

AGENDA

Regular Council Meeting
Tuesday, January 7, 2025, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

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 Powassan and District Union Public Library 2025 Budget Presentation – Marie Rosset and Laurie Forth

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

7.1 Regular Council Meeting of December 3, 2024

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 Powassan and District Union Public Library – Minutes of November 18, 2024

9.2 District of Parry Sound Social Services Administration Board – December 2024 CAO Report

9.3 The Golden Sunshine Municipal Non-Profit Housing Corporation – Minutes of November 19, 2024

10. STAFF REPORTS

10.1 Operations and Facilities Manager, F. Schmeltz – Public Works and Facilities Update, December 2024

11. BY-LAWS

11.1 Bylaw 2025-01 – Temporary Borrowing

11.2 Bylaw 2025-02 – Interim Tax Levy

12. UNFINISHED BUSINESS

12.1 Ontario Provincial Police 2025 Annual Billing Revisions

13. NEW BUSINESS

13.1 North Bay Parry Sound District Health Unit – 2025 Municipal Levy

13.2 Ontario Clean Water Agency – 2024 Management Review Report of the Drinking Water Quality Management System

13.3 Ontario Clean Water Agency – Operational Plan for the Powassan Drinking Water System

13.4 Councillor Hall – Kraft Hockeyville 2025 Contest

13.5 Councillor Hall – Development of Powassan snowmobile/ATV trail for the 2025 season

13.6 Councillor Hall – Council Members voting online

14. CORRESPONDENCE

14.1 Ministry of Infrastructure – Municipal Housing Infrastructure Program

14.2 Town of Aurora – Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

14.3 Ministry of Emergency Management and Preparedness Response – Emergency Management Modernization Act

14.4 NECO Community Futures Development Corporation – 2025 Maple Syrup Week and Festival CED application

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

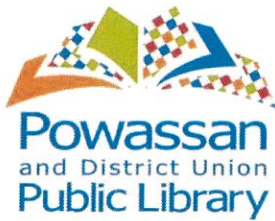
17.1 Adoption of the Closed Session Minutes of November 5, 2024

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 Legal Matters – Section 239(2)(e) of the Municipal Act and under Section 9(4)(e) of the Procedural Bylaw – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

17.4 Security of Property - Section 239(2)(a) of the Municipal Act and under 9.4(a) of the Procedural Bylaw – Security of property of the municipality or local board.

18. MOTION TO ADJOURN



January 2, 2025

Mayor Peter McIsaac
Municipality of Powassan
250 Clark Street
Powassan, ON P0H 1Z0

Re: Library Budget 2025

Dear Mayor Peter McIsaac and Council Members:

Here is our 2025 Budget, I hope you will find it acceptable and choose to support it.

This year we have determined the Library requires \$206,740.78 to operate for 12 months of the year. This is an increase of \$28,312.89 over last year's Library fees. As agreed in the latest Library Agreement adopted in 2021 and signed in 2023, the Library fees are to be distributed among the three Union Members according to their share of active library patrons. An active library patron is defined as a patron who uses and renews their card at least once a year. On Dec 31, 2024 the percentage of active users for the Municipality of Powassan was recorded at 68.5%. Your share for this year equals \$141,617.43.

In 2025 the Library Board is also requesting that Library Fees be paid monthly instead of the previous 3 times a year system. It will improve the financial management of the library.

As you will see on page 2 of the budget, the library applied and received many grants in 2024. These were crucial in providing the many services to the community. For more detailed information please scan the QR code on this page to view our 2024 Highlights document.

We look forward to serving the community and continuing to provide its residents with the outstanding library services they are accustomed to.

Yours truly,

A handwritten signature in black ink that reads "Kristine Martin".

Kristine Martin, Chair of the Board
Powassan & District Union Public Library



Attachments:

2025 Budget (3 pages)
Proposed Installments for 2025

Powassan & District Union Public Library - Budget 2025

Revenue	Actual 2024	Budget 2024	Budget 2025
Municipal	\$178,428.00	\$178,428.00	\$206,740.78
Powassan	\$114,193.85	\$114,193.85	\$141,617.43
Chisholm	\$ 28,548.46	\$ 28,548.46	\$ 23,568.45
Nipissing	\$ 35,685.58	\$ 35,685.58	\$ 41,554.90
Restoule	4,559.00	5,084.00	5,083.94
Provincial	14,500.00	14,500.00	14,500.00
Copier Fees	4,720.00	4,000.00	4,500.00
LifeLabs Contribution	9,396.00	9,612.00	10,477.00
Misc. Fees	4,890.00	6,400.00	7,150.00
Pay Equity Grant	7,601.00	7,601.00	0.00 *1
Donations	18,150.00	14,850.00	12,000.00
Total Revenue	\$242,244.00	\$240,475.00	\$260,451.72

	Estimates		
Expenditures	2024	Budget 2024	Budget 2025
Payroll	\$169,027.00	\$169,027.00	\$177,669.54 *2
Benefits	8,538.00	8,668.00	9,000.00
Pension	10,000.00	10,000.00	13,496.60
WSIB	611.00	611.00	671.13
E.H.T.	1,470.00	1,770.00	1,676.97
Training	226.00	600.00	680.00
Payroll Services	1,803.00	1,600.00	1,700.00
Circulation Materials	7,470.00	5,250.00	5,700.00
Interloans	399.00	375.00	375.00
Programming	2,283.00	1,000.00	1,000.00
Sewer & Water	555.00	450.00	555.00
Hydro & Heating	6,292.00	6,500.00	7,100.00
Security	490.00	700.00	700.00
Elevator	5,708.00	6,300.00	5,000.00
Insurance	6,257.00	6,000.00	6,240.00
Janitorial Services	800.00	5,700.00	5,700.00
Maintenance & Snow Removal	2,874.00	4,000.00	4,003.68
Maintenance Reserve	0.00	1,200.00	1,200.00
Internet and Telephone	981.00	740.00	740.00
Computers & Related Items	1,649.00	1,300.00	1,500.00
Contracted Computer Services	1,110.00	1,500.00	1,500.00
Associations Fees	3,105.00	3,105.00	3,148.00
Off. Supplies & Postage	1,000.00	1,450.00	1,150.00
Copier	3,769.00	3,200.00	3,700.00
Audit	2,671.00	2,800.00	4,000.00
Advertising and Promotion	750.00	750.00	750.00
Bank Service Charges	576.00	250.00	270.00
Miscellaneous	652.00	799.00	125.00
Total Expenditures	\$241,066.00	\$245,645.00	\$259,350.92

*1 Pay Equity Grant is reported on page two with other grants

*2 Includes Wages and Salaries plus EI and CPP benefits, Pay Equity Grant amount has been removed.

actual 2024 figure

Powassan & District Union Public Library Grants & Special Project Budget 2025

Revenue	Estimates 2024	Budget 2024	Budget 2025
Pay Equity Grant			7,601.00
Student Grants	4,634.00	\$4,634.00	\$4,928.00
Prov. Senior Community Grant	7,816.00	\$7,816.00	\$0.00
Trillium Resilience Grant *3	22,400.00	22,400.00	0.00
Trillium Capital Grant - 2024 *4	25,000.00	25,000.00	0.00
Internet Connectivity Grant	2,760.00	2,760.00	2,760.00
Total Revenue	\$62,610.00	\$62,610.00	\$15,289.00

*1

Expenditures	Estimates 2024	Budget 2024	Budget 2025
Pay Equity Grant			\$7,601.00
Students Grants	\$6,105.00	\$5,958.00	6,028.80
Trillium Resilience Grant - Spent	12,741.07	\$22,400.00	0.00
Trillium Res. Grant - Pending	9,658.93		0.00
Trillium Capital Grant - Spent	14,236.91	\$25,000.00	0.00
Trillium Capital Grant - Pending	10,763.09		0.00
Prov. Senior Com. Grant - Spent	1,126.12	\$7,816.00	0.00
Senior Com. Grant - Pending	6,689.88		0.00
Quiet Room	6,836.00	\$6,836.00	0.00
Legion Senior Expenses	2,000.00	\$2,000.00	0.00
Internet Connectivity Grant	2,760.00	2,760.00	2,760.00
Total Expenditure	\$72,917.00	\$72,770.00	\$16,389.80

*2

*1 No value is recorded due to the uncertainty of application success

*2 No value recorded due to uncertainty of remaining costs carried over from previous year.

*3 The Trillium Resilience Grant application was done in partnership with the Mun. of Powassan

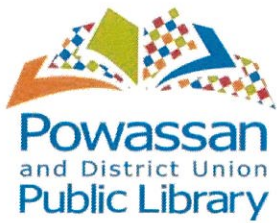
*4 The Trillium Capital Grant application was done in partnership with the Township of Chisholm

**Powassan & District Union Public Library
Budget 2025**

Revenue	Estimates 2024	Budget 2024	Budget 2025
Operating Budget	\$ 242,244.00	\$ 240,475.00	\$ 260,451.72
Grants & Spec. Projects	\$ 62,610.00	<u>\$ 62,610.00</u>	<u>\$ 15,289.00</u>
Total Revenue	<u>\$ 304,854.00</u>	<u>\$ 303,085.00</u>	<u>\$ 275,740.72</u>

Expenditures	Estimates 2024	Budget 2024	Budget 2025
Operating Budget	\$ 241,066.00	\$ 245,645.00	\$ 259,350.92
Grants & Spec. Projects	\$ 72,917.00	<u>\$ 72,770.00</u>	<u>\$ 16,389.80</u>
Total Expenditures	<u>\$ 313,983.00</u>	<u>\$ 318,415.00</u>	<u>\$ 275,740.72</u>

Revenue	<u><u>-\$ 9,129.00</u></u>	<u><u>-\$ 15,330.00</u></u>	<u><u>\$ -</u></u>
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2025 Proposed Installments for Library Services

Municipality of Powassan	\$141,617.43
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12 monthly payments of \$11,801.45

Township of Chisholm	\$ 23,568.45
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12 monthly payments of \$1,964.04

Township of Nipissing	<u>\$ 41,554.90</u>
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12 monthly payments of \$3,462.91

Total 2025 Library Fees	\$206,740.78
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Regular Council Meeting
Tuesday, December 3, 2024, at 6:30 pm
Powassan Council Chambers

Present: Peter McIsaac, Mayor
Markus Wand, Deputy Mayor
Leo Patey, Councillor

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

**Absent,
With Regrets:** Dave Britton, Councillor
Randy Hall, Councillor (Joined virtually, but does not count
towards quorum).

Presentations: Lego Robotics Team 250 Clark – Presented on their team and
upcoming competition.

Disclosure of Monetary Interest and General Nature Thereof: None

- | | | |
|-----------------|---|----------------|
| 2024-351 | Moved by: M. Wand Seconded by: L. Patey
That the agenda of the Regular Council Meeting of December 3, 2024,
be approved, with the following addendum:

15.1 Councillor Wand - Landfill | Carried |
| 2024-352 | Moved by: L. Patey Seconded by: M. Wand
That the minutes of the Regular meeting of Council of November 19, 2024,
be adopted. | Carried |
| 2024-353 | Moved by: L. Patey Seconded by: M. Wand
That the North Bay Mattawa Conservation Authority's draft budget be received. | Carried |
| 2024-354 | Moved by: M. Wand Seconded by: L. Patey
That the minutes from the Powassan and District Union Public Library meeting of October
21, 2024, be received. | Carried |
| 2024-355 | Moved by: L. Patey Seconded by: M. Wand
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation
committee meeting of September 17, 2024, be received. | Carried |

- 2024-356** Moved by: M. Wand Seconded by: L. Patey
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of October 15, 2024, be received. **Carried**
- 2024-357** Moved by: L. Patey Seconded by: M. Wand
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding Tower Line Winter Maintenance be received; and,

FURTHER that Council decline to alter the current level of service to the seasonally maintained portion of Tower Line. **Carried**
- 2024-358** Moved by: M. Wand Seconded by: L. Patey
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the 2024 Budget Amendment be received; and,

FURTHER that the budget be amended as per the recommendations in the staff report dated December 3, 2024. **Carried**
- 2024-359** Moved by: L. Patey Seconded by: M. Wand
That the memo from Clerk, A. Quinn, regarding the draft Animal Control Bylaw be received; and,

FURTHER that any comments or changes be sent to staff by January 2, 2024. **Carried**
- 2024-360** Moved by: M. Wand Seconded by: L. Patey
That the memo from Deputy Clerk, K. Bester, regarding the McDonald Street Sale, be received; and,

FURTHER that Council direct staff to move forward with the sale of each portion of McDonald Street and the purchase prices be based upon the total area being sold to each person as set out in the memo. **Carried**
- 2024-361** Moved by: M. Wand Seconded by: L. Patey
That the memo from Manager of Operations and Facilities, F. Schmeltz, regarding the Public Works Update, be received. **Carried**
- 2024-362** Moved by: L. Patey Seconded by: M. Wand
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding Rental Space at 250 Clark Street be received; and,

FURTHER that Council directs staff to meet with Grace House and the Almaguin Adult Learning Centre to discuss rental options. **Carried**
- 2024-363** Moved by: M. Wand Seconded by: L. Patey
That the report from Councillor Patey regarding a New Municipal Website, be received; and,

FURTHER that staff be directed to tender out for a redesign of the Municipal Website. **Carried**

- 2024-364** Moved by: M. Wand Seconded by: L. Patey
That the notice of a public meeting on Tuesday, January 14, 2025, at 6:00 p.m. for a proposed zoning Bylaw Amendment for 44 Purdon Line, be received. **Carried**
- 2024-365** Moved by: L. Patey Seconded by: M. Wand
That the correspondence from the North Bay Lions Club regarding the 50th Annual District A5 Convention on May 2-4, 2025, be received. **Carried**
- 2024-366** Moved by: L. Patey Seconded by: M. Wand
That the correspondence dated November 21, 2024, from the Ministry of Northern Development regarding the modernization of the Northern Services Boards Act, be received. **Carried**
- 2024-367** Moved by: M. Wand Seconded by: L. Patey
That the correspondence from the Ministry of Municipal Affairs and Housing regarding changes to the Planning Act and the province’s additional residential unit framework, dated November 28, 2024, be received. **Carried**
- 2024-368** Moved by: L. Patey Seconded by: M. Wand
That the memo from Councillor Wand regarding the Municipal Landfill be received; and,

FURTHER that Council direct senior staff to meet with the Public Works Landfill Attendant and other Public Works staff to develop an immediate plan to improve the condition of the landfill and that the necessary funds are made available to purchase and apply proper cover material at the landfill. **Carried**
- 2024-369** Moved by: M. Wand Seconded by: L. Patey
That Council now adjourns at 7:09 p.m. **Carried**

Mayor

Clerk

Powassan & District Union Public Library

Minutes for Monday, November 18, 2024 – 6:00 p.m.

