

## **AGENDA**

Regular Council meeting to be held  
Tuesday March 20, 2018 at 7:00 p.m.  
Council Chambers, Powassan

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF THE AGENDA**
5. **PRESENTATIONS**
6. **ADOPTION OF MINUTES**
  - 6.1 Regular Council meeting minutes of March 6, 2018
7. **MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**
  - 7.1 Powassan and District Union Public Library-Budget 2018
  - 7.2 Powassan and District Union Public Library minutes of January 22, 2018
8. **MINUTES AND REPORTS FROM APPOINTED BOARDS**
  - 8.1 North Bay Parry Sound District Health Unit Board minutes of January 24, 2018
  - 8.2 North Bay Parry Sound District Health Unit Finance & Property Committee minutes of January 24, 2018
  - 8.3 North Bay Parry Sound District Health Unit- Public Disclosure of Inspection Reports
  - 8.4 North Bay Mattawa Conservation Authority – 2018 Budget
  - 8.5 District of Parry Sound Social Services Administration Board- Quarterly Report
9. **STAFF REPORTS**
  - 9.1 CAO-request to attend AMCTO Annual Meeting- June 10-13
  - 9.2 Health and Safety Policy
  - 9.3 Protective Services- Personal Protective Equipment Policy
  - 9.4 Protective Services- Body Worn Camera Policy
10. **BY-LAWS**
  - 10.1 By-Law 2018-13 Water & Wastewater Budget
  - 10.2 By-Law 2018-14 2018 Municipal Budget
  - 10.3 By-Law 2018-15 Activities Coordinator
  - 10.4 By-Law 2018-16 Road Closure- Sap Run
  - 10.5 By-Law 2018-17 Road Closure – Maple Syrup Festival
11. **UNFINISHED BUSINESS**
  - 11.1 Engineering Position-verbal CAO
12. **NEW BUSINESS**
  - 12.1 Powassan Players
  - 12.2 Ontario Trillium Fund- Application for funding response.
  - 12.3 Shared Services-Local Municipalities- Building Official Services-verbal T.Weiler

12.4 Northern 911 contract for Fire Dispatch

**13. CORRESPONDENCE**

- 13.1 Rocky Ridge Aggregates Inc.
- 13.2 City of Stratford- 2018 National Public Works Week May 20-26.
- 13.3 AMO-Cannabis Implementation- Municipal Funding Announcements
- 13.4 Ministry of Tourism, Culture and Sport- Celebrate Ontario 2018
- 13.5 NBMCA- Drinking Water Source Protection-Erosion, Sediment Control and Climate Change Apr.12
- 13.6 AMO-Investing in Canada Infrastructure Program- Phase 2
- 13.7 Township of South Stormont- Resolution re Landfills
- 13.8 North Bay Regional Health Centre
- 13.9 Sylvia Jones, MPP Dufferin-Caledon- re Municipal Waste Water reporting
- 13.10 Ministry of Municipal Affairs- Investment Policies
- 13.11 Main Street Revitalization Allocations

**14. ADDENDUM**

**15. ACCOUNTS PAYABLE**

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

- 16.1 March/April 2018 Schedule of Events

**17. PUBLIC QUESTIONS**

**18. CLOSED SESSION**

**19. MOTION TO ADJOURN**



**Regular Council Meeting**  
**Tuesday, March 6, 2018, at 7:00 pm**  
**Council Chambers, Powassan**

**Present:** Peter McIsaac, Mayor  
Ted Weiler, Deputy Mayor  
Dave Britton, Councillor  
Roger Glabb, Councillor  
Markus Wand, Councillor

**Absent:**

**Staff:** Maureen Lang, Clerk-Treasurer

**Presentations:** none

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

Peter McIsaac      Item 12.2 from February 20/18 meeting- & Resolution 2018-111 resolution from the  
February 20/18 minutes. -      An agreement request from my employer

- 
- 2018-130**      Moved by: D. Britton      Seconded by: M. Wand  
That the agenda of the Council meeting of March 6, 2018, be approved with the  
following amendments:  
Move: 18.2 Longterm Care  
18.4 Affordable Housing  
To:      Unfinished Business: 11.1 Long-term Care  
11.2 Affordable Housing      **Carried**
- 2018-131**      Moved by: D. Britton      Seconded by: M. Wand  
That the minutes of the regular Council meeting of February 20, 2018, be adopted.      **Carried**
- 2018-132**      Moved by: D. Britton      Seconded by: M. Wand  
That the minutes of the Special Budget meeting of February 13, 2018, be adopted.      **Carried**
- 2018-133**      Moved by: M. Wand      Seconded by: D. Britton  
That the minutes of the Special Budget meeting of February 28, 2018, be adopted.      **Carried**
- 2018-134**      Moved by: D. Britton      Seconded by: M. Wand  
That the minutes of the Special Council meeting of February 21, 2018, be adopted.      **Carried**
- 2018-135**      Moved by: M. Wand      Seconded by: D. Britton  
That the minutes dated February 21, 2018 from the Powassan Maple Syrup Festival  
Planning Committee, be received.      **Carried**
- 2018-136**      Moved by: D. Britton      Seconded by: M. Wand  
That the correspondence dated February 23, 2018 from Eastholme regarding their  
upcoming General meeting and the 2018 Municipal levy apportionment, be received.      **Carried**

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	6-1

- 2018-137** Moved by: M. Wand Seconded by: D. Britton  
That By-law 2018-09, being a By-law to authorize an Agreement renewal between the Municipality of Powassan and the Township of Chisholm for Playground Inspection Services,  
  
**READ a FIRST and SECOND** time on February 20, 2018  
  
**READ a THIRD and FINAL** time and considered passed as such in open Council on the 6<sup>th</sup> day of March, 2018. **Carried**
- 2018-138** Moved by: T. Weiler Seconded by: R. Glabb  
That By-law 2018-13, being a By-law to adopt the water and wastewater budgets for 2018,  
  
**READ a FIRST and SECOND** time March 6, 2018,  
  
To be **READ a THIRD and FINAL** time and finally passed in open Council on March 20<sup>th</sup>, 2018 **Carried**
- 2018-139** Moved by: R. Glabb Seconded by: T. Weiler  
That By-law 2018-14, being a By-law to adopt the Municipal Budget,  
  
**READ a FIRST and SECOND** time March 6, 2018.  
  
To be **READ a THIRD and FINAL** time and finally passed in open Council on March 20<sup>th</sup>, 2018 **Carried**
- 2018-140** Moved by: T. Weiler Seconded by: R. Glabb  
That By-law 2018-15, being a By-law to adopt appoint an Activities Coordinator,  
  
**READ a FIRST and SECOND** time March 6, 2018.  
  
To be **READ a THIRD and FINAL** time and finally passed in open Council on March 20<sup>th</sup>, 2018 **Carried**
- 2018-141** Moved by: R. Glabb Seconded by: T. Weiler  
That the Application for Long-term Care Home Development and Redevelopment, is supported by Council. **Carried**
- 2018-142** Moved by: T. Weiler Seconded by: R. Glabb  
That Council approves the Memorandum of Understanding with the Hart/Bolton Subdivision regarding a location for the Affordable Housing development and that Council agrees to the land trade. **Carried**
- 2018-143** Moved by: R. Glabb Seconded by: T. Weiler  
That the correspondence dated February 22, 2018, from The Roayl Canadian Legion Ontario Command, be received, and that Council purchase ¼ page full colour. **Carried**
- 2018-144** Moved by: T. Weiler Seconded by: R. Glabb  
That the correspondence from the North Bay Pride Committee, be received. **Deferred**
- 2018-145** Moved by: T. Weiler Seconded by: R. Glabb  
That the correspondence dated February 27, 2018, from the Ministry of Municipal Affairs regarding changes to the land use planning and appeal system, be received. **Carried**



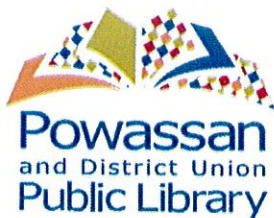
- 2018-146** Moved by: R. Glabb Seconded by: T. Weiler  
That the correspondence from the Ontario Tire Stewardship (OTS) regarding termination of the OTS Agreement effective December 31, 2018, be received. **Carried**
- 2018-147** Moved by: T. Weiler Seconded by: R. Glabb  
That the accounts payable listing reports dated February 16, 23 & 28, 2018, in the total amount of \$118,804.58, be approved for payment. **Carried**
- 2018-148** Moved by: R. Glabb Seconded by: T. Weiler  
That Council now adjourns to closed session at 7:50 pm to discuss:
- 18.1 Adoption of Closed Session minutes of February 20, 2018.  
18.3 Proposed disposition of land-Section 239(2)(c) of the Municipal Act and under 6(1)(c) of the Procedural Bylaw-a proposed or pending acquisition or disposition of land for municipal or board purposes. **Carried**
- 2018-149** Moved by: R. Glabb Seconded by: T. Weiler  
That Council now reconvenes to regular session at 8:15 pm. **Carried**
- 2018-150** Moved by: T. Weiler Seconded by: R. Glabb  
That Council now adjourns at 8:15 pm. **Carried**

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Mayor

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CAO-Clerk-Treasurer



RECEIVED

MAR 06 2018

The Municipality of Powassan

March 1, 2018

Mayor Peter McIsaac  
466 Main Street  
Powassan, ON P0H 1Z0

**Re: Library Budget 2018**

Dear Mayor McIsaac and Council Members:

Here is the 2018 Library Budget Package for your information and approval. You will find included with this letter the Powassan & District Union Public Library (PDUPL) proposed budget for 2018. This year, following the request of several Board Members and as we stated in our letter to council dated January 26, 2018, the board has decided to not increase its library fees. We have kept the regular 20-20-60 split, since we haven't heard of any new agreement from our Union Members. The Township of Chisholm has communicated to us their intent of covering 18% of the budget to reflect their percentage of patrons. This leaves us short of 2%, totaling \$3,089. It is our hope the issue will be resolved amongst Union members within the next few weeks, at which point we will reissue adjusted invoices.

We anticipate being able to complete the renovations of the library within our allocated budget using current funds, the 2018 fundraising dollars and many generous donations. Additionally, we aim to continue with the same outstanding services to the community we offered prior to our partial closure in September 2017 (see Appendix B). While at Mapleridge Public School we were able to continue offering several programs focusing mostly on children.

As a result of operating out of Mapleridge Public School for four months of the 2017 year, the value of services (VOS) provided to our patrons was calculated at \$549,061. This represents a decrease of only 12% from 2016, given the 2016 VOS of \$622,000. The value per patrons is still well above \$200. This figure represents the amount each Library member saves by borrowing library materials and/or attending events as opposed to purchasing them elsewhere. The calculation is based on the Library's replacement cost for the items checked out, and a fair market value of services.

We continue our emphasis on obtaining as many grants as possible as part of our Library management strategy. In 2017, we received over \$159,000 in grant money from sources other than the regular source of revenues (see Appendix A) allowing us to renovate our existing facilities and provide more and higher quality services to our patrons.

