

## **AGENDA**

Regular Council Meeting

Tuesday, February 6, 2024, 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**

6.1 Councillor Wendy Whitwell – Armour Township, Chair of Almaguin Community Economic Development (ACED)

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

7.1 Regular Council meeting of January 16, 2024

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

8.1 Powassan Maple Syrup Festival Committee minutes of January 24, 2024

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

9.1 District of Parry Sound Social Services Administration Board CAO’s Report of January 2024

9.2 Golden Sunshine Municipal Non-Profit Housing Corporation minutes of December 19, 2023

9.3 Powassan and District Union Public Library minutes of December 18, 2023

9.4 North Bay Mattawa Conservation Authority minutes of the Special Meeting of December 1, 2023

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

9.6 North Bay Mattawa Conservation Authority minutes of the Special Meeting of January 8, 2024

9.7 North Bay Mattawa Conservation Authority minutes of Source Protection Authority of August 16, 2023

**10. STAFF REPORTS**

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

10.2 Treasurer/Director of Corporate Services, B. Robinson – 2023 Budget Variance

**11. BY-LAWS**

- 11.1 Bylaw 2024-03 Special Events Bylaw
- 11.2 Bylaw 2024-04 To Adopt Human Resource Policy

**12. UNFINISHED BUSINESS**

- 12.1 Fowler Construction Company Limited - Connecting Link Multi Year Service Agreement
- 12.2 Mr. Avdeyev – Letter of Intent for McDonald Street

**13. NEW BUSINESS**

- 13.1 Councillor Wand – North Almaguin Planning Board Memorandum
- 13.2 Councillor Wand – Horse Hitching Post Memorandum
- 13.3 Minister of Natural Resources and Forestry Crown - Land Disposition in Northern Municipalities
- 13.4 Minister of Agriculture, Food and Rural Affairs – Rural Economic Development Program (RED)
- 13.5 Municipal Policing Bureau Commander, Ontario Provincial Police - OPP 2024 Annual Billing Statements

**14. CORRESPONDENCE**

- 14.1 Association of Ontario Road Supervisors - Municipal Equipment Operator Course
- 14.2 Ms. Linklater - Trout Creek and Area Pickleball Club
- 14.3 Enbridge Gas Inc. –Enbridge Gas 2024 rebasing application

**15. ADDENDUM**

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

**17. CLOSED SESSION**

- 17.1 Adoption of Closed Session Minutes of December 5, 2023
- 17.2 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.
- 17.3 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.
- 17.4 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.
- 17.5 Disposition of Land – Section 239(2)(c) of the Municipal Act and under Section 9(4)(c) of the Procedural Bylaw – matters regarding a proposed or pending acquisition or disposition of land by the Municipality.

**18. MOTION TO ADJOURN**



**ACED represents the first regionally focused, collaborative economic development services department in Almaguin.**



**Approximately \$9.4M has been invested in to economic development led projects and operations since 2014. 64% represents senior level government & partner contributions through grants.**



**ACED promotes regionally inclusive and collaborative action that reduces duplicated efforts, lowers shared costs, and delivers shared benefits to all partners. IE: More partners = less costs + shared value.**



**One department + three specialized staff members + shared direction from all member municipalities = maximum efficiency**



**ACED is integrated into the network of support agencies that helps communities and businesses achieve their goals.**

**Canada**



Federal Economic Development Agency for Northern Ontario

Agence fédérale de développement économique pour le Nord de l'Ontario

**Ontario**



**The Labour Market Group**  
Guiding partners to workforce solutions.

**tbc** the business centre  
NIPISSING PARRY SOUND

**iion** Innovation Initiatives  
Ontario North

**NORTH BAY & AREA**  
Rural and Northern Immigration Pilot

**EXPLORERS' EDGE**  
Naturally Adventurous

**Women's Own Resource Centre**

**Discovery Routes**  
There's no end to our trails

**Almaguin Highlands**  
CHAMBER OF COMMERCE

**EMPLOYMENT NORTH**



**Major focus areas for the ACED Department include:**



Business support and development



Community development support



Economic development & strategy



Regional marketing, promotion, and tourism support




Approved special events & projects

**A copy of the 2024-2027 ACED budget and projections has been included in the deputation package. Should municipalities wish to join ACED in 2024, contribution amounts will be calculated using the current contribution formula.**

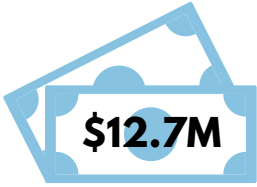
**Current operational supports include:**

**FedNor CIINO @ \$400 000 over 3 years, NOHFC Internship until June 2024**

## BUSINESS GROWTH & DEVELOPMENT HIGHLIGHTS



**590**  
Total Business Interactions



**\$12.7M**  
Known private sector investment supported\*

**80 jobs created\***

**80 jobs maintained\***

**17 workshops/events\***  
817 participants (business/individual)

## SIGNATURE & SPECIAL BUSINESS SUPPORT PROGRAM HIGHLIGHTS

### 2020 COVID-19 Support Programing

**PPE & Marketing Micro Grants**

**45** Businesses approved  
**\$25K** Disbursed

**Almaguin Delivers**

**18** Businesses engaged  
**590** Deliveries supported  
**\$5K** Disbursed

**Digital Main Street**

**130** Businesses Opted-In  
**458** Support Interactions  
**22** Grants Awarded

**BR&E Results**

**530** Businesses Contacted  
**88** Interviews Completed  
**44** Green Flags

**Almaguin Chamber**

**20%** Growth over 2023  
**5** Community Guides Supported

### Almaguin Ambassador Program 2022-2023



**41** Ambassadors Onboarded



**\$30K** Almaguin Marketing Partnership Funds Disbursed

### Staycation in Almaguin 2021



**128** Business Promoted



**\$37K** Invested in local businesses



**120** Events hosted

## COMMUNITY & REGIONAL PROJECTS HIGHLIGHTS



**5** Positions created and funded



**4** Strategies developed/ supported




**10** Community facilities projects supported




**\$5.02M** Total project funding secured

**Carpool Almaguin**




**9** Carpool Lots




**6** Marketing Efforts

**AHSS Engagement**



**92** Student Surveys Completed



**3** Students Accepted into Summer Company Program

## MARKETING HIGHLIGHTS



**\$351K in partner funds for Spotlight Almaguin Project**



[ExploreAlmaguin.ca](https://ExploreAlmaguin.ca) launched  
Growing regional digital presence



-44 unique content articles & videos hosted  
-16% year over year audience growth  
-Present on Facebook, Instagram, TikTok, and YouTube



-10 Shop Local Campaigns hosted over the 5 years  
**2023** -81 Businesses Supported  
-6,000+ Participants

\*2023 results are not included in these results as they are still being reviewed. Figures represent actual and projected data shared from partner support agencies pertaining to Almaguin business projects. ACED refers business clients to these organizations based on their needs and eligibility.



**2024 Budget Sheets - Actuals as of December 31st, 2023**

**Regional Economic Development**

**Operating Budget - Page 1**

GL Number	Description	2023 Actual	2023 Budgeted	2024 Department Estimate 8 partners	2025 Department Estimate 8 partners	2026 Department Estimate 8 partners	2027 Department Estimate 8 partners	Notes
	<b>Revenues</b>							
15-370-000	<b>Municipal &amp; Chamber Contributions</b>							
	Armour	(\$16,837.50)	(\$22,450)	(\$36,851)	(\$41,192)	(\$43,571)	(\$73,480)	
	Burk's Falls	(\$11,480.25)	(\$15,307)	(\$21,181)	(\$22,988)	(\$23,979)	(\$36,433)	
	Joly	(\$5,277.75)	(\$7,037)	(\$9,494)	(\$10,221)	(\$10,619)	(\$15,625)	
	Perry	(\$21,618.75)	(\$28,825)	(\$50,615)	(\$57,180)	(\$60,778)	(\$106,018)	
	Ryerson	(\$12,198.75)	(\$16,265)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	
	South River	(\$11,543.25)	(\$15,391)	(\$21,503)	(\$23,362)	(\$24,381)	(\$37,194)	
	Strong	(\$15,858.75)	(\$21,145)	(\$33,885)	(\$37,746)	(\$39,862)	(\$66,468)	
	Sundridge	(\$15,310.00)	(\$15,310)	(\$21,287)	(\$23,111)	(\$24,110)	(\$36,682)	
	Kearney	\$0	\$0	\$0	\$0	\$0	\$0	See Note 1
	McMurrich/Monteith	\$0	\$0	\$0	\$0	\$0	\$0	See Note 1
	Chamber of Commerce	(\$7,500.00)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	
	Total Municipal & Chamber Contribution	(\$117,625.00)	(\$151,730)	(\$209,816)	(\$230,800)	(\$242,300)	(\$386,900)	
15-370-005	Events contributions	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-370-008	Staycation contributions	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-371-000	CIINO Funding	(\$84,615.00)	(\$89,585)	(\$133,000)	(\$133,000)	(\$133,000)	\$0	See Note 2
15-371-002	FedNor - Harvest Spin/Staycation	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-371-003	FedNor - Implement Brand Strategy	(\$24,461.00)	(\$49,978)	(\$21,702)	\$0	\$0	\$0	
15-371-005	OBIAA Funding - Intern	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-371-007	NECO - Staycation Program	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-371-008	NECO - Regional Relief & Recovery	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-372-000	NOHFC Funding - Intern	\$0.00	\$0	(\$13,500)	\$0	\$0	\$0	See Note 3
15-372-001	NOHFC - Almaguin Harvest Spin	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-372-002	NOHFC - Almaguin Brand Strategy	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-372-003	RED - Implement Brand Strategy	(\$29,611.99)	(\$69,088)	(\$30,000)	\$0	\$0	\$0	
15-373-001	MHSTIC - Reconnect Grant	\$0.00	\$0	\$0	\$0	\$0	\$0	
15-377-000	From (to) Surplus - ACED	\$0.00	(\$39,247)	\$0	\$0	\$0	\$0	
	<b>Total Regional Economic Development revenues</b>	<b>(\$256,312.99)</b>	<b>(\$399,628)</b>	<b>(\$408,018)</b>	<b>(\$363,800)</b>	<b>(\$375,300)</b>	<b>(\$386,900)</b>	

## 2024 Budget Sheets - Actuals as of December 31st, 2023

### Regional Economic Development

#### Operating Budget - Page 2

GL Number	Description	2023 Actual	2023 Budgeted	2024 Department Estimate 8 partners	2025 Department Estimate 8 partners	2026 Department Estimate 8 partners	2027 Department Estimate 8 partners	
	<b>Expenditures</b>							
16-801-000	Salaries & Benefits	\$203,519.53	\$218,750	\$305,315	\$320,000	\$330,000	\$340,000	See note 4
16-804-001	Office Supplies	\$2,786.20	\$3,000	\$3,000	\$3,100	\$3,200	\$3,300	
16-804-002	Signage	\$111.43	\$2,000	\$2,000	\$2,000	\$2,100	\$2,200	See note 5
16-804-005	Audit & Accountant Fees	\$0.00	\$4,500	\$4,500	\$4,600	\$4,800	\$5,000	
16-804-007	Legal Fees	\$0.00	\$0	\$0	\$0	\$0	\$0	
16-804-010	Advertising & Promotion	\$2,402.36	\$4,500	\$4,500	\$4,600	\$4,800	\$5,000	
16-804-020	Telephone	\$1,535.21	\$2,500	\$2,500	\$2,600	\$2,600	\$2,700	
16-804-025	Website	\$0.00	\$2,000	\$2,000	\$2,000	\$2,100	\$2,200	See note 5
16-804-030	Events & Seminars	\$3,651.98	\$4,000	\$4,000	\$4,100	\$4,200	\$4,400	
16-804-040	Training & Workshops	\$3,681.39	\$4,000	\$5,000	\$5,100	\$5,300	\$5,500	See note 6
16-804-050	Travel	\$5,204.01	\$6,000	\$6,000	\$6,200	\$6,400	\$6,600	
16-804-065	Regional Projects	\$6,467.48	\$10,203	\$9,203	\$9,500	\$9,800	\$10,000	
16-804-066	Implement Almaguin Brand Strategy	\$89,655.48	\$138,175	\$60,000	\$0	\$0	\$0	See note 7
16-804-070	Transfer to EDC Reserve	\$0.00	\$0	\$0	\$0	\$0	\$0	
16-804-071	Staycation Program	\$0.00	\$0	\$0	\$0	\$0	\$0	
	<b>Total Regional Economic Development expenditures</b>	<b>\$319,015.07</b>	<b>\$399,628</b>	<b>\$408,018</b>	<b>\$363,800</b>	<b>\$375,300</b>	<b>\$386,900</b>	
	<b>Total Regional Economic Development</b>	<b>\$62,702.08</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

Notes:

Note 1 Contributions will be added if the municipality joins.

Note 2 FedNor grant should be completed by the end of 2026.

Note 3 The current internship agreement is in place until June, 2024.

Note 4 Reflects total salaries and benefits of 3 employees.

Note 5 This amounts is budgeted in case emergency support/work was required throughout the year.

Note 6 Increased to accommodate price increases for conference attendance; reallocated from 16-804-065

Note 7 Total does not reflect committed amounts (consultant services, etc). Some grant funds have been pushed to Jan/Feb 2024.

# ACED - 14 Partners

## Funding Option - Base contribution and portion of assessment, population and households

Organization	Base Contribution	2022 FIR Assessment - 33%	Population 2021 Census - 33%	Households 2021 Census - 33%	Share of balance budget	Share for a \$209,816 budget
Township of Armour	\$10,000	\$383,056,918	1,459	1,087	\$6,975	\$16,975.22
Village of Burk's Falls	\$10,000	\$81,749,000	957	523	\$3,013	\$13,012.95
Township of Joly	\$5,000	\$63,434,400	293	155	\$1,175	\$6,175.09
Township of Perry	\$10,000	\$487,288,000	2,650	1,710	\$10,683	\$20,683.31
Township of Ryerson	\$10,000	\$193,054,400	745	555	\$3,544	\$13,544.16
Municipality of Magnetawan	\$10,000	\$720,099,029	1,753	1,717	\$11,028	\$21,027.58
Township of Machar	\$10,000	\$267,296,600	969	875	\$5,043	\$15,043.03
Village of South River	\$10,000	\$72,457,400	1,101	510	\$3,125	\$13,125.30
Municipality of Powassan	\$10,000	\$341,236,424	3,341	1,381	\$9,966	\$19,965.64
Township of Strong	\$10,000	\$299,887,300	1,566	953	\$6,274	\$16,274.04
Village of Sundridge	\$10,000	\$106,570,400	938	458	\$3,020	\$13,019.59
Town of Kearney	\$10,000	\$384,664,209	974	1,195	\$6,528	\$16,528.28
Township of McMurrich/Monteith	\$10,000	\$235,351,800	907	735	\$4,442	\$14,441.81
Chamber of Commerce	\$10,000	n/a	n/a	n/a	\$0	\$10,000.00
<b>Totals</b>	\$135,000	\$3,636,145,880	17,653	11,854	\$74,816	\$209,816.00
<b>Total net expenditures</b>					<b>\$209,816.00</b>	

Note: Assessments are based on the 2022 FIR - Schedule 22A Line 9201 - Total taxable assessment.



**Regular Council Meeting**  
**Tuesday, January 16, 2024, at 6:30 pm**  
**Powassan Council Chambers**

**Present:** Peter McIsaac, Mayor  
Dave Britton, Councillor  
Leo Patey, Councillor

**Absent,  
With Regrets:** Markus Wand, Deputy Mayor  
Randy Hall, Councillor

**Staff:** A. Quinn, Clerk

**Presentation:** None.

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

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- 2024-01** Moved by: D. Britton Seconded by: L. Patey  
That the agenda of the Regular Council Meeting of January 16, 2024, with Items 13.4 and 13.5 removed, be approved. **Carried**
- 2024-02** Moved by: L. Patey Seconded by: D. Britton  
That the minutes of the Regular Meeting of Council of December 5, 2024, be adopted. **Carried**
- 2024-03** Moved by: L. Patey Seconded by: D. Britton  
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of October 17, 2023, be received. **Carried**
- 2024-04** Moved by: D. Britton Seconded by: L. Patey  
That the District of Parry Sound Social Services Administration Board's Chief Administrative Officer's Report dated December 2023, be received. **Carried**
- 2024-05** Moved by: D. Britton Seconded by: L. Patey  
That the minutes of the North Bay Mattawa Conservation Authority meeting of December 13, 2023, be received. **Carried**
- 2024-06** Moved by: L. Patey Seconded by: D. Britton  
That the minutes from the Powassan Police Services Board meeting, dated December 17, 2023, be received. **Carried**
- 2024-07** Moved by: D. Britton Seconded by: L. Patey  
That the minutes from the Powassan and District Union Public Library meeting of November 20, 2023, be received. **Carried**

**2024-08**

Moved by: D. Britton                      Seconded by: L. Patey

That the memo from Public Works Foreman, T. Tennant, regarding scrap metal at the Municipal landfill be received; and,

FURTHER that staff be directed to move forward with taking over scrap metal collection at the Municipal landfill as set out in T. Tennant's memo.

**Deferred**

**2024-09**

Moved by: L. Patey                      Seconded by: D. Britton

That the Human Resource Policy Manual Update be received; and,

FURTHER that staff be directed to draft a Bylaw for the updated Policy to be officially adopted.

**Carried**

**2024-10**

Moved by: D. Britton                      Seconded by: L. Patey

That Bylaw 2024-01, 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,

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

**Carried**

**2024-11**

Moved by: D. Britton                      Seconded by: L. Patey

That Bylaw 2024-02, being a Bylaw to provide for an interim Tax Levy for 2024,

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

**Carried**

**2024-12**

Moved by: D. Britton                      Seconded by: L. Patey

That Bylaw 2024-03, being a Bylaw to regulate special events on municipal highways,

Be **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 6th day of February 2024.

**Carried**

**2024-13**

Moved by: L. Patey                      Seconded by: D. Britton

That the Fire Dispatch Agreement between the Municipality of Powassan and West Parry Sound Health Centre be received; and,

FURTHER that the Mayor and Treasurer/Director of Corporate Services be given authority to execute the agreement.

**Carried**

**2024-14**

Moved by: D. Britton                      Seconded by: L. Patey

The Municipality of Powassan approves the application to the NOHFC for the 2024 Powassan Maple Syrup Festival for the funding amount of \$7,000.00; and,

FURTHER that the Municipality of Powassan confirms our commitment to cover our contribution towards the project in that amount of \$10,700.00 which will come from Vendor Fees and Donations and that we will cover any project cost overruns should they occur.

**Carried**

**2024-15** Moved by: D. Britton Seconded by: L. Patey  
That the notice of a public meeting on Wednesday, January 31, 2024, for the draft of the New Official Plan, be received. **Carried**

**2024-16** Moved by: L. Patey Seconded by: D. Britton  
That the Proclamation Request Form from the Alzheimer Society Sudbury-Manitoulin North Bay & Districts be received; and,  
  
FURTHER, that Mayor McIsaac and Council proclaim the month of January 2024 as National Alzheimer Awareness month in the Municipality of Powassan. **Carried**

**2024-17** Moved by: D. Britton Seconded by: L. Patey  
That the 2023 Annual Summary for the Powassan Drinking Water System, prepared by Ontario Clean Water Agency, be received.

**Recorded vote requested by:** Councillor L. Patey

Councillor Patey: Yea

Councillor Britton: Yea

Mayor McIsaac: Yea

**Carried**

**2024-18** Moved by: D. Britton Seconded by: L. Patey  
That the correspondence from Bill Hagborg, Chair of Zone 1A of the Ontario Association of Police Services Boards regarding Gender-Based Violence and Intimate Partner Violence, be received. **Carried**

**2024-19** Moved by: D. Britton Seconded by: L. Patey  
That the correspondence from Ms. Connie Kneeshaw regarding 532 Main Street in Powassan, be received. **Carried**

**2024-20** Moved by: L. Patey Seconded by: D. Britton  
That the correspondence from Mayor Piper of the Township of Nipissing regarding a meeting request to discuss capital repairs to Alsace Road and the Connecting Road Routine Maintenance and Repair Agreement dated February 2020, be received; and,

FURTHER that staff be directed to set up the meeting. **Carried**

**2024-21** Moved by: D. Britton Seconded by: L. Patey  
That Council now adjourns at 6:53 p.m. **Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**POWASSAN MAPLE SYRUP FESTIVAL  
COMMITTEE MEETING MINUTES  
JAN. 24, 2024**

**Call to order:**

Meeting called to order at 6:10 pm. with the following members in attendance:

Monika Gibbings / Mike Odrowski / Christine Wendover/ Lori Costello / Andy Straughan / Audrey & Dave Matthews / Paul Long / Angela Ashford / Mary Heasman

Municipal staff in attendance: Kim Bester

Call to Order – Moved by Andy / Seconded by Christine – **Carried**

1. Review of the November 23 ,2023 minutes – Moved by Lori Costello / Seconded by Christine – **Carried.**
2. **Correspondence** – NA
3. **Maple Producers** –
  - a) First Tapping – Andy advised that the Ontario Maple Syrup Products Provincial 1<sup>st</sup> Tapping will be on February 24<sup>th</sup> at Sugarstone Farms. The committee discussed whether or not a 1<sup>st</sup> Tapping should also take place at one of our local producers. It was decided that this annual event is good to promote the upcoming festival. Matthews Maple Sugar will host on March 9<sup>th</sup>. Matthews and Kim to coordinate invitations, etc. for this event.
  - b) Summer Tour – this event which takes place in North Bay between July 17-20- allows local members/producers to have their annual general meeting and also tour area sugar bushes and have producers provide information about practices that they currently have in place. Approximately 250-300 producers are expected to attend this event. Andy to follow up with the cost for the Powassan Maple Syrup Committee to potentially place an advertisement in the tour book for this event.
4. **New Business** –
  - a) Mascot options – the committee decided that the moose costume would be the preferred option. The maple leaves however need to be actually representative of maple sugar tree leaves. The committee would also like to see the Powassan Maple Syrup Festival logo on the back of the costume. The committee will have to wait until we receive notification of NOHFC or Fednor funding to move forward with the costume. If necessary, the costume could be created this year, but used beginning next year, if timelines don't allow enough time for it to be done this year.
  - b) The committee decided that this year Not for Profits will be asked to pay 10% of their NET revenues, up to a maximum of \$200. Kim to advise respective groups. Moved by Audrey Matthews / Seconded by Mary Heasman. **Carried**
  - c) Volunteers will be needed as follows:

- Offsite parking – three groups of 2 to cover 9 am to 4 pm (shifts of 2-2.5 hours). Mike to also be present at offsite parking areas throughout the day.
  - For set up and tear down of stage area (tents / stage / chairs for audience)
  - For assistance at Lumberjack show (clean up, etc.)
  - At Main St. (north of the Sportsplex) to ensure that vehicles do not try to drive around barricades.
  - On Clark St. to ensure that vehicles are not permitted to drive along Clark St. past the front of 250 Clark and access Edward St.
- d) 2024 Option to accept donations – two (2) jars will be placed – one at the Sportsplex at the Vendor coordinator table and one within 250 Clark (location to be determined), with signage indicating that donations will be graciously accepted to assist with the costs of putting on the festival.
- e) Kim advised that the OPP / EMS / Port a Potties and Buses have been booked. We have a face painter that we will place either at 250 or in the Sportsplex who will provide their services by donation. Angela to see if there is another face painter who would like to participate. The Fur Harvesters will have a display at 250 / N. Kunkel may do a butter making demo. M. Larivee will provide a black smithing demonstration. Other groups, including MNR may also be interested in participating. C. Nadrosky will do the sap boiling and stamped wood, and bring 3 antique tractors. We currently have almost \$9000 in vendor fees submitted. This is just under 50% of what last year's revenues were. Committee members suggested that donations provided for the stamped wood be put towards the festival.
- f) Monika will seek 4-5 buskers and situate throughout the festival grounds. The entertainment budget for the main stage was confirmed to be \$1500 again this year. Leo has confirmed with the laundromat operator that the entertainers will be able to access power in their building. Kim to coordinate with PW – where stages are to be placed – some leveling may be required given the slope of the area in front of the building.
- g) Sponsorship – Kim to provide sponsorship letters to Angela who will hand deliver for the most part. Some may also be mailed out.
- h) Radio Advertising – The committee felt it was important to have the radio advertising. Mike to discuss with the two stations to clarify specifics (i.e. how many radio stations ads will be on / when ads will be played / whether there is an opportunity for both stations to provide an MC, etc.) A CBC interview to be hopefully set up – with Leo as festival contact.
- i) Producer Remittances – The committee decided that this year producers will pay \$150 per 10x10 outside spot, and not provide a percentage of their revenues back to the festival. This will impact our budget by approximately \$1700.00.
- j) The committee wanted more information as to what New Ontario Brewing's participation in the festival might look like. The committee did not want to see beer being sold for consumption and had concerns about samples being provided. Kim to bring back additional information for the next meeting, further to discussions with New Ontario Brewing.
- k) Demographic and revenue information is required every year for funding applications. The following ideas were brought forth:



- Have volunteers count vehicles parked at the offsite parking lot,
  - Have attendees boarding buses at the parking counted
  - Have '2' maple baskets (one at 250 Clark and one at the Sportsplex) offer people the opportunity to win – if they provide their phone number and where they live.
  - Have vendor, not for profit groups and local business questionnaires submitted post festival to provide estimates of revenues earned at the festival.
  - Facebook demographic information can also be used to determine where festival ads/comments are coming from and/or where visitors have come from (post festival).
- l) NECO has provided \$2000 which will be used to buy a tent for the offsite parking lot, and benches / picnic tables or a bleacher. NOHFC has our funding application for \$8010 – we should receive a decision from them in February. Fednor’s Phase 2 application for \$7000 will be sent in this week.
- m) 2024 Draft Budget – the budget as is showed an estimated surplus of around \$500. It will be adjusted to account for the change to the Producer and Not for Profit organization’s remittance.

If funding is received – either from NOHFC/Fednor or both – the following additional items can be added to the festival:

- Wood carver - \$800
- Petting Zoo - \$2000-2500
- Costume - \$2000-2200
- Cooking with Maple demonstration - \$600
- Additional other items or attractions

Lori to reach out to Ray Ford re: sheep shearing demonstration / Andy to reach out to someone who may be able to do a Cooking with Maple demonstration.

## 5. Comments –

Kim to reach out to Hydro One to see if there is an option to have a large display here like we had several years ago.

Motion to end the meeting at 7:45 pm – moved by Mary Heasman, seconded by Lori Costello.  
**Carried**

Next meeting - Wednesday, Feb. 21<sup>st</sup>, at 6:10 in ???

Minutes approved by: \_\_\_\_\_  
 Mike Odrowski – Chair

Recorded by : \_\_\_\_\_  
 Kimberly Bester, Secretary

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District of Parry Sound



Social Services  
Administration Board

# **Chief Administrative Officer's Report**

*January 2024*

## 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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## Canada Mortgage and Housing Corporation (CMHC) Funding

The District of Parry Sound Social Services Administration Board and Canada Mortgage and Housing Corporation (“CMHC”) share a common goal of preserving existing affordable housing stock and housing Canada’s most vulnerable. CMHC recognizes the District of Parry Sound Social Services Administration Board as a critical partner.

We are pleased to share that we have accepted an offer of funding from CMHC which will allow us to complete necessary repairs to extend the life of our housing stock while improving the long-term sustainability of our units, through the National Housing Co-Investment Fund (“NHCF”).

CMHC has committed \$1,846,045 to support the repair and renewal of our social housing stock over the next three years. We would like to thank CMHC for their support and look forward to this renewed relationship.