Board Meeting @ Library

In-person: Tina Martin, Bernadette Kerr, Steve Kirkey, Brenda Lennon, Debbie Piper, Marie Rosset

Via Zoom: Pat Stephens, Valerie Morgan

Absent with regrets: Laurie Forth

Absent: Randy Hall

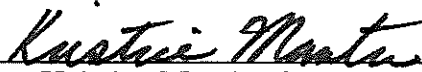
Item	Action	Responsibility
1. Call to order	6:16 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history 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 heal our planet.	
5. General Consent Motion: Present the general Consent Motion for November 2024, which includes: a) Approval of November 18, 2024 Agenda- amended b) Approval of Minutes from the October 21, 2024 meeting c) Approval of the October 2024 Financial Statements d) Approval of October 2024 Library Reports	Motion: 2024-35 That the General Consent Motion for November 2024 be adopted as presented Moved by: Steven Kirkey Seconded by: Bernadette Kerr Adopted as presented. Carried	
4. Disclosure of pecuniary interest	None	
5. General Business a) New Board Member, Councillor Randy Hall - Welcome	Deferred until next Board Meeting in December	

b) Grant Updates	OTF Capital Grant - Replacement of light fixture through Save on Energy has been problematic, resolution ongoing. - New Heat pump installation starting November 21st. Upgrades to accessibility features should be done by end of year.. OTF Resilience Grant - Second payment received by Municipality Sept 14, 2024 (\$9,000) to be transferred to library. Still have not received funds. - End of Grant report to be completed by April 17, 2025 - End-of-Grant event needs to be organized prior mid-March 2025 Senior's Grant - Activities proceeding as planned - Final report due April 30, 2025 New Canada Summer Job (CSJ) program - Application deadline Dec 19. - Laurie Forth volunteered to complete the application again this year. Enbridge Giving Back to Community Grant - Approached by Christine Jardine-Wagner with offer of above grant - Early 2025 - Donation of volunteering and funding - Project to be identified – carpet cleaning possibility	CEO meet with Municipality of Powassan CAO CEO Laurie Forth
c) Library Report Update	CEO presented updated Library Report, which will now report monthly on: - total active users - usage of new quiet room - data from newly installed people counter. - rentals - monthly numbers and revenues	

d) Upcoming Holiday Activities	CEO distributed leaflets with all the planned activities for both children and adults. - Dec 7: Festival of Lights with gathering at library afterward for all participants, Board members and family - Dec 12: Raising readers with visit with Santa, Mayors and Voodoos. - Dec 13: start of Kid' Free Shopping Initiative, open until Dec 20th or until run out of items - Dec 13: Free Holiday Skate, subsidized by Peter Goulet – Thank You! - Dec 20: Open House with prizes and draws	
e) Janitorial Services	- In 2025 the janitorial services will no longer be provided under the staffing umbrella. - Jen Fryer has accepted to continue the janitorial work independently from her library Head Clerk hours. Motion: 2024-36 That janitorial services be provided in house by Jen Fryer. Moved by: Steven Kirkey Seconded by: Brenda Lennon Carried	
6. Correspondence	None	
7. Committee Reports		
a) Property Committee	See above 2. Grants Update - OTF Capital Grant. Other than the light fixture, which has a questionable completion end date, the heat pump and accessibility upgrade should be done by end of December	Contractors
b) Budget Committee	- Committee will present a draft of the 2025 Budget to the Financial Committee (consisting of Budget Committee and three Council Members) on December 16 at 5:30pm. - The Board will then meet at 6pm and approve the submitted 2025 budget.	

c) Policy Committee	- GOV-10 Policy Development Policy Motion: 2024-37 That GOV-10 Policy Development Policy be renewed as is. Moved by: Brenda Lennon Seconded by: Bernadette Kerr Carried GOV-11 Record Retention Policy Policy Motion: 2024-33 That GOV-11 Record Retention Policy be renewed as is. Moved by: Steven Kirkey Seconded by: Debbie Piper Carried	CEO
d) Friends of the Library	Friends raised at least \$1,300 from their end of September Crafting Items Sale. They have agreed to cover 1. cost of a new shelving unit to store the Reference Collection, and 2. renewal of the subscription to the North Bay Nugget. Will request they cover the cost of new vacuum cleaner. Christmas Basket tickets for draw will be available on November 25th.	
f) Adjournment	Motion: 2024-39 That the November 18, 2024 meeting be adjourned at 7:15 pm Moved by: Pat Stevens	Next meeting: December 16, 2024

Chairperson:


Kristine Martin, Chair

Recorder:


Marie Rosset, CEO



Chief Administrative Officer's Report

December 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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Esprit Giving Campaigns

As a reminder, The Orange Door Project campaign continues! From November 12th to December 22nd, Home Depot customers across Canada are being empowered to be a part of the change by making a donation in support of a local charity that provides housing and supportive services. Staff have been attending the store weekly to provide information on our services and programs.



Sponsor-A-Family Program

Wow! We are overwhelmed by the response and support we've already received for our Sponsor-A-Family campaign. In less than 24 hours we had sponsors for almost all of our families!, and they are now fully sponsored!

Each one of these elves represents a family we are supporting through our programs. Your support makes a huge difference in their lives everyday, and especially during the holiday season.

More information can be found on our website at www.espritplace.ca/sponsorfamily/



Holiday Wish List

We are seeking donations for our reopening in early 2025. We've created our 'holiday wish list' to help identify the items most in need.

Social Media Stats

Facebook –District of Parry Sound Social Services Administration Board	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
Total Page Followers	601	626	642	657	671	677
Post Reach this Period (# of people who saw post)	5213	5510	6261	5343	2332	3032
Post Engagement this Period (# of reactions, comments, shares)	599	609	512	380	365	257

Facebook -Esprit Place Family Resource Centre	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
Total Page Followers	192	193	196	198	199	209
Post Reach this Period (# of people who saw post)	421	526	1782	275	124	3103
Post Engagement this Period (# of reactions, comments, shares)	102	26	91	32	11	151

DSSAB LinkedIn Stats https://bit.ly/2YyFHIE	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
Total Followers	474	478	485	488	492	501
Search Appearances (in last 7 days)	178	226	184	90	64	10
Total Page Views	26	26	26	84	69	55
Post Impressions	1089	1251	1241	243	154	1800
Total Unique Visitors	15	11	13	41	38	23

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
Total Followers	74	83	85	93	93	97
# of accumulated posts	23	25	27	36	37	53

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District October 2024

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeeek ELCC	HCCP	Total
Infant (0-18M)	3	2	1	5	15	26
Toddler (18-30M)	5	5	14	17	35	76
Preschool (30M-4Y)	16	14	16	32	41	119
# of Active Children	24	21	31	54	91	221

The overall enrollment has not changed in the month of October although several children have aged up to the next age-grouping.

School Age Programs October 2024

Location	Enrollment
Mapleridge After School	26
Mapleridge Before School	8
Mapleridge Summer Program	N/A
Sundridge Centennial After School	13
Home Child Care	19
# of Active Children	66

Both Mapleridge and Sundridge School Age Programs are now operating at capacity.

Inclusion Support Services October 2024

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	2	2	4	0	0	0
Toddler (18-30M)	5	4	9	19	3	3	1
Preschool (30M-4Y)	1	32	33	51	7	0	1
School Age (4Y+)	7	32	39	30	2	0	15
Monthly Total	13	70	83	-	12	3	17
YTD Total	19	85	-	104	39	40	44

The ISS Resource Consultants continue to discharge children that have fully transitioned to school and are now receiving services through the school boards.

EarlyON Child and Family Programs October 2024

Activity	Monthly Total	YTD
Number of Children Attending	989	9,582
Number of New Children Attending	44	372
Number of Adults Attending	801	7,473
Number of Virtual Programming Events	10	101
Number of Engagements through Social Media	1,080	7,333
Number of Views through Social Media	16,796	140,485

There were 265 more visits by children this month in the EarlyON Child and Family Centres with 44 new children in attendance that have not previously visited a program. With the children, there was an increase of 236 adults attending one or more programs.

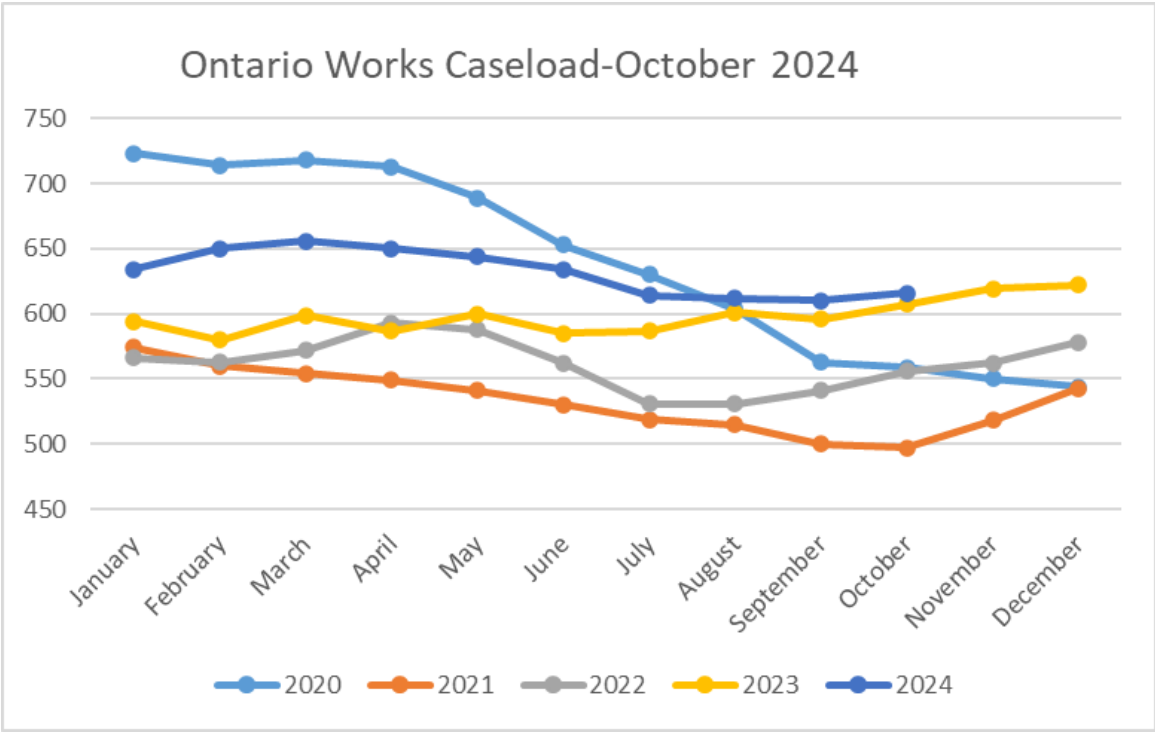
Funding Sources for District Wide Childcare Spaces - October 2024

Funding Source - Active	# of Children	# of Families
CWELCC*	56	54
CWELCC Full Fee	190	188
Extended Day Fee Subsidy	5	5
Fee Subsidy	33	27
Full Fee	28	26
Ontario Works	2	2
Total	314	302

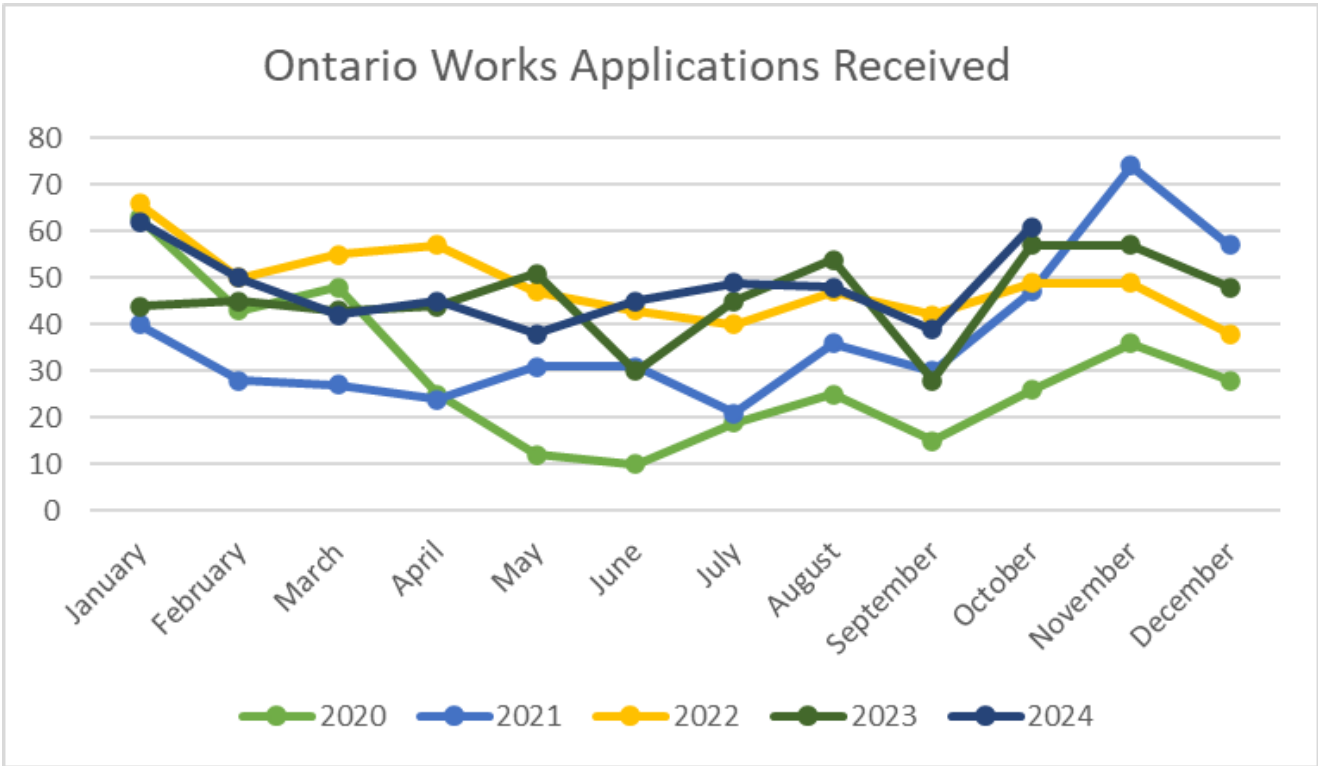
Funding Source - New	# of Children	# of Families
CWELCC*	2	2
CWELCC Full Fee	5	5
Extended Day Fee Subsidy	2	2
Fee Subsidy	5	4
Full Fee	1	1
Ontario Works		
Total	15	14

Exits	# of Children	# of Families
Fee Subsidy	0	0
CWELCC Full Fee	0	0
Extended Day Fee Subsidy	0	0
Total	0	0