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	7-1

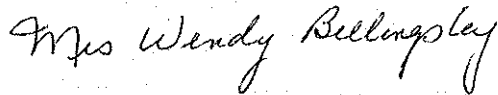


So far this year we have applied for two student grants through the 2018 Canada Summer Jobs program and the 2018 Summer Experience Program. We are getting ready to hire a NOHFC Intern in March 2018 for a one year contract. The employee will help us raise funds with our annual Golf Tournament in July and our bi-annual Live Auction in October. In 2018, we are continuing with our many successful fundraising endeavours.

Your continued funding, support, and council representation on the Library Board are crucial for the Library to achieve its many goals for 2018. It is important that the Library continues to provide access to information in all of its forms, a safe public space, and equal services for all.

Therefore, the 2018 proposed Library service fees for the Municipality of Powassan is, as last year, \$92,673.00. The payments are requested in three equal installments of \$30,891.00 to be paid March 31, June 30, and September 30. The Library Board asks that you support the 2018 budget by funding the Library as requested. If you require more information concerning the budget request and supporting documents, or would prefer that the Library Board make a budget presentation, please contact Marie Rosset, the CEO, at your convenience by phone at (705) 724-3618 or by email at [mrosset@powassanlibrary.ca](mailto:mrosset@powassanlibrary.ca).

Yours Truly,



Wendy Billingsley, Chair of the Board  
Powassan & District Union Public Library

Attachments:

Budget (3 pages)  
Appendix A - Library Grants  
Appendix B - Fundraising Total  
Appendix C - A community Space for All  
Proposed Installments for 2018  
Invoice for March 31, 2018 Installment

**Powassan & District Union Public Library  
Operating Budget 2018**

<b>Revenue</b>	<b>Budget 2017</b>	<b>Budget 2018</b>
Municipal	\$154,455.00	\$154,455.00
Restoule	4,520.00	4,520.00
Provincial	14,500.00	14,500.00
Fines & Fees	2,500.00	2,000.00
Bank Interest	400.00	400.00
Copier Fees	2,700.00	2,800.00
Other Fees	0.00	908.00
Miscellaneous	0.00	0.00
Pay Equity	7,601.00	7,601.00
Donations	6,900.00	6,200.00
Expansion Project Donations	0.00	1,900.00
Interloans	350.00	350.00
<b>Total Revenue</b>	<b><u>\$193,926.00</u></b>	<b><u>\$195,634.00</u></b>

<b>Expenditures</b>	<b>Budget 2017</b>	<b>Budget 2018</b>
Payroll	\$126,365.00	\$128,986.00
Benefits	4,750.00	4,050.00
Pension	4,650.00	4,700.00
Worker's Comp	560.00	600.00
E.H.T.	1,500.00	1,500.00
Circulation Materials	9,330.00	9,230.00
Programming	800.00	650.00
Internet and Telephone	3,500.00	3,500.00
True Steel Security	460.00	500.00
Hydro & Heating	7,350.00	5,200.00
Audit	1,300.00	1,300.00
Insurance	5,500.00	5,200.00
Sewer & Water	700.00	700.00
Associations	1,700.00	2,700.00
Off. & Book Supplies	1,100.00	1,100.00
Elevator	4,000.00	4,120.00
Copier	3,600.00	3,600.00
Maintenance	10,111.00	9,198.00
Miscellaneous	0.00	0.00
Training	1,050.00	1,350.00
Computers	0.00	0.00
Advertising and Promotion	900.00	900.00
Bank Service Charges	300.00	350.00
Janitorial Services	4,100.00	4,000.00
Interloans	300.00	300.00
<b>Total Expenditures</b>	<b><u>\$193,926.00</u></b>	<b><u>\$193,734.00</u></b>



**Powassan & District Union Public Library  
Special Project Budget 2018**

<b>Revenue</b>	<b>Budget 2017</b>	<b>Budget 2018</b>
Student Grants	12,683.00	6,532.00
Senior Community Grant	0.00	2,357.00
Ontario Capacity Grant	3,628.00	4,405.00
NOHFC	8,800.00	25,700.00
Internet Connectivity Grant	0.00	0.00
Enabling Accessibility Grant	23,000.00	0.00
Service Ontario	425.00	425.00
Canada 150	0.00	100,000.00
Municipal Building Fund	0.00	25,000.00
<b>Total Revenue</b>	<b><u>\$48,536.00</u></b>	<b><u>\$164,419.00</u></b>

<b>Expenditures</b>	<b>Budget 2017</b>	<b>Budget 2018</b>
Students Grants	12,683.00	6,532.00
Senior Community Grant	0.00	2,357.00
Ontario Capacity Grant	3,628.00	4,405.00
NOHFC	8,800.00	25,700.00
Internet Connectivity Grant	0.00	0.00
Enabling Accessibility Grant	23,000.00	0.00
Service Ontario	425.00	425.00
Renovation Project	0.00	126,900.00
<b>Total Expenditure</b>	<b><u>\$48,536.00</u></b>	<b><u>\$166,319.00</u></b>

**Powassan & District Union Public Library  
Budget 2018**

<b>Revenue</b>	<b>Budget 2017</b>	<b>Budget 2018</b>
Operating Budget	\$ 193,926.00	\$ 195,634.00
Special Projects	<u>\$ 48,536.00</u>	<u>\$ 164,419.00</u>
<b>Total Revenue</b>	<u><u>\$ 242,462.00</u></u>	<u><u>\$ 360,053.00</u></u>
<b>Expenditures</b>	<b>Budget 2017</b>	<b>Budget 2018</b>
Operating Budget	\$ 193,926.00	\$ 193,734.00
Special Projects	<u>\$ 48,536.00</u>	<u>\$ 166,319.00</u>
<b>Total Expenditures</b>	<u><u>\$ 242,462.00</u></u>	<u><u>\$ 360,053.00</u></u>
<b>Revenue</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>



**Appendix A**  
**Powassan & District Union Public Library**  
**2017 Grants**

Canada150 Grant	100,000.00
Enabling Accessibility Grant	23,000.00
Improving Digital Services /Capacity Grant	4,405.00
Canada Summer Jobs	3,192.00
Young Canada Works	6,129.00
NOHFC Intern	8,736.00
Youth Internship - Technology (CAP)	8,887.00
Seniors Community Grant	2,356.00
Interconnectivity Grant	<u>2,442.00</u>
<b>Total</b>	<b>\$159,147.00</b>

**Appendix B**  
**Powassan & District Union Public Library**  
**2017 Fund Raising Total**

	Actual
<b>Events</b>	
Maple Syrup Festival	2,144.00
Business Funding Opportunity	2,550.00
Golf Tournament – July 28,2017	3,820.00
Ontario Electronics Stewardship (OES)	1,718.00
 <b>Donations</b>	
Anonymous	500.00
Elaine Plenderleith donation	5,000.00
Front Desk Cash	149.50
Others	<u>2,402.00</u>
 Total	 18,283.50

# **Appendix C**

## **A Community Space for All**

### **2017 PDUPL Regular Ongoing Programs**

#### **Weekly Events**

- |                                     |  |
|-------------------------------------|--|
| 1. Purl Knitting Club*              | 9. Rug Hooking Group*  |
| 2. Chess Club*                      | 10. Scrabble Club*   |
| 3. French Conversation Group*       | 11. LEGO Club*   |
| 4. Raising Readers*                 | 12. Volunteer Program – volunteering<br>of teens for service hours, and adult<br>volunteers* |
| 5. Toddler Tales*                   | 13. Bid Euchre*  |
| 6. Yoga*                            |  |
| 7. Cyber Games Club – twice a week* |  |
| 8. Art Group*                       |  |

#### **Monthly events**

- |                                 |   |
|---------------------------------|---|
| 1. Friends of the Library*      | 9. Photo Club   |
| 2. Quilter's Book Club          | 10. Circle of Music                                   |
| 3. Genealogy Group*             | 11. Computer Coaching – 3 to 4 times a<br>month*      |
| 4. Homeschool Session           | 12. Featured Artist at the Downstairs<br>Art Gallery* |
| 5. Music with Kids*             | 13. Seniors Lunch and Learn – once a<br>month         |
| 6. Bee Night                    |   |
| 7. Sampler Quilt                |   |
| 8. Alzheimer's Education Group* |   |

#### **Special Events**

1. Live Library Event
2. Christmas Mayor's Readings\*
3. Christmas Open House\*
4. Food Summit
5. Several themed events per month, i.e. Bike Clinic, Pressure Canning 101, Town-Wide Scavenger Hunt\*, Time to plant your Winter Garden, Amish Quilting Bee, Local History Nights, etc. \*\*

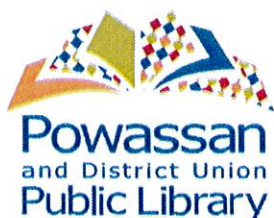
#### **Special Services**

1. Availability of Community Legal Education Ontario (CLEO) information\*
2. Member of Our Digital World – Online Historical Website\*
3. Participation in Welcome to Kindergarten Program\*
4. Monthly Book Drop to Amish School\*

\* event continued in 2018

\*\* special themed events will continue into 2018, events will reflect public demand





## **2018 Proposed Installments for Library Services**

### **Municipality of Powassan**

March 31, 2018	\$ 30,891.00
June 30, 2018	30,891.00
September 30, 2018	<u>30,891.00</u>

Total Payment	\$ 92,673.00
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### **Township of Chisholm**

March 31, 2018	\$ 10,297.00
June 30, 2018	10,297.00
September 30, 2018	<u>10,297.00</u>

Total Payment	\$ 30,891.00
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### **Township of Nipissing**

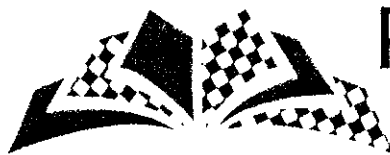
March 31, 2018	\$ 10,297.00
June 30, 2018	10,297.00
September 30, 2018	<u>10,297.00</u>

Total Payment	\$ 30,891.00
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<b>Grand Total</b>	<b>\$ 154,455.00</b>
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## Powassan & District Union Public Library

Union Member	# of members	%
Powassan	1269	63.6%
Chisholm	356	17.8%
Nipissing	371	18.6%
Total	1996	
Restoule	72	
Others	50	
Total	2118	



# Powassan and District Union Public Library

## Library Board Minutes January 22, 2018 at 6 pm

**In attendance:** Wendy Billingsley, Gloria Brown, Tina Martin, Bob Elliott, Markus Wand,  
Linda Morrin, Marie Rosset

**Absent with regrets:** Debbie Piper, Chris Jull

**Guest:** Doug Walli

1. a) **Approval of agenda**

**Motion # 2018-05 Martin-Morrin:** That the agenda for the January 22, 2018 meeting be adopted as amended, with the addition of Letter from Michel Parisien in

3. Correspondence

b) **Call for conflict of interest**

None.

c) **Approval of minutes for December 18, 2017 meeting.**

**Motion # 2018-06 Elliott-Brown:** That the Minutes for the December 18, 2017 meeting be adopted as presented.

d) **Approval of minutes for January 10, 2018 emergent meeting.**

**Motion # 2018-07 Martin-Brown:** That the Minutes for the January 10, 2018 emergent meeting be adopted as presented.

2. **Business Arising**

a. **Expansion: Existing conditions requiring attention**

Two additional conditions requiring change orders were identified and received.