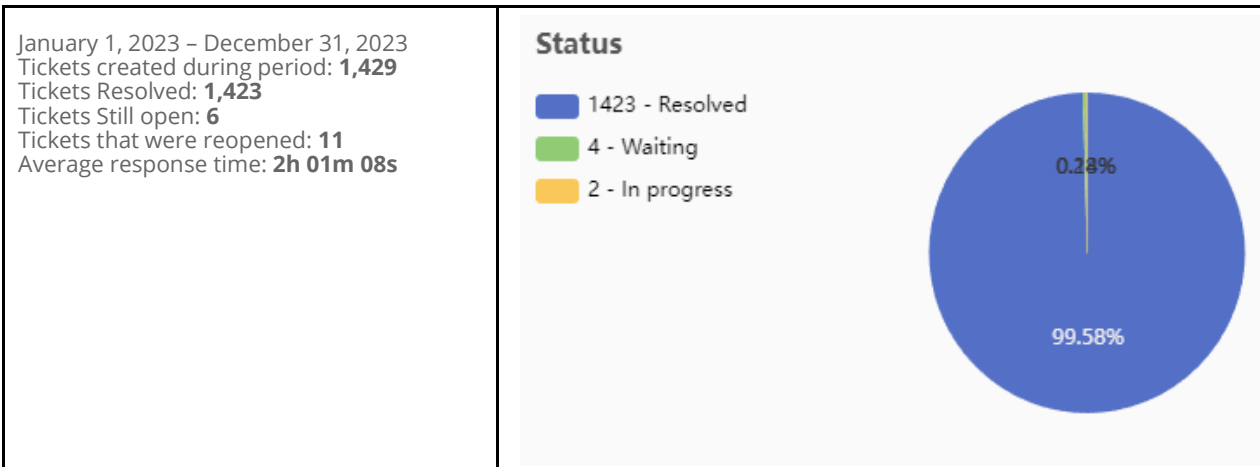
## Information Technology Update

During the last quarter of 2023 the I.T. Department focused on planning and deploying a new security solution for Esprit place. This solution focuses on the safety and security of our clients as well as the staff in both the Shelter and our main office at 1 Beechwood. Updated access controls have also been planned and will be implemented in the first quarter of 2024.

There was also a large focus on the migration to our newly implemented domain allowing us to move forward with further centralized controls of our network and application access. As security requirements continue to become more complicated, our goal is to make things as simple as possible for the staff to avoid user frustration, ticket volume increase and general technology fatigue.

As always, our support channels were busy. Over 2023, we saw the largest ticket volume on record. With 1,429 official support requests from January 1<sup>st</sup> to December 31<sup>st</sup> of 2023. Our ticket numbers reflect most requests though we still have several informal requests which we are working on capturing moving forward.

## 2023 Ticket Statistics (as of December 31, 2023)



## Human Resources Update

The last quarter of 2023 began to show some improvement in the recruitment landscape, as we were able to fill some key positions. We are hopeful that this will continue into 2024. Registered Early Childhood Educators and Counsellors for Esprit Place remain our biggest challenge.

We have filed our AODA compliance report, which is a legal obligation under the *Accessibility for Ontarians with Disabilities Act* and are happy to report that the DSSAB has met full compliance under the Act. We continue to look for opportunities to support applicants and employees with accessibility.

As we begin to prepare T4 information for the 2023 year, we are mindful of the new Canada Dental Care Plan T4/T4A boxes.

To support the administration of the new [Canadian Dental Care Plan](#), the following new boxes have been added to the tax slips beginning with the 2023 tax year.

- Box 45 on the [T4: Statement of Remuneration Paid](#)
- Box 15 on the [T4A: Statement of Pension, Retirement, Annuity and Other Income](#)

A corresponding reporting code (*not deduction*) will represent the dental coverage you **had access to** under our dental plan as of December 31<sup>st</sup> of the tax year. “Access” refers to the plan coverage available to you and not to your individual family status or the coverage you may have elected. For example, your T4 may be coded with a “3” even if you have no spouse or dependents.

Code	Access
1	Not eligible to access any dental care insurance or coverage of dental services of any kind
2	Payee only
3	Payee, spouse, and dependent children
4	Payee and their spouse
5	Payee and their dependent children

## Facebook Pages

A friendly reminder to follow our Facebook pages!



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

## Social Media

### Facebook Stats

<b>District of Parry Sound Social Services Administration Board</b>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>
Total Page Followers	474	478	490	500	513	521
Post Reach this Period (# of people who saw post)	3,789	4,010	2,249	4,112	2,667	4,324
Post Engagement this Period (# of reactions, comments, shares)	241	692	234	428	287	305

<b>Esprit Place Family Resource Centre</b>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>
Total Page Followers	131	131	132	133	133	151
Post Reach this Period (# of people who saw post)	29	203	62	55	92	5,743
Post Engagement this Period (# of reactions, comments, shares)	1	2	1	2	16	624

<b>DSSAB Twitter Stats</b> <a href="https://twitter.com/psdssab">https://twitter.com/psdssab</a>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>
Total Tweets	8	10	N/A	19	11	8
Total Impressions	291	301	56	229	206	167
Total Profile Visits	137	128	N/A	135	N/A	N/A
Total Followers	27	30	31	32	34	40

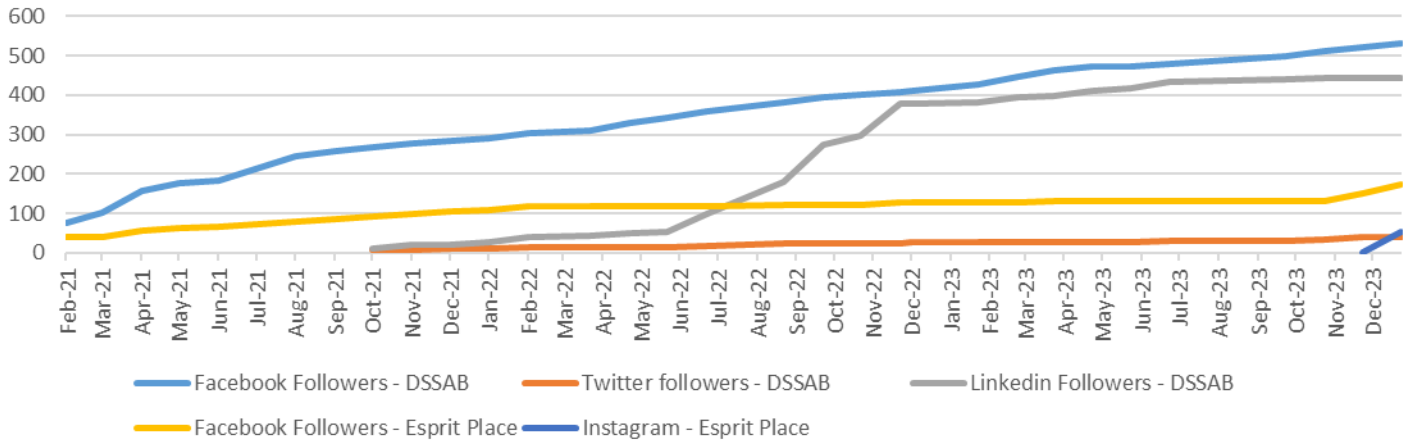
<b>DSSAB LinkedIN Stats</b> <a href="https://bit.ly/2YyFHIE">https://bit.ly/2YyFHIE</a>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>
Total Followers	416	434	437	441	444	444
Search Appearances (in last 7 days)	228	281	185	115	49	52
Total Page Views	41	56	33	22	49	48
Post Impressions	546	786	182	558	1,036	570
Total Unique Visitors	19	25	19	14	22	18

**NEW! Instagram - Esprit Place  
Family Resource Centre**  
<https://www.instagram.com/espritplace/>

**NOV  
2023**

Total Followers	0
# of posts	0

Social Media Follower - Trends



**Municipal Presentations**

Over the last couple of months, our Communications Officer and I have continued our visits to Municipalities as follows:

- November 6<sup>th</sup> – Seguin Township
- November 14<sup>th</sup> – Township of Carling
- November 14<sup>th</sup> – Municipality of Callander

At each meeting, we outlined the DSSAB’s programs and services and explaining to members of each Council how we can help members of their community. All Councils expressed their appreciation for the work done by DSSAB staff. These presentations were part of a series of Municipal presentations taking place over the next year.



### Sponsor-A-Family Program

This holiday season, we launched a ‘Sponsor-A-Family’ program. By donating gift cards, sponsors empowered the women we serve through Esprit Place to engage in the spirit of the season and purchasing for the needs of her family.

We would like to take a moment to thank each of the families, individuals, and even youth sports teams who rallied together to represent the true spirit of the season by becoming sponsors in our first holiday Sponsor-A-Family program. In less than two weeks we were able to find sponsors for all 12 families, and even received sponsorship for two additional families who required our services over the holiday season. We are so grateful for the continued generosity of this community.

**Esprit Place**

**SPONSOR - A FAMILY**  
*This holiday season*

- MOM BOY 8
- MOM GIRL 1 GIRL 11
- MOM BOY 1 GIRL 6
- SENIOR WOMAN
- SENIOR WOMAN
- MOM GIRL 18 BOY 16 BOY 11
- TEENAGE GIRL 17
- MOM GIRL 14
- MOM GIRL 9 BOY 10 GIRL 19
- MOM GIRL 6 GIRL 11
- MOM GIRL 14
- MOM GIRL 16 BOY 15 GIRL 14

To sponsor a family please call 705-746-7777 Ext 5264

**NORTH POLE**

Please purchase local gift cards for family use.  
Gift Card donations must be dropped off by December 15th.  
Call to arrange drop off location. Charitable tax receipt will be provided.

*Shelter Wish List*

Please call ahead to arrange drop off times and location 705-746-4800

- New clothes (socks, underwear, women’s leggings, hoodies, and t-shirts in all sizes)
- NEW linens (dishcloths, tea towels, facecloths, bath towels, single and double sized bed sheets and comforters, pillows)
- Hygiene items (hair products, soaps, lotions, face care, feminine hygiene products, make-up, nail polish, dental care products, razors, sunscreen)
- Household management supplies (toilet paper, paper towel)
- Baby & children’s products (diapers, lotions, bath/hair wash, baby wipes)
- Financial support or gift cards (gas, groceries, pharmacy, etc). Please call ahead 705-746-7777 Ext. 5125 to make arrangements.

**Esprit Place**

Due to storage and Infection prevention and control measures we are currently unable to accept furniture, large quantities of used clothing, used baby furniture or safety equipment or stuffed animals.

## Licensed Child Care Programs

### Total Children Utilizing Directly Operated Child Care in the District November 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	2	3	3	1	18	27
Toddler (18-30M)	10	7	9	21	27	74
Preschool (30M-4Y)	17	17	20	29	44	127
# of Active Children	29	27	32	51	89	228

Enrollment remained steady for the month of November with operating capacity at the child care center's being maxed out given the available staff. There remain some contract positions unfilled in the centre-based programs that is affecting full enrollment, and the Home Visitor west contract position remains unfilled. With the new Directed Growth Strategy from the Ministry of Education, we have been unable to commit to opening more Home Child Care premises until this year as funding for new spaces has been greatly reduced. We will be consulting with the Child Care Service Management team as we navigate the new ministry funding guidelines.

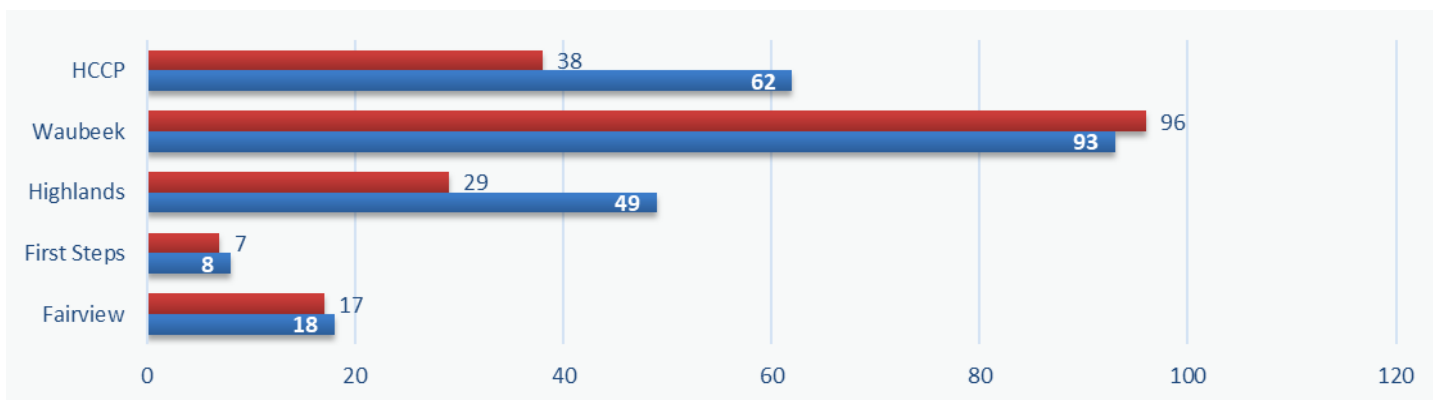
## School Age Programs November 2023

Location	Enrollment	Primary	Secondary
Mapleridge After School	26	7	0
Mapleridge Before School	11	0	0
Sundridge Centennial After School	13	0	0
Home Child Care	37	15	2
# of Active Children	87	22	2

These school age programs continue to be viable. The Sundridge Centennial program is currently at capacity. We are working with Mapleridge Public School to utilize an additional space at the school so we can separate the current group into two smaller groupings that can better meet the needs of the children. Mapleridge is also at licensed capacity and has created a waitlist.



## Directly Operated Child Care Waitlist by Program November 2023



The blue bar indicates the current number of children needing care now that cannot be accommodated. There is a notable shift in the ages needing care being equally divided among all three age groups. The red bar shows the number of children that will be needing care in future months. Waubeek has seen a significant increase in families calling to be placed on the waiting list as they are newly pregnant so children will hopefully be in care when parents are ready to return to work. Please note: these numbers may be duplicated as families are placing their children on multiple waiting lists.

## Inclusion Support Services November 2023

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	0	0
Toddler (18-30M)	0	11	11	21	1	0	0
Preschool (30M-4Y)	6	32	38	60	2	4	4
School Age (4Y+)	4	20	24	46	0	0	9
Monthly Total	10	63	73	-	3	4	13
YTD Total	12	80	-	132	40	41	32

The six Resource consultants have participated in and successfully completed certification to be trainers in Reaching In, Reaching Out which allows them to lead in-service workshops that model and teach resilience-building approaches for children under 8 years of age and their families. Specifically, adults are trained to role model thinking and coping strategies while simultaneously enhancing adult-child relationships. Resource Consultants will be available to use this new certification to support the capacity building of educators across the district beginning this year.

## EarlyON Child and Family Programs November 2023

Activity	November	YTD
Number of Children Attending	833	10,155
Number of New Children Attending	43	576
Number of Adults Attending	587	6,370
Number of Virtual Programming Events	10	49
Number of Engagements through Social Media	512	7,035
Number of Views through Social Media	9,845	99,712

On December 2<sup>nd</sup>, a Family Holiday party was held at the Sound Community Hub with 37 adults and 33 children in attendance. The adults and children engaged in Christmas activities along with a nutritious snack and an exciting visit from Santa. The Holiday party was held at the South River location on December 9<sup>th</sup>, with 16 adults and 13 children in attendance. The Virtual Facilitator position has now been filled and plans are under-way to add virtual educational and fun activities for both adults and children this year. We were able to increase our virtual events to 10 in November and are hopeful that attendance will increase as families become more aware of the virtual programming.

## Funding Sources for District Wide Childcare Spaces November 2023

Active	# of Children	# of Families	Funding Source - New	# of Children	# of Families
CWELCC*	74	73	CWELCC	6	6
CWELCC Full Fee	199	195	CWELCC Full Fee	3	3
Extended Day Fee Subsidy	1	1	Fee Subsidy	1	1
Fee Subsidy	37	28	Ontario Works	1	1
Full Fee	19	18	<b>Total</b>	11	11
Ontario Works	15	11			
<b>Total</b>	345	326			

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

## **Child Care Service Management Update**

The Ministry of Education has recently issued the 2024 Child Care Funding Guidelines, Allocations and Canada-Wide Early Learning Child Care Guidelines (CWELCC). Investments from the Government of Ontario and the Government of Canada in the child care and early years system will total more than \$3.9B for 2024. Funding will support the implementation of previously announced fee reductions, workforce supports and other measures. This investment represents an increase of \$42M over 2023.

Key changes to the funding guidelines include, updates on funding for cost escalation, additional funding for emerging issues, updates under Wage Enhancement Grant (WEG) and Home Child Care Enhancement Grant, updates on allocation holdbacks, adjustment to align to the calendar year, expiry of the one-time transitional grant, expiry of the Canada-Ontario Early Childhood Workforce Agreement, and the value-for-money audits. Please see Appendix A for more detail.

In 2024, the Ontario Child Care Workforce Strategy will be introduced. This strategy will support the recruitment and the retention of qualified professionals, help achieve system growth, and ensure increased access to high quality licensed child care in the province. The Ontario Child Care Workforce Strategy will continue the commitment to support Ontario's child care and early years professionals by implementing better wages and working conditions, supporting career laddering and entry to the profession, and building the profile of the profession by implementing new programs and building on existing initiatives.

## **Quality Assurance Update**

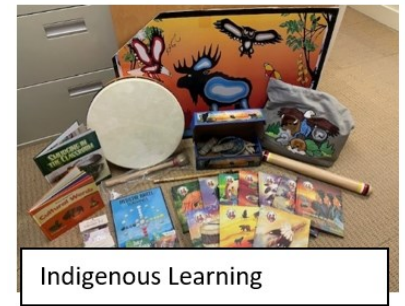
It's been a busy year for child care and the focus for Workforce Strategy and Quality Assurance was on providing ongoing support for educators in the field of early childhood education. Due to the continuing struggle with retention and recruitment of RECE's great effort and funding was put into maintaining and recruiting staff for child care programs around the district through the Become An ECE Campaign. The campaign centered on raising awareness and value of the ECE profession and supporting early childhood educators in the workforce with a focus on building capacity. Along with the campaign focus, effort was put into offering an array of professional learning opportunities and training to all educators to build on early learning skills and knowledge and promote a high-quality early learning environment.

In the spring to support the importance of professional development a full day training was offered to all early years and child care educators for the east and west Districts of Parry Sound. The focus for the training was to support the unique needs of the group with a focus on How Does Learning Happen, along with the importance of mental wellness and self-care.

In addition to training opportunities a resource lending library has been created for all early years and child care programs in the district. These resources will be made readily available for programs to access to assist in supporting the educators and leaders in the program both professionally and personally. The resources will support mental health, the learning environment, leadership & coaching, behaviour management, curriculum development and more.

During the months of September to December, a total of 31 EarlyON and Child Care programs were visited. During those visits a quality assurance assessment was completed. The assessments were used to provide an overall evaluation of observations during the visits as well as feedback to the Supervisors and educators at the centres. The assessment tool helps to measure the overall quality of the staff, learning environment and programming being provided. Following the visits, highlights and recommendations were provided and any necessary follow-up or changes were noted. All visits were successful and recommended changes have been initiated or recognized by the program Supervisors.

To enhance and build on existing Indigenous resources, two early learning kits have been created for the early years and child care programs to borrow. The kits are designed to assist and support educators in delivering the traditional teachings of the Indigenous culture and supporting the importance of an inclusive and diverse early learning environment. In addition, a beginner's smudging kit and prayer book have been purchased for each child care program.



Indigenous Learning



7 Grandfather Teachings



Beginners Smudging Kit

### Income Support & Stability Divisional Update

With the retirement at the end of October of our longtime Supervisor of Income Support in the Parry Sound Office, we have continued our integration of the Housing Stability and Ontario Works programs. Our former Supervisor of Housing Stability is now the Supervisor of Income Support & Stability and now oversees the Ontario Works and Housing Stability programs in West Parry Sound. Our former Supervisor of Income Support in the South River Office is now the Supervisor of Income Support & Stability for East Parry Sound. This change will continue to support the provision of integrated services for the clients we serve.

Income Support & Stability front line users' insightful recommendations have recently been launched in our Fiit Program. Go Live was December 11<sup>th</sup>. Their input led to some streamlined approaches to real time data entry, improved categorization features and functionality. These changes will empower the program to generate robust data that will enable our Leadership Team to effectively advocate with local municipal, provincial and federal levels of government for funding that will positively impact the District of Parry Sound and the people we serve.

The continued effort of building joint protocols between Income Support & Stability and Housing Services, Tenant Services and Esprit is a strategic initiative to minimize duplication, remove silos and foster a seamless client experience when working with any program at the DSSAB. Through this collaboration we have been able to streamline processes and enable an integrated approach to client services. Shared protocols enhance communications and information flow between Supervisors and front-line staff in each department while reducing and eliminating redundancies.

Income Support & Stability West have dedicated time to supporting the Esprit Women’s Shelter and their staff throughout the work week. This commitment is an integrated approach to work with the counselors at Esprit and the women grappling with the profound challenges associated with intimate partner violence. This approach allows the teams to combine their diverse expertise to address the multifaceted needs of these women. From counselling to legal assistance to transitional housing solutions, to accessing social assistance funds, this fosters trust and open communication between departments and the women accessing the services.

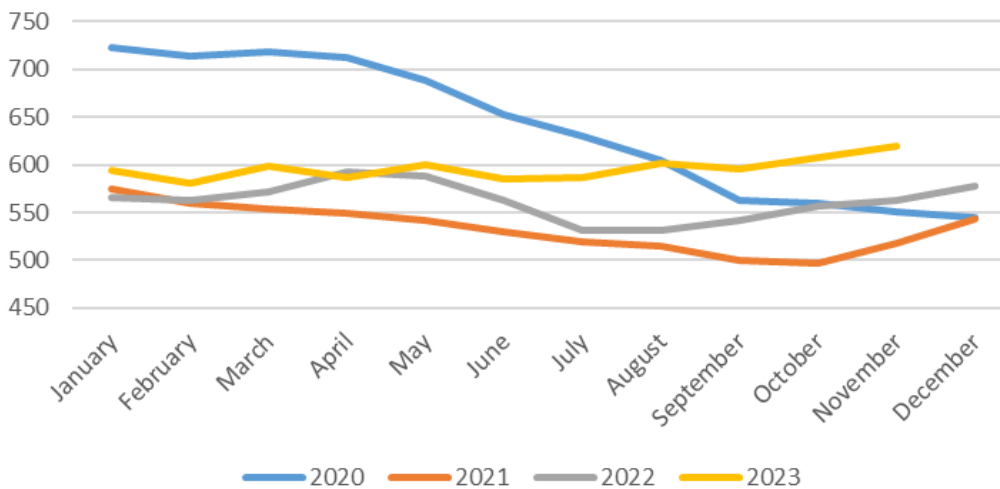
The Director of Income Support & Stability attended the OMSSA Policy Conference in Toronto from November 29<sup>th</sup> to December 1<sup>st</sup>. Some very informative plenaries included a panel discussion with the ADM’s from MCCSS, MEDU, MMAH and Health. Other relevant plenaries included an update on Employment Services Transformation and Supportive Housing hosted by Iain DeJonge.

Staff attended ‘Creating Amazing Customer Service’ training on November 14<sup>th</sup>.

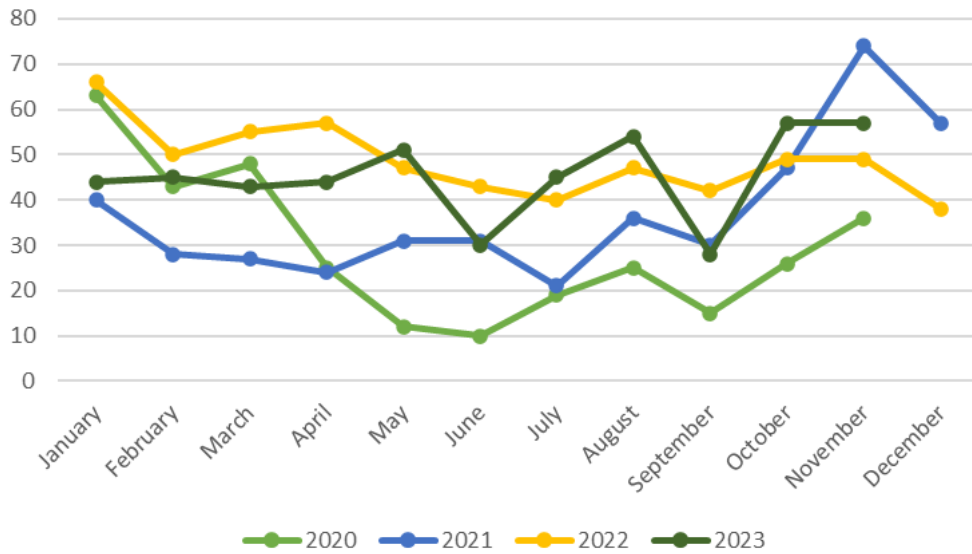
Many clients have benefited from the Orphan Clinics hosted by the Nurse Practitioner-Led Clinics over the past few months. The East Parry Sound team met with the NPLC team to discuss the challenges access to primary care is in this part of the district. We are grateful for the support and partnership of the NPLC’s to help address barriers for people working towards self-sustainability.

On November 7<sup>th</sup>, the Director of Income Support & Stability attended the DPSVAWCC meeting held in Parry Sound. As well, he also attended the Health and Social Services meeting on December 6<sup>th</sup> and the West Parry Sound Equity, Diversity and Inclusion meeting on December 12<sup>th</sup>.

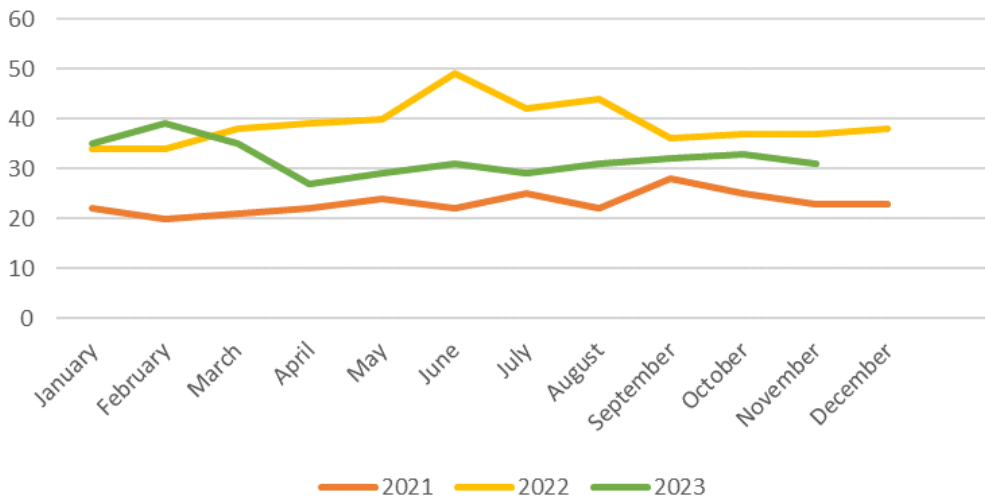
Ontario Works Caseload



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



## ODSP Participants in Ontario Works Employment Assistance

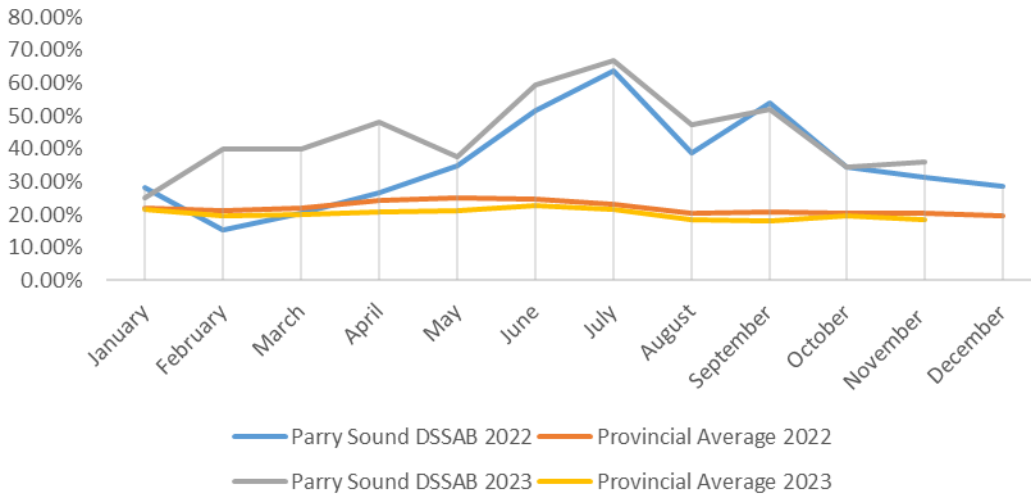




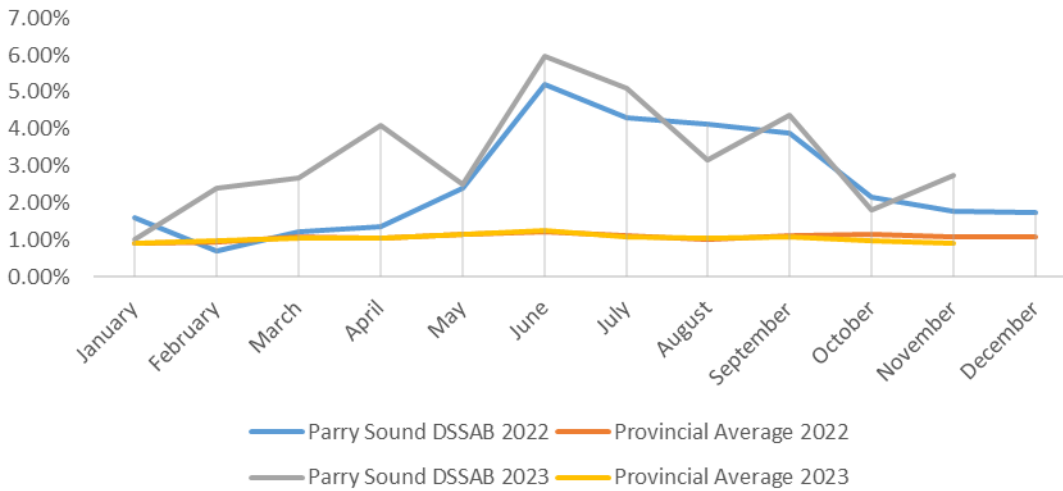
The OW Caseload as of the end of November was **619**. The number continues its slow upward climb we have seen month over month in 2023. We are supporting **31** ODSP participants in our Employment Assistance program. We also have **54** Temporary Care Assistance cases. Intake was steady month over month. We had **57** Ontario Works Applications (41 of those online through SADA).

