

## **AGENDA**

Regular Council Meeting

Tuesday, January 16, 2023, at 6:30 p.m.

Powassan Council Chambers (Firehall Station 1)

1. **CALL TO ORDER**

2. **LAND ACKNOWLEDGMENT**

“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.”

3. **ROLL CALL**

4. **DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF**

5. **APPROVAL OF THE AGENDA**

6. **DELEGATIONS TO COUNCIL**

7. **ADOPTION OF MINUTES OF PREVIOUS OPEN SESSION MEETINGS OF COUNCIL**

7.1 Regular Council meeting of December 5, 2023

8. **MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**

9. **MINUTES AND REPORTS FROM APPOINTED BOARDS**

9.1 Golden Sunshine Municipal Non-Profit Housing Corporation minutes of October 17, 2023

9.2 District of Parry Sound Social Services Administration Board CAO's Report of December 2023

9.3 North Bay Mattawa Conservation Authority minutes of December 13, 2023

9.4 Powassan Police Service Board minutes of December 18, 2023

9.5 Powassan and District Union Public Library minutes of November 20, 2023

10. **STAFF REPORTS**

10.1 Public Works Foreman, T. Tennant – Scrap Metal at the landfill

10.2 Human Resource Policy Manual Update

11. **BY-LAWS**

11.1 Bylaw 2024-01 Temporary Borrowing

11.2 Bylaw 2024-02 Interim Tax Levy

11.3 Bylaw 2024-03 Special Events Bylaw

**12. UNFINISHED BUSINESS**

- 12.1 Fire Dispatch Agreement
- 12.2 NOHFC Resolution- Maple Syrup Festival

**13. NEW BUSINESS**

- 13.1 Notice of Open House for a new Official Plan
- 13.2 Alzheimer's Awareness Month Proclamation
- 13.3 Ontario Clean Water Agency 2023 Annual/Summary Report for the Powassan Drinking Water System
- 13.4 Councillor Wand – Horse Hitching Post Memorandum
- 13.5 Councillor Wand – North Almaguin Planning Board Memorandum

**14. CORRESPONDENCE**

- 14.1 Ontario Association of Police Services Boards – Gender-Based Violence and Intimate Partner Violence
- 14.2 Ms. Connie Kneeshaw – 532 Main Street, Powassan
- 14.3 Mayor Piper, Township of Nipissing – Capital Repairs to Alsace Road

**15. ADDENDUM**

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

**17. CLOSED SESSION**

**18. MOTION TO ADJOURN**

**Regular Council Meeting  
 Tuesday, December 5, 2023, at 6:30 pm  
 Powassan Council Chambers**

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

**Staff:** A. Quinn, Clerk  
 Brayden Robinson, Treasurer/Director of Corporate Services

**Presentation:** None.

**Disclosure of Monetary Interest and General Nature Thereof:**

P. McIsaac                      Item 10.3 and 13.2                      Employer named in item.

- 2023-378**                      Moved by: D. Britton                      Seconded by: L. Patey  
 That the agenda of the Regular Council Meeting of December 5, 2023, be approved,  
 With the following addendum:  
     15.1 Maple Syrup Festival – NOHFC Funding                      **Carried**
- 2023-379**                      Moved by: L. Patey                      Seconded by: M. Wand  
 That the minutes of the Regular meeting of council of November 21, 2023,  
 be adopted.                      **Carried**
- 2023-380**                      Moved by: M. Wand                      Seconded by: R. Hall  
 That the minutes from the Maple Syrup Committee meeting of November 23, 2023,  
 be received.                      **Carried**
- 2023-381**                      Moved by: R. Hall                      Seconded by: D. Britton  
 That the minutes from the Powassan and District Union Public Library meeting of  
 October 16, 2023, be received.                      **Carried**
- 2023-382**                      Moved by: D. Britton                      Seconded by: L. Patey  
 That the report from Treasurer/Director of corporate Services B. Robinson regarding  
 the Trackless be received; and,  
  
 FURTHER that staff be authorized to purchase the Trackless from Evan Hughes  
 Excavating for \$12,000.                      **Carried**
- 2023-383**                      Moved by: L. Patey                      Seconded by: M. Wand  
 That the report from Treasurer/Director of Corporate Service, B. Robinson, regarding the  
 Building Inspector Shared Services Agreement be received; and,

FURTHER that a Bylaw be executed to approve the agreement and appoint a building inspector. **Carried**

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

**2023-384** Moved by: L. Patey Seconded by: R. Hall  
That the memo from Public Works Foreman, T. Tennant, regarding Public Works Updates, be received; and,

FURTHER that Council direct staff to contact the MTO. **Carried**

**Mayor McIsaac returned to Chair.**

**2023-385** Moved by: D. Britton Seconded by: L. Patey  
That Bylaw 2023-27, being a Bylaw to appoint a Deputy Clerk;  
Be **READ** a **FIRST** time and considered **READ** a **SECOND** and **THIRD** time and adopted as such in open Council this 5<sup>th</sup> day of December 2023, for the immediate wellbeing of the Municipality. **Carried**

**2023-386** Moved by: L. Patey Seconded by: M. Wand  
That Bylaw 2023-28, being a Bylaw to enter into an agreement for the services of a Building Inspector;  
Be **READ** a **FIRST** time and considered **READ** a **SECOND** and **THIRD** time and adopted as such in open Council this 5<sup>th</sup> day of December 2023, for the immediate wellbeing of the Municipality. **Carried**

**2023-387** Moved by: M. Wand Seconded by: R. Hall  
That Council supports Consent Application B40/POWASSAN/2023 for property known as Part of Lot 20, Concession 10, PIN 52208-0506 (LT). **Carried**

**2023-388** Moved by: D. Britton Seconded by: L. Patey  
That the regular Council meetings of December 19, 2023, and January 2, 2024, be cancelled; and,

FURTHER that staff ensure Public Notice is provided. **Carried**

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

**2023-389** Moved by: L. Patey Seconded by: D. Britton  
That the report from Councillor R. Hall regarding the MTO Agreement regarding sidewalks in Trout Creek, be received. **Carried**



2023-397

Moved by: M. Wand      Seconded by: R. Hall  
That Council now adjourns at 8:28 pm.

**Carried**

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Mayor

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Clerk

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The Golden Sunshine Municipal Non-Profit Housing Corporation  
Minutes of the Board of Directors Meeting  
2023-11

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Tuesday October 17, 2023

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday October 17, 2023.

Present: Bernadette Kerr, Mieke Krause, Leo Patey, Tom Piper, Dave Britton, Nancy McFadden & Amber Mclsaac, Property Manager.

**1. Call to order**

**Resolution No. 2023-57**– Moved by Leo, seconded by Tom that the meeting was called to order at 9:30 am. Carried

**2. Additions to Agenda – none**

**3. Approval of the Agenda**

**Resolution No. 2023-58**– Moved by Tom, seconded by Leo that the agenda be adopted as presented

**4. Conflict of Interest Disclosure - none**

**5. Approval of the Minutes from the September 19, 2023 board meeting**

**Resolution No. 2023-59**– Moved by Tom seconded by Mieke that the minutes from the board meeting on September 19, 2023 were adopted as presented.

**6. Business arising**

**a) Doug Walli Resignation**

The board members expressed great appreciation for his dedication and years of service to the Golden Sunshine Municipal Non-Profit Housing Corporation. Dave encouraged for Amber to purchase and deliver a gift basket and plaque for Doug. Tom reported the township of Nipissing is accepting applications for his replacement.

**b) Project Updates**

DSSAB did not approve flooring upgrades to the office, all other projects were approved and have been completed. A discussion took place as to what projects could be completed with any left-over funding. Possibilities included replace fire extinguishers that are nearing 10-year manufacture

expiry date, spare carpet tiles, carpet cover for kitchen in common room and HVAC fall preventative maintenance. Amber to follow up, board recommended a new quote for extinguishers.

Amber reported that the MUA/Retaining wall Capital project is now complete and financials for the project were presented.

#### **c) Draft Budget-**

Amber presented the 2<sup>nd</sup> draft of the 2023 operating budget. Employee wages were discussed. Final copy to be presented for approval at the next meeting.

#### **e) Raised Garden Beds**

Tool Box Tim quote was accepted to build and install 3 raised gardens beds for the beginning of May 2024 to be paid for from the GSMNP operating budget. A discussion took place regarding soil and placement of the new vegetable gardens.

### **7. Correspondences**

#### **a) Managers Report**

DSAAB will be attending the next meeting to discuss the Pines 2. The board members would like to meet Encasa's financial advisor in a face-to-face meeting. Amber to arrange. The Building Condition Assessment on site visit was completed. Painting quote for front entrance and hallway was presented, Amber to look for more quotes.

#### **b) Financials**

**Resolution No. 2023-60** Moved by Tom, seconded by Leo that the board approves the September 2023 financials as presented. Carried

#### **c) Complaint Investigation**

Public attendees were asked to leave the meeting.

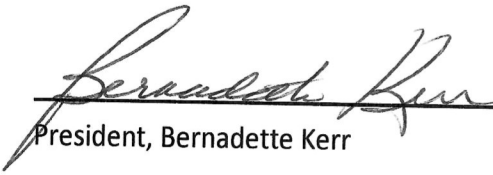
**Resolution No. 2023-61** Moved by Tom, seconded by Leo that the board move into closed session at 10:34am.

**Resolution No. 2023-62** Moved by Dave, seconded by Nancy that the board move into open session at 10:39am.

**8. Next Board Meeting** – November 21, 2023 @ 9:30am.

**9. Adjournment - Resolution No. 2023-63**– Moved by Tom, seconded by Leo that the board meeting be adjourned at 10:37 am. Carried



  
\_\_\_\_\_  
President, Bernadette Kerr

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Property Manager, Amber McIsaac

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District of Parry Sound



Social Services  
Administration Board

# **Chief Administrative Officer's Report**

*December 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.

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## **Ontario Child Care Workforce Strategy and Protection of Children**

The government announced new measures for safer child care and a workforce strategy to aid with the attraction and retention of child care staff to help address labour shortages in the sector.

The new action taken is intended to further protect the safety of children by requiring all licensed child care operators to implement a Safe Arrival and Dismissal Policy by January 1, 2024. This will ensure that when a child does not arrive at the licensed child care program or is not picked up as expected, parents will be informed in line with existing protocols within Ontario's publicly funded schools.

The Workforce Strategy, made possible with funding through the Canada-Ontario Canada-wide Early Learning and Child Care Agreement, includes wage enhancements and other ways to address issues facing the sector. The strategy will support workforce development starting in 2024 by:

- Increasing the starting wage for RECEs employed by child care operators enrolled in the Canada-wide Early Learning and Child Care (CWELCC) system to \$23.86/hour in 2024 from the planned \$20/hour
- Extending the eligibility ceiling for a \$1/hour increase so more RECEs can benefit
- Supporting entry into the profession and career development
- Cutting red tape for employers and providing more flexibility in staffing their programs
- Launching a promotional campaign to bolster awareness and value of the child care profession

## **OMSSA's 2023 Policy Conference**

As a result of the COVID-19 pandemic, the work of OMSSA (Ontario Municipal Social Services Association) (Including PSDSSAB) has been forever transformed. The pandemic has demonstrated the vital socio-economic importance of children's services, it has forced a rethink of how employment and income supports are delivered, and it has challenged an already strained housing and homeless system.

Through all of this, we have had to rapidly develop new policies and find innovative ways of effectively supporting the service users. Alongside all the successes that we have had navigating these trials, new economic challenges have emerged.

The 2023 Policy Conference, held from November 30<sup>th</sup> to December 1<sup>st</sup>, was OMSSA's annual forum for discussion and debate focused on the present and future of human services policies in Ontario. Two staff members and I were fortunate enough to attend this conference. This event brought human services leaders and policy experts, together with provincial leaders, stakeholder organizations, and other subject matter experts. This year's conference was packed with relevant content for all OMSSA Members and beyond!

**Licensed Child Care Programs**

**Total Children Utilizing Directly Operated Child Care in the District  
October 2023**

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	2	0	3	2	20	27
Toddler (18-30M)	10	7	9	22	28	76
Preschool (30M-4Y)	17	17	28	50	50	127
# of Active Children	29	22	29	52	98	230

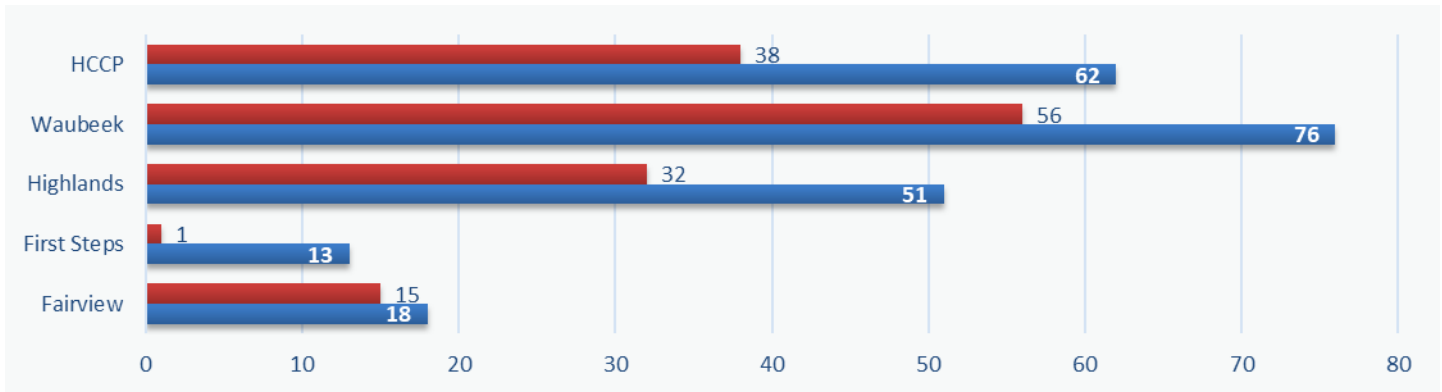
The licensed child care programs increased the enrollment by 30 children this month with the biggest enrollment being in children aged 12 – 30 months.

**School Age Programs  
October 2023**

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	26	5	0
Mapleridge Before School	10	0	0
Sundridge Centennial After School	13	3	0
Home Child Care	52	15	2
# of Active Children	95	28	1

Both school age programs are currently at their operating capacity.

**Directly Operated Child Care Waitlist by Program  
October 2023**



Waitlists in all programs continue to expand. The blue bar indicates the current number of children needing care now that cannot be accommodated. The red bar shows the number of children that will be needing care in future months. Please note: these numbers may be duplicated as families are placing their children on multiple waiting lists.

**Inclusion Support Services  
October 2023**

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	1	0
Toddler (18-30M)	0	9	9	19	1	3	0
Preschool (30M-4Y)	7	30	37	59	3	2	2
School Age (4Y+)	5	23	28	46	2	0	7
Monthly Total	12	62	74	-	6	6	9
YTD Total	12	79	-	128	37	37	28

There has been a slight increase in referrals as new children are enrolled in licensed child care.

## EarlyON Child and Family Program October 2023

Activity	October	YTD
Number of Children Attending	935	9,322
Number of New Children Attending	53	533
Number of Adults Attending	639	5,783
Number of Virtual Programming Events	4	39
Number of Engagements through Social Media	209	6,523
Number of Views through Social Media	4,334	89,876

There is a steady increase in attendance at all the EarlyON programs across the district with many new families seeking out the resources made available through the Resource Facilitators.

## Funding Sources for District Wide Childcare Spaces October 2023

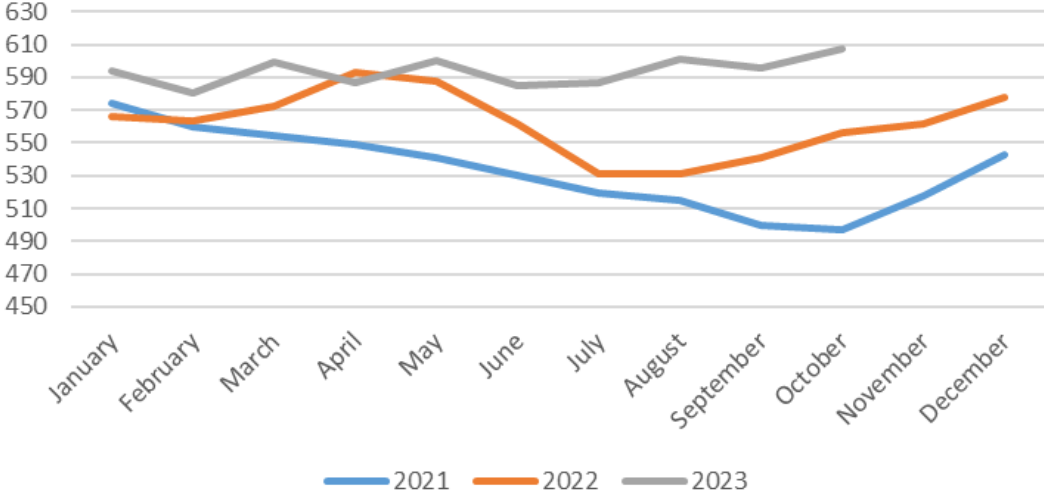
Active	# of Children	# of Families
CWELCC*	70	69
CWELCC Full Fee	200	196
Extended Day Fee Subsidy	1	1
Fee Subsidy	36	27
Full Fee	20	18
Ontario Works	16	12
<b>Total</b>	<b>343</b>	<b>323</b>

Funding Source - New	# of Children	# of Families
CWELCC	5	5
CWELCC Full Fee	6	6
Fee Subsidy	2	1
Full Fee	1	1
Ontario Works	4	2
<b>Total</b>	<b>18</b>	<b>15</b>

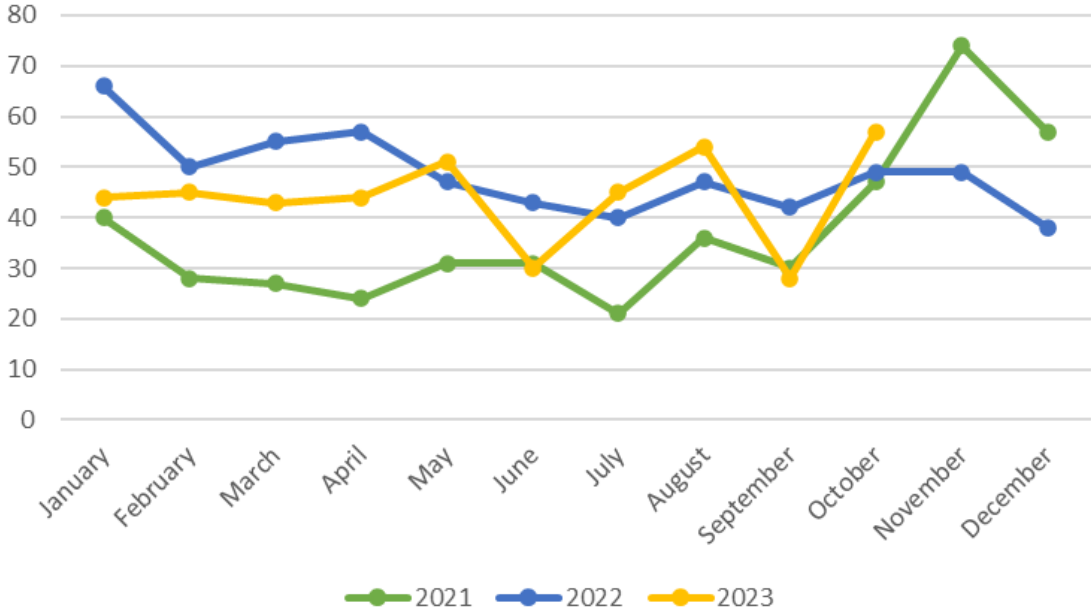
Funding Source - Exits	# of Children	# of Families
CWELCC	2	2
Full Fee	1	1
<b>Total</b>	<b>3</b>	<b>3</b>

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

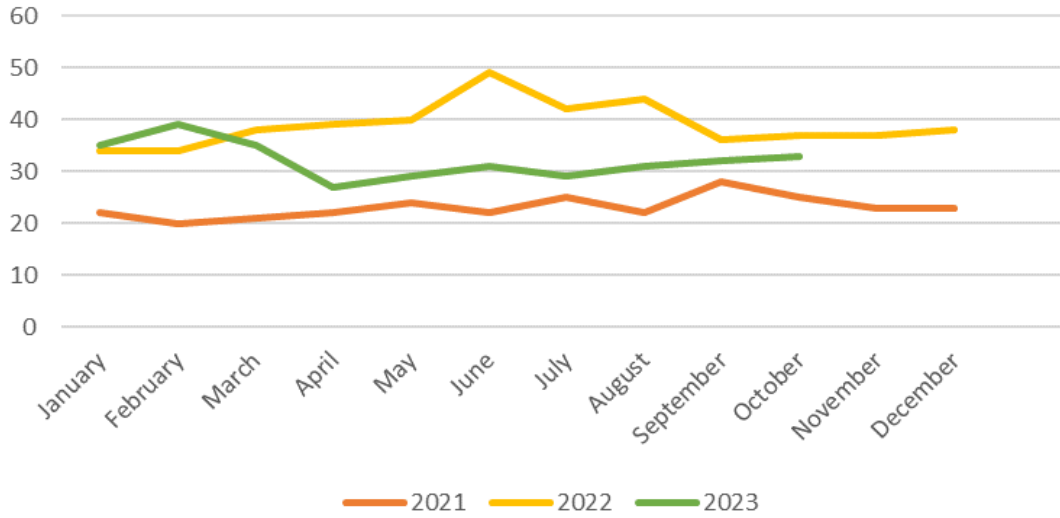
### Ontario Works Caseload



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



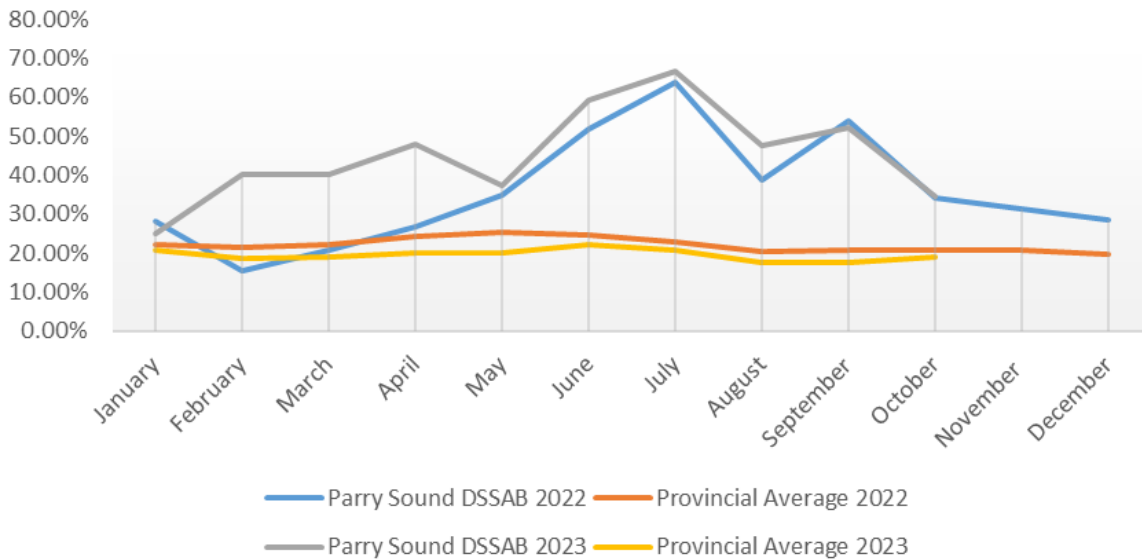
## ODSP Participants in Ontario Works Employment Assistance



The OW Caseload as of the end of October is now 607 (there are 973 beneficiaries in total). That is the highest we have seen since 2020. We are supporting **33** ODSP participants in our Employment Assistance program. We also have **55** Temporary Care Assistance cases. Intake saw a sharp increase in October. We had **57** Ontario Works Applications (40 of those online) and **40** cases for Emergency Assistance in August which is trending higher than historical norms.

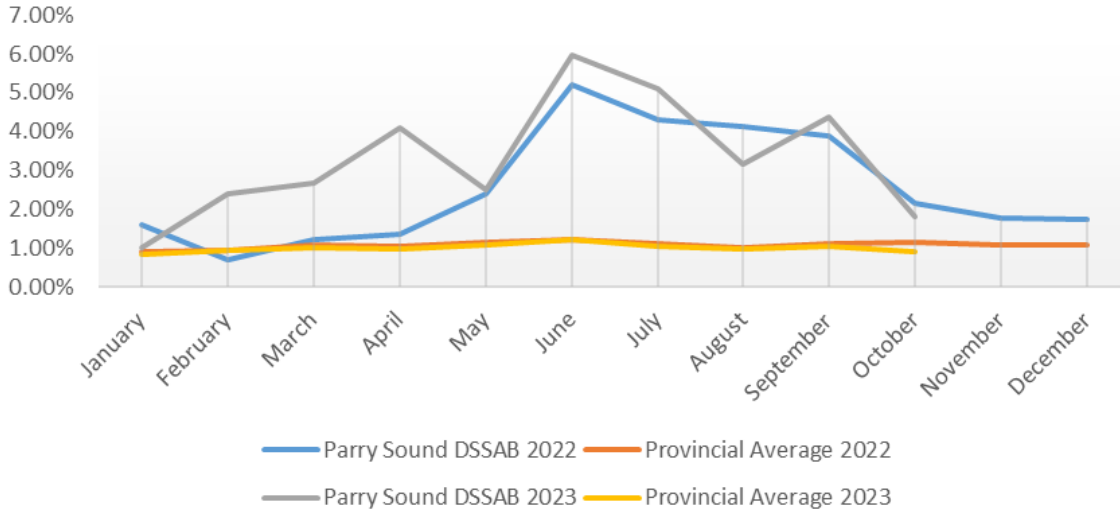
## Employment Assistance & Performance Outcomes

% of Closures Exiting to Employment



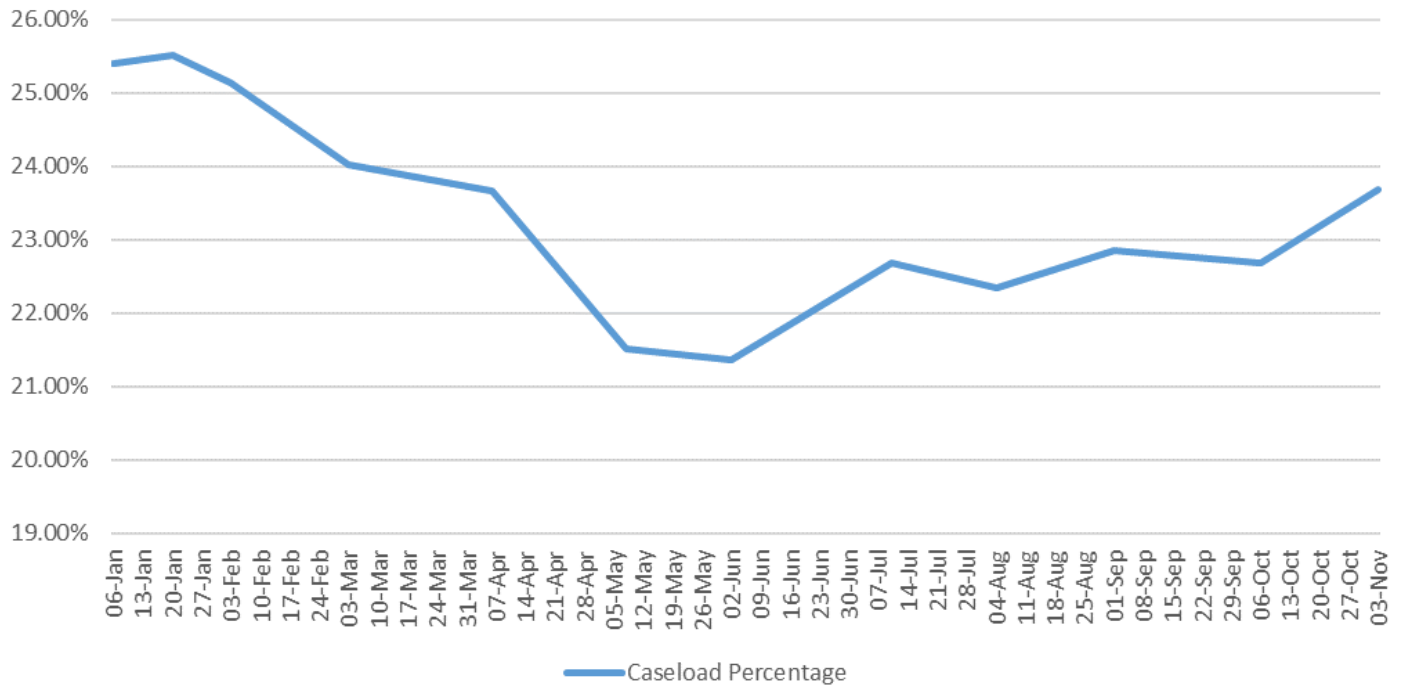


### % of Caseload Exiting to Employment



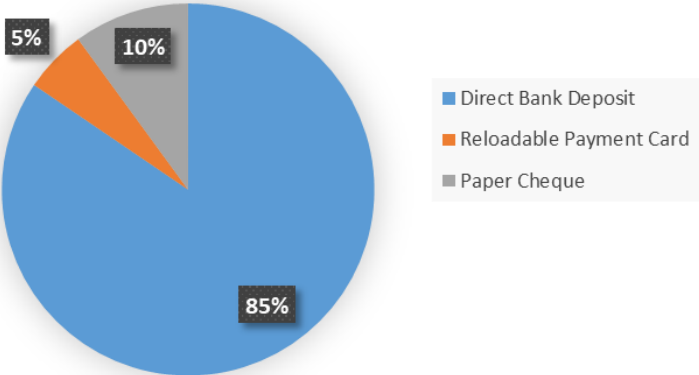
Our Employment Outcomes performance in October are on pace at the same point last year. This is likely due to the end of many seasonal jobs and the change in weather. It aligns with the sharp increase we have seen with applications we saw in October. We also exited 5.27% of the caseload for any reason in October. This is also very strong as we are into the fall season when we see many seasonal jobs ending.

### MyBenefits Enrollment 2023



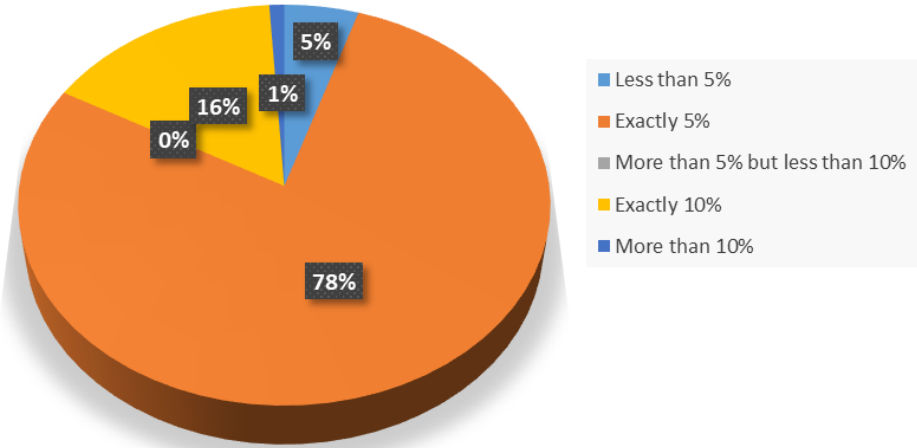
**DBD Enrollment**

**Payment Receipt Method  
October 2023**



**Overpayment Recovery Rate**

**October 2023**



## 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.

### 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.

### Contact/Referrals

October 2023	East	West	YTD
Homeless	0	4	71
At Risk	6	14	101
Esprit Outreach Homeless	0	0	6
Esprit Outreach at Risk	0	0	10
Program Total			172
Esprit in Shelter clients calculated in Homelessness numbers			
Esprit in Shelter	2		20

October 2023 Income Source	East	West
Senior	6	14
ODSP	10	28
Ontario Works	4	22
Low Income	18	33

October 2023 Income Source	East	West
Senior	13	22
ODSP	4	14
Ontario Works	8	15
Low Income	9	53

### Short Term Housing Allowance

	Active	YTD
October 2023	6	40

**Housing Stability: Household Income Sources and Issuance from HPP**

October 2023 Income Source	Total	HPP
Senior	3	\$2,100
ODSP	8	\$5,787.79
Ontario Works	2	\$2,000

October 2023 Reason for Issue	Total
Utilities/Firewood	\$1,000
Food/Household/Misc	\$8,292.41
Transportation	\$595.38
<b>Total</b>	<b>\$9,887.79</b>

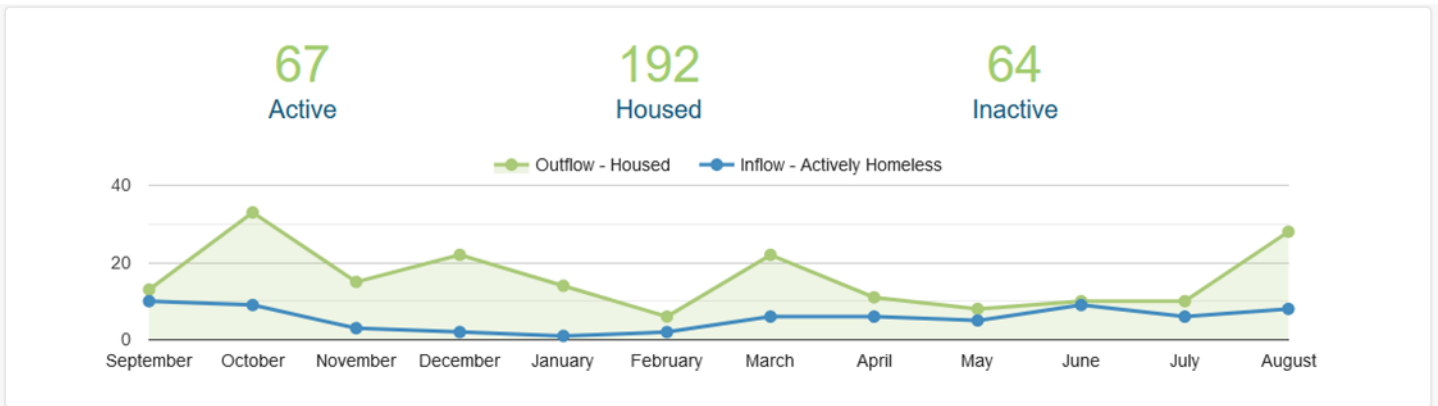
**Ontario Works: Household Income Sources and Issuance from HPP**

October 2023 Income Source	Total	HPP
Senior	1	\$1,000
ODSP	17	\$10,738.45
Ontario Works	13	\$11,879.97
Low Income	3	\$1,033

October 2023 Reason for Issue	Total
Rental Arrears	\$5,936.89
Utilities/Firewood	\$4,743.97
Transportation	\$645.93
Food/Household/Misc.	\$12,420.63
Emergency Housing	\$904
<b>Total</b>	<b>\$24,651.42</b>

**By-Name List Data**

**September 2021– October 2023**



## Housing Programs

### Social Housing Centralized Waitlist Report October 2023

	East Parry Sound	West Parry Sound	Total
Seniors	47	117	164
Families	129	434	563
Individuals	512	196	708
Total	688	747	1,435
Total Waitlist Unduplicated			461

### 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	13	2	9	2	
June	15		3	2		June	9	1	2	1	
July	13	2	10	1		July	5	1	5	1	
Aug	5		17	2	1	Aug	14	1	3	1	
Sept	16		10	1	1	Sept	12		4		
Oct	14		12	6		Oct	8	1	1	4	2
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	88	8	99	15	2

- Housing Programs approved eight new applications to the Centralized Waitlist in the month of October
- One new approved application was also approved for Special Priority Placement
- Four applicants were housed, two of them held Special Priority status
- One application was cancelled as the applicant is deceased

**Parry Sound District Housing Corporation  
October 2023**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	5	31
Move in	6	28
L1/L2 forms	0	5
N4 - notice of eviction for non payment of rent	2	9
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	2	12
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	4	63
No Trespass Order	0	1
Tenant Home Visits	21	182
Mediation/Negotiation/Referrals	18	168
Tenant Engagements/Education	1	89

**Property Maintenance  
October 2023**

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 3 unit has been treated
Vacant Units	12	one-bedroom (7); multiple bedroom (5) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	7	one-bedroom market units available
After Hours Calls	6	Smoke detector defect, water leaking from upstairs, fire panel “trouble” alarm, building toilet plugged, flooded laundry room 4 staff participate in the on-call phone tree system
Work Orders	162	Created for maintenance work, and related materials for the month of September
Fire Inspections		12 units inspected within the month of September **as per Fire Code, we will be moving to monthly inspections **

**Capital Projects  
October 2023**

- Esprit Renovation project ongoing
- The Duplex Project ongoing
- Asbestos removal in vacant family home
- Retaining wall repair
- Main line water leak planning

Ongoing Challenges

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

**Esprit Place Family Resource Centre  
October 2023**

<b>Emergency Shelter Services</b>	<b>October 2023</b>	<b>YTD</b>
Number of women who stayed in shelter this month	10	100
Number of children who stayed in the shelter this month	6	43
Number of hours of direct service to women (shelter and counselling)	275	1,672
Number of days at capacity	15	80
Number of days over capacity	13	71
Overall capacity %	110%	82%
Resident bed nights (women & children)	342	2,293
Phone interactions (crisis/support)	33	277

<b>Transitional Support</b>	<b>October 2023</b>	<b>YTD</b>
Number of women served this month	20	103
Number of NEW women registered in the program	5	25
Number of public ed/groups offered	0	3

<b>Child Witness Program</b>	<b>October 2023</b>	<b>YTD</b>
Number of children/women served this month	28	160
Number of NEW clients (mothers and children) registered in the program	3	43
Number of public ed/groups offered	0	7





**North Bay-Mattawa Conservation Authority  
Members Meeting for December 13, 2023  
at 4:00 pm IN PERSON  
NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario  
AGENDA**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from October 25, 2023
5. Correspondence

**Delegations**

**Business Reports**

6. Section 28 Permits **Report #1**
7. 2024 Budget **Report #2**
8. 2024 meeting dates and office closures **Report #3**
9. Administrative By-Laws **Report #4**
10. Ski Hill Operating Reserve Request **Report #5**

**Other Business**

11. Closed Session of Committee of the Whole to discuss property matters
12. New Business
13. Adjournment

**A light meal and refreshments will be served afterwards**

Contact: Rebecca Morrow, Executive Assistant  
North Bay-Mattawa Conservation Authority  
Email: [rebecca.morrow@nbmca.ca](mailto:rebecca.morrow@nbmca.ca)

Indigenous Traditional and Treaty Lands.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 132-23, Scarfone-Smit

**THAT** the Agenda be approved as amended.

**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

None declared.