1. **Item #3:** Screwing the entire squeaking floor on the main floor before proceeding to applying the pre-carpeting finish at a cost of \$2,506 +HST.

**Motion #2018-08 Martin-Morrin:** That we approve the change order regarding the screwing down of the sub-floor.

2. **Item #4:** rerouting the HRV and upstairs washroom drain to accommodate the existing construction of the building at a cost of \$2,679 +HST.

**Motion #2018-09 Brown-Elliott:** That we approve the change order regarding the redirecting of heating and ventilation.

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	7-2

1



**b. Letter to Union Members – re: unused funds**

A letter was drafted proposing a course of action for any unused 2017 Library Service Fees.

1. Maintain the yearly service fees at the same level as in 2017 – without any increase.
2. Hire an IT person on a contract basis to help the community, including seniors, with their various technologies (this would cover 6 hours twice a month for a total of \$4,000). For the past 5 years we had received a CAP/YI youth intern grant from the Ontario Government which covered this expense. This grant was not available this year.
3. Maintain a small reserve for the library to cover the periods before the payment of fees by the union members (the reserve we had in the past consisted of funds raised for the renovations).

Board members were to read the letter and comment within the next few days.

**c. Budget 2018**

Marie presented Draft 2 of the 2018 Budget. It was decided to keep the 2018 Library Fees at the same level as in 2017. The small difference will be taken out of maintenance. The 2018 Budget is expected to be approved at the February Board meeting.

It was mentioned that a letter outlining all the grants received in 2017 be included in the budget package sent to the union members.

**d. 2018-2022 Strategic Plan**

Board Members were asked to complete a couple of forms for the 2018-2022 Strategic Plan. Marie will send out the forms again along with the current Strategic Plan Timeline, to be completed by the February Board meeting.

**3. Correspondence**

A letter of resignation was received from Michel Parisien. It applies to both the Property Committee and the Library Board and is effective as of January 18, 2018. Michel was hugely instrumental in the Expansion/Renovation Project moving ahead. His expertise and input will be missed. As is the custom a new book will be dedicated to Michel with a plaque glued to the inside cover.

**4. Committee Reports**

**a) Property Committee Report**

- See 2 a)

**b) Fundraising Committee Report**

- Investigating partnering with Scotia Bank for the Maple Syrup Festival
- Will be hiring the NOHFC Intern within the next few months
- Activities planned for 2018 are the Golf Tournament and Live Auction.

**c) Policy Committee Report**

- All existing policies have been reviewed or revised in the past two years. This year policies will only be reviewed or written on a need basis. The focus will be on the 2018-2022 Strategic Plan.

**d) Friends of the Library Report**

There are no minutes to present and nothing noteworthy to report.

5. **Financial Report**

The financial report for December 2017 was presented

**Motion # 2018-10 Brown-Morrin:** That the Financial Reports for December 2017 be adopted as printed.

6. **Library Report**

The December 2017 Library Report will be presented in February, along with the January 2018.

7. **Adjournment**

**Motion # 2018-11 Morrin:** That the January 22, 2018 meeting be adjourned at 7:02 pm.

**Next Meeting: Monday February 26, 2018 at 6pm**

**at Tina Martin's residence, 30 King Street, Powassan**

**Chairperson:** Wendy Billingsley  
Wendy Billingsley, Chair

**Secretary:** Marie Rosset  
Marie Rosset, CEO

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, January 24, 2018, at 681 Commercial Street, North Bay, Ontario.

**PRESENT:**

**Nipissing District:**

Central Appointee

Mac Bain

Central Appointee

Dave Butti

Central Appointee

Nancy Jacko

Central Appointee

Stuart Kidd

**Parry Sound District:**

North Eastern Appointee

Heather Busch

Western Appointee

Don Brisbane

**Public Appointees:**

John D'Agostino

Gary Guenther

Mike Poeta

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer

Dr. Chirico

Public Health Dietitian, Healthy Living

Erin Reyce

Program Manager, Healthy Living

Chris Bowes

Master to Public Health Student

Dr. Carol Zimbalatti

**REGRETS:**

Central Appointee

Tanya Vrebosch

Eastern Appointee

Chris Jull

Western Appointee

Guy Fortier

South Eastern Appointee

Les Blackwell

**RECORDER:**

Management Administrative Assistant

Sheri Beaulieu

**1.0 CALL TO ORDER**

Dr. Chirico, Medical Officer of Health/Executive Officer called the January 24, 2018, Board of Health meeting to order at 5:51 p.m.

*Mike Poeta joined the Board of Health meeting via teleconference.*

Erin Reyce and Chris Bowes were welcomed to the Board of Health meeting.

**2.0 ELECTIONS**

**2.1 Election of Chairperson**

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	8-1

Dr. Chirico opened the floor for nominations for Chairperson for the Board of Health for 2018. Dave Butti nominated Nancy Jacko. The nomination was seconded by Don Brisbane. Nancy Jacko accepted the nomination. Further nominations were requested.

Nominations were closed and the following motion was read:

**Board of Health Resolution #BOH/2018/01/01 \*Butti/Brisbane**

***Be It Resolved, that Nancy Jacko be elected Chairperson of the Board of Health for the North Bay Parry Sound District Health Unit for year 2018.***

*"Carried"*

## **2.2 Election of Vice-Chairperson**

Nancy Jacko opened the floor for nominations for Vice-Chairperson for the Board of Health for 2018. Mac Bain nominated Dave Butti, Dave declined the nomination. Heather Busch nominated Mike Poeta. Nancy Jacko seconded the nomination. Mike Poeta accepted the nomination. Further nominations were requested.

Nominations were closed and the following motion was read:

**Board of Health Resolution #BOH/2018/01/02 \*Busch/Jacko**

***Be It Resolved, that Mike Poeta be elected Vice-Chairperson of the Board of Health for the North Bay Parry Sound District Health Unit for year 2018.***

*"Carried"*

## **3.0 APROVAL OF THE AGENDA**

The following motion was read:

**Board of Health Resolution #BOH/2018/01/03 \*Bain/Brisbane**

***Be It Resolved, that the Board of Health agenda dated January 24, 2018, be approved.***

*"Carried"*

## **4.0 CONFLICT OF INTEREST DECLARATION**

John D'Agostino declared a conflict of interest with any items related to the mortgage of the new building.



## **5.0 PRESENTATION: NUTRITIOUS FOOD BASKET – COST OF HEALTHY EATING**

Erin Reyce, Public Health Dietitian with the Healthy Living team and Chris Bowes, Program Manager, Healthy Living, joined the Board of Health meeting to provide a presentation to update Board members on the cost of healthy eating in our districts.

The presentation highlighted the Nutritious Food Basket and food affordability, food insecurity and health, and the Health Unit's advocacy efforts.

Data collected from a cross section of grocery stores across the Health Unit district indicates that the cost of healthy eating for a family of four in 2017 was \$879 per month.

Under the new 2018 Ontario Public Health Standards, monitoring food affordability is a requirement. The Healthy Living team will continue to utilize the nutritious food basket process to meet that requirement.

Some statistics provided indicated that about 64% of households who receive social assistance are food insecure, additionally, 59% of food insecure households are in the workforce.

Food insecurity contributes to higher rates of heart disease, diabetes, high blood pressure, and mental health concerns like depression and anxiety, and ultimately relates to higher rates of health care spending. Quantitative studies indicate that mortality decreases if funding were moved from acute care to social assistance.

The Basic Income Guarantee pilot was initiated in three sites in the fall of 2017; there is no data at this time.

Food education is one direction the Health Unit is heading in.

Food banks and soup kitchens are not able to address the root problem of food insecurity, which is poverty. Only about a quarter of people who are food insecure use food banks.

The Health Unit's advocacy efforts remain focused on increasing incomes in Ontario as a means of reducing food insecurity.

Erin and Chris were thanked by the Board for their presentation. They excused themselves from the meeting at 6:21 p.m.

## **6.0 APPROVAL OF PREVIOUS MINUTES**

### **6.1 Board of Health Minutes – November 22, 2017**

The draft minutes from the Board of Health meeting held on November 22, 2017, were brought forward for approval. The following motion was read:

**Board of Health Resolution #BOH/2018/01/04 \*Kidd/Butti**

***Be It Resolved***, that the minutes from the Board of Health meeting held on November 22, 2017, be approved as presented.

"Carried"

**6.2 Board of Health In Camera Minutes-- November 22, 2017**

The draft minutes from the Board of Health in camera meeting held on November 22, 2017, were brought forward for approval. The following motion was read:

**Board of Health Resolution #BOH/2018/01/05 \*Busch/Kidd**

***Be It Resolved***, that the in camera minutes from the Board of Health meeting held on November 22, 2017, be approved as presented.

"Carried"

**6.3 Board of Health Minutes – November 29, 2017**

The draft minutes from the Board of Health meeting held on November 29, 2017, were brought forward for approval. The following motion was read:

**Board of Health Resolution #BOH/2018/01/06 \*Brisbane/Kidd**

***Be It Resolved***, that the minutes from the Board of Health meeting held on November 29, 2017, be approved as presented.

"Carried"

**7.0 DATE OF NEXT MEETING**

The Board of Health meeting schedule for 2018 was brought forward for consideration. Board meetings are held at the Health Unit Main Office in North Bay, with the exception of one meeting during the year that is held at the Parry Sound Branch Office, when possible. The following motion was read:

**Board of Health Resolution #BOH/2018/01/07 \*Butti/Bain**

***Be It Resolved***, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approve the regular meeting schedule for the year 2018 as follows:

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
January 24	Finance & Property Committee Board of Health Meeting	5 – 7 p.m.
February 28	Finance & Property Committee Board of Health Meeting	5 – 7 p.m.
April 25	Finance & Property Committee Board of Health	5 – 7 p.m.
June 27	Personnel Policy, Labour/Employee Relations Committee Finance & Property Committee Board of Health	5 – 7 p.m.
September 26	Finance & Property Committee Board of Health	5 – 7 p.m.
November 28	Finance & Property Committee Board of Health	5 – 7 p.m.
December 5	Finance & Property Committee Board of Health	5 – 7 p.m.

**And Furthermore Be It Resolved,** that the Board of Health meetings are held at the North Bay Parry Sound District Health Unit, Main Office, North Bay, with the exception of one meeting that will be held at the Parry Sound Branch Office, if possible. The Parry Sound meeting date is to be determined.

“Carried”

## 8.0 APPOINTMENT OF STANDING COMMITTEES FOR 2018

A motion to appoint the Board of Health Standing Committees for 2018 was read:

### **Board of Health Resolution #BOH/2018/01/08 \*Brisbane/Butti**

**Be It Resolved,** that the Board of Health for the North Bay Parry Sound District Health Unit approves the appointment of the following Board of Health Standing Committees for 2018:

1. A **Finance and Property Committee** comprised of all Board members to deal with matters of finance, banking, insurance, property, and financial policies of the Board of Health; and
2. A **Personnel Policy, Labour/Employee Relations Committee** comprised of all Board members to deal with matters related to collective agreements (unions) and employment policies (non-union), and personnel policies of the Board of Health.