### Employment Assistance & Performance Outcomes

% of Closures Exiting to Employment

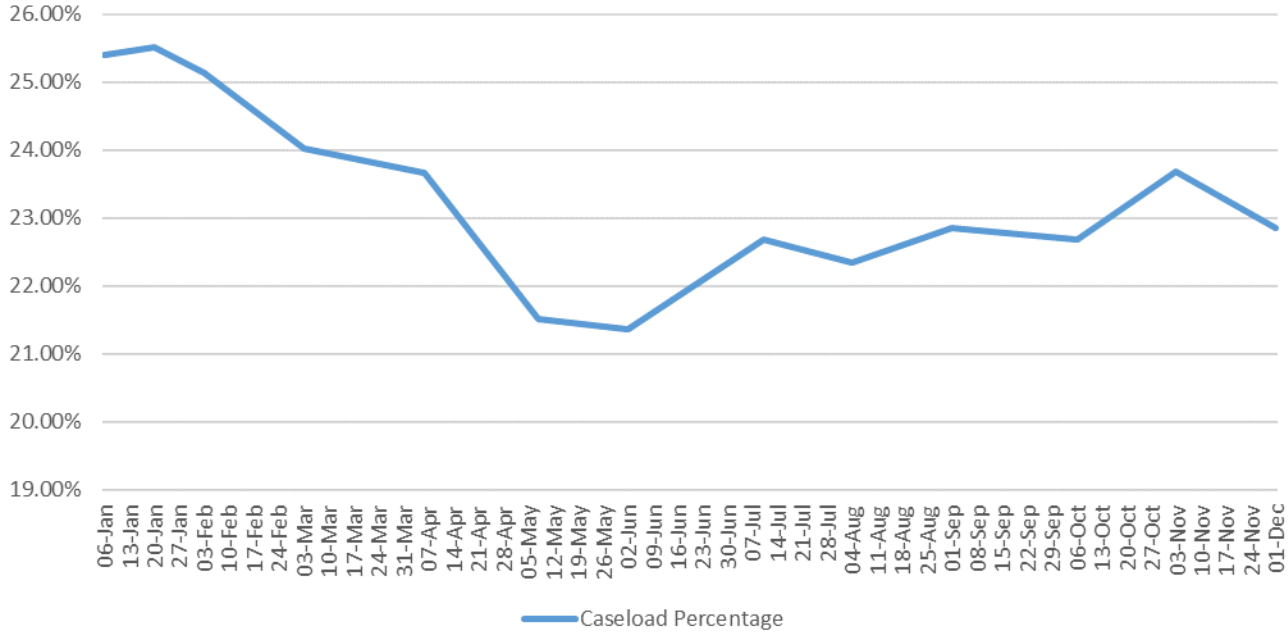


% of Caseload Exiting to Employment



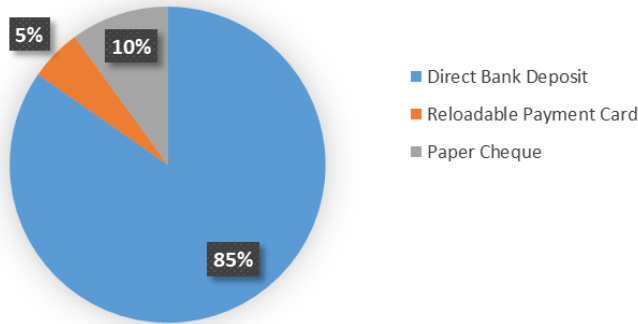
Our Employment Outcomes performance in November exceeded last years performance and continues to be well above the provincial average. These are great results considering the early start to the winter in our area. Additionally, we also exited 7.6% of the caseload for any reason in November.

### MyBenefits Enrollment 2023



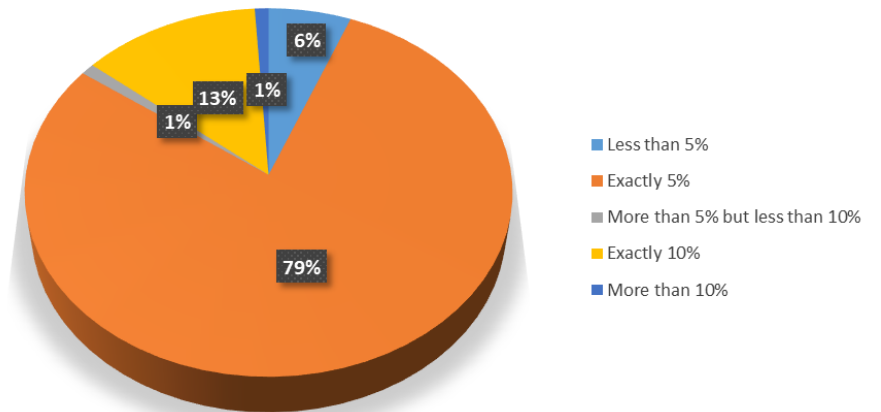
### DBD Enrollment

Payment Receipt Method  
November 2023



### Overpayment Recovery Rate

November 2023





## **Ontario Works Update**

Ontario Works implemented the Paperless By Default strategy initiated by the Ministry in November 2023. Ontario Works is already paperless and uses electronic documents management. The final part is aligning with the rest of the province and connecting the paperless strategy to clients already enrolled in my benefits. This means all statements including Direct Deposit will no longer print at the local office, they will be accessible for viewing on the MyBenefits app. This will help achieve accuracy in client records and a more sustainable and technologically friendly approach to delivering social assistance.

The Employment Placement program with Employment North has seamlessly connected job seekers with suitable employers and incentivized retention for employer and employee. Ontario Works has connected 10 people since the program started in 2022. Participants gain employment and the necessary tools to be successful. The partnerships between Ontario Works, Employment North and Employers offer ongoing support to contribute to sustained growth and career opportunities.

In preparation for Employment Services Transformation, we received approval for One-Time Funding to provide Transformational Case Management training to DSSAB staff. Blending Bridges Out of Poverty and Coaching Principles, the training will support staff to shift from a 'transactional' mindset to a 'transformational' mindset.

## 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.

November 2023 Income Source	East	West
Senior	4	14
ODSP	10	28
Ontario Works	4	21
Low Income	22	33

### 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.

November 2023 Income Source	East	West
Senior	13	19
ODSP	4	14
Ontario Works	7	15
Low Income	9	54

### Contact/Referrals

November 2023	East	West	YTD
Homeless	2	5	78
At Risk	2	4	107
Esprit Outreach Homeless	0	0	6
Esprit Outreach at Risk	0	0	10
Esprit in Shelter	2		22
Program Total	185		

### Short Term Housing Allowance

	Active	YTD
November 2023	2	42

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

November 2023 Income Source	Total	HPP
Senior	5	\$1,195.40
ODSP	15	\$3,517.42
Ontario Works	1	\$212.00
Low Income	6	\$3,650.01

November 2023 Reason for Issue	Total
Rental Arrears	\$453.51
Utilities/Firewood	\$1,344.04
Transportation	\$562.00
Food/Household/Misc	\$5,202.85
Emergency Housing	\$1,012.42
Total	\$15,261.42

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

November 2023 Income Source	Total	HPP
ODSP	8	\$4,508.44
Ontario Works	26	\$15,685.09
Low Income	1	\$454.26

November 2023 Reason for Issue	Total
Rental Arrears	\$1,897.00
Utilities/Firewood	\$4,015.29
Transportation	\$446.41
Food/Household/Misc.	\$558.85
Emergency Housing	\$13,730.25
<b>Total</b>	<b>\$20,647.79</b>

**By-Name List Data  
September 2021– November 2023**



**Housing Stability Update**

On November 28, 2023, staff attended a Seniors Connect Community Engagement hosted by Community Support Services in Pointe Au Baril.

On December 5<sup>th</sup>, the West Parry Sound Supervisor of Income Support & Stability attended a Community Partners meeting hosted in the Seguin Council Chambers. The goal was to discuss outreach from community services to the community.

Community Relations Workers created and planned very successful Income Support & Stability ID Clinics in East & West Parry Sound. They collaborated with Ontario Works to implement two separate clinics to target both sides of the district. The success of these clinics provided crucial identification to social assistance recipients, seniors and the vulnerable population. These clinics have not only provided essential identification but will also empower clients by opening doors to services and opportunities previously difficult to access without proper identification. This has a tangible impact on the lives of those we serve and moves them towards stability and inclusivity. Through open communication and shared commitment in the IS&S program, the idea evolved into a collaborative effort that surpassed our expectations.

## Housing Programs

### Social Housing Centralized Waitlist Report November 2023

	East Parry Sound	West Parry Sound	Total
Seniors	48	125	173
Families	134	445	579
Individuals	513	200	713
Total	695	770	1,465
Total Waitlist Unduplicated			470

### 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	12		3		
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	100	8	102	15	2

SPP = Special Priority Applicant

## Housing Programs Update

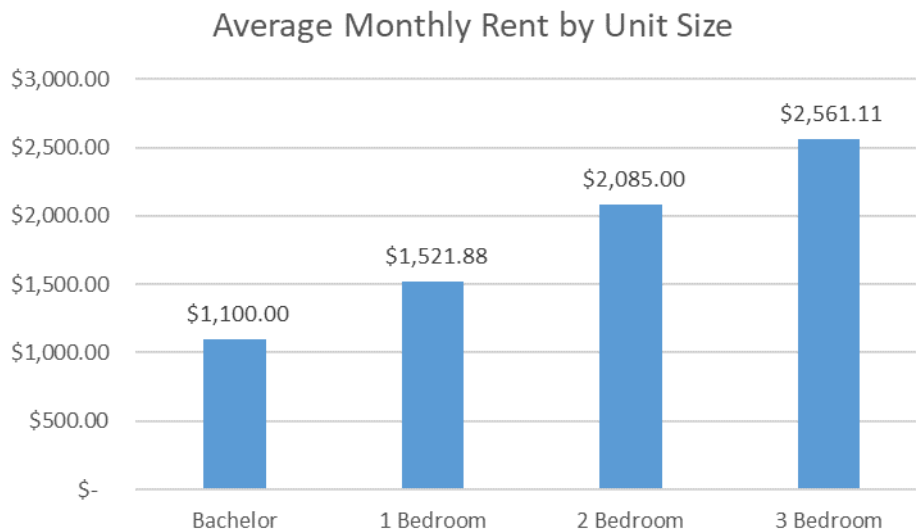
Housing Programs had a busy year. We saw a longtime team member retire, and a new team member join. Our team had the opportunity to participate in various trainings over 2023, one being an in-person training in Toronto which was a great networking experience. We're looking forward to new opportunities in 2024!

We have had a significant amount of "Ontario Renovates" 10-year loans start to fulfill their terms. These loans were allocated to eligible homeowners for home repairs such as work to foundations, wells, roofs, etc. There will be another 11 loans ending in 2024. In total, there were 15 loans discharged from the Ontario Renovates Home Repair program in 2023. Of those, 11 were considered "defaults", as they sold their home before the term of the loan ended. During a "default", the homeowner will pay back a portion of the loan to the DSSAB.

In 2023, Housing Programs saw an overall decrease of new social housing applications. Fortunately, we were able to process a significant number of applications for COHB (Canada Ontario Housing Benefit), which allowed those seeking affordable housing access to funding – applicants must obtain a rental agreement within the district before they can apply for COHB and must meet financial eligibility. Although we have reached our maximum COHB allocation and are suspended from submitting new applications until spring 2024, we continue to promote the program with community partners and take information from applicants.

In 2023, Housing Programs was able to process three separate "offers of accommodation" from the chronological waitlist for 66 Church. It has been several years since someone was housed based on their chronological application date. This is due to special priority placements on list, as well as internal transfers – two of those offered moved in during 2023, and one is scheduled to move in early 2024.

Housing Programs created and distributed a survey in the fall to local landlords and known developers via social media to gather information about local rental rates/trends and to determine what the average cost of rent would be for various sized units. The table below summarizes the average monthly rent of units posted online in the District of Parry Sound. It reflects the increase we're seeing in private market rents in our area, which directly correlates to the number of clients we've seen inquiring about COHB funding.



**Parry Sound District Housing Corporation  
November 2023**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	33
Move in	4	32
L1/L2 forms	0	5
N4 - notice of eviction for non payment of rent	2	11
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	13
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	2	65
No Trespass Order	0	1
Tenant Home Visits	23	205
Mediation/Negotiation/Referrals	17	185
Tenant Engagements/Education	6	95

## Tenant Services Update

Tenant Services spent the fall getting all remaining new leases out to tenants who weren't able to make it to the workshops we provided in the common rooms. As well as making efforts to connect with each family unit to understand the history, family dynamic, and needs of them, as the family units tend to be more difficult to connect with (children, jobs, busy people). We now understand there is some work to be done in re-building what seems like a bit of a lost relationship there (this is in our goals for the very near future to develop a strategy to address this).

We also pursued a "holiday cheer" campaign around the buildings, bringing crafting supplies, Christmas trees, ornaments, and treats to share space with our tenants. It was very well received, we had lots of participation and those who attended seemed to really enjoy their crafts they made and loved the cheerful atmosphere (complete with holiday favourite music of course!).

For the family units we delivered holiday goodie bags to each door to celebrate the season.



(photo consent provided)

At the end of 2023, we put our heads together to create goals, wishes, and hopes for 2024. Some of the brainstorming ideas that came forward are a formal tenant engagement strategy prioritizing working WITH and FOR our tenants toward successful outcomes in our buildings, as well as working collaboratively with partnering departments so that the customer experience is smooth and efficient. Calling in additional supports through the Ontario Works and Housing Stability programs, to assisting with reaching out for a recalculation of rent when a tenant's household composition or income changes, to transitioning through the housing stock when appropriate if a family unit is no longer needed after children grow and move out. More to come on that engagement strategy in months to come.

This past year we sadly experienced 9 deaths within our housing portfolio. The Tenant Services Team were available to support and provide referrals for the tenants as they mourned their neighbours.

**Property Maintenance  
November 2023**

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 7 units have been treated
Vacant Units	13	one-bedroom (8); multiple bedroom (5) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	8	one-bedroom market units available
After Hours Calls	8	Smoke detector defect, water leaking from upstairs, fire panel “trouble” alarm, bed bugs, power outage, furnace trouble, Bell Canada requiring access to mechanical room 4 staff participate in the on-call phone tree system
Work Orders	193	Created for maintenance work, and related materials for the month of November
Fire Inspections		Will provide in next month’s report

**Capital Projects  
November 2023**

- Architectural and structural inspections are currently underway for the planning phase of the Esprit Renovation project
- Roof replacement completed for a child care centre in Parry Sound
- Scheduled painters, and flooring replacement for our Parry Sound Office
- Software upgrade for Housing Operations continues

**Duplex Project Update**

South River: Drywall installation complete, main floor being prepared for flooring installation. Walls and ceilings have been primed with one coat of paint. Trim work has commenced. Bi-fold closet doors installed. Mudding and priming on-going at time of review. Occupancy timeline is on track for February 1<sup>st</sup>, 2024.

Burks Falls: Unit paver sidewalk and exterior siding complete. New front doors installed and capped. Insulation & strapping on basement perimeter walls installed. Two new steel columns with concrete slabs complete. Occupancy timeline is on track for March 2024.



**Esprit Place Family Resource Centre  
November 2023**

<b>Emergency Shelter Services</b>	<b>November 2023</b>	<b>YTD</b>
Number of women who stayed in shelter this month	11	111
Number of children who stayed in the shelter this month	6	49
Number of hours of direct service to women (shelter and counselling)	140	1,812
Number of days at capacity	5	85
Number of days over capacity	21	92
Overall capacity %	110%	85%
Resident bed nights (women & children)	331	2,624
Phone interactions (crisis/support)	32	309

<b>Transitional Support</b>	<b>November 2023</b>	<b>YTD</b>
Number of women served this month	12	137
Number of NEW women registered in the program	6	31
Number of public ed/groups offered	0	3

<b>Child Witness Program</b>	<b>November 2023</b>	<b>YTD</b>
Number of children/women served this month	28	188
Number of NEW clients (mothers and children) registered in the program	2	45
Number of public ed/groups offered	0	7

## **Esprit Place Family Resource Centre Update**

Esprit Place continues to be very busy supporting women and children fleeing violence, as well as women experiencing homelessness from across the District of Parry Sound. Our residential program remained at or over capacity for the duration of the fall and continued to be near capacity during the holiday season. Operationally we have begun to undertake a complete review and update of Esprit Place policies and procedures with a completion goal of mid-2024. We have also undergone a comprehensive review and upgrade of our security camera system, led by our IT Director. Cameras have been installed and activated and the next phase of the project will include enhanced access controls and a reviewing of current monitoring practices. This is a significant enhancement to our building that will ensure the ongoing safety and security of Esprit Place residents and staff.

As previously reported, CMHA has supported an Addiction's Counsellor to be present at the shelter a half day a week. This partnership has increased access to timely addiction and mental health support for our clients and has strengthened the relationship with this important community partner. As a direct result of the success of this arrangement, CMHA has also committed an additional Crisis Counsellor to work in the shelter for one half day bi-weekly. This individual will meet with all new residents to ensure that appropriate referrals are made to CMHA programs and partner programs across the district.

We are also prioritizing partnerships with other local community organizations to ensure Esprit clients have easy and timely access to support and resources. Esprit staff have been engaging with St. Mary's Church to arrange for Esprit clients and outreach clients to have comfortable and easy access to their boutique and free community meal programs, and Hope Pregnancy Centre will start delivering a Finance and Budgeting Program at Esprit Place for clients.

Although COVID-19 is no longer considered an emergency within the community, it, as well as other seasonal respiratory viruses continue to have an impact on shelter operations. Staff illness has created challenges with scheduling and has increased the demand for relief staff and management to secure appropriate operations. We are closely monitoring updates from our local Public Health Unit and have prioritized infection prevention and control measures within Esprit Place to try and mitigate the risk of outbreak.

The holiday season was very busy at Esprit Place. As usual, our community was very generous during the Christmas period. Last year was the inaugural year for our Sponsor-a-Family Campaign spearheaded by our incredible Communications Officer. We surpassed our goal of sponsorship for 12 families and were able to provide gift cards and small gifts to 14 families and individuals. We received support from throughout the community including, but limited to, local individuals, businesses, and hockey teams. In addition, Parry Sound EMS selected Esprit Place as a recipient of its toy drive, many local citizens donated cash, toys, gift cards, food, stuffed shoeboxes, and Zak's Clothing made a significant in-kind contribution of new women's clothing. These donations were used to ensure the women and children staying at Esprit Place, as well as many other families across the district had the Christmas season they deserved.

# Appendix A

**Ministry of Education**  
Early Years and Child Care  
Division

315 Front Street West, 11<sup>th</sup> Floor  
Toronto, ON M7A 0B8

**Ministère de l'Éducation**  
Division de la petite enfance et de la  
garde d'enfants

315, rue Front Ouest, 11<sup>e</sup> étage Toronto,  
ON M7A 0B8



**TO:** Consolidated Municipal Service Managers (CMSMs)  
District Social Services Administration Boards (DSSABs)

**FROM:** Holly Moran, Assistant Deputy Minister  
Early Years and Child Care Division

**DATE:** November 30, 2023

**SUBJECT:** 2024 Child Care, EarlyON Child and Family Centres, and Canada-wide  
Early Learning and Child Care Funding

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We continue to invest and make strides in our work together to deliver affordable, accessible and high-quality child care to Ontario's families. With that, and as promised in September, I am pleased to share the following to support municipal planning for 2024:

- 2024 Child Care Funding Allocations
- 2024 Child Care and EarlyON Child and Family Centres Service Management and Funding Guidelines (EYCC guidelines)
- 2024 Canada-wide Early Learning and Child Care System Guidelines (CWELCC guidelines)
- 2024 transfer payment agreement (to be shared under separate cover).

## **Investments**

Investments from the Government of Ontario and the Government of Canada in the child care and early years system will total more than \$3.9B for 2024. Funding will support the implementation of previously announced fee reductions, workforce supports and other measures. This investment represents an increase of \$42M over 2023.

\$1.6B is being invested in **pre-CWELCC child care programs**, including:

\$1.2B in general allocation and Child Care Expansion Plan  
\$26M in base funding for Licensed Home Child Care  
\$146M in Canada-Ontario Early Learning and Child Care funding  
\$203M in Wage Enhancement/Home Child Care Enhancement Grant funding

\$162M is being invested in **EarlyON Child and Family Centres**, including:

\$101M in provincial allocation  
\$61M in Canada-Ontario Early Learning and Child Care funding

\$2.1B is being invested in **CWELCC**, including:

- \$1.9B for fee reductions and workforce compensation
- \$28M for CMSM/DSSAB CWELCC administration
- \$66M for space creation
- \$75M for emerging issues
- \$85M for start-up grants

\$34.5M in **other investments**, including:

- \$25.5M for off-reserve Indigenous-led Child Care, and Child and Family Programming; and
- \$9M for mental health programs over three years, from 2022-23 to 2024-25.

## **Key changes**

### **A. Updates on funding for cost escalation**

The ministry recognizes that licensees may be subject to cost escalation beyond their control (e.g., rent increases, inflation). The ministry has included cost escalation funding of approximately **\$235M** to support licensees. CMSMs/DSSABs should provide cost escalation funding to licensees using updated cost escalation factors. Refer to Section 7 of the 2024 CWELCC guidelines for more information.

### **B. Additional funding for emerging issues**

In addition to the cost escalation funding, the ministry is also allocating an additional **\$75M** to support emerging issues for CWELCC-enrolled licensees. CMSMs/DSSABs are required to implement a fair and transparent process (such as through an application) to allocate this funding to licensees who demonstrate that their revenue for eligible spaces (including routine funding, fee reduction, wage enhancement, workforce compensation, cost escalation and parent fees) is insufficient to support the licensees' non-discretionary costs. This funding is a new and separate allocation under the 2024 transfer payment agreements.

The ministry will be seeking to gain an early understanding of uptake of this component of the program. CMSMs/DSSABs must report funding commitments by **Monday, February 5, 2024**. See attached template. Refer to Section 8 of the 2024 CWELCC guidelines for more information.

### **C. Updates under Wage Enhancement Grant (WEG) and Home Child Care Enhancement Grant (HCCEG)**

The ministry has increased the hourly wage maximum for WEG and HCCEG to help close the gap between RECEs in the education sector and eligible RECEs in licensed child care settings. The new hourly wage maximum for WEG is \$30.59 per hour, for full HCCEG is \$305.90 per day and for partial HCCEG is \$183.54 per day.

### **D. Updates on allocation holdbacks**

For 2024, the ministry has removed the 5 per cent holdback policy on all allocations. In its place, the ministry will withhold a portion of CWELCC funding equal to the difference between a CMSM's/DSSAB's fee reduction allocation calculated at full licensed capacity versus calculated at assumed targeted operating capacity.

CMSMs/DSSABs will still have flexibility within their CWELCC allocation to provide funding up to the licensees' targeted operating capacity. To access additional funding to support operating capacity beyond the assumed targeted operating capacity (and up to full licensed capacity), CMSMs/DSSABs will be required to demonstrate that space occupancy exceeds the assumed targeted operating capacity.

#### **E. Adjustment to align to the calendar year**

For 2024, an adjustment is being made to realign the allocation with the cash payment stream. As the January 2024 fee reduction and workforce compensation amounts totaling **\$161M** are included in the December 2023 payments, these amounts are not part of the 2024 allocations as they will have already been provided. The adjustment will be applied to monthly payments (from January to December).

#### **F. Expiry of the one-time transitional grant**

In 2021 and 2022, the ministry introduced changes to provincial administrative funding, specifically the requirement to cost share all provincial child care administration funding at a rate of 50/50 and reducing the allowable administrative funding threshold from 10% to 5%.

Considering the impacts of the COVID-19 pandemic and the significant changes to the system introduced by CWELCC in 2022, the ministry provided a transitional grant to CMSMs/DSSABs for 2023 to support CMSMs/DSSABs while they found efficiencies and adjusted their administrative cost structures. After three years of funding, over which the ministry has invested a total of \$220M to help stabilize the system during exceptional circumstances, the one-time transitional grant will be discontinued for 2024.

#### **G. Expiry of the Canada-Ontario Early Childhood Workforce Agreement**

In August 2021, the governments of Ontario and Canada signed the Early Childhood Workforce Agreement (WFA), which provided Ontario with about \$150M in one-time federal funding to support the recruitment and retention of the early childhood workforce. The Agreement was amended in September 2022 to permit completion of the initiatives by March 2023. In recognition of the workforce supports in the CWELCC Agreement the early years and child care workforce support provided through the WFA will not continue in 2024.

#### **H. Value-for-money audits**

CMSMs/DSSABs who directly operate child care centres are required to retain independent advice (e.g., third-party services) and conduct a value-for-money audit on their direct delivery of child care services.

The purpose of the value-for-money audit is to determine whether provincial funding is being used efficiently and effectively by directly operated centres, and whether the child care services could be offered by a third-party provider instead. The audit report, recommendations and management responses should be posted publicly.

## **Other important information**

### **Recently announced Ontario Child Care Workforce Strategy**

The Ontario Child Care Workforce Strategy was announced on November 16, 2023. The Workforce Strategy will support the recruitment and the retention of qualified professionals, help achieve system growth, and ensure increased access to high-quality licensed child care in the province. The ministry is working on the implementation of the Workforce Strategy and will be communicating further details in the coming months.

### **EarlyON Child and Family Centres**

To support EarlyON Child and Family Centres in delivering mandatory core services that are responsive to local needs, the ministry has provided clarification in the guidelines around eligible expenses for light meals or snacks for EarlyON program participants.

The ministry has also made updates to emphasize the critical role that EarlyON staff play in the early identification of child development concerns and in connecting families to specialized services.

### **Clarification on CWELCC recoveries**

On September 8, the ministry distributed an additional Q&A document to provide greater clarity on the 2023 CWELCC System Update materials shared in late May and early June 2023. CMSMs/DSSABs are encouraged to review the ministry's expectations related to recoveries upon year-end reconciliation.

Specifically, as part of the year-end financial review and reconciliation process with licensees, CMSMs/DSSABs must ensure CWELCC funding is used to support the actual eligible costs incurred by licensees and, when vacancies on eligible spaces lead to cost avoidance, CMSMs/DSSABs should work with licensees to identify savings related to those avoidable costs and recover up to 52.75% of such savings (which is the government contribution towards the base fee).

### **Upcoming CWELCC funding approach**

The ministry continues to work on finalizing a new child care funding approach that aims to integrate current child care funds into the new CWELCC funding formula. Information about a new funding approach will follow later providing sufficient time to support a smooth implementation.

Thank you for your ongoing support and valuable feedback. We look forward to working together to support the sector, children and families. If you have any questions, please contact your Early Years Advisor or Financial Analyst (contact list can be found on the [ministry website](#)).