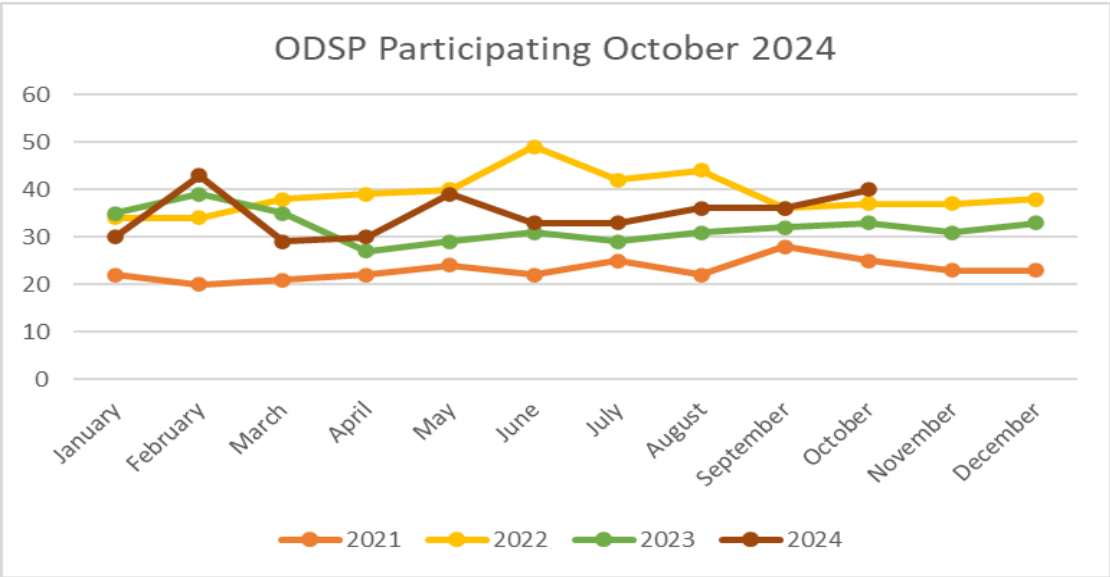
* CWELCC: Canada-Wide Early Learning Child Care; eligible for children 0 - 6



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

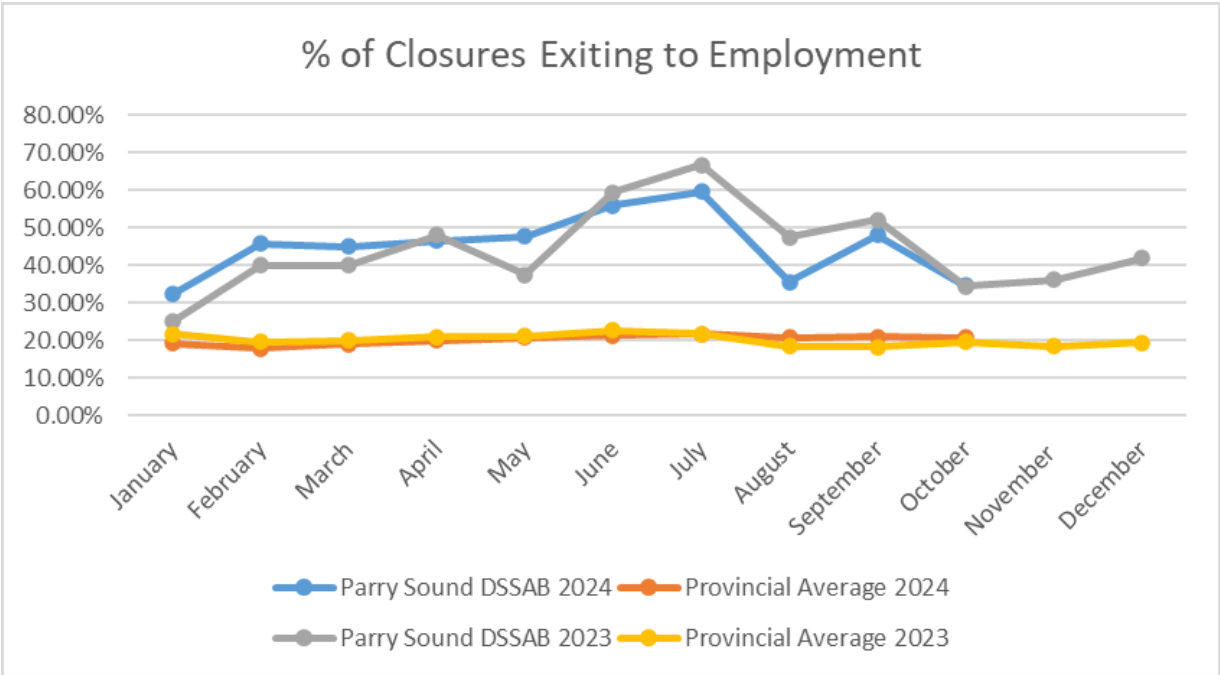


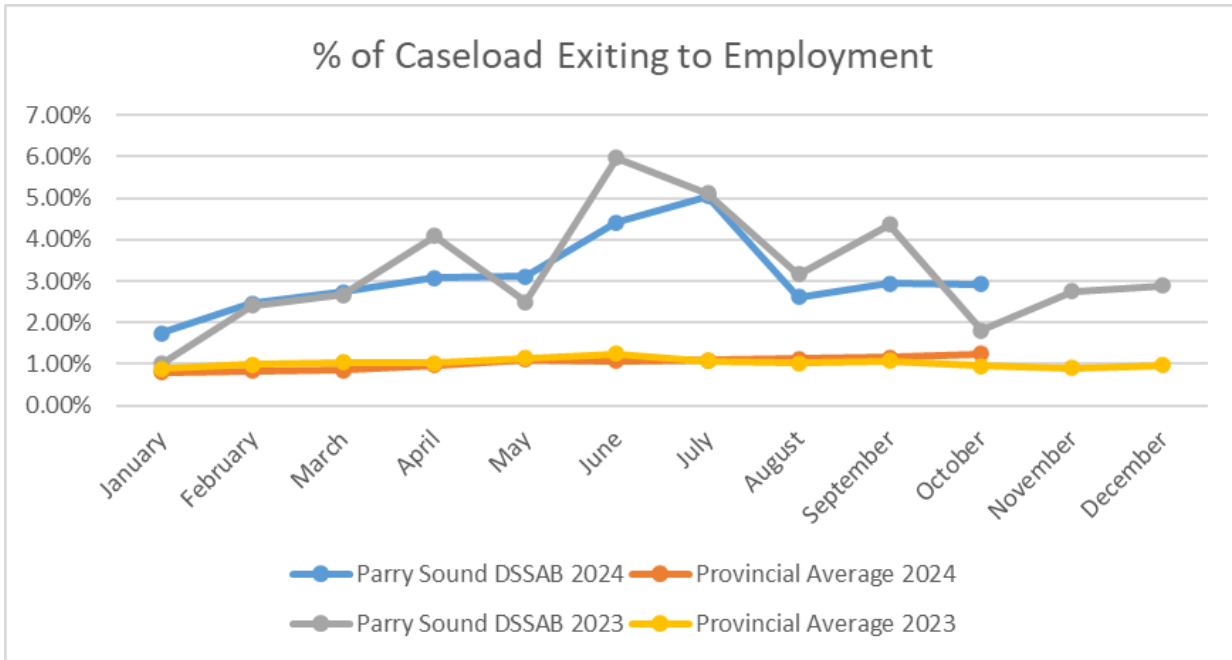
ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continues to plateau at **616**, but it should be noted that as of September 2024, the caseload is up 6% over 2023. We are supporting **40** ODSP participants in our Employment Assistance program. We also have **61** Temporary Care Assistance cases. We received **61** Ontario Works Applications, 48 (79%) of which were online through SADA and managed through IBAU in the month of October.

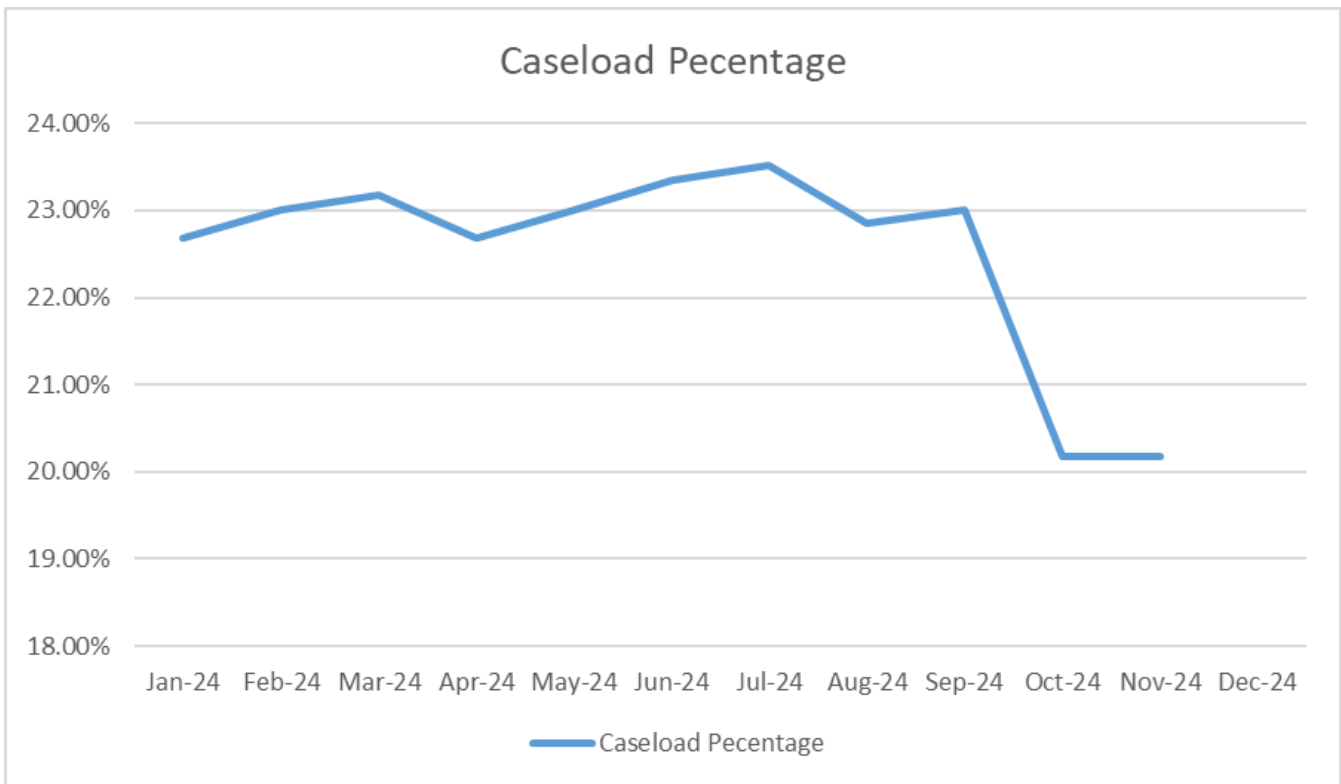
Employment Assistance & Performance Outcomes



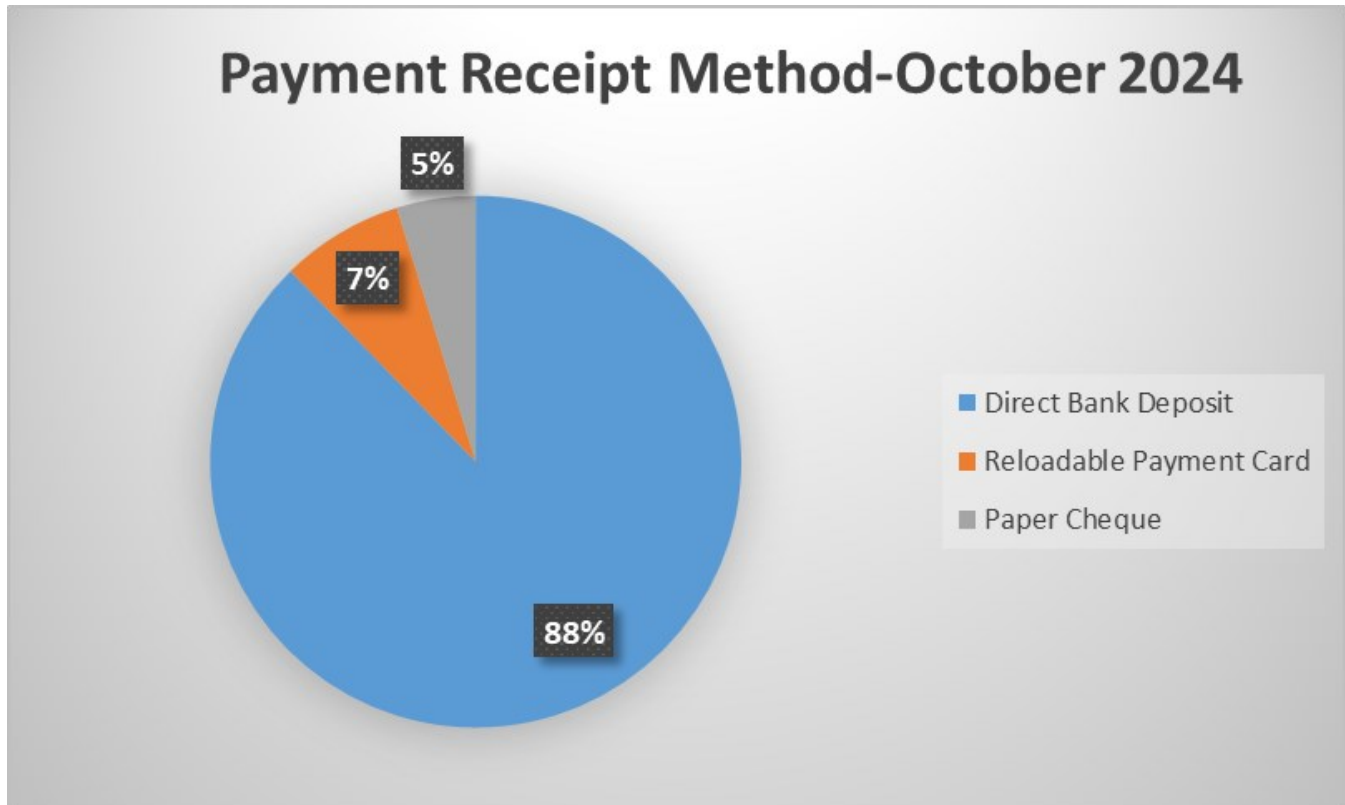


As we are firmly entrenched in autumn, we continue to support people to exit the program through employment. We exceeded our performance in October from the same time in 2023. We also had 8.4% of caseload exit OW for any reason.

MyBenefits Enrollment 2024



DBD Enrollment

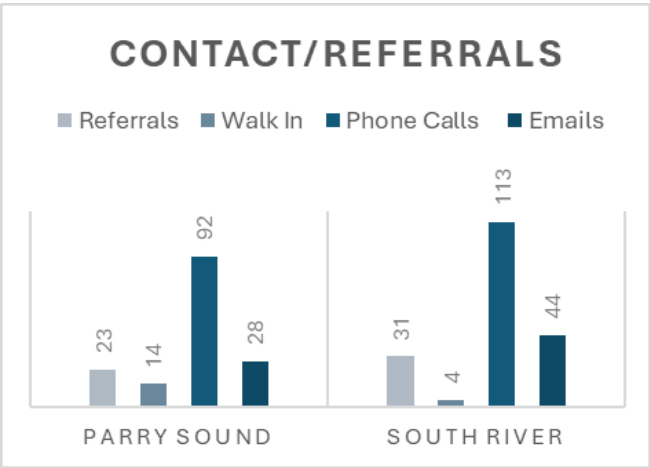


Income Support & Stability Update

Income Support and Stability Program Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly or bi-weekly supports, required by the individual to succeed in achieving and maintain life stabilization goals.