"Carried"

## 9.0 APPOINTMENT OF SIGNING OFFICERS FOR 2018

A motion to appoint the signing officers for 2018 was read:

### **Board of Health Resolution #BOH/2018/01/09 \*Bain/D'Agosino**

**Be It Resolved**, that the Board of Health for the North Bay Parry Sound District Health Unit approve the signing officer for the year 2018 as follows:

Board of Health Chairperson	Nancy Jacko
Board of Health Vice-Chairperson	Mike Poeta
Medical Officer of Health/Executive Officer	Dr. Jim Chirico
Executive Director, Clinical Services and Chief Nursing Officer	Cathy Menzies-Boulé
Executive Director, Community Services	Shannon Mantha
Executive Director, Corporate Services and Privacy Officer	Paul Massicotte
Executive Director, Finance	Isabel Churcher
Executive Director, Human Resources	Josée Goulet

"Carried"


## 10.0 APPOINTMENT OF LEGAL ADVISORS FOR 2018


A motion to appoint legal advisors for 2018 was brought forward for consideration. The following motion was read:

### **Board of Health Resolution #BOH/2018/01/10 \*Bain/Busch**

**Be It Resolved**, that the Board of Health for the North Bay Parry Sound District Health Unit approves the appointment of the following legal advisors for the year 2018:

**Corporate Legal Advisors:**


 The Corporation of the City of North Bay


 Lucenti, Orlando & Ellies LLP

 Frank Williams & Associates

**Enforcement Legal Advisors:**


 Joseph D. Kennedy

 The Corporation of the City of North Bay


 The Corporation of the Town of Parry Sound

**Health Protection and Promotion Act (HPPA) Legal Advisors:**

 Joseph D. Kennedy

 Middlebro' & Stevens LLP

**Labour Relations Legal Advisors:**

 Filion Wakely Thorup Angeletti LLP

and,

**Furthermore Be It Resolved**, that the North Bay Parry Sound District Health Unit may use additional legal advisors as directed by the Medical Officer of Health/Executive Officer, and approved by resolution at the next regular Board of Health meeting.

"Carried"

**11.0 BUSINESS ARISING**

There was nothing brought forward under Business Arising.

**12.0 REPORT OF THE MEDICAL OFFICER OF HEALTH**

Dr. Chirico presented the Medical Officer of Health Report, dated January 24, 2018, to the Board of Health for information purposes.

A verbal update on the Adult Dental Health Clinic was provided.

**13.0 BOARD COMMITTEE REPORTS**

**13.1 Finance and Property Committee Report**

The following recommendations were brought forward from the Finance and Property Committee meeting held prior to the Board of Health meeting:

**Board of Health Resolution #BOH/2018/01/11 \*Brisbane/Busch**



***Whereas, The North Bay Parry Sound District Health Unit annual cost-shared base funding requests must be submitted to the Ministry of Health and Long-Term Care by March 1, 2018,***

***Therefore Be It Resolved, that on the recommendation of the Finance and Property Committee the Board of Health approve the submission of the following requests for cost-shared base funding for 2018 to the Ministry of Health and Long-Term Care by March 1, 2018:***

1. Public Health Inspector Practicum	\$13,500.00
2. Smoking Cessation Programming	\$65,000.00
3. Healthy Equity - Indigenous Partnerships	\$125,000.00
4. Health Equity - Adult Dental	\$282,600.00
5. Quality and Transparency	\$101,900.00
6. Provincial Vaccination Requirements	\$85,600.00
7. <u>Vision</u>	<u>\$43,000.00</u>
<b>Total (Cost-shared)</b>	<b>\$716,600.00</b>

***Furthermore Be It Resolved, that any unfunded Municipal Share for 2018 will be taken from the Municipal Reserve.***

"Carried"

#### **14.0 CORRESPONDENCE**

Board of Health correspondence listed in the attachment for this agenda item can be viewed by Board members in the Board of Health online portal.

#### **15.0 NEW BUSINESS**

##### **15.1 Requests for Proposals and Tenders from 2017**

A list of Requests for Proposals from 2017 was provided to the Board for information purposes.

##### **15.2 Corporate Sponsorships and Donations from 2017**

A list of Corporate Sponsorships and Donations from 2017 was provided to the Board for information purposes.

##### **15.3 *Municipal Act* Amendment – Updated Reasons to Move In Camera**

Legislative amendments to the *Municipal Act* that came into force January 1, 2018, included amendments to why boards are permitted to move in camera.

An updated quick reference list for moving in camera was provided for the Boards information.

## 15.4 Board of Health Policies

Board of Health policies require review and renewal once every two years, with the exception of four Personnel Policies which require annual review and renewal.

The following policies were brought forward for review and approval:

- ☐ B-G-003 – Conflict of Interest
- ☐ B-G-004 – Confidentiality of Information
- ☐ B-G-010 – Code of Conduct
- ☐ B-G-011 – Personal Health Information Protection Act
- ☐ B-G-012 – Municipal Freedom of Information and Protection of Privacy Act
- ☐ B-G-013 – Information Process for Meetings of the Board of Health and Committees

The following motion was read:

### **Board of Health Resolution #BOH/2018/01/12 \*Kidd/Brisbane**

***Be It Resolved***, that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to and renewal of B-G-003, Conflict of Interest; and

***Furthermore Be It Resolved***, that the Board of Health approve revisions to and renewal of B-G-004, Confidentiality of Information; and

***Furthermore Be It Resolved***, that the Board of Health approve revisions to and renewal of B-G-010, Code of Conduct; and

***Furthermore Be It Resolved***, that the Board of Health approve revisions to and renewal of B-G-013, Information Process for Meetings of the Board of Health and Committees; and

***Furthermore Be It Resolved***, that the Board of Health approve revisions to and renewal of B-G-012, Municipal Freedom of Information and Protection of Privacy Act; and

***Furthermore Be It Resolved***, that the Board of Health approve revisions to and renewal of B-G-011, Personal Health Information Protection Act.

"Carried"

## 15.5 Work Instruction – Continuity of Operations for the Medical Officer of Health/Executive Officer / Acting Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti excused herself from the Board of Health meeting at 6:49 p.m.

In follow-up to a discussion at the November 29, 2017, Board of Health meeting regarding the updated Ministry of Health and Long-Term Care policy guide related to appointment of Medical Officers of Health, Associate Medical Officers of Health, and Acting Medical Officers of Health, an internal work instruction was created to provide continuity of operations and direction to the Board of Health and Health Unit management and staff in the event that the Medical Officer of Health/Executive Officer is unable to discharge his/her duties and powers under the *Health Protection and Promotion Act*.

This work instruction was developed for internal use and the brought forward to the Board for their information.

The process outlined in the work instruction was discussed.

#### **15.6 Medical Officers of Health / Acting Medical Officers of Health Approved to Provide Coverage**

In 2015 a motion was approved a list from which an Acting Medical Officer of Health may be appointed in the short-term absence of the Medical Officer of Health/Executive Officer.

An updated list was brought forward for the Board's consideration.

In accordance with Board of Health Bylaw 44 e, and following discussion, the following motion was read:

#### **Board of Health Resolution #BOH/2018/01/13 \*Butti/Bain**

***Whereas,** Board of Health Bylaws Section IX. 44 e) states that when necessary the Board of Health may appoint an Acting Medical Officer of Health in the short-term absence of the Medical Officer of Health from a specified list of health units, or by a qualified locum Medical Officer of Health; and*

***Whereas,** Board of Health Bylaws Section IX. 44 f) states the Board of Health shall pass a motion naming and updating the roster of Acting Medical Officer of Health of the health units specified in Bylaw 43 e);*

***Therefore Be It Resolved,** that in accordance with Board of Health Bylaw Section IX 44 e-g), the Board of Health, in the short-term absence of the Medical Officer of Health may appoint an Acting Medical Officer of Health with a Medical Officer of Health, Associate Medical Officer of Health, or Acting Medical Officer of Health, from the following:*

*Algoma Public Health  
Northwestern Health Unit  
Porcupine Health Unit*

*Public Health Sudbury & Districts  
Simcoe Muskoka District Health Unit  
Thunder Bay District Health Unit  
Timiskaming Health Unit*

**Furthermore Be It Resolved,** that the Board of Health approves Dr. Carol Zimbalatti as Acting Medical Officer of Health, in the short-term absence of the Medical Officer of Health, if required.

"Carried"

## **15.7 BOH Bylaws**

Required amendments to the Board of Health Bylaws were brought forward for the Board's consideration.

The following motion was read:

### **Board of Health Resolution #BOH/2018/01/14 \*Kidd/D'Agos**

**Whereas,** the Board of Health received and reviewed written notice on January 24, 2018, of the proposed revisions to the Board of Health Bylaws to Regulate the Proceedings of the Board of Health as follows:

#### **Public Attendance at Meetings**

1. All meetings of the Board, except for in camera sessions, shall be open to attendance by members of the public. According to the *Municipal Act*, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
  - a) Personal matters about an identifiable individual;
  - b) The security of the property of the Board;
  - c) Proposed or pending acquisition or disposition of land by the Board;
  - d) Labour relations or employee negotiations;
  - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
  - f) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - g) A matter in respect of which the Board, Board Committee or other body has authorized a meeting to be closed under another Act;
  - h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or a Crown agency of any of them;
  - i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive

- position or interfere significantly with the contractual or other negotiations of a person, group or persons, or organization;
- j) A trade secret of scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
  - k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
  - l) A matter that relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Board is acting as head of the institution for the purposes of the Act;
  - m) A meeting of the Board, or of a Committee, may be closed to the public if the following conditions are both satisfied:
    - a. The meeting is held for the purpose of educating or training the members.
    - b. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board or Committee.

### Adjournment

- 2. Adjournment of Board of Health/Committee meetings may be reached by unanimous consent, without the formality of a motion. If there is an objection to adjourn by any Board member, the Chair may state the question in a motion to allow for discussion and formal vote. (Chapter II, Robert's Rules of Order)

~~A motion to adjourn the Board meeting shall be in order, except:~~

- ~~a) When a member is in possession of the floor,~~
- ~~b) When it has been decided that the vote be now taken, or~~
- ~~c) During the taking of a vote, but if the motion to adjourn has been defeated, no second motion to adjourn shall be made until after some intermediate proceedings have taken place.~~

### Appointment of Standing Committees, Auditor, and Legal Advisor(s)

- 3. At the first meeting, the Board shall appoint/recognize by resolution the following:
  - a) A **Finance and Property Committee** comprised of all Board members to deal with matters of finance, banking, insurance, property, and financial policies and procedures of the Board of Health.
  - b) A **Personnel Policy, Labour/Employee Relations Committee** comprised of all Board members to deal with matters related to collective agreements (unions) and employment policies (non-union), and personnel policies and procedures of the Board of Health.
  - c) ~~An~~ Auditor for the current contract,
  - d) Legal Advisor(s).