**4. Adoption of Previous Minutes of October 25, 2023**

After discussion the following resolution was presented:

Resolution No. 133-23, Trahan-Mick

**THAT** the minutes of the meetings held on October 25, 2023 be adopted as written.

**Carried Unanimously**

**5. Correspondence**

None presented.

**6. Conservation Authorities Act Section 28 Permits**

Valerie Murphy presented the Conservation Authorities Act Section 28 Permits report. After Valerie's presentation the members thanked Valerie and the following resolution was presented:

Resolution No.134-23, Featherstone-Belanger

Resolution No. 136-23, Smit-Mayne

**THAT** the members approve the final 2024 Budget as presented;

**AND THAT** staff post the 2024 Budget on the NBMCA website.

**Carried Unanimously**

**8. 2024 Meeting Dates and office closures**

Rebecca Morrow presented the 2024 Meeting Dates and office closures report. After discussion the members thanked Rebecca and the following resolution was presented:

Resolution No. 137-23, Mitchell-Mayne

**THAT** the NBMCA Members set the meeting schedule and office closure dates for 2024 as listed in this Report and that Staff are directed to make the necessary arrangements to schedule meetings for the recommended dates and times;

**AND THAT** this Board Report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**9. Administrative By-Laws**

Rebecca Morrow and Chitra Gowda presented the Administrative By-Laws report. After discussion the members thanked Chitra and Rebecca and the following resolution was presented:

Resolution No. 138-23, Featherstone-Smit

**THAT** the Revised Administrative By-Laws be approved with the additional edit of adding a Table of Contents;

**AND THAT** the clean version (with edits no longer showing) be posted to the website;

**AND THAT** the Revised Administrative By-Laws be appended to the minutes of this meeting.

**Carried Unanimously**

**10. Ski Hill Operating Reserve Request**

Chitra Gowda explained to members that David Ellingwood was away and presented the Ski Hill

Resolution No. 142-23, Smit-Scarfone

That the Members authorize the NBMCA staff to seek legal council on the agreements between NBMCA and the City of North Bay regarding funding for Laurentian Ski Hill operations from City of North Bay.

**Carried Unanimously**

Resolution No. 143-23, Trahan-Smit

That the Members approve the use of \$7,797.00 from the NBMCA Lands Acquisition capital reserve for the purpose of paying invoices for survey work related to a land exchange with Callander Bay Developments Inc., where NBMCA would gain ownership of the land where the Kate Pace Way exists and transfer ownership of land in an adjoining parcel owned by NBMCA.

**Carried Unanimously**

Resolution No. 144-23, Marne Mitchell (6:45 pm)

That the meeting move out of a closed session of "Committee of the Whole" and back into an open meeting.

**Carried Unanimously**

**12. New Business**

None noted.

**13. Adjournment (6:46 p.m.)**

As there was no new business, the following resolution was presented:

Resolution No. 145-23, Lahaye-Trahan

THAT the meeting be adjourned and the next meeting be held at 4:00pm, Wednesday January 24, 2024 or at the call of the Chair.

**Carried Unanimously**

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Dave Britton, Chair

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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer

As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

Thirteen new permits have been issued by the Conservation Authority since the previously approved minutes as per the policies, procedures, and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

Of the newly issued permits, three were issued for the placement of fill and grading, three for landscaping and three for the installation of infrastructure. One permit was issued for each of the following activities: construction of a new dwelling, demolition of a building, construction of a dock and alteration to a shoreline.

**Recommendation:**

**THAT** the members receive and approve the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits as presented.

**Recommended Resolution:**

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.

*Valerie Murphy*

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**Valerie Murphy, Regulations Officer**

**DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES**

**FOR NBMCA BOARD INFORMATION ON: November 27, 2023**

**PERMIT YEAR: 2023**

<b>RCALL-23-09</b>	1970297 Ontario Limited	Callander	149 Main St South	Callander Bay	To place additional blast rock along shoreline	October 17, 2023	<b>#92-23</b> October 26, 2023
<b>RNB-23-50</b>	Jim Kirby	North Bay	1543 Northshore	Trout Lake	To grade property and construct a new retaining wall	October 20, 2023	<b>#93-23</b> October 26, 2023
<b>RNB-23-51</b>	Jesse Shortt	North Bay	81 Janey Ave	Johnson Creek	To place fill and construct a new retaining wall	October 24, 2023	<b>#94-23</b> October 26, 2023
<b>RNB-23-52</b>	Lorraine Frost and Ron Common	North Bay	167 West Peninsula	Trout Lake	To place fill, grade and construct a brick patio	November 1, 2023	<b>#95-23</b> November 1, 2023
<b>RNB-23-48</b>	Plastruct Canada Inc.	North Bay	143 Birchs Road	Unevaluated wetland	To place fill and grade	October 30, 2023	<b>#96-23</b> November 8, 2023
<b>RMATT-23-02</b>	Town of Mattawa	Mattawa	Mattawa River between Mattawa Island and Fraggle Rock Beach	Mattawa River	To resubmerge and stabilize watermain	November 3, 2023	<b>#97-23</b> November 8, 2023
<b>REF-23-19</b>	Municipality of East Ferris	East Ferris	MacPherson Dr. and Centennial Cres.	Unnamed watercourses and wetlands	To widen sections of road to accommodate new active transportation lanes	November 10, 2023	<b>#98-23</b> November 15, 2023



**TO:** The Chairperson and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Chitra Gowda, Chief Administrative Officer, Secretary Treasurer,

**DATE:** December 13, 2023

**SUBJECT:** 2024 Budget

**Background:**

The North Bay-Mattawa Conservation Authority (NBMCA) staff prepared a 2024 budget in accordance with the updated Conservation Authorities Act and its regulations. The recent changes to the Conservation Authorities Act result in a categorization of programs and services into:

- **Category 1:** Mandatory programs and services (including plan input and review, Section 28 permits, drinking water source protection)
- **Category 2:** Municipal programs and services (i.e. CA provides on behalf of the municipality)
- **Category 3:** Other programs and services.

For the 2024 year, the development of the annual budget and apportionment follows the O. Reg. 402/22 (which came into force on July 1, 2023).

The Executive Committee of the NBMCA Board met on October 11, 2023 and discussed the draft 2024 budget. The Board met on October 25, 2023 to review and approve the draft 2024 budget for the purpose of consultation. After that, a one-month consultation with municipalities took place until November 30, 2023. NBMCA's CAO led staff discussions with each of the ten member municipalities, with municipal CAOs/clerks and often other municipal staff participating. Municipal comments were collected and addressed. Agreements required to continue category 2 and 3 activities were also discussed, and their review by municipalities is underway.

**Analysis:**

The annual budget provides funding support to complete day to day operations, capital projects and special projects such that NBMCA fulfills its mandate as a community-based watershed management organization.

The 2024 Budget document contains details for the NBMCA planned operations and capital activities for a total budget of \$5,140,144. Revenue sources include municipal levies, transfer payments from provincial and federal governments, grants, fees, donations, property rent, and other sources. Deferred revenue from 2023 is to be used as well. The comments received from municipalities during the consultation period are summarized below.

- The use of reserves be avoided unless emergencies warrant their use. Therefore, the fees for the On-site Sewage System (OSS) program are proposed to be increased reasonably to cover the cost of the program, and to avoid using the reserve.



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# 2024 Budget

December 13, 2023

Prepared by

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

Helen Cunningham, Director, Corporate Services

Aaron Lougheed, Assistant Manager, Finance

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NORTH BAY - MATTAWA  
**CONSERVATION  
AUTHORITY**

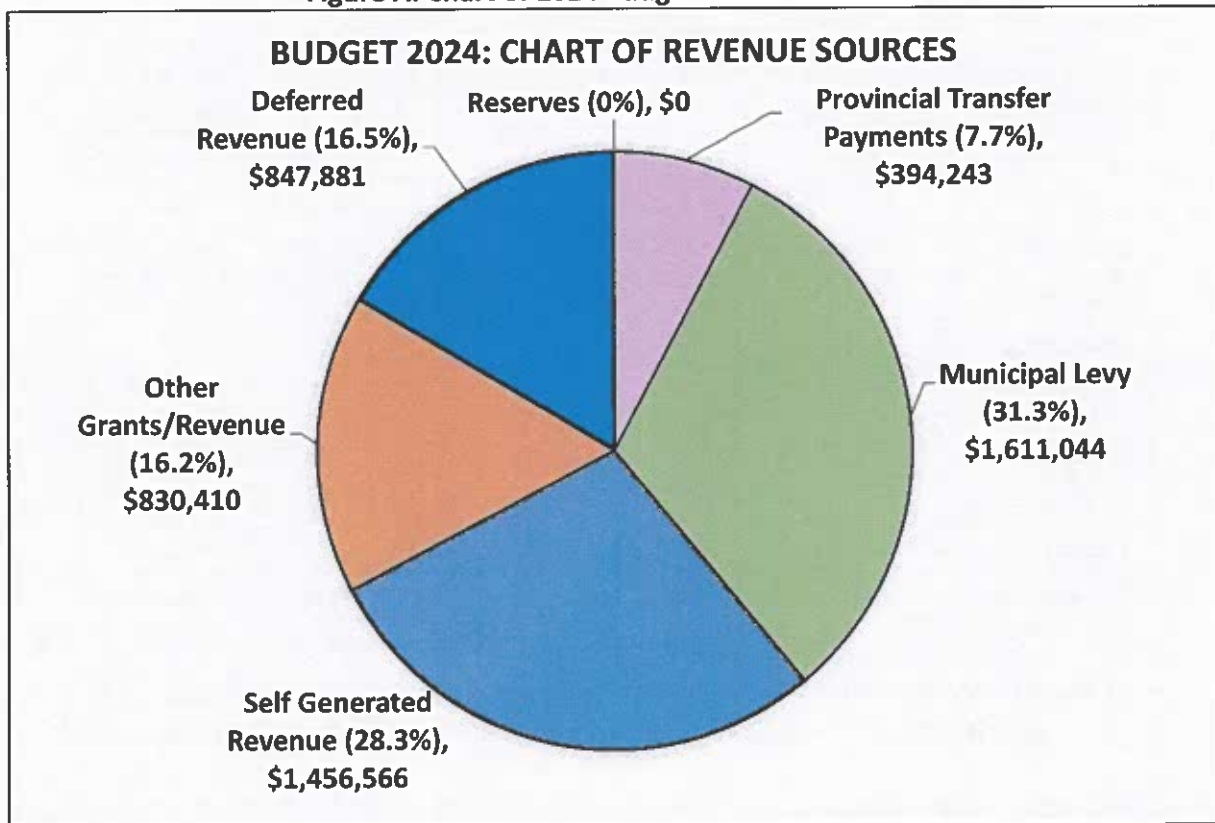


## Executive Summary

The North Bay-Mattawa Conservation Authority (NBMCA) was formed under the Conservation Authorities Act of Ontario in 1972. As a community-based, environmental organization in Ontario, the NBMCA is a leader in watershed management, dedicated to conserving, restoring, developing and managing renewable natural resources on a watershed basis. NBMCA is governed by a 12-member Board of Directors appointed by the 10 member municipalities.

The 2024 Budget document contains details for the NBMCA planned operations and capital activities for a total budget of \$5,140,145. Revenue sources include municipal levies, transfer payments from provincial and federal governments, grants, fees, donations, property rent, and other sources. Deferred revenue from 2023 is used as well. See the Figure A below for an overview of the revenue sources, their estimated percentages and amounts.

Figure A: Chart of 2024 Budget Revenue Sources



development related services through 2023. Note that the fee freeze does not affect the NBMCA On-site Sewage System (OSS) program carried out under the Building Code Act. Other notable changes to the Conservation Authorities Act include the CA plan review and commenting role which is now scoped to focus on natural hazards and drinking water source protection with respect to development applications and land use planning policies under prescribed Acts.

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
  - Corporate Services (includes governance support, human resources, finance, IT, GIS, communications)
  - Planning and Regulations
  - Water Resources Management (includes On-site Sewage Systems Program, flood forecasting and warning, flood and erosion control, watershed monitoring, Drinking Water Source Protection, etc.)
  - Conservation Areas and Lands.
- Capital improvements:
  - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
  - Kinsmen Bridge repair in North Bay
  - Culvert repair/replacement at Kinsman/Kate Pace Way
  - Signage for conservation areas.
- Special projects and studies (multi-year):
  - Asset Management Plan
  - Floodplain mapping
  - Parks Creek Backflood Control Structure Capacity Upgrade Study
  - Chippewa Creek Erosion Control Project
  - Conservation Areas Inventory and Strategy Projects
  - Watershed Based Resource Management Strategy.

With changes in the Conservation Authorities Act, the budget development process has also changed. New regulations came into effect on July 1, 2023 to regulate the budget development process from 2024 onwards. As a result, the 2024 Budget Book for the NBMCA program areas are structured differently from the past. The program areas budgets are presented by:

- Category 1 (mandatory), Category 2 (delegated by municipalities) and Category 3 (non mandatory) programs and services.
- Operating and capital costs.

As in the past, revenue sources are identified including municipal levy amounts. The method applied to determine amounts owing from municipalities is clearly defined. Levies are split into general (apportioned to all member municipalities) and sole-benefitting (applied only to municipalities who benefit).

Overall, the 2024 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

between estimated revenue and expenses for 2024, portions of the deferred revenue amounts are proposed to be used.

### 3. Status of the Mortgage Loan

The NBMCA has two offices: the head administrative office in North Bay, which is owned by NBMCA, and office space rented from a separate property owner in Parry Sound. The TD Bank mortgage loan on the North Bay administrative office building was renegotiated in late June 2022 from the previous interest rate of 2.59% to 4.65% per annum, expiring June 22, 2027.

The mortgage loan amount was \$553,809 at the start of 2023 and is estimated to decrease to \$537,423 by the end of 2023. The blended payments comprise of principal and interest amounts and will be expensed monthly to the Corporate Services operating budget as follows.

- **Principal payments in 2024:** estimated mortgage principal payment: \$18,715.
- **Interest payments in 2024:** estimated mortgage interest payment: \$24,500.

### 4. Revenue Sources

#### 4.1 General Information

Generally, NBMCA funding comes from several sources:

- **Transfer Payments** (if applications submitted are approved) from the Ministry of Natural Resources and Forestry (MNRF) and Ministry of Environment, Conservation and Parks (MECP)
  - MNRF: Provincial Section 39 Transfer Payment
  - MNRF: Water and Erosion Control Infrastructure (WECI)
  - MNRF: Flood Hazard Identification and Mapping Program (FHIMP)
  - MECP: Drinking Water Source Protection.
- **Municipal Levy**
  - General Levy: apportioned to all municipalities using the Modified Current Value Assessment (MCVA) provided by MNRF
  - Sole-Benefitting Levy: applied to a single municipality for work undertaken by NBMCA upon which the municipality is solely benefitting.
- **Self Generated Revenue**
  - Fees for the Septic System Program, Regulation Permit, Plan Review
  - Natural Classroom user fees (main office in North Bay)
  - Property Rentals
  - Interest earned
  - Donations.
- **Other Grants/Revenue** (programs/available funds vary from year to year)
  - Sponsorships
  - Administrative overhead charge to programs
  - Canada Summer Jobs funding
  - Northern Ontario Heritage Fund Corporation (NOHFC) funding
  - Other.

**Table 4: 2024 Budget – Municipal Levy Overview**

Municipality	MCVA Based Apportionment Percentage	General Levy (5% increase from 2023)	Sole-benefit Levy	Total Levy 2024	Ski Hill Request for Capital Costs
Bonfield	3.4307	\$32,988		\$32,988	\$2,230
Calvin	1.2345	\$11,871		\$11,871	\$802
Chisholm	1.4958	\$14,383		\$14,383	\$972
East Ferris	6.2949	\$60,528		\$60,528	\$4092
Mattawa	0.9760	\$9,385		\$9,385	\$634
Mattawan	0.0621	\$597		\$597	\$40
North Bay	79.2257	\$761,790	\$649,500	\$1,411,290	\$51,497
Papineau-Cameron	0.7999	\$7,691		\$7,691	\$520
Callander	6.4393	\$61,917		\$61,917	\$4186
Powassan	0.0411	\$395		\$395	\$27
	<b>Total</b>	<b>\$961,544</b>	<b>\$649,500</b>	<b>\$1,611,044</b>	<b>\$65,000</b>

- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-Benefit Levy:** for work undertaken by NBMCA that solely benefits a municipality.

#### 4.4 Self Generated Revenue - Fees

NBMCA retained Watson & Associates Economists Ltd. to undertake a review of the fees applied by NBMCA to several program area services. The final report is expected by early 2024. For the purpose of preparing the budget 2024, current fees are applied to most program areas and a projected reasonable increase is proposed for the On-site Sewage System (OSS) program.

Fees generated by the NBMCA OSS program carried out under the Ontario Building Code are a major contributor to NBMCA revenue, at close to 20% of the 2024 Budget. This program regulates the installation and maintenance of private on-site sewage (septic) systems within Nipissing District and Parry Sound District except for the Township of the Archipelago. A reasonable fee increase was implemented in 2023 in order to support the OSS program budget.

The Minister’s direction for a fee freeze is in effect in 2023 for the other planning and development programs and services including plan review and Section 28 permits. Staff are exploring creative ways to sustainably increase self generated revenue for other program areas. Staff also continue to apply for funding opportunities such as: FedNor, NOHFC, ECO, Hydro One, TD Bank, Project Learning Tree, Canada Summer Jobs and Enbridge funds working with our partners including the North Bay Indigenous Friendship Centre and Clean Green Beautiful.

## 5.2 Increased Expenditures

Financial pressures anticipated in 2024 include:

- Expected increases to insurance (around 10%), fuel (potentially by 30%), and goods and services due to inflation.
- Costs of major, priority repairs for the main office building in North Bay (around \$170,000)
- Managing the increasing occurrences of encampments on NBMCA owned properties (around \$40,000) and emerald ash borer hazard trees (around \$30,000).

Other factors for increased expenditures and efforts include:

- Implementing the updated wage grid approved in summer 2022
- An increase in mortgage loan interest payment (by around \$500 per month) since mid 2022
- Preparing an Asset Management Plan as a building block of sound financial planning, to help estimate when assets need repairs and replacements
- New, legislated Conservation Authorities Act deliverables due by December 31, 2024 (to increase staff resources capacity in 2023, grant funding opportunities such as NOHFC which provided up to 90% costs are being applied to)
- New requirements of the OMERS pension plan (to be offered to all employees)
- Retaining the services of Human Resources expertise including consultants and legal.

## 5.3 Estimated Use of Reserves and Deferred Revenue

In order to bridge the gap between estimated revenue and expenses for 2024, deferred revenue amounts are being used. The table below provides an overview of the usage estimated for 2024. Note that deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons.

**Table 5: Estimated Use Deferred Revenue in 2024**

Program (2023)	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023	Proposed use in 2024	Program (2024) Details
Lands Capital Acquisition - Reserve	\$29,781	\$20,000	If needed	Program: Lands and Properties - Capital. Use for: limited costs for valuations, surveys, legal fees, etc. as needed.
On-site Sewage System (OSS) Program - Reserve	\$279,788	\$279,788	\$0	With a reasonable increase in fees and anticipated slight downward trend in number of applications, the use of the OSS Program reserve is not anticipated.
<b>Deferred revenue</b>				
On-site Sewage System (OSS) Program		\$40,000	\$40,000	Program: OSS Operations. Use for: operational activities.

The 2024 budget includes both methods of capital acquisition. The cost recovery over time method is being used to replace computers, laptops and most tablets. The use of the one-time cost recovery method is part of the capital and special projects program budgets.

### 5.5 Ten-Year Capital Budget Projection

For the 2024 budget, the ten-year capital budget projection (2024– 2033) is provided in **Appendix A**. The ten-year capital projections in 2022 and prior years are based on pre-pandemic costs and this must be corrected to reflect the significant rise in costs, which are anticipated to continue through 2024. Without the correction, the ten-year projection will cease to be reasonable. Based on Statistics Canada information and staff's experience with increased costs post-pandemic, a projected annual increase of at least 3% should be applied (rather than 1-2%). The projections can be revisited each year. Note that the capital budget projection format is updated to follow the updated Conservation Authorities Act and NBMCA's updated inventory of programs and services.

An assessment of capital expenditures forecast for the administrative office building was carried out in 2023, given the extraordinary expenses incurred on capital repairs and replacements in the past few years. It is anticipated that the high level of expenses will last through 2025 in order to address major capital work needed. After that timeframe, the capital expenses on the administrative building are anticipated to be significantly lower until around 2033 when some of the capital repairs may come up due to lifespan and condition of the assets/asset parts. Capital costs projections are made based on available information to support asset management planning for this building, and to inform the Board of the need of budgeting annually (for reasonable amounts) from 2025 onwards towards a capital asset management reserve.

<b>Program Area</b>	<b>Description</b>
<b>D. Conservation Areas and Lands</b>  <b>Category 1 (Mandatory)</b>	These are operating expenses and capital costs. The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public. Includes: management of NBMCA owned lands including public parks and trails, Section 29 enforcement, maintenance of assets such as bridges, benches, pavilions, etc., tree planting on NBMCA lands, land inventory, conservation area strategy, policy for land acquisition and disposition, Planning Act comments as the land owner. These were previously called Lands and Properties (operating and capital programs) in the 2023 NBMCA budget book.
<b>E. Source Protection Authority (SPA)</b>  <b>Category 1 (Mandatory)</b>	These are operating expenses. The main goal is to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006. Includes: governance support to a Source Protection Committee and to the NBMSPA, technical studies, policy updates/development, proposal review and comments, plan input and review, and significant threat policy implementation. This was previously called Source Water Protection (operating program) in the 2023 NBMCA budget book.
<b>F. On-site Sewage System (OSS) Program</b>  <b>Category 1 (Mandatory)</b>	These are operating expenses. The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8. Includes: permitting and compliance for on-site sewage systems (septic systems) in municipalities and unorganized townships, and mandatory maintenance inspections to over 500 properties identified under the Clean Water Act, 2006. This was previously called the same (OSS operating program) in the 2023 NBMCA budget book.
<b>Category 2 (Delegated by a Municipality)</b>	
<b>G. Watershed-Municipal Programs</b>  <b>Category 2 (Delegated by a Municipality)</b>	These are operating expenses. Includes: watershed-wide monitoring that supplement the mandatory watershed monitoring (under Water Resources Management program area), and septic system reinspection program under the Trout Lake Management Plan. This was previously Integrated Watershed Management (special studies/capital program) and Water Quality (operating program) in the 2023 NBMCA budget book.
<b>Category 3 (Non mandatory; advisable by NBMCA)</b>	
<b>H. Watershed-Support Programs</b>  <b>Category 3 (Non mandatory; advisable by NBMCA)</b>	These are operating expenses and capital costs. These are programs and services that NBMCA has determined are advisable to provide to further the purposes of the Conservation Authorities Act. Includes: benthics monitoring, watershed report card, land acquisition and disposition, land lease and agreement management, stewardship and restoration, Miskwaadesi (Painted Turtle site), septic systems related plan input and review, Mattawa River Canoe Race. This was previously Integrated Watershed Management (special studies/capital program), Water

**Table 7: Municipal Levy Apportionment for Operating and Capital Costs –2024 Budget**

Municipality	Area % in CA	MCVA Based Apportionment Percentage	TOTAL LEVY 2024	OPERATING			CAPITAL			Ski Hill Request for Capital Costs
				General Levy	Sole-benefit Levy	Total Operating Levy	General Levy	Sole-benefit Levy	Total Capital Levy	
Bonfield	100	3.4307	\$32,988	\$24,943		\$24,943	\$8,044		\$8,044	\$2,230
Calvin	100	1.2345	\$11,871	\$8,976		\$8,976	\$2,895		\$2,895	\$802
Chisholm	94	1.4958	\$14,383	\$10,875		\$10,875	\$3,507		\$3,507	\$972
East Ferris	83	6.2949	\$60,528	\$45,768		\$45,768	\$14,761		\$14,761	\$4,092
Mattawa	71	0.976	\$9,385	\$7,096		\$7,096	\$2,289		\$2,289	\$634
Mattawan	19	0.0621	\$597	\$452		\$452	\$146		\$146	\$40
North Bay	100	79.2257	\$1,411,290	\$576,018	\$368,000	\$944,018	\$185,772	\$281,500	\$467,272	\$51,497
Papineau-Cameron	35	0.7999	\$7,691	\$5,816		\$5,816	\$1,876		\$1,876	\$520
Callander	100	6.4393	\$61,917	\$46,818		\$46,818	\$15,099		\$15,099	\$4,186
Powassan	1	0.0411	\$395	\$299		\$299	\$96		\$96	\$27
<b>Total</b>		<b>Total</b>	<b>\$1,611,045</b>	<b>\$727,059</b>	<b>\$368,000</b>	<b>\$1,095,059</b>	<b>\$234,485</b>	<b>\$281,500</b>	<b>\$515,985</b>	<b>\$65,000</b>

**Terminology:**

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting/benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

**Notes:**

- **Operating Levy:** (a) The general operating levy is applied to all member municipalities using the Modified Current Value Assessment (MCVA) apportionment method by Ministry of Natural Resources and Forestry (MNRF). (b) The sole-benefitting operating levy applied to the City of North Bay is for Laurentian Ski Hill operating costs, encampments and emerald ash borer hazard tree management at NBMCA parks and areas, Parks Creek dam pump rental reservation/hold, septic system re-inspections, and monitoring related to the Trout Lake Management Plan, etc.
- **Capital Levy:** (a) The general capital levy applied to all member municipalities is for administrative office building capital work, works in conservation areas and on trails. (b) The sole-benefitting capital levy applied to the City of North Bay is for the Kinsmen bridge repair, Kinsmen Trail asphalt repair, signage and brochures for parks, Laurier Woods boardwalk replacement, Chippewa Creek erosion control project, floodplain mapping projects, etc.
- **Ski Hill Request for Capital Costs:** This is for major upkeep of the NBMCA-owned fixed capital assets on the Laurentian ski hill. It is not a levy to member municipalities.
- **Matching Levy:** In preparing the 2024 Budget, it is assumed that NBMCA will receive a transfer payment from MNRF for \$133,490 and a matching municipal levy of \$133,490 to support eligible activities including administration, watershed planning, flood and erosion control, flood forecasting, ice management. The non-matching levy is therefore \$1,477,555 (out of a total levy of \$1,611,045).



**Category: 1 (Mandatory)**

**Program Area: A. Corporate Services**

61	Cons. Ontario Levy	\$26,815		
62	Services	\$81,500	\$161,700	HR, admin building capital works
64	Vehicle Lease			
66	Consulting Services			
67	Admin Overhead			
70	Rental Expense			
71	Water	\$3,500		
72	Hydro	\$16,000		
73	Vehicle Gas	\$685		
74	Accounting Services	\$1,680		Software and professional support
78	Internal Chargeback	\$8,285	\$4,613	Vehicles, computers-tangible capital assets
90	Mortgage Principal Repayment	\$18,715		
TBD	Ski Hill Operations			
TBD	Ski Hill Capital			
TBD	Awards and Scholarships			
TBD	Asset Management Reserve			
	<b>Total Expenses</b>	<b>\$1,081,110</b>	<b>\$174,985</b>	
	Net	\$0	\$0	

**Category: 1 (Mandatory)**

**Program Area: B. Planning and Regulations**

61	Cons. Ontario Levy	\$0
62	Services	\$3,800
64	Vehicle Lease	\$0
66	Consulting Services	\$0
67	Admin Overhead	\$97,611
70	Rental Expense	\$0
71	Water	\$0
72	Hydro	\$0
73	Vehicle Gas	\$525
74	Accounting Services	\$0
78	Internal Chargeback	\$5,828
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	\$0
TBD	Ski Hill Capital	\$0
TBD	Awards and Scholarships	\$0
TBD	Asset Management Reserve	\$0
	<b>Total Expenses</b>	<b>\$341,053</b>
	Net	\$0

Vehicles, computers-tangible capital assets

**Category: 1 (Mandatory)**

**Program Area: C. Water Resources Management**

61	Cons. Ontario Levy	\$0		
62	Services	\$16,800		Includes ice management
64	Vehicle Lease	\$0		
66	Consulting Services	\$20,000	\$494,663	Includes flood&erosion control
67	Admin Overhead	\$183,494	\$2,645	
70	Rental Expense	\$0		
71	Water	\$0		
72	Hydro	\$1,900		
73	Vehicle Gas	\$6,680		
74	Accounting Services	\$0		
78	Internal Chargeback	\$8,089	\$5,250	Vehicles, computers-tangible capital assets
90	Mortgage Principal Repayment			
TBD	Ski Hill Operations	\$0		
TBD	Ski Hill Capital	\$0		
TBD	Awards and Scholarships	\$0		
TBD	Asset Management Reserve	\$0		
	<b>Total Expenses</b>	<b>\$626,067</b>	<b>\$522,000</b>	
	Net	\$0	\$0	

WECI: Water and Erosion Control

This is a grant funding program from the province.

Involves a 50% cost share with City of North Bay for Chippewa Creek projects.