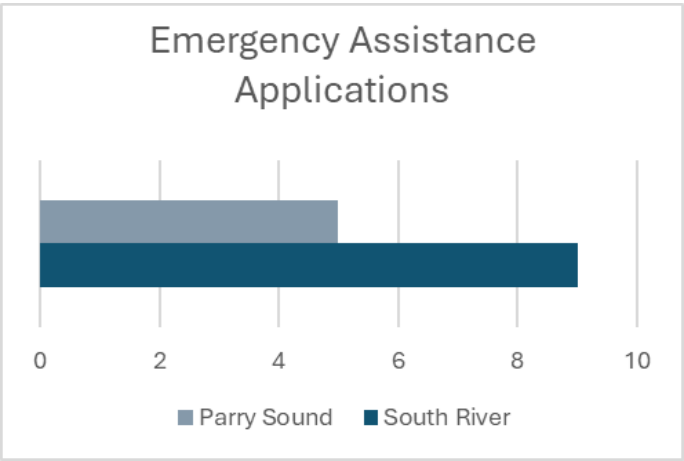
Contact / Referrals – October 2024

The data collected is initial contact made with a client to determine eligibility for on going support. This includes ongoing Housing Stability and Ontario Works cases.



Emergency Assistance Applications
October 2024

An application can be created when the applicant is not currently in receipt of social assistance, or not serving a period of ineligibility. Administrator also must be satisfied the applicant to the best of their ability made a reasonable effort to access other resources.



Client Referrals

Clients who identify as experiencing homelessness, or at immediate risk of homelessness

October 2024	East	West	YTD
Homeless	0	4	37
At Risk	1	5	80
Program Total (Esprit In Shelter Clients calculated in Homelessness Numbers)			117
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	0	0
Esprit in Shelter	1		3

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
October	10	14

Household Income Sources and Issuance from Homelessness Prevention Programs Funding (HPP)

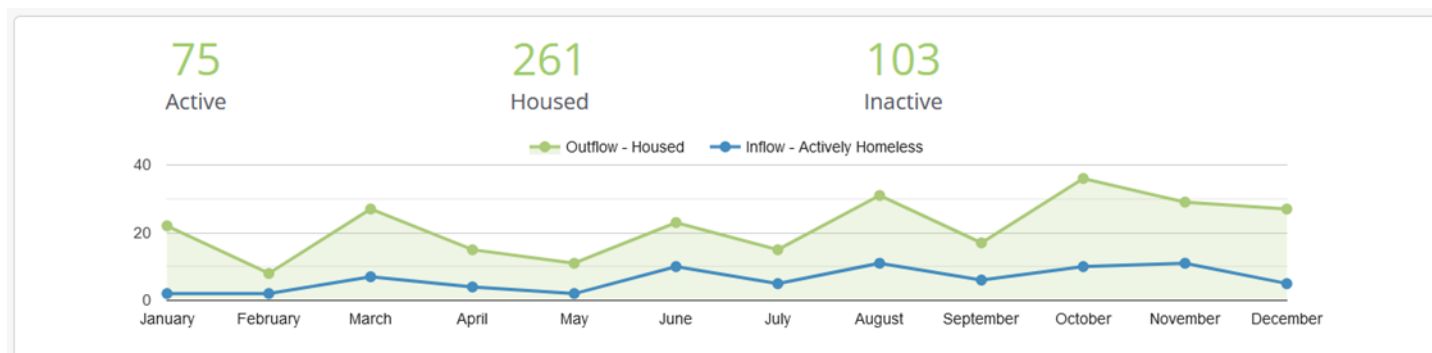
October 2024 Income Source	Total	HPP
Senior	3	\$2,100.00
ODSP	2	\$11,336.84
Ontario Works	13	\$8,533.16
Low Income	13	\$2,760.50
No Income		

October 2024 Reason for Issue	Total
Rental Arrears	\$7,920.00
Utilities/Firewood	\$2,500.72
Transportation	
Food/Household/Misc.	\$14,309.78
Emergency Housing	
Total	\$24,730.50

By-Name List Data

September 1, 2021– October 31, 2024

The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access.



Through the end of October, we have housed 60% of all people that have been active on our By Name List. 39% of those active on our By Name List are experiencing Chronic Homelessness. Our transitional housing program in East Parry Sound remains at capacity.

Housing Programs

Social Housing Centralized Waitlist Report October 2024

	East Parry Sound	West Parry Sound	Total
Seniors	48	131	179
Families	128	463	591
Individuals	508	159	667
Total	684	753	1437
Total Waitlist Unduplicated			402

Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison Applications and Households Housing from the CWL

Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar	7		3	3	
Apr	11		17	6		Apr	10	1	7		
May	13	2	9	2		May	4	1	5	1	
June	9	1	2	1		June	1		15	3	
July	5	1	5	1		July	9	1	19		
Aug	14	1	3	1		Aug	9	1	21		
Sept	12		4			Sept	6		16	2	
Oct	8	1	1	4	2	Oct	6		9		
Nov	12		3			Nov					
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	60	4	108	15	

SPP = Special Priority Applicant

- Housing Programs had 6 new applications to the centralized waitlist, one being an approved Special Priority Program (SPP) application.
- There were 9 applications cancelled in October. 3 were cancelled at the applicants request, 2 were ineligible due to income or assets in excess, 2 were deceased, and 2 were unable to be contacted.
- 4 applicants were housing in the month of October.

Parry Sound District Housing Corporation October 2024

Activity for Tenant Services

	Current	YTD
Move outs	3	29
Move in	4	32
L1/L2 forms	0	4
N4 - notice of eviction for non payment of rent	1	4
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	3	8
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 (formal & informal)	1	51
No Trespass Order	0	4
Tenant Home Visits	47	331
Mediation/Negotiation/Referrals	9	151
Tenant Engagements/Education	1	42

Property Maintenance & Capital Projects

October 2024

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 10 units treated for bedbugs.
Vacant Units	10	one-bedroom (9); multiple bedroom (1) (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	7	5-one bedroom (market), 2-studio (affordable) vacant
After Hours Calls	9	Lock out, leaks, no hot water, washing machine malfunction.
Work Orders	138	Work orders are created for our staff to complete routine maintenance repairs
Purchase Orders	200	Purchase orders are for services, and materials required outside of the Housing Operations Department
Fire Inspections	0	
Annual Inspections	0	
Incident Reports	0	

Esprit Place Family Resource Centre

Emergency Shelter Services	October 2024	YTD
Number of women who stayed in shelter this month <i>This month's stats include women who were housed in a hotel</i>	0	31
Number of children who stayed in the shelter this month <i>This month's stats include women who were housed in a hotel</i>	0	14
Number of hours of direct service to women (shelter and counselling)	98	1239
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	-	-
Resident bed nights (women & children)	-	-
Phone interactions (crisis/support)	45	311

- Please note: Esprit Place closed for renovations mid April 2024. Statistics are reflective of minimum occupancy during closure preparations, but accurately reflect outreach and business day crisis line management.
- We are also currently housing 1 family of three, and 1 woman in two transitional housing units.

Transitional Support	October 2024	YTD
Number of women served this month	6	35
Number of NEW women registered in the program	1	17
Number of public ed/groups offered		0

Child Witness Program	October 2024	YTD
Number of children/women served this month	0	119
Number of NEW clients (mothers and children) registered in the program	0	11
Number of public ed/groups offered	0	2

The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2024- 11

November 19, 2024

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday November 19, 2024.

Present: Bernadette Kerr, Mieke Krause, Nancy McFadden, Tom Piper, Dave Britton, Calvin Young

Regrets: Amber McIsaac, Leo Patey

1. Call to order

Resolution No. 2024-74– Moved by Calvin, seconded by Mieke that the meeting was called to order at 9:30 am. Carried

2. Additions to Agenda – none

3. Approval of the Agenda

Resolution No. 2024-75– Moved by Calvin, seconded by Mieke that the agenda be adopted as presented.

4. Conflict of Interest Disclosure – None

5. Approval of the Minutes from the October 15, 2024, board meeting

Resolution No. 2024-76– Moved by Calvin, seconded by Nancy that the minutes from the board meeting on October 15, 2024, were adopted as presented.

6. Business arising

a) OPHI

The \$64,000 in funding has been received and the following projects were completed; purchase drawing for accessible patio upgrades, paint building interior, replace ceiling tiles, replace rotting wood siding and install automatic door openers on garbage room doors.

\$160, 000 OPHI 2024-2025 agreement will need to be signed before December 31st, 2024. The GSMNP received the report from the DSSAB with the recommendation to upgrade patio entrances and elevator modernization. 2025 will see one project completed with this funding. Amber will be advised to follow up with this request.

b) DSSAB Service Agreement

Pam Nelson and Meaghan Mullen presented the proposed service agreement. Verified we had insurance, went over schedule A, B, C & D. Clarified section D is part of the Capital Repair funding, amount per unit is \$5000, same as before but is not guaranteed for the 10-year contract term. Financials are re-visited after 5 years. In 2023 we received \$30,000 in funding to cover RGI subsidy and created a surplus of \$16,000. The funding has made it possible for very health reserves. In the event the DSSAB did not give the GSMNP any funding the reserves would still remain healthy.

c) Pines 2, Request to hold mortgage

Differed to December's meeting.

7. Correspondences

a) Christmas Gift Cards

Resolution No. 2024-77 Moved by Tom, seconded by Dave that the Golden Sunshine Municipal Non-Profit Housing association will present Christmas Gift cards or payment by cheque as per employees/volunteers wishes. Non-council appointed board members, Calvin Young, Nancy McFadden, Mieke Krause, \$150.00. Property Manager, Amber McIsaac \$500.00. Maintenance, Tim Young, \$300. Cleaner, Rhondalee Czaikowsky \$200.00

b) Financials

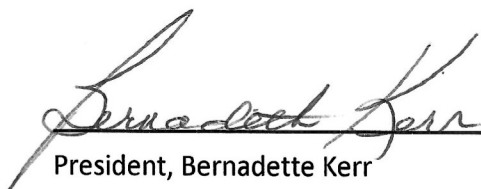
World source financials, Capital Account, statement for the period of July 1 to September 30th, reviewed by the board and accepted.

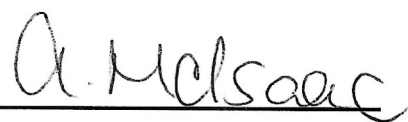
Resolution No. 2024-78 Moved by Nancy, seconded by Kal that the board approves the October 2024 Transaction Report as presented. Carried

Resolution No. 2024-79 Moved by Tom, seconded by Dave that the board approves the October 2024 Income Statement as presented. Carried

8. Next Board Meeting – December 17, 2024 at 9:30am with Christmas Brunch for all board members and staff.

9. Adjournment - Resolution No. 2024-^{80am.}07 Moved by Kal, seconded by Tom that the board meeting be adjourned. Carried


President, Bernadette Kerr


Recorded by Tom Piper scribed by Amber McIsaac



STAFF REPORT

To: Council
From: Operations
Re: December Public Works and Facilities Update

RECOMMENDATION:

Received for information purposes.

ANALYSIS:

The installation of the temporary support posts at the Trout Creek Arena was completed the first week of December. The posts were then marked for location, by Tatham Engineering. Monitoring the post indicators is ongoing during and after each snow event. Monitoring is completed daily while there is a snow load on the roof or if snowfall is expected. After each snow event, public works has been clearing the snow along the side of the building as per the Engineer's recommendations.

Late in December, the IT department replaced "cut" wires in the Sportsplex sound system. While completing these repairs, it was discovered the center ice speaker was improperly wired. IT rewired the speaker to function correctly, and it will be an addition to the audio for the building. Two speakers were replaced in the lobby and, with the new wiring, the system works as intended.

One of the public works pickup trucks required a transmission rebuild. The repair took 8 days to complete but the truck is back in the lineup and working as intended. The 2013 Freightliner snowplow was down for ten days during the month.

A sewer break was repaired on Spetz Ave. The repair included 11m of sanitary pipe and the installation of two cleanouts.

Additional tasks completed during the month included trimming trees, pulling of beaver dams to prevent road flooding, maintenance of street lighting, pothole repairs, snow removal, and equipment maintenance.

At the December 3, 2024 meeting, Council asked senior staff to meet with the landfill attendant to discuss a plan for the landfill. The Director of Corporate Services/Treasurer and Manager of Operations went to the landfill site and met with the attendant. The only change to this plan from previous discussions with the landfill attendant are the use of fill materials for coverage and road/berm building instead of a more expensive gravel use, as previously requested by the operator.

It was discussed using existing on-site material to build a containment berm. Currently there is an adequate amount of clay soil fill available at the landfill to build the containment berm. Once the berm has been established, the next "lift" platform/ramp can be established using portions of the existing shred mixed with fill materials for stability. Once the ramp has been roughly established, Operations will determine if a load bearing surface of gravel will need to be applied to the road/ramp.

Fill materials will be received through day-to-day operations along with materials gained from public works activities such as ditching and waste from sewer/water main digs. Ongoing coverage operations will also be completed with soils, sands, and gravels/overburden as recommend by our landfill engineering firm.

The above plan can be achieved with the use of a contractor; however, Operations recommends the purchase of a piece of landfill equipment as noted in a previous memo to council. Purchasing equipment will give the landfill operator and the municipality the ability to tightly manage compaction and the building of containment berms and road systems within our landfill.

Month of December work journal

Winter operations 14 days.

The 2013 Freightliner was down for 10 days. The bolts on the compressor came loose so the replaced the 2 o-rings and put lock tight on the bolts when putting it back together. Roughly two days later we picked it up and only made it to Trout Creek and the oil leaked out at Mcfadden Line. Had it towed to freightliner as they were at a loss for why the compressor was coming loose. Freightliner replaced the compressor with a new one as well as fixed the fan that was running continuously. We picked the 2013 FI up on Dec 18.

Trimmed trees in Trout Creek and Powassan, pulled a beaver dam on Moyels Line, (beaver dam is on private property) was flooding Moyels Line.

Dec 2nd the 710 backhoe went to j&j for hydraulic oil overheating. We picked it back up repaired on Dec 16, there was a hydraulic valve by-passing.

Had electrician test outlets on Main St light posts. Installed remaining wreaths and banners.

Dec 8th the transmission failed in the gmc ¾ ton, was brought to Mr. Transmission on Dec 10th, and had the transmission rebuilt. We picked it back up on Dec 16th.

Removed snow in Handicap parking spots on Main St Dec 10th.

Fixed hole in walking bridge at Queens St Dec 11.

Changed oil in the grader.

Pulled Beaver dam from culvert on oakwood Rd.

Dec 16th, garbage truck went to Powassan Auto for broken wheel stud. We had it back the following morning. They recommend we re-torque the rear wheels every week as this is an ongoing issue.

Removed snow from the East side of the Trout Creek Community Center Dec 16th.

Dec 17th, replaced a broken sanitary sewer lateral at 326 Spetz Ave. 11m of 4" sanitary service and 2 clean outs installed.

Dec 17, PTO valve on the 2011 FI broke, picked up a new one and had it replaced.

Dec 19th the 2011 FI sander would not work, was diagnosed to be the Rexroth sander controller needing to be reset.