Board of Health members may attend in a non-voting capacity any Board of Health Committee meetings of which they are not a member.



### **Schedule of Meetings**

4. At the first meeting the Board shall determine by resolution the schedule and place of regular Board and Board Committee meetings. The Board may, by resolution alter the day, time, and place of any subsequent meeting.

### **Legal Advisor(s)**

5. The Legal Advisor(s) of the Board shall:

- a) Examine reports of the Board on request and to report whenever any matter contained herein is beyond the power of the Board or otherwise illegal,
- b) Advise the Board and Committees as to the legality of all matters considered or proposed to be considered by the said bodies of which he/she shall have notice,
- c) Advise the Medical Officer of Health, Associate Medical Officer of Health, Directors/Interim Directors, Managers and staff regarding application and enforcement of public health legislation, including but not limited to, the following statutes and their respective regulations or bylaws:

- i. *The Act*
- ii. *Immunization of School Pupils Act*
- iii. *Municipal Tobacco Control Bylaws*
- iv. *Ontario Public Health Standards*
- v. *Ontario Public Health Organizational Standards*

and on other legislation including but not limited to the following;

- vi. *Accessibility for Ontarians with Disabilities Act*
- vii. *Child Care and Early Years Act*
- viii. *Fluoridation Act*
- ix. *Electronic Cigarettes Act*
- x. *Emergency Management and Civil Protection Act*
- xi. *Employment Standards Act*
- xii. *French Language Services Act*
- xiii. *Healthy Menu Choices Act*
- xiv. *Labour Relations Act*
- xv. *Mandatory Blood Testing Act*
- xvi. *Municipal Act*
- xvii. *Municipal Conflict of Interest Act*
- xviii. *Municipal Freedom of Information and Protection of Privacy Act*
- xix. *Occupational Health and Safety Act*
- xx. *Pay Equity Act*
- xxi. *Personal Health Information Protection Act*
- xxii. *Safe Drinking Water Act*
- xxiii. *Skin Cancer Prevention Act (Tanning Beds)*
- xxiv. *Smoke-Free Ontario Act*

- d) Advise the Medical Officer of Health, Associate Medical Officer of Health, Directors/Interim Directors, Managers and staff regarding orders made under the Act, including appeals made to the Health Services Appeal and Review Board.

**Medical Officer of Health Absence or Inability to Act**

- a) Pursuant to Subsection 69 (1) and (2) of the Act, where the office of the Medical Officer of Health of a Board of Health is vacant or the Medical Officer of Health is absent or unable to act and there is no Associate Medical Officer of Health of the Board or the Associate Medical Officer of Health of the Board is also absent or unable to act shall appoint forthwith a physician as Acting Medical Officer of Health who shall perform the duties and has the authority to exercise the powers of the Medical Officer of Health of the Board,
- b) Where necessary may appoint an Acting Medical Officer of Health in the short-term absence of the Medical Officer of Health/Associate Medical Officer of Health from one of the following health units, or by a qualified locum Medical Officer of Health, to ensure that the statutory duties and powers of the Medical Officer of Health may continue to be fulfilled,:

Algoma Health Unit  
Northwestern Health Unit  
Porcupine Health Unit  
Public Health Sudbury & Districts  
Simcoe Muskoka District Health Unit  
~~Sudbury and District Health Unit~~  
Thunder Bay District Health Unit  
Timiskaming Health Unit

***Therefore Be It Resolved,*** that the Board of Health approve the above noted revisions to the Board of Health Bylaws to Regulate the Proceedings for the Board of Health of the North Bay Parry Sound District Health Unit.

"Carried"

**15.8 Association of Public Health Agencies (alPHA) Board of Health Section Invitation**

The following motion was read:

**Board of Health Resolution #BOH/2018/01/15 \*Brisbane/Kidd**

***Be It Resolved,*** that the Board of Health for the North Bay Parry Sound District Health Unit authorizes two Board member(s) to attend the Association of Local Public Health Agencies (alPHA) 2018 Board of Health Section Meeting on February 23, 2018, at the Novotel Toronto Centre, 45 The Esplanade, Toronto, Ontario; and

***Furthermore Be It Resolved***, that expenses related to attending the alPHa 2018 Board of Health Section Meeting be paid in accordance with Board of Health Remuneration Policy #B-F-004.

"Carried"

**16.0 IN CAMERA**

**17.0 ADJOURNMENT**

Having no further business, the Chairperson adjourned the Board of Health meeting at 7:20 p.m.

*Original Signed by Mike Poeta*

*2018.02.28*

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

*Original Signed by Sheri Beaulieu*

*2018.02.28*

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – JANUARY 24, 2018  
681 Commercial Street, Boardroom, North Bay, Ontario**

**PRESENT:**

**Nipissing District:**

Central Appointee

Mac Bain

Central Appointee

Dave Butti

Central Appointee

Nancy Jacko

Central Appointee

Stuart Kidd

**Parry Sound District:**

North Eastern Appointee

Heather Busch

Western Appointee

Don Brisbane

**Public Appointees:**

John D'Agostino

Gary Guenther

Mike Poeta (*via teleconference*)

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer

Dr. Chirico

Executive Director, Finance

Isabel Churcher

Master to Public Health Student

Dr. Carol Zimbalatti

**REGRETS:**

Central Appointee – Nipissing

Tanya Vrebosch

Eastern Appointee – Nipissing

Chris Jull

Western Appointee – Nipissing

Guy Fortier

South Eastern Appointee – Parry Sound

Les Blackwell

**RECORDER:**

Management Administrative Assistant

Sheri Beaulieu

**1.0 CALL TO ORDER**

Dr. Chirico, Medical Officer of Health/Executive Officer, called the January 24, 2018, Finance and Property Committee meeting to order at 5:05 p.m.

*Mike Poeta joined the Finance and Property Committee via teleconference.*

**2.0 ELECTIONS**

**2.1 Chairperson – Finance and Property Committee**

Dr. Chirico opened the floor for nominations for Chairperson for the Finance and Property Committee for 2018.

DATE OF COUNCIL MTG.	March 20/18
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Nancy Jacko nominated Don Brisbane. The nomination was seconded by John D'Agostino. Don Brisbane accepted the nomination. Further nominations were requested.

Nominations were closed and the following motion was read:

**Finance and Property Recommendation #FP/2018/01/01 \*Jacko/D'Agostino**

***Be It Resolved, that Don Brisbane be elected Chairperson of the Finance and Property Committee of the Board of Health for the North Bay Parry Sound District Health Unit for the year 2018.***

"Carried"

**2.2 Vice-Chairperson – Finance and Property Committee**

Don Brisbane opened the floor for nominations for Vice-Chairperson for the Finance and Property Committee for 2018.

Don Brisbane nominated Heather Busch. The nomination was seconded by Mac Bain. Heather Busch accepted the nomination. Further nominations were requested.

Nominations were closed and the following motion was read:

**Finance and Property Recommendation #FP/2018/01/02 \*Brisbane/Bain**

***Be It Resolved, that Heather Busch be elected Vice-Chairperson of the Finance and Property Committee of the Board of Health for the North Bay Parry Sound District Health Unit for the year 2018.***

"Carried"

**3.0 APPROVAL OF THE AGENDA**

The following motion related to the Finance and Property Committee agenda was read:

**Finance and Property Recommendation #FP/2018/01/03 \*Kidd/Busch**

***Be It Resolved, that the Finance and Property Committee agenda, dated January 24, 2018, be approved.***

"Carried"

**4.0 CONFLICT OF INTEREST DECLARATION**

A conflict of interest was declared by John D'Agostino concerning the mortgage of the new building.

## **5.0 APPROVAL OF PREVIOUS MINUTES**

### **5.1 Finance and Property Committee Minutes – November 29, 2017**

The following motion was read:

#### **Finance and Property Recommendation #FP/2018/01/04 \*Kidd/Jacko**

*Be It Resolved, that the minutes from the Finance and Property Committee meeting held on November 29, 2017, be approved as presented.*

*"Carried"*

## **6.0 DATE OF NEXT MEETING**

Date: To be determined

Time: To be determined

Location: To be determined

## **7.0 BUSINESS ARISING**

There was nothing brought forward under Business Arising.

## **8.0 NEW BUSINESS**

### **8.1 Ministry of Health and Long-Term Care Financial Controls Checklist Review**

The Finance and Property Committee was provided for information purposes with a copy of the Financial Controls Checklist for the period ending December 31, 2017. The Financial Controls Checklist, which was completed by Finance, is required to be submitted to the Ministry of Health and Long-Term Care on an annual basis.

### **8.2 Base Funding Requests for 2018**

The Ministry of Health and Long-Term Care has developed a new grant request process which includes submission of an Annual Service Plan, and also includes a process to allow for new base funding requests. Base funding requests require Board of Health approval prior to submission to the Ministry.

The majority of base funding requests recommended for approval were not included in the Board of Health budget that was approved by the Board of Health at the November 29, 2017, meeting. Anticipated costs associated to fulfill requirements under the new Ontario Public Health Standards along with requests that have been funded in recent years were included in the base funding



requests. If any of the requests are approved, it is not known at this time if the funding would be 100% funded or cost-shared.

A summary of each request was provided to the Finance and Property Committee.

The following motion was read:

**Finance and Property Recommendation #FP/2018/01/05 \*Jacko/Kidd**

***Therefore Be It Resolved***, that the Finance and Property Committee recommends the Board of Health approve the submission of the following requests for cost-shared base funding for 2018 to the Ministry of Health and Long-Term Care by March 1, 2018:

1. Public Health Inspector Practicum	\$13,500.00
2. Smoking Cessation Programming	\$65,000.00
3. Healthy Equity - Indigenous Partnerships	\$125,000.00
4. Health Equity - Adult Dental	\$282,600.00
5. Quality and Transparency	\$101,900.00
6. Provincial Vaccination Requirements	\$85,600.00
7. Vision	\$43,000.00
<b>Total (Cost-shared)</b>	<b>\$716,600.00</b>

***Furthermore Be It Resolved***, that any unfunded Municipal Share for 2018 will be taken from the Municipal Reserve.

"Carried"

**9.0 IN CAMERA**

**9.1 Proposed or Pending Acquisition of Land for Board Purposes or Disposition**

The following motion was read:

**Finance and Property Recommendation #FP/2018/01/06 \*Busch/Kidd**

***Be It Resolved***, that the Finance and Property Committee move in camera at 5:40 p.m. to discuss Agenda Item # 9.1, Proposed or Pending Acquisition of Land for Board Purposes or Disposition.

"Carried"

The teleconference unit was placed on mute prior to commencement of the in camera session.

Upon conclusion of the in camera session the teleconference unit was taken off of mute and the following motion was read:

**Finance and Property Recommendation #FP/2018/01/07 \*Busch/Kidd**

***Be It Resolved***, that the Finance and Property Committee rise and report at 5:50 p.m.

*"Carried"*

A closed meeting was held to consider a matter concerning proposed or pending acquisition of land for Board purposes or disposition. There was nothing further to report.

**10.0 ADJOURNMENT**

Having no further business to discuss, the Chairperson declared the Finance and Property Committee meeting adjourned at 5:50 p.m.