**Category: 1 (Mandatory)****Program Area: D. Conservation Areas and Lands**

61	Cons. Ontario Levy		
62	Services	\$50,000	\$193,221
64	Vehicle Lease	\$3,000	
66	Consulting Services		
67	Admin Overhead	\$205,806	\$7,935
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$5,050	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	<b>Total Expenses</b>	<b>\$579,711</b>	<b>\$261,485</b>
	Net	\$0	\$0

**Category: 1 (Mandatory)**

**Program Area: E. Source Protection Authority**

61	Cons. Ontario Levy	
62	Services	\$1,490
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$4,152
70	Rental Expense	\$12,551
71	Water	
72	Hydro	
73	Vehicle Gas	\$260
74	Accounting Services	
78	Internal Chargeback	\$3,053
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	<b>Total Expenses</b>	<b>\$160,753</b>
	Net	\$0

Vehicles, computers-tangible capital assets

DWSP Drinking Water Source Protection Program  
legislated under the Clean Water Act

**Category: 1 (Mandatory)**

**Program Area: F. On-site Sewage System Program**

61	Cons. Ontario Levy	
62	Services	\$7,000
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$259,198
70	Rental Expense	\$78,300
71	Water	
72	Hydro	
73	Vehicle Gas	\$14,000
74	Accounting Services	
78	Internal Chargeback	\$26,550
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	<b>Total Expenses</b>	<b>\$1,211,200</b>
	Net	\$0

NBMCA office (\$43,000), Parry Sound (\$35,300)

Vehicles, computers-tangible capital assets

**Category: 2 (Delegated by a Municipality)**

**Program Area: G. Watershed-Municipal Programs**

61	Cons. Ontario Levy	
62	Services	
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$3,975
70	Rental Expense	
71	Water	
72	Hydro	
73	Vehicle Gas	
74	Accounting Services	
78	Internal Chargeback	
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	<b>Total Expenses</b>	<b>\$23,197</b>
	Net	\$0

**Category: 3 (Non-mandatory; advisable by NBMCA)**

**Program Area: H. Watershed Support Programs**

61	Cons. Ontario Levy		
62	Services	\$21,750	\$8,000
64	Vehicle Lease	\$596	
66	Consulting Services		
67	Admin Overhead	\$3,968	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$2,000	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	<b>Total Expenses</b>	<b>\$64,086</b>	<b>\$9,500</b>
	Net	\$0	\$0



**Category: 3 (Non-mandatory; advisable by NBMCA)**

**Program Area: I. Ski Hill**

61	Cons. Ontario Levy		
62	Services		
64	Vehicle Lease		
66	Consulting Services		
67	Admin Overhead	\$25,000	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas		
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations	\$60,000	
TBD	Ski Hill Capital		\$65,000
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	<b>Total Expenses</b>	<b>\$85,000</b>	<b>\$65,000</b>
	Net	\$0	\$0



**TO:** The Chairperson and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Rebecca Morrow, Administrative Coordinator

**DATE:** December 13, 2023

**SUBJECT:** **2024 Board of Directors Meeting and Office Closure Dates**

**Background:**

This report provides for a review and discussion on proposed 2024 North Bay Mattawa Conservation Authority (NBMCA) Board meeting schedule and office closure days.

**Analysis:**

**1. Proposed 2024 NBMCA Board (Members) Meeting Schedule**

On or before the first meeting of the year, NBMCA Board of Directors (Members) set the meeting dates and times for the upcoming year. The Chair may call additional meetings, change and/or cancel meetings dates and locations.

The North Bay Mattawa Source Protection Authority (NBMSPA) Members meet to fulfill requirements of the Clean Water Act, 2006. Their meetings are less frequent than the NBMCA meetings, around 3 to 4 times a year. For the Members' convenience, they are scheduled on NBMCA Members meeting dates.

The Members meeting are held on the fourth Wednesday of each month, with these exceptions: (1) July - no meeting; (2) August - the meeting is on the third Wednesday; and (3) December - the meeting is on the second/ third Wednesday to avoid overlap with Christmas holidays. For 2024 therefore the proposed meeting dates are as follows:

- Wednesday January 24, 2024 (NBMCA & NBMSPA)
- Wednesday February 28, 2024
- Wednesday March 27, 2024
- Wednesday April 24, 2024 (NBMCA & NBMSPA)
- Wednesday May 22, 2024 (NBMCA & NBMSPA)
- Wednesday June 26, 2024 (NBMCA & NBMCA)
- Wednesday August 14, 2024
- Wednesday September 25, 2024
- Wednesday October 23, 2024 (NBMCA & NBMSPA)
- Wednesday November 27, 2024
- Wednesday December 18, 2024.

The start time has been 4:00pm for each meeting, and it is recommended that 4:00pm meeting times remain for 2024.



**RECOMMENDED RESOLUTION:**

**THAT** the NBMCA Members set the meeting schedule and office closure dates for 2024 as listed in this Report and that Staff are directed to make the necessary arrangements to schedule meetings for the recommended dates and times; **AND**

**THAT** this Board Report is received and appended to the minutes of this meeting.

**Submitted By:**

**Rebecca Morrow, Executive Assistant**

**Reviewed By:**

**Chitra Gowda, Chief Administrative Officer, Secretary-Treasurer**



**NORTH BAY - MATTAWA  
CONSERVATION  
AUTHORITY**

**Administrative By-Laws**

DRAFT

Presented: April 29, 2020

Adopted: April 29, 2020

Revised October 28, 2020

Revised January 27, 2021

~~Revised~~ Revised December 13, 2023

conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

#### **Powers of authorities**

~~21 (1) For the purposes of accomplishing its objects, an authority has power,~~

~~(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;~~

~~(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;~~

~~(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;~~

~~(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;~~

~~(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;~~

~~(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;~~

~~(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;~~

~~(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;~~

~~(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;~~

~~(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;~~

~~(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water pipe, gas pipe, sewer, drain or any telegraph, telephone or electric wire or pole;~~

~~(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;~~

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) Repealed: 2017, c. 23, Sched. 4, s. 19 (3).

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) Repealed: 2020, c. 36, Sched. 6, s. 7 (4).

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority. R.S.O. 1990, c. C.27, s. 21; 1996, c. 1, Sched. M, s. 4(N), 2); 1998, c. 18, Sched. I, s. 11; 2017, c. 23, Sched. 4, s. 19; 2020, c. 36, Sched. 6, s. 7; 2022, c. 21, Sched. 2, s. 2 (1).

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**“Vice-Chair”** means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

Commented [RM10]: CO guidance

**“Weighted Majority”** means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

Commented [RM11]: CA Act

Commented [RM12R11]:

**Weighted Majority** means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applied under this definition in 1997 for each municipality. O. Reg. 139/96, s. 1 (1); O. Reg. 231/97, s. 1 (1); O. Reg. 106/98, s. 1.

(1.1) A notice provided under subsection (1) for a meeting must include the amount of the non-matching levy to be voted on and must be accompanied by the financial information relied on in support of that levy. O. Reg. 231/97, s. 1 (2).

(2) For the purpose of the definition of “weighted majority”, the weighting for a municipality may not exceed 50 per cent of the total weighting, except where the majority of the members of a conservation authority are appointed by one municipality. O. Reg. 139/96, s. 1 (2).

## **B.A. Governance**

### **1. Members**

#### **a) Appointments**

Participating Municipalities within the jurisdiction of the North Bay-Mattawa Conservation Authority may appoint Members in accordance with Section 14 of the Act. An additional agricultural sector representative may be appointed to the Authority by the Minister.

Commented [RM13]: CA Act

Commented [RM14]: CA Act

**Appointed** Members must reside in a Participating Municipality within the Authority's area of jurisdiction. Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees and may include citizens as well as granted members of municipal councils an additional member who may be appointed to the Authority by the Minister.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

Based on Section 2 (2) of the Conservation Authorities Act, the Participating Municipalities (listed below) currently appoint the following number of members:

Township of Bonfield	1 member
Municipality of Callander	1 member
Township of Calvin	1 member
Township of Chisholm	1 member
Municipality of East Ferris	1 member
Town of Mattawa	1 member
Township of Mattawan	1 member
City of North Bay	3 members
Township of Papineau Cameron	1 member
Town of Powassan	1 member

- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to Chief Administrative Officer consistent with [Ontario Regulation 177/06](#);
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal.

Commented [RM17]: NBMCA's website

**d) Member Accountability**

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

Commented [RM18]: CA Act

Every member and officer in exercising their powers and discharging their duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

Commented [RM19]: CO Guidance doc

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority. Additionally, the agriculture representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

Commented [RM20]: CO Guidance doc

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority;
- v. Supporting the goals and objectives of the Authority's programs and policies;
- vi. Keeping his/her/they/their respective municipality informed of the Authority programs, projects and activities;
- vii. Being prepared to discuss issues at Authority meetings.

Commented [RM21]: CO Guidance

**e) Applicable Legislation**

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*



#### Chief Administrative Officer (CAO)/Secretary-Treasurer

Responsibilities of the CAO/Secretary Treasurer as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority.
- Serves as the First Alternate voting delegate at Conservation Ontario Council meetings;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- ~~Attends all meetings of the General Membership (and Executive Committee, if applicable);~~
- Is the custodian of the Corporate Seal;

### 3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

### 4. Representatives to Conservation Ontario Council

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternate(s) shall be registered with Conservation Ontario annually. The appointments will be made at the Annual Meeting of the Authority.

Commented [RM28]: CO Guidance

### 4.5 Election of Chair and Vice-Chairs

The election of the Chair and Vice-Chair shall be held at the first meeting held at the Annual meeting of the Authority in accordance with the Authorities Procedures for Election of Officers (Appendix 3) each year or at such other meeting as may be specified in accordance with the Authority's Procedures for Election of Officers (Appendix 3). Successors to the position of Chair and Vice-Chair shall be a Member from a different municipality from the incumbent.

Commented [RM29]: CA Act

17 (1) At the first meeting held in each year or at such other meeting as may be specified by the authority's by-laws, the authority shall appoint a chair and one or more vice-chairs from among the members of the authority. 1996, c. 1, Sched. M, s. 43; 2017, c. 23, Sched. 4, s. 14.

#### Representation from each municipality

**6.7. Appointment of Financial Institution**

The General Membership, at its Annual Meeting, shall appoint a financial institution to act as the Authority's banker by Resolution at the first meeting of each year. This Resolution may include direction on the ability to borrow.

Commented [RM31]: CO Guidance & CA Act:

**7. Appointment of Solicitor**

The General Membership shall appoint a solicitor to act as the Authority's legal counsel by Resolution at the first meeting of the year.

Commented [RM32]: CO Guidance

**8. Appointment of Solicitor**

The General Membership, at its Annual Meeting, shall appoint a solicitor to act as the Authority's legal counsel by Resolution.

Commented [RM33]: CA Act

**8.9. Financial Statements and Report of the Auditor**

The General ~~Membership shall~~ Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year by April 30<sup>th</sup>.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of ~~Natural Resources and Forestry~~ in accordance with Section 38 of the Act, will post the Audited Financial Statements on the Authority's website and Report and make the Audited Financial Statements available to the public.

Commented [RM34]: CA Act

**10. Borrowing Resolution**

If required, the Authority shall establish a borrowing resolution and such resolution shall be in force until it is superseded by another borrowing resolution.

Commented [RM35]: CA Act

**9.11. Levy Notice**

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

Commented [RM36]: CA Act

**10.12. Signing Officers**

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by two of the signing officers of the Authority, as follows: Chair, Vice-Chair, CAO/Secretary-Treasurer and Deputy CAO. Payments incidental to all works, services, or goods purchased by the Authority to a maximum as set out in the Purchasing Policy will be signed or authorized by any two of the four Signing Officers, while payments which exceed the maximum set out in the Purchasing Policy will be signed by at least one of the Chair or Vice-Chair and one of the Chief Administrative Officer/Secretary -Treasurer or Deputy CAO.

The CAO/Secretary-Treasurer is empowered to authorize transfer of funds between the Authority bank accounts.

The CAO-Secretary-Treasurer may sign documents on behalf of the Authority which created obligations within approved spending authorizations as set out in the Purchasing Policy, as necessary, may sign agreements and documents for the ongoing operations of the Authority and its programs such as the Drinking Water Source Protection Program.

All deeds, land transfers, assignments, contracts, and obligations entered into by the Authority, not specified above, will be signed by one of the Chair or Vice-Chair and one of the CAO/Secretary-Treasurer or Deputy CAO.

If no quorum is present at a General Meeting, or any other meeting of the Authority, the per diem and travel expenses shall be paid to those in attendance.

The per diem rate and travel allowances will be reviewed at least every four years, or at the request of the Authority.

#### **14.16. Records Retention**

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

#### **15.17. Records Available to Public**

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA) and further to *O. Regulation 400/22 Information Requirements*.

The Authority ~~has delegated its responsibilities as head of the Authority for the purposes of MFIPPA to the CAO/Secretary-Treasurer. shall designate a Member, a committee of Members or senior staff person to act as head of the Authority for the purposes of MFIPPA.~~

#### **16.18. By-law Review**

In accordance with the Act, ~~the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with *Disabilities Act*, if requested by interested parties.~~ These by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. The reviews will take place at a minimum ~~evry~~every five years.

#### **17.19. By-law Available to Public**

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

Commented [RM40]: CA Act

Commented [RM41]: CA Act

## C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee, Advisory Board or Committee meetings, as far as they are applicable, and the words Executive Committee, Advisory Board or Committee may be substituted for the word Authority as applicable. When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the *Statutory Powers and Procedures Act SPPA*, the details of which are specified in NBMCA's Hearings and Procedural Manual.

Commented [RM44]: CA Act

### 1A. Rules and Procedures

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Bourinot's Rules of Order will be followed.

~~The Authority may choose to conduct its business as a committee of the whole.~~

### 1B. Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a) register a vote;
- b) be counted towards determining quorum; and
- c) participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

Commented [RM45]: CO Guidance

## 2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The CAO/Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the

Commented [RM46]: CA Act

2. Declaration of Pecuniary Interest
3. Approval of Minutes of Previous Meeting
4. Delegations
5. ~~Written Business Reports~~
6. ~~Verbal Reports Reports/updates~~
- 6-7. ~~Presentations~~
- 7-8. ~~Correspondence~~
- 8-9. ~~New Business~~
- 9-10. ~~Reports and Updates from Board Members Closed In-Camera session (as required)~~
10. ~~Notice of Next Meeting~~
11. Adjournment

Commented [RM50]: CO Guidance:

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

~~Agendas for meetings shall be forwarded to all Members at least 5 calendar days in advance of the meeting. Such agendas will be made available to the public on the Authority's website at the same time unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available to anyone in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.~~

Commented [RM51]: CO Guidance:

~~Agendas shall also be available to anyone in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.~~

## 5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities. At any Executive Committee, Advisory Board or Committee meeting, a quorum consists of one-half of the Members of the Executive Committee, Advisory Board or Committee. **NOTE: the Member appointed by the Minister to represent agricultural interests is not part of the quorum.**

Commented [RM52]: CA Act:

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority, Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. **Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.**

Commented [RM53]: CO Guidance:

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

## 6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

#### **10.9. Members' Attendance**

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the Municipality that was represented by that Member appoint a Member replacement.

In the event that a municipally-appointed member misses three consecutive meetings without due notice, the Authority will advise the member's municipality of the unaccountable absences.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or CAO/Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the CAO/Secretary-Treasurer without comment or explanations.

#### **11.10. Electronic Meetings and Participation**

Electronic meetings are permitted and must follow/accommodate all ~~Section C~~ Meeting Procedures identified in this by-law, or in the case of Hearings, NBMC's *Hearings and Procedural Manual*.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time.

Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the meeting electronically and be able to observe all that Members can hear and see at the meeting.

Electronic participation will not be allowed at the Annual General Meeting of the Board or at any meeting where the yearly budget is being considered unless a member municipality or part thereof is under a Declared Emergency.

#### **12.11. Delegations**

Any person or organization who wishes to address the Authority may make a request in writing or email to the CAO/Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 14 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before

- h) information explicitly supplied in confidence to the Authority 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 Authority, 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 Authority 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 Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and the designated head of the Authority ~~is the head of an institution~~ for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law 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 Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the CAO/Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, Executive Committee, Advisory Board or Committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- 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 the authority, the Executive Committee, Advisory Board or Committee.

#### 15.14. Voting

In accordance with Section 16 of the Act:

- a) each Member including the Chair, is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

The Minister appointed agriculture representative shall not have a vote on a resolution to enlarge an authority's area of jurisdiction; or a resolution to amalgamate an authority with another authority; or a resolution to dissolve the authority; or a resolution relating to any budgetary matter.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

Commented [RM61]: CA Act:

#### **17.16. Motion to Reconsider**

If a motion is made to reconsider a previous motion, a two-thirds majority vote of the Members present shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

#### **18.17. Duties of the Meeting Chair**

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, 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) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

#### **19.18. Conduct of Members**

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

#### **19. Expulsion from Meeting**

The Chair shall have the power to expel from a meeting any Member of the Authority or other person who is guilty of improper conduct at such meeting and, in the case of the exclusion of a Member of the Authority, the reasons for such exclusion shall be entered into the minutes.

In the case of an apology being made by the offender, the Member may, by vote of the Authority, be permitted to retake their seat.

Commented [RM64]: Lower Trent

#### **19.20. Minutes of Meetings**

The CAO/Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each Advisory Board or Committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.



## D. Appendices to the Administrative By-law

### Appendix 1 - Code of Conduct

#### 1. Background

The North Bay-Mattawa Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

#### 2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other Committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

#### 3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

#### 4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

No Member shall act as a paid agent before the Authority, the Executive Committee or an Advisory Board or Committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

#### **10. Encouragement of Respect for the Authority and its Regulations**

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

#### **11. Harassment**

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

#### **12. Breach of Code of Conduct**

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the CAO/Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the CAO/Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

6B. Registry Maintained for Public Inspection

Commented [RM70]: CO Guidance:

The Authority shall maintain a registry in which shall be kept:

- a) A copy of each statement filed under Section 2d) of this policy; and
- b) A copy of each declaration recorded in the Minutes.

The registry shall be available for public inspection.

**7. Breach of Conflict of Interest Policy**

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the CAO/Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the CAO/Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

DRAFT

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

DRAFT

**Recommendation:**

Staff recommend that the NBMCA Board approve NBMCA staff's request for \$13,123.95 from the NBMCA's Ski Hill operating reserve for the purpose of paying invoices for electrical work and ski lift repairs.

**Recommended Resolution:**

**THAT** the staff report 'Laurentian Ski Hill Operating Reserve Request' is received and appended to the minutes of this meeting;

**AND THAT** the Members approve NBMCA staff's request for \$13,123.95 from the NBMCA's Ski Hill operating reserve.

**Submitted By**

**David Ellingwood, Director, Water Resources**

**Reviewed By**

**Chitra Gowda, Chief Administrative Officer, Secretary Treasurer**



## **Police Service Board Minutes: December 18, 2023**

**Attendees:** Jeff Dagg Provincial Appointee, Rebecca Metcalf Member at Large, Markus Wand Chair/Councillor

**Absent with regrets:** Mary Houghton-Crime Stoppers, Ben Mousseau-Protective Services, Inspector W.P.R. (Bill) McMullen, Staff Sergeant Andrew Kraemer

**Staff:** Norma Conrad Recording Secretary

### **1. Call to Order@ 6:07pm**

Motion 2023-16

Moved By: Jeff Dagg

Seconded By: Rebecca Metcalf

### **2. Disclosure of Pecuniary interests and general nature thereof: None**

### **3. Approval of Agenda**

The adoption of the agenda of December 18, 2023

Motion 2023-17

Moved By: Rebecca Metcalf

Seconded By: Jeff Dagg

Adopted

### **4. Approval of Minutes**

Approval of Minutes of September 25, 2023

Motion 2023-18

That the minutes of the previous meeting of September 25, 2023, be amended and adopted.

Amended: removed one sentence in the manager's report requested by our Provincial Appointee Jeff Dagg.

### **5. Presentation(s): None**

### **6. Manager's Report**

Inspector W.P.R. (Bill) McMullen and Staff Sergeant Andrew Kraemer were unable to attend this meeting.

### **7. Members Report**

In absence of Staff Sergeant Andrew Kraemer our Provincial Appointee Jeff Dagg had a brief discussion on security camera.

### **8. Crime Stoppers**

Mary Houghton from Crime Stoppers was unable to attend this meeting but did send an email to be read at the meeting. In the email she announced that Jean Lemieux coordinator of Ner North Crime Stoppers for over 20 years is retiring as of December 13<sup>th</sup>. Taking over the role as coordinator is Nicole Bedard who has extensive policing experience in Ontario.

Near North Crimestoppers will be hosting two fund raisers starting in 2024 with Comedy shows in February (Feb 9<sup>th</sup> in North Bay, Feb 10<sup>th</sup> in Mattawa) details in the attached posters. Also mentioned If your able to assist with advertising this event or for further information please email [kim@nearnorthcrimestoppers.com](mailto:kim@nearnorthcrimestoppers.com) or by cellphone at 705-303-4426.

## **9. Old Business**

### **9.1) Data from Electronic Speed Sign Review**

The data from the electronic speed sign for the North Hill Speed Campaign was deciphered and reviewed by our office staff. This information was added to the agenda for the Police Service Board Members to review. The members had vast praise for the drivers coming inbound from the north entrance into Powassan that were not speeding. But were very concerned on how fast a third of the vehicles speeding that were going out bound up the north hill heading out of town. For an example there was one vehicle going out bound registered at 116km/h in a 40km/h zone.

## **10. New Business**

### **10.1) Draft Special Event/Parade Bylaw**

Ben Mousseau unfortunately, had another engagement and could not attend the meeting, but asked for a copy of the draft special event/parade by-law to be included in the December agenda package. He mentioned that he would like to receive feed back from the Ontario Provincial Police (OPP) and the Police Service Board either by an email or calling Ben at 705-724-2813 ext.: 304.

### **10.2) Gender-Based & Intimate Partner Violence Resolution**

The Board received a resolution letter by email from the North Bay Police Service Board/Zone 1A Chair Debbie Morrow. She mentioned in her email that she would like to see this resolution letter added on the Police Service Board agenda for the December meeting. In this email she also requested for support for a Zone 1A resolution. The resolution is a Gender Based Violence and Intimate Partner Violence resolution letter. The members had a brief discussion, Chair Markus Wand also requested that this letter of resolution be added to the Council agenda package for January 16, 2024.

## **11. Correspondence**

### **11.1) Bank Statement**

That the bank statement was added to the agenda package for members viewing purpose only.  
Motion 2023-19

## **12. Addendums – None**

## **13. Accounts Payable – None**

## **14. Notice of Meeting**

That the next meeting be scheduled for Monday, March 18, 2024 @ 6:00pm  
Motion 2023-19

Moved By: Rebecca Metcalf

Seconded By: Jeff Dagg

**15. Closed Session - None**

**16. Adjournment**

That the meeting adjourned at 6:45pm.

Motion 2023-20

Moved By: Jeff Dagg

Seconded By: Rebecca Metcalf

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X Chair

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X Recording Secretary

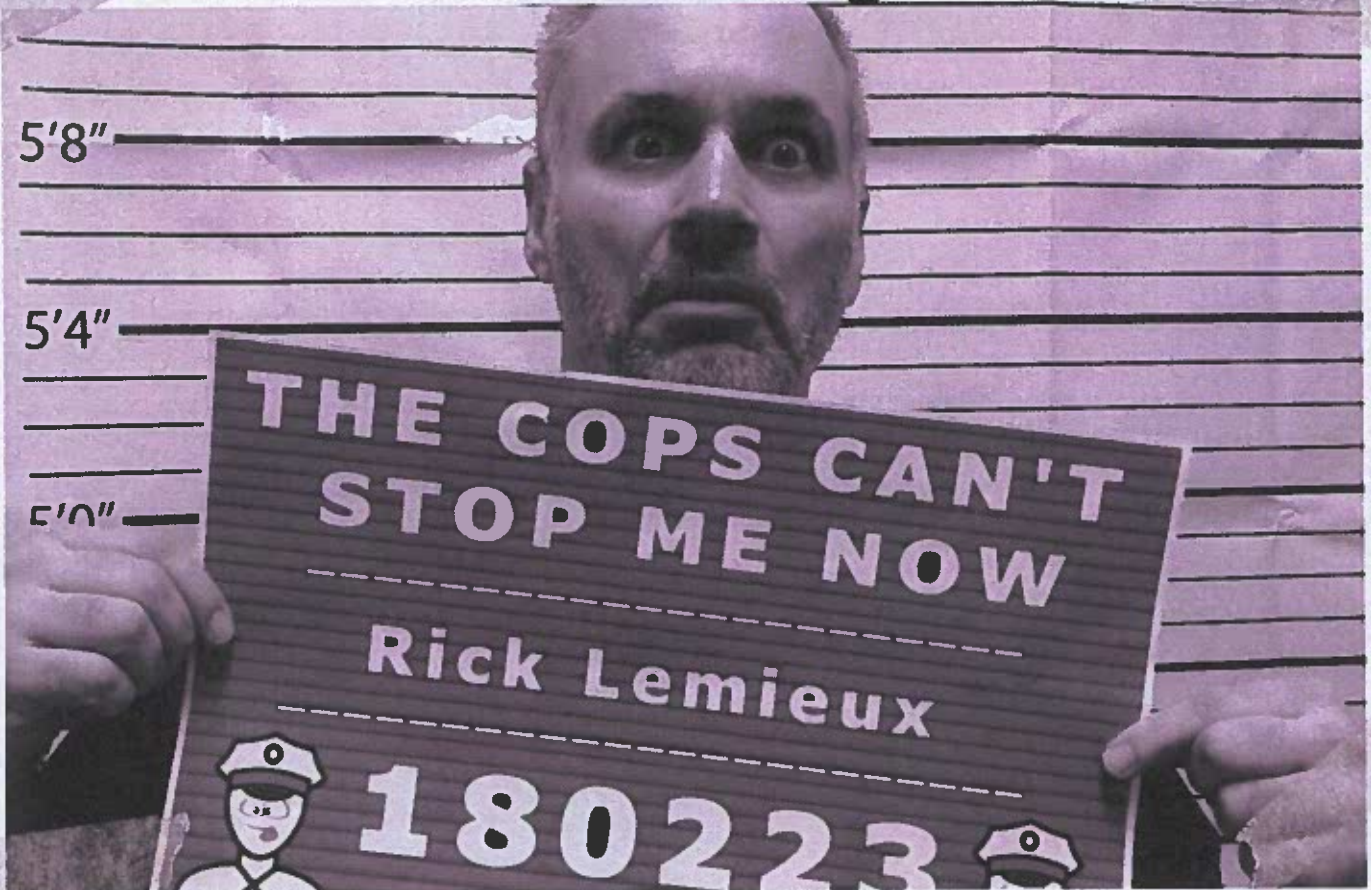


# CRIME STOPPERS

PRESENTS

Dinner / Comedy Show

Featuring



Host - Richard Steudle Opening Act - Sumit Swami

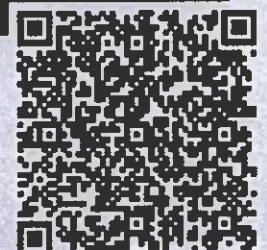
**February 9th, 2024**

**6 pm - Dinner 8 pm - Show**

**DAVEDI CLUB - 313 AIRPORT RD - NORTH BAY**

Tickets - \$60 (Includes Dinner and Show)

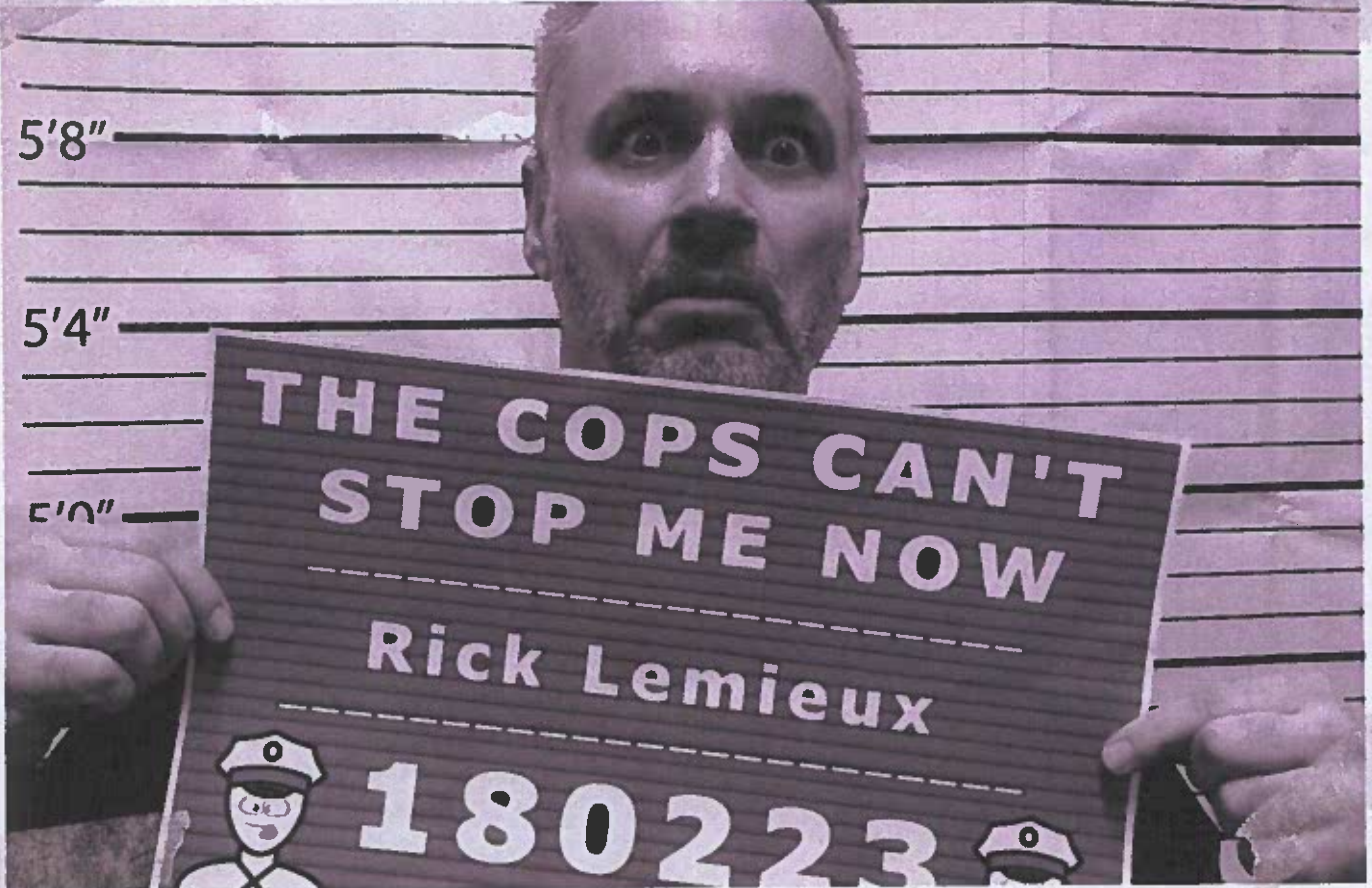
Get them at [eventbrite.ca](https://eventbrite.ca)



# CRIME STOPPERS

PRESENTS  
A Night of Comedy

Featuring



Host - Richard Steudle Opening Act - Sumit Swami

**February 10th, 2024**  
**8 pm - Show**

**MIKE RODDEN ARENA - MATTAWA**

Tickets - \$30  
Get them at [eventbrite.ca](https://eventbrite.ca)





**Who doesn't need a laugh or two? Get your tickets before they are all sold out! This is one comedy show you do not want to miss. Near North Crime Stoppers proudly presents comedian Richard Lemieux.**

**For several years, Richard Lemieux, a retired police officer has been taking his comedy show on the road. He just recently made the short list for the Juno's. Rick's high energy and quick wit will have you falling off your seat. He has performed with many top comedians including Derek Edwards, Mike MacDonald, and Jason Alexander.**

**Richard donates a portion of the funds from his shows to non-profit organizations in communities throughout Ontario and for this show he will be donating to Near North Crime Stoppers.**

**On Friday February 9<sup>th</sup>, Richard will be performing his show "The cops can't stop me now" at the Davedi Club. This will be a dinner/show and promises to be a fantastic night.**

**Tickets are available on Eventbrite.ca and would make excellent gifts for family, friends, or staff for Christmas.**

**We are also offering sponsorships for this highly anticipated show.**

**\*Bronze Sponsorship \$500 – includes your company logo on all advertising for the event, your company banner at the event and 2 tickets to the show.**

**\*Silver Sponsorship \$1000 – includes your company logo on all advertising for the event, your company banner at the event and 4 tickets to the show.**

**\*Gold Sponsorship \$2000 – includes your company logo on all advertising for the event, your company banner at the event and 10 tickets to the show.**

**For further information, please email – [kim@nearnorthcrimestoppers.com](mailto:kim@nearnorthcrimestoppers.com) or by cell at 705-303-4426**

Top speeders and time of day:

	Date	Number of measurements	Number of vehicles	Average speed	Maximum speed	Direction
1	05/09/2023 20:30	11	11	49.36	116.00	Outgoing
2	01/08/2023 06:30	22	22	52.86	111.00	Outgoing
3	04/08/2023 17:00	21	21	50.19	106.00	Outgoing
4	07/08/2023 16:00	14	14	55.43	105.00	Outgoing
5	14/07/2023 10:30	21	21	50.86	105.00	Outgoing
6	27/07/2023 17:30	19	19	53.21	103.00	Outgoing
7	06/09/2023 06:30	10	10	54.50	100.00	Incoming
8	07/09/2023 06:30	6	6	62.33	99.00	Incoming
9	22/09/2023 18:30	8	8	55.75	98.00	Incoming
10	08/08/2023 10:00	55	55	47.20	98.00	Outgoing
11	21/07/2023 22:00	12	12	55.42	98.00	Outgoing
12	16/07/2023 20:30	4	4	55.75	97.00	Outgoing
13	10/09/2023 13:30	24	24	48.00	96.00	Outgoing
14	01/09/2023 14:00	23	23	49.96	96.00	Outgoing
15	11/09/2023 13:30	30	30	45.50	95.00	Incoming
16	29/07/2023 13:00	31	31	48.42	95.00	Incoming
17	27/07/2023 08:00	15	15	47.67	94.00	Outgoing
18	30/09/2023 13:30	34	34	47.71	93.00	Incoming
19	25/07/2023 06:30	11	11	56.36	93.00	Incoming
20	26/09/2023 15:30	33	33	46.48	92.00	Outgoing
21	10/08/2023 08:00	20	20	45.60	92.00	Incoming
22	17/07/2023 16:30	34	34	47.53	92.00	Incoming
23	07/10/2023 08:00	13	13	50.00	91.00	Incoming
24	13/09/2023 15:00	26	26	45.96	91.00	Incoming
25	02/09/2023 16:00	28	28	49.04	91.00	Outgoing
26	20/08/2023 09:00	15	15	50.93	91.00	Outgoing
27	22/07/2023 08:00	9	9	58.11	91.00	Outgoing
28	15/07/2023 21:30	15	15	50.80	91.00	Incoming
29	29/07/2023 07:00	19	19	51.47	90.00	Incoming

**Powassan & District Union Public Library**  
**Minutes for Monday, November 20, 2023 – 6:00 p.m.**  
**Board Meeting @ Library**

**In-person:** Laurie Forth, Bernadette Kerr, Steve Kirkey, Brenda Lennon, Valerie Morgan, Leo Patey,  
 Debbie Piper, Pat Stephens, Marie Rosset

**Absent:** Tina Martin, Doug Walli

Item	Action	Responsibility
<b>Call to order</b>	6:02 pm	
<b>Respect and Acknowledgement Declaration</b>	Declaration read by CEO: 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 for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.	
<b>3. General Consent Motion: Present the general Consent Motion for November 2023, which includes:</b> a) Approval of November 20, 2023 Agenda b) Approval of Minutes from the October 16, 2023 meetings c) Approval of the October 2023 Financial Statements d) Approval of the Library Reports – March to October 2023	Motion: 2023-31 That the General Consent Motion for November 2023 be adopted as amended  Moved by: Bernadette Kerr Seconded by: Steve Kirkey	
<b>4. Disclosure of pecuniary interest</b>	None	none
<b>4.1 Acknowledgement of Marty Schreiter's contribution to the Lisa LaFlamme Event</b>	Board members expressed their gratitude to Marty	