Collected garbage.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2025-01

Being a Bylaw to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year 2025 and ending December 31, 2025

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

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

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

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

5. That if the budget for the current year has not been adopted at the time an amount is borrowed under this Bylaw, the limitation on total borrowing, as set out in Section 3 of this Bylaw, shall be temporarily calculated until such budget is adopted using the estimated revenues of the Municipality as set forth in the budget adopted for the next previous year.
6. That for purposes of this Bylaw, estimated revenues referred to in Section 3, 4, and 5, do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
7. That the Treasurer be and is hereby authorized and directed to apply in payment of all or any sums borrowed under this Bylaw, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
8. That evidences of indebtedness in respect of borrowings made under Section 1 shall be signed by the Head of the Council or conform to the Treasurer or both of them.
9. That the lender shall not be responsible for establishing the necessity of temporary borrowing under this Bylaw or the manner in which the borrowing is used.
10. That this Bylaw shall take effect on January 1, 2025.

READ a FIRST and SECOND time and considered **READ a THIRD and FINAL** time and adopted as such in open Council meeting this the 7th day of January 2025, for the immediate wellbeing of the Municipality.

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2025-02

Being a Bylaw to provide for an interim Tax Levy for 2025

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

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

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

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

CLASS	RATE
Residential/Farm	0.00699359
Multi-residential	0.01299876
New Multi-Residential	0.00699359
Commercial Occupied	0.01345883
Commercial Vacant Units	0.01074119
Commercial Vacant Land	0.01074119
Commercial New Construction	0.01345883
Industrial Occupied	0.01530046
Industrial Vacant Units	0.01148530
Industrial New Construction	0.01530046
Large Industrial	0.01829233
Large Industrial Excess Land	0.01343001
Pipelines	0.01023039
Farmlands	0.00174840
Managed Forests	0.00174840
Landfills	0.01829886

2. That the said interim levy shall become due and payable on the **31st day of March, 2025** and nonpayment of the amount on the dates stated in accordance with this section shall constitute default.

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

READ a FIRST and SECOND time and considered **READ a THIRD and FINAL** time and adopted as such in open Council meeting this the 7th day of January 2025, for the immediate wellbeing of the Municipality.

Mayor

Clerk

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 326-5000
Toll Free: 1 866 517-0571
Minister.SOLGEN@ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 326-5000
Sans frais : 1 866 517-0571
Minister.SOLGEN@ontario.ca



December 02, 2024

His Worship Peter McIsaac
Mayor
Municipality of Powassan
pmcisaac@powassan.net

Dear Mayor McIsaac:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$572,098. Today's proposed billing changes will provide an estimated \$84,055 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$488,044.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at Ryan.Whealy@ontario.ca.

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Kerzner", with a stylized flourish at the end.

Michael Kerzner
Solicitor General

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

December 19, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Further to the letter sent to you by the Solicitor General on November 29, 2024, please find attached your revised OPP municipal policing 2025 Annual Billing Statement package.

As per the amended Ontario Regulation 413/23, a discount has been applied to the 2023 year-end reconciliation statement that includes both a 44 per cent discount on reconciled overtime costs as well as a 3.75 per cent discount on total 2023 reconciled costs (after the discount on overtime is applied). Additionally, a 10 per cent discount has been applied to the total 2025 estimated costs.

The Municipal Policing Bureau will be hosting rescheduled webinar information sessions on Wednesday, January 15, 2025 at 2:00 p.m. and on Friday, January 17, 2025 at 9:00 a.m. E-mail invitations will be forwarded to your municipality. The webinar content will be the same on both dates, please accept the invitation for the date that works best for your schedule.

If you have questions about the Annual Billing Statement, please e-mail OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,



S.B. (Steve) Ridout
Superintendent
Commander - Municipal Policing Bureau

OPP 2025 Annual Billing Statement - Revised

Powassan M

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,523		
	Commercial and Industrial	99		
	Total Properties	<u>1,622</u>	189.44	307,265
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0954%	123.19	199,815
Overtime	(see notes)		15.74	25,524
Prisoner Transportation	(per property cost)		1.67	2,709
Accommodation/Cleaning Services	(per property cost)		5.70	9,245
Total 2025 Estimated Cost			335.73	544,558
10% Discount on 2025 Estimated Costs			(33.57)	(54,456)
Total 2025 Estimated Cost After Discount			302.16	490,102
2023 Year-End Adjustment	(see summary)			(2,058)
Revised Grand Total Billing for 2025				488,044
Revised 2025 Monthly Billing Amount				40,670

Notes

A 10% Discount has been applied to the grand total of all 2025 estimated costs. The 2023 Year-End Adjustment also includes discounts applied to 2023 reconciled costs (44% on OT and 3.75% on total reconciled costs), see 2023 reconciled statement page for more information.

OPP 2025 Annual Billing Statement

Powassan M

Estimated costs for the period January 1 to December 31, 2025

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits		Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
		FTE	%	\$/FTE	\$	\$	\$
Uniform Members	Note 1						
Inspector		26.56	100.0	187,318	4,975,177	4,975,177	-
Staff Sergeant-Detachment Commander.		8.60	100.0	156,717	1,347,770	1,347,770	-
Staff Sergeant		38.53	100.0	168,657	6,498,335	6,498,335	-
Sergeant		226.23	50.7	143,480	32,459,478	16,460,024	15,999,454
Constable.		1,618.15	50.7	120,835	195,529,705	99,147,813	96,381,892
Part-Time Constable		11.97	50.7	91,572	1,096,112	555,839	540,272
Total Uniform Salaries		1,930.04			241,906,577	128,984,959	112,921,618
Statutory Holiday Payout				6,207	11,906,411	6,262,929	5,643,483
Shift Premiums				1,129	2,095,821	1,062,740	1,033,081
Uniform Benefits - Inspector.				29.47%	1,466,114	1,466,114	-
Uniform Benefits - Full-Time Salaries.				36.38%	85,791,541	44,909,750	40,881,790
Uniform Benefits - Part-Time Salaries.				18.75%	205,571	104,245	101,326
Total Uniform Salaries & Benefits					343,372,035	182,790,737	160,581,298
Detachment Civilian Members	Note 1						
Detachment Administrative Clerk		164.29	50.7	75,342	12,377,949	6,276,748	6,101,201
Detachment Operations Clerk		3.41	50.7	69,798	238,011	120,750	117,260
Detachment Clerk - Typist		1.74	50.7	62,349	108,488	54,867	53,620
Court Officer - Administration.		28.73	50.7	92,124	2,646,719	1,342,245	1,304,474
Crimestoppers Co-ordinator		0.89	50.7	73,240	65,184	32,958	32,226
Cadet.		1.62	50.7	51,219	82,974	41,999	40,975
Total Detachment Civilian Salaries		200.68			15,519,324	7,869,568	7,649,757
Civilian Benefits - Full-Time Salaries				36.13%	5,606,608	2,843,009	2,763,599
Total Detachment Civilian Salaries & Benefits					21,125,933	10,712,577	10,413,355
Support Costs - Salaries and Benefits	Note 2						
Communication Operators				6,682	12,896,527	6,782,230	6,114,297
Prisoner Guards				2,061	3,977,812	2,091,915	1,885,897
Operational Support				7,119	13,739,955	7,225,785	6,514,170
RHQ Municipal Support				3,208	6,191,568	3,256,120	2,935,448
Telephone Support				157	303,016	159,355	143,661
Office Automation Support				938	1,810,378	952,070	858,308
Mobile and Portable Radio Support				357	693,298	364,522	328,776
Total Support Staff Salaries and Benefits Costs					39,612,554	20,831,997	18,780,557
Total Salaries & Benefits					404,110,521	214,335,311	189,775,210
Other Direct Operating Expenses	Note 2						
Communication Centre				150	289,506	152,250	137,256
Operational Support				1,112	2,146,204	1,128,680	1,017,524
RHQ Municipal Support				360	694,814	365,400	329,414
Telephone				1,458	2,813,998	1,479,870	1,334,128
Mobile Radio Equipment Repairs & Maintenance				168	326,258	171,540	154,718
Office Automation - Uniform				4,487	8,660,089	4,554,305	4,105,784
Office Automation - Civilian				1,154	231,585	116,485	115,100
Vehicle Usage				10,219	19,723,079	10,372,285	9,350,794
Detachment Supplies & Equipment				1,073	2,070,933	1,089,095	981,838
Uniform & Equipment				2,360	4,583,144	2,409,725	2,173,418
Uniform & Equipment - Court Officer				1,037	29,793	15,109	14,684
Total Other Direct Operating Expenses					41,569,403	21,854,744	19,714,660
Total 2025 Municipal Base Services and Calls for Service Cost					\$ 445,679,925	\$ 236,190,055	\$ 209,489,870
Total OPP-Policed Municipal Properties						1,246,809	
Base Services Cost per Property						\$ 189.44	

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

OPP 2025 Calls for Service Billing Summary
Powassan M
Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	1	2	0	1	5.9	4	0.0002%	509
Drugs	1	1	0	1	1	88.1	66	0.0036%	7,601
Operational	179	189	155	150	168	3.9	656	0.0360%	75,478
Operational 2	44	61	47	49	50	1.7	85	0.0047%	9,826
Other Criminal Code Violations	13	9	20	11	13	7.1	94	0.0052%	10,821
Property Crime Violations	54	49	42	39	46	6.2	285	0.0157%	32,806
Statutes & Acts	24	59	29	39	38	3.5	132	0.0073%	15,198
Traffic	21	30	38	27	29	3.8	110	0.0061%	12,676
Violent Criminal Code	14	18	21	29	21	14.8	303	0.0167%	34,899
Municipal Totals	350	417	354	345	367		1,737	0.0954%	\$199,815

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
Provincial Totals	371,740	380,453	380,156	382,502	378,713		1,821,214	100%	\$209,489,870

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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OPP 2025 Calls for Service Details
Powassan M
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Grand Total	350	417	354	345	366.50
Drug Possession	0	1	2	0	0.75
Drug Related Occurrence	0	0	2	0	0.50
Possession - Methamphetamine (Crystal Meth)	0	1	0	0	0.25
Drugs	1	1	0	1	0.75
Cultivate/Propagate/Harvest cannabis by adult	0	1	0	0	0.25
Trafficking – Opioid (other than heroin)	1	0	0	0	0.25
Trafficking - Other Controlled Drugs and Substances Act	0	0	0	1	0.25
Operational	179	189	155	150	168.25
Animal - Bite	0	2	0	0	0.50
Animal - Dog Owners Liability Act	0	2	0	1	0.75
Animal - Injured	1	0	5	2	2.00
Animal - Left in Vehicle	1	4	0	0	1.25
Animal - Master Code	0	1	0	0	0.25
Animal - Other	0	1	1	1	0.75
Animal - Stray	3	2	2	2	2.25
Assist Fire Department	1	0	0	1	0.50
Assist Public	9	28	20	23	20.00
Bomb Threat	0	0	0	1	0.25
Compassionate Message	1	0	0	0	0.25
Distressed / Overdue Motorist	0	1	0	0	0.25
Domestic Disturbance	39	26	29	24	29.50
Family Dispute	13	15	10	8	11.50
Fire - Building	2	2	1	0	1.25
Fire - Other	0	2	0	2	1.00
Fire - Vehicle	2	1	1	1	1.25
Firearms (Discharge) By-Law	1	0	0	0	0.25
Found - Household Property	0	1	0	0	0.25
Found - Machinery & Tools	0	1	0	0	0.25
Found - Others	0	2	0	0	0.50
Found - Personal Accessories	1	0	0	0	0.25
Found Property - Master Code	6	8	6	4	6.00
Insecure Condition - Building	1	1	0	0	0.50
Insecure Condition - Master Code	2	3	0	0	1.25
Lost - Accessible Parking Permit	0	0	1	0	0.25
Lost - License Plate	1	1	0	1	0.75
Lost - Others	0	0	2	4	1.50
Lost - Personal Accessories	0	1	1	3	1.25
Lost Property - Master Code	3	1	2	2	2.00
Medical Assistance - Other	0	0	1	0	0.25
Missing Person - Master Code	1	1	2	0	1.00
Missing Person 12 & older	2	0	0	1	0.75
Missing Person Located 12 & older	6	1	1	1	2.25
Neighbour Dispute	10	10	15	16	12.75
Noise Complaint - Animal	2	0	1	0	0.75

OPP 2025 Calls for Service Details
Powassan M
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Noise Complaint - Master Code	18	8	10	4	10.00
Noise Complaint - Others	1	1	1	0	0.75
Phone - Nuisance - No Charges Laid	4	2	1	0	1.75
Phone - Other - No Charges Laid	0	0	1	1	0.50
Sudden Death - Apparent Overdose/Overdose	0	0	0	1	0.25
Sudden Death - Drowning	0	1	0	0	0.25
Sudden Death - Natural Causes	5	8	8	1	5.50
Sudden Death - Others	0	1	0	1	0.50
Sudden Death - Suicide	1	0	0	0	0.25
Suspicious Person	23	24	10	28	21.25
Suspicious vehicle	10	14	13	5	10.50
Text- related Incident (Texting)	0	0	0	1	0.25
Trouble with Youth	5	3	2	3	3.25
Unwanted Persons	3	5	8	6	5.50
Vehicle Recovered - Automobile	1	1	0	1	0.75
Vehicle Recovered - Snow Vehicles	0	1	0	0	0.25
Vehicle Recovered - Trucks	0	2	0	0	0.50
Operational 2	44	61	47	49	50.25
911 call - Dropped Cell	5	13	6	7	7.75
911 call / 911 hang up	21	18	20	2	15.25
False Alarm - Cancelled	3	0	0	1	1.00
False Alarm - Others	8	13	15	20	14.00
False Holdup Alarm - Accidental Trip	0	2	3	1	1.50
Keep the Peace	7	15	3	18	10.75
Other Criminal Code Violations	13	9	20	11	13.25
Bail Violations - Breach of Recognizance	0	1	2	0	0.75
Bail Violations - Fail To Comply	5	3	7	4	4.75
Bail Violations - Others	0	0	2	0	0.50
Breach of Probation	1	0	4	2	1.75
Child Pornography - Making or distributing	0	0	0	1	0.25
Child Pornography - Possess child pornography	0	0	0	1	0.25
Disturb the Peace	0	1	0	1	0.50
Indecent acts - Master Code	1	1	3	0	1.25
Indecent acts - Other	1	1	0	0	0.50
Offensive Weapons - Careless use of firearms	1	0	0	2	0.75
Offensive Weapons - Other Weapons Offences	0	0	1	0	0.25
Offensive Weapons - Possession of Weapons	1	0	0	0	0.25
Possess Firearm while prohibited	0	1	0	0	0.25
Trespass at Night	3	1	1	0	1.25
Property Crime Violations	54	49	42	39	46.00
Arson - Building	1	0	0	0	0.25
Break & Enter	7	4	2	3	4.00
Fraud - False Pretence Under \$5,000	0	0	0	1	0.25
Fraud - Forgery & Uttering	0	0	0	2	0.50
Fraud - Fraud through mails	2	0	0	1	0.75