*Original Signed by Don Brisbane*

*2018.02.28*

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

*Original Signed by Sheri Beaulieu*

*2018.02.28*

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)

February 1, 2018

RECEIVED

MAR 12 2018

Dear Owner/Operator:

The Municipality of Powassan

**Re: Public Disclosure of Inspection Results**

The Health Unit would like to inform you about regulation changes effective January 1, 2018 that will impact you.

The Ontario Ministry of Health and Long-Term Care has modernized the Ontario Public Health Standards and its associated regulations, protocols, and guidelines. In an effort to ensure accountability and transparency, a new disclosure requirement came into effect January 1, 2018. This means that public health units are required to publicly disclose inspection results on their websites and owners/operators are required to post signage indicating inspection results. Health units are required to post all inspection and complaint investigation results two weeks following the date of inspection. Inspection results will remain posted for a minimum of two (2) years and a maximum of five (5) years. Please see the chart on the following page for a description of inspection settings, frequency of inspections and the type of inspections that we are required to publicly disclose.

We want to let you know that the following information will be publicly posted to the Health Unit website:

- The type of premise
- The name and address of the premise
- The date of inspection
- The type of inspection (e.g., routine, re-inspection, complaint based)
- Inspection status (e.g., pass/conditional/fail or presence of critical/non-critical infractions)
- A brief description of any corrective measures to be taken
- A brief description of corrective measures taken during the inspection (if applicable)
- The date all corrective measures were confirmed to be completed (if applicable)
- The date(s) any order or directive was issued to the owner/operator (if applicable), and
- How to contact the board of health for further information.

Additionally, as an owner/operator you are required to post inspection result signage immediately following completion of the inspection. This signage will be provided to you by your public health inspector when your next inspection occurs.

.../2

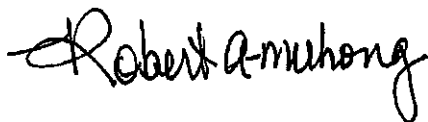
DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	8-3

Chart: Inspection settings, frequency and type of inspection

Settings	Inspection Frequency	Required Public Disclosure of Inspection Results
Food Premises	Three times per year and subsequent complaints	Routine and Complaint
Pools and Spas	1 time to 4 times per year	Routine and Complaint
Recreational Water Facilities	Annual - upon opening	Routine and Complaint
Public Beaches	Weekly - water sampling	Routine and Complaint
Small Drinking Water Systems	Every 2 to 4 years	Routine and Complaint
Personal Services Settings	Annual	Routine and Complaint
Tanning Beds	Complaint based	Complaint
Recreational Camps	Annual	Routine and Complaint
Tobacco Vendors	Three times per year	Routine and Complaint
E-Cigarette Vendors	Annually for youth access	Routine and Complaint
Child Care Centres	Annually	Routine and Complaint

Should you require any further information or clarification, please do not hesitate to contact me at 705-474-1400 ext. 2320 or 1-800-563-2808 ext. 2320.

Sincerely,



Robert A-Muhong, BAsC, MPH, CPHI(C)  
Manager, Environmental Health Program

/bm

RECEIVED

MAR 08 2018



March 1, 2018

The Municipality of Powassan

Maureen Lang  
Clerk Treasurer  
Municipality of Powassan  
466 Main Street  
Box 250  
Powassan, Ontario P0H 1Z0

Dear Ms. Lang:

Re: NBMCA 2018 Budget

For the year 2018, the North Bay – Mattawa Conservation Authority Board of Directors has established a Levy of \$1,283,957.00 for its activities. As required by section 27(C) of the Conservation Authorities Act, 1993, you are hereby notified that the portion of this Levy chargeable to your Municipality is \$ 316.00 This Levy is broken down into two categories:

Operations Levy for a total of \$175.00 and;  
Capital Levy for a total of \$141.00.

Please find enclosed a 2018 Budget Overview, which includes the Levy Apportionment for all member municipalities in 2018. The complete budget will be appended to the minutes of the February 28, 2018 board meeting.

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Brian Tayler', written over the 'Yours truly,' text.

Brian Tayler  
Chief Administrative Officer  
Secretary – Treasurer

/rm

/Encl.

c.c. Dave Britton

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	8-4

# **2018 BUDGET**

**Date: February 8, 2018**

**Brian Tayler**  
Chief Administrative  
Officer Secretary  
Treasurer

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



## Budget Overview for 2018

The following provides an overview of the program activities and budget requirements to support initiatives of the North Bay-Mattawa Conservation Authority in 2018 and a Capital Forecast through to 2027.

### Strategic Directions

In 2013, the Board of Directors and staff updated NBMCA's five-year Strategic Plan. The strategic objectives within *2014-2018 Building on the Past – Preparing for the Future* require, to varying degrees, annual budget adjustments.

### Budget Structure

This budget report provides an overview of major budget related initiatives for 2018. In addition to including the revenue and expense details for each program area, this report outlines funding assumptions and sources where applicable.

### Expenditure Types

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

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

### Budget Overview

To aid in the understanding of selected program budgets and the approaches used by management to prepare the 2018 Budget, the following information is provided:

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

In 2017 the NBMCA entered into a first five year term on a 25-year TD loan. Payments during the half of 2017 were based on an interest rate of 3.29% and the latter half of the year the rate was 2.59% resulted in the loan principal being reduced from \$736,400 to \$653,300 at year end. Generated operating revenues fund loan interest. Accumulated surplus funds principal.

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

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

NBMCA has established an effective staff performance management program. To maintain the program pay equity review, market comparator and job description adjustments were

## Budget Overview for 2018

undertaken in 2014. The program will continue for 2018 resulting in some staff receiving a merit based step increase and all contract and salaried staff receiving a cost of living increase of 1.9 % consistent with the CPI, as of November 2017.

### C) Levy Apportionment for Operating:

To balance the 2018 budget, a 2.5 % increase in operating levy is recommended. As directed by Ontario Regulation 670/00, the levy will be apportioned to member municipalities using a Modified Current Value Assessment calculation. This might result in changes to the levy for individual member municipalities slightly higher or lower than the 2.5% average for all members.

### D) Use of Carry Over, Surplus and Reserves:

Where appropriate, the 2018 Budget accesses deferred revenue, reserves or surpluses from previous years. This occurs to recognize initiatives are multi-year in scope or activities funded by others using a different fiscal year than NBMCA. These funds for 2018 are as follows:

Use of Surplus and Carry Over Funds	Surplus/Reserve	Carry Over
<b>Expense</b>		
Lands and Property Capital for Conservation Areas/Trails		87,176
WECl		16,247
Central Services		13,934
NBMCA Watershed Strategy		97,232
Loan Principal	19324	

### E) Fees:

Legislation permits the charging of fees to recover costs associated with administering and delivering various programs of the NBMCA. In 2017 revenue from permitting fees met or slightly exceeded budget forecasts in both the Section 28 Regulation and On-site Sewage Systems Septic programs.

To provide consistency and some certainty in revenues, the Board of Directors have directed staff to annually increase fees at the rate of inflation as determined by the Consumer Price Index. In 2018 staff are recommending fee adjustments of 1.9 % based on November 2017 annual rate change in the CPI. The revised Fee Schedules are found in the last section of this report.

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

### F) Implementation of Source Protection Planning:



## Budget Overview for 2018

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

Subject to approval of NBMCA's 2018/19 business plan submission to the Ministry of Environment and Climate Change, the province has indicated they will fund NBMCA for the following activities: implementation of information management, monitoring and reporting work; assisting municipalities; and MOECC defined cyclical activities such as science or research. NBMCA staff anticipate the business plan will be approved in the first quarter of 2018. The resulting transfer payment is likely to be less this year than last.

The transfer payment agreement term covers the provincial fiscal year, from April 1, 2017 to March 31, 2018. In preparing the program budget for 2017/18 staff based their projections on the business plan submission. Staff will report to the Board when the approval is received. If the transfer payment is different than anticipated, in-year budget adjustments will be required.

### **G) Asset Purchases:**

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

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

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

The 2018 budget includes both methods of capital acquisition. The cost recovery over time method is being used to purchase one replacement vehicle and a work ATV for trail work. The use of the one-time cost recovery method is part of the capital and special projects program budgets.

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

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



## Budget Overview for 2018

### A) Lands and Properties Capital:

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

Included in the 2018 Budget and into future years are municipal funds to help with major capital upkeep of ski hill assets owned by NBMCA. The assets are critical to the success of the ski hill operator to provide snow sports to the watershed communities. These funds are not levied. At the time of writing the budget, many municipalities had confirmed participation; dialogue with the others is ongoing. The funds being sought annually are \$65,000. The amount being requested from each member is reflected in the Non Levy Ski Hill Asset Funding Ask column on the Table on Page 10.

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

The province of Ontario has committed to provide 50% funding on a priority basis for major maintenance, capital and/or studies on existing erosion control and flood control infrastructure. In 2018, implementation of Chippewa Creek Erosion Control Study and Inventory will continue with one Environmental Assessment being initiated to design channel repairs near the Oak Street pedestrian bridge and constructed channel repairs near the Cassells Street bridge.

### C) Central Services

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

The 2018 Budget includes expenses on several items including:

- 1) revisions to the website to provide better public access to information from NBMCA;
- 2) health and safety ergonomic review and training;
- 3) implementation of electronic records management with the assistance of the City of North Bay and a records management consultant.
- 4) IT support from the City of North Bay.

### D) Integrated Watershed Management

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

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



## Budget Overview for 2018

In 2018, continued work on hazard and natural heritage data collection and management will continue, work on the watershed monitoring plan will be ongoing, large scale hydrologic analysis will continue and a Mattawa Hazard Risk Assessment will be initiated, and finally completing the DIA regulations policies is a priority.

### E) Section 28 Regulation

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

- Comprehensive reviews of our existing technical data related to hazard land and watershed planning programs resulting in the implementation of a work plan to manage the NBMCA's technical data needs.
- Development, interpretation and refinement of policies on interference, alteration and development in and around wetlands, dynamic beaches, waterfronts, floodplains, valleylands, steep slopes and unstable soils. Many of these policies are framed around the technical knowledge and interpretation of data by a Water Resources Engineer.
- Implementation of Ontario Regulation 177/06 (*Development, Interference with Wetlands & Alteration to Shorelines & Watercourses*). In part this work involves the generation of engineered maps that provide hazard land details are described as *schedules* in the regulation. These maps are often derived through analytical processes and modeling, using software the NBMCA has in house to determine natural feature and hazard land limits. Chippewa Creek and the Municipality of Callander are priorities currently being work at.
- Provision of advice on and responses to development inquiries and permit applications in a timely manner. Technically challenging applications or proposals brought to NBMCA require the expertise of a Water Resources Engineer. In the past, staff have handed these files by relying on external engineering services for technical advice. While this practice could continue, the reality is that finding the services of an engineer in a timely and cost effective manner is not always possible resulting in delays to the proponent.

