure, civic address including postal codes for all locations. Schedule of Miscellaneous Tools and Contractors Unlicensed Equipment. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer. All locations may be subject to Engineering Inspection. Terms will remain as indicated subject to no claims deterioration as of June 1, 2023. Detailed COPE information for all locations over \$1,000,000 values
Changes from Expiring Policy:	<ul style="list-style-type: none"> Property for councillor's has increased to \$15,000 and now includes, Board Members and Employees

	<ul style="list-style-type: none">• Technological Advancement has been added for \$25,000• Environmental Upgrade has been added for a limit of \$100,000 or 10%
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Comprehensive Crime

Limits:	\$	1,000,000	Employee Dishonesty – Form A
	\$	200,000	Broad Form Loss of Money (Inside Premises)
	\$	200,000	Broad Form Loss of Money (Outside Premises)
	\$	200,000	Money Orders & Counterfeit Paper Currency
	\$	1,000,000	Depositors Forgery
	\$	200,000	Professional Fees / Audit Expenses
	\$	200,000	Computer Fraud or Funds Transfer Fraud
	\$		
Deductible(s):	\$	NIL	per Loss
Policy Form:	Master Crime Wording (April 2012)		
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%		
Subject To:	<ul style="list-style-type: none"> Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. All cheque requisitions and issued cheques containing dual signatures. <p>If the above is not part of your internal Financial controls, please provide explanation(s). Terms will remain as indicated subject to no claims deterioration as of June 1, 2023</p>		

Automobile Insurance (Ontario)

Limits:	\$ 5,000,000 Liability – Bodily Injury / Property Damage Accident Benefits – Basic Benefits; Limits as stated in Policy Accident Benefits – Options; None Selected; Limits as stated in Policy Uninsured Automobile; Limits as stated in Policy Direct Compensation – Property Damage; Limits as stated in Policy Loss or Damage – All Perils Deductible: \$2,500 No Physical Damage Insurance for Parade Vehicles and Unlicensed Equipment
Endorsements:	OPCF 3 Drive Government Automobiles Endorsement OPCF 4A Permission to Carry Explosives OPCF 4B Permission to Carry Radioactive Material OPCF 5 Permission to Rent or Lease OPCF 9 Marine use Excluded (Amphibious Automobiles) OPCF 20 Loss of Use Endorsement - Applicable to Light Units per occurrence (Applicable only to Private Passenger Vehicles and Light Commercial Vehicles) OPCF 21B Blanket Fleet Endorsement – No Annual Adjustment OPCF 31 Non-Owned Equipment OPCF 32 Use of Recreational Vehicles by Unlicensed Drivers OPCF 43R Removing Depreciation Deduction – 24 Months New OPCF 44 Family Protection Endorsement Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles Notice of Cancellation Ninety (90) Days Tarmac Exclusion
Policy Form:	Provincial Statutory Owners Policy
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%
Subject To:	Terms will remain as indicated subject to no claims deterioration as of June 1, 2023

Councillors' Accident Coverage

Limits of Coverage:	\$200,000 Principal Sum
Included Coverage:	<p>Number of Councillors: 5</p> <p>24 Hour Coverage</p> <hr/> <p>Based on 5 Members</p> <p>Out of Province Emergency Medical Coverage for 15 days including Spouse's Coverage</p>
Policy Form:	Insurers Standard Form
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%
Subject To:	<p>\$2,500,000 Aggregate Limit of Indemnity Per Accident</p> <p>Terms will remain as indicated subject to no claims deterioration as of June 1, 2023</p>

Volunteer Fire Fighters' Accident Coverage

Limits of Coverage:	\$ 200,000	Principal Sum
	\$ 300	Disability Benefit 1st 4 weeks
	\$ 500	Disability Benefit after 4 weeks
		While on Duty Only Coverage
Policy Form:	Insurers Standard Form	
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%	
Subject To:	Terms will remain as indicated subject to no claims deterioration as of June 1, 2023	

LCIS – Annual Low Risk Events Liability

Limits of Coverage:	\$	5,000,000	Bodily Injury & Property Damage any one Occurrence
	\$	5,000,000	Products & Completed Operations Aggregate
	\$	5,000,000	Personal Injury & Advertising Liability
	\$	2,000,000	Medical Payments per Person
	\$	10,000	Medical Payments per Accident
	\$	5,000,000	Tenant's Legal Liability
	\$	5,000,000	Incidental Medical Malpractice Liability
	\$	2,000,000	Non-Owned Automobile Liability
	\$	50,000	SEF 94 – Legal Liability for Damage to Non-Owned Autos
	\$	1,000,000	Fire Fighting Expense Liability
Endorsements:	Liquor & Vendor Liability USA Jurisdiction Fire Fighting Expense Liability Security Default Cancellation Clause Service of Suit Clause (Canada) (Action Against Insurer) Notice Concerning Personal Information Intention for AIF to bind Clause Lloyd's Underwriters Policyholder's Complaint Protocol		
Additional Endorsements:	Additional Insured Vendor Liability Endorsement		
Deductible:	\$1,000	per Loss but only with respect to Property Damage Liability, Tenant's Legal Liability and SEF 94 – Legal Liability for Damage to Non-Owned Autos	
Policy Form:	LCIS GL 2020		
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%		
Subject To:	Terms will remain as indicated subject to no claims deterioration as of effective date June 1, 2023 Provision of an updated Annual Low Risk Events Liability Application		