OPP 2025 Calls for Service Details
Powassan M
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Fraud - Master Code	0	0	3	5	2.00
Fraud - Money/property/security Over \$5,000	2	0	1	1	1.00
Fraud - Money/property/security Under \$5,000	4	4	5	3	4.00
Fraud - Other	5	3	7	2	4.25
Fraud - Steal/Forge/Poss./Use Credit Card	0	4	0	2	1.50
Identity Fraud	0	0	1	0	0.25
Mischief	3	7	7	2	4.75
Possession of Stolen Goods over \$5,000	0	0	1	0	0.25
Possession of Stolen Goods under \$5,000	0	1	0	0	0.25
Property Damage	3	0	0	1	1.00
Theft Over - Master Code	0	0	1	0	0.25
Theft from Motor Vehicles Under \$5,000	6	7	1	1	3.75
Theft of - All Terrain Vehicles	1	0	0	2	0.75
Theft of - Automobile	1	0	1	0	0.50
Theft of - Motorcycles	0	2	0	0	0.50
Theft of - Trucks	1	0	0	0	0.25
Theft of Motor Vehicle	1	2	0	2	1.25
Theft Over \$,5000 - Construction Site	0	0	0	1	0.25
Theft Over \$5,000 - Other Theft	1	0	0	0	0.25
Theft Over \$5,000 - Trailers	1	0	1	0	0.50
Theft Under \$5,000 - Bicycles	0	1	2	1	1.00
Theft Under \$5,000 - Construction Site	1	1	0	0	0.50
Theft Under \$5,000 - Gasoline Drive-off	1	1	0	1	0.75
Theft Under \$5,000 - Master Code	3	3	1	1	2.00
Theft Under \$5,000 - Other Theft	5	9	5	6	6.25
Theft Under \$5,000 - Trailers	4	0	0	0	1.00
Theft Under \$5,000 Shoplifting	0	0	2	1	0.75
Trafficking in Stolen Goods over \$5,000	1	0	0	0	0.25
Unlawful in a dwelling house	0	0	1	0	0.25
Statutes & Acts	24	59	29	39	37.75
Landlord / Tenant	8	21	7	8	11.00
Mental Health Act	2	5	4	8	4.75
Mental Health Act - Apprehension	0	1	3	7	2.75
Mental Health Act - Attempt Suicide	1	0	4	1	1.50
Mental Health Act - No contact with Police	0	1	2	1	1.00
Mental Health Act - Placed on Form	1	1	0	0	0.50
Mental Health Act - Threat of Suicide	2	3	1	3	2.25
Mental Health Act - Voluntary Transport	2	0	0	2	1.00
Trespass To Property Act	8	27	8	9	13.00
Traffic	21	30	38	27	29.00
MVC - Others (Motor Vehicle Collision)	0	1	0	0	0.25
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	0	0	1	0.25
MVC - Personal Injury (Motor Vehicle Collision)	2	4	1	1	2.00
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	1	0	0	1	0.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	11	9	13	10	10.75

OPP 2025 Calls for Service Details

Powassan M

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	7	16	21	14	14.50
MVC (Motor Vehicle Collision) - Master Code	0	0	3	0	0.75
Violent Criminal Code	14	18	21	29	20.50
Assault - Level 1	2	6	13	9	7.50
Assault With Weapon or Causing Bodily Harm - Level 2	1	0	0	4	1.25
Criminal Harassment	4	4	0	4	3.00
Forcible confinement	0	0	0	1	0.25
Indecent / Harassing Communications	2	0	0	0	0.50
Other Assaults / Admin Noxious thing	1	0	0	0	0.25
Sexual Assault	0	2	3	3	2.00
Sexual Interference	1	0	1	0	0.50
Using firearm (or imitation) in commission of offence	0	0	1	0	0.25
Utter Threats to Person	3	6	3	8	5.00

OPP 2023 Reconciled Year-End Summary - Revised
Powassan M
Reconciled cost for the period January 1 to December 31, 2023

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Property Counts				
	Household	1,499			
	Commercial and Industrial	105			
	Total Properties	<u>1,604</u>	174.11	279,280	265,722
Calls for Service					
	Total all municipalities	187,830,598			
	Municipal portion	0.0966%	113.13	181,462	172,522
Overtime			16.13	25,878	21,587
Prisoner Transportation	(per property cost)		1.45	2,326	1,877
Accommodation/Cleaning Services	(per property cost)		5.06	8,116	7,811
Total 2023 Costs			309.89	497,062	469,519
Discount on 2023 Reconciled Costs	(see notes)		(18.45)	(29,599)	-
Total Revised 2023 Costs			291.44	467,463	469,519
2023 Billed Amount				469,521	
2023 Revised Year-End-Adjustment				(2,058)	

Notes

The discount on 2023 Reconciled Costs was calculated by first applying a 44% discount to reconciled OT costs, and then applying a 3.75% discount to the total reconciled costs (after the OT discount had been applied).

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

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December 20, 2024

SENT ELECTRONICALLY

Mr. Brayden Robinson
Treasurer/Director of Corporate Services
Municipality of Powassan
466 Main Street
Powassan, ON POH 1Z0

Dear Mr. Robinson,

Re: 2025 Municipal Levy

Your **2025 Municipal Levy Information Package** is attached. At its budget meeting on December 4, 2024, the Board of Health approved the 2025 budget. It has a 1% increase (already confirmed) in provincial mandatory program funding and a 3% increase in Municipal share (billed at 5% increase - 2% paid from the Reserve in 2024 and 3% for 2025).

For 2025, with the previous mitigation funding rolled into provincial base funding, the sharing split is 77.8% provincial and 22.2% municipal.

There are two years left in the Strengthening Public Health Initiative. A 1% increase to Health Units has been communicated for 2025 and a 1% increase in Public Health funding provincially for 2026. The Ontario Public Health Standards, which set the minimum requirements for public health programming, are still in the review process and should be in effect for 2026. The new funding arrangement for Public Health should be communicated in 2025, effective in 2026.

As instructed by the province our health unit investigated merging with our neighbouring health units earlier in 2024, but no talks were successful. How this will affect our funding under the new funding arrangement is not known at this time.

COVID-19 specific funding has been promised for 2024 but has not yet been received. 2025 COVID-19 funding arrangements are unknown at this time.

../2

In accordance with the Board of Health By-Laws, the Municipal Reserve status will be updated to you with the 2024 audited financial statements. For your information the Municipal Reserve balance at October 31, 2024 was \$2,174,943.

To learn more about your health unit programs, activities and reports, refer to the North Bay Parry Sound District Health Unit website at www.myhealthunit.ca. The website is completely searchable and contains information on a wide range of health topics.

The following information is attached:

- Appendix A – 2025 Levy Payment Schedule
- Appendix B – 2025 Board of Health Approved Budget Summary Sheet

Please do not hesitate to contact Isabel Churcher, Executive Director, Finance at (705) 499-6016, if you have any questions.

Yours truly,



Rick Champagne
Chairperson, Board of Health

Enclosures (2)

Copy to: Isabel Churcher, Executive Director, Finance
Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer
Board of Health

December 20, 2024

Municipality of Powassan
 466 Main St.
 P.O. Box 250
 Powassan, ON P0H 1Z0

2025 LEVY
PAYMENT SCHEDULE

2025 Annual Levy**\$116,465**

Monthly Payment Schedule effective January 1, 2025	Amount
January 1	9705.38
February 1	9705.42
March 1	9705.42
April 1	9705.42
May 1	9705.42
June 1	9705.42
July 1	9705.42
August 1	9705.42
September 1	9705.42
October 1	9705.42
November 1	9705.42
December 1	9705.42
Total	\$116,465

Levy based on population of: 3,092

Per Capita Rate: \$37.67

Due Date: The first day of every month

Interest is charged at 1.25% per month on outstanding balances.

Please remit to: North Bay Parry Sound District Health Unit

Attention: Finance Department

345 Oak St W

North Bay, ON P1B 2T2

Or Direct Deposit to: Account # 03442 003 1287499

2025 Board of Health Public Health Budget - Budget Summary Sheet

Budget Summary	Budget 2024	Forecast 2024	Budget 2025	Cost Sharing Percentage for 2025	Notes
Total Expenses	22,826,086	22,713,127	22,786,421		1
Less Program Revenues	485,840	635,695	481,041		2
Net Expenses	22,340,246	22,077,432	22,305,380		
Less: 100% Funding and One-Time Funding and Grants	4,979,566	5,099,701	4,695,094		3
Total Shareable Base	17,360,680	16,977,731	17,610,286		
Ministry of Health Share	13,565,310	13,259,608	13,701,054	77.80%	4
Municipal Share	3,795,370	3,718,123	3,909,232	22.20%	
Plus: 100% Municipal - Adult Dental	95,414	95,414	98,277		
Gross Municipal Levy	3,890,784	3,813,537	4,007,509		5
Contribution from Municipal Reserve	-74,108	0	0		
Net Municipal Levy	3,816,676	3,813,537	4,007,509		
Per Capita Municipal Population	106,394	106,394	106,394		
Per Capita Rate	36.57	35.84	37.67		6

Notes for Budget Summary	
1	Total expenses include the cost of all Health Unit programs and services except for Infection Prevention and Control Hub funding.
2	Program revenues are generated through payments from the public or the government on a fee-for-service basis.
3	The forecast for 2024 includes all usual 100% funded programs from multiple sources and one-time funding for COVID-19 Vaccination, Respiratory Syncytial Virus (RSV) Vaccine, Strengthening Public Health (Merger) etc. Not all funds are officially confirmed.
4	The Ministry of Health's funding will increase by 1% over last year. Funding increases of 1% per year have been confirmed for 2024, 2025, and 2026. The new total of \$13,701,054 is 77.8% of the shareable base.
5	The municipal share is calculated using the 2024 levy plus 3% which amounts to a 5% increase to the municipalities' payments for 2025 since 2% of last year's levy increase was taken from the municipal reserve. The municipal share for 2025 is 22.2%.
6	As per the Health Protection and Promotion Act, R.S.O. 1990, c. H.7, O. Reg. 489-97 Allocation of Board of Health Expenses, populations used for calculations are current (2022) Municipal Property Assessment Corporation (MPAC) enumeration data. As per regulations from MPAC, their total population data may not be shared publicly.

The Corporation of the Municipality of Powassan 2024 Management Review Report

Prepared By Monique Malette (PCT) QEMS
Representative,
Attended By Jeremy Galda (Safety, Process and
Compliance Manager) QEMS Representative,

Paul Dyrda (Senior Operations Manager)
Darren Aljoe (O&M Team Lead/ORO)
November 1, 2023 to October 31, 2024



Drinking Water Quality Management System

Table of Contents

Table of Contents.....	1
Tables.....	2
Introduction to DWQMS Management Review	3
Executive Summary	4
Opening Remarks.....	5
Roles and Responsibilities Outlined in the DWQMS	5
Drinking Water System Performance	7
Incidents of Regulatory Non-Compliance	7
Incidents of Adverse Drinking Water Tests.....	7
Deviations from critical control point (CCP) Limits	8
Operational Performance	9
Raw Water Supply and Drinking Water Quality Trends	9
Consumer Feedback.....	10
Management System Performance.....	11
Internal and Third Party Audits	11
The Risk Assessment Process	12
Emergency Response Testing	12
Action Items from Previous Management Reviews.....	12
Status of Other Actions Items identified Between Reviews	13
Changes that could Affect the Quality Management System	13
Resources needed to maintain the DWQMS.....	15
Infrastructure Review.....	15
Operational Plan: Currency, Content, Updates.....	15
Staff Suggestions, Recommendation for Improvement	16
Consideration of applicable Best Management Practices (BMPs)	16
Next Management Review Meetings.....	16

Tables

Table 1: Adverse Water Quality Incidents.....	7
Table 2: Critical Control Points	8
Table 3: Community Complaints.....	11
Table 4: Internal and External Audit Results.....	12

2023 Management Review	
Date/Location of Management Review:	December 12, 2024 @ Meeting VIA Teleconference between Callander Office and Compliance Office
Attendees:	Paul Dyrda – Senior Operations Manager, Monique Malette – PCT , Jeremy Galda – SPC Manager, Darren Aljoe – O&M Team Lead/ORO

Introduction to DWQMS Management Review

The requirement to conduct a management review is dictated by Element # 20 ‘Management Review’ of the Ministry of the Environment, Conservation and Parks (MECP) DWQMS. This element requires that a management review be conducted at least once every calendar year to evaluate the effectiveness and adequacy of the Quality Management System (QMS).

Through this management review process, any deficiencies identified shall be detailed in action plans, which include the personnel responsible and proposed timelines for implementation.

The management review process looks at certain indicators that show how well QMS has been implemented, and how effectively it is operating.

Management reviewers are required to consider:

- Incidents of regulatory non-compliance,
- Incidents of adverse drinking-water tests,
- Deviations from critical control point limits and response actions,
- The efficacy of the risk assessment process,
- Internal and third-party audit results,
- Results of emergency response testing,
- Operational performance,
- Raw water supply and drinking water quality trends,
- Follow-up on action items from previous management reviews,
- The status of management action items identified between reviews,
- Changes that could affect the QMS,
- Consumer feedback,
- The resources needed to maintain the QMS,
- The results of the infrastructure review,
- Operational plan currency, content and updates,
- Staff suggestions and
- Consideration of applicable Best Management Practices (BMPs)

Executive Summary

This report contains a summary of information that Top Management must review annually in accordance with the Management Standard.

The DWQMS is the key tool that supports and ensures that Council, as the Owner of the drinking water systems, is meeting its duties and responsibilities under the Safe Drinking Water Act and Standard of Care.

The DWQMS has been designed for continual improvement, which is the foundation of the DWQMS Policy endorsed by Top Management and Council.

The current review is for the period of November 1, 2023 to October 31, 2024 (the “review period”).

Highlights of the review findings are:

- There are no outstanding action items from the previous management review;
- Annual Risk Assessment Review completed on October 3, 2024;
- Internal Audit was completed on DWQMS 2.0 on October 3, 2024 listed 0 non-conformances (NCR), 5 opportunities for improvement (OFI)s;
- Off-site external S2 Surveillance audit completed May 7, 2024. There were no findings during the off-site external audit. Accreditation Certificate issued June 9, 2022;
- Service Loss contingency was tested and reviewed on November 21, 2024;
- According to info kept on record, the facility had zero non-compliance issues identified during the review period;
- The Powassan Drinking Water System was last inspected by the Ministry of the Environment Conservation and Parks (MECP) on January 30, 2024, provided a grade of 92.53%; 2 non-compliance issues and 0 best management practices were noted by the inspector;
- There were 16 alarms received and 6 relating to critical control points;
- There were 0 adverse water quality incident (AWQI);
- Staff is following procedures and showing a commitment to continual improvement.

In short, the 2024 Management Review shows the DWQMS is being implemented successfully and reinforces the fact that the Municipality of Powassan produces and supplies high quality, safe drinking water.