<b>General Business</b>		
<p>a) NOHFC - Update</p>	<p>Application for stage 2 in progress. Motion required to cover applicants costs.</p> <p>Motion 2023-32: that the Powassan &amp; District Union Public Library approves the application to the NOHFC for the Lighting and Energy Improvement Project for the funding amount of \$22,449. Further, the Board confirms our commitment to cover our contribution towards the project in the amount of \$3,069, which will come from the 2024 Budget or our Reserves and that we will cover any project overruns should they occur.</p> <p>Moved by: Leo Patey Seconded by: Steve Kirkey</p>	
<p>b) Further Ideas to Use the LL Event Funds</p>	<ul style="list-style-type: none"> <li>- Electric fireplace and surrounds for Enever Room – in progress</li> <li>- 6'x8' privacy/quiet room on main floor - NW corner – in progress</li> <li>- VOX books children collection</li> <li>- Square metal picnic table</li> <li>- Maker space</li> <li>- Keyboard</li> <li>- Fence at front of Library – done</li> </ul> <p>Thank you to Danny Piper</p>	<p>Continue to evaluate feasibility of ideas – CEO, Fundraising Committee</p>
<p>c) Upcoming Activities – Dec 2023</p>	<ul style="list-style-type: none"> <li>- 2023 Christmas Storywalk® installed on Main Street –Nov. 23, 24</li> <li>- Dec 2 – Powassan Parade of Lights</li> <li>- Dec 14 – Santa visits Raising Readers, Reading by local author Dennis Chippa,</li> <li>- Dec 14 to 16, Holiday Shopping for Kids, and making of Christmas cards to donate to Eastholmes Residents</li> <li>- Dec 15 – Christmas Open House</li> <li>- Dec 18 – Library Board Meeting</li> </ul>	

<p>d) Musical Instruments Library – Update</p> <p>e) Strategic Plan – Update</p> <p>f) Grant Updates</p> <p>g) Staff Recognition</p> <p>h) Little Free Libraries in Nipissing, Chisholm, and Restoule</p>	<p>We are now seeking other gently used musical instruments and are ready to start promoting it in the media.</p> <p>Leo Patey will contact Dave Sadd for cost estimate for helping with Strategic Plan</p> <ul style="list-style-type: none"> <li>- OTF Resilience Grant – waiting for outcome</li> <li>- Seniors' Grant – decision not to apply in 2024 – not within the library's mandate</li> <li>- PLOG – should receive by end of 2023</li> <li>- Canada Summer Job – apply for 2 summer student positions</li> </ul> <p>Staff members about to reach the 5 or 10 year of service milestone.</p> <ul style="list-style-type: none"> <li>- Some acknowledgement for service TBD</li> </ul> <p>Plans to install in all three locations. Library commits to supply books for them on an ongoing basis.</p>	<p>Library Staff, CEO, Bernadette Kerr</p> <p>Leo Patey</p> <p>CEO</p> <p>CEO</p> <p>Steve Kirkey, Bernadette Kerr, Valerie Morgan</p>
<p><b>6. Closed Meeting</b></p>	<p><b>Motion 2023-33:</b> That the PDUPL move in a session that is closed to the public in accordance with the Public Act, Section 16.1(b) personal matters about an identifiable individual.  <b>Moved by:</b> Bernadette Kerr  <b>Seconded by:</b> Steven Kirkey  <b>Result:</b> passed</p> <p><b>Motion 2023-34:</b> that the PDUPL move out of a session closed to the public.  <b>Moved by:</b> Leo Patey  <b>Seconded by:</b> Laurie Forth  <b>Result:</b> passed</p>	

<b>7. Correspondence</b>	Email from the Nipissing Township informing the Board about the appointment of new Board member Brenda Lennon.	
<b>8. Committee Reports</b> a) Property Committee  b) Financial Committee  c) Fundraising Committee  d) Policy Committee report  e) Friends of the Library	- Waiting for NOHFC to approve grant - moving ahead with the building of the quiet/privacy room  - Preliminary 2024 Budget was presented. With comments, suggestions from Board member CEO will revise and present at the Dec. meeting  Revenue totaled approx. \$26,586 Expenses totaled approx. \$11,032 Net profit: approx.. \$15,554  Next month 5 to 6 policies will be reviewed.  Friends have agreed to cover: - cost of refreshing the outdoor sign at the front of the library: \$1,147 - cost of making new covers for the two chairs from IKEA: \$250 - \$1,000 towards the replacing of the interior light fixtures	CEO, property committee  CEO
<b>9. Adjournment</b>	Motion: 2023-35 That the November 20, 2023 meeting be adjourned at 8:10pm  Moved by: Steve Kirkey	Next meeting December 18, 2023

Chairperson:  \_\_\_\_\_

**Debbie Piper, Vice-Chair**

Secretary:  \_\_\_\_\_

**Marie Rosset, CEO**



**COUNCIL MEMORANDUM**

<b>Date:</b>	<b>Dec 29<sup>th</sup>, 2023</b>
<b>To:</b>	<b>Council; Allison Quinn, Clerk</b>
<b>From:</b>	<b>Public Works Department: Trevor Tennant, PW Foreman</b>
<b>Re:</b>	<b>Scrap Metal</b>

**Recommendations:**

That the Municipality of Powassan take over the Scrap Metal at the Landfill.

**Background / Rationales:**

I propose that the Municipality take over the scrap metal at the landfill. AIM Recycling, based in North Bay, would supply two bins: a 40 yard bin and a 30 yard bin. AIM is currently paying \$240 per net ton for the 40 yard container and \$220 per net ton for the 30 yard container . A 40 yard container holds approximately 5-6 tons, therefore the Municipality would make somewhere between \$1,200 and \$1,440 per load, and approximately \$1,000 per load for the 30 yard bin . The Municipality would ship approximately 20 tons of scrap metal per year. There would be no cost to the municipality for the use of these bins . Currently, the municipality is making \$1,600 annually on scrap metal with the current contractor .



**The Corporation  
of the  
Municipality of Powassan**

**HUMAN RESOURCE  
POLICY MANUAL**

# The Corporation of the Municipality of Powassan Human Resource Policy Manual

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<b>Section 1: Introduction</b>	<b>Policy Number: 1 – Sections 1 to 1.3</b>
<b>Effective Date:</b>	<b>Revision Date:</b>
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## 1.0 Introduction and Background

The purpose of this manual is to establish and maintain a harmonious and mutually beneficial relationship between the Municipality and its employees relating to pay, hours of work, benefits and working conditions and to ensure the effectiveness and efficiency of the operation and the quality of services provided.

All employees of the Municipality are a valued member of our team. We think working within our Municipality is a special opportunity. We hope that employees will find their employment a matter of pride and satisfaction. We strive to create a work environment that is marked by honesty and respectful interactions between employees and one that supports individual and group development. As a team, our aim is to support each other in achieving our individual and organization goals.

## 1.1 Background of the Community

Powassan is located in the [Almaguin Highlands](#) region of the [Parry Sound District](#), at its easternmost boundary with the [Nipissing District](#).

The current Municipality of Powassan came into being on January 1, 2001 as a result of the amalgamation of the Town of Powassan, Town of Trout Creek and the Township of South Himsworth. The two main urban communities in the Municipality are Powassan and Trout Creek. The Municipality of Powassan had a population of 3,346 in the 2021 Canadian Census.

## 1.2 The Role of Council is to:

- Represent the public and to consider the well-being and interests of the Municipality;
- Develop and evaluate the policies and programs of the Municipality, including these policies;
- Determine which services the Municipality provides;
- Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- Ensure the accountability and transparency of the operations of the Municipality including the activities of the senior management of the Municipality;
- Maintain the financial integrity of the Municipality and;
- Carry out the duties of Council under the [Municipal Act](#) or any other applicable legislation

The Municipality provides a wide range of services through the following departments: Administration, Building, By-law Enforcement, Fire and Emergency Services, Treasury, Recreation, Roads and Public Works, Planning, Licensing, and Clerk's.

### 1.3 Guiding Principals

The Municipality of Powassan:

- a) Is an equal opportunity employer. The Municipality does not discriminate in recruiting, hiring, transfers, upgrading, promotions, compensation, benefits, training, layoffs, recalls from layoffs, discipline, or other employment practices.
- b) Wishes to maintain at all times, a fair and equitable rate of pay for services rendered.
- c) Supports opportunities for improving current work performance, continuous learning, preparing individuals to meet future organizational needs and improving organizational effectiveness.
- d) Intends to provide safe, healthy, discrimination free, harassment free, violence free and harmonious working conditions.
- e) Will provide consistency in the way incidents of discrimination/harassment or workplace violence are handled at the time of their occurrence.
- f) Encourages all employees to discuss freely with management any matter concerning their own work-related issues or those relating to the Municipality and its services.

<b>Section 2:</b> Use and Administration of this Manual	<b>Policy Number:</b> 2 – Sections 2.0 to 2.6
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page:</b> 1 of 3

## 2.0 Use and Administration of this Manual

Throughout this manual, any reference to the word “*Municipality*” will refer to the Municipality of Powassan.

The Municipality’s Human Resource Policy (HRP) was developed to facilitate consistent and equitable employment and personnel practices for all employees of the Municipality. This policy manual outlines the policies and practices that guide employees in their daily work.

Please read this manual carefully. It sets out the terms and conditions of employment as well as key policies and procedures. If an employee requires any interpretation, clarification or have questions, these may be directed to their Supervisor or the head of the Administration (hereinafter, ‘*Administrator*’).

All employees are given a copy of these policies to read, have explained and understand within the first month of employment. Copies of these policies will be maintained at every program site and will be made available from the Supervisor or Administrator upon request. Where the technology is available, a copy of the policies and/or updates will be available for viewing electronically.

During orientation, employees will be provided with a Letter of Confirmation that they have read and understood these policies. Employees are required to return the signed letter to their Supervisor within the first thirty (30) days of the start of their employment with the Municipality.

### 2.1 Personnel Policy Effect

The policies in this document are in effect and supersede all other versions of employment related policies/contracts previously given either orally or in writing.

### 2.2 Disclaimer

All parts of this document are supplementary to applicable federal and provincial legislation. In the event of a conflict, such legislation shall prevail.

### 2.3 Related Legislation

The policies and procedures developed in this policy manual are based on current Provincial legislative requirements such as: [Labour Relations Act](#), [Municipal Freedom of Information and Protection of Privacy Act](#), [Employment Standards Act](#), [Workplace Safety and Insurance Act](#), [Occupational Health and Safety Act](#), [Human Rights Code](#), [Accessibility for Ontarians with Disabilities Act](#), [Pay Equity Act](#), etc. as they relate to employee practices and expectations.



## **2.4 Revisions**

It is not possible to anticipate every situation that may arise in the day-to-day operation of the Municipality or to provide information that answers every possible question that may arise. Also, future circumstances may require changes in the policies, practices, and benefits described in the HRP manual. Accordingly, the Municipality reserves the right to modify, rescind, supplement, or revise any provision in this policy manual. A process to review these policies from time to time or respond to legislative or regulatory changes is being put into place.

The Municipality will make reasonable efforts to provide employees with advance notice of any modifications or revisions to this manual and will distribute or explain updated pages as revisions are made. Each revised policy will include a superseded (new) date when a revision has occurred. These revisions will be placed in the manuals at each program site as they are released and updated electronically for those able to access the technology.

## **2.5 Authorization**

Our Human Resources policies are approved by Council. Procedures, implementation, training, orientation, monitoring, and reporting on these policies or any changes are the responsibility of the Administrator.

## **2.6 Confirmation of Understanding**

All employees of the Municipality are required to read and/or have explained to them the Human Resources Policy Manual, following which they will sign the letter below confirming their understanding. Employees will be expected to return this signed letter to their Supervisor within thirty (30) days of receiving the information or policy manual. Any questions should be directed to the Supervisor or Administrator.



## Form 1

### Confirmation of Understanding of The Municipality of Powassan's Human Resource Policy Manual

I have received a copy of the Municipality's Human Resource Policy dated \_\_\_\_\_ and have read it or have had it explained to me. I confirm that I understand it and agree to abide by it, realizing that failure to do so may result in disciplinary action up to and including dismissal.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name (print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This form must be returned by you to your immediate Supervisor, to be placed in your personnel file.**

<b>Section 3: Terms &amp; Conditions of Employment</b>	<b>Policy Number: 3– Sections 3.0 to 3.16</b>
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page: 1 of 10</b>

### **3. Terms and Conditions of Employment**

#### **3.1 Employment Classification**

For the purposes of human resources administration, all employees are assigned both a payroll category and employment category. Employees are advised of their appropriate category at the time of hire, and at any time their status change thereafter. Only employees who are classified as full-time indeterminate shall be eligible for enrollment in the benefits program.

##### **3.1.1 Payroll Category**

All employees are assigned to one of the following payroll categories:

**3.1.1.1 Salaried:** An employee who receives a weekly, bi-weekly, or annual fixed rate of pay.

**3.1.1.2 Hourly:** An employee who is paid an hourly wage for actual hours worked.

##### **3.1.2 Employment Category**

An individual's employment category is determined as a function of both their term of service and standard hours of work.

###### **3.1.2.1 Terms of Service**

Terms of service may be identified as follows:

- a) Indeterminate: an individual whose contract of employment extends for an indefinite period of time.
- b) Definite Term: an individual whose contract of employment specifies a date by which the employment arrangement will be terminated.
- c) Probationary: an individual who has been appointed to either an indeterminate or definite term position, but for whom the probationary period has not been completed.

###### **3.1.2.2 Hours of Work**

Standard hours of work may be identified as follows:

- a) Full-time: an individual normally scheduled to work for twenty-four (24) hours or more per week on a regular basis.
- b) Part-time: an individual normally scheduled to work for less than twenty-four (24) hours per week.
- c) Seasonal: an individual who works either full-time or part-time hours for a period of the calendar year not exceeding forty (40) weeks.
- d) Casual: an individual who works on an as-required basis, and for whom regular hours of work are not regularly anticipated.

### **3.1.3 Independent Contractor**

Independent contract personnel are not considered employees of the Municipality and are usually paid by invoice. However, contract personnel are expected to observe the relevant policies and practices of the Municipality when working on its premises.

### **3.2 Period of Service**

The Municipality is committed to giving recognition for experience through the length of service that an employee has with the Municipality, and to foster an environment that will encourage long service and stability.

Length of service will be defined as the period of continuous service with the Municipality from the last date of hire. For all indeterminate employees, as well as full-time, definite term employees, the period of service commences on the date of hire. For part-time, definite term employees, the length of service is calculated based on the proportion of full-time hours worked in their position. Casual and seasonal employees do not accumulate periods of service.

An employee's length of service determines benefit eligibility, vacation entitlement, and salary step increase dates, among others. The period of service may be reset following a break in service, as defined in Section 3.3.

### **3.3 Break in the Period of Service**

An employee's period of service shall be reset in the event the employee:

- a) Quits.
- b) Has their employment terminated for a period not less than ninety (90) days.
- c) Fails to return to work after completion of a leave of absence.
- d) Is laid off for a period of twenty-four (24) months from last day at work.
- e) Uses a leave of absence for purposes other than those for which the leave of absence was granted.
- f) Is absent from work for three consecutive days or more without notifying the Municipality, or fails to provide a reason satisfactory to the Municipality for the employees' failure to notify.
- g) Engages in gainful employment while on any other leave of absence other than unpaid work.
- h) Is absent due to disability or illness for a period of twenty-four (24) calendar months.

### **3.4 Hours of Work – Administration/Emergency/Building**

The regular full-time weekly hours of work shall consist of five (5) seven (7) hour days from Monday to Friday inclusive, for a total of thirty-five (35) hours of work per week. The regular hours of work shall be between 8:30 a.m. and 4:30 p.m., excluding a one (1) hour unpaid meal break.

Management staff may be salaried at forty (40) hours per week, and are expected to manage their work in order to respond to the flexibility that is required in the completion of their duties. This may result in a fluctuation of hours from week to week.

### **3.4.1 Hours of Work – Public Works**

The regular full-time weekly hours of work shall consist of five (5) eight (8) hour days from Monday to Friday inclusive, for a total of forty (40) hours of work per week. The regular daily hours of work shall be between 7:00 a.m. and 3:30 p.m. inclusive of a one-half (½) hour unpaid meal break.

Starting on April 16<sup>th</sup> and ending on November 14<sup>th</sup> of each year, for each Paid Holiday, one employee will be scheduled to work. The employee will only be required to do the work scheduled for and will be compensated a minimum of three (3) hours at the employees' regular rate of pay.

In the case of an unexpected need for road maintenance, Public Works employees will be expected to perform the necessary work subject to applicable legislative requirements.

### **3.4.2 Winter Control Season (Public Works)**

- a) During the period from November 15 to April 15, the Public Works employees' starting and finishing times may be adjusted so as to provide snowplowing and winter roads maintenance coverage as required.
- b) In the event the services of an employee are required prior to their scheduled 7:00 a.m. start time, the Municipality will make best efforts to notify such employee of the requirement to report to work no less than two hours prior to the amended start time.

### **3.4.3 Landfill**

The regular hours of work shall consist of twenty-four (24) hours per week. Where possible, the daily hours of work shall be as to accommodate the public use of the landfill. Any hours worked in excess of forty (40) hours per week shall be compensated at the overtime rate.

### **3.4.4 Arena Personnel**

- a) The regular full-time weekly hours shall consist of forty (40) hours per week. Hours of work in excess of forty (40) shall require the prior approval of the Municipality.
- b) Arena staff will be scheduled in order to accommodate the public use of the arena facilities, with shift length not to exceed one (1) hour before and one (1) hour after a scheduled event. The hours of work may be up to twelve (12) hours per shift, inclusive of any paid or unpaid breaks as required under the Employment Standards Act.
- c) Outside ice season, when work is required, the daily hours of work shall be 8:00 a.m. to 4:30 p.m. excluding a one-half (1/2) hour unpaid meal break.

### **3.5 Attendance, Lateness and Absenteeism**

The effective operation of the Municipality depends on a sustained and productive effort from all employees. The commitment of every staff member to this effort is demonstrated, in part, by their attendance. If an employee is unable to report for work for any reason, they must notify their immediate Supervisor as soon as possible, within at least three (3) hours of their regularly scheduled starting time. In general, employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance.

### 3.6 Flexible Work Arrangements

The Municipality may consider flexible work arrangements in response to extenuating situations that can arise from time to time. To facilitate this, the Municipality may consider flexible work arrangements provided that:

- The Administrator and/or immediate Supervisor is supportive of the proposal;
- The employee can continue to completely fulfill the needs of their position and deliver high quality programs and services;
- The Municipality does not incur any extra costs; and
- Either the employee or the Municipality have the option of amending or cancelling the agreement after providing the other party with fourteen (14) days written notice.

Flexible work arrangements could include:

- **Flex time**, which is any variation of the standard work times or hours/days of work for a position or work group.
- **Telework**, which is work done away from the regular place of work in another workplace, such as home.

### 3.7 Code of Conduct

The Code of Conduct requires that an employee must:

- a) Behave honestly and with integrity in the course of employment with the Municipality.
- b) Act with care and diligence in the course of employment with the Municipality.
- c) When acting in the course of employment with the Municipality, treat everyone with respect and courtesy, and without harassment.
- d) When acting in the course of employment with the Municipality, comply with all applicable laws.
- e) No employee shall report to work or work while under the influence of alcohol or illegal drugs or while impaired through the misuse of prescribed or over-the-counter medication.
- f) Comply with any lawful and reasonable direction given by someone in the Municipality's employ and who has authority to give the direction.
- g) Maintain appropriate confidentiality about dealings that the employee has with any Municipal business.
- h) Disclose, and take reasonable steps to avoid, any conflict of interest (real or perceived) in connection with employment with the Municipality.
- i) Use Municipal resources in a proper manner.
- j) Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment with the Municipality.
- k) Not make improper use of inside information or the employee's duties, status, power, or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- l) At all times behave in a manner which upholds the integrity and good reputation of the Municipality.
- m) As per Section 227 of the Municipal Act, 2001, it is the role of employees of the municipality to implement Council's decisions, establish administrative practices and procedures to carry out Council's decisions, to research and provide advice to Council

on the policies and programs of the municipality; and to carry out other duties required under this, or any Act and other duties assigned by the municipality.

Any violation of this Code of Conduct will be subject to disciplinary action as described in Section 7 of this Policy Manual.

### **3.8 Conflict of Interest**

It is anticipated that employees of the Municipality may on occasion pursue personal and private business interests and participate in other decision-making organizations. The Municipality supports these outside interests provided an employee's activities do not conflict with the goals and objectives of the Municipality and the general rules of conduct are followed. It is the duty of each municipal employee to determine whether a conflict of interest or potential conflict of interest exists.

If a conflict of interest (potential or actual) exists because of an employee's personal interest or knowledge (or the interest of a relative of the employee) in a property matter, a business dealing with the Municipality, or similar circumstances, the Supervisor(s) or Administrator must be immediately advised in writing by all employees concerned. Employees are required to use **Form 2**, attached to this Policy, for purposes of advising the Municipality of the conflict of interest.

A conflict of interest (potential or actual) exists when an employee is in a position to influence a decision that may result in a personal gain or advantage for the employee, external organization they are with, or for a relative of the employee as a result of decisions or actions taken by the Municipality. For the purposes of this Policy, a relative is any person as defined in Section 4.4.

Once an employee has declared a conflict of interest, in accordance with this Policy, the employee will be relieved from any decision-making responsibilities in respect of the interest that has been disclosed.

Employees who fail to report a conflict of interest (potential or actual) to their Supervisor or Administrator in a timely manner will be subject to discipline, up to and including termination of employment.

### **3.9 Outside Employment**

Employees may hold employment outside of their employment with the Municipality so long as that employment does not conflict with their responsibilities or work schedule, and they satisfactorily perform their municipal work responsibilities. Employment in the same profession or occupation as that in which an employee is employed by the Municipality requires written disclosure to, and approval by, the Administrator.

If the Administrator determines that an employee's outside work interferes with performance or the ability to meet the requirements of employment with the Municipality, the employee may be required to terminate the outside employment. If this does not occur, the employee may be subject to termination of employment.

### **3.10 Political Activity**

Employees may be involved in provincial, federal, or other local Municipal campaigns so long as this involvement does not affect the objectivity and impartiality with which they must discharge their duties.

Employees who wish to run as candidates in a federal, provincial, or municipal election must take a leave of absence without pay commencing:

- The day after the writ for election is issued or on the day that their candidacy is publicly announced, whichever is later (federally, provincially).
- On the day their nomination is officially filed.

### **3.11 Confidentiality/Privacy of Information/Media Relations**

All new employees will be required to complete and sign a Confidentiality Form as a condition of employment with the Municipality. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment. Employees may also be subject to legal action in respect of the disclosure, even in the case they do not actually benefit from the disclosure of the confidential information.

Confidential information shall only be released in accordance with the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA). All matters and information that come to be known by employees through the course of their employment must be treated as confidential by the employees and must not be released, disclosed, or discussed with any employee or third party without the express consent of the Municipality. A violation of this confidentiality policy will result in discipline, up to and including termination.

Examples are information regarding ratepayers, pending proposals and projects, personnel information, legal opinions and briefs, compensation data, collection roll, pending land purchases and sales, taxpayer and user accounts, financial information, labour relations strategies, and so forth.

All media contact (newspapers, magazines, radio, television, news agencies or other news services) will be handled by the Head of Council, Administrator, or designate.

### **3.12 Security of Property/Handling of Equipment/Funds**

Every employee is responsible for making the workplace a safe and secure environment. Accordingly, all employees are required to comply with the following security requirements:

- a) Keys given to employees may not be duplicated or loaned to anyone. Lost keys must be reported to the Municipality immediately;
- b) Each employee is responsible for closing windows and turning off lights and equipment, such as fans, heaters, radios, and computers, in their individual office or workspace at the end of each workday;
- c) During work hours, purses and wallets should be placed in a secure location and should not be left visible to others;



- d) Guests and visitors must not be permitted to walk through areas of Municipal Buildings or property that are generally not accessible to the public unless specifically authorized by a municipal Supervisor;
- e) Former employees of the Municipality must be treated as any other guest or visitor for security purposes;
- f) Employees are expected to utilize all appropriate and necessary security measures to ensure the safety of material and to report any breaches of security immediately;
- g) Preserving and safeguarding the Municipality's property is the responsibility of all employees. Equipment, materials, and supplies that are purchased with Municipal funds are the property of the organization and must be used only in the interests of the Municipality and must be protected from theft, misuse, or damage.

### **3.13 Use of Vehicles and Equipment**

When using vehicles and equipment owned or leased by the Municipality, employees are expected to exercise care, report the need for maintenance, and follow all operating instructions, safety standards, and guidelines. If the employee is required to use a Municipal vehicle, they shall be required to provide proof of a valid driver's license and a driving abstract from the Ministry of Transportation on an annual basis and at such other times as may be required by the Municipality. The Municipality shall pay the costs of obtaining the driving abstracts.

Employees are immediately required to inform their Supervisor when their driver's license has been suspended or becomes invalid for any other reason.

Employees are to notify their Supervisor if any vehicle or equipment appears to be damaged, defective, or in need of repair.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles and equipment, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Vehicles or equipment owned, leased, or rented by the Municipality may not be used for personal use. Under specific circumstances, the Administrator may approve the parking of the municipal vehicles at an employee's residence.

### **3.14 Expense Allowance**

The Municipality will reimburse employees who incur approved out of pocket expenses on behalf of the Municipality. The activity which will generate the expense should be approved in advance by the Supervisor. Examples are:

- Any employee required to use their own vehicle for business purposes will be reimbursed for mileage at the rate established in accordance with this HRP, along with any parking fees and tolls incurred while driving for Municipal business.
- Where the Municipality requires the use of the employee's vehicle to such an extent that it requires a category increase in auto insurance premiums, then the Municipality shall pay the additional premium increase. The premium increase is defined as the difference between the rate for business use and that for regular use.

- A certain amount for meal expenses as prescribed in Section 5.14 while travelling for work outside of the Municipality, if not covered in the cost of registration at conferences, seminars, etc.
- Overnight expenses for conferences held outside of Municipality.

Expense forms must be submitted to the Supervisor within two (2) weeks of the event with receipts, where possible.

### **3.15 Phone, Mail, Computer, Internet, and Email Usage**

Phones, computers, computer files, the internet, the email system, and software furnished to all employees are the property of the Municipality and (except as otherwise proved by this Policy) are intended to be used for the conduct of Municipal business only.

All Department Heads, Councillors, and other staff as deemed necessary by Senior Management shall be assigned a business cellular phone for work-related communications.

Employees in possession of company equipment such as cellular phones and computers are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request of the Municipality, the employee may be asked to produce the phone for return or inspection.

Employees must limit their personal use of the phone and will be required to reimburse the Municipality for all additional long distance or other charges incurred as a result of their personal use. The Municipality prohibits employee use of business cellular phones while driving except when using a 'hands free' device or similar devices for business purposes, as per the Ontario Highway Traffic Act, 2009.

Where deemed reasonable in the Municipality's sole discretion, employees may be provided an allowance of \$20.00 per month for business use of a personal cellular phone in lieu of providing a dedicated device.

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment.

### **3.16 Internet**

The internet's primary value to the Municipality is to source and collect information pertinent to its business needs. However, since there is a risk of viruses, breaches of copyright, and outdated or inaccurate information, the Municipality has established guidelines for its employees to follow.

- a) Employees are expected to use the Internet primarily in support of their job duties, education, and research for business-related purposes. Employees must use due diligence in all Internet contacts and should not reveal any personal or confidential client information over the Internet. This is separate from emails which can be used appropriately in a confidential manner as approved by the Municipality.
- b) Employees must not display any offensive or sexually explicit images or documents on the company system. This would be a violation of the Workplace Violence and Harassment Policy (Section 7.4 and as attached to this HR Manual). Offensive or

sexually explicit material may not be archived, stored, distributed, edited, or recorded using the Municipality's computing resources.

- c) Employees must not use the Municipality's computing resources to knowingly violate any laws or regulations of Canada, any city, province, any other nation, or other local jurisdiction. Use of any Municipal resources for illegal activity is grounds for immediate dismissal.
- d) Use of the Municipality's Internet resources for personal purposes, playing games, or participating in other activities not related to job functions is not permitted during business hours.
- e) Employees must follow the Municipal Social Networking Policy (attached). The Mayor shall be the official spokesperson for the Municipality. Employees of the Municipality are forbidden from using social networks, personal or otherwise, to post or display comments about co-workers, supervisors, management, Council including the Mayor, or the Municipality, that are vulgar, obscene, threatening, or a violation of the Municipality's policies on harassment, discrimination, defamation, confidentiality, and non-competition.
- f) Violations of this policy and guidelines are considered grounds for disciplinary action up to and including dismissal.

Employees may only use software on the local area network or on multiple machines according to the software license agreement. The Municipality prohibits the illegal duplication of software and its related documentation.



## Form 2

### DISCLOSURE OF INTEREST FORM

An employee shall complete and file this declaration with the Administrator or designate, as soon as the employee is aware of any interest, direct or indirect that they, or their family, may have in any matter under consideration by the Council, Municipality, Board or Committees thereof, or by any officers or officials of the Council, Municipality, or Board.

This record shall be placed in the employee's Human Resource file and maintained there for the duration of their employment with the Municipality.

#### **Declaration of Employee**

Name of employee: \_\_\_\_\_

In accordance with the Policy, I disclose an interest in the following matter under consideration by:

Provide a brief description of the matter:

The general nature of the (potential) conflict of interest is as follows:

I certify that the above information is true, correct and accurate.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Date received by Administrator or Designate: \_\_\_\_\_

<b>Section 4:</b> Recruitment, Selection and Assignment	<b>Policy Number:</b> 4– Sections 4.0 to 4.12
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page:</b> 1 of 5

#### 4.0 Recruitment and Selection

The Municipality’s goal is to ensure that its recruitment practices are viewed as fair and professional to both internal and external potential candidates. To ensure that we integrate our training and development program, whenever possible, we will actively promote the appointment of internal candidates while at the same time ensuring that the qualifications, experience, and business needs are met in the recruitment requirements for the position.

#### 4.1 Employment Equity

It is the Municipality’s policy to make decisions on hiring, job assignment, training, compensation, and all other human resource practices on the basis of qualifications, ability, and performance. This ensures equality of treatment and opportunity for all employees and applicants regardless of race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability as per the [Ontario Human Rights Code](#).

This Policy applies to all employees, students, and volunteers, whether paid or unpaid.

Equal Employment Opportunity/Equity is a concept which identifies any discriminatory policies and practices, removes employment barriers, such as attitudinal, cultural, informational and systemic and promotes service development through the full use of the talents of all its employees.

The Municipality will ensure that their employment policies and practices, compensation, and work environment are reviewed annually and ensure they meet all employment related legislation requirements such as [Human Rights Code](#), [Employment Standards Act](#), [Pay Equity Act](#), [Accessibility for Ontarians with Disabilities Act](#), etc. except where there are bona fide occupational requirements or otherwise allowed under legislation.

#### 4.2 Job Description

All employment postings are made under the authority of the Administrator. Prior to posting, the Administrator shall:

- a) Ensure that the job description and job evaluation questionnaire are up to date and include position responsibilities, qualifications, and required competencies along with information regarding skills, effort, responsibility, and working conditions.
- b) Ensure the position is evaluated and that a salary range has been determined using the Municipality’s job evaluation system.

Any new or revised job descriptions are reviewed by the Administrator and/or Pay Equity committee. The current job evaluation system uses eight factors: mental skill, mental effort, physical skill, physical effort, responsibility impact, supervision impact, mental working conditions, and physical working conditions. Placement on the salary grid is based on the results of the job evaluation of the position.

#### **4.3 Job Postings**

All positions created and vacancies which the Municipality intends to fill, shall be posted internally and/or externally at the discretion of the Administrator. The Municipality encourages its existing staff to apply for vacant positions if they meet the qualifications. Existing staff must have successfully completed their probationary period, have no disciplinary letters on file for the past year, and meet the position requirements to be considered for the position.

The posting of positions will include the nature of the position, functions and responsibilities, qualifications, required knowledge, minimum experience, key competencies and education, skills, shift, hours of work and wages, how to apply, and competition closing date. Such qualifications and requirements shall reflect those necessary to perform the job functions.

Job opportunities will be posted for a minimum of a two-week period. Depending on the position, a longer advertising period may be required.

#### **4.4 Hiring of Relatives**

Relatives of existing employees of the Municipality, or members of Council, may only be employed where no direct reporting relationship exists with that relative. An employee who is related to a candidate for employment shall not be involved in any aspect of the recruitment process so as to avoid any potential conflicts of interest and/or perceptions of preferential treatment.

Employees shall not be transferred into a position in which a reporting relationship with a relative exists. In any other case where a conflict or the potential for conflict arises, even if no supervisory relationship is involved, the parties may be separated by reassignment.

The above applies to employees who marry, become members of the same family unit, or become otherwise related after becoming employees of the Municipality.

For the purposes of this Policy, a relative is defined as a spouse, common-law spouse, child, common-law spouse's child, mother, father, brother, sister, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, common-law spouse's mother, common-law spouse's father, grandparent, spouse's grandparents, aunt, uncle, or cousin.

All employees are required to report relationships to their Supervisor that would place them in violation of this Policy.

#### **4.5 Selection Panel**

All employee selections will be done through a Selection Panel whose composition may change from time to time depending on the position status and type.

The Selection Panel is to include a minimum of two (2) individuals, and shall, wherever possible, comprise at least of the Administrator and direct Supervisor. Any additional personnel to be assigned to the Selection Panel shall be selected by the Administrator.

The Selection Panel will come to a consensus and make a hiring decision. If a consensus cannot be reached, the Administrator will make the hiring decision.

In certain circumstances, where required by the Municipal Act or other governing legislation, Council must by by-law appoint an individual to their role.

#### **4.6 Screening and Interviewing of Applicants**

The Selection Panel will screen all applications to ensure they meet the minimum requirements of the position. Only those applicants that most closely meet the key selection criteria as described in the posting will be interviewed. The posting will reflect the skills and experience required for the position as well as key competencies.

The Selection Panel will determine the interview process, which can include job-related testing where applicable, and a set of structured questions and rating scales prepared in advance. The Selection Panel will ensure that all applicants are treated and evaluated fairly against the predetermined criteria and accommodation be considered for those identifying disabilities. Multiple stages of interviews may be established at the discretion of the Selection Panel, with consideration to the nature of the position and number of qualified applicants.

One individual on the panel will summarize the results of the Selection Panel interviews and the selection process, and these notes will be kept in a separate file as required under MFIPPA.