Sincerely,

*Original signed by*

Holly Moran

Assistant Deputy Minister  
Early Years and Child Care Division  
Ministry of Education

c: Early Years Advisors, Programs and Service Integration Branch  
Financial Analysts, Financial Accountability and Data Analysis Branch

Attachments:

- 2024 Child Care and EarlyON Child and Family Centres Service Management and Funding Guidelines
- 2024 Canada-wide Early Learning and Child Care System Guidelines
- Appendix A - 2024 Child Care Funding Allocations
- Appendix B - 2024 EarlyON Funding Allocations
- Appendix C - 2024 CWELCC Funding Allocations
- Update on Emerging Issues Funding Application and Commitment Status

## Appendix A - 2024 Child Care Allocations - November 2023

CMSM/DSSAB	General & Expansion Plan	Base Funding for LHCC	ELCC	Wage Enhancement/ HCCEG Allocation	Wage Enhancement/ HCCEG Administration	Total 2024 Allocation
Corporation of the City of Brantford	9,126,763	276,000	1,185,133	1,693,976	37,715	12,319,587
City of Cornwall	8,708,005	82,800	1,126,970	923,745	28,688	10,870,208
City of Greater Sudbury	17,273,496	82,800	1,852,751	2,453,982	74,227	21,737,256
The City of Hamilton	52,846,466	1,062,600	6,596,529	8,043,346	173,244	68,722,185
Corporation of the City of Kawartha Lakes	5,592,631	-	739,627	782,322	12,787	7,127,367
Corporation of the City of Kingston	9,796,154	124,200	1,254,808	2,051,745	48,969	13,275,876
Corporation of the City of London	36,333,311	503,700	4,432,442	7,433,193	138,538	48,841,184
City of Ottawa	89,056,946	5,637,300	10,157,636	17,315,818	427,663	122,595,363
Corporation of the City of Peterborough	9,413,247	420,900	1,154,180	1,617,246	35,467	12,641,040
Corporation of the City of St. Thomas	6,813,722	124,200	891,469	1,039,792	23,484	8,892,667
Corporation of the City of Stratford	4,801,979	55,200	587,148	574,255	16,300	6,034,882
City of Toronto	352,916,564	5,927,100	41,731,704	42,629,943	1,026,399	444,231,710
Corporation of the City of Windsor	33,057,378	255,300	4,218,571	5,132,145	120,513	42,783,907
Corporation of the County of Bruce	4,521,375	165,600	535,280	813,338	19,882	6,055,475
Corporation of the County of Dufferin	3,759,359	69,000	455,304	793,783	15,082	5,092,528
Corporation of the County of Grey	6,137,923	262,200	762,884	1,241,082	26,853	8,430,942
Corporation of the County of Hastings	9,448,337	289,800	1,237,322	1,457,072	30,635	12,463,166
Corporation of the County of Huron	3,935,532	103,500	482,763	639,342	14,097	5,175,234
Corporation of the County of Lambton	13,158,792	262,200	1,143,226	1,596,663	39,848	16,200,729
County of Lanark	4,644,761	269,100	605,366	825,900	19,385	6,364,512
County of Lennox & Addington	4,100,333	138,000	518,888	481,237	12,413	5,250,871
County of Northumberland	4,965,276	62,100	601,605	821,020	16,098	6,466,099
County of Oxford	6,513,824	110,400	849,012	683,980	25,458	8,182,674
County of Renfrew	6,511,697	110,400	806,028	946,049	20,157	8,394,331
County of Simcoe	29,210,741	434,700	3,663,080	5,737,618	129,548	39,175,687
County of Wellington	15,095,994	262,200	1,665,414	2,269,753	47,707	19,341,068
District Municipality of Muskoka	4,032,912	103,500	530,005	487,107	12,932	5,166,456
Corporation of the Municipality of Chatham-Kent	12,633,111	-	1,096,970	1,272,777	27,809	15,030,667



## Appendix A - 2024 Child Care Allocations - November 2023

CMSM/DSSAB	General & Expansion Plan	Base Funding for LHCC	ELCC	Wage Enhancement/ HCCEG Allocation	Wage Enhancement/ HCCEG Administration	Total 2024 Allocation
The Corporation of Norfolk County	6,582,196	103,500	867,364	813,007	14,523	8,380,590
Regional Municipality of Durham	45,688,270	565,800	5,177,387	11,384,624	206,003	63,022,084
Regional Municipality of Halton	34,588,450	552,000	3,924,710	11,771,714	264,648	51,101,522
Regional Municipality of Niagara	31,963,872	476,100	3,677,031	4,648,461	125,170	40,890,634
Regional Municipality of Peel	127,844,409	2,277,000	15,743,085	18,953,608	358,473	165,176,575
Regional Municipality of Waterloo	38,613,750	2,566,800	4,452,080	6,625,142	168,830	52,426,602
Regional Municipality of York	95,807,207	662,400	11,304,394	23,694,245	477,074	131,945,320
United Counties of Leeds & Grenville	5,842,227	75,900	758,861	1,241,599	27,590	7,946,177
United Counties of Prescott & Russell	6,726,103	186,300	863,639	1,439,107	33,790	9,248,939
Algoma District Services Administration Board	4,515,682	-	515,203	383,196	14,300	5,428,381
District of Cochrane Social Service Administration Board	8,972,668	117,300	1,086,659	905,394	24,432	11,106,453
District of Nipissing Social Services Administration Board	8,668,803	248,400	1,058,703	1,444,375	31,692	11,451,973
District of Parry Sound Social Services Administration Board	4,854,482	165,600	593,629	220,112	10,358	5,844,181
District of Sault Ste Marie Social Services Administration Board	6,436,864	165,600	768,168	869,126	20,671	8,260,429
District of Timiskaming Social Services Administration Board	6,229,165	131,100	642,820	604,506	12,679	7,620,270
Kenora District Services Board	6,697,964	-	720,451	192,051	14,935	7,625,401
Manitoulin-Sudbury District Social Services Administration Board	6,378,476	27,600	612,576	341,882	6,767	7,367,301
Rainy River District Social Services Administration Board	3,497,313	-	382,780	182,358	3,058	4,065,509
District of Thunder Bay Social Services Administration Board	12,699,898	82,800	1,521,867	1,218,236	34,705	15,557,506
<b>PROVINCIAL TOTAL</b>	<b>1,227,014,428</b>	<b>25,599,000</b>	<b>145,553,522</b>	<b>198,690,972</b>	<b>4,471,596</b>	<b>1,601,329,518</b>

## Appendix B - 2024 EarlyON Allocations - November 2023

CMSM/DSSAB	EarlyON (Provincial)	ELCC	2024 Mental Health Allocation	Total 2024 Allocation
Corporation of the City of Brantford	1,432,827	859,143	39,345	2,331,315
City of Cornwall	1,163,873	697,874	31,960	1,893,707
City of Greater Sudbury	2,334,900	1,400,037	64,116	3,799,053
The City of Hamilton	4,164,475	2,497,074	114,356	6,775,905
Corporation of the City of Kawartha Lakes	779,879	467,625	21,415	1,268,919
Corporation of the City of Kingston	2,002,192	1,200,541	54,980	3,257,713
Corporation of the City of London	2,736,837	1,641,043	75,154	4,453,034
City of Ottawa	6,984,799	4,188,178	191,803	11,364,780
Corporation of the City of Peterborough	903,198	541,569	24,802	1,469,569
Corporation of the City of St. Thomas	792,933	475,453	21,774	1,290,160
Corporation of the City of Stratford	645,691	387,164	17,731	1,050,586
City of Toronto	19,211,462	11,519,445	527,547	31,258,454
Corporation of the City of Windsor	2,520,651	1,511,414	69,217	4,101,282
Corporation of the County of Bruce	658,488	394,838	18,082	1,071,408
Corporation of the County of Dufferin	556,069	333,427	15,270	904,766
Corporation of the County of Grey	748,878	449,037	20,564	1,218,479
Corporation of the County of Hastings	1,023,529	613,721	28,106	1,665,356
Corporation of the County of Huron	594,068	356,210	16,313	966,591
Corporation of the County of Lambton	1,610,950	965,947	44,237	2,621,134
County of Lanark	657,601	394,307	18,058	1,069,966
County of Lennox & Addington	596,599	357,729	16,383	970,711
County of Northumberland	606,732	363,804	16,661	987,197
County of Oxford	765,754	459,157	21,028	1,245,939
County of Renfrew	957,858	574,345	26,303	1,558,506
County of Simcoe	2,727,528	1,635,462	74,898	4,437,888
County of Wellington	1,429,141	856,931	39,244	2,325,316
District Municipality of Muskoka	593,558	355,905	16,299	965,762
Corporation of the Municipality of Chatham-Kent	931,366	558,460	25,575	1,515,401
The Corporation of Norfolk County	759,467	455,386	20,855	1,235,708
Regional Municipality of Durham	3,215,086	1,927,808	88,286	5,231,180

## Appendix B - 2024 EarlyON Allocations - November 2023

CMSM/DSSAB	EarlyON (Provincial)	ELCC	2024 Mental Health Allocation	Total 2024 Allocation
Regional Municipality of Halton	2,986,367	1,790,664	82,006	4,859,037
Regional Municipality of Niagara	2,872,468	1,722,370	78,878	4,673,716
Regional Municipality of Peel	8,541,154	5,121,389	234,540	13,897,083
Regional Municipality of Waterloo	2,968,255	1,779,804	81,508	4,829,567
Regional Municipality of York	6,661,019	3,994,035	182,912	10,837,966
United Counties of Leeds & Grenville	718,874	431,046	19,740	1,169,660
United Counties of Prescott & Russell	1,314,350	788,103	36,092	2,138,545
Algoma District Services Administration Board	805,037	482,710	22,106	1,309,853
District of Cochrane Social Service Administration Board	1,464,873	878,357	40,225	2,383,455
District of Nipissing Social Services Administration Board	1,480,481	887,715	40,654	2,408,850
District of Parry Sound Social Services Administration Board	799,262	479,247	21,948	1,300,457
District of Sault Ste Marie Social Services Administration Board	1,120,716	671,996	30,775	1,823,487
District of Timiskaming Social Services Administration Board	753,552	451,840	20,693	1,226,085
Kenora District Services Board	1,130,027	677,578	31,031	1,838,636
Manitoulin-Sudbury District Social Services Administration Board	1,058,489	634,683	29,066	1,722,238
Rainy River District Social Services Administration Board	778,552	466,830	21,379	1,266,761
District of Thunder Bay Social Services Administration Board	1,665,104	998,418	45,724	2,709,246
<b>PROVINCIAL TOTAL</b>	<b>101,224,969</b>	<b>60,695,819</b>	<b>2,779,639</b>	<b>164,700,427</b>

## Appendix C - 2024 CWELCC Allocations - November 2023

CMSM/DSSAB	Fee Reduction and Workforce Compensation - Base Funding	Fee Reduction and Workforce Compensation - 2024 Directed Growth	Fee Reduction and Workforce Compensation - Additional Operating Capacity Holdback	Emerging Issues Funding	Start-up Grants	Administration	January 2024 Funding included in the 2023 Transfer Payment Agreement	Total Allocation
	Corporation of the City of Brantford	13,113,580	496,577	1,392,020	514,729	268,000	302,130	1,079,014
City of Cornwall	6,276,379	-	638,470	237,251	-	202,462	554,030	6,800,532
City of Greater Sudbury	18,694,312	130,274	2,301,973	961,066	70,000	379,658	1,443,454	21,093,829
The City of Hamilton	74,525,572	981,093	6,555,684	2,815,585	1,459,000	1,015,592	6,622,692	80,729,834
Corporation of the City of Kawartha Lakes	5,616,706	259,985	319,966	212,609	473,000	168,867	473,506	6,577,627
Corporation of the City of Kingston	14,266,158	199,798	1,956,360	563,455	469,000	278,034	1,302,986	16,429,819
Corporation of the City of London	60,395,471	2,586,875	4,321,232	2,309,207	4,004,000	827,501	5,047,373	69,396,913
City of Ottawa	152,274,371	2,161,826	20,063,960	5,987,155	3,745,000	2,205,882	14,965,359	171,472,835
Corporation of the City of Peterborough	15,183,959	337,180	910,049	563,760	562,000	297,311	1,265,931	16,588,328
Corporation of the City of St. Thomas	8,499,295	294,477	601,334	322,349	403,000	207,072	617,291	9,710,236
Corporation of the City of Stratford	7,306,513	372,091	576,697	283,242	359,000	197,364	549,489	8,545,418
City of Toronto	449,570,111	24,398,822	33,500,937	18,261,242	25,165,000	4,926,605	36,065,227	519,757,490
Corporation of the City of Windsor	38,508,355	908,974	4,577,420	1,509,474	1,512,000	713,934	3,286,009	44,444,148
Corporation of the County of Bruce	7,297,843	511,531	617,681	289,135	1,164,000	191,287	612,223	9,459,254
Corporation of the County of Dufferin	8,375,150	360,998	468,238	315,806	690,000	192,335	684,850	9,717,677
Corporation of the County of Grey	7,844,246	282,872	451,944	294,351	290,000	195,338	585,104	8,773,647
Corporation of the County of Hastings	14,266,015	179,235	1,255,200	743,171	382,000	280,199	1,049,099	16,056,721
Corporation of the County of Huron	4,442,204	71,803	441,847	170,037	210,000	154,968	391,385	5,099,474
Corporation of the County of Lambton	13,128,251	530,729	1,471,049	519,116	237,000	270,281	1,133,889	15,022,537
County of Lanark	7,589,769	115,731	796,467	291,705	301,000	193,103	735,122	8,552,653
County of Lennox & Addington	4,534,350	365,921	383,332	181,282	658,000	158,460	362,035	5,919,310
County of Northumberland	6,062,686	148,423	834,783	241,747	317,000	181,788	476,876	7,309,551
County of Oxford	6,456,078	1,267,215	726,759	289,924	2,672,000	223,485	554,902	11,080,559
County of Renfrew	7,688,747	307,313	489,597	291,146	434,000	185,700	577,420	8,819,083
County of Simcoe	49,453,422	2,245,515	4,846,005	1,940,074	2,768,000	793,975	4,171,323	57,875,668
County of Wellington	22,151,852	1,554,076	1,303,728	1,095,750	3,172,000	378,401	1,751,699	27,904,108



## Appendix C - 2024 CWELCC Allocations - November 2023

CMSM/DSSAB	Fee Reduction and Workforce Compensation - Base Funding	Fee Reduction and Workforce Compensation - 2024 Directed Growth	Fee Reduction and Workforce Compensation - Additional Operating Capacity Holdback	Emerging Issues Funding	Start-up Grants	Administration	January 2024 Funding included in the 2023 Transfer Payment Agreement	Total Allocation
	District Municipality of Muskoka	3,594,352	175,515	549,942	148,214	71,000	144,840	277,669
Corporation of the Municipality of Chatham-Kent	11,197,345	272,044	1,809,088	455,589	213,000	258,338	1,011,125	13,194,279
The Corporation of Norfolk County	6,783,836	225,951	415,738	254,772	379,000	182,277	548,612	7,692,962
Regional Municipality of Durham	92,693,910	1,528,250	8,568,033	3,526,763	742,000	1,304,678	8,625,908	99,737,726
Regional Municipality of Halton	115,554,366	690,578	13,104,260	4,895,665	-	1,364,395	10,567,161	125,042,103
Regional Municipality of Niagara	41,121,289	3,982,730	4,444,632	1,860,436	7,699,000	792,090	3,371,103	56,529,074
Regional Municipality of Peel	198,739,505	11,048,177	21,283,669	7,928,131	15,395,000	2,478,695	16,282,568	240,590,609
Regional Municipality of Waterloo	88,076,743	2,687,921	9,371,341	3,435,698	3,870,000	1,357,760	7,797,343	101,002,120
Regional Municipality of York	210,816,980	1,705,754	28,187,536	8,258,844	2,198,000	2,480,581	20,149,578	233,498,117
United Counties of Leeds & Grenville	8,114,082	255,752	441,199	302,309	364,000	199,179	671,638	9,004,883
United Counties of Prescott & Russell	10,084,927	29,251	1,327,297	392,561	91,000	259,805	852,777	11,332,064
Algoma District Services Administration Board	2,798,670	183,801	477,458	118,711	77,000	133,176	241,289	3,547,527
District of Cochrane Social Service Administration Board	7,129,337	173,403	888,741	281,052	147,000	199,808	650,392	8,168,949
District of Nipissing Social Services Administration Board	11,190,225	50,169	787,706	608,499	91,000	241,575	897,484	12,071,690
District of Parry Sound Social Services Administration Board	3,158,493	169,978	151,924	119,413	30,000	122,211	246,905	3,505,114
District of Sault Ste Marie Social Services Administration Board	6,981,974	206,583	276,114	395,926	332,000	183,604	607,428	7,768,773
District of Timiskaming Social Services Administration Board	2,853,299	37,943	-	99,200	105,000	121,303	246,311	2,970,434
Kenora District Services Board	5,273,091	708,572	212,325	212,518	1,317,000	168,657	435,491	7,456,672
Manitoulin-Sudbury District Social Services Administration Board	1,871,386	62,499	122,120	70,542	35,000	122,560	154,820	2,129,287
Rainy River District Social Services Administration Board	1,634,501	101,821	266,903	68,732	210,000	108,312	151,983	2,238,286
District of Thunder Bay Social Services Administration Board	9,198,851	171,597	1,182,083	362,060	212,000	204,208	837,309	10,493,490
<b>PROVINCIAL TOTAL</b>	<b>1,862,388,557</b>	<b>65,537,623</b>	<b>185,670,841</b>	<b>75,000,000</b>	<b>85,362,000</b>	<b>27,549,784</b>	<b>160,983,182</b>	<b>2,140,525,626</b>

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The Golden Sunshine Municipal Non-Profit Housing Corporation  
Minutes of the Board of Directors Meeting  
2023-13

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Tuesday December 19, 2023

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday December 19, 2023.

Present: Bernadette Kerr, Mieke Krause, Leo Patey, Tom Piper, Dave Britton, Calvin Young & Amber McIsaac, Property Manager.

Regrets: Nancy McFadden

1. Call to order

**Resolution No. 2023-75**– Moved by Tom, seconded by Dave that the meeting was called to order at 9:30 am. Carried

2. Additions to Agenda – none

3. Approval of the Agenda

**Resolution No. 2023-76**– Moved by Tom, seconded by Dave that the agenda be adopted as presented.

4. Conflict of Interest Disclosure – Leo Patey, Employer listed on 7.b) November Transaction Reports

5. Approval of the Minutes from the November 21, 2023 board meeting

**Resolution No. 2023-77**– Moved by Tom seconded by Leo that the minutes from the board meeting on November 21, 2023 were adopted as presented.

**6. Business arising**

**a) Nipissing Representative**

The GSMNP welcomed Calvin Young to the GSMNP Housing Corporation as appointed by Nipissing Township.

**b) Building Condition Assessment**

Amber received an email from Pinchin stating they have updated the following errors; vehicle parking stated 152 vehicles, no ceramic floor tiles in apartments, and wood siding not vinyl. Board

members noted no other changes were needed and advised Amber for a copy of the new BCA with changes before they can approve the final draft.

#### **c) OPHI – COCHI Projects**

OPHI Year 4 2022-2023 spread sheet of all invoices were presented to the board. A vacuum and carpet cleaner were purchased with the remaining funding, rounding out the total amount of funding received after GST rebate to \$84,000.

2023-2024 Ontario Priorities Housing Initiative (OPHI) funding announcement was received from the District of Parry Sound Social Services Administration board. Amber advised to move forward with \$64,000 of funding to be used towards replacing and repairing core building systems and subsystems. Projects to be discussed at the January meeting after getting more clarification from the DSSAB.

#### **d) Capital Funding Projects**

Amber presented the board the final financials for the Make up Air and Retaining wall project and a discussion took place.

#### **d) Maintenance Contract**

**Resolution No. 2023-78** Moved by Dave, seconded by Mieke to that the GSMNP accepts the Maintenance Contract as presented for contractor Tool Box Tim with changes to be effective as of January 1, 2024.

### **7. Correspondences**

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

Amber advised that the Pines will be taking part in the Energy Affordability Program through Enbridge. All units were assessed and some units qualified for upgrades to older appliances. A full list of upgrades will be forwarded to the GSMNP in February. Amber also followed up with World Source and advised they will attend a meeting in 2024 with the board.

#### **b) Financials**

**Resolution No. 2023-79** Moved by Tom, seconded by Calvin that the board approves the November 2023 Transaction Report as presented. Carried

**Resolution No. 2023-80** Moved by Tom, seconded by Leo that the board approves the November 2023 Income Statement as presented. Carried

### **8. Next Board Meeting – January 16, 2024**

**9. Adjournment - Resolution No. 2023-81**— Moved by Tom, seconded by Kal that the board meeting be adjourned at 10:52 am. Carried

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

  
\_\_\_\_\_  
Property Manager, Amber Mclsaac



**Powassan & District Union Public Library**  
**Minutes for Monday, December 18, 2023 – 6:00 p.m.**  
**Board Meeting @ Library**

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

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.	CEO
<b>3. General Consent Motion: Present the general Consent Motion for December 2023, which includes:</b> a) Approval of December 18, 2023 Agenda b) Approval of Minutes from the November 20, 2023 meetings c) Approval of the November 2023 Financial Statements d) Approval of the Library Reports – November 2023	<b>Motion: 2023-36:</b> That the General Consent Motion for December 2023 be adopted as presented  <b>Moved by: Steve Kirkey</b> <b>Seconded by: Brenda Lennon</b>	
<b>4. Disclosure of pecuniary interest</b>	None	none
<b>5. General Business</b>  a) NOHFC – Update	Probability of success is high, just need to wait for final outcome	NOHFC

<p>b) Musical Instruments Library – Update</p> <p>c) Strategic Plan – Update</p> <p>d) Grant Updates</p> <p>e) 2023 Highlights</p> <p>f) Motion to transfer \$1,200 from Operational account to Maintenance Reserve GIC</p>	<p>Will start promoting in early January</p> <p>Leo Patey will continue to try to contact Dave Sadd for cost estimate for helping with Strategic Plan</p> <ul style="list-style-type: none"> <li>- OTF – still waiting for outcome</li> <li>- PLOG – Received</li> <li>- Canada Summer Job – apply for 2 summer student – deadline Jan 14 2024</li> <li>- Hydro Grant – deadline Jan 19</li> <li>- YCW – potential</li> </ul> <p>Laurie Forth volunteered to help with grant writing, which is much appreciated</p> <p>Marie went through the Highlights of 2023. Year-end review/highlights/annual report will be sent out at end of year.</p> <p><b>Motion: 2023-37:</b> That the Library Board approves the transfer of \$1,200 from the Operational Account to the Maintenance Reserve GIC.</p> <p>Moved by: <b>Leo Patey</b> Seconded by: <b>Debbie Piper</b></p>	<p>Leo Patey</p> <p>Laurie Forth</p> <p>CEO</p>
<p><b>6. Correspondence</b></p>	<p>Letter and motion from Nipissing</p> <ul style="list-style-type: none"> <li>- Letter informing of donation of \$75 in memory of Doug Walli</li> <li>- Motion R2023-225 in support of the Ontario Government increasing PLOG</li> </ul>	



<p><b>8. Closed Meeting</b></p>	<p><b>Motion 2023-40:</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 at 7:15pm.  <b>Moved by:</b> Leo Patey  <b>Seconded by:</b> Bernadette Kerr  <b>Result:</b> passed</p> <p><b>Motion 2023-41:</b> that the PDUPL move out of a session closed to the public at 7:27pm  <b>Moved by:</b> Brenda Lennon  <b>Seconded by:</b> Steve Kirby</p> <p><b>Result:</b> passed</p>	
<p><b>9. Adjournment</b></p>	<p><b>Motion 2023-42:</b> that the December 18, 2023 meeting be adjourned at 7:28pm  <b>Moved by:</b> Steve Kirby</p> <p><b>Result:</b> passed</p>	<p>Next meeting  <b>January 15, 2024</b></p>

Chairperson: *Kristine Martin*  
 Kristine Martin, Chair

Secretary: *Marie Rosset*  
 Marie Rosset, CEO

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
MINUTES  
of the**

**SPECIAL** meeting of the North Bay-Mattawa Conservation Authority held at 11:30am on December 1, 2023 as an online meeting via MS Teams.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Irene Smit
Calvin, Township of	-	Bill Moreton
Chisholm, Township of	-	Nunzio Scarfone
East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Chris Mayne
Papineau –Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

**MEMBER(S) ABSENT:**

**ALSO PRESENT:**

Chitra Gowda, CAO, Secretary-Treasurer

**1. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 127-23-23, Mitchell-Trahan

**THAT** the agenda be approved as presented.

**Carried Unanimously**

**2. Declaration of Pecuniary Interest**

None.

**3. Closed Session of Committee of the Whole**

After discussion, the following resolutions were presented:

Resolution No. 128-23, Featherstone-Smit

**THAT** the meeting move into a closed session of "Committee of the Whole" to discuss personnel and legal matters.

**Carried Unanimously**

Resolution No. 129-23, Smit-Scarfone

**THAT** the meeting out of a closed session of "Committee of the Whole".

**Carried Unanimously**

Resolution No. 130-23, Featherstone-Trahan

**THAT** the Board move forward with the lawyer's recommendation on the personnel matter. Recorded vote resulted in a unanimous decision. No opposed.

**Carried Unanimously**

**4. New Business**

None recorded.

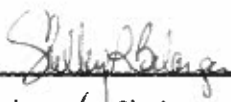
**5. Adjournment**

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

Resolution No. 131-23, Smit-Trahan

**THAT** the meeting be adjourned.

**Carried Unanimously**

  
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Shelley Belanger, Chair

  
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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer



**North Bay-Mattawa Conservation Authority  
Members Meeting for December 13, 2023  
at 4:00 pm IN PERSON  
NBMCAs 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)

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
MINUTES  
of the**

**TENTH** meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on December 13, 2023 in the NBMCA’s Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Irene Smit
Chisholm, Township of	-	Nunzio Scarfone
East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Chris Mayne
Papineau–Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

**MEMBER(S) ABSENT:**

Calvin, Township of	-	Bill Moreton
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**ALSO PRESENT:**

Chitra Gowda, Chief Administrative Officer (CAO), Secretary-Treasurer  
Rebecca Morrow, Executive Assistant  
Paula Scott, Director, Planning & Development/Deputy CAO  
Aaron Lougheed, Assistant Manager, Finance  
Sue Buckle, Manager, Communications & Outreach  
Troy Storms, Manager, Lands & Stewardship  
Githan Kattera, Water Resources Coordinator  
Valerie Murphy, Regulations Officer  
Sasha Fredette, Area Supervisor, Inspector  
Angela Mills, Water Resources Specialist  
Kris Rivard, Building Official, On-Site Sewage System Inspector  
Amanda Savage Building Official, On-Site Sewage System Inspector  
Adam Whyte, Supervisor, Maintenance  
Shawn Kozmick, GIS Specialist  
Layne Duquette, Lead Hand  
Paula Loranger, Community Relations Coordinator  
Rod Biltz – Member of the public  
Terry Parolin – Member of the public

**1. Acknowledgement of Indigenous Traditional and Treaty Lands**

The meeting was called to order at 4:00 pm and Michelle Lahaye read the Acknowledgement of



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

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

**Carried Unanimously**

**7. 2024 Budget**

Chitra Gowda presented the 2024 Budget Report. After discussion the members thanked Chitra and the following resolutions were presented:

Resolution No. 135-23, Lahaye-Chirico

**THAT** the members receive and accept the member’s Report and that it be appended to the minutes of the meeting;

**AND THAT** as part of the 2024 Budget the members approve the amounts owed by municipalities (levy);

**AND THAT** as part of the 2024 Budget the members approve a matching levy of \$133,490 (i.e. matching a 50% cost share funding from the Ministry of Natural Resources and Forestry) and a non-matching levy of \$1,477,555;

**AND THAT** each member municipality is advised of their apportionment of the matching and non-matching levy amounts.

**Weighting Recorded Vote Results:**

Municipality	Member	Vote %	Vote (Yes/No)	Present/Absent
Powassan	Dave Britton	0.10	Yes	
Mattawan	Michelle Lahaye	0.15	Yes	
Bonfield	Steve Featherstone	8.25	Yes	
North Bay	Chris Mayne	16.61	Yes	
Mattawa	Loren Mick	2.32	Yes	
Papineau-Cameron	Shelley Belanger	1.89	Yes	
North Bay	Peter Chirico	16.61	Yes	
Callander	Irene Smit	15.68	Yes	
Calvin	Bill Moreton	2.95	-	Absent
Chisholm	Nunzio Scarfone	3.59	Yes	
North Bay	Lana Mitchell	16.61	Yes	
East Ferris	Steve Trahan	15.23	Yes	

**Carried Unanimously**

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

Operating Reserve Request report. After discussion the members thanked Chitra and the following resolution was presented:

Resolution No. 139-23, Chirico-Belanger

**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.

**Carried Unanimously**

A break in the meeting was held at this time (5:00pm) to allow staff and members time to mingle and eat the light meal provided.