Opening Remarks

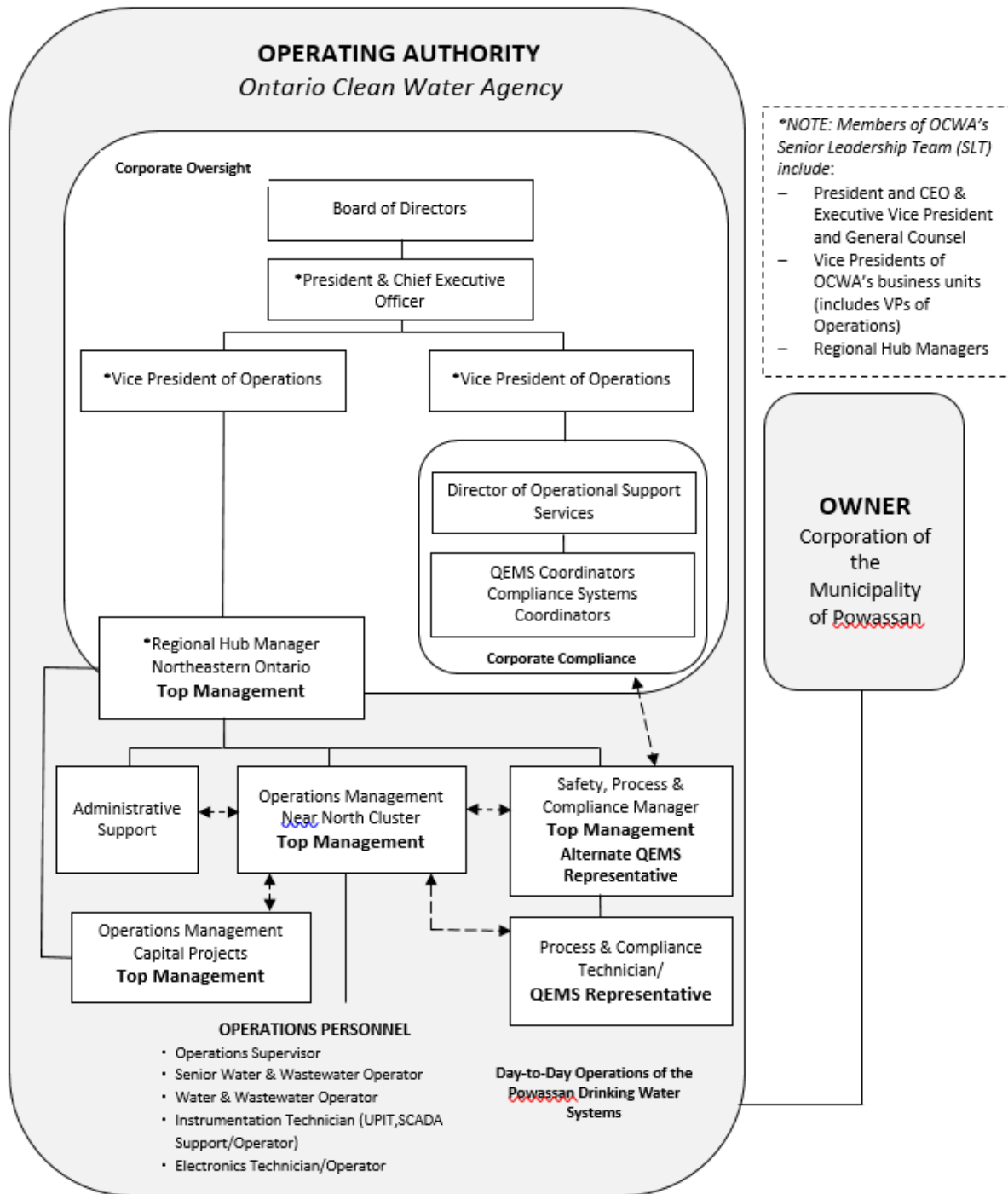
The QEMS representative leading the management review will give a brief overview of the requirements of DWQMS and the purpose of the management review. Reviews are conducted once every calendar year and include the PCT (QEMS Rep.), Senior Operations Manager (Top Management), Safety, Process and Compliance Manager (Top Management/Alternate QEMS Rep) and at least one facility operator, at a minimum. The QEMS Representative ensures that minutes of and action plans resulting from the Management Review meeting are prepared and distributed to the appropriate OCWA management and personnel and to the Municipal Owner.

The discussion lead for the management review was Monique Malette, Process and Compliance Technician (PCT) for OCWA. Minutes from the previous management review were reviewed.

Roles and Responsibilities Outlined in the DWQMS

Element 9 of the DWQMS requires that the Operational Plan document an organizational structure, roles, responsibilities and authorities of the Operating Authority (OCWA). The table below outlines the structure of all personnel who have a role in delivering safe drinking water.

See Organizational Chart on page 6.



Drinking Water System Performance

Incidents of Regulatory Non-Compliance

All regulatory non compliances reported through MECP inspections or through PCT notifications are reviewed during the management review. The results help Management identify regulatory deficiencies in the drinking water system.

According to the information kept on record by OCWA, zero non-compliance issues occurred in the review period. Last MECP inspection took place on January 30, 2024, which identified 2 non-compliance items and 0 best practice recommendation.

Two Incidents of Non-Compliance: Failure to monitor POE Chlorine residuals while the facility was producing water to the distribution system & Failure to alarm / lock out well pumps when analyzer failed. Operator Arrived at Well House July 17, 2023 at 12:30 to complete 72 Hr. compliance review via online data logger. Chlorine POE analyzer was off, and no residuals were being displayed on the data logger. Root Cause (RC): The chlorine analyzer was plugged into a ground fault circuit interrupter (GFCI) outlet that was tripped. The GFCI outlet was reset and the analyzer was restored immediately. Trending shows the analyzer lost power on July 16, 2023 at 12:50 pm and was restored July 17, 2023 at 12:35 pm. No alarms were triggered and four pumping cycles occurred during the time the analyzer was without power. Corrective Action (CA): Analyzer plugged into a different receptacle. Round sheet completed upon arrival indicating chlorine dosage calculated from Friday is consistent (slightly higher) than previous dosage calculations, online trending at the in-ground reservoir is consistent with the previous trending, low chlorine alarm / lockout test is conducted monthly (last test was June 20, 2023), RAW, POE and Distribution microbiological samples and residuals were collected today and residuals are consistent with normal operations (see attached chain of custody and weekly residual sampling sheets). An instrument technician will be contacted to help identify the failure of the analyzer to alarm out on power failure. MECP notified verbally and send non-compliance form via email.

Incidents of Adverse Drinking Water Tests

To assist in the detection of water quality issues, OCWA utilizes online monitoring through SCADA and Wonderware programs and maintains a rigorous sampling schedule. The drinking water regulation identifies particular indicators of Adverse Water Quality incidents (AWQI) which must be reported to the MECP and the Ministry of Health (MOH) and establishes how to carry out specific corrective actions.

During the review period, there were zero AWQIs.

Table 1: Adverse Water Quality Incidents

Incident Date	AWQI#	Adverse issue	Corrective action taken	Additional comments
N/A				

A Critical Control Point (CCP) is a step in the process where some control can be administered to prevent or eliminate a drinking water health hazard or to reduce it to an acceptable level. A CCP limit is the point at which a response procedure is deemed required. CCPs were established through the Risk Assessment exercise and are monitored through the SCADA and Wonderware systems. Any deviation from normal CCP limits is recorded in logbook and does not necessarily mean that unsafe drinking water was delivered to the consumer.

Deviations from critical control point (CCP) Limits

For this facility, 2 CCP's were identified within the water treatment process.

Table 2: Critical Control Points

CCP listed	Setpoints
Primary Disinfection (Sodium Hypochlorite System)	Free Chlorine residual: At 0.80 mg/L lock out of pump occurs and alarm is sent, no delay Minimum CT required = 0.45 mg/L
Secondary disinfection	Operational Low: greater than 0.2 mg/L Free Chlorine residual High: less than 4.0 mg/L Free Chlorine residual Regulatory Low: greater than 0.05 mg/L Free Chlorine residual

Operators record any CCP deviation in their facility logbook. Additionally, any afterhours deviations are recorded in the facility's call out reports (Maximo) and in facility logbook. During this review period, there were sixteen (16) incidents that required the operator's attention. A total of six (6) incidents were related to CCP's, six (6) were low treated free chlorine residual lockouts. The others were: four (4) related to low or high reservoir alarms, two (2) related to power failure alarms, and four (4) related to well pump failure alarms. Monthly alarm testing completed as well.

For more information on all call outs and/or daytime alarms during the review period, refer to the Maximo Call Out Summary and/or facility e-logbook report.

Operational Performance

The operational performance section is used to discuss the MECP's latest inspection rating and determine any actions required to maintain or improve the water treatment system and all associated programs.

The latest inspection held on January 30, 2024 provided a grade of 92.53%. There were two non-compliances and zero best management practices provided by the inspector.

The safety of the drinking water is not reflected by the MECP's score. The MECP district office determines a risk factor and grants each question a value. The rating is calculated based on each inspector's answers. Although inspectors cannot themselves provide their own rating, opinions sometimes influences the answers given for a specific topic which could affect the score provided for the inspection.

Any issues raised from the MECP inspection are reviewed and appropriate actions are taken to prevent future occurrences. To help preserve the drinking water system, flushing is conducted bi-annually. Hydrants are inspected simultaneously.

Raw Water Supply and Drinking Water Quality Trends

Raw water and drinking water trends are monitored through OCWA's SCADA and Wonderware systems and numerical data is maintained within our Process Data Management (PDM) program.

The facility has a Permit to Take Water (PTTW) which limits the amount of water the Water Treatment Plant (WTP) can obtain from a surface or ground water supply.

This facility's PTTW limits are 1313 m³/d from the two ground wells combined. Flow rates are limited to 15.2 L/s per well. The system's Municipal Drinking Water Licence provides a rated capacity for the WTP which is determined to be 1313 m³/d.

Raw and treated flows were within limits.

Raw water characteristics are monitored at this facility by sampling for the following parameters: Turbidity, *E.coli* and Total Coliforms. Bacteriological data is consistently having no coliforms or *E. coli*.

Bacteriological samples are taken weekly to monitor raw, treated and distribution water health. Regulations require that pesticides and other chemicals (schedule 23/24) be tested every three years as well as sodium and fluoride which are on a 60 month rotation. Schedule 23/24

parameters were sampled on January 17, 2024. Sodium completed January 24, 2022 and fluoride completed January 17, 2024. All results were below the Ontario Drinking Water Standards.

THMs are being collected and tested quarterly in 2024. The running annual average for the system at the end of October is 0.003 mg/L (RAA limit = 0.1 mg/L).

The HAAs are also being collected and tested quarterly. The system has a running annual average <0.0053 mg/L at the end of October. The maximum RAA allowable limit of 0.08 mg/L came into effect on January 1, 2020.

OCWA has sampled at the far end of the distribution system in 2017, near the plant and middle of the distribution system in 2018 and 2019 as per guidance provided in a Ministry's letter "HAA Concerns" dated May 9, 2018. It should be noted that all THM and HAA results are very low throughout the distribution system as the system is fed by wells. After following a Best Management Practice based on MECP guidance in 2018, HAA were sampled at various locations throughout the distribution system to find the most elevated results. See HAA RAA Summary for further information. Based on sampling and MECP guidance, the recommended sampling point for future sampling is 21 Birch St. Due to Covid-19, sampling point changed to public location (LCBO) 601 Main St. Levels are low throughout system.

Currently, the system is in exemption for plumbing lead sampling, which means alkalinity and pH are taken in the distribution at 2 locations bi-annually and lead, alkalinity and pH are taken every third year, bi-annually. Distribution pH and Alkalinity were sampled on April 15, 2024 and October 3, 2024. There were no samples taken during this review period which required adverse notifications.

The Powassan Drinking Water System continually provides good quality drinking water to the community.

Consumer Feedback

Community complaints are reported the Operating Authority, either directly from consumers or through the Municipal office. Complaints are promptly dealt with and the source of the problem identified. Below is a list of all community complaints received for this facility during the review period.

During this review period, there were zero (0) community complaints received.

Table 3: Community Complaints

Complaint	Date	Root cause/actions taken
N/A		

Management System Performance

Internal and Third Party Audits

The DWQMS requires each Operating Authority to implement a procedure that ensures internal audits are conducted at least once every calendar year to evaluate conformance to the Standard. External audits are conducted by a third party accreditation body every 12 months for off-site audits and every 3 years for on-site audits. All internal and external audit results are reviewed during management reviews and action plans created for all outstanding items found. The table below lists all audit results along with actions required and implementation date.

An internal audit was conducted on DWQMS 2.0 on October 3, 2024 with 5 OFIs identified. Internal audits are performed by PCTs and include a review of documents and an onsite visit where operators are interviewed to verify implementation of the QEMS. Every year, PCTs focus on a particular subject when conducting audits based on non-conformances found within the Organization throughout Ontario and problems found in other locations within the Hub. The QEMS for Powassan is maintained, as it should be; therefore, continual improvement is the main focus of the internal audit.

Off-site external S1 Surveillance audit completed May 7, 2024. There were no findings during the off-site external audit. Accreditation Certificate issued June 9, 2022.

Non conformances, OFIs and comments from each audit can be found in the table below.

Table 4: Internal and External Audit Results

Section	Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date
OP-6 Drinking Water System	Consider updating raw water characteristics to 2023.	OFI	Update raw water characteristics to 2023. Updated OP-06 and sent to SOM for approval.	Monique Malette PCT/QEMS rep	24-Oct
OP-6 Drinking Water System	Consider updating disinfection pumps in description	OFI	Updated pumps for disinfection OP-06	Monique Malette PCT/QEMS rep	24-Oct
OP-8 Risk Assessment Outcomes	Consider updating old obsolete info in the reviewed SOP.	OFI	Minor updates required to Failure of Chlorine Pump SOP.	Monique Malette PCT/QEMS rep	24-Oct
OP-18 - Emergency Management	Consider updating OCWA's emergency contact list. New VP of Operations.	OFI	Update OCWA's emergency contact list. New VP of Operations. Contact list updated and sent to operator on October 03, 2024	Monique Malette PCT/QEMS rep	24-Oct
OP-18 - Emergency Management	Consider updating local emergency contact list.	OFI	Update local emergency contact list. Contact list updated and sent to operator on October 3, 2024.	Monique Malette PCT/QEMS rep	Oct-24

A root cause analysis and documented corrective actions are mandatory for any minor or major non-conformances uncovered during the internal or external audits.

The Risk Assessment Process

Element 7 requires a risk assessment procedure be documented that would identify potential hazards and assess the ranks related to each hazardous event. Control measures must be identified for each hazardous event and critical control points must be recognized along with their limits. Risk assessments are required to be verified annually and re-assessed for the system every 36 months.

The last 3 year risk assessment re-write was conducted on June 7, 2023 by Joshua Gravelle (PCT,QEMS Rep.), Paul Dyrda (Senior Operations Manager), Curtis Green (O&M Team Lead) and Dan Finnigan (O&M Team Lead). Added prolonged network communication loss to risk assessment outcomes, see OP-08A table 3 and revision history for details. Annual risk assessment reviewed October 3, 2024. The next 3 year risk assessment re-write is scheduled for June 2026.

Emergency Response Testing

An emergency is considered a situation that could potentially result in a loss of ability to maintain service to the customers. The DWQMS requires that the Operating Authority list potential emergency situations and provide emergency response programs. OCWA maintains 6 mandatory contingency plans which cover the majority of possible emergency situations: Spill Response; Critical Injury; Critical Shortage of Staff; Loss of Service; Unsafe Water; and, Security Breach.

For this review period, the Loss of Service contingency was reviewed and tested on November 21, 2024 by staff in the Near North Cluster. The Essential Supplies and Services list was updated

on May 16, 2024; however, was reviewed during internal audit, no updates required. Specifics of the test and scenario are listed within the Contingency Plan Review/Test Summary Form.

Action Items from Previous Management Reviews

Action Items are initiated during management reviews when deficiencies are found within the Quality Management System. These action items are required to be completed by the person and date listed within them. At each management review, the status of the previous action items is to be examined.