# **2018 BUDGET**

## **Revenue Sources & Budget Summary**

**North Bay Mattawa Conservation Authority**  
**2018 Project Budget Summary with Comparisons to 2017**

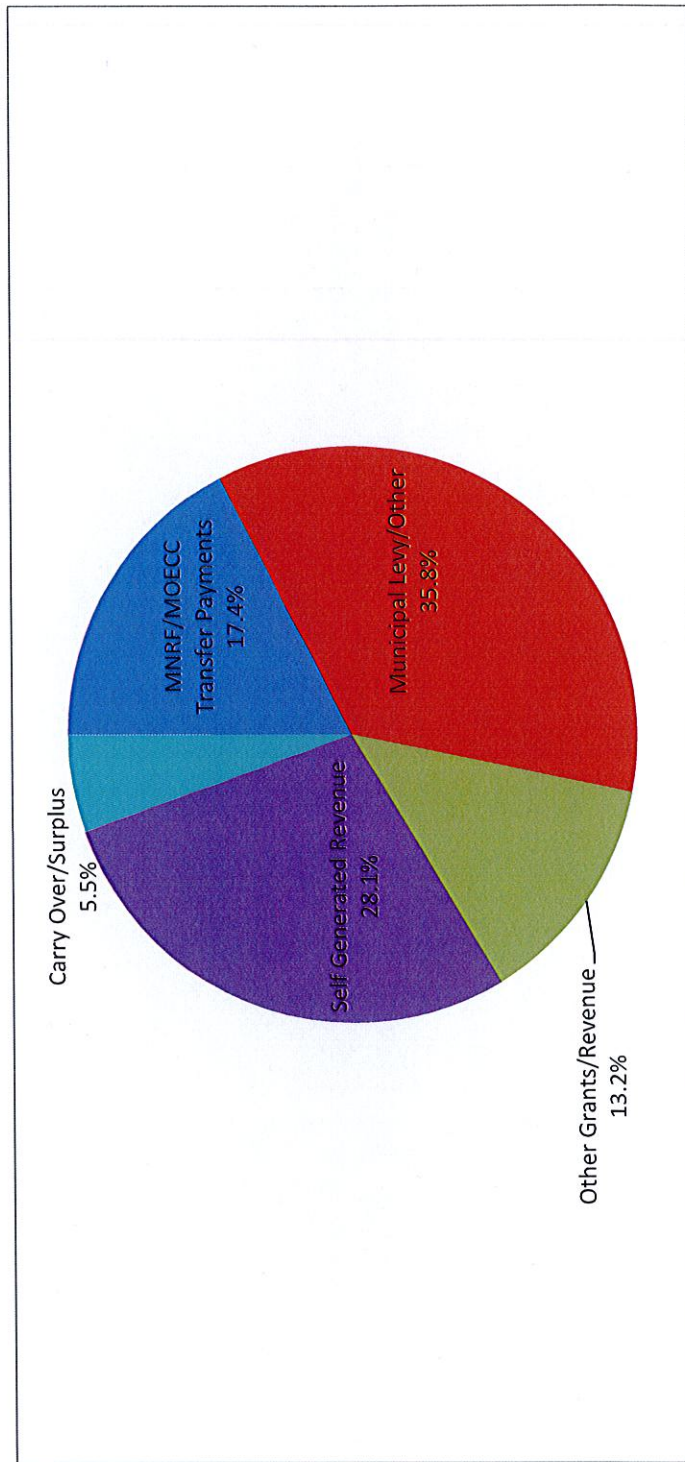
<b><u>Operations</u></b>	<b>2017</b>	<b>2018</b>
<b>Grant Eligible Core Activities</b>	<b>Final Budget</b>	<b>Budget</b>
Administration	259947	299985
Watershed Planning	130196	129828
Flood Control	174255	176490
Erosion Control	71884	72813
Flood Forecasting	121701	123280
Ice Management	11301	11465
Source Protection Planning	283360	278000
<b>Subtotal</b>	<b>1052644</b>	<b>1091861</b>
<b>Conservation Authority Core Activities</b>		
On-site Sewage Systems Program	664621	760267
Section 28 Regulations	46920	62150
Water Quality	14261	12970
Outreach	34314	60904
Interpretive Centre	187331	190436
Lands and Property Operations	125373	124217
<b>Subtotal</b>	<b>1072820</b>	<b>1210944</b>
<b><u>Projects, Studies and Capital</u></b>		
<b>Capital Projects</b>		
Lands and Property Capital - CA's/Trails	228932	324087
WECI	41153	311411
Central Services	54847	63934
<b>Subtotal</b>	<b>324932</b>	<b>699432</b>
<b>Studies &amp; Special Projects</b>		
DIA Technical Project	173085	226585
Integrated Watershed Management Strategy	271264	330227
Energy East	27086	0
Stewardship	190946	132570
Municipalities for Climate Innovation Program	0	115000
Laurentian Ski Hill Operating Fund	0	60000
Laurentian Ski Hill Capital Asset	4200	65000
<b>Subtotal</b>	<b>666581</b>	<b>929382</b>
<b>NBMCA Budget Total</b>	<b>3116977</b>	<b>3931619</b>



# North Bay-Mattawa Conservation Authority: 2018 Budget

## Revenue Sources From All Sources:

Source	Amount	%
MNRF/MOECC Transfer Payments	684,121	17.4
Municipal Levy/Other	1,408,957	35.8
Other Grants/Revenue	518,020	13.2
Self Generated Revenue	1,105,932	28.1
Carry Over/Surplus	214,589	5.5
	<b>3,931,619</b>	<b>Total Revenue</b>





Municipality	Area % in CA	CVA Based Apportionment Percentage	Total 2017 Contribution	2018 General		2018 General Levy	Total 2018 General Levy for Operations	2018		Total 2018 Capital Levy	Total 2018 Levy	Change in Levy from 2017 to 2018	Ski Hill	
				2018 General Levy	Administration*			Maintenance*	Benefitting Capital**				General Levy for Capital***	Non Levy 2018 Fixed Asset Funding
Bonfield	100	3.2481	23,139	4,889	9,359	14,247	0	11,534	11,534	25,781	2,642	2,033	0	
Calvin	100	1.193	8,259	1,796	3,437	5,233	0	4,236	4,236	9,469	1,210	728	0	
Chisholm	94	1.4043	10,202	2,114	4,046	6,160	0	4,987	4,987	11,146	944	886	0	
East Ferris	83	6.0373	44,354	9,086	17,395	26,482	0	21,439	21,439	47,920	3,566	3,866	0	
Mattawa	71	1.0287	8,393	1,548	2,964	4,512	0	3,653	3,653	8,165	-228	745	0	
Mattawan	19	0.0596	411	90	172	261	0	212	212	473	62	35	0	
North Bay	100	79.7781	926,027	120,070	229,864	349,934	490,220	283,294	773,514	1,123,448	197,421	51,994	60,000	
Papineau-Cameron	35	0.7819	5,682	1,177	2,253	3,430	0	2,777	2,777	6,206	544	499	0	
Callander	100	6.4292	47,496	9,676	18,524	28,201	0	22,830	22,830	51,031	3,535	4,189	0	
Powassan	1	0.0398	288	60	115	175	0	141	141	316	28	25	0	
<b>TOTAL S</b>		<b>100.000</b>	<b>1,074,231</b>	<b>150,505</b>	<b>288,129</b>	<b>438,634</b>	<b>490,220</b>	<b>355,103</b>	<b>845,323</b>	<b>1,283,957</b>	<b>209,726</b>	<b>65,000</b>	<b>60,000</b>	

For the purpose of approving the 2018 budget, the Conservation Authority will assume that the Ministry of Natural Resources Transfer Payment will remain at the same level as 2017 for eligible CA activities. Using this assumption the Board of Directors of the North Bay-Mattawa Conservation Authority will be considering for approval a matching levy to member municipalities of \$258,539 and a non-matching levy of \$1,025,418 as part of the 2018 Budget.

# 2018 BUDGET

**Date: February 8, 2018**

**Brian Tayler**  
Chief Administrative  
Officer Secretary  
Treasurer

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



## Budget Overview for 2018

The following provides an overview of the program activities and budget requirements to support initiatives of the North Bay-Mattawa Conservation Authority in 2018 and a Capital Forecast through to 2027.

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## Budget Overview for 2018

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## Budget Overview for 2018

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

The 2018 Budget includes expenses on several items including:

- 1) revisions to the website to provide better public access to information from NBMCA;
- 2) health and safety ergonomic review and training;
- 3) implementation of electronic records management with the assistance of the City of North Bay and a records management consultant.
- 4) IT support from the City of North Bay.

### D) Integrated Watershed Management

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

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



## Budget Overview for 2018

In 2018, continued work on hazard and natural heritage data collection and management will continue, work on the watershed monitoring plan will be ongoing, large scale hydrologic analysis will continue and a Mattawa Hazard Risk Assessment will be initiated, and finally completing the DIA regulations policies is a priority.

### E) Section 28 Regulation

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

- Comprehensive reviews of our existing technical data related to hazard land and watershed planning programs resulting in the implementation of a work plan to manage the NBMCA's technical data needs.
- Development, interpretation and refinement of policies on interference, alteration and development in and around wetlands, dynamic beaches, waterfronts, floodplains, valleylands, steep slopes and unstable soils. Many of these policies are framed around the technical knowledge and interpretation of data by a Water Resources Engineer.
- Implementation of Ontario Regulation 177/06 (*Development, Interference with Wetlands & Alteration to Shorelines & Watercourses*). In part this work involves the generation of engineered maps that provide hazard land details are described as *schedules* in the regulation. These maps are often derived through analytical processes and modeling, using software the NBMCA has in house to determine natural feature and hazard land limits. Chippewa Creek and the Municipality of Callander are priorities currently being work at.
- Provision of advice on and responses to development inquiries and permit applications in a timely manner. Technically challenging applications or proposals brought to NBMCA require the expertise of a Water Resources Engineer. In the past, staff have handed these files by relying on external engineering services for technical advice. While this practice could continue, the reality is that finding the services of an engineer in a timely and cost effective manner is not always possible resulting in delays to the proponent.