Cyber Liability

Cyber Incident Response:	\$1,000,000	Incident Response Costs each and every Claim
	\$1,000,000	Legal and Regulatory Costs each and every Claim
	\$1,000,000	IT Security and Forensic Costs each and every Claim
	\$1,000,000	Crisis Communication Costs each and every Claim
	\$1,000,000	Privacy Breach Management Costs each and every Claim
	\$1,000,000	Third Party Privacy Breach Management Costs each and every Claim
	\$50,000	Post Breach Remediation Costs each and every Claim (maximum 10% of all sums CFC has paid as a direct result of the cyber event)
Cyber Crime:	\$250,000	Funds Transfer Fraud each and every Claim
	\$250,000	Theft of Funds Held in Escrow each and every Claim
	\$250,000	Theft of Personal Funds each and every Claim
	\$1,000,000	Extortion each and every Claim
	\$250,000	Corporate Identity Theft each and every Claim
	\$250,000	Telephone Hacking each and every Claim
	\$50,000	Push Payment Fraud each and every Claim
System Damage and Business Interruption:	\$250,000	Unauthorized Use of Computer Resources each and every Claim
	\$1,000,000	System Damage and Rectification Costs each and every Claim
	\$1,000,000	Income Loss and Extra Expense each and every Claim (sub-limited to \$1,000,000 in respect of System Failure)
	\$100,000	Additional Extra Expense each and every Claim
	\$1,000,000	Dependent Business Interruption each and every Claim (sub-limited to \$1,000,000 in respect of System Failure)
	\$1,000,000	Consequential Reputational Harm each and every Claim
	\$25,000	Claim Preparation Costs each and every Claim
Network Security and Privacy Liability:	\$1,000,000	Hardware Replacement Costs each and every Claim
	\$1,000,000	Network Security Liability Aggregate, including Costs and Expenses
	\$1,000,000	Privacy Liability Aggregate, including Costs and Expenses
	\$1,000,000	Management Liability Aggregate, including Costs and Expenses
	\$1,000,000	Regulatory Fines Aggregate, including Costs and Expenses
Media Liability:	\$1,000,000	PCI Fines, Penalties and Assessments Aggregate, including Costs and Expenses
	\$1,000,000	Defamation Aggregate, including Costs and Expenses
	\$1,000,000	Intellectual Property Rights Infringement Aggregate, including Costs and Expenses
Court Attendance Costs:	\$100,000	in the Aggregate (sub-limited to \$2,000 per day)
Endorsements:	Marsh Public Sector Special Amendatory Clause	

Deductible:	\$10,000	each Claim for All Losses, except:
	\$10,000	each Claim, including costs and expenses, for Network Security & Privacy Liability and Media Liability Losses
	\$10,000	each Claim for System Damage and Rectification Costs Losses
	«NIL»	each Claim for Incident Response Costs Losses
	«NIL»	each Claim for Claim Preparation Costs Losses
	«NIL»	each Claim for Court Attendance Costs Losses
Policy Form:	each Claim for Post Breach Remediation Costs Losses	
	Cyber, Private Enterprise (CAN) v3.0	
Insurer(s) and Proportion of Participations(s):	CFC Underwriting Ltd. – 100%	
Subject To:	Terms will remain as indicated subject to no claims deterioration as of June 1, 2023	



Acceptance of Municipal Insurance Program Proposal

To: Marsh Canada Limited
Public Sector Division
120 Bremner Boulevard, Suite 800
Toronto, Ontario Canada M5J 0A8
Telephone: 416 868 2600

Policy Term (mm/dd/yy): 06/01/23 - 06/01/24

Annual Premium: \$196,054

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of Corporation of the Municipality of Powassan

Authorized Signature

Date

Please print the name of the person signing above

Implementation of Limit of Liability:

In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10 million. This provision applies to the fullest extent permitted by applicable law.



Marsh Canada Limited
120 Bremner Boulevard, Suite 800
Toronto, Ontario M5J 0A8
+1 416 868 2600

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A business of Marsh McLennan

June 2023

June 2023							July 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 28	29	30	31	Jun 1	2	3
4	5	6 Council 7pm	7	8 DSSAB	9	10
11	12	13 NBMCA	14	15	16	17
18	19 Library Board Meeting PSB MEETING @6:00PM	20 Council 7pm	21 Maple Syrup Festival Wrap Up	22	23	24
25	26	27	28 Rec.committee	29	30	Jul 1