For this review period, there were no action items from previous Management Review.

Status of Other Actions Items identified Between Reviews

Action items are sometimes initiated in response to other audits or incidents. These items are to be reviewed during the management review process.

Section	Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date
OP-01 - QEMS	Action items identified by OCWA Internal Memo Dated June 6, 2024: Procedure updated definition of DWQMS, added definition of Ministry as the Ontario government ministry responsible for drinking water and environmental legislation to alleviate need for future revisions if/when the Ministry experiences name changes, added "as amended from time to time directly following reference to Ontario's DWQMS to point to the most current version of the document, removed watermark.	AI	Update OP-01 to match the corporate template. OP-01 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24
OP-02 - QEMS Policy	The first bullet of the QEMS Policy (approved in 2016) was revised to align with OCWA's updated Mission statement. s. 3.3 and 3.6 were modified to add information/clarify how to access the QEMS Policy and the Policy revision history document, removed watermark.	AI	Update OP-02 to match the corporate template. Ensure new QEMS Policy posted at facilities with staff training on new policy. OP-02 updated in DRAFT form on June 18, 2024.	OCWA (QEMS Rep.)	Oct-24
OP-03 - Commitment and Endorsement	New QEMS Policy is a major revision to the Operational Plan and requires re-endorsement. Once all updates have been made to OP, the Plan should be re-endorsed by Top Management and the Owner. Consider scheduling updates to align with your audit schedule, removed watermark.	AI	Re-endorse the Operational Plan following all necessary updates.	OCWA (QEMS Rep.)	Oct-24
OP-05 - Document and Records Control	Procedure updated as follows: added multi factor authentication to 3.5, section 3.9 table revised to include Schedule 23 & 24 records retention times for Large Municipal Residential (LMR) and Small Municipal Resident (SMR) systems, added chain of custody as record for retention for various sampling requirements, lead program clarified to include pH and alkalinity; added GUDI/Non-GUDI Reports, minor wording and type-o's, removed watermark.	AI	Update OP-05 and OP-05A to match the corporate template. OP-05 and OP-05A updated in DRAFT form on June 19, 2024.	OCWA (QEMS Rep.)	Oct-24

Section	Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date
OP-09 - Organizational Structure and OP-09A Organizational Chart	OP-09: Procedure updated with revisions to Table 9-2 as follows: Role/Position updated to clarify roles are performed by multiple positions, position titles updated, note added regarding OITs operating limitations. Additional revisions include replaced MOECC with Ministry, minor rewording and type-o's, removed watermark. Add Capital Manager with responsibilities and authorities. OP-09A: Revised to include Senior Leadership Team (SLT) in reporting structure and identify members, added Compliance System Coordinators, updated Operations Personnel position titles, removed watermark.	AI	Update OP-09 and OP-09A to match the corporate template. Add new Capital Manager with appropriate info.	OCWA (QEMS Rep.)	Oct-24
OP-10 - Competencies	Procedure updated [update revision history based on your current OP-10 revision history] with revisions to table in 3.1 Role/Position updated to clarify roles are performed by multiple positions, position titles updated, removed watermark, updated Procedure to reflect changes to title and content of OCWA's Mandatory Training Requirements Document, added sharepoint.	AI	Update OP-10 to match the corporate template.	OCWA (QEMS Rep.)	Oct-24
OP-12 - Communications	Procedure revised to reference updated title of Corporate Emergency Response Plan, removed watermark.	AI	Update OP-12 to match the corporate template. OP-12 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24
OP-18 - Emergency Management	Procedure updated as follows: Ministry of Environment and Climate Change revised to Ministry, removed watermark. Modified references to Emergency Response Plan to indicate it is now referred to as Corporate Emergency Response Plan (CERP).	AI	Update OP-18 to match the corporate template. OP-18 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24
OP-19 - Internal QEMS Audits	Procedure updated to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited with additions to 3.3.3, removed watermark.	AI	Update OP-19 to match the corporate template. OP-19 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24

Changes that could Affect the Quality Management System

This discussion is held to examine any changes which have occurred within the organization, the Municipality or the Quality Management System throughout this review period.

New version DWQMS 2.0 has been implemented and Operational Plan has been updated to include all the new requirements of DWQMS 2.0. Endorsement of Operational Plan was completed May 17, 2018. Recently plan was re-endorsed due to change in Owner Representatives on December 19, 2024.

Resources needed to maintain the DWQMS

Resources are defined as those things needed to implement or maintain the QMS such as physical work, financial resources and time involved by personnel. At each management review, it should be discussed what resources will be required to maintain or improve the QMS for the next review period.

The PCTs maintain the DWQMS and ensures management is kept informed of all aspects of the QEMS. An internal auditing and management review schedule is maintained by the PCTs and adequate time is provided to conduct each of these. Internal and external audit results confirm a well-documented and implemented QEMS for the Powassan Drinking Water System.

Current resources were reviewed and were deemed to be adequate for the next review period.

Infrastructure Review

An infrastructure review is required annually by contractual obligations and DWQMS requirements. Infrastructure is assessed and recommendations are made to maintain or optimize the facility. The Operating Authority presents this review, in the form of a Capital Letter, to the Municipality and together, it is decided where resources should be prioritized.

Work on capital projects are in progress. Regular maintenance is performed as needed and all emergencies were provided adequate funding by the Municipality.

- New spare free chlorine residual analyzer installed complete with alarming
- Removed Electrical wires that served no use
- Assisted with installation of new 1" service line on Valley View Drive West.
- Hydrant repairs

The 2025 capital plans have been created. The Municipality has been provided with the plans and will provide feedback on accepted expenses sometime in the New Year once budget approvals have been completed.

Operational Plan: Currency, Content, Updates

The DWQMS requires the Operating Authority to documents QMS for the drinking water system in the form of an Operational Plan. This operational plan is updated regularly to correspond with ongoing changes and to include any improvements made to the QMS.

The DWQMS operational Plan has only had minor revisions made during this review period. All updates have been done due to action items which were found through internal and external audits. This information can be found in Table 4.

The DWQMS Operational Plan version 2.0 was endorsed on May 17, 2018 after numerous updates. The DWQMS Operational Plan was updated June 26, 2023 to resolve action items from internal and external audits.

Staff Suggestions, Recommendation for Improvement

Staff suggestions are made, either directly to the Manager or the Process and Compliance Technician, and are reviewed during the Management review. Should the suggestions be accepted, action items are created and assigned to the appropriate personnel to complete.

For this review period, there were no staff suggestions presented.

Consideration of applicable Best Management Practices (BMPs)

The QEMS Representative and/or Operations Management in consultation with the SPC Manager will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review (OP-20).

BMPs may include, but are not limited to:

- Facility/Regional Hub practices developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or Powassan Drinking Water System performance trends;
- OCWA-wide BMPs/guidance or recommended actions;
- Drinking water industry based standards/BMPs or recommendations; or
- Those published by the Ministry of the Environment, Conservation and Parks.

At a minimum, applicable BMPs must be reviewed and considered once every 36 months.

There were no applicable BMP identified during the review period, none identified in most recent MECP inspection report.

Description of Findings	Type	Action	Responsibility/ Assignee	Resolution Target Date	Resolution Date
Perform internal audits on facilities in different cluster		Complete internal audits on facilities in different cluster	SPC Manager	Dec 2025	

There were no applicable BMPs to consider during this review period.

Next Management Review Meetings

Scheduled for November 2024.

Action Items Resulting from Review			
Root Location of Action Within Minutes	Action Item	Personnel Responsible	Proposed Timeline
	None to report		

Powassan Drinking Water System - 2024 Summary of Findings

Revision 4: November 28, 2018

Corrective Actions
 Mj - Major Non-conformance
 Mn - Minor Non-conformance

Preventative Actions
 OFI - Opportunity for Improvement
 C/Ob - Comments or Observations

Other Actions
 AI - Action Item

BMP - Best Management Practices

IMPORTANT NOTE: A root cause analysis must be completed for all Corrective Actions

Section	Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
Management Review: (Date)							
External Audit (52-12 Month Surveillance): (Offsite: May 7, 2024)							
OP-21 - Continual Improvement	Consider including any Ministry Non-Compliances on the Summary of Findings Table and identify as a Corrective Action (as noted in the Management Review, 2 incidents had occurred in July 2023 and did have full root cause and corrective action detailed).	OFI	OCWA uses an Analysis and Action Plan (AAP) to track non-compliances identified in MECP inspections. This AAP includes the root cause analysis and documents the corrective actions (CA). We have considered this OFI; however, we currently have another method of tracking. In future audits, we can provide the AAP to auditor to show root cause analysis and corrective actions for any non-compliances.	OCWA (QEMS Rep.)	Jun-24	07-May-24	The AAP is effective at showing all findings from the MECP inspections and documenting the root cause analysis and corrective actions. The AAPs are verified, completed and sent to OCWA's VP, Corporate Compliance and Top Management.
Internal Audit: (Desktop: February 9, 2024, Onsite: October 3, 2024)							
OP-6 Drinking Water System	Consider updating raw water characteristics to 2023.	OFI	Update raw water characteristics to 2023. Updated OP-06 and sent to SOM for approval.	Monique Malette PCT/QEMS rep	24-Oct	18-Oct-24	
OP-6 Drinking Water System	Consider updating disinfection pumps in description	OFI	Updated pumps for disinfection OP-06	Monique Malette PCT/QEMS rep	24-Oct	18-Oct-24	
OP-8 Risk Assessment Outcomes	Consider updating old obsolete info in the reviewed SOP.	OFI	Minor updates required to Failure of Chlorine Pump SOP.	Monique Malette PCT/QEMS rep	24-Oct	18-Oct-24	
OP-18 - Emergency Management	Consider updating OCWA's emergency contact list. New VP of Operations.	OFI	Update OCWA's emergency contact list. New VP of Operations. Contact list updated and sent to operator on October 03, 2024	Monique Malette PCT/QEMS rep	24-Oct	18-Oct-24	
OP-18 - Emergency Management	Consider updating local emergency contact list.	OFI	Update local emergency contact list. Contact list updated and sent to operator on October 3, 2024.	Monique Malette PCT/QEMS rep	Oct-24	18-Oct-24	
MECP Inspection: (January 30, 2024) (No BMPs identified)							
No BMPs identified in most recent MECP Inspection (non-compliances tracked with AAP)							
Action Items identified Between Management Reviews (include date item was identified)							

Section	Description of Findings	Type	Action	Responsibility/ Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
OP-01 - QEMS	Action items identified by OCWA Internal Memo Dated June 6, 2024: Procedure updated definition of DWQMS, added definition of Ministry as the Ontario government ministry responsible for drinking water and environmental legislation to alleviate need for future revisions if/when the Ministry experiences name changes, added "as amended from time to time directly following reference to Ontario's DWQMS to point to the most current version of the document, removed watermark.	AI	Update OP-01 to match the corporate template. OP-01 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-01 will be effective at showing the most current QEMS Policy and other current info. Updated OP-01 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-02 - QEMS Policy	The first bullet of the QEMS Policy (approved in 2016) was revised to align with OCWA's updated Mission statement. s. 3.3 and 3.6 were modified to add information/clarify how to access the QEMS Policy and the Policy revision history document, removed watermark.	AI	Update OP-02 to match the corporate template. Ensure new QEMS Policy posted at facilities with staff training on new policy. OP-02 updated in DRAFT form on June 18, 2024.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-02 will be effective at showing the most current QEMS Policy and other current info. Updated OP-02 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-03 - Commitment and Endorsement	New QEMS Policy is a major revision to the Operational Plan and requires re-endorsement. Once all updates have been made to OP, the Plan should be re-endorsed by Top Management and the Owner. Consider scheduling updates to align with your audit schedule, removed watermark.	AI	Re-endorse the Operational Plan following all necessary updates.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-03A will be effective at showing the most current endorsement. Updated OP-03A will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-05 - Document and Records Control	Procedure updated as follows: added multi factor authentication to 3.5, section 3.9 table revised to include Schedule 23 & 24 records retention times for Large Municipal Residential (LMR) and Small Municipal Resident (SMR) systems, added chain of custody as record for retention for various sampling requirements, lead program clarified to include pH and alkalinity; added GUDI/Non-GUDI Reports, minor wording and type-o's, removed watermark.	AI	Update OP-05 and OP-05A to match the corporate template. OP-05 and OP-05A updated in DRAFT form on June 19, 2024.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-05 will be effective at showing current info as per corporate template. Updated OP-05 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-09 - Organizational Structure and OP-09A Organizational Chart	OP-09: Procedure updated with revisions to Table 9-2 as follows: Role/Position updated to clarify roles are performed by multiple positions, position titles updated, note added regarding OIT's operating limitations. Additional revisions include replaced MOECC with Ministry, minor rewording and type-o's, removed watermark. Add Capital Manager with responsibilities and authorities. OP-09A: Revised to include Senior Leadership Team (SLT) in reporting structure and identify members, added Compliance System Coordinators, updated Operations Personnel position titles, removed watermark.	AI	Update OP-09 and OP-09A to match the corporate template. Add new Capital Manager with appropriate info.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-09 and OP-09A will be effective at showing current info as per corporate template. Updated OP-09/OP-09A will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.

Section	Description of Findings	Type	Action	Responsibility/ Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
OP-10 - Competencies	Procedure updated [update revision history based on your current OP-10 revision history] with revisions to table in 3.1 Role/Position updated to clarify roles are performed by multiple positions, position titles updated, removed watermark, updated Procedure to reflect changes to title and content of OCWA's Mandatory Training Requirements Document, added sharepoint.	AI	Update OP-10 to match the corporate template.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-10 will be effective at showing current info as per corporate template. Updated OP-10 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-12 - Communications	Procedure revised to reference updated title of Corporate Emergency Response Plan, removed watermark.	AI	Update OP-12 to match the corporate template. OP-12 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-12 will be effective at showing current info as per corporate template. Updated OP-12 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-18 - Emergency Management	Procedure updated as follows: Ministry of Environment and Climate Change revised to Ministry, removed watermark. Modified references to Emergency Response Plan to indicate it is now referred to as Corporate Emergency Response Plan (CERP).	AI	Update OP-18 to match the corporate template. OP-18 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-18 will be effective at showing current info as per corporate template. Updated OP-18 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-19 - Internal QEMS Audits	Procedure updated to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited with additions to 3.3.3, removed watermark.	AI	Update OP-19 to match the corporate template. OP-19 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24	18-Oct-24	Once updated OP-19 will be effective at showing current info as per corporate template. Updated OP-19 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.

Root Cause Analysis

IMPORTANT NOTE: A root cause analysis must be performed on any major or minor non-conformance identified during an internal QEMS audit

Date:	
Assignee:	
Description of Non-conformance:	
Root Cause: Reason for non-conformance	
Corrective Action: (immediate fix)	
Sign-off Corrective Action Complete	
Long Term Corrective Action (if applicable)	
Sign-off Corrective Action Validated	

Revision Date	Revision No.	Revision History
April 14, 2012	0	Form issued Controlled under the QEMS, added revision date and number, added Obs -
May 17, 2013	1	observations
April 2, 2015	2	Updated summary to include a section for Root Cause Analysis
04-Apr-18	3	Added preventative and corrective actions and sections for all activities
28-Nov-18	4	Added Verification/Effectiveness of Action column, updated MOECC to MECP