#### **4.7 Conducting Reference Checks**

The Administrator or their designate has responsibility for conducting reference checks for all persons being offered a position with the Municipality. All hiring offers will be made contingent upon completion of satisfactory reference checks.

Frequently, the Municipality is contacted for references by other organizations interested in current and former employees of the Municipality. Any requests of this nature are considered confidential and should immediately be referred to the Administrator and/or the employee's former Supervisor, for response.

#### **4.8 Bonding, Criminal Record, Driving Record and Security Checks**

As part of the recruitment and selection process, it may be necessary to conduct background checks to obtain information on a prospective employee or volunteer's ability to be bonded, assess their driving record, or complete a criminal reference check as part of the final offer in accordance with the Municipality's Background Check Policy.

Hiring of the successful applicant will be contingent upon a satisfactory criminal record and/or security check or bonding, where required. If the results indicate a potential employee or volunteer has a criminal record, they must submit a copy of their criminal record to their Supervisor. The Supervisor will interview the applicant or volunteer to obtain a more detailed description of the circumstances and related events. The applicant will then provide two satisfactory references who can objectively address any questions or

issues concerning the related history and current job duties for which the individual is applying. The Municipality will reimburse the cost of any background check requested.

#### **4.9 Orientation**

A comprehensive and carefully planned orientation and package of information will be provided to help all new employees learn about their Department and their job duties specifically. This orientation will provide the employee with detailed information about the working conditions, training, scheduling, and all applicable policies and procedures. It will also provide further information on the full range of services offered by the Municipality.

A cornerstone of this orientation is this policy manual. It is **required** that all potential Municipal employees receive a copy of this policy manual, have an opportunity to ask questions and understand the contents, and sign a form indicating their understanding.

#### **4.10 Employee Records Management**

Upon hire, a personnel file will be created for an employee. This file will contain their name, social insurance number, address, telephone number(s), emergency contact numbers, start date, position title and salary, and any other employment related documents, including but not limited to letter of offer, signed confidentiality agreement, a resume, certification of any job related credentials, performance reviews, change in pay or position authorizations, income tax or benefit applications/enrollments, authorizations, leaves, disciplinary documentation, and may contain interview notes. A separate file may be created and maintained containing all timesheets and payroll/benefit information. Any change of information should be reported to the employees' supervisor or payroll staff without delay.

The confidentiality of employee files is the responsibility of the Administrator. Access to an employee file is restricted to the employee, their immediate supervisor, and the Administrator. Employees may request an appointment with the Administrator to view their own employee file and will be conducted under the supervision of the Administrator or immediate supervisor. Employees can copy any item in their file, but under no circumstances will they be allowed to remove their file or any documents from the file. Any requests for disposal of file contents must be made to the Administrator, who has final say on the disposition of any employee file contents.

Records generally must be retained for a specified number of years to comply with governing legislation. Specific retention periods shall be as specified in the Record Retention Bylaw.

#### **4.11 Probationary Period**

All employees appointed to a new position, whether by external hire or internal promotion, are required to serve an initial probationary period.

The probationary period will be a minimum of three (3) months after the date of hire and could extend up to one (1) year depending on candidate experience and positional requirements. Significant absences, such as prolonged absence from work due to illness,



during the probationary period will automatically extend the period by the length of the absence.

Either the employer or the employee may end the employment relationship any time during the probationary period, by payment in lieu of only the minimum notice requirements as outlined in the Employment Standards Act.

During the probationary period, there will be continual review of job performance culminating in a formal performance appraisal prior to the end of the three (3) month period, unless otherwise stated. A summary of the performance appraisal will be documented and retained in the personnel files of the Municipality. If the probationary period is extended, subsequent performance appraisals shall occur at each three (3) month interval of continuous employment. At each interval, the decision as to whether the employment relationship should be terminated, the probationary period continued, or an offer of permanent employment extended will be revisited.

#### **4.12 Temporary Assignments (Acting Appointments, Transfers, Temporary Assignments)**

The Municipality may require an employee to perform duties of other positions from time to time, on a temporary basis, in order to meet immediate work requirements and/or facilitate opportunities for staff training and career development.

Whenever possible, the Municipality will post the opportunities available for transfers and temporary/acting assignments to support training and development objectives of staff and meet organizational requirements. Temporary assignments anticipated being of three (3) months duration or more will be advertised internally and/or externally.

For pay purposes and scheduling of step progressions, the Municipality will recognize time spent by the employee on a temporary assignment as being continuous if immediately thereafter they are appointed full-time to the same position.

<b>Section 5: Salary &amp; Compensation Administration</b>	<b>Policy Number: 5– Sections 5.0 to 5.14</b>
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page: 1 of 4</b>

## 5.0 Salary Administration, Review, and Merit Increases

The Municipality of Powassan is committed to a policy of salary administration which:

- Is internally equitable and maintains pay equity
- Is externally competitive
- Addresses financial capacity (subject to prevailing economic conditions and successful financial operation), and
- Recognizes and encourages commitment to the organization

The Municipality recognizes the importance of maintaining competitive compensation programs. Economic factors such as the Cost of Living Index are also considered in determining a compensation strategy. The primary objective of the compensation program is to encourage and reinforce the attraction and retention of talented and dedicated employees.

### 5.1 Placement on the Salary Grid

All rates on the salary grid are based on either a thirty-five (35) hour or a forty (40) hour work week. Successful applicants for a position will be placed on a step in the grade as illustrated in their offer letter. Step placement is at the discretion of the Administrator.

The administration of the salary structure is based on maintaining internal pay equity and on progression in each position. Employees may receive a step increment in their grade based upon a satisfactory performance review; step increments are to be received on the anniversary date of appointment.

### 5.2 Performance Management and Development

The purpose of a performance management and development plan is to provide a process for all staff to:

- a) Establish individual performance commitments based on the yearly department objectives that are aligned with the Municipality's business plan and strategic direction;
- b) Develop yearly training and development plans, evaluate performance, and provide recognition of good performance;
- c) Determine step progressions, if applicable.

The principles of the plan include:

- To support and reinforce the achievement of results; individual performance goals are aligned with the Municipality's strategic directions.
- Performance objectives should be challenging, fair, and support improvements in organizational processes and performance.
- There will be recognition and reward for performance measured against established objectives, indicators, and commitments.

- Providing a consistent and continuous approach to planning and development which aligns with education, training and development, succession planning, salary administration, and compensation.

### **5.3 Acting Appointments**

**5.3.1** When a supervisory position is vacated for a period exceeding twenty (20) consecutive working days for any reason, including but not limited to the illness, injury, or permanent cessation of employment of the incumbent, an employee must be assigned to fulfil the duties of that position for the duration of the vacancy. In selecting employees for temporary acting assignments, consideration shall be given to operational needs as well as the extent to which the acting assignment opportunity can assist with employee development and succession planning. The Administrator is responsible for appointing an employee to the vacant position.

**5.3.2** The Municipality shall provide acting pay to employees who are temporarily assigned to perform the duties of a higher-level position. Such acting pay shall be provided commencing on the twenty-first (21<sup>st</sup>) consecutive working day following the day on which the higher-level position was vacated. The acting rate of pay shall be calculated by applying a five (5) percent premium to the employee's base rate of pay, and selecting the next-highest rate of pay on the acting position's salary grid. Upon the return of the incumbent to the vacated position, or the permanent appointment of an employee to that position, the acting assignment shall be terminated and the employee shall return to their substantive position at the rate of pay earned immediately preceding the acting assignment.

Where an employee would otherwise be entitled to receive a step increment in their substantive position during the acting assignment, the acting rate of pay shall be recalculated in the manner prescribed above using the revised base rate of pay and the employee shall begin receiving the higher substantive pay rate upon the termination of the acting assignment.

**5.3.3.** When an employee is temporarily assigned to a position paying a lower rate, their current rate of pay shall not be reduced.

### **5.4 Call-Back Pay Guarantee**

An employee who is called in and required to work outside their regular working hours shall be paid for a minimum of three (3) hours at regular rates whenever there is a break between the employee's regularly scheduled hours and the work the employee is called in to do. When the work called back for is completed, the employee shall be allowed to leave.

### **5.5. On-Call Provision**

On-Call Employees are those designated as such by the Administrator and are called in to work during a specific period. The employer expects these employees to report to work if called upon to do so.

Each On-Call employee will receive two dollars (\$2.00) per hour for each hour of being on-call.

When a Public Works employee is advised by their immediate supervisor, or designate, that they are “on-call”, they shall be immediately available by telephone contact, radio, or paging device.

All hours worked by an “on-call” employee shall be paid at the regular straight time rate, with a minimum of three (3) hours pay for each call-out.

The Municipality agrees to provide, at its expense, a mobile telephone, radio, or paging device to the employee “on-call”.

If called to work, an employee shall be required to do only such emergency work as called for, or other emergency work that shall develop.

**5.6 Overtime Defined**

All time worked over and above the regular weekly hours as defined in Section 3 of this manual shall be considered overtime. All Paid Holidays not worked shall, for the purpose of computing weekly overtime, be considered as a day worked.

**5.7 Time Off in Lieu of Overtime**

For indeterminate employees, all time worked in excess of forty (40) hours per week shall be banked at the rate of one and one half (1 ½ ) hours for every overtime hour worked. Unless otherwise approved by the Administrator, all banked overtime for approved full-time indeterminate Public Works and Recreation employees must be used before November 15<sup>th</sup> of each year. For all other employees, banked overtime must be used within one hundred and twenty (120) days of it being earned.

Overtime hours will be paid for any employees not under an indeterminate term agreement. For such employees, overtime will be paid at the rate of one and one half (1 ½ ) times the regular hourly rate for all hours in excess of forty-four (44) per week.

Time shall be taken off at a time agreed to by the employee’s immediate supervisor. Such requests shall not be unreasonably denied provided that such time off shall not interfere with the Municipality’s operations.

**5.8 Paid Holidays**

The Municipality recognizes the following paid holidays:

New Year’s Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Civic Holiday	Labour Day	Truth and Reconciliation Day
Thanksgiving Day	Remembrance Day	Christmas Day
Boxing Day		

In the event a Paid Holiday falls on a weekend, the next regular business day shall be declared as the Paid Holiday. When a Paid Holiday falls on a Saturday, the Municipal Landfill will be closed. The Administrator or their designate will inform staff of the Paid Holiday schedule at the beginning of each calendar year.

Full time employees shall receive payment of their full regular wages for each Paid Holiday. Part time, seasonal, and casual employees will receive Public Holiday pay, calculated as per the provisions of the Employment Standards Act.

**5.9 Compensation for Work on Paid Holidays**

An employee scheduled to work on a statutory holiday shall be paid at the rate of one and one-half (1 ½) their regular rate for each hour worked on the holiday, plus public holiday pay. Alternatively, the employee may elect to receive regular wages for the public holiday and receive an additional working day as paid time off in recognition of the holiday. Such time off must be taken within ninety (90) days of the paid holiday.

When any of the noted paid holidays falls on an employee's scheduled day off, the employee shall receive a day's pay or another day off with pay at a time mutually agreed by the supervisor and the employee. All ESA regulations will be followed.

**5.10 Pay Days**

A work week runs for 7 consecutive days, commencing Saturday at 12:01 a.m. and ending Friday at 11:59 p.m. Employees shall be paid bi-weekly on Wednesdays, for the preceding two (2) work weeks ending on the Friday immediately preceding the pay day.

Each employee's pay will be deposited directly into a bank account of choice. Employees will receive an itemized statement of earnings, overtime, and any other supplementary pay and deductions.

**5.11 Automobile Allowance**

In certain circumstances, an employee may be required to use their personal vehicles when performing duties on behalf of the Municipality. Any such use of a personal vehicle must first be approved by their department manager and/or the Administrator.

Mileage shall be paid at the CRA prescribed rate for travel in excess of 5,000 kilometres, for each kilometre of approved travel. The mileage rate is subject to change at the discretion of Council.

The mileage claim will be claimed from the employee's point of origin, where the point of origin may be either the Municipal office or the employee's home residence. In the event an employee is not leaving for municipal business from either of those locations, the point of origin shall default to the employee's home residence.

In the event that an employee either:

- a) Travels for municipal business prior to reporting to the Municipal office, and travels to the office upon completion of the business; or
- b) Travels for municipal business from the Municipal office, and does not return to the office upon completion of the business.

The mileage claim will be calculated as the difference between the distance travelled for the meeting and the employee's standard commuting distance.

Travel expenses are not paid to employees when travelling to and from the office for regular and overtime hours.

No claim shall be submitted for approved travel to a destination less than 10 km from the point of origin.

**5.12 Professional Fees and Licenses**

The Municipality shall pay professional fees or dues required to maintain professional status or membership in a professional association where such membership is considered a job requirement or necessary qualification. The Municipality also agrees to reimburse an employee for the cost of the medical required by the Ministry of Transportation for purposes of the employee renewing their Class DZ or AZ drivers' designation.

**5.13 Training Courses**

The Municipality encourages employees to increase their knowledge, maintain currency in their profession, and continually upgrade their skills. Such improvement is often best accomplished through attendance at training programs, seminars, and conferences.

The Municipality will pay for employee attendance at approved training courses, seminars, and conferences, being such programs where there is a direct and substantial correlation between the subject matter being discussed and the employee's work responsibilities. Wherever possible, such training programs are to be set forth in the employee's Personal Training Plan.

When attending a training course, an employee is eligible for payment of their regular working hours only, plus eligible travel expenses as outlined in Section 5.11. In addition, employees are permitted to claim meal expenses of up to \$75.00 per day of the training program, including taxes, when held outside the geographic Municipality of Powassan. Reimbursement will be provided based on actual costs incurred. The Municipality will not reimburse the cost of any alcohol purchased while an employee is attending a training program.

**5.14 Gifts, Favours, and Entertainment**

Any employee, or member of their immediate family, must not accept from any individual or organization doing business with the Municipality any monetary payment, gift, entertainment, hospitality, or other favour of greater than token value, or which goes beyond that which is customary and accepted business practice. For the purposes of this Section, "token value" shall mean a gift, favour, entertainment, hospitality, or any such item with a retail value in excess of \$10.00.

Employees are responsible for reporting to their respective supervisor, within twenty-four (24) hours, the offer or receipt of any gift, favour, and/or entertainment by employees or members of their immediate family.

**5.15 Cost of Living Adjustment**

Effective January 1 of each calendar year, the Municipal Salary Grid shall be adjusted by the Cost of Living Index. An inflationary factor, equal to the yearly Ontario CPI inflation

rate published by Statistics Canada for November of the directly preceding calendar year, shall be applied to each step in the Municipal Salary Grid.

In the event the inflationary factor falls below one (1) percent, a factor of one (1) percent shall be applied to the Municipal Salary Grid. In the event the inflationary factor exceeds two and one-half (2.5) percent, a resolution of Council will be required to determine the factor to be applied to the Municipal Salary Grid. In the absence of a determining resolution, a factor of two and one-half (2.5) percent shall be applied.

<b>Section 6: Benefits Administration</b>	<b>Policy Number: 6– Sections 6.0 to 6.19</b>
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page: 1 of 7</b>

## 6.0 Eligibility for Municipal Benefit Package

All full-time, indeterminate employees are eligible to receive benefits.

### 6.1 Group Insurance Benefits

The Municipality shall pay on behalf of all eligible employees 100% of the premium cost for the following benefits:

- i) Extended Health Care
- ii) Dental Care
- ii) Life Insurance
- iii) AD & D
- iv) Long Term Disability
- v) Out of country travel

- 6.1.1** The above noted benefits shall be administered by the Benefits Carrier/Insurer in accordance with the terms and conditions of the respective plan. The benefits available shall be those set out in the respective plan effective on the date of certification.

The Municipality shall retain the right to determine the carrier of the benefits and agree that there shall be no reduction in benefits currently in place as of the date of this Policy. All refunds, reductions of premiums, dividends, relating to contributions made by the Municipality shall become and remain the sole property of the Municipality.

- 6.1.2** Any dispute that an employee has with respect to benefits entitlement or eligibility or other issue in relation to the above benefits shall be between the employee and the Benefits Carrier/Insurer.

- 6.1.3** The [Workplace Safety and Insurance Act](#) shall cover all employees. An employee receiving payment for a compensable injury shall be entitled to those benefits prescribed by the Act.

### 6.2 Sick Leave

Sick leave means the period of time an employee is absent from work due to illness or injury, for which compensation is not payable under the [Workplace Safety and Insurance Act](#).

All full time, indeterminate employees who have completed their Probationary Period shall receive sick leave credits at the rate of one (1) day for each calendar month in which the employee receives pay for at least one-half of their regular monthly hours.

All part time, indeterminate employees who have completed their Probationary Period shall receive sick leave credits at the rate of one-half (0.5) day for each calendar month in which the employee receives pay for at least one-half of their regular monthly hours.



An employee's regular hours of work, as outlined in Section 3, will be used to determine their allocation of sick leave hours.

Time off compensable from WSIB can be borrowed from sick leave until WSIB benefits are approved.

**6.2.1 Sick Bank**

Full-time employees may accumulate to a maximum of one hundred and thirty (130) sick leave days.

Part-time employees may accumulate to a maximum of sixty-five (65) sick leave days.

**6.2.2 Proof of Illness**

Sick leave is to be used only when the employee is personally sick. Any consecutive sick leave of absence beyond three (3) days shall require the submission of a doctor's certificate to maintain eligibility for sick leave credits, as determined by the Administrator. The Municipality reserves the right to request a medical certificate from the first day of sick leave.

**6.2.3 Sick Leave During Layoff**

When an employee is laid off on account of lack of work, they shall not receive sick leave credits for the period of such absence but shall retain their cumulative credit, if any, existing at the time of such layoff.

An employee who has used up all their sick leave credits and through illness or injury, is unable to return to work, will be placed on leave of absence, during which period they will not receive pay, vacation service credits, holiday pay, or sick leave credits or any clothing or safety footwear allowance.

**6.3 Long-Term Disability**

**6.3.1** An employee absent from work due to illness or injury and not in receipt of Workers' Compensation benefits, shall have their coverage for the benefit as outlined in Section 6.1 of this Policy Manual continued for a period of four (4) months from the first day of absence. If the employee does not apply and/or is not approved under the Long-Term Disability Plan, the employee may continue their participation in the benefit plans by assuming responsibility for 100% of the premium costs.

**6.3.2** If upon expiration of the four (4) month period, the employee files a claim for Long Term Disability benefits and such claim is accepted by the Insurance Underwriter, their participation in the benefit plans will be continued for a further period of twenty (20) months.

**6.3.3** If an employee continues to qualify for Long Term Disability benefits beyond the twenty-four (24) month period, they may continue their participation in the benefit plans for so long as they qualify for Long Term Disability benefits by assuming responsibility for 100% of the premium costs.

- 6.3.4** Employees who are in the appeal process for the Long-Term Disability benefits may continue to participate in the benefits plan by assuming responsibility for 100% of the premium costs, provided such practice does not violate terms of the agreement with the carrier as per the current agreement.
- 6.3.5** An employee in receipt of Long-Term Disability benefits shall be considered on leave of absence without pay. During such period, an employee will not receive vacation credits, holiday pay, or sick leave credits.
- 6.3.6** An employee receiving Long Term Disability benefits shall have the right to reclaim the job they were performing at the onset of disability or, if this job is no longer available, a comparable job at a comparable rate of pay, during the twenty-four (24) month period commencing with the onset of disability.

**6.4 WSIB Disability**

An employee receiving temporary or permanent disability benefits from the Workplace Safety and Insurance Board, in consideration of an illness or injury sustained while employed by the Municipality, shall have the right to reclaim the job being performed at the onset of disability or, if this job is no longer available, a comparable job at a comparable rate of pay. Such employee shall also be entitled to have their participation continued in the Municipal Group Benefit Plans as per this Policy. An employee's entitlement to the privileges set forth in this clause shall be limited to a period of twenty-four (24) months from the onset of disability.

If an employee continues to qualify for Workers Safety and Insurance Benefits beyond the twenty-four (24) month period, they may continue their participation in the benefit plans for so long as they qualify for Workers Safety and Insurance Benefits by assuming responsibility for 100% of the premium costs.

**6.5 Supplemental Unemployment Benefit (SUB)**

It is the goal of the Municipality to subsidize employees up to 75% of their gross pay, inclusive of amounts received through Employment Insurance (EI) benefits, while they are on maternity/parental leave. The Municipality is meant to gain from this program as it influences career continuity, which helps retain experienced employees and reduce retraining or new hiring.

- It is the employee's responsibility to provide the Municipality with proof of application for, and receipt of, Employment Insurance Benefits to receive payment under the SUB plan.
- Except in certain cases, employees must inform the Municipality in writing a minimum of two (2) weeks before beginning a pregnancy or parental leave. Employees must also provide the Municipality with a minimum of four (4) weeks written notice if they are changing the end date of their leave.
- Eligible employees will receive top-up as specified in this policy with the understanding that the employee is expected to return to work for the Municipality for a period equal to the period in which they received the maternity or parental allowance or a minimum of six (6) months, whichever is longer.

- Should an employee receiving payment under the SUB plan fail to return to work, they will be indebted to the Municipality for all SUB payments made to them as per payroll calculations.
- The employee shall be reinstated to their former position and salary, unless the position has been discontinued. In that event, the employee will be given a comparable position in the same salary grade without loss of salary.

#### **6.6 Clothing/Boot Allowance**

All full-time employees required to wear safety boots shall be reimbursed up to \$250 per calendar year upon presentation of a receipt.

Full time Public Works and Landfill employees will be provided with a uniform service for the supply of shirts, pants, and coveralls with cleaning included.

All Public Works, Landfill, Building Official, Bylaw Enforcement Officer, and Arena employees will be provided with a winter parka, and all Road and Landfill, Building Official, and Bylaw Enforcement Officer employees will be provided with a summer jacket to be purchased by the Municipality and which will be replaced by the Municipality on an as needed basis as determined by the Municipality, provided that the garment is not damaged due to employee negligence.

#### **6.7 Benefits – 65 and over**

An employee who chooses to continue working for the Municipality beyond age 65 shall have their coverage, excepting Long Term Disability, continue on the same basis as that of current full-time employees and the Municipality shall pay the same premiums as those being paid on behalf of current employees.

For greater clarity, Long Term Disability coverage will not be provided to an employee who continues to work for the Municipality beyond their sixty-fifth (65<sup>th</sup>) birthday.

#### **6.8 Pension Plan**

Participation in a pension, administered by and in accordance with the provisions of the Ontario Municipal Employee's Retirement System (OMERS), is compulsory for every full-time employee of the Municipality from the date of hire. Participation in OMERS is optional for all other employees. Optionally enrolled employees must opt into membership status at time of hire.

Normal retirement under the OMERS Plan is age 65. Active membership in OMERS may continue until the employee retires, or no later than November 30<sup>th</sup> of the year in which they turn 71.

#### **6.9 Vacations**

For the purposes of this Section, the vacation entitlement year is defined as January 1 to the following December 31. Vacation time is credited on the earlier of January 1 or the first day of employment, based on the period of employment as of December 31 of the preceding year. For any stub periods of employment, as defined in the Employment Standard Act, prorated vacation entitlements will be provided based on the period of employment.

Calculations will be rounded up to the nearest half hour.

Full-time, indeterminate employees shall receive their vacation entitlements as follows:

<b>Completed years of service at the preceding December</b>	<b>Vacation Entitlement</b>
<b>31</b>	
Zero to two years	10 days
Three to five years	15 days
Six to ten years	18 days
Eleven to fifteen years	21 days
Sixteen years and over	27 days

For the purposes of this entitlement, a vacation day shall be calculated as one-fifth of an employee’s regularly scheduled weekly hours of work.

An employee who receives a greater entitlement upon commencing employment shall receive increments in their vacation entitlement as stipulated in their employment agreement.

Employees in any other Employment Classification shall receive vacation pay on gross earnings, in lieu of paid time off. The vacation pay rate is set on January 1 of each vacation entitlement year, based on each employee’s period of employment as follows:

<b>Completed years of service at preceding December</b>	<b>Vacation Pay Entitlement</b>
<b>31</b>	
Zero to four years	4%
Five to nine years	6%
Ten to fourteen years	8%
Fifteen to nineteen years	10%
Twenty years and over	12%

An employee’s vacation pay shall be paid when vacation is taken. Employees must obtain advance approval from their Supervisor for any vacation time request. Every reasonable effort will be made to accommodate an employee’s vacation request, but approval resides with the employee’s Supervisor and is subject to operational requirements.

No more than four (4) weeks vacation shall be taken consecutively without the approval of the Administrator.

**6.9.1 Vacation Pay on Termination**

Upon termination of employment, an employee will receive payment for any accrued and unused vacation. Entitlements will be recalculated for the stub period of employment. Any excess of vacation pay received in the year will be deducted from other earnings owed upon separation of employment, if available.

**6.9.2 Banking Vacation Credits**

An employee shall be entitled to carry forward a maximum of ten (10) working days vacation past the end of the vacation entitlement year. The banked vacation shall be taken within any of the following two (2) vacation entitlement years at the rate of pay prevailing when the vacation is taken.

The employer has an obligation under the Employment Standards Act to ensure vacation time is scheduled and taken prior to the end of the authorized period. Section 35 of the Act provides the employer with the right to schedule vacation time on behalf of the employee.

### **6.9.3 Approved Leave of Absence During Vacation**

When an employee becomes entitled to sick or bereavement leave, while on scheduled vacation time, there shall be no deduction from vacation credits for the period of illness and/or bereavement. By mutual agreement, the period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date. Upon request, satisfactory evidence of illness shall be provided to the employee's Supervisor.

### **6.10 Bereavement Leave**

- a) An employee shall be granted five (5) consecutive working days of paid leave immediately following the date of death of an employee's child, parent, grandchildren, and/or spouse or common law partner.
- b) An employee shall be granted three (3) consecutive working days of paid leave immediately following the date of death of a brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, and grandparents.
- c) In the case of the death of a relative not included in a) or b) above, the Municipality may grant one (1) paid day off to permit the employee to attend the funeral of such relative.
- d) An employee may elect to defer days of their bereavement leave to be used for the attendance at the actual interment.

In addition to the entitlement in a) and b), at the discretion of the Administrator an employee may be granted up to an additional three (3) days unpaid leave for any extenuating circumstances.

### **6.11 Time Off for Elections**

The Municipality shall ensure that employees are provided with three (3) consecutive hours before the closing of the polls in any federal, provincial, or municipal election to vote. An employee will be paid for these three (3) hours.

### **6.12 Paid Jury or Court Witness Duty Leave**

An employee who is required to serve as a juror, or as a witness under subpoena in relation to any matter arising out of their employment with the Municipality, shall receive payment for lost time equivalent to the difference between their normal earnings for a scheduled day of work and the amount received for such service, excluding payments for travel, meals, or other expenses. The employee shall provide the Municipality with proof of such service and the amount of pay received.

### **6.13 Education Leave and Examinations**

With the written consent of the Administrator, an employee may be granted leave of absence with pay to write examinations to upgrade their employment qualifications, and such approval shall not be withheld unreasonably.

**6.14 General Leave**

An employee may be granted leave of absence without pay when, in the opinion of the Administrator, such leave is for good and sufficient cause. Requests for leave will be judged on their merit, with consideration given to individual circumstances such as the purpose for which the leave was requested, the performance and length of service of the employee, the frequency with which such requests are made, and the operational impact of the employee's absence. Such request shall be made to the Administrator in writing.

There are many leaves listed in the Ontario *Employment Standards Act* that are not outlined in this Policy. All ESA guidelines will be followed when a written request is received by the Administrator.

**6.15 Personal Leave**

All indeterminate employees shall be granted personal leave credits in each calendar year. Employees shall be credited one (1) day on the later of January 1 or three (3) months following the date on which employment commences; and one (1) day upon completion of six (6) months of continuous employment in the calendar year.

Personal leave credits are not cumulative, and all unused credits at the end of the calendar year shall be forfeited.

**6.16 Proper Training**

No employee shall be required to work on any job or operate any piece of equipment until they have received proper training and instructions.

**6.17 Health & Safety Clothing, Tools, Equipment and Protection**

The Municipality shall provide essential and necessary tools, safety equipment, and clothing as required. The employee shall be responsible for using the tools and safety equipment provided and for wearing the protective clothing supplied.

**6.18 Injury Pay Provision**

An employee who is injured or made sick during working hours and is required to leave for treatment or is sent home as a result of such injury or sickness, shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave. If a doctor or nurse states that the employee is fit for further work on that shift and a document stating so has been provided to the employee by the attending caregiver, sick leave credits will be deducted for time lost.

**6.19 Transportation of Accident Victims**

Transportation to the nearest physician or hospital for employees requiring medical care as a result of a work accident shall be at the expense of the Municipality.

<b>Section 7: Employee Relations</b>	<b>Policy Number:</b> – Sections 7.0 to 7.7
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page:</b> 1 of 3

## **Workplace Discrimination and Harassment Policy- Attached.**

### **7.0 Responsibility of Council and Management to Follow the Workplace Discrimination and Harassment Prevention Policy**

Council and Management staff are responsible for ensuring that a respectful, harassment and violence free environment is maintained in all facilities and programs. Specifically, management is responsible for:

- Ensuring that complaints of discrimination, harassment or violence are referred in a confidential manner to the Administrator for resolution and/or investigation.
- Ensuring that no reprisals are suffered by any individual who has complained or provided information in good faith pursuant to this policy, and taking appropriate action in the event that they become aware of reprisals; and
- Modeling the kind of respectful behaviour expected of employees, members of Council, and volunteers of the Municipality.

### **7.1 Responsibility of Paid Staff and Volunteer Staff**

All staff and volunteers have a responsibility for understanding how to maintain a discrimination and harassment free workplace and prevent incidents of potential or actual violence. They have an obligation to bring to management's attention any discrimination, harassment, or threats of violence that they witness. In dealing with other employees, Council members, volunteer staff, members of the public, all employees will not harass, discriminate against, or act in an abusive manner towards any individual or group. Attitudes and behaviours that are not supportive of the dignity and self-esteem of all individuals will not be tolerated. If harassment, discriminatory or abusive behaviour is substantiated, corrective or disciplinary action will be taken up to and including dismissal.

### **7.2 Conflict Resolution**

The Municipality believes in resolving employee concerns and disputes related to their employment relationship in a prompt and equitable manner. Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint, may do so without fear of retaliation or reprisal. Any such conduct will be subject to immediate corrective action. Employees with a complaint or dispute are first urged to contact their immediate supervisor about the problem. If the supervisor is unable to satisfactorily resolve the matter, or if the supervisor is the subject of the employee's dispute or grievance, the employee is encouraged to discuss the problem with the Administrator. A formal complaint may be lodged in person or in writing. Employees who believe that they have legitimate complaints or concerns are encouraged to use these procedures, without fear of reprisal or recrimination.

### **7.3 Responsibility of Clients and Members of the Public**

It is expected that those members of the community using or accessing the Municipality's facilities, services, and programs, or dealing with the Municipality and its staff in any matter, will not harass, discriminate against, or abuse any individual or group. If complaints or harassment are substantiated, the person/group will be asked to leave the program or

facility, and for serious or repeat offenders, their involvement with the Municipality may be suspended or terminated.

**7.4 Discrimination Free, Harassment Free Workplace and Accommodation Programs**

Under the Ontario [Human Rights Code](#) and the [Occupational Health and Safety Act](#), every person has the right to freedom from harassment and discrimination.

Harassment and discrimination will not be tolerated, condoned, or ignored at the Municipality. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

**7.5 Possibility of Domestic Violence in the Workplace**

Any employee who is experiencing domestic violence that exposes them to physical injury in the workplace, is experiencing domestic violence in the workplace, or believes that domestic violence in the workplace is likely to occur, should seek immediate assistance from their Supervisor or Administrator.

A safety plan will be developed by the employee and their Supervisor and/or Administrator.

**7.6 Alcohol and Drug Abuse**

The Municipality has a zero-tolerance policy concerning alcohol and drug use while at work. Staff shall not use alcohol or drugs at work, and shall not show up for work while under the influence of drugs and alcohol. Any employee caught in contravention of this policy will be immediately sent home, without pay. A meeting will be scheduled for the next day between the employee and their Supervisor to address the incident, develop an action plan to assist the employee to address any concerns, and may result in corrective discipline up to and including dismissal.

The Municipality's comprehensive Substance Abuse Policy and Procedure manuals are attached to this Human Resources Policy Manual.

**7.7 Progressive Discipline**

When dealing with disciplinary issues, the Municipality attempts to take a progressive discipline approach. *Progressive Discipline* is the process of taking progressively stricter action when an employee fails to correct a problem in their performance or behavior after being given reasonable time to do so.

Employees shall perform their assignments within the specifics of the position description. Employees who consistently fail to conform to the specifics of their position description or exhibit inappropriate behavior or poor performance shall be required to meet with the Administrator and/or their Supervisor. This meeting, considered counselling or verbal warning, will attempt to identify the problems, find ways to improve the situation and suggest adequate solutions, concluding with a recommended course of action and an appropriate period in which the employee will be expected to improve to the satisfaction of the Municipality. Details of the meeting will be documented, signed by all parties as a correct representation of points discussed, and placed in the employee's personal file.



If the situation persists, a written reprimand and warning will be given to the employee by the Administrator and will be supported by written documentation distributed to the employee with a copy signed by both parties put in the employee's file. The procedure for both the verbal and written reprimands are set forth in section 7.7.1.

If the employee's inappropriate behavior or performance continues, the employee will be warned of dismissal with written documentation distributed to the employee and a copy signed by both parties put in the employee's file. Dismissal shall only occur when all other efforts to correct the problem have failed.

In some circumstances the progressive approach is not an option. This is determined on a case-by-case basis by the Administrator.

### **7.7.1 Reprimand**

All verbal and written reprimands will be made by the Supervisor and/or Administrator:

**Step 1 is a verbal warning** which will:

- a) Clarify area or behaviour to be improved.
- b) Clarify what is expected, when it is expected, how future performance will be measured, when the next follow-up meeting will occur, and where the employee can seek further advice or assistance to help them reach satisfactory performance.
- c) Clearly identify the amount of training, knowledge and experience the employee may need to help them improve performance including further skills, knowledge and/or resources, how they will be provided with support to meet expectations.
- d) Clarify that lack of sufficient improvement may result in further discipline up to and including dismissal.
- e) Clarify next meeting date to review results.

Notes of the meeting will be kept, and a copy provided to the employee.

**Step 2 is a written warning** which will:

- a) Clarify area(s) to be improved.
- b) Clarify what is expected/when it is expected, how future performance will be measured, when the next follow-up meeting will occur, where the employee can seek further advice or assistance to help them reach satisfactory performance.
- c) Clearly identify the amount of training, knowledge and experience the employee may need to help them improve performance including further skills, knowledge and/or resources, how they will be provided with support to meet expectations, how improvement will be measured and clarify next meeting date to review results.
- d) Clarify that lack of sufficient improvement may result in further discipline up to and including dismissal.