**11. Closed Session of Committee of the Whole (5:25 pm)**

After discussion, the following resolutions were presented:

Resolution No.140-23, Scarfone-Mitchell (5:25 pm)

**THAT** the meeting move into a closed session of "Committee of the Whole" to discuss property, legal and personnel matters.

**Carried Unanimously**

Resolution No.141-23, Lahaye-Mitchell

**THAT** the NBMCA assume an advisory role with regard to the development, management and operation of the Laurentian Trail Network outside of the NBMCA owned lands.

**Carried Unanimously**

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, Mayne-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.

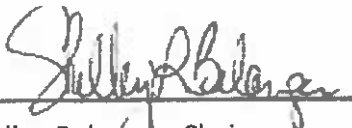
**13. Adjournment (6:46 p.m.)**

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**

  
\_\_\_\_\_  
Shelley Belanger, Chair

  
\_\_\_\_\_  
Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer



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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** November 27, 2023

**SUBJECT:** Report on Development, Interference with Wetlands and Alterations to Shorelines  
and Watercourses Permits

**Background:**

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006, the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands, and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;

28(1)(c) prohibiting, regulating, or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development (Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. One of the amendments that was included, and which was approved by the NBMCA Board of Directors, included the delegation of approvals of permit applications to the following designated employees:

- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

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**

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses	
							Permit No./Date of Issuance	
<b>RCALL-23-08</b>	Tim Falconi	Callander	379 Main Street South	Callander Bay	To construct a new dwelling	October 5, 2023	<b>#87-23</b>	October 10, 2023
<b>RNB-23-47</b>	Paul Sache	North Bay	725 Lakeshore Drive	Lake Nipissing	To demolish existing cabins	October 6, 2023	<b>#88-23</b>	October 10, 2023
<b>RNB-23-46</b>	John Lechlitrner	North Bay	McLean Road subdivision	Parks Creek PSW	To site prepare and grade for new subdivision	October 16, 2023	<b>#89-23</b>	October 18, 2023
<b>RNB-23-49</b>	North Bay Hydro	North Bay	Olive St at Fraser Street	Chippewa Creek	To install a new anchor line for hydro services extension	October 11, 2023	<b>#90-23</b>	October 18, 2023
<b>RPA-23-02</b>	Gord Dalziel and Sandy Baker	Papineau-Cameron	289 Old Highway 17 (Lot 4)	Mattawa River	To place fill and grade site for future construction	October 16, 2023	<b>#91-23</b>	October 26, 2023



**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

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: November 27, 2023 PERMIT YEAR: 2023

RBO-23-03	Luanne and Don Mair	Bonfield	32 O'Connor Lane	Lake Nosbonsing	To reconstruct dock	November 16, 2023	#99-23 November 23, 2023
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**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.

- The Parks Creek dam operations estimated cost of \$110,000 be removed; however the high capacity pump rentals reservation/hold costs of \$5,000 be included. Note that the City of North Bay by-law #2020-25 allows for the CAO to authorize cheques to \$75,000 <https://northbay.ca/media/dbjngx0w/by-law-no.2020-35-amend-purchasing-by-law-2013-200.pdf>
- The staff time and effort spent on the ski hill program and related expenses were discussed and retained in the budget.
- Asset management plans for the natural hazard infrastructure (Parks Creek backflood control in North Bay) and the main administrative office building are considered mandatory needs. Asset management plans for other assets (e.g.: bridges, benches, etc.) are placed under category 3 activities in the updated Programs and Services Inventory.

Attached is the final 2024 budget book.

**Recommendation:**

It is recommended that the Board of Directors approve the final 2024 budget as presented.

**Recommended Resolution:**

**THAT** the members receive and accept the member's Report and that it be appended to the minutes of the meeting;

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

**AND THAT** as part of the 2024 Budget the members approve a matching levy of \$133,490 (i.e. matching a 50% cost share funding from the Ministry of Natural Resources and Forestry) and a non-matching levy of \$1,477,555;

**AND THAT** each member municipality is advised of their apportionment of the matching and non-matching levy amounts;

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

**Submitted By**

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



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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**

## Contents

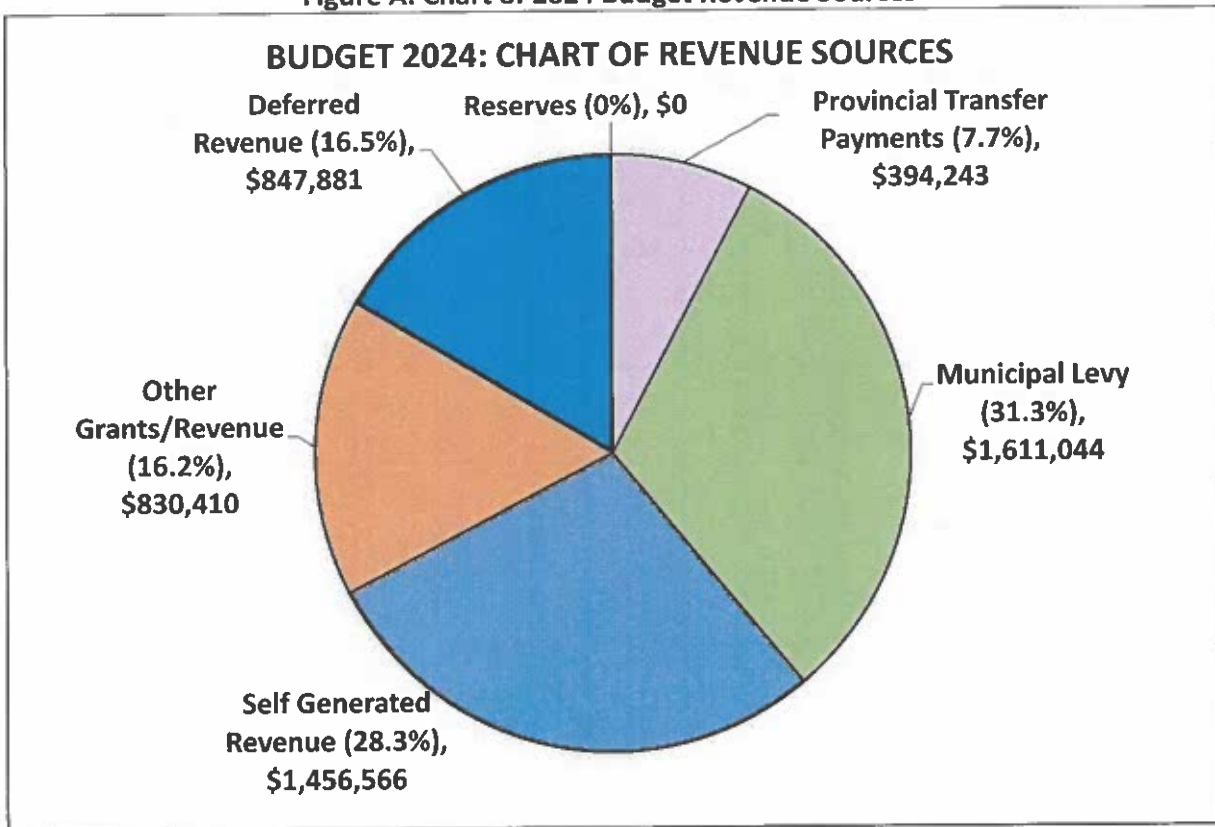
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## Executive Summary

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



With a total budget of \$5,140,145, the municipal levy proposed for 2024 is \$1,611,044 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$649,500 to the City of North Bay for: Parks Creek dam pump rental reservation/hold, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

To apportion the general levy (and to estimate the ski hill’s request for capital cost) to the 10 member municipalities, the Modified Current Value Assessment (MCVA) provided by the Ontario Ministry of Natural Resources and Forestry (MNRF) is used. The general levy increase is 5% on the 2023 general levy. See the table below for levy apportionment by municipality.

**Table A: 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.

Financial pressures anticipated in 2024 include: costs of major repairs for the main office building, increases to insurance and fuel costs, and increased costs of goods and services due to inflation. Other factors for increased expenditures since 2022 and 2023 include the implementation of the revised wage grid approved in summer 2022 based on wage rate and pay equity analysis conducted by a third-party consultant; mortgage loan interest payment increase due to interest rate renewal; new requirements of the OMERS pension plan; and other changes. Changes made to the Conservation Authorities Act and related direction from the provincial government are considered in the Budget. A Minister’s direction is in effect to freeze fees for planning and



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.

## 1. Introduction

The North Bay-Mattawa Conservation Authority (NBMCA) provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in collaboration with others.

NBMCA is one of 36 Conservation Authorities in Ontario and was established under the Conservation Authorities Act in 1972 by member municipalities. NBMCA is a member of Conservation Ontario. NBMCA is governed by a 12-member Board of Directors, appointed by the 10 member municipalities.

The 2024 Budget is \$5,140,145. Additionally, the Laurentian Ski Hill requests NBMCA member municipalities for a separate annual amount of \$65,000 to help support the ski hill's capital costs.

## 2. Status of Reserves and Deferred Revenue

Below is a brief look at the NBMCA reserve accounts and deferred revenue as of September 30, 2023 and an estimate to end of year 2023 (UNAUDITED).

**Table 1: Reserve Accounts as of September 30, 2023 (UNAUDITED)**

Reserve Account	As of Sep. 30, 2023 (UNAUDITED)
NBMCA Lands Acquisition - Capital	\$29,781
NBMCA Onsite Sewage System (OSS) Program (under the Ontario Building Code Part 8) - Operating	\$279,788
Laurentian Snowboarding Club and Ski Hill - Operating	\$64,592
Laurentian Snowboarding Club and Ski Hill - Capital	\$153,795

**Table 2: Deferred Revenue Status and Estimates (UNAUDITED)**

Program	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023
Ice Management - Operating	\$7,823	\$15,823
Central Services - Capital	\$3,138	\$28,138
Lands and Properties - Capital	\$10,575	\$177,575
Water and Erosion Control Infrastructure (WECI) - Capital/Special Projects	\$140,673	\$234,973
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490

The 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. In order to bridge the gap

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.

In previous budget years, reserves, deferred revenue, surplus amounts and were partially used to make those budgets work. As well, NBMCA has a line of credit of \$300,000 to bridge periods of tight cash flow, for example when levies or transfer payments are delayed. Staff are developing strategies to address the unsustainable reliance upon reserves and deferred revenue amounts. The strategies include increasing self-generated revenue through fees and programs that align with NBMCA’s mandate as a community-based watershed management organization.

#### 4.2 All Revenue Sources

The 2024 Budget is \$5,140,145. An overview of revenue sources for 2024 is provided below. The ski hill request for capital cost support is shown separately.

**Table 3: 2024 Budget Revenue Sources**

Source	Amount
Transfer Payments	\$394,243
Municipal Levy	\$1,611,044
Self Generated Revenue	\$1,456,566
Other Grants/Revenue	\$830,410
Deferred Revenue	\$847,881
Reserves	\$0
<b>TOTAL</b>	<b>\$5,140,145</b>
Ski Hill request of Municipalities	\$65,000 (for capital costs)

#### 4.3 Municipal Levy Amounts

The 2024 Budget proposes a 5% increase in general levy compared to 2023. Helpful definitions are provided below.

- **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 Levy/Sole-benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

With a total budget of \$5,140,145, the municipal levy proposed for 2024 is \$1,611,044 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$649,500 to the City of North Bay for: Parks Creek dam pump rental reservation/hold, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

**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. Expenditures

### 5.1 Overview of Expenditures

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
  - Corporate Services/ “General Functions” including:
    - Administration of staff and operations
    - Governance (Board of Directors, related committees) support
    - Finance
    - Human Resources
    - Communications
    - Geographic Information Systems (GIS)
    - Information Technology (IT).
  - Water Resources Management including:
    - On-site Sewage Systems Program
    - Flood Forecasting and Warning
    - Flood and Erosion Control
    - Ice Management
    - Low Water Response
    - Watershed Monitoring
    - Drinking Water Source Protection
  - Conservation Areas and Lands including public parks maintenance, natural resources conservation and stewardship partnerships
  - Planning and Regulations including plan input and review, Section 28 regulations and permitting
- 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:
  - Asset Management Plan (multi-year)
  - Floodplain mapping (multi-year)
  - Parks Creek Backflood Control Structure Capacity Upgrade Study (multi-year)
  - Chippewa Creek Erosion Control Project (multi-year)
  - Mattawa Natural Hazard Risk Study Terms of Reference (multi-year)
  - Conservation Areas Inventory and Strategy Projects (multi-year)
  - Watershed Based Resource Management Strategy (multi-year).

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.

## 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.

Program (2023)	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023	Proposed use in 2024	Program (2024) Details
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044	\$110,602	Program: Planning and Regulations - Operations. Use for: watershed hydrology delineation study, updates to regulated area mapping
Ice Management - Operating	\$7,823	\$15,823	\$6,000	Program: Water Resources Management - Operations. Use for: Ice removal at Parks Creek and Lake Nipissing to mitigate potential flood situations. Covers contractor, staff resources, etc.
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490	\$153,625	Program: Water Resources Management - Operations. Use for: floodplain mapping projects, monitoring programs, etc.
Water and Erosion Control Infrastructure (WECI) - Capital/ Special Projects	\$140,673	\$234,973	\$177,000	Program: Water Resources Management - Capital. Use for: WECI projects in North Bay.
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490	\$185,670	Program: Lands and Properties - Operations. Use for: natural resource management on NBMCA owned lands (emerald ash borer, conservation, parks maintenance etc.)
Lands and Properties - Capital	\$10,575	\$177,575	\$146,847	Program: Corporate Services. Use for: Capital works on the administrative building.
Central Services - Capital	\$3,138	\$28,138	\$28,138	Program: Corporate Services. Use for: Capital works on the administrative building.
		<b>Total</b>	<b>\$847,882</b>	

#### 5.4 Tangible Capital Assets Purchases

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

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

- Use of a one-time cost recovery method. This is accomplished by budgeting for the acquisition of the asset in the year it is acquired. This cost recovery method is typically used when NBMCA is constructing a facility, such as a building, flood and erosion control works, or purchasing a large piece of equipment.
- Use of a cost recovery over time method. This is accomplished by budgeting for the acquisition of an asset over its defined lifetime in years. Annual budgets include expenditures in the form of “internal leases” that are equal to the depreciation rate or life span of the asset. Typically, this method is best suited for smaller capital items with shorter life spans that are replaced on a regular basis such as vehicles, computers, plotters and so on.



The 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.

## 6. 2024 Budget Summary

As indicated earlier, with changes in the Conservation Authorities Act, the budget development process has also changed. The NBMCA program areas are structured differently from the past and are per the mandated Programs and Services Inventory which was also updated by NBMCA in 2023. Therefore, 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.

The Table below provides a summary of the program areas.

**Table 6: NBMCA Programs and Services**

Program Area	Description
<b>Category 1 (Mandatory)</b>	
<b>A. Corporate Services</b> (“General Functions” per O. Reg. 402/22)  <b>Category 1 (Mandatory)</b>	These are operating expenses and capital costs that are not related to the provision of a specific program or service, but rather provide a corporate-wide supporting function. Includes: governance support, finance, human resources, geographical information systems (GIS), information technology (IT), communications, legal expenses, office equipment and supplies, administrative office buildings, vehicle fleet, asset management, etc. These were previously called Administration (operating), Interpretive Centre (operating), Outreach (operating), Central Services (capital) and Mortgage Principal Repayment programs in the 2023 NBMCA budget book.
<b>B. Planning and Regulations</b>  <b>Category 1 (Mandatory)</b>	These are operating expenses. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: natural hazard input and review for member municipalities, planning boards, and unincorporated areas; Section 28 permitting process; and technical studies such as updating the regulated areas. These were previously called Section 28 (operating), Watershed Planning (operating), and S. 28 DIA Technical (special studies) programs in the 2023 NBMCA budget book.
<b>C. Water Resources Management</b>  <b>Category 1 (Mandatory)</b>	These are operating expenses and capital costs. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: flood forecasting and warning, flood and erosion control, ice management, natural hazard infrastructure operational plan and asset management plan, low water response, watershed-based resource management strategy, and watershed monitoring (provincial partnership surface water and groundwater monitoring programs). These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operating programs) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECl) (capital programs) in the 2023 NBMCA budget book.

Program Area	Description
<p><b>D. Conservation Areas and Lands</b></p> <p><b>Category 1 (Mandatory)</b></p>	<p>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.</p>
<p><b>E. Source Protection Authority (SPA)</b></p> <p><b>Category 1 (Mandatory)</b></p>	<p>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.</p>
<p><b>F. On-site Sewage System (OSS) Program</b></p> <p><b>Category 1 (Mandatory)</b></p>	<p>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.</p>
<p><b>Category 2 (Delegated by a Municipality)</b></p>	
<p><b>G. Watershed-Municipal Programs</b></p> <p><b>Category 2 (Delegated by a Municipality)</b></p>	<p>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.</p>
<p><b>Category 3 (Non mandatory; advisable by NBMCA)</b></p>	
<p><b>H. Watershed-Support Programs</b></p> <p><b>Category 3 (Non mandatory; advisable by NBMCA)</b></p>	<p>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</p>

Program Area	Description
	Quality (operating), Outreach (operating), Lands and Property (operating and capital) in the 2023 NBMCA budget book.
<b>I. Ski Hill</b> <b>Category 3 (Non mandatory; advisable by NBMCA)</b>	These are operating expenses and capital costs. Supports the Laurentian Ski Hill Snowboarding Club which is operated by a separate Board and staff. NBMCA owns most of the major capital assets.

The Table below provides a summary of 2024 Budget.

**Table 7: 2024 Budget Summary**

Category	Program Area	Operating	Capital
<b>1 (Mandatory)</b>	<b>A. Corporate Services</b>	\$1,081,110	\$174,985
	<b>B. Planning and Regulations</b>	\$341,053	\$0
	<b>C. Water Resources Management</b>	\$626,067	\$522,000
	<b>D. Conservation Areas and Lands</b>	\$579,710	\$261,485
	<b>E. Source Protection Authority (SPA)</b>	\$160,753	\$0
	<b>F. On-site Sewage System (OSS) Program</b>	\$1,211,200	\$0
<b>2 (Delegated by a Municipality)</b>	<b>G. Watershed-Municipal Programs</b>	\$23,197	\$0
<b>3 (Non mandatory; advisable by NBMCA)</b>	<b>H. Watershed-Support Programs</b>	\$64,086	\$9,500
	<b>I. Ski Hill</b>	\$85,000	\$65,000
	<b>TOTAL</b>	<b>\$5,140,145</b>	

The Table below shows the municipal levy apportionment details for operating and capital costs.

**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**

**Draft 2024 Budget**

<b>Object Code</b>	<b>Revenue/Expense Category</b>	<b>Operating</b>	<b>Capital</b>	<b>Notes</b>	
<b>Revenue:</b>					
01	Transfer Payment (S. 39)	\$16,020		Upon approval of application	
01	Transfer Payment (WECI)				
01	Transfer Payment (DWSP)				
01	Transfer Payment (FHIMP)				
03	Grants from Others				
04	General Levy	\$143,441			
05	Sole-benefitting Levy	\$0			
06	Fees	\$1,000			
07	Donations	\$2,000			
09	Internal Rent Rev.	\$55,462			
10	Rental Rev. External	\$50,776		Deferred revenue	
13	Other Revenue		\$174,985		
14	Interest Earned	\$18,896			
16	Admin Overhead	\$793,515			
20	Ski Hill Utilities Reimbursement				
TBD	Credit Card Surcharge				
	<b>Total Revenue</b>	<b>\$1,081,110</b>	<b>\$174,985</b>		
<b>Expense:</b>					
30	Wages and Benefits	\$712,245	\$8,672		
32	Wages and Benefits	\$0			
38	Per Diem	\$11,500			
39	Members Mileage	\$5,500			
40	Members Expense	\$2,000			
41	Staff Mileage and Expense	\$4,700			
42	Staff Certification and Training	\$8,850			
43	Telephone	\$9,270			
44	Property Taxes	\$0			
45	Insurance	\$30,465			
46	Natural Gas	\$16,500			
47	Repair & Maintenance	\$2,000			
48	Office Supplies	\$8,000			
49	Postage	\$545			
50	Equipment Purchase	\$250			
51	Equipment Rental	\$2,460			
52	Publications and Printing	\$2,015			
53	Advertising	\$4,000			
54	Bank Charges	\$0			
55	Interest Expense - Mortgage	\$24,500			
56	Credit Card Fees	\$0			
58	Audit	\$11,050			
59	Legal Services	\$30,000			
60	Materials and Supply	\$38,080			

**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**

**Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating	
<b>Revenue:</b>			
01	Transfer Payment (S. 39)	\$22,690	Upon approval of application
01	Transfer Payment (WECL)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others	\$0	
04	General Levy	\$97,760	
05	Sole-benefitting Levy	\$0	
06	Fees	\$110,000	
07	Donations	\$0	
09	Internal Rent Rev.	\$0	
10	Rental Rev. External	\$0	
13	Other Revenue	\$110,602	Deferred revenue
14	Interest Earned	\$0	
16	Admin Overhead	\$0	
20	Ski Hill Utilities Reimbursement	\$0	
TBD	Credit Card Surcharge		
	<b>Total Revenue</b>	<b>\$341,053</b>	
<b>Expense:</b>			
30	Wages and Benefits	\$225,484	
32	Wages and Benefits	\$0	
38	Per Diem	\$0	
39	Members Mileage	\$0	
40	Members Expense	\$0	
41	Staff Mileage and Expense	\$1,500	
42	Staff Certification and Training	\$2,500	
43	Telephone	\$0	
44	Property Taxes	\$0	
45	Insurance	\$0	
46	Natural Gas	\$0	
47	Repair & Maintenance	\$3,000	
48	Office Supplies	\$0	
49	Postage	\$105	
50	Equipment Purchase	\$0	
51	Equipment Rental	\$0	
52	Publications and Printing	\$0	
53	Advertising	\$0	
54	Bank Charges	\$0	
55	Interest Expense - Mortgage	\$0	
56	Credit Card Fees	\$0	
58	Audit	\$0	
59	Legal Services	\$0	
60	Materials and Supply	\$700	



**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**

**Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating	Capital	Notes
<b>Revenue:</b>				
01	Transfer Payment (S. 39)	\$94,780		Upon approval of application
01	Transfer Payment (WECl)		\$100,000	Upon approval of application
01	Transfer Payment (DWSP)			
01	Transfer Payment (FHIMP)			
03	Grants from Others	\$0		
04	General Levy	\$360,661	\$45,000	
05	Sole-benefitting Levy	\$11,000	\$200,000	Flood control, WECl projects
06	Fees	\$0		
07	Donations	\$0		
09	Internal Rent Rev.	\$0		
10	Rental Rev. External	\$0		
13	Other Revenue	\$159,626	\$177,000	Deferred revenue
14	Interest Earned	\$0		
16	Admin Overhead	\$0		
20	Ski Hill Utilities Reimbursemen	\$0		
TBD	Credit Card Surcharge			
	<b>Total Revenue</b>	<b>\$626,067</b>	<b>\$522,000</b>	
<b>Expense:</b>				
30	Wages and Benefits	\$310,677	\$9,442	
32	Wages and Benefits	\$0		
38	Per Diem	\$0		
39	Members Mileage	\$0		
40	Members Expense	\$0		
41	Staff Mileage and Expense	\$2,000		
42	Staff Certification and Training	\$3,000		
43	Telephone	\$8,354		
44	Property Taxes	\$19,025		
45	Insurance	\$36,348		
46	Natural Gas	\$0		
47	Repair & Maintenance	\$6,800		
48	Office Supplies	\$250		
49	Postage	\$0		
50	Equipment Purchase	\$0	\$10,000	Water level sensors
51	Equipment Rental	\$0		
52	Publications and Printing	\$0		
53	Advertising	\$0		
54	Bank Charges	\$0		
55	Interest Expense - Mortgage	\$0		
56	Credit Card Fees	\$0		
58	Audit	\$0		
59	Legal Services	\$0		
60	Materials and Supply	\$2,650		

**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**

**Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating	Capital
<b>Revenue:</b>			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECI)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$111,000	\$181,485
05	Sole-benefitting Levy	\$260,000	\$80,000
06	Fees		
07	Donations	\$1,000	
09	Internal Rent Rev.		
10	Rental Rev. External	\$22,042	
13	Other Revenue	\$185,669	
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	<b>Total Revenue</b>	<b>\$579,711</b>	<b>\$261,485</b>
<b>Expense:</b>			
30	Wages and Benefits	\$258,284	\$27,029
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		\$500
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes	\$15,886	
45	Insurance	\$15,585	
46	Natural Gas		
47	Repair & Maintenance	\$18,000	
48	Office Supplies		
49	Postage		
50	Equipment Purchase		\$5,000
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$8,100	\$27,800

Notes

Deferred revenue

**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**

**Draft 2024 Budget**

<b>Object Code</b>	<b>Revenue/Expense Category</b>	<b>Operating</b>
<b>Revenue:</b>		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECI)	
01	Transfer Payment (DWSP)	\$160,753
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	
05	Sole-benefitting Levy	
06	Fees	
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	
	<b>Total Revenue</b>	<b>\$160,753</b>
<b>Expense:</b>		
30	Wages and Benefits	\$124,383
32	Wages and Benefits	
38	Per Diem	\$5,200
39	Members Mileage	\$2,000
40	Members Expense	\$40
41	Staff Mileage and Expense	\$650
42	Staff Certification and Training	
43	Telephone	\$2,035
44	Property Taxes	
45	Insurance	\$2,435
46	Natural Gas	
47	Repair & Maintenance	
48	Office Supplies	\$316
49	Postage	\$221
50	Equipment Purchase	
51	Equipment Rental	\$459
52	Publications and Printing	
53	Advertising	\$250
54	Bank Charges	
55	Interest Expense - Mortgage	
56	Credit Card Fees	
58	Audit	\$790
59	Legal Services	
60	Materials and Supply	\$469

Notes

Upon approval of application

**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**

**Draft 2024 Budget**

<b>Object Code</b>	<b>Revenue/Expense Category</b>	<b>Operating</b>	<b>Notes</b>
<b>Revenue:</b>			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy		
05	Sole-benefitting Levy		
06	Fees	\$1,153,200	Reasonable fee increase to cover costs
07	Donations		
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue	\$40,000	Deferred revenue
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge	\$18,000	Helps offset credit card fees
	<b>Total Revenue</b>	<b>\$1,211,200</b>	
<b>Expense:</b>			
30	Wages and Benefits	\$712,302	
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense	\$3,000	
42	Staff Certification and Training	\$10,450	
43	Telephone	\$16,000	
44	Property Taxes		
45	Insurance	\$19,100	
46	Natural Gas		
47	Repair & Maintenance	\$12,500	
48	Office Supplies	\$5,100	
49	Postage	\$1,200	
50	Equipment Purchase	\$3,000	
51	Equipment Rental	\$6,500	
52	Publications and Printing	\$500	
53	Advertising		
54	Bank Charges	\$2,700	
55	Interest Expense - Mortgage		
56	Credit Card Fees	\$22,800	
58	Audit	\$5,500	
59	Legal Services	\$2,500	
60	Materials and Supply	\$3,000	



**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	NBMCA office (\$43,000), Parry Sound (\$35,300)
71	Water		
72	Hydro		
73	Vehicle Gas	\$14,000	
74	Accounting Services		
78	Internal Chargeback	\$26,550	Vehicles, computers-tangible capital assets
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	

**Category: 2 (Delegated by a Municipality)**  
**Program Area: G. Watershed-Municipal Programs**

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating
<b>Revenue:</b>		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECL)	
01	Transfer Payment (DWSP)	
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	\$11,197
05	Sole-benefitting Levy	\$12,000
06	Fees	
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	
	<b>Total Revenue</b>	<b>\$23,197</b>
<b>Expense:</b>		
30	Wages and Benefits	\$19,222
32	Wages and Benefits	
38	Per Diem	
39	Members Mileage	
40	Members Expense	
41	Staff Mileage and Expense	
42	Staff Certification and Training	
43	Telephone	
44	Property Taxes	
45	Insurance	
46	Natural Gas	
47	Repair & Maintenance	
48	Office Supplies	
49	Postage	
50	Equipment Purchase	
51	Equipment Rental	
52	Publications and Printing	
53	Advertising	
54	Bank Charges	
55	Interest Expense - Mortgage	
56	Credit Card Fees	
58	Audit	
59	Legal Services	
60	Materials and Supply	

Notes

Watershed monitoring

**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**

**Draft 2024 Budget**

<b>Object Code</b>	<b>Revenue/Expense Category</b>	<b>Operating</b>	<b>Capital</b>
<b>Revenue:</b>			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECL)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$3,000	\$8,000
05	Sole-benefitting Levy		\$1,500
06	Fees	\$28,886	
07	Donations	\$32,200	
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	<b>Total Revenue</b>	<b>\$64,086</b>	<b>\$9,500</b>
<b>Expense:</b>			
30	Wages and Benefits	\$19,222	\$0
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		\$1,000
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing	\$4,000	
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$12,550	\$500

Notes

For the Mattawa River Canoe Race

**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**

**Draft 2024 Budget**

<b>Object Code</b>	<b>Revenue/Expense Category</b>	<b>Operating</b>	<b>Capital</b>
<b>Revenue:</b>			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECL)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy		\$65,000
05	Sole-benefitting Levy	\$85,000	
06	Fees		
07	Donations		
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	<b>Total Revenue</b>	<b>\$85,000</b>	<b>\$65,000</b>
<b>Expense:</b>			
30	Wages and Benefits		
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply		

**Notes**

This is a request, not a levy.