### **7.7.2 Suspension/Probation**

Any decision to suspend with or without pay shall be made by the Administrator after reviewing the situation with the employee's Supervisor. The decision shall be confirmed in writing and refer to the requirements of Section 7.7 of this Policy.

### **7.7.3 Dismissal**

Where deemed necessary by the Administrator, an employee's employment with the Municipality may be terminated. Additional detail regarding the termination process is outlined in Section 8.4 of this Manual.

<b>Section 8: Termination of Employment</b>	<b>Policy Number:</b> – Sections 8.0 to 8.4
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page:</b> 1 of 2

## 8.0 Termination

While the Municipality hopes that the employment relationship is a long and mutually satisfying one, the Municipality can make no assurances concerning the duration of an employee's employment with the Municipality. Either the employee or the Municipality may terminate employment at any time without notice, except as outlined below or that which may be required by applicable legislation such as the [Employment Standards Act](#).

## 8.1 Resignation

All non-management employees are required to give a minimum of two (2) weeks notice, in writing, to their supervisor or Administrator stating their intention to leave employment. Management employees are expected to provide the Administrator a minimum of one (1) month's notice, in writing.

The effective date of the termination is the last scheduled working day.

## 8.2 Retirement

Employees that wish to retire must notify their supervisor or Administrator in writing. Employees are encouraged to provide sufficient lead time in advance of their retirement, to allow time for the processing of CPP and/or pension benefits.

The notice requirements in the event of retirement are the same as outlined in Section 8.1.

## 8.3 Staff Reduction

The Municipality understands that employment security is important to its employees, and for continuity of operations. Operational requirements will, when necessary, be used to identify positions to be eliminated.

In circumstances where employment must be terminated, there is a legal obligation to provide reasonable notice of termination of employment. The [Employment Standards Act](#) specifies the minimum statutory notice period, dependent on length of service.

## 8.4 Termination from Employment

An employee may be dismissed with or without cause, by decision of the Administrator, if it has been agreed that all steps of the Employee Relations policy (Section 7) have been completed or for gross misconduct. Reasons for dismissal could include, but are not limited to, physical or verbal abuse of clients or staff members, continual unreliability, breaches of confidentiality, theft, fraud, illegal activity, falsification of records, contributing to a negative work environment, or inability to perform the essential duties of the position.

Immediate termination for just cause is without warning and occurs when conduct on the part of the employee is incompatible with their duties and fundamentally violates the employment contract.

When this occurs, the employment relationship is too fractured to expect the Municipality to provide a second chance. Situations which may result in termination for just cause include stealing, assaulting employees or clients, and gross insubordination.

Where dismissal is determined to be appropriate, a letter signed by the Administrator shall be personally issued to the employee, or where such employee is unavailable, a registered letter shall be sent to the employee concerned outlining the terms of the dismissal and the reasons for the dismissal.

<b>Section 9: Health and Safety</b>	<b>Policy Number:</b> – Sections 9.0 to 9.4
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Municipality of Powassan</b>	<b>Page:</b> 1 of 2

## 9.0 Health and Safety

Employees of the Municipality must take reasonable precautions to ensure that the workplace is a safe and healthy environment, which is a cornerstone to providing exceptional services. The Municipality will, at a minimum, meet all legislated standards, rules and regulations as set out in the Ontario Occupational Health and Safety Act, and all other related regulations and standards.

All employees, contractors/subcontractors, volunteers, and contract workers have a responsibility to observe all rules and procedures of the Municipality as well as all applicable legislated standards and guidelines.

The Municipality is accountable for the health and safety of the employees, including providing and maintaining safe operating equipment.

The Municipality recognizes and supports the efforts of the Health and Safety Committee (“HSC”) and firmly believes that all accidents and illnesses can be controlled, reduced or eliminated. All measures will be taken to investigate accidents, to determine root causes, and take a preventive approach to accident reduction.

Health and safety training and education will play a key role in informing the employer, supervisor and workers of their health and safety rights and responsibilities, so they may be empowered to participate in our health and safety program. All employees must keep up with health and safety training as required.

Employees who have health and safety concerns or identify potential hazards should contact the HSC, their Supervisor or the Administrator immediately.

## 9.1 Health and Safety Protocols

Any accident that results in a workplace injury, or that could cause a disabling injury or property/equipment loss, must be reported immediately to the employee's immediate supervisor. Once reported, an Accident/Incident Report Form must be completed and filed with the Administrator within 24 hours. At a minimum, and in all cases, accident and/or injury reporting shall comply with the requirements of the Ontario Occupational Health and Safety Act and the Workplace Safety and Insurance Act, 1997.

## 9.2 Emergency Management

The Municipality strives to be prepared for any emergency and to ensure that employees are aware of their role in and response to emergencies and disasters occurring within the Municipality and the surrounding area.

The Emergency Response Manual and Procedures will be reviewed annually by the Emergency Management Committee (“EMC”). The EMC will ensure that all employees have access to a copy of the Emergency Response Manual. This will be kept in an easily identifiable and accessible location for all employees and contractors.

In case of emergency, employees will follow the protocols and practices as outlined in the Emergency Response Manual. Failure to follow this policy could result in disciplinary action.

### **9.3 Responsibilities**

It is everyone's responsibility to ensure they maintain a safe and healthy environment for all employees and patients and to report any potential hazards and/or incidents.

It is the Administrator's responsibility to:

1. Perform regular workplace inspections
2. Work with the HSC to develop written safe work practices
3. Observe workers completing tasks to ensure correct processes are followed
4. Correct substandard acts and conditions
5. Ensure the HSC and Supervisors are conducting training and information sessions
6. Provide Health and Safety information to the HSC including a summary of incidents occurring at the workplace.

It is the Supervisor's responsibility to:

1. Ensure that a worker uses or wears the equipment, protective devices or clothing that is required to be used or worn
2. Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the Supervisor is aware.
3. Take every precaution reasonable in the circumstances for the protection of a worker.

It is the employee's responsibility to:

1. Complying with the OHSA, its regulations and the policies and procedures of the Municipality.
2. Reporting violations of the OHSA, defective equipment, and actual or potential hazards to a supervisor or the employer.
3. Wearing protective clothing and using protective equipment correctly, as required and provided.
4. Operating equipment and using devices safely.
5. Applying knowledge learned at health and safety training.

It is the HSC and Administrator's responsibility to ensure all policies, legislation, rules and regulations are implemented and updated as necessary and ensure all tasks are being completed properly, and that all employees, contractors/subcontractors, volunteers, and contract workers are aware of all policies, legislation, rules and regulations.

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW NO. 2024-01**

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Being a Bylaw to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year 2024 and ending December 31, 2024

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**WHEREAS** Section 407 of the Municipal Act, 2001, as amended, provides authority for a Council by Bylaw to authorize the Head of Council or the Treasurer or both of them to borrow from time to time, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and,

**WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the Municipal Act, 2001;

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

1. That the Head of Council or the Treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. That the lender(s) from whom amounts may be borrowed under authority of this Bylaw shall be Scotiabank and such other lender(s) as may be determined from time to time by Bylaw of Council.
3. That the total amount which may be borrowed at any one time under this Bylaw, plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1<sup>st</sup> to September 30<sup>th</sup> of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1<sup>st</sup> to December 31<sup>st</sup> of the current year, 25 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year; or \$600,000.00, whichever is less.
4. That the Treasurer shall, at the time when any amount is borrowed under this Bylaw, ensure that the lender is or has been furnished with a certified copy of this Bylaw, a certified copy of the resolution mentioned in Section 2 determining the lender, if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act that have not been repaid.

5. That if the budget for the current year has not been adopted at the time an amount is borrowed under this Bylaw, the limitation on total borrowing, as set out in Section 3 of this Bylaw, shall be temporarily calculated until such budget is adopted using the estimated revenues of the Municipality as set forth in the budget adopted for the next previous year.
6. That for purposes of this Bylaw, estimated revenues referred to in Section 3, 4, and 5, do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
7. That the Treasurer be and is hereby authorized and directed to apply in payment of all or any sums borrowed under this Bylaw, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
8. That evidences of indebtedness in respect of borrowings made under Section 1 shall be signed by the Head of the Council or conform to the Treasurer or both of them.
9. That the lender shall not be responsible for establishing the necessity of temporary borrowing under this Bylaw or the manner in which the borrowing is used.
10. That this Bylaw shall take effect on January 1, 2024.

**READ a FIRST and SECOND** time and considered **READ a THIRD and FINAL** time and adopted as such in open Council meeting this the 16<sup>th</sup> day of January 2024, for the immediate wellbeing of the Municipality.

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Mayor

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Clerk



**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW NO. 2024-02**

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Being a Bylaw to provide for an interim Tax Levy for 2024

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**WHEREAS** a local municipality, before the adoption of the estimated for the year under section 317 of the Municipal Act, 2001, S.O. 2001, c.25, may pass a Bylaw levying amounts on the assessment of property in the local municipality ratable for local municipal purposes; and,

**WHEREAS** the amount levied on the property shall not exceed 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

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

1. That an interim tax rate be imposed and levied on the whole of the assessment for real property in the following classes according to the last revised assessment roll:

<b>CLASS</b>	<b>RATE</b>
Residential/Farm	0.00652083
Multi-residential	0.01207020
New Multi-Residential	0.00652083
Commercial Occupied	0.01277125
Commercial Vacant Units	0.01025988
Commercial Vacant Land	0.01025988
Commercial New Construction	0.01277125
Industrial Occupied	0.01447310
Industrial Vacant Units	0.01094752
Industrial New Construction	0.01447310
Large Industrial	0.01723788
Large Industrial Excess Land	0.01274462
Pipelines	0.00973995
Farmlands	0.00163021
Managed Forests	0.00163021
Landfills	0.01728187

2. That the said interim levy shall become due and payable on the **29th day of March, 2024** and nonpayment of the amount on the dates stated in accordance with this section shall constitute default.

3. That a charge of one and one-quarter percent (1 ¼%) shall be imposed as a penalty for non-payment of taxes in accordance with section 345 (2) the Municipal Act, 2001, S.O. 2001, c.25, and shall be added to the amount of taxes due and unpaid, on the first day of default. Therefore after, in accordance with section 345(3) of the Municipal Act, 2001, S.O. 2001, c. 25, interest charges of one and one-quarter percent (1 ¼%) each month of the amount of taxes due and unpaid, shall be imposed for non-payment of taxes not accruing before the first day of default.
4. That the Treasurer may mail or cause the same to be mailed to the resident or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. That the taxes be payable at the Municipality of Powassan, PO Box 250, 250 Clark Street, Powassan, Ontario, P0H 1Z0.
6. That this Bylaw shall take effect upon its adoption.

**READ a FIRST and SECOND** time and considered **READ a THIRD and FINAL** time and adopted as such in open Council meeting this the 16<sup>th</sup> day of January 2024, for the immediate wellbeing of the Municipality.

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Mayor

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Clerk

# THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

## BYLAW 2024-03

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A Bylaw regulating special events on municipal highways

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**WHEREAS** paragraph 1 of subsection 11(3) of the Municipal Act, 2001, S.O. 2001, c.25 authorizes municipalities to pass Bylaws respecting highways under their jurisdiction; and

**WHEREAS** the Municipality wishes to ensure cooperation among the various agencies involved in and affected by special events in order to (a) enhance the quality of life for residents; (b) further tourism and economic development; (c) protect public health and safety; and (d) avoid unnecessary disruptions in the community.

**WHEREAS** sections 23.1 and 23.2 of the Municipal Act, 2001, S.O. 2001, c.25 authorize municipalities to delegate the power to close a highway temporarily; and

**WHEREAS** the Municipality wishes to regulate the temporary occupancy of highways under its jurisdiction for special events.

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

### **PART 1 - INTERPRETATION**

#### **Definitions**

1.1 In this bylaw, unless otherwise specified,

“amusement device” has the same meaning as in subsection 1(1) of O. Reg. 221/01 passed under the Technical Standards and Safety Act, 2000, S.O. 2000, c.16;

“applicable laws” means all federal, provincial and municipal laws, by-laws, rules, regulations, orders, approvals, permits, standards, and all other governmental requirements applicable to a special event;

“applicant” means a person applying for a permit;

“application” means an application for a permit;

“Clerk” means the Clerk of the Municipality of Powassan;

“Detachment Commander” means the ranking police officer in charge of the Powassan OPP detachment or a designate;

“Director” means the Municipality’s head of Administration or a designate;

“Director of Emergency and Fire Services” means the Municipality’s Fire Chief or a designate;

“Director of Finance” means the Municipality’s Treasurer or a designate;

“Director of Operations” means the head of the Municipality’s public works or a designate;

“highway” has the same meaning as in subsection 1(1) of the Municipal Act, 2001, S.O. 2001, c.25;

“Municipality” means The Corporation of the Municipality of Powassan or the geographic area of Powassan, as the context requires;

“permit” means a permit issued under this by-law to temporarily occupy a portion of highway for a special event;

“person” includes an individual, association, firm, partnership, corporation, trust, organization, trustee, or agent, and their heirs, executors or legal representatives;

“special event” means a demonstration, parade, procession, organized walk or run, bicycle ride or race, filming event, street dance, residential block party, rally, fair, sidewalk sale, festival, carnival, and any cultural, recreational, educational or similar event; and

“vehicle” means a motor vehicle, as defined under the Highway Traffic Act, R.S.O. 1990, c. H.8, a trailer, traction engine, farm tractor, or any other vehicle that is dawn, propelled or driven by any kind of power including motorized snow vehicles, all-terrain vehicles and electric vehicles.

## **References**

- 1.2 In this Bylaw, reference to any Act, Bylaw or Policy is reference to that Act, Bylaw or Policy as it is amended or re-enacted from time to time.
- 1.3 Unless otherwise specified, references in this Bylaw to Parts or Sections are references to Parts or Sections in this Bylaw.
- 1.4 In this Bylaw, a grammatical variation of a word or expression defined has a corresponding meaning.

## **Severability**

- 1.5 Each section of this Bylaw is an independent section, and the holding of any section or part of any section of this Bylaw to be void or ineffective for any reason shall not be deemed to affect the validity of any other sections of this Bylaw.

## **Application**

1.6 This Bylaw applies to all highways under the jurisdiction of the Municipality.

## **PART 2 – PERMITS PERMIT REQUIRED**

2.1 No person shall hold or carry on, or permit to be held or carried on, a special event that requires temporary closure of a Municipal highway without a permit.

### **Application – Minimum Requirements**

2.2 Every application shall be completed and submitted on forms prescribed by the Director.

2.3 Every application shall include,

(a) a sketch showing,

(i) the area of the highway on which the special event will be held or the route to be followed;

(ii) the proposed location of any marshals and volunteers;

(iii) the proposed location of any barricades or other barriers; and

(iv) any proposed detours of public transit routes (Ontario Northland) and highways;

(b) details of the special event including a description of any proposed,

(i) fireworks;

(ii) amusement devices;

(iii) food sales or service;

(iv) sound equipment;

(v) generators, propane appliances and any other specialized equipment to be used during the special event, including the type of fuel used to operate the equipment;

(vi) vendors of any type;

(vii) vehicles of any type including floats and displays

- (viii) signage;
- (ix) use of exotic pets; and
- (x) temporary structures such as tents larger than 30 m<sup>2</sup> or 323 ft<sup>2</sup> (Fire Code) or larger than 60 m<sup>2</sup> or 646 ft<sup>2</sup> (Building Code);
- (c) an estimate of the number of persons expected to attend the special event;
- (d) an estimate of the number of volunteers expected to participate in the special event;
- (e) the date(s) and time(s) of the special event;
- (f) proof of the insurance described in section 3.1;
- (g) satisfactory proof that the applicant is at least 18 years of age or, if the applicant is a corporation, copies of the letters of incorporation or other incorporating documents that have been duly certified by the proper authorities and that show the full corporate name, officers and directors of the applicant;
- (h) contact information for the applicant; and
- (i) any other information or documentation that the Director deems necessary.

### **Application – Additional Requirements**

- 2.4 Without limiting the generality of clause 2.3(i), the Director may require an applicant to submit as part of an application,
- (a) a traffic safety plan providing for the control of traffic and parking, including all vehicular, pedestrian and cyclist movements to, from and within the special event location; and
  - (b) a waste management (including recycling) plan.
- 2.5 The deadline for submitting the information and documentation required by sections 2.3 and 2.4 is 60 days prior to the special event.

### **Fees and Charges**

2.6

- (1) In this section,

“charity” means a registered charitable or registered not-for-profit organization that operates for cultural, educational, or religious goals, social welfare, recreation, amateur sport, or any other similar community initiative for any purpose except profit;

and,

“exempt applicant” means a charity or a local board of the Municipality that serves, in whole or in part the residents of the Municipality and at least 80% of the organization’s members reside in the Municipality.

- (2) If an applicant is not an exempt applicant, an application shall include an application review fee of \$500.00.
- (3) All applicants are required to provide a refundable deposit of \$1,000.00 as security for possible damage to Municipal property or equipment, possible damage to adjacent private property, clean up costs, and all other obligations of the permit holder under this Bylaw and the permit.
- (4) If an applicant is not an exempt applicant, it shall, at its expense, take all necessary action to ensure public safety and shall comply with all of the timeframes, guidelines, signage and layout requirements of the Ontario Traffic Manual, Book 7 as they relate to temporary highway occupancy.
- (5) If an applicant is an exempt applicant, the Municipal Public Works Department shall, at no cost, dedicate the necessary resources to ensure public safety and ensure compliance with all of the timeframes, guidelines, signage and layout requirements of the Ontario Traffic Manual, Book 7 as they relate to temporary highway occupancy.

## **Review**

- 2.7 The Director is authorized to receive and consider all applications, and to conduct all investigations necessary to determine whether a permit should be issued.
- 2.8 The Director may issue or refuse to issue any permit and may include any conditions in a permit that they deem appropriate.
- 2.9 Prior to making a decision on any application, the Director shall consult with such other persons or agencies as they consider necessary.
- 2.10 When reviewing an application, the Director shall consider,
  - (a) any potential adverse effect on public health and safety;
  - (b) any potential inconvenience to the public;
  - (c) any potential traffic impacts, including the adequacy of detour routes;
  - (d) any concerns for the security of persons or property;

- (e) the adequacy of police security for the special event including the adequacy of arrangements for assembly and disassembly;
- (f) the adequacy of alternate fire and emergency response;
- (g) if the highway is a public transit route, the adequacy of an acceptable alternate public transit route;
- (h) whether the special event may result in the breach of any applicable law;
- (i) the adequacy of arrangements for the convenience and comfort of participants in the special event; and
- (j) whether the past or present conduct of the applicant or the organization sponsoring or conducting the special event affords reasonable grounds to believe that the special event may not be carried in a lawful, safe, secure, peaceful, and controlled manner.

### **Additional Approvals**

2.11 The applicant shall ensure that all permits, licenses, approvals or other requirements under Municipal Bylaws or policies in relation to the special event have been obtained or met, including (if applicable) those relating to noise (Bylaw No. 2000-29), and fireworks (Bylaw No. 2019-07).

2.12 Prior to issuing a permit, the Director shall ensure (where applicable) that,

- (a) all emergency and fire safety issues have been addressed to the satisfaction of the Director of Emergency and Fire Services;
- (b) all road and sidewalk safety issues have been addressed to the satisfaction of the Director of Operations;
- (c) the waste management plan is satisfactory to the North Bay-Parry Sound District Health Unit;
- (d) arrangements have been made to provide adequate police protection to the satisfaction of the Detachment Commander;
- (e) any proposed detours of public transit routes are acceptable to Ontario Northland as the case may be;
- (f) all requirements of the Health Protection and Promotion Act, R.S.O. 1990, c. H.7 have been met to the satisfaction of the Regional Health Unit;



- (g) appropriate arrangements for the provision of medical services or medical transport or the provision of first aid services by non-paramedic staff have been made to the satisfaction of Parry Sound Emergency Medical Services;
- (h) the Municipality's Chief Building Official or a designate has issued all permits required under the Building Code Act, 1992, S.O. 1992, c. 23;
- (i) the Director of Finance has received any additional insurance required under Part 3;
- (j) the Technical Standards and Safety Association has issued all required licenses and permits for amusement devices, vessels, fuels or other matters regulated under the Technical Standards and Safety Act, 2000, S.O. 2000, c.16;
- (k) the Electrical Safety Authority has issued all approvals required under the Ontario Electrical Safety Code, O. Reg. 164/99 relating to any electrical work; and
- (l) all other Municipal permits, licenses, approvals, or other authorizations that are required for the special event have been obtained.

### **Conditions**

2.13 In addition to any other conditions that the Director may deem appropriate, every permit shall be subject to the following conditions:

- (a) The permit holder shall comply with all applicable laws.
- (b) The permit holder shall notify (either personally or by mail) all owners and occupiers of property (including churches) whose access may be affected by the temporary occupancy at least 10 days in advance of the special event.
- (c) The permit holder shall ensure that no vehicle, float, trailer, or other display shall be used that is of such height as to interfere with official signs, traffic control signal displays, electric, light, telephone or other wires or cables on the highway.
- (d) The permit holder shall indemnify and save harmless the Municipality, its officers, employees and agents from and against all manner of actions, causes of action, claims, demands, losses and costs that may arise, be sustained, or prosecuted against the Municipality for or by reason of the granting of the permit or the performance of the permit holder under the permit whether with or without negligence on the part of the permit holder.
- (e) The permit holder shall maintain the special event site in a clean and sanitary condition for the duration of the special event.

- (f) The permit holder shall remove all debris from the special event site and, where required, adjacent properties immediately upon completion of the special event.
- (g) The permit holder shall not use Powassan's corporate logos in any material advertising the special event without prior approval of the Clerk.

### **Refusal**

2.14 Without limiting the generality of section 2.8, the Director may refuse to issue a permit if,

- (a) the applicant has not provided information or documentation required under sections 2.3 and 2.4 or did not provide such information or documentation within the time frame set out in section 2.5;
- (b) the applicant has not satisfied the requirements of section 2.6, 2.11 or 2.12;
- (c) the applicant has submitted false, mistaken, incorrect or misleading information in support of the application;
- (d) the applicant or any principal, director or officer of the applicant has an outstanding debt to the Municipality relating to a special event;
- (e) there is reason to believe that the carrying on of the special event may result in a breach of any applicable law; or
- (f) the special event poses an unacceptable risk to the health and safety of any person or damage to property.

### **Revocation**

2.15 The Director may revoke a permit at any time without prior notice to the permit holder if,

- (a) it was issued in error;
- (b) it was issued as a result of false, mistaken, incorrect or misleading information in the application;
- (c) there are reasonable grounds to believe that the holding or continuation of the special event poses an unacceptable risk to the health and safety of any person or damage to property;
- (d) the permit holder is not in compliance with any license, permit, approval, or authorization required under section 2.11 or 2.12; or
- (e) the permit holder is not in compliance with any permit condition.

2.16 The Director shall immediately inform the permit holder of a revocation and the reasons for it by means of contacting the permit holder at the address or at the coordinates provided in the application.

## **General**

2.17 Where a permit has been issued, the Director may temporarily close or restrict access to any portion of a highway to pedestrians or vehicular traffic, or both, and may cause to be erected such barricades and other barriers as may be needed to preserve public order and protect persons and property during the special event.

2.18 Every permit shall specify the name of the permit holder, and the nature, location, date(s), and time(s) of the special event.

2.19 The issuance of a permit does not represent a commitment by the Municipality or the Director to issue a permit for any subsequent, continuing, or similar event.

2.20 Permits are not transferrable.

2.21 No amendment shall be made to a permit without prior authorization by the Director.

2.22 The Director shall notify Council of all permits prior to the date of the special event.

## **PART 3 – INSURANCE**

### **Insurance**

3.1 Every applicant shall provide proof of commercial general liability insurance acceptable to the Director of Finance and subject to limits of not less than Five Million Dollars inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof, for the duration of the special event.

3.2 If deemed necessary by the Director of Finance, the applicant shall provide liability insurance in respect of licensed, owned, or leased motor vehicles subject to a limit of not less than Five Million Dollars inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

3.3 If deemed necessary by the Director of Finance, the insurance shall include coverage for premises and operations liability, products and completed operations liability, cross liability, severability of interest clause, employees as additional insured, contingent employer's liability, personal injury liability, incidental medical malpractice, owners and contractors' malpractice, blanket contractual liability, and non-owned automobile liability.

- 3.4 All insurance shall be in the name of the permit holder and shall name the Municipality as an additional insured. This insurance shall be non-contributing with, and apply as primary and not as excess of, any insurance available to the Municipality.
- 3.5 All insurance shall contain the endorsement to provide the Municipality with 30 days prior written notice of any cancellation or change.
- 3.6 The Director of Finance may vary the monetary limits set out in section 3.1 or 3.2.

## **PART 4 - REGULATIONS**

### **Applicants**

- 4.1 No applicant shall give false or misleading information for the purpose of obtaining a permit.
- 4.2 Every applicant shall notify the Director in writing of any change in any of the information contained in an application within two (2) days of the change.

### **Permit Holders**

- 4.3 A permit holder shall comply with all permit conditions.

## **PART 5 – ENFORCEMENT**

### **Officers**

- 5.1 This Bylaw may be enforced by a police officer, a municipal law enforcement officer or the Director.

### **Inspections**

- 5.2 A police officer, a municipal law enforcement officer, or the Director may,
- (a) enter upon any property, other than a dwelling unit, for the purpose of carrying out an inspection of a special event during its' set-up, occurrence or dismantling in order to determine whether the provisions of this by-law have been complied with;
  - (b) require the production for inspection of any document or thing relevant to the inspection;
  - (c) require the production of information relevant to the inspection; and,

(d) make examinations or take tests, samples, or photographs necessary for the inspection.

5.3 No person shall prevent, hinder, or interfere or attempt to prevent, hinder, or interfere with an inspection undertaken in accordance with this Bylaw.

### **Offences and Penalties**

5.4 Every person who contravenes any provision of this Bylaw is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33.

5.5 When a person has been convicted of an offence under this Bylaw, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **PART 6 - GENERAL**

### **Short Title**

6.1 The short title of this Bylaw shall be the “Special Events on Municipal Highways Bylaw”.

### **Effective Date**

6.2 This Bylaw shall be effective on the date that it is passed.

**READ** a **FIRST** and **SECOND** time on the 16<sup>th</sup> day of January 2024 and to be **READ** a **THIRD** and **FINAL** time and considered passed in open Council on the 6<sup>th</sup> day of February 2024.

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MAYOR

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CLERK

**FIRE DISPATCH AGREEMENT  
(January 1, 2024 to December 31, 2026)**

THIS AGREEMENT effective as of the  01  day of  February   2024

BETWEEN:

THE MUNICIPALITY OF POWASSAN  
(hereinafter referred to as the "Municipality")

AND:

WEST PARRY SOUND HEALTH CENTRE  
(hereinafter referred to as the "Health Centre")

WHEREAS it is the intention of the parties to enter into an agreement for the provision of communication (call taking, alerting and dispatching) services to the Powassan Fire Department by the Parry Sound Ambulance Communications Centre (hereinafter referred to as the "ACS"), which is operated by the West Parry Sound Health Centre (hereinafter referred to as the "Health Centre"), under the authority of the Minister of Health (hereinafter referred to as the "Minister");

NOW THEREFORE WITNESSETH that in consideration of the mutual covenant and agreements contained in this Agreement and subject to the terms and conditions set forth in this Agreement, the parties agree as follows:

## SERVICES PROVIDED BY ACS

1. (a) The ACS shall provide services under this Agreement in accordance with Schedule A of this Agreement.
- (b) Despite sub-clause 1(a), at any time during the term of this Agreement, the Minister shall be entitled to amalgamate the ACS with one or more other Central Ambulance Communications Centre.
- (c) Where the Minister intends to amalgamate the ACS in accordance with sub-clause 1(b), the Minister shall give the other party 90 days' notice of this intention. The Minister shall indicate, in such notice or as soon as practicable thereafter, which Central Ambulance Communications Centre is to be the operator of the new amalgamated Central Ambulance Communication Centre (hereinafter referred to as the "Amalgamated CACC").
- (d) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will be the Health Centre, the parties shall continue to act in accordance with this Agreement despite and subsequent to the amalgamation.
- (e) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will not be the Health Centre,
  - (i) the Municipality may terminate the Agreement at any time after receipt of such notice, in accordance with sub-clause 1(f),
  - (ii) at such time and in such manner as the Minister directs, the Health Centre shall,
    1. assign all of the rights and obligations of the Parry Sound ACS in respect of this Agreement to the Amalgamated CACC, at which time the provisions of this Agreement shall apply, allowing for the necessary changes, to the Amalgamated CACC as though it were the ACS; and
    2. transfer to the Amalgamated CACC all equipment at the Parry Sound ACS owned or purchased by the Municipality and used for the purposes of this Agreement.
  - (iii) immediately upon the assignment and transfer referred to in paragraph 1(e) (ii), the Parry Sound ACS shall cease to have any rights or obligations in respect of the Agreement;
  - (iv) despite paragraph 1(e) (i) and paragraph 1(e) (iii), nothing in this sub-clause shall affect the obligations of the Health Centre and the Municipality under clause 14, clause 15, and clause 16, all of which shall survive. In addition, this paragraph shall survive the expiry or termination of this Agreement.

- (f) (i) Where the Municipality intends to terminate this Agreement under paragraph 1(e) (i), the procedure set forth in clause 9 and clause 10 shall not apply. Rather, the Municipality shall give the Health Centre 90 days' notice of its intention to terminate, after which time this Agreement shall automatically terminate.
- (ii) Where the Municipality do not give the notice referred to in paragraph 1(f) (i), this Agreement shall not terminate, and the parties shall continue to act in accordance with this Agreement.

## **REPAIR AND MAINTENANCE OF EQUIPMENT**

- 2. (a) Despite sub-clause 1 (a), the ACS may stop supplying some or all of the services set forth in Schedule A of this Agreement if the ACS cannot supply the services due to the mechanical or other similar failure of any equipment used by the ACS, regardless of the ownership of that equipment.
- (b) Where the ACS stops supplying services in accordance with sub-clause 2 (a), the Health Centre/ACS shall give notice forthwith to the Municipality of this fact and shall repair or cause to be repaired the equipment as soon as practicable unless the equipment has been purchased or is owned by the Municipality and installed at the ACS by the Municipality. In the latter case, the Health Centre/ACS shall give the Municipality notice forthwith of the fact that it has stopped supplying the services and shall request that the Municipality repair the equipment as soon as practicable.
- (c) The Municipality shall continue to own and be responsible for the repair and maintenance of all equipment purchased for this Agreement by the Municipality and installed at the ACS. However, aside from the Municipality repair and maintenance responsibility under this sub-clause, the Municipality shall not be entitled to exercise any other rights in respect of such equipment during the term of this Agreement.
- (d) Where the equipment used by the ACS to provide any services under this Agreement cannot be repaired within a reasonable time, as soon as reasonable under the circumstances,
  - (i) the Municipality will provide the ACS with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Municipality; and
  - (ii) the Health Centre shall provide the ACS with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Health Centre,

so that the ACS can continue to provide all services required of it under this Agreement as soon as reasonably possible.



## **SERVICES PROVIDED BY MUNICIPALITY**

3. The Municipality shall provide services in accordance with Schedule B of this Agreement.

## **JOINT STEERING COMMITTEE**

4. (a) The parties shall establish a Joint Steering Committee (hereinafter referred to as the "Committee").
- (b) The Committee shall be composed of representatives from the ACS (2), the Municipality (1), and the Powassan Fire Department (1) (appointed under sub-clause 5(b)).
- (c) The Committee shall act on each matter by a majority vote of its representatives, unless otherwise agreed to from time to time by such representatives or by the parties.
- (d) The functions of the Committee shall be: to monitor this Agreement, including the services to be provided under it; to mediate in respect of disputes or other matters relevant to this Agreement that are brought before it by a party; and to consider and, where appropriate, to make recommendations on any matter relevant to this Agreement that is brought before it by a party.
- (e) No decision, determination or suggestion by the Committee, including but not limited to any Committee mediation proposal and any recommendation in a Committee report, shall be binding on the parties.
- (f) (i) The Committee shall meet at least once in every year during the term of this Agreement, but at any time a party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting to discuss any matter relevant to this Agreement.  
  
(ii) The secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under paragraph 4 (f) (i). The time and location of the meeting shall be at the mutual convenience to the representatives on the Committee.  
  
(iii) The Committee may, but is not required to, issue a report to the representatives on the Committee within such time as is agreed to by the representatives. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is mutually agreed to by the representatives.

## **PARTICIPATING FIRE DEPARTMENTS**

5. (a) The fire service for which the ACS is to provide call taking and call alerting services under this Agreement is the Powassan Fire Department.
- (b) For the purpose of sub-clause 4 (b), the Municipality shall appoint a representative on the Committee for the Powassan District Fire Department. Accordingly, for the purposes of all matters arising under this Agreement the representative shall among other things, act as the sole spokesperson for the fire department and act as its sole liaison with the ACS, and the Committee.

## **ADMINISTRATIVE FEES**

6. (a) The Municipality shall pay the Health Centre an administrative fee of \$165.00 per month, due and payable on December 31, 2024, December 31, 2025, and December 31, 2026.
- (b) If this Agreement is terminated under either sub-clause 1 (f) or clause 10, the fee payable under sub-clause 5 (a) shall be pro-rated to the date of termination.
- (c) The Health Centre shall send to the Municipality an invoice in respect of the amount owing for this at the end of each calendar year during the term of this Agreement and on the termination or expiry of this Agreement.

## **INVOICES**

7. All amounts payable under this Agreement shall be paid no later than 60 days from the date when an invoice for such amounts has been sent to the party obligated to pay.

## **TERM AND RENEWAL**

8. (a) This Agreement shall commence on January 1, 2024 and shall have a term of 3 years so that it will expire at 23:59 December 31, 2026 (hereinafter referred to as the "expiry date"), unless terminated before that date under sub-clause 1(f) or clause 11.
- (b) Where a party wishes to renew this Agreement, that party shall give notice of such wish to the other party at least 90 days prior to the expiry date of this Agreement. Where such notice has been given, the parties may renew this Agreement on such terms and conditions as they may mutually agree on.
- (c) Despite any other provision of this Agreement, where no notice has been given under sub-clause 9 (b), this Agreement shall expire automatically on the expiry date.
- (d) This agreement shall be renewable at the end of the current term for a successive one-year term unless either party gives written notice of its intention not to renew 60 days before expiration of the current term.