**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 (NBMCMA) Board meeting schedule and office closure days.

**Analysis:**

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

On or before the first meeting of the year, NBMCMA 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 NBMCMA meetings, around 3 to 4 times a year. For the Members' convenience, they are scheduled on NBMCMA 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 (NBMCMA & NBMSPA)
- Wednesday February 28, 2024
- Wednesday March 27, 2024
- Wednesday April 24, 2024 (NBMCMA & NBMSPA)
- Wednesday May 22, 2024 (NBMCMA & NBMSPA)
- Wednesday June 26, 2024 (NBMCMA & NBMCMA)
- Wednesday August 14, 2024
- Wednesday September 25, 2024
- Wednesday October 23, 2024 (NBMCMA & 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.

**2. NBMCA Office Closure Dates in 2024**

a) NBMCA Board approved Holidays (for information)

The NBMCA Board approved Personnel Policy sets paid holidays for employees. The NBMCA office is closed on those days. The corresponding 2024 dates are provided for your information in the table below. Note that the approved Personnel Policy specifies that holidays falling on a Saturday or Sunday shall be considered in accordance with the days designated by the Province of Ontario.

<b>Holidays (previously approved by the NBMCA Board)</b>	<b>Corresponding Dates in 2024 (for information)</b>
New Year's Day	Monday January 1, 2024
Family Day	Monday February 19, 2024
Good Friday	Friday March 29, 2024
Easter Monday	Monday April 1, 2024
Victoria Day	Monday May 20, 2024
Canada Day	Monday July 1, 2024
Civic Day	Monday August 5, 2024
Labour Day	Monday September 2, 2024
National Day of Truth and Reconciliation	Monday September 30, 2024
Thanksgiving Day	Monday October 14, 2024
Remembrance Day	Monday November 11, 2024 *see below*
Christmas Day	Wednesday December 25, 2024
Boxing Day	Thursday December 26, 2024
New Year's Day	Wednesday January 1, 2025

b) Proposed for 2024

It is proposed that the office will remain open on Remembrance Day, Monday November 11<sup>th</sup>, 2024 and that staff be allowed to take one paid day off in 2024 in place of the board approved Remembrance Day. As well, the NBMCA Office is closed 12:00 noon on Tuesday December 24<sup>th</sup>, 2024 and remains closed between Christmas and New Year's. Staff are required to use their own vacation and/or overtime in order to take these days off: Friday December 27, 2024, Monday December 30, 2024 and Tuesday December 31, 2024. The office will reopen at 8:30 am on Thursday January 2, 2025.

**Recommendation:**

It is recommended that the Board of Directors approves the following:

- The Board of Directors meeting schedule provided in this report with a start time of 4pm or as discussed.
- Staff be allowed to take one paid day off in 2024 in place of the Board-approved Remembrance Day holiday.
- The office be closed from noon (12pm) on Tuesday December 24, 2024 through Monday January 1, 2025 for the Christmas holidays. The office will reopen on Tuesday January 2, 2025 at 8:30 am.



**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**



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

**ORIGIN:** Rebecca Morrow, Executive Assistant

**DATE:** December 13, 2023

**SUBJECT:** NBMCA Administrative By-Law Revision

**Background:**

Changes to the Conservation Authorities Act (the Act) as amended by the *Building Better Communities and Conserving Watersheds Act*, 2017 provides direction for conservation authorities to make such by-laws as required for its proper administration. Section 19.1 of the Act, sets out the requirements for the by-laws. This Administrative By-Law Model and Best Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Where municipal legislation conflicts with any part of this by-law (eg. *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision or a regulation made under any one of those Acts), the provision of the Act or regulation prevails.

The NBMCA's last update to the Administrative By-Law was during the COVID-19 Pandemic dated January 27, 2021.

**Analysis:**

The updated By-Laws were revised taking into consideration the wording from our previous version and the recommendations of the Conservation Authorities Act, Conservation Ontario's Best Management Practices and Administrative By-Law Model document, The Not-for-Profit Corporations Act, and the Municipal Conflict of Interest Act.

**Recommendation:**

That the Board of Directors approve the changes to the Administrative By-Law as recommended in this report.

**RECOMMENDED RESOLUTION:**

**THAT** the Revised Administrative By-Laws be approved;

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

**Submitted By**

**Rebecca Morrow, Executive Assistant**

**Reviewed By**

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



**NORTH BAY - MATTAWA  
CONSERVATION  
AUTHORITY**

**Administrative By-Laws**

Presented: April 29, 2020

Adopted: April 29, 2020

Revised October 28, 2020

Revised January 27, 2021

~~Revised~~ Revised December 13, 2023

## **Administrative By-Law Model**

### **Introduction**

North Bay-Mattawa Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources in watersheds in Ontario other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities and are effectively directors also of the Authority. An additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.

Commented [RM1]: CO Guidance doc; CA Act

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

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

### **Our Mission**

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness and environmental stewardship in cooperation with others.

### **Our Vision**

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a

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 berings 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;~~



~~(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) to charge fees for services approved by the Minister;~~

*Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 10 (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) to cause research to be done;~~

~~(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.~~

#### Powers of authorities

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

~~(a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;~~

~~(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, 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 any land that it may require, and, subject to subsections (2) and (4), 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;~~

Commented [RM2]: Keep?

Commented [RM3]: Keep? Not in Lower Trent's By-Laws

Commented [RM4]: CA Act



(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. 44 (1, 2); 1998, c. 18, Sched. 1, s. 11; 2017, c. 23, Sched. 4, s. 19; 2020, c. 36, Sched. 6, s. 7; 2022, c. 21, Sched. 2, s. 2 (1).

## A. Definitions

“**Authority**” means the North Bay-Mattawa Conservation Authority.

“**Act**” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“**Chair**” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“**Chief Administrative Officer**” means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

Commented [RM5]: CO guidance definition.

“**Committee**” means a Committee appointed by the Members.

Commented [RM6]: CO Guidance definition.

“**Fiscal Year**” means the period from January 1 through December 31.

“**General Membership**” means all of the Members, collectively and effectively acting as directors as specified in the Ontario Not-For Profit Corporations Act (ONCA).

“**Levy**” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“**Majority**” means half of the votes plus one.

“**Members**” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction and a member appointed to the Authority by the Minister as a representative of the agricultural sector (as applicable) and effectively act as directors as specified in the Ontario Not-For Profit Corporations Act (ONCA).

Commented [RM7]: CO guidance definition.

“**Minister**” means the Minister as defined in the Act.

Commented [RM8]: CO guidance doc

“**Non-matching Levy**” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“**Officer**” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair, the Chief Administrative Officer/Secretary-Treasurer and Deputy Chief Administrative Officer.

“**Participating Municipality**” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“**Pecuniary Interest**” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“**Secretary-Treasurer**” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“**Staff**” means employees of the Authority as provided for under Section 18(1) of the Act.

Commented [RM9]: CA Act

**“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) 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 elected 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:

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

The total number of members of the Authority, and the number of members that each participating municipality may appoint, shall be adjusted as required to ensure compliance with the Conservation Authorities Act 2(2) if the municipalities that are participating municipalities change or the population of a participating municipality changes to the degree that it would affect membership allotment.

(2) The total number of municipally appointed members of the authority and the number of municipal councillors that each participating municipality may appoint shall be adjusted as required to ensure compliance with subsection (1) if the municipalities that are participating municipalities change or the population of a participating municipality changes. 2001, c. 9, Sched. K, s. 1 (6); 2020, c. 36, Sched. 6, s. 2 (3).

Collectively, the appointed Members for the purpose of this by-law are also referred to as the General Membership.

Commented [RM15]: CA Act

#### **b) Term of Member Appointments**

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following ~~his or her~~the appointment and ending immediately before the first meeting of the Authority following the appointment of ~~his or her~~their replacement. The CAO/Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term by advising the CAO/Secretary-Treasurer in writing prior to permitting voting privileges for any newly appointed member. The Minister will define the term for the Member they appoint as a representative of the agricultural sector.

Commented [RM16]: CA Act

There are no provisions for alternates to participate as a voting member on the Authority or any other committee of the Authority.

#### **c) Powers of the General Membership**

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer/Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer/Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
  - i. The termination of the services of the Chief Administrative Officer/Secretary-Treasurer,
  - ii. The power to raise money, and



- 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;
- iv-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*

- Municipal Freedom of Information and Protection of Privacy Act and
- Not-for-Profit Corporations Act, 2010

Commented [RM22]: CA Act

If any part of the by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails. The same applies to conflicts between these by-laws and the *Not-for-Profit Corporations Act* except where directed by the *Conservation Authorities Act* in which case the Act prevails.

Commented [RM23]: CO Guidance

#### f) Relationship Between Members and Staff

The General Membership relies on the Chief Administrative Officer/Secretary-Treasurer to shall manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer/ Secretary Treasurer is responsible for directing and evaluating the development and execution of the annual business plan and budget, programs, policies and decisions consistent with the direction set out in the Strategic Plan and as directed by the Authority. The Chief Administrative Officer/Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the AuthorityMembers.

Commented [RM24]: CA Act

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer/Secretary-Treasurer. The review will be conducted at least annually, and will be documented in writing.

Commented [RM25]: CO Guidance & CA Act

Commented [RM26R25]:

## 2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

### Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership and Executive Committee;
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Serves as the voting delegate at Conservation Ontario Council meetings;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.
- Provides direction and support, as may be required, to the CAO/Secretary-Treasurer to ensure policies, programs, and projects adopted by the Authority and/or prescribed by legislation are implemented.

Commented [RM27]: CO Guidance

### Vice-Chair(s)

- Is a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her/they/their duties;
- Serves as the Second Alternate voting delegate at Conservation Ontario Council meetings;
- Serves as a signing officer for the Authority.

#### 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

(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality. 2020, c. 36, Sched. 6, s. 4.

#### **Exception**

(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

(a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or

(b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

#### **Vacancy**

(2) Subject to subsection (1), upon the death of the chair or a vice-chair, or upon the incapacity of the chair or a vice-chair to act, or upon the chair or a vice-chair ceasing to be a member of the authority, the remaining members may appoint a member to fill such vacancy. R.S.O. 1990, c. C.27, s. 17 (2).

#### **Absence of chair and vice-chairs**

(3) In the event of the absence of the chair and the vice-chairs from any meeting of an authority, the members present shall appoint an acting chair who, for the purposes of such meeting, has all the powers and shall perform all the duties of the chair. R.S.O. 1990, c. C.27, s. 17 (3)

~~Further if exceptional circumstances warrant ho~~

~~lding elections at a meeting other than the first meeting of the year the Members have this discretion. The intent will be to hold elections as soon as is reasonably possible.~~

#### **5.1 Maximum Term for Chair and Vice-Chair**

~~The term of the office for the Authority Chair and Vice-Chair is a maximum of two (2) consecutive years.~~

Term of chair, vice-chair

(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.

#### **5.6. Appointment of Auditor**

The General Membership shall appoint an auditor for the coming year at the first meeting of the year in accordance with Section 38 of the Act.

Commented [RM30]: CA Act



**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 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.

Signing authority may be delegated to staff by the CAO/Secretary-Treasurer for purchases within approved budgets and/or as set out in the Purchasing Policy of the Authority.

Signing authority that was authorized by any previous Administration Regulation, By-law or Policy is superseded by this by-law.

Expenditures will be made in accordance with the Purchasing Policy of the Authority.

#### **11.13. Executive Committee**

The Authority will appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act ~~and Section 1(c)(vi) of this by-law.~~

The Executive Committee of the Conservation Authority will at a minimum do the following:

- Hold hearings for matters to be heard under Section 28 of the Conservation Authorities Act; and
- Serve as the Finance and Administration Advisory Board with responsibility for deliberating and making recommendations to the Board of Directors on the annual budget or administrative matters.

Commented [RM37]: CA Act

#### **12.14. Advisory Boards and Other Committees**

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

Commented [RM38]: CA Act

#### **13.15. Remuneration of Members**

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the CAO/Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-Chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

Commented [RM39]: CA Act

Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense as discretion of the Province.

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

**18.20. Enforcement of By-laws and Policies**

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. Should an investigation be conducted regarding the alleged breach, the procedure for enforcement at a minimum will include:

- an investigation will be conducted regarding the alleged breach;
  - an opportunity for the affected Member to respond to the allegation;
  - a closed meeting of the General Membership to communicate the findings of the investigation and the affected Member's response;
  - notifying the appointing Municipality or the appointing Minister of the outcome of the investigation.

Commented [RM42]: CO Guidance -

**19.21. Indemnification of Members, Officers and Employees**

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

Commented [RM43]: CO Guidance



## 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.

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## 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

General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

- i) ~~The Authority generally meet 11 times per year. Meetings will not generally be held in July.~~
- ii) ~~Authority meetings shall normally be held at the North Bay-Mattawa Conservation Authority's Administration Office.~~
- iii) ~~Authority meetings will generally be scheduled on the fourth Wednesday of the month, at a consistent time agreed upon by the Authority.~~

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the CAO/Secretary-Treasurer 14 calendar days in advance of the meeting where it is to be dealt with. ~~Material to be provided in the agenda are to delivered to the CAO/Secretary-Treasurer seven days in advance of the meeting. Materials to be provided at the meeting are to be delivered 3 days in advance of the meeting.~~

Commented [RM47]: CO Guidance

The Chair may, at his/her pleasure, call a special meeting of the Authority as necessary on 72 hours notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the CAO/Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 12 hours ~~hours~~ before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

Commented [RM48]: CO Guidance

The Chair or the CAO/Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public attendance can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

### 3. Meetings Open to Public

All meetings of the General Membership and Executive Committee (if applicable) shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda or arises during a meeting requiring that it be closed to the public at the time that the matter is raised a meeting, and the subject matter meets the criteria for a closed meeting as defined in this by-law, and the subject matter meets the criteria for a closed meeting as defined in this by-law.

Commented [RM49]: CA Act

### 4. Agenda for Meetings

Authority staff, under the supervision of the CAO/Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

1. Approval of Agenda

2. Declaration of Pecuniary Interest
3. Approval of Minutes of Previous Meeting
4. Delegations
5. ~~Written Business R~~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.~~

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~~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.



No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

## 7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than 10 minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;

8. When a motion is under consideration, only one amendment is permitted at a time.

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- e. No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f. No Member shall speak more than 10 minutes without leave of the Chair;
- g. Any Member may ask a question of the previous speaker through the Chair;
- h. The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j. When a motion is under consideration, only one amendment is permitted at a time.

## 9.8. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;

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Commented [RM55]: CO Guidance:



- 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, NBMCA'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

the meeting if approved by at least two thirds of Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

~~Speakers will be requested not to repeat what has been said by previous speakers at the meeting.~~ A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

Commented [RM56]: CO Guidance:

~~Members of the public are to submit a written request to the Chief Administrative Officer/Secretary Treasurer at least ten (10) business days prior to the scheduled Authority meeting, should they wish to address or ask questions about items on the agenda, and must indicate the business to be discussed, number of delegates and other pertinent information.~~

~~Generally, no more than three (3) delegations will be heard at a meeting, in the event of an extraordinary number of delegations, the Chair may call a special Meeting.~~

~~Members of the public in attendance at a meeting will be provided an opportunity to speak on any matter of their choosing. The speaker will be limited to one topic and presentations are not to exceed three (3) minutes in length.~~

Commented [RM57]: CO Guidance

#### **13.12. Annual Meeting**

The Authority shall designate one meeting of the General Membership each year as the Annual Meeting. This may occur at the first meeting of the year ~~and be held before the 1<sup>st</sup> day of March. The Annual Meeting shall include the following items on the agenda, in addition to the normal course of business:~~

Commented [RM58]: CA Act

- ~~a) The introduction of new members~~
- ~~b) The election of a Chair and Vice-Chair~~
- ~~c) The election of the Executive Committee members~~
- ~~d) Appointment of a Solicitor, External Auditor, Financial Institution, and representation on Conservation Ontario; and~~
- ~~e) Borrowing Resolution.~~

Commented [RM59]: CO Guidance

#### **14.13. Meetings with Closed "In Camera" Sessions**

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Commented [RM60]: CA Act:

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personnel matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) a matter in respect of which the General Membership, Executive Committee, Advisory Board or Committee or other body may hold a closed meeting under another act;

- 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:

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Bourinot's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken in alphabetical order by surname, with the Chair voting last. Each Member, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the CAO/Secretary-Treasurer or designate shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the CAO/Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 4 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

There is no provision for proxy voting for any meeting of the Authority.

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#### **16.15. Notice of Motion**

Written notice of motion to be made at an Authority, Executive Committee, Advisory Board or Committee meeting may be given to the CAO/Secretary-Treasurer by any Member of the Authority not less than seven ~~(7-14)~~ business-calendar days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The CAO/Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Commented [RM63]: CA Act

Recommendations included in reports of Advisory Boards or Committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable) shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate Advisory Board or Committee (or Executive Committee as applicable) would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority at least two thirds of the members of the Authority present.

#### **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.

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#### **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.



If a recording secretary is not present in a closed session, the CAO/Secretary-Treasurer or their delegate shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The CAO/Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed. Should a meeting not be scheduled for the next month, the draft minutes will be circulated to each Member of the Authority no later than 30 calendar days after the meeting.

Commented [RM65]: CA Act

Minutes will be reviewed and approved, with or without amendments, at the next meeting. After the minutes of the Authority Board meetings or Executive Committee are to be posted to the NBMCA's website within 30 calendar days of a meeting. Minutes that have not been approved will be titled "Draft" until the approved minutes have been approved by the Board of Directors. After the minutes have been approved by resolution, original copies shall be signed by the Chair and CAO/Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes 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. A copy of approved Authority Board meeting minutes will be distributed to all Clerks of each Member municipality.

All matter arising out of Authority meetings, and supporting technical reports, shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include matters discussed in closed sessions.

Commented [RM66]: CA Act

## 21. Hearing Board Meetings

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a) Subject to the Conservation Authorities Act, the Hearing

## **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*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

#### **5. Use of Authority Property**

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

#### **6. Work of a Political Nature**

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

#### **7. Conduct at Authority Meetings**

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

#### **8. Influence on Staff**

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

#### **9. Business Relations**

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.



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 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.

## Appendix 2 - Conflict of Interest

### 1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Commented [RM68]: CO Guidance:

Additionally, the agricultural 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.

### 2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or Committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

ed) shall file a written statement of the Conflict of Interest and its general nature with the Chief Administrative Officer-Secretary-Treasurer

Commented [RM69]: CO Guidance

### 3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

### 4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

### 5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

### 6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, Advisory Board or Committee, as the case may be.

**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.

### Appendix 3 - Procedure for Election of Officers

#### 1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

#### 2. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

#### 3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

#### 4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
  - i. Election of the Chair, who shall be a Member of the Authority
  - ii. Election of the Vice-chair, who shall be Members of the Authority
  - iii. Election of the Executive Committee.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the CAO/Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee, the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

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.



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

**ORIGIN:** David Ellingwood, Director, Water Resources

**DATE:** December 13, 2023

**SUBJECT:** Laurentian Ski Hill Operating Reserve Request

**Background**

The Laurentian Ski Hill Snowboarding Club (“Ski Hill”) operates the ski hill on property owned by the North Bay-Mattawa Conservation Authority (NBMCA) and uses certain fixed capital assets owned by the NBMCA. The NBMCA holds two reserve accounts for the Ski Hill. One is to assist with Ski Hill operational expenses and the other is to help with NBMCA-owned capital asset expenses.

**Analysis**

LSHSC staff have recently submitted two invoices related to improvements to the electrical supply for the new snowmaking (\$7,887.40 and \$ 1,315.45) and one invoice for inspection and minor repair work on the ski lift (\$3,921.10).

NBMCA staff are requesting Board approval to use \$13,123.95 from the NBMCA’s Ski Hill operating reserve to pay for electrical and ski lift work.

The NBMCA operating reserve for the Ski Hill currently has \$63,913.12 available. The request to pay for the three invoices can be provided with a significant amount remaining in the reserve. See **Table 1**.

**Table 1: NBMCA’s Ski Hill Capital Reserve**

Description	Amount
Operating reserve amount available	\$63,913.12 November 27, 2023
Request from NBMCA staff to pay for ski lift invoices	(-) \$13,123.95 December 13, 2023
Estimated balance remaining on completion of above transaction	\$50,789.17

**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**

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
MINUTES  
of the**

**SPECIAL** meeting of the North Bay-Mattawa Conservation Authority held at 10:00am on January 8, 2024 as an online meeting via MS Teams.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Steve Featherstone</b>
<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>
<b>Calvin, Township of</b>	-	<b>Bill Moreton</b>
<b>East Ferris, Municipality of</b>	-	<b>Steve Trahan</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>
<b>North Bay, City of</b>	-	<b>Peter Chirico</b>
<b>North Bay, City of</b>	-	<b>Lana Mitchell</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>

**MEMBER(S) ABSENT:**

<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>
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**ALSO PRESENT:**

Chitra Gowda, CAO, Secretary-Treasurer  
Rebecca Morrow, Executive Assistant  
Elizabeth Keenan, Mathews, Dinsdale & Clark LLP

**1. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 01-24, Belanger-Mitchell

**THAT** the agenda be approved as presented.

**Carried Unanimously**

**2. Declaration of Pecuniary Interest**

None.

**3. Closed Session of Committee of the Whole**



After discussion, the following resolutions were presented:

Resolution No. 02-24, Smit-Chirico (10:07am)

**THAT** the meeting move into a closed session of "Committee of the Whole" to discuss personnel and legal matters.

**Carried Unanimously**

Resolution No. 03-24, Trahan-Lahaye (10:50 am)

**THAT** the meeting out of a closed session of "Committee of the Whole".

**Carried Unanimously**

Resolution No. 04-24, Mitchell-Moreton

Instruct counsel to begin bargaining with the union and status to be discussed at the March 2024 Board Meeting.

**Carried Unanimously**

**4. New Business**

None recorded.


**5. Adjournment**

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

Resolution No. 04-24, Belanger-Mick

**THAT** the meeting be adjourned.

**Carried Unanimously**

  
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Shelley Belanger, Chair

  
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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer



North Bay-Mattawa Source Protection Authority  
Members Meeting for August 16, 2023  
at 4:30 pm IN PERSON,  
NBMCAs 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. Delegation(s)
4. Declaration of Pecuniary Interest
5. Adoption of Previous Minutes of April 26, 2023

### Verbal Report

6. Municipal Pre-Consultation update

### Business Reports

7. PFAS Follow up from April 26<sup>th</sup> meeting (**SPA Report #1**)

### Other Business

8. New Business
9. Adjournment

**NORTH BAY-MATTAWA SOURCE PROTECTION AUTHORITY  
MINUTES  
of the**

**THIRD** meeting of the North Bay-Mattawa Source Protection Authority held at 4:30 p.m. on August 16th, 2023 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Steve Featherstone</b>
<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>
<b>Calvin, Township of</b>	-	<b>Bill Moreton</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>
<b>East Ferris, Municipality of</b>	-	<b>Steve Trahan</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>
<b>Nipissing Township</b>	-	<b>Steve Kirkey</b>
<b>North Bay, City of</b>	-	<b>Peter Chirico</b>
<b>North Bay, City of</b>	-	<b>Lana Mitchell</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>
<b>Strong Township</b>	-	<b>Jim Ronholm</b>

**MEMBER(S) ABSENT:**

<b>North Bay, City of</b>	-	<b>Chris Mayne</b>
<b>South River, Village of</b>	-	<b>Teri Brandt</b>

**ALSO PRESENT:**

Chitra Gowda, Chief Administrative Officer (CAO), Secretary-Treasurer  
Rebecca Morrow, Executive Assistant  
Paula Scott, Director, Planning & Development/Deputy CAO  
Helen Cunningham, Director, Corporate Services  
David Ellingwood, Director, Water Resources  
Aaron Loughheed, Assistant Manager, Finance  
Valerie Murphy, Regulations Officer  
Angela Mills, Water Resources Specialist  
Gethan Kattera, Water Resources Coordinator

**1. Acknowledgement of Indigenous Traditional and Treaty Lands**

Dave Britton read a statement acknowledging Indigenous and Treaty Lands. Dave Britton then asked David Ellingwood to introduce a new staff member. David Ellingwood introduced Gethan Kattera, Water Resources Coordinator. Gethan greeted members and introduced himself. Members welcomed Gethan.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. SPA12-23, Kirkey-Smit

THAT the agenda be approved as presented.

**Carried Unanimously**

**3. Delegations**

There were no delegations.

**4. Declaration of Pecuniary Interest**

None.

**5. Adoption of Previous Minutes of April 26, 2023**

After discussion the following resolution was presented:

Resolution No. SPA13-23, Ronholm-Mitchell

THAT the Minutes of the meeting held on April 26, 2023 are adopted as written.

**Carried Unanimously**

**6. Municipal Pre-Consultation update**

David Ellingwood gave a verbal presentation on the draft Source Protection Plan and Assessment Report documents that were sent out for pre-consultation in June and July, 2023. David informed the members that he had made a presentation to South River council and comments had been received. After the discussion the members thanked David for his presentation.

**7. PFAS Follow up from April 26<sup>th</sup> meeting**

David Ellingwood presented his report to members. After discussion the members thanked David for his report and the following resolution was presented:

Resolution No. SPA14-23, Trahan-Scarfone

**THAT** the North Bay-Mattawa Source Protection Authority receive the PFAS report for information purposes and append this report to the minutes of the meeting;

**AND THAT** the Source Protection Committee is encouraged to remain informed about PFAS water quality standards or potential future considerations in the Assessment Report and Source Protection Plan.

**8. New Business**

None recorded.

**9. Adjournment (5:04 p.m.)**

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

Resolution No. SPA15-23, Featherstone-Mick

**THAT** the meeting be adjourned, and the next meeting be held on Wednesday October 25, 2023, at 4:00 pm or at the call of the Chair.

**Carried Unanimously**

  
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Shelley Belanger, Chair

  
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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer



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

**ORIGIN:** David Ellingwood, Director, Water Resources

**DATE:** July 31, 2023

**SUBJECT:** Report on PFAS Chemicals

**Background:**

PFAS refers to various synthetic chemicals that include per- and poly-fluoroalkyl substances (PFAS). Common uses for these chemicals are non-stick coatings and fire suppressants. The presence of PFAS has been noted locally in the Trout Lake watershed, particularly Lees Creek and Trout Lake itself. For Source Water Protection purposes, PFAS chemicals cannot be considered currently in the absence of federal and provincial guidelines. Such guidelines are actively under discussion by the federal government.

**Analysis:**

**Properties:** Per- and poly-fluoroalkyl substances (PFAS) are a large class of synthetic chemicals. There are thousands of variations that have been brought to market since the 1950s. Some have larger molecules that can transform in the environment to produce simpler PFAS (Environment and Climate Change Canada and Health Canada, 2023). However, most PFAS chemicals are very stable and persist in the environment (Health Canada, 2023).