## **PERFORMANCE, BREACH AND AMENDMENT**

9. (a) Where a party
- (i) is dissatisfied with the performance under this Agreement of the other party, or
  - (ii) considers that the other party is in breach of this Agreement, or
  - (iii) wishes to amend this Agreement or any term of any Schedule of this Agreement,
- that party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting of the Committee to discuss the matter.
- (b) Where a party gives notice to the Secretary under sub-clause 9 (a), and either paragraph 9 (a) (i) or paragraph 9 (a) (ii) applies, that party shall also give notice at the same time to the other party whose performance or breach, as the case may be, is of concern to the party giving notice. The notice to the other party shall call on the other party to correct the performance or breach to the satisfaction of the party giving notice within 30 days of the issuance of the report issued under sub-clause 9 (d).
- (c) The Secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under sub-clause 9 (a). The meeting time and location shall be of mutual convenience to the representatives on the Committee.
- (d) The Committee shall issue a report to the representatives on the Committee within 2 weeks of the meeting. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is agreed to by the representatives on the Committee.
- (e) Despite sub-clause 9 (a), all parties may mutually agree to amend any term of this Agreement, or any term of any Schedule of this Agreement, by a joint letter signed by all parties, rather than by the procedure set forth in this clause. The joint letter will be appended to, and shall form part of, this Agreement.

## **TERMINATION FOR CAUSE**

10. Having regard to paragraph 9 (a) (i), paragraph 9 (a) (ii) and sub-clause 10 (b), where the performance or breach of a party is not corrected, to the satisfaction of the party giving notice, within 30 days of the issuance of the report under sub-clause 9(d), the party giving notice may terminate this Agreement by giving the other party 90 days' notice of the party's intention to terminate, after which time this Agreement shall automatically terminate. Where no such notice is given, this Agreement shall continue in full force and effect.

## **EQUIPMENT REMOVAL AND FEES PAYABLE ON TERMINATION**

11. (a) Where this Agreement has been terminated under sub-clause 1(f), or sub-clause 10 or has expired under clause 8, the Municipality shall remove from the ACS all equipment purchased or owned by the Municipality.
- (b) Where this Agreement has been terminated under sub-clause 1(f), or clause 9, the ACS shall send the Municipality an invoice for any amount owed by the Municipality to the ACS.

## **NOTICE**

12. Any notice or other communication, with the exception of invoices (hereinafter referred to as a "notice") required or permitted under this Agreement to be given or sent by a party shall be written and shall be deemed to have been sufficiently given or sent 5 business days after such notice shall have been mailed postage prepaid, or 24 hours after such notice shall have been delivered by hand or by facsimile transmission.

Any notice shall be addressed or delivered, in the case of the ACS, to:

Chief Executive Officer  
West Parry Sound Health Centre  
6 Albert Street  
Parry Sound, Ontario  
P2A 3A4

and, in the case of the Municipality, to:

Clerk  
The Municipality of Powassan  
250 Clark Street  
P.O. Box 250  
Powassan, Ontario  
P0H 1Z0

## **ACS AND AMALGAMATED CACC PERSONNEL AS EMPLOYEES OF THE HOSPITAL**

13. (a) For the purpose of this Agreement, all ACS personnel shall at all times be deemed to be employees or agents of the West Parry Sound Health Centre, and not employees or agents of the Municipality.
- (b) Where the Minister amalgamates the ACS under sub-clause 1 (b), for the purposes of this Agreement all Amalgamated CACC Personnel shall at all times be deemed to be employees or agents only of the operator of the Amalgamated CACC, and not employees or agents of the Municipality. For greater certainty under this sub-clause, the employees or agents of the Amalgamated CACC shall be deemed to be the employees or agents of the Minister only where the Amalgamated CACC is operated by the Minister.

## **PROTECTION FROM CLAIMS**

14. The Municipality shall protect itself from and against all claims that might arise from anything done or omitted to be done under this Agreement by the Municipality, or by the Personnel of the Municipality, and more specifically from and against all claims that might arise from anything done or omitted to be done under this Agreement where bodily injury (including personal injury), death or property damage, including loss of use thereof, is caused.

IN WITNESS WHEREOF the Parry Sound ACS and the Municipality have hereunto set their hands and seals.

**For the West Parry Sound Health Centre/ Parry Sound ACS:**

\_\_\_\_\_  
Dave Garagan, Board Chair

\_\_\_\_\_  
Witness-Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Witness-Signature & Date

\_\_\_\_\_  
Donald Sanderson, Chief Executive Officer

\_\_\_\_\_  
Witness-Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Witness-Signature & Date

**For the Municipality:**

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

\_\_\_\_\_  
Witness-Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Witness-Signature & Date

\_\_\_\_\_  
Brayden Robinson, Treasurer/ Director  
of Corporate Service

\_\_\_\_\_  
Witness-Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Witness-Signature & Date

## SCHEDULE A

Parry Sound ACS will provide:

- Call-taking and alerting services as per the ACS's Operational Guidelines.
- Voice recording of telephone, radio and paging communications, if technically possible.
- A pager testing program for the Department, performed upon request by the Department.
- Parry Sound ACS will also continue to work together with the Municipality and the Department to develop policies and procedures with respect to call-taking and alerting the fire departments.

## SCHEDULE B

The Municipality will:

- Ensure that the on-going dispatch function is assumed by a fire department as quickly as possible after a fire department has been alerted of a call by Parry Sound ACS
- Train all new staff and provide funding for such training, on how to call take and alert fire departments
- Ensure that service area maps used by the ACS for call taking and alerting Powassan fire station are always up to date
- Assist the Parry Sound ACS with the development of policies and procedures relating to call-taking and alerting
- Maintain a current copy of the Municipal Emergency Fire Response Plan



Resolution no. 2024 - \_\_\_\_\_

Date:

Moved by:

Seconded by:

*The Municipality of Powassan approves the application to the NOHFC for the 2024 Powassan Maple Syrup Festival for the funding amount of \$8,010.00. Further, the Municipality of Powassan confirms our commitment to cover our contribution towards the project in that amount of \$9,690.00, which will come from Vendor Fees and Donations and that we will cover any project cost overruns should they occur.*

\_\_\_\_\_  
Carried

\_\_\_\_\_  
Defeated

\_\_\_\_\_  
Deferred

\_\_\_\_\_  
Lost

\_\_\_\_\_  
Mayor

Recorded Vote: Requested by \_\_\_\_\_

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Randy Hall			Mayor Peter McIsaac		
Councillor Markus Wand					
Councillor Dave Britton					
Councillor Leo Patey					



**NOTICE OF OPEN HOUSE  
FOR A NEW OFFICIAL PLAN**

**TAKE NOTICE**

That the Municipality of Powassan invites all interested persons to attend a Public Open House in order to consider revisions and provide input on the Municipality's Draft Official Plan (OP), pursuant to the requirements of section 17(16) of the Planning Act, RSO 1990, as amended.

**DATE AND LOCATION OF PUBLIC MEETING**

Date: Wednesday, January 31, 2024  
Time: 6:00 pm 8:00 pm  
Location: Municipality of Powassan – 250 Clark Street – Maple Meeting room

**DETAILS**

An **Official Plan** provides direction and policy objectives for the growth and development of the community and where land uses (i.e. Residential, commercial, industrial, open space, etc.) should be located. The Official Plan covers a broad range of topics including transportation, economic development, housing and future development opportunities. The Official Plan works along with other municipal planning documents, such as the Zoning By-law, to guide the patterns of development within the jurisdiction of the Municipality.

The Draft Official Plan is available at the municipal office and will be available for public review at the Open House. A brief presentation outlining the highlights of the Draft OP will be provided by representatives from the consulting firm – Planscape. The consultant and Powassan staff will be available to answer questions and obtain comments.

**PURPOSE AND EFFECT:** The Municipality of Powassan is undertaking the legislated review of its Official Plan as required by the Planning Act. Council adopted the current Official Plan in 2003. The new Official Plan will contain the goals, objectives, policies and Schedules to ensure that it is consistent with the 2020 Provincial Policy Statement, recent changes to the Planning Act and reflects matters of local interest. The new Official Plan will replace the existing Official Plan currently in effect.

**THE SUBJECT LANDS** include all lands located within the Municipality of Powassan. Accordingly, no key map is provided.

**INFORMATION** related to the proposed new Official Plan can be viewed at the municipal offices between 8:30 a.m. and 4:30 p.m. (Monday-Tuesday and Thursday-Friday), at 250 Clark Street, Powassan or by contacting Kim Bester, Deputy Clerk, at (705) 724-2813, or by email at: [kbester@powassan.net](mailto:kbester@powassan.net).

**IF YOU WISH TO BE NOTIFIED** of the decision of the Council for the Corporation of the Municipality of Powassan in respect to the proposed new Official Plan, you must submit a written request (with forwarding addresses) to the Clerk of the Municipality of Powassan at P.O. Box 250, 250 Clark Street, Powassan, Ontario, POH 1Z0.

Personal information contained in any correspondence or oral presentation that you provide will become part of the public record and will become available on the Town website. Personal information is collected and disclosed pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

**Comments on the Draft are to be provided to the Municipality by February 7, 2024 for consideration prior to the scheduling of a statutory public meeting at a future date.**

Mailing Date of this Notice: January 11, 2024

Kimberly Bester, Deputy-Clerk  
Municipality of Powassan  
[kbester@powassan.net](mailto:kbester@powassan.net)

## Proclamation Request Form

Please complete and submit the completed Proclamation Request Form to [office@powassan.net](mailto:office@powassan.net) or by mail/drop-off at PO Box 250 | 250 Clark Street | Powassan ON P0H 1Z0

Organization Name: Société Alzheimer Society Sudbury-Manitoulin North Bay & Districts

Contact Name

Caroline Piquette

Address

960B Notre Dame Ave  
Sudbury ON P3A 2T4

Phone

705-524-2024 ext. 270

Email

[cpiquette@alzheimersudbury.ca](mailto:cpiquette@alzheimersudbury.ca)

Proclamation Requested:

Alzheimer's Awareness Month

Date of Proclamation:

We would like to request the Day of January 23rd, 2024 at 10:00am as this is when our support group meets.

Purpose of Proclamation:

- |   |   |
|---|---|
| <input type="checkbox"/> Civic Proclamation                           | <input type="checkbox"/> Charitable Fundraising Campaign      |
| <input type="checkbox"/> Special Honour of Individual or Organization | <input checked="" type="checkbox"/> Public Awareness Campaign |
| <input type="checkbox"/> Arts and Cultural Celebration                |   |
| <input type="checkbox"/> Other:                                       |   |

Description of Organization (attached additional documentation if needed):

The Société Alzheimer Society is a dedicated not-for-profit health organization committed to enhancing the quality of life for Canadians living with Alzheimer's disease and related dementias, along with their carepartners. Our multifaceted approach includes a range of programs and services encompassing education, support, respite, and health promotion initiatives. Through these offerings, we strive to provide comprehensive assistance and foster a supportive community for individuals impacted by these challenging conditions, contributing to a more compassionate and informed society.

Has the same/similar proclamation been requested to the Municipality in the past?

- |  |  |
|--|--|
| <input type="checkbox"/> Yes (provided date of previous request) | <input checked="" type="checkbox"/> No (new request) |
|--|--|

As part of the proclamation, will there be any special initiatives or events planned in the Municipality? If so, please describe:

We are delighted to announce that 250 Clark Community Centre has graciously permitted us to showcase our display throughout the entire month of January.

Furthermore, on January 4th, 2024, the esteemed Powassan Public Library will generously host an information booth, allowing us to share valuable resources that will continue to be

prominently displayed throughout the entire month.

Do you have a draft wording for the proclamation?

Yes, attached

No

Signature

*Caroline Piguetta*

Date

December 21st, 2023

The personal information on this form is collected under the authority of the Municipal Act. The information is used for the purpose of processing this form. Questions about this collection of information can be made to the Clerk at (705) 724-2813.

**NATIONAL ALZHEIMER  
AWARENESS MONTH  
JANUARY 2024**

**MOIS DE LA SENSIBILISATION  
À LA MALADIE D'ALZHEIMER AU CANADA  
JANVIER 2024**

**WHEREAS** it is never too soon, nor too late for people of all ages to make the commitment to improving their brain health, changes that might also help to reduce the risk of developing Alzheimer's disease and related dementias; and

**WHEREAS** Alzheimer's disease is a degenerative brain disorder that most often occurs in people over the age of 65 but can strike adults at any age; and

**WHEREAS** Alzheimer's disease and other dementias affect more than 600,000 Canadians, a number that is expected to almost triple by 2050; and

**WHEREAS** Alzheimer's disease also takes its toll on hundreds of thousands of families and care partners; and

**WHEREAS** Alzheimer's disease is the second most feared disease for Canadians as they age; and

**WHEREAS** there is an urgent need to raise awareness and understanding about Alzheimer's disease and related dementias; and

**WHEREAS** it is important to treat those living with Alzheimer's disease and other dementias with respect and dignity, seeing the person and not their disease; and

**WHEREAS** Alzheimer's disease and other dementias may prove to have the highest economic, social and health cost burden of all diseases in Canada over the next 25 years if a cure is not found.

**THEREFORE**, I, Peter McIsaac, Mayor of the Municipality of Powassan do hereby proclaim the **month of January 2024**, as **National Alzheimer Awareness Month** and urge all citizens of our community to become more aware and educated concerning the far-reaching effects of this disease.

Dated at Municipality of Powassan, this 16th day of January 2024.

**ATTENDU QU'IL** n'est jamais trop tôt, ni trop tard pour les personnes de tous âges de s'engager à améliorer la santé de leur cerveau, des changements qui peuvent aussi contribuer à réduire le risque de développer la maladie d'Alzheimer et les démences connexes; et

**ATTENDU QUE** la maladie d'Alzheimer est un trouble cérébral dégénératif qui survient la plupart du temps chez les personnes âgées de 65 ans et plus, mais qui peut apparaître chez des adultes de tous âges; et

**ATTENDU QUE** la maladie d'Alzheimer et d'autres formes de démence touchent plus de 600 000 Canadiens et Canadiennes, un nombre qui devrait presque tripler d'ici à 2050; et

**ATTENDU QUE** la maladie d'Alzheimer frappe des centaines de milliers de familles et d'aidants; et

**ATTENDU QUE** la maladie d'Alzheimer est la deuxième maladie que les Canadiens et Canadiennes craignent le plus en vieillissant; et

**ATTENDU QU'IL** y a un besoin urgent de sensibilisation et de compréhension au sujet de la maladie d'Alzheimer et les démences connexes; et

**ATTENDU QU'IL** est important de traiter ceux et celles qui vivent avec la maladie d'Alzheimer et d'autres formes de démence avec respect et dignité, de voir la personne au-delà de la maladie; et

**ATTENDU QUE** la maladie d'Alzheimer et d'autres formes de démence pourraient s'avérer être le fardeau économique, social et médical le plus important de toutes les maladies au Canada au cours des 25 prochaines années si l'on ne trouve pas de traitement curatif.

**PAR CONSÉQUENT**, je, [NOM] maire de [VILLE], proclame par la présente que le **mois de janvier 2024** est le **Mois de la sensibilisation à la maladie d'Alzheimer au Canada** et j'encourage tous les citoyens et citoyennes de notre communauté à devenir plus sensibilisés et informés au sujet des conséquences profondes de cette maladie.

Faite à [VILLE], ce [JOUR] jour de janvier 2024.

January 5, 2024

Treasurer Brayden Robinson and Council  
The Corporation of the Municipality of Powassan  
250 Clark St.  
Powassan, ON P0H 1Z0

**Re: 2023 Annual/Summary Report for the Powassan Drinking Water System**

Dear Brayden Robinson and Council:

Ontario's Drinking-Water Systems Regulation (O. Reg. 170/03), made under the *Safe Drinking Water Act in 2002*, requires that the owner of a drinking water system prepare an Annual Report and an Annual Summary Report of the operation of the system and the quality of its water.

Annual Report

The annual report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than February 28<sup>th</sup> of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2023 Annual Report for the Powassan Drinking Water System.

In accordance with Section 11 (6), the annual report must:

- (a) contain a brief description of the drinking-water system, including a list of water treatment chemicals used by the system during the period covered by the report;
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;
- (c) summarize the results of tests required under the Regulation, or an approval or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;
- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) if the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4) O. Reg. 170/03, s. 11 (6).

In addition, Section 11 (7) gives the direction that a copy of an annual report for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the municipality, or at a location that is accessible to the users of the water system.

### Summary Report

The annual summary report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than March 31<sup>st</sup> of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2023 Annual Summary for the Powassan Drinking Water System.

As required in *Schedule 22, Summary Reports for Municipalities*, the annual summary must:

- (2) (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
  - (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.
- (3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:
  1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
  2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

In addition, Section 12 (1) – 4 – gives the direction that a copy of the annual summary for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the municipality, or at a location that is accessible to the users of the water system.

These reports were prepared by the Ontario Clean Water Agency on behalf of the Municipality of Powassan and are based on information kept on record by OCWA at the Powassan WTP. The reports cover the period January 1<sup>st</sup> to December 31<sup>st</sup> 2023.

Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the MECP should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2023 Annual/Summary Report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the Council members representing the Municipality of Powassan before March 31, 2024. Please ensure this distribution.

Yours truly,  
Ontario Clean Water Agency

Joshua Gravelle  
Process and Compliance Technician

Copy to: Erin Spires, Drinking Water Inspector, Ministry of the Environment, Conservation and Parks

Powassan Drinking Water System



# 2023 ANNUAL/SUMMARY REPORT

Prepared by the Ontario Clean Water Agency  
on behalf of the Municipality of Powassan





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## INTRODUCTION

Municipalities throughout Ontario have been required to comply with Ontario Regulation 170/03 made under the Safe Drinking Water Act (SDWA) since June 2003. The Act was enacted following recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking water systems. O. Reg. 170/03 regulates drinking water testing, use of licensed laboratories, treatment requirements and reporting requirements.

Section 11 of Regulation 170/03 requires the owner to produce an Annual Report. This report must include the following:

1. Description of system & chemical(s) used
2. Summary of any adverse water quality reports and corrective actions
3. Summary of all required testing
4. Description of any major expenses incurred to install, repair or replace equipment

This annual report must be completed by February 28th of each year.

Section 22 of the regulation also requires a Summary Report which must be presented & accepted by Council by March 31<sup>st</sup> of each year for the preceding calendar year.

The report must list the requirements of the Act, its regulations, the system's Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), Certificate of Approval (if applicable), and any Provincial Officer Order the system failed to meet during the reporting period. The report must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

The Safe Drinking Water Act (2002) and the drinking water regulations can be viewed at the following website: <http://www.e-laws.gov.on.ca>.

To enable the Owner to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report.

1. A summary of the quantities and flow rates of water supplied during the reporting period, including the monthly average and the maximum daily flows,
2. A comparison of the summary to the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water licence or a written agreement if the system is receiving all its water from another system under an agreement.

The reports have been prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Owner and presented to council as the 2023 Annual/Summary Report.



Powassan Drinking Water System

Section 11

# 2023 ANNUAL REPORT



## Section 11 - ANNUAL REPORT

---

### 1.0 Introduction

**Drinking-Water System Name:** POWASSAN DRINKING WATER SYSTEM  
**Drinking-Water System No.:** 220000576  
**Drinking-Water System Owner:** The Corporation of the Municipality of Powassan  
**Drinking-Water System Category:** Large Municipal, Residential System  
**Period being reported:** January 1, 2023 to December 31, 2023

**Does your Drinking Water System serve more than 10,000 people?** No

**Is your annual report available to the public at no charge on a web site on the Internet?** No

**Location where Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.**

Powassan Municipal Office  
250 Clark St.  
Powassan Ontario

### ***Drinking Water Systems that receive drinking water from the Powassan Drinking Water System***

The Powassan Drinking Water System (DWS) provides all drinking water to the community of Powassan.

### ***The Annual Report was not provided to any other Drinking Water System Owners.***

The Ontario Clean Water Agency prepared the 2023 Annual/Summary Report for the Powassan DWS and provided a copy to the system owner; the Municipality of Powassan. The Powassan DWS is a stand-alone system that does not receive water from or send water to another system.

### ***Notification to system users that the Annual Report is available for viewing is accomplished through:***

- A notice via an annual community newsletter that is sent to every resident and via a notification included on the municipal utility billing.
- System analysis and reports available in the water System Information Binder available for the public to review at the municipal office.



## 2.0 Powassan Drinking Water System (DWS No. 220000576)

The Powassan DWS is owned by the Corporation of the Municipality of Powassan and consists of a Class 1 water treatment subsystem and a Class 1 water distribution subsystem. The Ontario Clean Water Agency (OCWA) is designated the Overall Responsible Operator for both the water supply and water distribution facilities.

### ***Raw Water Supply***

The Municipality of Powassan municipal water system is a ground water system supplied by two (2) municipal drilled wells. The well operating pressures are controlled by pressure reducing valves in the adjacent pump house and are compatible with the top water level (TWL) of the in-ground reservoir of 310 meters (m) above sea level (A.S.L.) (elevation 1017 feet A.S.L.)

Well #1, constructed in 1981 and upgraded in 2003, consists of a 150 millimeter (mm) diameter steel casing, 23.1 m deep drilled production well including 3.8 m of screen across a coarse sand and gravel from approximately 23.1 m to 19.2 m, Well Pump No.1 is a 19 kilowatt (kW), 3 phase, 60 Hertz (Hz), 575 Volt, 25 horsepower (HP) Grundfos Submersible Pump Model 230s250-8B with the capacity of 15.2 litres per second (L/s) or 1,313 cubic meters per day (m<sup>3</sup>/d) at a total dynamic head (TDH) of 92.2 m. The well is capped, and a monitoring well is located 5 m south of well #1, which is protected by a vertical 0.45 m diameter corrugated steel pipe around the well casing and standing 1.2 m above the ground. Well No. 1 is operated at 15.2 L/s at an operating pressure of 650 kilopascals (kPa). Well #1 is located about 75 m South of Well #2.

Well #2, constructed in 1983, consists of a 300 mm diameter screened well, screened across a sand and gravel interval from approximately 11.0 to 18.5 m, pump is 22.4 kW, 3 phase, 60 Hertz, 575 Volt, Well Pump no. 2 is a 22.4 kW, 3 phase, 60 Hertz, 575 Volt, 30 HP Grundfos Submersible Pump (installed new in 2002), Model 230s300-9 with the capacity of 15.2 L/s or 1,313 m<sup>3</sup>/d at a TDH of 92.2 m. The well casing was raised 2 m in 2003 and furnished with a pit less adapter and locked down insect proof vented cap. A 0.15 m diameter test well is located approximately 3 m east of well #2. Well No. 2 is operated at 15.2 L/s at an operating pressure of 650 kPa. Well #2 is situated about 30 metres from Genesee Creek within the Genesee Creek floodplain.

### ***Water Treatment***

The water treatment facility was originally constructed in 1981 and upgraded in 2003 to meet new regulatory requirements. In April 2009 a newly constructed 1278 m<sup>3</sup> in ground water storage reservoir was put into service to replace the aged 900 m<sup>3</sup> (1955) steel standpipe. The treatment process at the Powassan Well Supply is comprised of primary and secondary disinfection by dosing with sodium hypochlorite. The pump house building contains the process piping, flow meters and treated water sample points, the sodium hypochlorite disinfection feed system, process monitoring instrumentation, standby pumping system controls, electrical system and all associated appurtenances. A 49 m length of 600 mm serpentine pipe is installed below grade at the well/pump house to provide a minimum 15 minutes of disinfection contact time determined at maximum design flow and before the first consumer. The disinfection system is comprised of two sodium hypochlorite metering pumps, with a maximum capacity of 3.13 litres per hour (L/hr) at 690 kPa, with manual switchover controls, and two 160 litre (L) storage tanks (one duty & one standby) with secondary spill containment.



### ***Water Storage and Pumping Capabilities***

An in-ground reservoir constructed in 2008-09 is located approximately 60 m east from Big Bend Avenue at the end of McRae Drive was brought on-line in April 2009. The reservoir is an interconnected dual cell reservoir; each sized approximately 9.3 m x 13 m x 5.5 m water depth with a total capacity of 1,278 m<sup>3</sup>. Each cell is equipped with an inlet/outlet level sensor and a 300 mm diameter emergency overflow pipe; a 3.8 m x 4 m in-ground valve chamber. A prefabricated rechlorination building is located on top of the valve chamber and houses one (1) 100 L sodium hypochlorite storage tank with secondary containment and two (2) chemical metering pumps (duty and standby) each rated at 1.4 L/hr available to inject sodium hypochlorite into the reservoir outlet line (on demand) when required. An on-line chlorine residual analyzer is provided to sample water from the reservoir outlet line. The reservoir is operated and controlled based on water demand/pressure in the distribution system.

### ***Emergency Power***

Standby power in the event of a power interruption is supplied by a 65 kW/81 thousand volt amps (KVA), 347/600/3PH/60 Hz, diesel generator set with an automatic transfer switch in an external pad mounted weatherproof acoustical enclosure equipped with a double walled fuel tank in the sub base.

### ***Distribution System***

The Powassan DWS is categorized as a Large Municipal Residential Drinking Water System and serves an estimated population of 1000 residents. The distribution system consists of approximately 10.8 kilometers (km) of water mains made up of cast iron and polyvinyl chloride (PVC) piping ranging in size from 100 mm to 200 mm in diameter. Approximately 2.1 km of 250 mm diameter water main is installed in conjunction with the in-ground storage reservoir. The distribution system undergoes routine flushing twice a year, in the spring and in the fall.

## **3.0 List of Water Treatment Chemicals Used Over the Reporting Period**

The following chemicals were used in the treatment process at the Powassan Water Treatment Plant.

- Sodium hypochlorite – Disinfection

## **4.0 Significant Expenses Incurred in the Drinking Water System**

OCWA is committed to maintaining the assets of the drinking water system and maintains a program of scheduled inspection and maintenance activities using a computerized Work Management System (WMS). OCWA implemented a new Workplace Management System (Maximo) in 2015, which better maintains and optimizes facility assets. All routine maintenance activities conducted at the water treatment plant were accomplished in 2023.

Significant expenses incurred in the drinking water system include:

- Fire flow tested 6 hydrants as requested by Public Works.
- Repaired a hydrant and provided training on hydrants for the fire department.
- Electrical storm damaged communications equipment causing operational issues. Changed out damaged radios with spare Pribusin radios.



## 5.0 Drinking Water System Highlights

- The Ministry of the Environment, Conservation and Parks (MECP) performed their last annual inspection on October 6, 2022. The inspection included a physical assessment of the Powassan Water Treatment Plant and a document review. The system received a risk rating of 0.00%, with a final inspection rating of 100%. There were no MECP inspections during the year of 2023.
- SAI Global conducted an off-site external 12-month surveillance audit of the Powassan Drinking Water System’s Quality and Environmental Management System (QEMS). The system and processes associated with the QEMS were evaluated on May 16, 2023 to ensure implementation of the Operational Plan and procedures and conformance to the Drinking Water Quality Management Standard version 2.0. There were no findings identified. Re-accreditation achieved on June 9, 2022.

## 6.0 Details on Notices of Adverse Test Results and Other Problems Reported to & Submitted to the Spills Action Center

Based on information kept on record by OCWA, zero (0) adverse water quality incidents (AWQI) were reported to the MOE’s Spills Action Centre (MOE SAC) in 2023.

## 7.0 Microbiological Testing Performed During the Reporting Period

### Summary of Microbiological Data

Sample Type	# of Samples	Range of <i>E. coli</i> Results (min to max)	Range of Total Coliform Results (min to max)	# of HPC Samples	Range of HPC Results (min to max)
Raw (Well No. 1)	52	0 to 0	0 to 0	0	N/A
Raw (Well No. 2)	52	0 to 0	0 to 0	0	N/A
Treated	52	0 to 0	0 to 0	52	0 to NDOGHPC
Distribution	157	0 to 0	0 to 0	53	0 to 39

Maximum Allowable Concentration (MAC) for *E. coli* = 0 Counts/100 mL

MAC for Total Coliforms = 0 Counts/100 mL

“<” denotes less than the laboratory’s method detection limit.

NDOGHPC – No Data: Overgrown with HPC.

**Notes:** One microbiological sample is collected and tested each week from the raw (each well) and treated water supply. A total of three microbiological samples are collected and tested each week from the Powassan distribution system.

Refer to *Appendix A* for a monthly summary of microbiological test results.

## 8.0 Operational Testing Performed During the Reporting Period

### Summary of Raw Water Turbidity Data

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure
Turbidity (Well No. 1)	52	0.05 to 0.16	NTU
Turbidity (Well No. 2)	52	0.06 to 0.21	

### Continuous Monitoring in the Treatment Process

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	8760	0.85 to 3.19	mg/L	CT*

**Notes:** For continuous monitors 8760 is used as the number of samples.

CT is the concentration of chlorine in the water times the time of contact that the chlorine has with the water. It is used to demonstrate the level of disinfection treatment in the water. CT calculations are performed for the Powassan water plant if the free chlorine residual level drops below 0.45 mg/L to ensure primary disinfection is achieved. The Water Treatment Plant is equipped with an automatic plant shutdown at 0.80 mg/L, with no delay.

### Summary of Chlorine Residual Data in the Distribution System

Parameter	No. of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	364	0.97 to 2.16	mg/L	0.05

**Note:** A total of seven operational checks for chlorine residual in the distribution system are collected each week. Four (4) samples are tested one day and three (3) on a second day. The sample sets are collected at least 48-hours apart and samples collected on the same day are from different locations.

Refer to *Appendix B* for a monthly summary of the above operational data.

### Summary of Nitrate & Nitrite Data (sampled at the water treatment plant)

Date of Sample	Nitrate Result Value	Nitrite Result Value	Unit of Measure	Exceedance
January 17	0.863	< 0.003	mg/L	No
April 11	0.850	< 0.003	mg/L	No
July 11	0.845	< 0.003	mg/L	No
October 11	0.865	< 0.003	mg/L	No

Maximum Allowable Concentration (MAC) for Nitrate = 10 mg/L  
 MAC for Nitrite = 1 mg/L

### Summary of Total Trihalomethane Data (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 17	5.5	ug/L	Q1 = 6.98	No
April 11	1.8		Q2 = 7.10	
July 11	1.8		Q3 = 5.28	
October 11	1.7		Q4 = 2.70	

Maximum Allowable Concentration (MAC) for Total Trihalomethanes = 100 ug/L (Four Quarter Running Average)



**Summary of Total Haloacetic Acids Data** (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 17	<5.3	ug/L	Q1 = <5.3	No
April 11	<5.3		Q2 = <5.3	
July 11	<5.3		Q3 = <5.3	
October 11	<5.3		Q4 = <5.3	

Maximum Allowable Concentration (MAC) for Total Haloacetic Acids = 80 ug/L (Four Quarter Running Average)

**Summary of Most Recent Lead Data under Schedule 15.1**

(applicable to the following drinking water systems; large municipal residential systems, small, municipal residential systems, and non-municipal year-round residential systems)

The Powassan DWS was eligible to follow the “Exemption from Plumbing Sampling” as described in section 15.1-5(9) and 15.1-5(10) of Schedule 15.1 of Ontario Regulation 170/03. The exemption applies to a drinking water system if, in two consecutive periods at reduced sampling, not more than 10% of all samples from plumbing exceed the maximum allowable concentration (MAC) of 10 ug/L for lead. As such, the system was required to test for total alkalinity and pH in one distribution sample collected during the periods of December 15 to April 15 (winter period) and June 15 to October 15 (summer period). This testing is required in every 12-month period with lead testing in every third 12-month period. Two rounds of lead, alkalinity and pH testing were carried out on April 12<sup>th</sup> and September 28<sup>th</sup> of 2023. Results are summarized in the table below.

**Summary of Lead, pH & Alkalinity Data** (sampled in the distribution system)

Date of Sample	# of Samples	Sample Location	Lead (ug/L)	Field pH	Alkalinity (mg/L)
April 12	1	Hydrant at 76 Fairview Lane	0.40	6.88	95
April 12	1	Hydrant at 30 Valleyview Dr. E.	0.44	6.90	95
Sept. 28	1	Hydrant at 290 Edward St.	0.06	7.43	105
Sept. 28	1	Hydrant at 30 Valleyview Dr. E.	0.14	7.03	86

**Most Recent Schedule 23 Inorganic Data Tested at the Water Treatment Plant**

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Antimony	<MDL 0.9	ug/L	6	No
Arsenic	<MDL 0.2	ug/L	10	No
Barium	97.9	ug/L	1000	No
Boron	9.0	ug/L	5000	No
Cadmium	0.006	ug/L	5	No
Chromium	1.14	ug/L	50	No
Mercury	<MDL 0.01	ug/L	1	No
Selenium	0.13	ug/L	50	No
Uranium	0.565	ug/L	20	No

**Note:** Sample required every 36 months (sample date = Jan. 18, 2021). Next sampling scheduled for January 2024.



**Most Recent Schedule 24 Organic Data Tested at the Water Treatment Plant**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW1	2021/01/18	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) - T	2021/01/18	<MDL 0.01	5.0	No	No
Azinphos-methyl (ug/L) - TW1	2021/01/18	<MDL 0.05	20.0	No	No
Benzene (ug/L) - TW1	2021/01/18	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (ug/L) - TW1	2021/01/18	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW1	2021/01/18	<MDL 0.33	5.0	No	No
Carbaryl (ug/L) - TW1	2021/01/18	<MDL 0.05	90.0	No	No
Carbofuran (ug/L) - TW1	2021/01/18	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (ug/L) - TW1	2021/01/18	<MDL 0.17	2.0	No	No
Chlorpyrifos (ug/L) - TW1	2021/01/18	<MDL 0.02	90.0	No	No
Diazinon (ug/L) - TW1	2021/01/18	<MDL 0.02	20.0	No	No
Dicamba (ug/L) - TW1	2021/01/18	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW1	2021/01/18	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW1	2021/01/18	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (ug/L) - TW1	2021/01/18	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW1	2021/01/18	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L)	2021/01/18	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW1	2021/01/18	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) -	2021/01/18	<MDL 0.19	100.0	No	No
Diclofop-methyl (ug/L) - TW1	2021/01/18	<MDL 0.4	9.0	No	No
Dimethoate (ug/L) - TW1	2021/01/18	<MDL 0.06	20.0	No	No
Diquat (ug/L) - TW1	2021/01/18	<MDL 1.0	70.0	No	No
Diuron (ug/L) - TW1	2021/01/18	<MDL 0.03	150.0	No	No
Glyphosate (ug/L) - TW1	2021/01/18	<MDL 1.0	280.0	No	No
Malathion (ug/L) - TW1	2021/01/18	<MDL 0.02	190.0	No	No
Metolachlor (ug/L) - TW1	2021/01/18	<MDL 0.01	50.0	No	No
Metribuzin (ug/L) - TW1	2021/01/18	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) -	2021/01/18	<MDL 0.3	80.0	No	No
Paraquat (ug/L) - TW1	2021/01/18	<MDL 1.0	10.0	No	No
PCB (ug/L) - TW1	2021/01/18	<MDL 0.04	3.0	No	No
Pentachlorophenol (ug/L) - TW1	2021/01/18	<MDL 0.15	60.0	No	No
Phorate (ug/L) - TW1	2021/01/18	<MDL 0.01	2.0	No	No
Picloram (ug/L) - TW1	2021/01/18	<MDL 1.0	190.0	No	No
Prometryne (ug/L) - TW1	2021/01/18	<MDL 0.03	1.0	No	No
Simazine (ug/L) - TW1	2021/01/18	<MDL 0.01	10.0	No	No
Terbufos (ug/L) - TW1	2021/01/18	<MDL 0.01	1.0	No	No
Tetrachloroethylene (ug/L) - TW1	2021/01/18	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW1	2021/01/18	<MDL 0.2	100.0	No	No
Triallate (ug/L) - TW1	2021/01/18	<MDL 0.01	230.0	No	No
Trichloroethylene (ug/L) - TW1	2021/01/18	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (ug/L) - TW1	2021/01/18	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (	2021/01/18	<MDL 0.12	100.0	No	No
Trifluralin (ug/L) - TW1	2021/01/18	<MDL 0.02	45.0	No	No
Vinyl Chloride (ug/L) - TW1	2021/01/18	<MDL 0.17	1.0	No	No

**Note:** Sample required every 36 months (sample date = Jan. 18, 2021). Next sampling scheduled for January 2024.

**Inorganic or Organic Test Results that Exceeded Half the Standard Prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.**

No inorganic or organic parameter(s) listed in Schedule 23 and 24 of Ontario Regulation 170/03 exceeded half the standard found in Schedule 2 of the Ontario Drinking Water Standard (O. Reg. 169/03) during the reporting period.