**Usage:** The properties of this class of chemical have led to a wide range of applications, including industrial processes and consumer products such as water and grease repellents and non-stick cookware (Environment and Climate Change Canada and Health Canada, 2023). They have also been used in aqueous film-forming foams (AFFFs) used in firefighting training and to extinguish fuel-based fires (Health Canada, 2023).

**Movement:** Restrictions and prohibitions have been implemented for the manufacture, import, and use of some specific PFAS (Health Canada, 2023). PFAS can enter the environment through releases from industrial facilities, landfills, wastewater treatment plants, and the reuse of biosolids from wastewater treatment plants, as well as being carried through the air, surface water, groundwater, and soils (Health Canada, 2023). There may be risks of PFAS transferring to agricultural crops or livestock for human consumption if sourced near PFAS hotspots, such as firefighting training sites (Environment and Climate Change Canada and Health Canada, 2023).

General Risks: PFAS in humans can impact the immune system, reproduction, development, endocrine disruption (thyroid), nervous system, and metabolism (including lipids, glucose homeostasis, and body weight) (Health Canada, 2023). Some PFAS also bioaccumulate in the food web, with adverse impacts on humans and wildlife alike; some PFAS can be readily absorbed by the body and bind to proteins in the blood which can then accumulate in the liver, kidneys, or be transferred to fetuses (Health Canada, 2023; Kudo, 2015). Data regarding PFAS in Canadian freshwater and drinking water sources remains limited; however, some well-studied PFAS are persistent in the environment and have been detected in humans, wildlife, and environmental media worldwide (Wang et al., 2017 in Health Canada, 2023).

Drinking Water Treatment: Common drinking water treatment technologies are not effective for PFAS removal, and there is no single treatment that will remove all PFAS under all conditions. The most effective technologies include granular activated carbon, membrane filtration (reverse osmosis and nanofiltration) and anion exchange; however, source water characteristics and PFAS species and concentration will influence which technologies are best suited for a particular drinking water treatment facility (Health Canada, 2023). Disposal of water treatment residuals and backwash water which would contain elevated PFAS concentrations should also be considered. Residential-scale treatment technologies are also available.

### Water Quality Guidelines

In 2017, an interim drinking water guideline of 70 ng/L (nanograms per litre) for a sum of 11 specific types of PFAS was provided for Ontario by the MECP (Ministry of Environment, Conservation and Parks, 2022). More recently, the MECP has been working with Health Canada and the other provinces and territories to develop new Canadian Drinking Water Quality Guidelines for PFAS as a class. This proposed objective was released for public consultation in February 2023, as 30 ng/L for the sum of all PFAS detected in drinking water (Health Canada, 2023). This method is to use the full list of substances similar to a United States Environmental Protection Agency method (Health Canada, 2023). Alternatively, a method validated by another jurisdiction that measures at least 18 PFAS with total concentration of not more than 30 ng/L may also be used. Once finalized, this guideline will replace the previous guidelines and screening values derived for individual PFAS (Health Canada, 2023).

Health Canada's (2023) considerations in developing the proposed 30 ng/L objective include:

- PFAS removal efficacy
- Treatment and analytical technologies
- The lowest concentrations technically achievable for a larger number of quantifiable PFAS to reduce potential drinking water exposure.



### Local Detection of PFAS

In the North Bay area, it has been widely reported that PFAS is present in Lees Creek and Trout Lake. The PFAS in North Bay are suspected to have come from the CFB North Bay/Airport area, where they are thought to be from fire-fighting foam used in the past to fight fires and to train firefighters (North Bay Parry Sound District Health Unit, 2022). Other sites where PFAS have been detected include Lake Nipissing, Doran Creek, Chippewa Creek, La Vase River, North Bay Jack Garland Airport, the Canadian Forces Base (CFB) North Bay, and monitoring wells located near CFB North Bay (North Bay Parry Sound District Health Unit, 2022). PFAS have also been detected in the surroundings of those areas in smaller concentrations (North Bay Parry Sound District Health Unit, 2022). A long-standing drinking water advisory for Lees Creek remains in place as well as a fish consumption advisory for fish from the creek issued by the MECP (City of North Bay, 2023).

The Department of National Defence has hired consultants to study the presence of PFAS near their North Bay facilities and develop a long-term plan for monitoring and potential remediation activities. The City of North Bay has been involved in these studies.

### Source Protection Considerations:

The types of contaminants that can be considered in the Assessment Report and Source Protection Plan are governed by the Clean Water Act, its associated regulations and the Technical Rules. Contaminants can be either prescribed in the regulation or identified as a local threat. However, there must be an established standard by which to compare the contaminant's relative risk. At this point in time, there is no such standard established for PFAS in Ontario regulations.

Once a guideline is established within Ontario for PFAS, then local water samples can be assessed against the standard. Should the levels of PFAS be found through an assessment to approach or exceed the standard, then the Source Protection Committee could consider including the information in the Assessment Report and determining what types of policies to include in the Source Protection Plan.





**Recommendation:**

**THAT** the North Bay-Mattawa Source Protection Authority receive the PFAS report for information purposes and

**AND THAT** the Source Protection Committee is encouraged to remain informed about PFAS water quality standards or potential future considerations in the Assessment Report and Source Protection Plan.

**Recommended Resolution:**

**THAT** the North Bay-Mattawa Source Protection Authority receive the PFAS report for information purposes and append this report to the minutes of the meeting;

**AND THAT** the Source Protection Committee is encouraged to remain informed about PFAS water quality standards or potential future considerations in the Assessment Report and Source Protection Plan.

A handwritten signature in black ink that reads "David Ellingwood".

**David Ellingwood**  
**Director, Water Resources**

**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 .

To: Council  
From: Treasurer/Director of Corporate Services  
Re: 2023 Budget Variance

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**RECOMMENDATION:**

Received for information purposes.

**ANALYSIS:**

Attached is a copy of the updated budget variance report as of December 31, 2023. Please note that these figures remain preliminary, as we continue to receive invoices for work performed in the 2023 fiscal year. As well, in other instances, there are year-end adjusting entries still to be completed that may lead to significant changes from the totals identified herein. However, the figures reflected are a reasonable approximation of our financial standing at year-end.

As with last year, I would like to note the diligence of staff in working within their budgeted allocations. Nearly all departments came within 5% of their total budgeted spend, with the rare exceptions being only where these overages were offset by higher than anticipated revenues.

Overall, total operating expenditures were incurred at 98.6% of that budgeted, for a small positive variance. It is anticipated that much of the remaining variance will be eliminated as the year-end adjusting entries are posted. Where deviations on individual line items are significant, these are noted on the attached spreadsheet.

In contrast, the Municipality posted excess non-tax operating revenues of approximately 16.9% over budget. As noted in prior quarterly updates, this was largely driven by the success of the Municipality's recreational programming in 2023. 250 Clark hosted a total of 1,552 events throughout the year, and generated nearly doubled the previous record revenues for the facility. The Sportsplex similarly posted record revenues, with ice rentals increasing by 50% from the previous year, and the TCCC's revenues were also well in excess of the budget, largely due to the Winter Carnival. Elsewhere, record revenues were also posted for investment income, landfill fees, aggregate royalties, fitness centre memberships, MVC revenues, and recreation activities, among others.

As noted in the Municipality's Reserves and Reserve Funds and Surplus Management Policies, certain percentages of rental revenues and other fees generated are transferred directly to reserves as a forced saving mechanism. Any other positive variances are directly transferred into reserves; there will be no surplus rolled forward into the 2024 budget. A more detailed breakdown of the reserves position will be provided concurrent with the presentation of the 2023 audit findings, tentatively scheduled for April 16, 2024.

With respect to tax arrears, there was a total of \$593,665.44 in outstanding property taxes as of December 31, 2023. As illustrated in the table below, the total tax arrears have been steadily decreasing over the past three years. There are several active tax sale files which, upon closing, should continue to lower this figure over the 2024 fiscal year.

<b>Year</b>	<b>Total Arrears</b>
2020	\$1,282,888.45
2021	\$940,452.28
2022	\$837,025.08
2023	\$593,665.44

Finally, the Municipality ended 2023 with a small positive unrestricted cash balance in its operating account of approximately \$314,625.

Overall, progress was made throughout the 2023 fiscal year to improve the Municipality's financial standing. However, our operations remain significantly underfunded, reserves have been depleted, and there is a widening infrastructure gap that will be quantified in the upcoming Asset Management Plan draft.

ACCOUNT	DESCRIPTION	2023 BUDGET	2023 YTD (12/31)	NOTES
	<b>TAXATION REVENUE</b>			
10-10-51000	Residential & Farm Taxes	(4,055,920)	(4,109,768)	
10-10-51010	Commercial & Industrial Taxes	-	-	
10-10-51030	Railway	(6,856)	(6,856)	
10-10-51160	Grants in Lieu - Power Dams	(50,652)	(50,652)	
	<b>Total Taxation Revenues</b>	<b>(4,113,428)</b>	<b>(4,167,276)</b>	
	<b>Operating Grant Revenue</b>			
10-10-51950	Province of Ontario	-	-	
10-10-52020	Province of Ontario - OMPF	(1,051,600)	(1,051,600)	
10-10-52025	Federal Grants	-	-	
10-10-52035	Grants, Donations, Fundraising	(1,000)	(489)	
	<b>Total Operating Grant Revenues</b>	<b>(1,052,600)</b>	<b>(1,052,089)</b>	
	<b>Licenses</b>			
10-50-53000	Animal Licenses	(1,100)	(1,300)	
10-10-53010	Lottery Licenses	(3,000)	(2,849)	
10-10-53015	Marriage Licencing & Officiating Rev.	(13,000)	(10,917)	
	<b>Total Licenses</b>	<b>(17,100)</b>	<b>(15,066)</b>	
	<b>Service Charges</b>			
10-45-53500	Interest & Tax Penalties	(74,400)	(95,045)	
10-45-53510	NSF Cheque Fees	(200)	(390)	
10-45-53520	Interest Earned	(25,000)	(66,127)	HISA account returns
10-10-53530	Eides Interest Earned-Ministry of Health Fund	(162)	(162)	
10-50-53550	Provincial Offences	-	(1,400)	
10-50-53560	Policing Detachment Revenues	(10,000)	(8,464)	
10-50-53655	Parking Tickets/Court Fees	(500)	-	
	<b>Total Service Charges</b>	<b>(110,262)</b>	<b>(171,588)</b>	
	<b>General Government</b>			
10-10-54000	Administration Funds	(16,000)	(26,644)	RIDE grant; offset against 10-50-62510
10-65-57700	Municipal Logo Merchandise	(200)	(647)	
10-10-54010	Tax Certificates	(4,200)	(3,550)	
10-10-54030	Photocopies & Faxes & Oaths	(1,600)	(2,643)	
	<b>Total General Government</b>	<b>(22,000)</b>	<b>(33,484)</b>	
	<b>250 Clark Street</b>			
10-12-57040	250 Clark-Sponsorships and Donations	(2,500)	(3,120)	
10-12-57041	250 Clark-Space/Room Rental	(20,800)	(26,598)	
10-12-57042	250 Clark-Program and Event Revenue	(25,000)	(52,375)	
10-12-57045	Fitness Centre @ 250 Clark	(35,000)	(43,236)	
10-12-57580	GAP Program Revenue	(28,800)	(27,020)	
	<b>Total 250 Clark</b>	<b>(112,100)</b>	<b>(152,349)</b>	
	<b>Protection to Persons and Property</b>			
10-15-53030	Fire - Fees	(11,600)	(10,834)	
10-15-55040	Fire- MTO Calls	(9,800)	(29,649)	higher than usual call volume
10-15-55030	Fire- Letters and Inspections	(500)	(227)	
10-45-54550	911 Service	(800)	(240)	
10-15-54600	Nipissing Twp -fire agreement	(600)	(600)	
	<b>Total Protection Services</b>	<b>(23,300)</b>	<b>(41,551)</b>	
	<b>Building</b>			
10-45-55000	Building Permits	(70,000)	(44,246)	permit volume fell in 2023
10-45-55010	Building - Zoning Letters	(2,000)	(730)	
10-45-55020	Building - Work Orders	(1,200)	(1,819)	
	<b>Total Building</b>	<b>(73,200)</b>	<b>(46,795)</b>	
	<b>Transportation</b>			
10-20-55500	Transportation	(23,000)	(42,571)	aggregate royalties
	<b>Total Transportation</b>	<b>(23,000)</b>	<b>(42,571)</b>	
	<b>Environment</b>			
10-25-56200	Enviro-Lift Charges	(25,100)	(19,151)	

ACCOUNT	DESCRIPTION	2023 BUDGET	2023 YTD (12/31)	NOTES
10-25-56210	Enviro-Blue Boxes	(50)	-	
10-25-56220	Enviro - Tags	(1,100)	(1,646)	
10-25-56230	Enviro - Gate Receipts	(36,900)	(48,872)	
10-25-56240	Enviro - Billings	(65,600)	(121,637)	
10-25-56260	WDO Rebates	(52,000)	(61,014)	
10-25-56268	Electronic Stewardship Rebates	(1,000)	(791)	
<b>Total Environment</b>		<b>(181,750)</b>	<b>(253,109)</b>	
<b>Health Services</b>				
10-60-56500	Medical Centre Rent	(18,000)	(15,375)	
<b>Total Health Services</b>		<b>(18,000)</b>	<b>(15,375)</b>	
<b>Cemetery</b>				
10-85-56530	Cemetery - Service Revenue	(21,200)	(21,413)	
10-85-56540	Cemetery - Interest Income - C&M	(3,800)	(9,200)	increase in interest rates
<b>Total Cemetery</b>		<b>(25,000)</b>	<b>(30,614)</b>	
<b>Social &amp; Family Services</b>				
10-65-57020	Trout Creek Seniors Hall	(1)	-	
10-65-57030	Legion-Revenue	(1)	-	
<b>Total Social &amp; Family Services</b>		<b>(2)</b>	<b>-</b>	
<b>Recreation and Cultural Services</b>				
10-55-52000	Province of Ontario - Recreation	-	(5,000)	
10-55-57490	Recreation Activities	(20,000)	(21,978)	
10-55-57500	Park Rentals	-	(1,242)	
10-55-57510	Pool Revenue	(16,500)	(6,596)	
10-55-57550	Maple Syrup Festival	(17,100)	(35,738)	unbudgeted grant funding received
10-55-57570	Donations	(5,000)	(6,300)	
<b>Total Recreation &amp; Cultural Services</b>		<b>(58,600)</b>	<b>(76,854)</b>	
<b>Trout Creek Community Centre</b>				
10-75-53700	Ice Rentals	(44,000)	(56,644)	
10-75-53710	Hall Rentals	(3,100)	(13,821)	
10-75-53740	Canteen Proceeds-Downstairs	(400)	(500)	
10-75-53750	Sign Rentals	(2,700)	(2,400)	
10-75-53810	Socials Revenue	(3,000)	(30,551)	TC carnival
10-75-53815	Bar Revenues	(5,000)	(6,024)	
<b>Total TCCC Revenues</b>		<b>(58,200)</b>	<b>(109,940)</b>	
<b>Sportsplex</b>				
10-80-53700	Ice Rentals	(130,000)	(190,499)	50% increase from PY
10-80-53710	Hall Rentals	(500)	(1,342)	
10-80-53750	Sign Rentals	-	-	
10-80-53720	Booth Rental	(2,500)	(2,478)	
10-80-53850	Curling Club	(19,500)	(17,663)	
10-80-53856	Donations	(1,000)	-	
10-80-53786	Bar Revenue-Sportsplex	(11,900)	(21,798)	
<b>Total Sportsplex Revenues</b>		<b>(165,400)</b>	<b>(233,781)</b>	
<b>Planning &amp; Economic Development</b>				
10-70-58000	Planning Fees	(10,000)	(5,452)	
<b>Total Planning and Economic Development</b>		<b>(10,000)</b>	<b>(5,452)</b>	
<b>Total Non-Tax Operating Revenues</b>		<b>(1,950,514)</b>	<b>(2,280,620)</b>	
<b>TOTAL OPERATING REVENUES</b>		<b>(6,063,942)</b>	<b>(6,447,896)</b>	
<b>General Government</b>				
10-10-61000	Council Salaries	41,250	40,534	
10-10-61020	Council - Other Expenses	5,300	5,023	
10-10-61030	Donations	2,500	800	
10-10-61050	Advertising	5,000	-	
10-10-61500	Administration Salaries	494,300	456,582	
10-10-61510	Admin-Benefits	33,100	31,049	
10-10-61520	Admin-RRSP/OMERS	45,100	39,145	
10-10-61530	Admin-Convention, Training	5,700	6,734	

ACCOUNT	DESCRIPTION	2023 BUDGET	2023 YTD (12/31)	NOTES
10-10-61540	Admin-Office Supplies, Copies	12,400	10,144	
10-10-61545	Marriage Licencing & Officiating Exp.	4,500	1,920	
10-10-61550	Admin-Telephones, cells, internet	5,600	4,733	
10-10-61560	Admin-Audit & Legal	36,900	40,648	
10-10-61570	Admin-Computers	85,800	92,134	
10-10-61600	Admin-Postage/Courier/Copier	25,000	25,608	
10-10-61610	Admin-Heat & Hydro	9,200	6,304	
10-10-61640	Admin-Office & Equipment Maintenance	2,000	795	
10-10-61650	Admin-Insurance	15,500	16,090	
10-10-61660	Admin-Bank Charges & Interest	10,000	9,601	
10-10-61670	Admin-Financial - Taxes Written Off	7,850	63,318	successful appeal for two large commercial properties
10-10-61675	Uncollectable Debt	2,000	-	
10-10-61690	MPAC	53,754	53,754	
10-10-61730	Memberships & Association Dues	6,200	4,634	
10-10-68410	B.I.A. - Material/Supplies	3,100	2,547	
<b>Total General Government Expenses</b>		<b>912,054</b>	<b>912,099</b>	
<b>250 Clark</b>				
10-12-61500	250 Clark-Labour	96,500	94,950	
10-12-61525	250 Clark-Janitorial Expense	12,500	9,719	
10-12-61641	250 Clark-Building Maintenance	25,000	19,207	
10-12-61650	250 Clark-Insurance	23,200	24,058	
10-12-61753	250 Clark-Utilities	38,900	39,430	
10-12-61754	250 Clark- Program Expenses	25,000	36,397	tied to programming revenue
10-12-61755	250 Clark-Sponsored Program Expenses	1,000	215	
10-12-61757	Fitness Centre @ 250 Clark Expense	4,800	4,396	
10-12-67510	GAP Program Labour	23,300	20,187	
10-12-67520	GAP Program Expense	2,500	1,586	
<b>Total 250 Clark Expenses</b>		<b>252,700</b>	<b>250,143</b>	
<b>Fire Department</b>				
10-15-61500	Fire Wages	73,100	75,760	
10-15-62000	Fire Dept. - Answering Service	4,400	4,081	
10-15-62010	Fire Dept.- Maintenance	56,500	57,306	
10-15-62020	Fire Department - Insurance	31,600	31,081	
10-15-62030	Fire Dept. - Trucks	12,000	17,801	trackless repairs 4k
10-15-62040	Fire Dept. - Equipment	11,600	12,857	
10-15-62050	Fire Dept.- Gratuity/Wardens	50,000	50,001	
10-15-62060	Fire Prevention	3,000	2,933	
10-15-62061	Fire Dept- Training	15,000	8,752	
10-15-62064	Fire hydrants & maintenance & water usage	15,000	51	
<b>Total Fire Department Expenses</b>		<b>272,200</b>	<b>260,623</b>	
<b>Protection to Persons and Property</b>				
10-50-62500	Policing - OPP	481,030	481,032	
10-50-62510	Police Services Board	2,000	9,278	RIDE- offset by grant revenue
10-50-62555	911 and Signage	1,000	320	
10-50-61500	Emergency Management- CEMC	102,800	103,281	
10-50-62600	Animal Control	5,000	5,105	
10-50-62585	By-Law/Property Standards Expense	2,000	2,746	
10-45-62700	Building Inspector	125,600	128,763	
10-45-62710	Building Inspector - Mat/Supplies	4,600	2,815	
10-45-62715	CBO/Office Vehicle Expense	3,000	3,679	
<b>Total Protection Expenses</b>		<b>727,030</b>	<b>737,020</b>	
<b>Transportation Services</b>				
10-20-63000	Street Lighting-Labour/Cont.Serv.	39,800	39,606	
10-20-63010	Street Lighting - Mat/Supplies	6,500	4,152	
10-20-63020	Street Lighting - Power	16,700	16,157	
10-20-63040	Public Works - Training & Development	15,000	10,735	
10-20-61500	Public Works - Labour Expenses	667,900	650,730	
10-20-63060	Public Works - Mat/Supplies	68,850	76,776	replaced compressor
10-20-63062	Public Works Buildings Utilities	16,800	18,771	
10-20-63065	Public Works Admin. Mat/Supplies	8,700	6,021	

ACCOUNT	DESCRIPTION	2023 BUDGET	2023 YTD (12/31)	NOTES
10-20-63070	Public Works-Health and Safety supplies	5,000	3,633	
10-20-63075	Public Works- Fuel	121,900	89,558	
10-20-63110	Sidewalks - Mat/Supplies	15,000	138	
10-20-63210	Bridges & Culverts - Mat/Supplies	17,000	16,541	
10-20-63230	Brushing - Materials/Supplies	17,000	17,611	
10-20-63270	Roadside Maintenance - Mat/Supplies	22,500	8,104	
10-20-63320	Hardtop Maintenance - Mat/Supplies	55,000	53,361	
10-20-63370	Loose Top Maintenance-Mat/Supplies	114,400	102,827	
10-20-63420	Winter Control - Mat/Supplies	99,100	94,289	
10-20-63470	Safety Devices/CN - Mat/Supplies	18,150	40,721	TC lease, crossing repairs
10-20-63520	2011 Freightliner - Mat/Supplies	14,000	13,006	
10-20-63540	2015 GMC 4X4 Truck -mat /supplies	3,500	3,305	
10-20-63560	2013 Freightliner Truck - Mat/Supp	21,000	22,157	
10-20-63580	2019 3/4 ton GMC-Mat/supp	1,500	1,997	
10-20-63600	2015 GMC Truck - Mat/Supp	3,000	4,855	
10-20-63626	Backhoe-CAT 420-material/supplies	10,000	4,136	
10-20-63640	96 Backhoe - Materials/Supplies	2,500	1,256	
10-20-63660	22 Grader - Mat/Supplies	10,000	6,154	
10-20-63700	Steamer - Materials/Supplies	2,000	-	
10-20-63720	Trackless - sidewalk sander- Mat/Supplies	5,300	3,777	
10-20-63740	Lawn Equipment - Material/Supplies	3,000	4,469	
10-20-63760	Other Equipment - Mat/Supplies	3,000	660	
10-20-63780	2014 Freightliner - Mat/Supplies	18,000	17,403	
10-20-63820	Downtown - Materials/Supplies	1,000	-	
10-50-63900	Crossing Guard - Labour / Benefits	4,750	4,959	
<b>Total Transportation Services</b>		<b>1,427,850</b>	<b>1,337,865</b>	
<b>Environmental Services</b>				
10-50-64730	NB Mattawa Conservation Levy	360	397	
10-25-64810	Garbage Collection - Mat/Supplies	2,000	1,761	
10-25-64830	Garbage Vehicle Expense	21,000	16,076	
10-25-64910	Landfill Site - Material/Supplies	46,500	42,423	
10-25-64920	Landfill Site Equipment Expenses	30,800	21,845	
10-20-63620	710 Backhoe - Material/Supplies	15,000	18,238	
10-25-64930	Hazardous Waste	2,500	2,492	
10-25-64940	Recycling Program	123,600	146,640	13 months billed in 2023
10-25-64965	Landfill Site Maintenance as per C of A	79,400	68,309	
<b>Total Environmental Services</b>		<b>321,160</b>	<b>318,181</b>	
<b>Health Services</b>				
10-60-65000	Health Unit	107,686	107,686	
10-60-65220	Land - Ambulance	116,989	116,989	
10-70-68045	Medical Centre -Powassan Town Square	77,300	82,605	
10-60-65350	North Bay Regional Health Centre	37,359	37,359	
10-85-65110	Cemetery - Service Materials-Interment	5,700	8,120	mini-excavator rental; offset by fees
10-85-65130	Cemetery- Maintenance Material	3,000	1,272	
<b>Total Health Services</b>		<b>348,034</b>	<b>354,031</b>	
<b>Social &amp; Family Services</b>				
10-60-66100	District Social Services DSSAB	152,011	152,011	
10-60-66200	Eastholme - Levy	122,581	122,581	
<b>Total Social &amp; Family Services</b>		<b>274,592</b>	<b>274,592</b>	
<b>Recreation &amp; Cultural Services</b>				
10-55-67005	Playground Inspection Expense	500	-	
10-55-67010	Parks - Material/Supplies	9,000	14,936	
10-55-67020	Parks - Canada Day	-	4,404	
10-55-67030	Playground Equipment	2,000	-	
10-55-67100	Pool - Labour	33,500	22,669	
10-55-67110	Pool - Material and Supplies	15,000	12,191	
10-55-67112	Pool Utilities	12,000	8,277	
10-55-67115	Pool Chemicals	8,000	1,172	
10-55-67210	Outdoor Rink - Materials/Supplies	2,000	-	
10-55-67310	Beach - Material/Supplies	3,000	19	
10-55-67410	S.H.C.C. Materials/Supplies	6,600	6,590	

ACCOUNT	DESCRIPTION	2023 BUDGET	2023 YTD (12/31)	NOTES
10-55-67500	Recreation - Fund Raising	500	146	
10-55-67610	Recreation - General Exp.- Mat/Supplies	2,000	3,358	
10-55-67650	Recreation Buildings. - Repair & Maint	3,000	-	
10-55-67920	Recreation-Activities Expenses	10,200	11,430	
10-65-66030	TC Seniors Hall	8,500	8,589	
10-55-61055	Maple Syrup Festival expenses	17,100	15,181	
10-65-67800	Library Levy	103,388	103,388	
10-65-67680	Legion Building Labour/Mat/Supplies	23,900	25,208	
10-65-61725	Municipal Logo Merchandise expense	500	-	
<b>Total Recreation &amp; Cultural Services</b>		<b>260,688</b>	<b>237,559</b>	
<b>Trout Creek Community Centre</b>				
10-75-61500	TCCC Salaries	-	-	
10-75-61510	TCCC Benefits	-	-	
10-75-61800	Supplies	3,000	4,311	propane from higher usage
10-75-61820	Maintenance	27,000	24,403	
10-75-61610	Hydro	27,400	30,466	
10-75-61620	Natural Gas	6,900	7,642	
10-75-61550	Telephone	3,100	3,142	
10-75-61650	TCCC Insurance	12,950	13,446	
10-75-61840	Socials Expense - Spring	3,000	10,640	carnival expenses
10-75-61865	Bar Expenses	5,000	4,898	
10-75-61870	Fees	1,000	45	
<b>Total TCCC Expenses</b>		<b>91,350</b>	<b>98,993</b>	
<b>Sportsplex</b>				
10-80-61500	Salaries	181,800	216,760	due to increased rentals
10-80-61510	Benefits	7,400	6,541	
10-80-61910	Clothing Allowance	1,000	643	
10-80-61610	Hydro	102,600	81,033	
10-80-61620	Heat-Natural Gas	19,800	29,123	
10-80-61920	Water and Sewer	8,300	8,489	
10-80-61930	Zamboni-Repairs & Maintenance	15,000	10,526	
10-80-61940	Equipment Repairs and Maintenance	25,000	19,903	
10-80-61945	Equipment Supplies	3,000	3,361	
10-80-61950	Building-Repairs and Maintenance	30,000	39,550	compressor mte, lift repairs
10-80-61960	Building-Supplies	2,500	4,036	
10-80-61650	Insurance	28,100	29,177	
10-80-61970	Mat Rentals	500	288	
10-80-61982	Bar supplies /expenses	8,000	11,560	
10-80-61550	Telephone	500	229	
10-80-61555	Office Expenses	6,000	4,782	
10-80-61985	Staff training	2,500	-	
<b>Total Sportsplex Expenses</b>		<b>442,000</b>	<b>466,000</b>	
<b>Planning &amp; Economic Development</b>				
10-70-68005	Planning Consultants	10,000	7,408	
10-70-68010	Planning & Development - Mat/Supp	17,600	16,698	
10-70-68020	Green Plan	300	295	
<b>Total Planning &amp; Economic Development</b>		<b>27,900</b>	<b>24,401</b>	
<b>Debt Repayment</b>				
10-10-61875	Term Loan- Principal	71,424	71,424	
10-10-61876	Term Loan- Interest	27,610	28,534	
10-10-61775	OSIFA Capital Loan Principal	86,338	86,338	
10-10-61780	OSIFA Capital Loan Interest	29,750	29,750	
10-12-61756	250 Clark Loan Payments- Principal	54,980	54,980	
10-12-61751	250 Clark Loan Payments- Interest	80,036	80,573	
10-15-62072	Fire Hall Loan Payment- Principal	33,318	33,318	
10-15-62073	Fire Hall Loan Payment- Interest	49,381	49,514	
10-15-62075	Fire Rescue Loan- Principal	30,000	30,000	
10-15-62076	Fire Rescue Loan- Interest	7,203	7,316	
10-20-63800	2019 Chevy Silverado Principal	8,487	8,487	
10-20-63805	2019 Chevy Silverado Interest	112	118	
10-20-63815	2022 Grader Loan Principal	50,110	50,104	



ACCOUNT	DESCRIPTION	2023 BUDGET	2023 YTD (12/31)	NOTES
10-20-63816	2022 Grader Loan Interest	23,821	23,827	
10-25-64880	Compactor Loan- Principal	19,762	19,762	
10-25-64885	Compactor Loan- Interest	4,490	4,548	
10-75-61883	RINC Project-Loan Principal Expense	8,534	8,557	
10-75-61884	RINC Project-Loan Interest Expense	469	445	
10-80-61990	Zamboni Loan Principal	13,152	13,152	
10-80-61991	Zamboni Loan Interest	423	439	
10-80-61883	Construction Loan Principal	34,135	34,228	
10-80-61884	Construction Loan Interest	1,875	1,782	
<b>Total Debt Repayment</b>		<b>635,410</b>	<b>637,195</b>	
<b>TOTAL OPERATING EXPENDITURES</b>		<b>5,992,968</b>	<b>5,908,700</b>	
<b>NET OPERATING REVENUE- AVAILABLE FOR CAPITAL</b>		<b>(70,974)</b>	<b>(539,195)</b>	
<b>Capital Revenues</b>				
10-10-99999	Prior Year Deficit (Surplus)	-	325	
10-10-51950	Province of Ontario	(325,801)	(159,960)	
10-10-52025	Federal Grants	(35,360)	-	
10-20-52040	Federal Grants - Infrastructure-Gas Tax	(344,000)	(349,339)	
10-10-53650	Loan Proceeds- General Government	-	-	
10-10-54060	Sale of Equipment	-	(4,168)	
10-10-54510	Transfer From Reserves	(15,000)	-	
10-15-53035	Fire Grant/Donations	-	(362)	
<b>Total Capital Revenues</b>		<b>(720,161)</b>	<b>(513,504)</b>	
<b>Capital Projects</b>				
10-10-61055	Grant Expenses-modernization & efficiencies	78,800	70,323	
10-10-61680	Admin-Office Capital	5,000	5,207	
10-10-61685	Reorganization Expenses	15,000	72,405	
10-70-68140	Official Plan Development	14,000	6,716	
<b>250 Clark</b>				
10-12-61680	250 Clark-Building Capital	-	(9,714)	
10-12-61758	Fitness Centre- Equipment Capital	-	-	
<b>Fire Department</b>				
10-15-62070	Capital - Fire Department	7,000	8,288	
<b>Transportation</b>				
10-20-63240	Capital- Bridges & Culverts	20,000	8,745	
10-20-63375	Loose Top Maintenance- Gravel Resurfacing	261,000	260,937	
10-20-63860	Capital - Materials/Supplies	231,600	151,215	Memorial Park culvert- will be completed in 2024
10-20-63890	Capital	-	12,211	Purchase of trackless
10-20-63895	Capital-Gas Tax Projects	89,200	88,403	
<b>Environmental Services</b>				
10-25-64840	Garbage - Capital	-	-	
10-25-64860	Landfill- Capital	-	-	
<b>Recreation Services</b>				
10-55-67900	Recreation-Major Projects	44,200	388	
10-75-61880	TCCC Capital	10,000	-	
10-80-61880	Sportsplex Capital	15,000	-	
<b>Total Capital Projects</b>		<b>790,800</b>	<b>675,122</b>	
<b>Net Reserve Transfers</b>				
10-15-62080	Fire Dept.- Transfer to Reserve	-	-	
10-10-61710	Transfer to Reserve - Working Capital	335	179,875	
10-20-63880	Transfer to Reserve - Infrastructure Renewal	-	121,516	
10-20-63885	Transfer to Reserve - Accrued Pit Closure Costs	-	1,239	
10-10-63850	Transfer to Reserve - Election	-	6,250	
10-25-64950	Landfill - Accrued Closure Costs	-	31,247	
10-80-99999	Surplus/Deficit Account	-	-	

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2023 BUDGET</b>	<b>2023 YTD (12/31)</b>	<b>NOTES</b>
Total Reserve Transfers		335	340,127	
<b>NET CAPITAL EXPENDITURES</b>		<b>70,974</b>	<b>501,745</b>	
<b>BALANCE</b>		<b>-</b>	<b>(37,451)</b>	

# 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

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW 2024-04**

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A Bylaw to approve the Human Resource Policy Manual for the  
Municipality of Powassan

---

**BEING** a Bylaw to adopt an updated Human Resource Policy for the Corporation of the Municipality of Powassan;

**WHEREAS** under Section 8.1 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the Municipality to enable the Municipality to govern its affairs as it considers appropriate and to enhance the Municipality's ability to respond to municipal issues;

**AND WHEREAS** the Human Resource Policy was approved by Resolution 2024-9 at the Regular Meeting of Council on January 16, 2024;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipal Council of The Corporation of the Municipality of Powassan hereby enacts as follows:

- 1. THAT** the Human Resource Policy in the form of Schedule "A" annexed hereto to this Bylaw be and it is hereby authorized, approved, and adopted.
- 2. THAT** pursuant to the provisions of Sections 23.1 to 23.5 inclusive of the Municipal Act, 2001, as amended, the Clerk of the Municipality of Powassan is hereby authorized to affect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical, or descriptive nature or kind to this Bylaw or its schedules as such may be determined to be necessary after the passage of this Bylaw.
- 3. THAT** if the provisions of this Bylaw conflict with any previous Bylaw or Policy of the Corporation heretofore passed, then the provision of this Bylaw shall prevail.
- 4. THAT** this Bylaw shall come into force and effect on the date of passing.

**READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council meeting this the 6<sup>th</sup> day of February 2024, for the immediate wellbeing of the Municipality.

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MAYOR

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CLERK



# Your Project. Our Passion.

Municipality of Powassan  
250 Clark Street, P.O Box 250  
Powassan, On P0H 1Z0

DATE: January 24, 2024

## CONTRACT for Connecting Link Multi Year Service Agreement between Fowler Construction Company Limited and the Municipality of Powassan.

We are pleased to submit a proposal to you as Owner or Contractor for the performance of the following described work (the "said work") at: **Specified "Connecting Link" Locations** which property is owned by: **The Municipality of Powassan**

### DESCRIPTION AND PRICE OF WORK:

**Provide Winter Maintenance Services in Specified "Connecting Link" locations. The service locations are as follows:**

- Highway 522 from the JCT of 522/522B West .5km

The total lump sum price will be \$10,000.00 annually beginning in the winter season of 2023-2024 and will extend for a total of 6 seasons to be in line with the timeframe of the CDMC Contract.

### Notes:

1. Price does not include H.S.T.
2. The winter maintenance service level will be reflective of the MTO service level standards as outlined in Schedule A – CDMC 2020-04-Section 2002 Winter Maintenance for Highway 522 in the Powassan area.
3. The noted sections will be maintained 24 hours per day 7 days per week as part of the Ministry of Transportation requirements from October 2<sup>nd</sup> to May 15<sup>th</sup> of each season.
4. The Municipality of Powassan agrees to pay the annual lump sum in 6 equal installments effective when the contract is signed.
5. FCCL is not responsible for any paint degradation as a result of winter operations.
6. Consumer price adjustment will be applied April of each year beginning April of 2024 based on the following GC: *.03 The IAF for each year will be based on the Ontario Consumer Price Index (CPI) All Items as reported monthly by Statistics Canada in table number 18-10-0004-13 (This information is available on the Statistics Canada web site: [www.statcan.ca](http://www.statcan.ca)*

If the foregoing meets with your acceptance, kindly sign and return the attached copy of our Contract, which, upon receipt by us, becomes a binding contract. It is understood that the foregoing and the terms and conditions set forth on the reverse side hereof, will constitute the full and complete agreement between the parties.

ACCEPTED

Yours very truly  
**Fowler Construction Company Limited**

Paul  
Russell

Digitally signed by Paul Russell  
DN: cn=Paul Russell, c=CA, o=Fowler  
Construction, ou=North Bay CDMC,  
email=prussell@fowler.ca  
Paulson/ agree to the specified portions of  
this document  
Location: North Bay CDMC  
Date: 2022.10.18 13:12:51 -0400

By: \_\_\_\_\_  
Paul Russell, CDMC Project Manager

\_\_\_\_\_  
CONTRACTOR OR OWNER

\_\_\_\_\_  
20

\_\_\_\_\_  
Date



1206 Rosewarne Drive, P.O. Box 630,  
Bracebridge, Ontario, P1L 1T9  
Phone: (800) 268-7687 [www.fowler.ca](http://www.fowler.ca) Fax: (705) 645-5025



TERMS AND CONDITIONS

- 1 a) Invoice Amounts due and payable within 30 days of date of invoices.  
b) Final Payment within 30 days of date of last invoice or date of last work, whichever is the sooner.  
c) INTEREST - 1.5% per month chargeable if terms of payment not complied with.
2. If credit conditions become unsatisfactory before commencement or at any time during the course of the said work, adequate security shall be furnished to Fowler Construction Company Limited.
3. This proposal is made on the basis of current material and labour costs. A delay in acceptance of more than 30 days requires a review of the proposal and re-dating before the agreement becomes binding.
4. Any alteration or deviation from this Proposal involving extra cost of material or labour will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.
5. Fowler Construction Company Limited will carry Worker's Compensation Insurance covering its employees and shall provide adequate Public Liability and Property Damage Insurance protecting itself.
6. The aforesaid stated prices shall be renegotiated if Fowler Construction Company Limited can show that the costs of materials have increased since the date of this contract over and above CPI indexing in any given year.
7. The above prices are quoted on the assumption that unless specifically stated to the contrary, the said work can be undertaken in unbroken areas and that a sufficient area of work shall be available daily to ensure continuity.
8. It is expressly agreed that the Contractor/Owner will advise before any work is undertaken under this contract, of any unusual conditions or particulars which might affect any of our operations.
9. In the event of a period of maintenance being specified, such period of maintenance shall commence from the date of completion of the said work, and not from the date of completion of the main contract.
10. The Contractor/Owner agrees to notify Fowler Construction Company Limited in writing, of any deficiencies or other complaints by delivering a written notice containing particulars forthwith to Fowler Construction Company Limited by registered mail. It is expressly understood that if the Contractor/Owner fails to deliver by registered mail such a notice immediately, they will be deemed to have accepted the said work.
11. FORCE MAJEURE - Fowler Construction Company Limited shall be relieved from the terms of this agreement in the event of acts of God, strikes, fires, floods, war (declared or undeclared) or any other happening beyond the control of Fowler Construction Company Limited which shall render Fowler Construction Company Limited unable to comply with the conditions thereof.
12. All permits and approvals from any necessary agencies to be obtained by owner, and will be assumed to be in place unless Fowler Construction Company Limited is notified to the contrary. Any costs incurred by Fowler Construction Company Limited due to the aforesaid will be charged to the Contractor/Owner.



# SERGUEI AVDEYEV 1964829 ONTARIO INC

200 Main Street

Trout Creek ON P0H 2L0

Canada

| 9059280548 | sergesa@gmail.com

## **Date January 24/2024**

The Municipality of Powassan  
250 Clark Street  
P.O. Box 250  
Powassan, ON P0H 1Z0

Phone: [705-724-2813](tel:705-724-2813)

Fax: [705-724-5533](tel:705-724-5533)

Email: [office@powassan.net](mailto:office@powassan.net)

## **Greetings**

I am Serguei Avdeyev writing this letter to the council of Powassan to confirm that I am still interested in purchasing McDonald Road for purposes of increasing lot size for the future development of 200 Main Street east.

Thank you for your time.

Sincerely

**Serge A**

**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.

**COUNCIL MEMORANDUM**

<b>Date:</b>	January 16, 2024
<b>To:</b>	Council
<b>From:</b>	Councillor Markus Wand
<b>Re:</b>	Horse Hitching Post

**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.

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



January 19, 2024

To: Northern Ontario Municipalities

Subject: Crown Land Disposition in Northern Municipalities

I am writing to highlight our government's commitment to improving service delivery by helping northern and Indigenous communities meet housing needs and economic development goals. My ministry has established a new Crown Land Disposition Task Team to help northern municipalities and Indigenous communities with the process to purchase Crown lands within an existing municipality.

The Crown Land Disposition Task Team was established to provide direct support to communities that are interested in acquiring Crown land to advance priority projects that are critical for economic development or to support housing needs. The task team is supporting the disposition process by improving clarity, transparency, efficiency, timeliness and by providing additional capacity to help communities navigate the process. This team is available to learn about your priority projects and to help identify available parcels of Crown land that may be most suitable for sale. You can contact the team directly at [cldt.mnrf@ontario.ca](mailto:cldt.mnrf@ontario.ca).

Specifically, the new task team will:

- Provide support and advice to northern municipalities and Indigenous communities throughout the sale process.
- Screen available Crown lands within municipal boundaries and identify the most suitable parcels for purchase.
- Support engagement and set out processes for consultation.

My ministry has worked hard to meet your expectations around improved clarity, timeliness and capacity to navigate the process for acquiring Crown lands. We have created a new web page ([English link](#), [French link](#)) that includes:

- a one window contact process through the new task team
- process maps that clarify the process
- an application form to be used when you are ready, and
- a simplified guide that will be a resource to work through the process.

The new guide to Acquisition of Crown land within Municipal Boundaries is consistent with current policy direction and sets out two categories of dispositions:

- A simplified explanation of the process for dispositions to municipalities for municipal infrastructure that explains how environmental assessments can be streamlined.
- A clarified process for dispositions for economic development including, lands for housing or cottage lots that will improve the timeliness of approvals.

Any sale of Crown land will be undertaken with care, consistent with all applicable legislative requirements and in a manner that respects Aboriginal and Treaty rights. Consultation with Indigenous communities and relationship building remain priority obligations and of great interest for Ontario. The ministry continues to encourage municipalities to work with Indigenous communities throughout the process, and early engagement and dialogue will be important. Projects that are submitted in partnership with Indigenous communities will be considered high priority.

If you have any questions about this initiative, you can reach out directly to the Crown Land Disposition Task Team at [cldtt.mnrf@ontario.ca](mailto:cldtt.mnrf@ontario.ca). You are also welcome to contact Holly Fullager, Director of Stakeholder Relations, from my office, at [holly.fullager@ontario.ca](mailto:holly.fullager@ontario.ca) or 437-224-6690.

Sincerely,

A handwritten signature in black ink, appearing to read 'Graydon Smith', written in a cursive style.

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

Ministry of Agriculture,  
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAAARO



January 22, 2024

Peter Mclsaac  
His Worship  
Municipality of Powassan  
pmcisaac@powassan.net

Dear Mayor Mclsaac:

Rural Ontario is in a period of historic transformation, with new people moving in, businesses opening, and opportunities developing. While the future looks bright, we need to ensure that all our communities can seize these emerging opportunities.

Part of that work is being done through the [Rural Economic Development \(RED\) program](#). Since 2019, our government has invested over \$21.6 million to fund projects designed to enhance economic prosperity in rural Ontario. To further this support, I am pleased to share that the latest intake of the RED program is open, from now until February 21<sup>st</sup>.

Each community has its unique strengths and challenges, and each one contributes significantly to this province. With this in mind, our government understands that our policies and approaches must be flexible to promote economic growth across Ontario.

That's why, at the 2024 Rural Ontario Municipal Association Conference, I was pleased to announce that our government is launching consultations to inform the creation of a Rural Economic Development Strategy. We know that we have a role to play in helping rural communities plan for success, but it's something that must be done in partnership.

We need your thoughts, your experience, and your ideas to define the opportunities and help inform a Strategy that will support the economic prosperity of small towns and villages across the province. By working together, it is my hope that we can build a brighter economic future for rural Ontario. Consultations are now taking place and I encourage you to share your feedback through our [online webpage](#) or by emailing [ruralplan@ontario.ca](mailto:ruralplan@ontario.ca).

.../2



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

Thank you for all you do to support rural communities. I look forward to continuing to work closely together and seeing what we can do to boost economic development in rural communities across our province.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M. Thompson". The signature is written in a cursive, flowing style.

Lisa M Thompson  
Minister of Agriculture, Food and Rural Affairs

**Did you know about the Farmers' Wellness Initiative?**

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.

Ministry of Agriculture,  
Food and Rural Affairs

Office of the Minister

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22 janvier 2024

Peter McIsaac  
Monsieur le Maire  
Municipality of Powassan  
pmcisaac@powassan.net

Bonjour Son Honneur monsieur McIsaac,

Les régions rurales traversent une période de transformation historique, de nouvelles personnes s'y installant, des entreprises ouvrant leurs portes et des possibilités se développant. Alors que l'avenir semble prometteur, nous devons nous assurer que toutes nos collectivités puissent saisir ces possibilités qui émergent.

Une part de ce travail est effectué par le truchement du [Programme de développement économique des collectivités rurales \(Programme DECOR\)](#). Depuis 2019, notre gouvernement a investi plus de 21,6 millions de dollars pour financer des projets taillés pour améliorer la prospérité économique dans les régions rurales de l'Ontario. Afin d'appuyer davantage ces efforts, je suis heureuse de vous informer que le plus récent appel de propositions du Programme DECOR s'est amorcé et restera ouvert jusqu'au 21 février.

Chaque collectivité possède ses propres forces et enjeux, et chacune d'entre elles apporte une contribution importante à cette province. Gardant cela à l'esprit, notre gouvernement comprend que nos politiques et approches doivent être souples afin de promouvoir la croissance économique partout en Ontario.

C'est pourquoi, lors de la conférence 2024 de la Rural Ontario Municipal Association, j'ai été heureuse d'annoncer que notre gouvernement lance des consultations pour orienter la création d'une stratégie de développement économique des collectivités rurales. Nous savons que nous avons un rôle à jouer en aidant les collectivités rurales à planifier leur réussite, mais il s'agit de quelque chose qui doit être fait en partenariat.

.../2



Good things grow in Ontario  
À bonne terre, bons produits

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- For additional resources visit: <https://farmerwellnessinitiative.ca/>.



Nous avons besoin de vos observations, de votre expérience et de vos idées pour définir les possibilités et aider à orienter une stratégie qui favorisera la prospérité économique des petites villes et des villages de l'ensemble de la province. En travaillant ensemble, j'ai l'espoir que nous pouvons construire un avenir plus prometteur pour les régions rurales de l'Ontario. Des consultations se déroulent présentement et je vous encourage à faire part de vos observations sur notre [page Web](#) ou en faisant parvenir un courriel à l'adresse suivante: [ruralplan@ontario.ca](mailto:ruralplan@ontario.ca).

Je vous remercie tous du soutien que vous accordez aux collectivités rurales. J'ai hâte de continuer à travailler étroitement avec vous et de découvrir ce que nous pouvons faire pour stimuler le développement économique dans les collectivités rurales à l'échelle de notre province.

Veuillez agréer l'expression de mes sentiments les meilleurs.

La ministre de l'Agriculture, de l'Alimentation et des Affaires rurales,



Lisa M. Thompson

**Did you know about the Farmers' Wellness Initiative?**

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- For additional resources visit: <https://farmerwellnessinitiative.ca/>.

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

Tel: 705 329-6140  
Fax: 705 330-4191

Tél. : 705 329-6140  
Télec.: 705 330-4191

File Reference:

612-20

January 30, 2024

Dear Mayor/Reeve/CAO/Treasurer,

April 1, 2024, has been proclaimed as the official date on which the *Community Safety and Policing Act, 2019 (CSPA)* will come into force. At that time, it will repeal and replace the current *Police Services Act, 1990 (PSA)*. The provision of OPP municipal policing services is preserved under the CSPA, however, no municipality will remain in a contract or municipal group contract arrangement under PSA s. 10.

We wish to confirm that the OPP 2024 Annual Billing Statements remain in effect after April 1, 2024, and municipalities will continue to be billed in accordance with costs in the statements.

Under the CSPA, all municipalities policed by the OPP will be subject to Regulation 413/23 *Amount Payable by Municipalities for Policing from Ontario Provincial Police*. This regulation preserves the cost-recovery methodologies currently in effect. The OPP Billing Model cost allocation method remains the same under Reg. 413/23. There are transitional provisions included in the Regulation that stipulate that 2024 annual billing statements will not need to be reissued.

Should you have any further questions about your annual billing statements or any other billing inquiries, please reach out to the OPP Municipal Policing Bureau Financial Services Unit at [OPP.MPB.Financial.Services.Unit@opp.ca](mailto:OPP.MPB.Financial.Services.Unit@opp.ca)

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Whitton", with a long horizontal flourish extending to the right.

Phil Whitton  
Superintendent  
Municipal Policing Bureau Commander

c: Detachment Commander



**AORS**  
PROMOTING **KNOWLEDGE**. PURSUING **EXCELLENCE**

January 8, 2024

Dear Head of Council, Deputy Head of Council and Councillors,

Your local Public Works department provides invaluable services within your community. Without the dedicated public works employees that you are fortunate to have, many basic functions in your community would not be able to happen. Without maintained roads, your emergency services (police, fire, and ambulance) would not be able to respond to calls, school buses could not run to get children to school, and your residents would not be able to leave to work, school, appointments, children's extra-curriculars and any other activity important to them. Additionally, as you work with the provincial government to tackle the housing crisis, your communities require more core infrastructure to handle the growth. For the health and safety of our communities it is important we keep our Public Works department staff complement full, and well trained.

Public Works departments across the province have already begun to feel the impacts of labour shortages, and as we will begin to see many retirements across the province, the shortage will become even more exasperated. From a recent survey that AORS completed with public works departments from across Ontario, we know that 91.5% of respondents will be hiring entry level positions in the next three to five years. However, we are already seeing the start of the labour shortage. From our survey, we found that 70% of respondents already reported getting less than five applications for entry level positions when posted, and the top three challenges municipalities are currently facing is a lack of applicants, applicants that do apply not meeting the required qualifications and municipalities having to compete with private sector positions.

Over the last year, AORS has been dedicating much of our advocacy to encouraging youth to consider careers in public works through career fairs, local government presentations to students, developing printed resources for guidance counsellors and much more. AORS has also been working closely with Fanshawe College Corporate Training Solutions to develop a Municipal Operator Course that would train potential municipal equipment operators to come to your municipality with the basic knowledge they need to begin maintaining your core infrastructure. This would be the first course of its kind that would attract potential students from across the Province of Ontario. To fund this endeavor, AORS has applied for a Skills Development Fund through the Province's Ministry of Labour, Training, Immigration and Skilled Trades. We are reaching out to you for your support in our application and your advocacy to the province on why having more – and qualified – applicants to our public works departments are so imperative.

We would ask that you consider passing the following motion:

*WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;*

*AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as*

*emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;*

*AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;*

*AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.*

*THEREFORE IT BE RESOLVED, that (INSERT MUNICIPALITY NAME) supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;*

*AND THAT, (INSERT MUNICIPALITY NAME) calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;*

*AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, (INSERT MUNICIPALITY'S NAME)'s Member of Provincial Parliament (INSERT LOCAL MPP NAME) and the Association of Ontario Road Supervisors.*

We appreciate your on-going support and should you have any questions or concerns, please do not hesitate to contact AORS for all things municipal public works!

Best regards,



John Maheu  
AORS Executive Director



Dennis O'Neil  
AORS Member Services Coordinator



Christie Little  
AORS Training and Programming Coordinator



Kelly Elliott  
AORS Marketing and Communications  
Specialist



Trout Creek and Area Pickleball Club

(Kathy Straughan 705-477-7532

Sue Linklater at [esadlink@gmail.com](mailto:esadlink@gmail.com))

January 9, 2024

Dear Mayor McIsaac and Council Members,

In affiliation with The Trout Creek Friendship Club Kathy Straughan and myself introduced the game of pickleball to the Municipality of Powassan in 2015. Mike Heasman was instrumental at that time in securing grant money for equipment.

The sport has grown in leaps and bounds since then. The Pickleball Canada group states that their membership has essentially grown 50% from June 2022 to June 2023. This clearly demonstrates the popularity of the sport. Our group has had to put a hold on new members as the facilities that we play in cannot accommodate any increase.

Presently we utilize the 2 courts at the Trout Creek Lion's Court facility for our outdoor season. Our indoor season is housed in Mapleridge Public School's gym. This facility has 2 courts and play is subject to after school times, bus cancellations and school closures. (We had tried 250 Clark for our indoor season but with only 1 court it is not a reasonable option.)

As this committee considers future needs for our municipality we ask that indoor and outdoor (expansion) pickleball courts be included.

Best regards,

*Sue*

Susan G. Linklater

January 24, 2024

Your Worship and Members of Council,

I am writing to inform you of our concerns with the [Ontario Energy Board's \(OEB\) decision on Phase 1 of the Enbridge Gas 2024 rebasing application](#), issued on December 21, 2023. The disappointing decision puts future access to natural gas in doubt and sets a deliberate course to eliminate natural gas from Ontario's energy mix. This decision is about the millions of Ontarians who rely on natural gas to keep their homes warm, and the many businesses throughout Ontario who depend on natural gas for day-to-day operation.

Our 2024 rate rebasing application was designed to provide our customers with safe and reliable natural gas at a reasonable cost, in addition to measured steps to help Ontario advance a practical transition to a sustainable energy future. Natural gas plays a critical role in Ontario's energy evolution mix while supporting the reliability of Ontario's electricity system. Natural gas meets 30 percent of Ontario's energy needs, which can not be easily or quickly replaced.

**We are taking action to secure the future of natural gas in your communities. We are filing a motion in late January to review evidence with the OEB and seeking a judicial review of this decision.**

Without natural gas, communities across Ontario will feel the impacts of this decision in their everyday lives – the stakes are high.

- **Energy Affordability:** Those looking to connect to natural gas will be required to pay an upfront fee, which creates a significant financial barrier to all forms of residential and commercial development. This resulting fee adds thousands of dollars to individual consumers' cost to obtain or expand gas service.
- **Economic Growth:** This decision will put economic developments in your community at risk. The decision limits the ability of future expansion projects to support regional investment to meet the ever-growing energy needs in your community and communities across Ontario. That includes greenhouses, grain dryers, industrial parks, and any new businesses or housing developments seeking access to natural gas.
- **Energy Access:** Preserving customer choice is critical. Constraining access to natural gas through a reduction in capital will significantly limit the future development of essential energy infrastructure vital to moving manufacturing, agriculture, and the consumer goods industry in Ontario.
- **Energy Security:** On an annual basis, natural gas delivers twice the energy to Ontario than electricity, and five times the maximum peak capacity of Ontario's electricity grid at a quarter of the cost. Even in the worst weather conditions, our reliable natural gas system delivers.

**As local leaders across the province, your voice matters, and we encourage you to take action.**

Reach out to your MPP to share your support for the government's [quick action](#) and write the OEB about the consequences of reduced access to the natural gas grid to support economic development, housing growth, energy reliability. Use your voice to acknowledge the need for natural gas and infrastructure in Ontario today and into the future while we take a measured step towards energy transition.

We ask that you reach out to your municipal advisor or find us at [municipalaffairs@enbridge.com](mailto:municipalaffairs@enbridge.com) to get started.

Sincerely,



Michele Harradence  
President  
Enbridge Gas Inc.

# February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
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18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1	2	3
4	5	6 Council	7 NAPB Recreation Committee	8 DSSAB	9	10
11	12	13	14	15	16 12:00am	17 Winter Carnival
18 Winter Carnival	19 Office Closed - Family Day	20 Council GSMNP	21 Eastholme Board MSF Committee	22	23	24
25	26 Library Board Meeting	27	28 NBMCA	29	Mar 1	2