***Most Recent Sodium Data Sampled at the Water Treatment Plant***

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 24, 2022	1	11.9	mg/L	20	No
February 27, 2017	1	9.35	mg/L	20	No

**Note:** Sample required every 60 months. Next sampling scheduled for January 2027.

***Most Recent Fluoride Data Sampled at the Water Treatment Plant***

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 14, 2019	1	0.24	mg/L	1.5	No

**Note:** Sample required every 60 months. Next sampling scheduled for January 2024.

***Summary of Additional Testing Performed in Accordance with a Legal Instrument.***

No additional sampling and testing was required for the Powassan DWS during the 2023 reporting period.



Powassan Drinking Water System

Schedule 22

# 2023 SUMMARY REPORT

## FOR MUNICIPALITIES



## Schedule 22 - SUMMARY REPORTS FOR MUNICIPALITIES

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### 1.0 Introduction

<b>Drinking-Water System Name:</b>	<b>POWASSAN DRINKING WATER SYSTEM</b>
<b>Municipal Drinking Water Licence (MDWL) No.:</b>	266-101-3 (issued April 9, 2021)
<b>Drinking Water Work Permit (DWWP) No.:</b>	266-201-3 (issued April 9, 2021)
<b>Permit to Take Water (PTTW) No.:</b>	7867-CDEJHF (issued April 14, 2022)
<b>Period being reported:</b>	January 1, 2023 to December 31, 2023

### 2.0 Requirements the System Failed to Meet

According to information kept on record by OCWA, the Powassan Drinking Water System has complied with all the requirements set out in the system’s MDWL, its DWWP, the Act and its Regulations. With the exceptions noted below.

The last MECP inspection report dated October 6, 2022 identified zero non-compliance/best practice items.

According to information kept on record by OCWA; there were two non-compliance issues during 2023. No MECP inspections took place in 2023.

Two Incidents of Non-Compliance: Failure to monitor POE Chlorine residuals while the facility was producing water to the distribution system & Failure to alarm / lock out well pumps when analyzer failed. Operator Arrived at Well House July 17, 2023 at 12:30 to complete 72 Hr. compliance review via online data logger. Chlorine POE analyzer was off, and no residuals were being displayed on the data logger. The chlorine analyzer was plugged into a GFCI outlet that was tripped. The GFCI outlet was reset and The Analyzer was restored immediately. Trending shows the analyzer lost power on July 17, 2023 at 12:50 pm and was restored July 17, 2023 at 12:35 pm. No alarms were triggered and four pumping cycles occurred during the time the analyzer was without power. Resolution: Round sheet completed upon arrival indicating chlorine dosage calculated from Friday is consistent (slightly higher) than previous dosage calculations, online trending at the in-ground Reservoir is consistent with the previous trending, low chlorine alarm / lockout test is conducted monthly (last test was June 20, 2023), RAW, POE and Distribution bacti samples and residuals were collected today and residuals are consistent with normal operations (see attached chain of custody and weekly residual sampling sheets). An instrument technician will be contacted to help identify the failure of the analyzer to alarm out on power failure. MECP notified verbally and send non-compliance form via email.



### 3.0 Summary of Quantities and Flow Rates

#### Flow Monitoring

MDWL No. 266-101 requires the owner to install a sufficient number of flow measuring devices to permit the continuous measurement and recording of:

- the flow rate and daily volume of treated water that flows from the treatment subsystem the distribution system, and
- the flow rate and daily volume of water that flows into the treatment subsystem.

The flow monitoring equipment identified in the MDWL is present and operating as required. The flow meter is calibrated on an annual basis as specified in the manufacturers’ instructions.

#### Water Usage

The following water usage tables summarize the quantities and flow rates of water taken and produced during the 2023 reporting period, including total monthly volumes, average monthly volumes, maximum monthly volumes, and maximum flow rates.

#### Raw Water

##### 2023 - Monthly Summary of Water Takings from the Source (Well #1)

Regulated by Permit to Take Water (PTTW) #7867-CDEJHF, issued April 14, 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	5828	5334	6187	6510	6306	6745	6493	7050	6885	7363	7520	7493	79714
Average Volume (m <sup>3</sup> /d)	188	191	200	217	203	225	209	227	230	238	251	242	218
Maximum Volume (m <sup>3</sup> /d)	282	281	308	415	340	477	304	587	353	495	640	543	640
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313
Maximum Flow Rate (L/min)	878	871	883	875	880	882	874	868	876	868	876	872	883
PTTW - Maximum Allowable Flow Rate (L/min)	912	912	912	912	912	912	912	912	912	912	912	912	912

##### 2023 - Monthly Summary of Water Takings from the Source (Well #2)

Regulated by Permit to Take Water (PTTW) #7867-CDEJHF, issued April 14, 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	5713	5065	5693	5181	6103	5963	6408	6157	6542	6806	6277	6324	72232
Average Volume (m <sup>3</sup> /d)	184	181	184	173	197	199	207	199	218	220	209	204	198
Maximum Volume (m <sup>3</sup> /d)	265	252	266	302	279	298	254	419	394	361	263	265	419
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313
Maximum Flow Rate (L/min)	881	887	880	883	887	887	884	884	886	887	886	888	888
PTTW - Maximum Allowable Flow Rate (L/min)	912	912	912	912	912	912	912	912	912	912	912	912	912



# Powassan Drinking Water System – 2023 Annual/Summary Report

## 2023 - Monthly Summary of Combined Water Takings from the Source (Well#1 and Well #2)

Regulated by Permit to Take Water (PTTW) #7867-CDEJHF, issued April 14, 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	11541	10399	11880	11692	12410	12709	12901	13207	13427	14169	13796	13817	151947
Average Volume (m <sup>3</sup> /d)	372	371	383	390	400	424	416	426	448	457	460	446	416
Maximum Volume (m <sup>3</sup> /d)	439	442	496	461	578	725	475	702	547	558	727	588	727
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313

The system's Permit to Take Water #7346-8VFJKR, allows the Municipality to withdraw water at the following rates:

Well No. 1: 1313.28 m<sup>3</sup>/day / 912 L/minute

Well No. 2: 1313.28 m<sup>3</sup>/day / 912 L/minute

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Total Combined Daily Volume: 1313.28 m<sup>3</sup>/day

The system's Permit to Take Water #7346-8VFJKR allows the municipality to withdraw a maximum volume of 1313.28 cubic meters from each well each day with a maximum of 1313.28 cubic meters per day combined. A review of the raw water flow data indicates that the system never exceeded this allowable limit having a maximum volume of 727 m<sup>3</sup> in November 2023. The Permit also allows a maximum flow rate of 912 L/minute. At no point during the reporting period did the system exceed this rate having a maximum recorded flow of 888 L/minute in December 2023.

## Treated Water

### 2023 - Monthly Summary of Treated Water Supplied to the Distribution System

Regulated by Municipal Drinking Water Licence (MDWL) #266-101 - Issue 3, issued April 9, 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	11541	10399	11880	11692	12410	12709	12901	13207	13427	14169	13796	13817	151947
Average Volume (m <sup>3</sup> /d)	372	371	383	390	400	424	416	426	448	457	460	446	416
Maximum Volume (m <sup>3</sup> /d)	439	442	496	461	578	725	475	702	547	558	727	588	727
MDWL - Rated Capacity (m <sup>3</sup> /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313

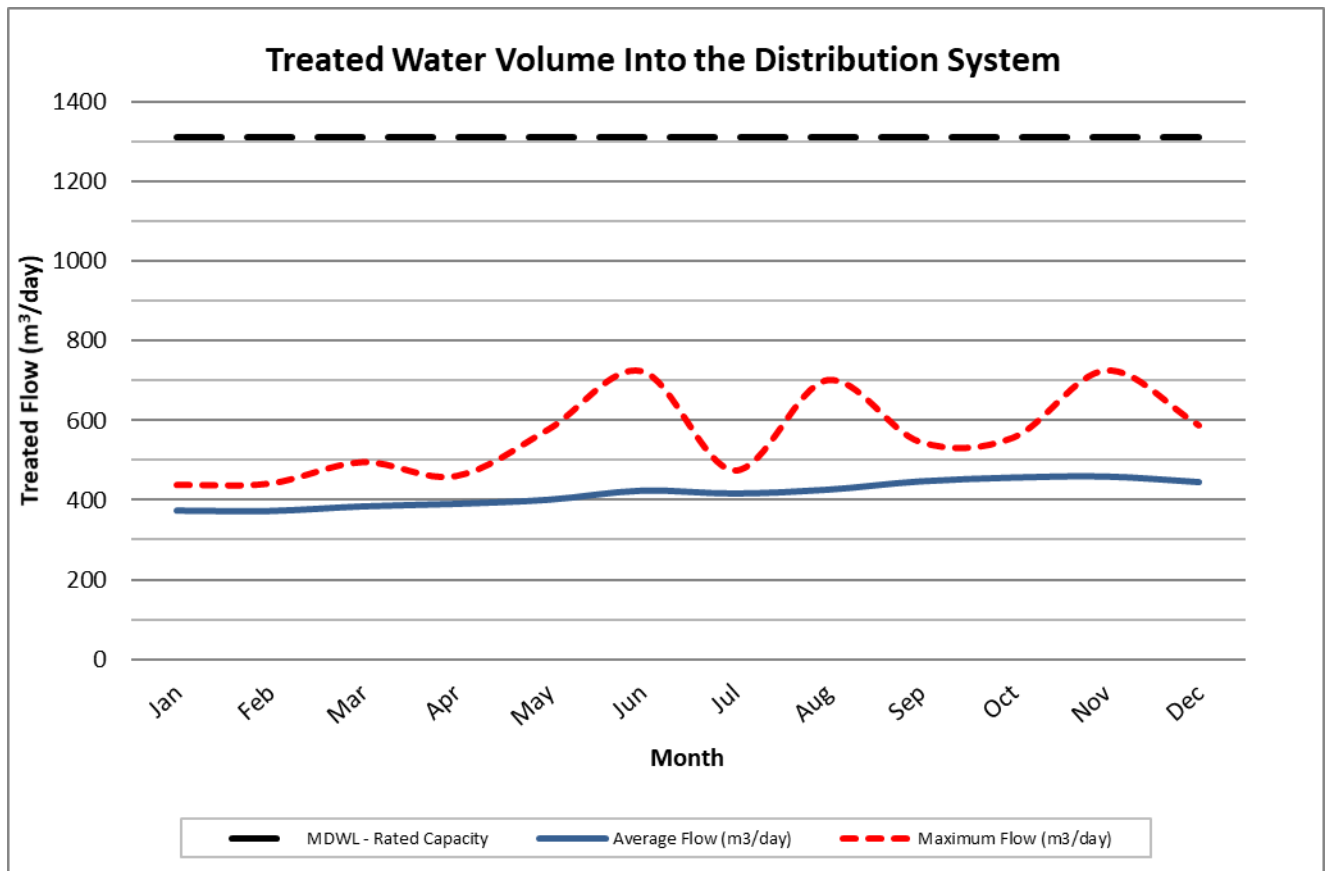
Schedule C, Section 1.1 of MDWL No. 266-101 states that the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed a maximum flow rate of 1313 m<sup>3</sup>/day. The Powassan DWS complied with this limit having a recorded maximum volume of 727 m<sup>3</sup> in November 2023, which is 55.4% of the rated capacity.

Figure 1 compares the average and maximum flow rates into the distribution system to the rated capacity of the system identified in the MDWL. This information enables the Owner to assess the system's existing and future planned water usage needs.

**Comparison of the Flow Summary to the Systems Licence & Permit**

Rated Capacity of the Plant (MDWL)	1313 m <sup>3</sup> /day	
Average Daily Flow for 2023	416 m <sup>3</sup> /day	31.7% of the rated capacity
Maximum Daily Flow for 2023	727 m <sup>3</sup> /day	55.4% of the rated capacity
Total Treated Water Produced in 2023	151,947 m <sup>3</sup>	

The Powassan Water Treatment Plant is rated to produce 1313 cubic meters of water per day as specified in the system’s Municipal Drinking Water Licence. The average daily flow was 416 m<sup>3</sup> per day, which is 31.7% of the rated capacity. This information clearly shows that the plant is well within its rated capacity and is able to meet current demands of consumers.



**CONCLUSION**

In 2023, the Powassan DWS provided safe and reliable drinking water to the community of Powassan. The system complied with the regulatory requirements of the Safe Drinking Water Act and its Regulations and met the terms and conditions outlined in its site specific drinking water works permit and municipal drinking water licence with two exceptions noted above.





# **APPENDIX A**

Monthly Summary of Microbiological  
Test Results

**Powassan Drinking Water System  
Monthly Summary of Microbiological Test Results**

From: 01/01/2023 to 31/12/2023

Report extracted 01/04/2024 15:45

**Facility Org Number:** 6033  
**Facility Works Number:** 220000576  
**Facility Name:** POWASSAN DRINKING WATER SYSTEM  
**Facility Owner:** Municipality Of Powassan  
**Total Design Capacity:** 1313.0 m3/day

	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	Total	Avg	Max	Min
<b>Distribution / E. Coli - cfu/100mL</b>																
Count Lab	15	12	12	12	16	12	15	12	12	15	12	12	157			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Distribution / HPC - cfu/mL</b>																
Count Lab	5	4	4	4	6	4	5	4	4	5	4	4	53			
Max Lab	1	1	1	1	1	1	39	12	10	34	4	0			39	
Mean Lab	0.2	0.25	0.25	0.25	0.5	0.25	9.4	3.25	5.25	6.8	1.5	0		2.434		
Min Lab	0	0	0	0	0	0	0	0	3	0	0	0				0
<b>Distribution / Total Coliform: TC - cfu/100mL</b>																
Count Lab	15	12	12	12	16	12	15	12	12	15	12	12	157			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well 1 / E. Coli: EC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well 1 / Total Coliform: TC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well 2 / E. Coli: EC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well 2 / Total Coliform: TC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW1 / E. Coli: EC - cfu/100mL</b>																
Count Lab	2	2	4	3	2	2	3	1	2	4	3	1	29			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW1 / HPC - cfu/mL</b>																
Count Lab	2	2	4	3	2	2	3	1	2	4	3	1	29			
Max Lab	0	0	0	1	0	1	0	1	0	0	NDOGHPC	0			NDOGHPC	
Mean Lab	0	0	0	0.333	0	0.5	0	1	0	0	0	0		0.107		
Min Lab	0	0	0	0	0	0	0	1	0	0	0	0				0
<b>TW1 / Total Coliform: TC - cfu/100mL</b>																
Count Lab	2	2	4	3	2	2	3	1	2	4	3	1	29			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW2 / E. Coli: EC - cfu/100mL</b>																
Count Lab	3	2	0	1	3	2	2	3	2	1	1	3	23			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW2 / HPC - cfu/mL</b>																
Count Lab	3	2	0	1	3	2	2	3	2	1	1	3	23			
Max Lab	1	0	0	0	0	0	1	1	0	0	0	0			1	
Mean Lab	0.333	0	0	0	0	0	0.5	0.333	0	0	0	0		0.13		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW2 / Total Coliform: TC - cfu/100mL</b>																
Count Lab	3	2	0	1	3	2	2	3	2	1	1	3	23			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
NDOGHPC - No Data: Overgrown with HPC.																



# **APPENDIX B**

Monthly Summary of Operational Data

**Powassan Drinking Water System**  
**Monthly Summary of Operational Data**

Report extracted 01/04/2024 16:11

From: 01/01/2023 to 31/12/2023

6033

Facility Org Number:  
 Facility Works Number:  
 Facility Name:  
 Facility Owner:  
 Total Design Capacity:

220000576  
 POWASSAN DRINKING WATER SYSTEM  
 Municipality: Municipality Of Powassan  
 1313.0 m3/day

	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	Total	Avg	Max	Min
<b>Distribution / Cl Residual: Free DW1 - mg/L</b>																
Count IH	9	8	9	8	9	9	9	8	9	9	9	8	104			
Total IH	15.66	13.42	15.66	13.12	14.11	14.07	13.96	11.19	11.34	14.77	15.49	12.17	164.96			
Max IH	2.05	1.95	2.16	1.89	1.82	1.82	1.78	1.57	1.61	1.93	1.96	1.92			2.16	
Mean IH	1.74	1.678	1.74	1.64	1.588	1.563	1.551	1.399	1.26	1.641	1.721	1.521		1.586		
Min IH	1.32	1.3	1.33	1.48	1.41	1.39	1.44	1.09	0.97	1.2	1.31	1.25				0.97
<b>Distribution / Cl Residual: Free DW2 - mg/L</b>																
Count IH	9	8	9	8	9	9	9	8	9	9	9	8	104			
Total IH	14.95	14.14	15.69	13.51	14.53	14.28	13.48	11.9	11.67	13.94	16.05	12.85	166.99			
Max IH	1.92	2	1.85	1.81	1.74	1.81	1.7	1.62	1.41	1.8	2.1	1.96			2.1	
Mean IH	1.661	1.768	1.743	1.689	1.614	1.587	1.498	1.488	1.297	1.549	1.783	1.606		1.606		
Min IH	1.39	1.51	1.53	1.58	1.48	1.42	1.4	1.24	1.22	1.28	1.52	1.34				1.22
<b>Distribution / Cl Residual: Free DW3 - mg/L</b>																
Count IH	9	8	9	8	9	9	9	8	9	9	9	8	104			
Total IH	14.13	14.31	15.89	13.92	13.88	14.73	13.73	11.66	12.12	14.63	14.95	12.45	166.4			
Max IH	1.9	1.98	1.98	2	1.67	1.92	1.62	1.65	1.53	1.79	1.84	1.92			2	
Mean IH	1.57	1.789	1.766	1.74	1.542	1.637	1.526	1.458	1.347	1.626	1.661	1.556		1.6		
Min IH	1.22	1.53	1.54	1.57	1.41	1.45	1.4	1.18	1.13	1.45	1.28	1.41				1.13
<b>Distribution / Cl Residual: Free DW4 - mg/L</b>																
Count IH	5	4	4	4	5	4	5	4	4	5	4	4	52			
Total IH	7.85	7.31	6.96	6.77	7.82	6.09	7.92	5.6	5.51	7.94	7.03	6.56	83.36			
Max IH	1.73	1.92	1.9	1.83	1.72	1.71	1.76	1.54	1.53	1.8	1.92	1.83			1.92	
Mean IH	1.57	1.828	1.74	1.693	1.564	1.523	1.584	1.4	1.378	1.588	1.758	1.64		1.603		
Min IH	1.37	1.78	1.61	1.56	1.32	1.32	1.46	1.2	1.2	1.27	1.49	1.51				1.2
<b>Raw Well 1 / Turbidity - NTU</b>																
Count IH	5	4	4	4	5	4	5	4	4	5	4	4	52			
Total IH	0.45	0.36	0.32	0.32	0.48	0.38	0.44	0.43	0.29	0.48	0.41	0.33	4.69			
Max IH	0.12	0.11	0.1	0.12	0.12	0.11	0.12	0.14	0.09	0.16	0.14	0.1			0.16	
Mean IH	0.09	0.09	0.08	0.08	0.096	0.095	0.088	0.108	0.073	0.096	0.103	0.083		0.09		
Min IH	0.06	0.07	0.06	0.05	0.07	0.08	0.05	0.09	0.06	0.07	0.07	0.06				0.05
<b>Raw Well 2 / Turbidity - NTU</b>																
Count IH	5	4	4	4	5	4	5	4	4	5	4	4	52			
Total IH	0.56	0.51	0.38	0.39	0.47	0.45	0.5	0.41	0.31	0.51	0.44	0.36	5.29			
Max IH	0.16	0.17	0.12	0.13	0.13	0.21	0.14	0.14	0.12	0.12	0.14	0.11			0.21	
Mean IH	0.112	0.128	0.095	0.098	0.094	0.112	0.1	0.103	0.078	0.102	0.11	0.09		0.102		
Min IH	0.07	0.11	0.07	0.06	0.07	0.06	0.06	0.08	0.06	0.08	0.09	0.07				0.06
<b>Treated Water / Cl Residual: Free Min = 0.45 - mg/L</b>																
Max OL	2.383	2.545	2.373	2.503	2.072	2.906	2.253	2.101	1.894	2.401	2.453	3.192			3.192	
Mean OL	1.79	1.847	1.817	1.694	1.476	1.552	1.493	1.48	1.395	1.697	1.784	1.742		1.647		
Min OL	1.108	1.141	1.307	0.988	0.966	0.939	1.017	0.929	0.948	1.05	1.018	0.85				0.85

**COUNCIL MEMORANDUM**

<b>Date:</b>	<b>January 16, 2024</b>
<b>To:</b>	<b>Council</b>
<b>From:</b>	<b>Councillor Markus Wand</b>
<b>Re:</b>	<b>Horse Hitching Post</b>

**Recommendation:**

That council direct staff to obtain costs for installing a hitching post in the area of Memorial Park, adjacent to Memorial Park Drive, for Amish patrons of Main Street businesses, to hitch their horses to while conducting business in the town.

**Background / Rationale:**

Hitching posts can currently be found at the lower level of the former Medical Centre and at Oshell's Valu-Mart. A business located on Powassan's Main Street has asked if the Municipality can install a hitching post in the area of memorial Park, so that there is a more centralized area where Amish customers can tie their horses when in town. Close to the water fountain may be of added benefit, so that the Amish can also water their horses.

**COUNCIL MEMORANDUM**

<b>Date:</b>	<b>January 16, 2024</b>
<b>To:</b>	<b>Council</b>
<b>From:</b>	<b>Councillor Markus Wand</b>
<b>Re:</b>	<b>Withdrawal from North Almaguin Planning Board</b>

**Recommendation:**

After a discussion in open council, direct staff to establish timelines for the Municipality to withdraw from the North Almaguin Planning Board (NAPB) and to have Powassan become its own planning authority

**Background / Rationale:**

The Municipality of Powassan is the only organized municipality as a member of the North Almaguin Planning Board (NAPB). After discussions with a local planner, their opinion is that Powassan can function more efficiently and expedite consent applications that go before the NAPB, than to stay in the Board.

Board members from Powassan apply planning decisions to surrounding unorganized municipalities and representatives from those unorganized municipalities apply planning decisions within Powassan’s jurisdiction. Common sense would dictate that we simply look after what happens within our boundaries and keep all decisions at the Council level and work completed by Municipality of Powassan staff.

In a rough survey of surrounding municipalities, fees paid to those that are their own planning authority are less than those fees charged by the NAPB for consent applications. Expediting and lowering the cost of consent applications will show that the Municipality is interested in fostering the responsible growth of our community and corresponding tax base.

December 8, 2023

MEMO TO:

Chairs and Board Members  
Police Services Boards  
Zone 1A

**RE: Gender-Based Violence and Intimate Partner Violence**

At our October 4<sup>th</sup> joint meeting with Zone 1A Chiefs, we received a presentation from Kathleen Jodouin, Executive Director, Victim Services of Nipissing District, on behalf of Ontario Network of Victim Service Providers. Kathleen shared some alarming statistics regarding Gender-Based Violence (GBV) and Intimate Partner Violence (IPV) in Ontario and Canada as a whole.

The Victim Services organization is now requesting that the provincial government declare both GBV and IPV to be epidemics. And further that the provincial and federal governments provide the necessary support to meaningfully address the GBV and IPV epidemic, including sustainable funding for Victim Services to respond to both GBV and IPV.

The organization also made a request of Zone 1A OACP and OAPSB, to consider passing resolutions declaring both GBV and IPV to be an epidemic.

Subsequently, at our Zone Board meeting on October 5<sup>th</sup>, we discussed proceeding with drafting up our own resolution and requesting the OAPSB Board consider doing the same. It was also recommended that as a first step that the North Bay Police Services Board (NBPSB) pass their own resolution first, as this matter has been initiated by the Victim Services of Nipissing District. The NBPSB has since done so and a copy of their resolution, recommendations and supporting comments are included below.

I have proceeded to forward the North Bay resolution to Lisa Darling, Executive Director, OAPSB, asking that it be reviewed by our Advocacy Committee and consideration given to having a resolution presented and passed by the OAPSB Board of Directors.

I am now seeking support from our Zone to consider passing our own resolution. Once we have a mover and seconder come forward, we will put the resolution to a vote.

In the meantime, if you have any questions or require additional information, please do not hesitate to contact me ([bhagborg77@gmail.com](mailto:bhagborg77@gmail.com) / 705.471.2956)

Thank you.



Bill Hagborg, Chair  
Zone 1A  
OAPSB



# NORTH BAY POLICE SERVICES BOARD



135 Princess Street W., P.O. Box 717, North Bay, ON, P1B 8J8  
[nbpsb@northbaypolice.on.ca](mailto:nbpsb@northbaypolice.on.ca) | 705-497-5555, extension 511

November 29, 2023

## BOARD RESOLUTION 105-2023: **Declaring Gender-Based Violence and Intimate Partner Violence an Epidemic in The City of North Bay** (passed October 17, 2023)

As per the following recommendations, summary and comments.

### **RECOMMENDATIONS**

The North Bay Police Services Board recommends that:

1. The Board declares a gender-based violence (GBV) and intimate partner violence (IPV) an epidemic in The City of North Bay.
2. The Board urges provincial and federal governments to rightfully declare intimate partner and gender-based violence an epidemic and enact the additional 85 recommendations from the inquest into the 2015 murders of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam in Renfrew County, Ontario, which provide a roadmap to preventing intimate partner violence from escalating to femicide.
3. The Board request the local Public Health Units declare intimate partner and gender-based violence an epidemic in their Districts.
4. The Board request the Ontario Association of Police Services Boards to declare a gender-based and intimate partner violence epidemic across the province.
5. The Board advocates that Femicide be added as a term to the Criminal Code of Canada and state its position to the Honourable Arif Virani, Minister of Justice and Attorney General Canada, and the Prime Minister of Canada.
6. The Board requests the provincial and federal governments to provide the necessary support to meaningfully address the gender-based violence and intimate-partner violence epidemic. Including sustainable funding for Victim Services to respond to GBV and IPV.
7. The North Bay Police Services Board forward this item to North Bay MP and MPP, and to Ontario's Associate Minister of Women's Social and Economic Opportunity.

### **SUMMARY AND COMMENTS**

In Canada, Women and Gender Equality Canada reported that 6.2 million women and girls aged 15 and over have reported experiencing abuse in the context of an intimate relationship. In addition to experiencing significant life disruptions such as the loss of community and financial strain, survivors of intimate partner and domestic violence risk housing instability and homelessness, risks of which are



compounded by the lack of affordable market housing, discriminatory financial assistance policies, and insufficient shelter spaces across Canada.

Women, girls, and gender diverse people living with disabilities, precarious immigration status, Indigenous women, and girls, racialized and newcomer women and girls, as well as trans and non-binary people, face increased levels of violence and are at greater risk of intimate partner violence. In the past three years, there has been a staggering rise in anti-2SLGBTQIA+ hate.

Femicide is defined by the Canadian Femicide Observatory for Justice and Accountability (CFOJA) as 'the killing of all women and girls primarily by, but not exclusively, men.' CFOJA found that between 2018 and 2022 one woman was killed every 48 hours in Canada, the majority of identified accusers have been male suspects. The Canadian Femicide Observatory for Justice and Accountability 2022 report revealed that 58 per cent of females were killed in urban areas.

The June 2023 Ontario Association of Interval and Transition Homes (OAITH) Femicide report, revealed that in just 30 weeks, 30 femicide victims lost their lives to gender-based violence.

Femicide is recognized by the United Nations as the most extreme form of violence and discrimination against women and girls. Femicide is a result of gender-based violence and 22 countries specifically reference it in their criminal legislation. Canada does not currently include the term femicide in their criminal legislation. The World Health Organization (WHO) identified Intimate Partner Violence (IPV) as a major global public health concern that affects millions of people and can result in immediate and long-lasting health, social and economic consequences.

Incidences of gender-based violence and intimate partner violence increased exponentially throughout the COVID-19 pandemic and have not decreased, while funding to provide the growing demand of services and support for victims and survivors of intimate partner and gender-based violence has not kept pace.

More than 30 municipalities and regions (including the City of Ottawa, Peel, Durham and Halton regions, Lanark County, Renfrew County) across Ontario have declared a gender-based violence and/or intimate partner violence epidemic. Declaring intimate partner violence an epidemic would be to declare the first of 86 recommendations of the inquest into the 2015 murders of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam in Renfrew County, Ontario. By declaring gender-based violence and intimate partner violence an epidemic, the North Bay Police Services Board can join the growing number of municipalities and Boards in Canada in demanding action from all levels of government to address this growing epidemic.



Bill Hagborg  
North Bay Police Services Board

**From:** [C Kneeshaw](#)  
**To:** [Allison Quinn](#)  
**Subject:** Re: 532 Main St, Powassan, ON POH 1Z0  
**Date:** December 28, 2023 5:21:59 PM

---

December 28, 2023

Dear Town Council

Kindly please consider assigning the building location of 532 Main Street in Powassan, Ontario to be deemed a historical site.

Thank you kindly.

Connie Kneeshaw

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The Corporation of the Township of Nipissing  
45 Beatty Street  
Nipissing ON P0H 1W0  
Telephone 705-724-2144 Fax 705-724-5385  
www.nipissingtownship.com

January 10, 2024

Municipality of Powassan  
250 Clark Street  
Powassan ON P0H 1Z0

Re: **Capital Repairs to Alsace Road, per Joint Jurisdiction Highway and Connecting Road Routine Maintenance and Repair Agreement, February 2020**

Dear Mayor McIsaac and Members of Council:

Please accept this written request for the Capital Repairs required for the portion of Alsace Road, per Schedule "B" of the above noted agreement as follow up to our original correspondence dated August 15, 2023.

The current gravel surface of the 2.5 km section of roadway received a gravel application funded by the Township of Nipissing in 2023. The 2023 Road Needs Study Report provided by D.M.Wills Associates Limited has indicated this project as a "NOW" priority and provided a budget amount for estimation purposes. We would like to schedule surface treatment and required construction in the 2024 Budget.

We request a meeting with representatives of the Municipality to discuss the Alsace Boundary Road project and the next steps to be taken on bridge replacement or repair for Hummel Bridge and Butterfield Bridge.

Thank you for your consideration of this matter. We look forward to our meeting.

Yours truly,

Tom Piper  
Mayor

Attachment: Page 16, 2023 Road Needs Study Report, D.M. Wills Associates Limited

**Table 5 – Township of Nipissing Capital Improvement Plan**

Sect. No.	Road Name	From	To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Surface Condition	Structural Adequacy	Condition Rating
<b>NOW Needs</b>										
7	ALSACE BOUNDARY	HEMLOCK ROAD	SKI HILL ROAD	2.13	400	Reconvert to LCB - including extensive digouts, ditching and culverts	\$475	8	16	80
158	WESTVIEW DRIVE	PINE DRIVE	SOUTH END	0.44	100	ST2A - Double Surface Treatment with Granular A	\$43	5	7	49
109	PINE DRIVE	MARION DRIVE	WALTONIAN DRIVE	0.40	150	ST2A - Double Surface Treatment with Granular A	\$40	5	7	63
110	PINE DRIVE	WALTONIAN DRIVE	NORTH END	0.10	50	ST2A - Double Surface Treatment with Granular A	\$9	5	7	56
111	PINE DRIVE	WESTVIEW DRIVE	WEST END	0.23	50	ST2A - Double Surface Treatment with Granular A	\$23	5	7	56
<b>1 - 5 Year Needs</b>										
79	JONES ROAD	SUNSET COVE ROAD	SOUTH END	0.55	100	ST2A - Double Surface Treatment with Granular A	\$54	6	10	55
2	ALSACE ROAD	WOLFE LAKE ROAD	STILLAR SIDE ROAD	4.54	400	ST2A - Double Surface Treatment with Granular A	\$451	6	9	68
157	WALTONIAN DRIVE	PINE DRIVE	TOWNSHIP BOUNDARY	0.52	150	PP1 - Pulverize and Pave 1 Lift	\$105	6	11	63
118	ROCKY SHORE DRIVE	BIRCHGROVE DRIVE WEST	PIKE BAY ROAD	0.65	200	ST2A - Double Surface Treatment with Granular A	\$64	6	10	56
77	HINCHBERGER BAY ROAD	PIKE BAY ROAD	NORTH END	0.68	100	ST2A - Double Surface Treatment with Granular A	\$68	6	11	72
120	RUTH HAVEN DRIVE	ALSACE ROAD	SOUTH END	0.83	50	ST2A - Double Surface Treatment with Granular A	\$82	6	10	55
104	PIKE BAY ROAD	ROCKY SHORE DRIVE	WEST END	0.40	100	ST2A - Double Surface Treatment with Granular A	\$40	6	10	59
<b>6 - 10 Year Needs</b>										
112	PINE DRIVE	WESTVIEW DRIVE	MARION DRIVE	0.28	150	ST2A - Double Surface Treatment with Granular A	\$27	6	12	70
1	ALSACE ROAD	STILLAR SIDE ROAD	STORIES ROAD	0.57	400	ST1 - Single Surface Treatment	\$20	7	14	76