# **2018 BUDGET**

## **Revenue Sources & Budget Summary**



**North Bay Mattawa Conservation Authority**  
**2018 Project Budget Summary with Comparisons to 2017**

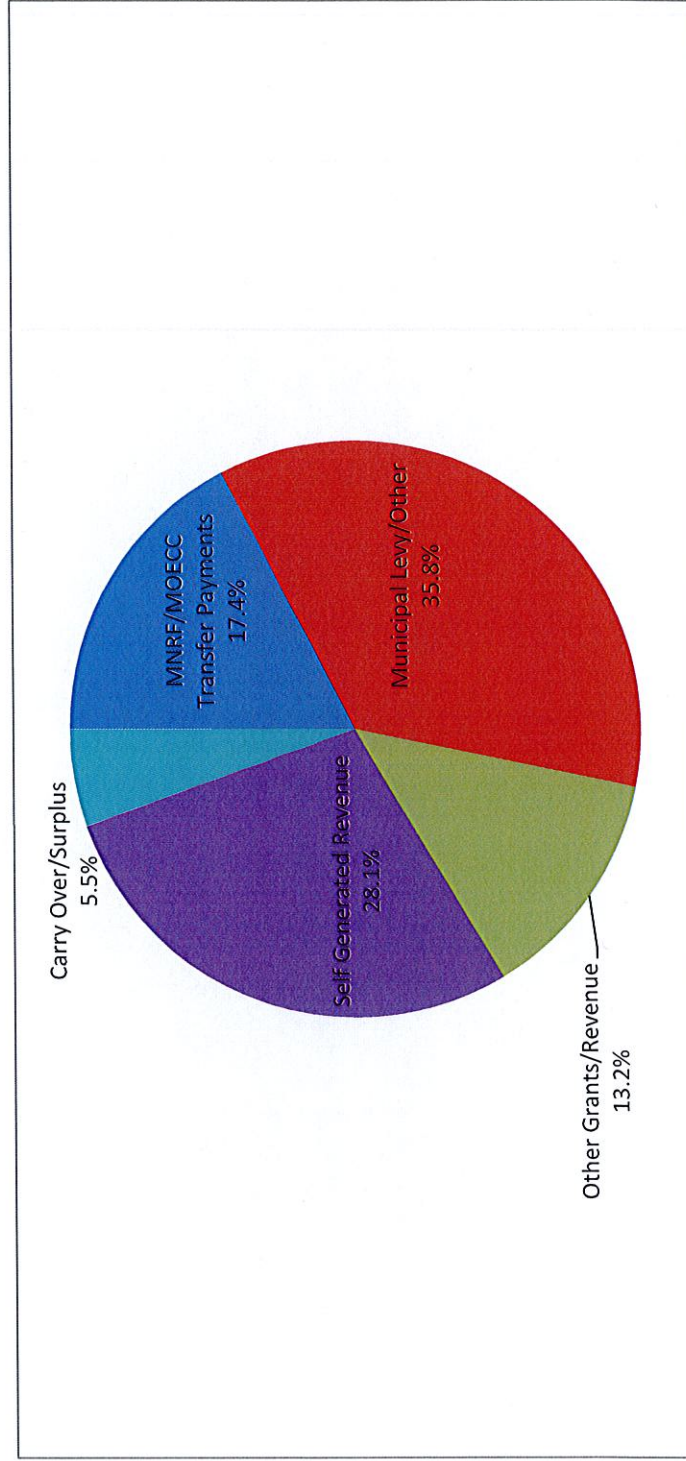
<b><u>Operations</u></b>	<b>2017</b>	<b>2018</b>
<b>Grant Eligible Core Activities</b>	<b>Final Budget</b>	<b>Budget</b>
Administration	259947	299985
Watershed Planning	130196	129828
Flood Control	174255	176490
Erosion Control	71884	72813
Flood Forecasting	121701	123280
Ice Management	11301	11465
Source Protection Planning	283360	278000
<b>Subtotal</b>	<b>1052644</b>	<b>1091861</b>
<b>Conservation Authority Core Activities</b>		
On-site Sewage Systems Program	664621	760267
Section 28 Regulations	46920	62150
Water Quality	14261	12970
Outreach	34314	60904
Interpretive Centre	187331	190436
Lands and Property Operations	125373	124217
<b>Subtotal</b>	<b>1072820</b>	<b>1210944</b>
<b><u>Projects, Studies and Capital</u></b>		
<b>Capital Projects</b>		
Lands and Property Capital - CA's/Trails	228932	324087
WECI	41153	311411
Central Services	54847	63934
<b>Subtotal</b>	<b>324932</b>	<b>699432</b>
<b>Studies &amp; Special Projects</b>		
DIA Technical Project	173085	226585
Integrated Watershed Management Strategy	271264	330227
Energy East	27086	0
Stewardship	190946	132570
Municipalities for Climate Innovation Program	0	115000
Laurentian Ski Hill Operating Fund	0	60000
Laurentian Ski Hill Capital Asset	4200	65000
<b>Subtotal</b>	<b>666581</b>	<b>929382</b>
<b>NBMCA Budget Total</b>	<b>3116977</b>	<b>3931619</b>

# North Bay-Mattawa Conservation Authority: 2018 Budget

## Revenue Sources From All Sources:

Source	Amount	%
MNRF/MOECC Transfer Payments	684,121	17.4
Municipal Levy/Other	1,408,957	35.8
Other Grants/Revenue	518,020	13.2
Self Generated Revenue	1,105,932	28.1
Carry Over/Surplus	214,589	5.5

**3,931,619 Total Revenue**



## Budget

Municipality	Area % in CA	CVA Based Apportionment Percentage	Total 2017 Contribution	2018 General Levy	2018 General Levy Administration*	2018 General Levy Maintenance *	Total 2018 General Levy for Operations	2018 Benefitting Levy for Capital**	2018 General Levy for Capital***	Total 2018 Capital Levy	Total 2018 Levy	Change in Levy from 2017 to 2018	Ski Hill Non Levy 2018 Fixed Asset Funding Ask****	Ski Hill Non Levy 2018 Operating Funds*****
Bonfield	100	3.2481	23,139	4,889		9,359	14,247	0	11,534	11,534	25,781	2,642	2,033	0
Calvin	100	1.193	8,259	1,796		3,437	5,233	0	4,236	4,236	9,469	1,210	728	0
Chisholm	94	1.4043	10,202	2,114		4,046	6,160	0	4,987	4,987	11,146	944	886	0
East Ferris	83	6.0373	44,354	9,086		17,395	26,482	0	21,439	21,439	47,920	3,566	3,866	0
Mattawa	71	1.0287	8,393	1,548		2,964	4,512	0	3,653	3,653	8,165	-228	745	0
Mattawan	19	0.0596	411	90		172	261	0	212	212	473	62	35	0
North Bay	100	79.7781	926,027	120,070		229,864	349,934	490,220	283,294	773,514	1,123,448	197,421	51,994	60,000
Papineau-Cameron	35	0.7819	5,662	1,177		2,253	3,430	0	2,777	2,777	6,206	544	499	0
Callander	100	6.4292	47,496	9,676		18,524	28,201	0	22,830	22,830	51,031	3,535	4,189	0
Powassan	1	0.0398	288	60		115	175	0	141	141	316	28	25	0
<b>TOTALS</b>		<b>100.000</b>	<b>1,074,231</b>	<b>150,505</b>		<b>288,129</b>	<b>438,634</b>	<b>490,220</b>	<b>355,103</b>	<b>845,323</b>	<b>1,283,957</b>	<b>209,726</b>	<b>65,000</b>	<b>60,000</b>

\* The proposed General Levv for administration and maintenance has been calculated by attributing costs based on apportionment percentage.

**\*\* The Benefitting Capital Levy will fund work for Chippewa Creek Works Repair, Implementation of the Watershed Strategy and Multi-Use Trail Upgrade.**

\*\*\*\* The General Capital Lew is for works in conservation areas and ontrails, DIA Regulation implementation and Watershed Management Strategy initiatives.

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

\*\*\*\*\* The ski hill operating funds are provided to the Conservation Authority from the City of North Bay to assist when needed in the operation of the ski hill.

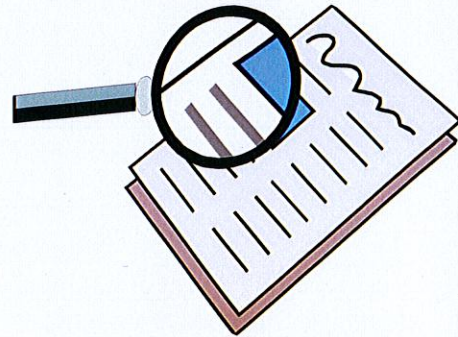
For the purpose of approving the 2018 budget, the Conservation Authority will assume that the Ministry of Natural Resources Transfer Payment will remain at the same level as 2017 for eligible CA activities. Using this assumption the Board of Directors of the North Bay-Mattawa Conservation Authority will be considering for approval a matching levy to member municipalities of \$258,539 and a non-matching levy of \$1,025,418 as part of the 2018 Budget.



## *DSSAB Quarterly Report*

Inside this issue:

Administration	2
Human Resources	3
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Ontario Works	8
Housing & Community Services	11



### Mission Statement

*"We are committed to the provision and  
promotion of services that assist  
individuals in attaining an optimum quality of life and  
that contribute to the well-being of the community."*

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	8-5



## Administration - Janet Patterson

In regard to the DSSAB Act Review, we have been advised that the results are “in progress” and will be issued in the “near future”. In the meantime, we are preparing an overall summary that includes all DSSAB review results to share with the NOSDA members.

The Policy Advisor from OMSSA visited our offices this past month to have a discussion on how OMSSA can best support our DSSAB in their advocacy work. OMSSA has been under some financial pressures and reflections on their role and work with Municipal Service Managers. We often find that the NOSDA members are well able to advocate for the Northern issues and also support OMSSA advocating for those issues that are common to all Municipal Service Managers in Ontario. OMSSA continues to provide valuable training, conferencing and networking opportunities for our managers and staff.

The Ministry of Housing has embarked on a Housing and Homelessness modernization consultation as second update to a preliminary modernization technical discussion document released in 2016. The consultation sessions are to explore how a modern framework would work and sets out a series of questions for discussion and feedback. The discussion document focuses on the development of a new framework to allow housing providers to operate with more financial independence and flexibility and removing some of the rigid rules that currently govern non-profit housing agreements. There is no mention within the modernization document of the redesign and simplification of the rent-gear-to-income calculations for social housing subsidy. The role of the province is described as ‘system stewardship’ responsible for creating the legislative framework for housing and homelessness. The role of Municipal Service Managers is that of “service system management” responsible for planning and coordinating a wide range of housing and homelessness services as primary funders and administrators of housing assistance. The discussion document outlines the goal to move to a more coordinated access system that includes linkages to specialized housing with supports through other Ministries such as the LHINs.

Our Highlands child care centre tender is finally underway. Our staff, parents and children can now look forward to the completion of the child care centre and move out of their temporary space early fall this year.

From our recent NOSDA teleconference, plans are underway for the NOSDA AGM. The theme of this event is “The Authoritative Voice for Human Services in Northern Ontario”. We are inviting representatives from the NE LHIN and the NW LHIN for a panel discussion on working together in innovative housing solutions.



# Human Resources - Lisa Moore

## Ontario Becomes First Province to Cover Prescriptions for Children and Youth

January 1, 2018

Prescription medications are now free for everyone under the age of 25 in Ontario. As of January 1<sup>st</sup>, the province has made the biggest expansion to medicare in Ontario in a generation, providing drug coverage to over four million children and youth across the province. The launch of OHIP + Children and Youth Pharmacare is a national milestone as Ontario becomes the first province to provide prescription drug coverage to children and youth. This expansion of medicare marks a turning point for Ontario families, who now have access to life-saving drugs without having to worry about affordability. Coverage will be automatic for children and youth with an OHIP card and a valid prescription. There will be no upfront costs, no co-pays and no strings attached.

## Bill 148 Fair Workplaces, Better Jobs Act, 2017

### *Independent contractor/employee distinction*

New rules dealing with the distinction between independent contractors and employees are effective now that Bill 148 has received Royal Assent. The Bill does not clarify the distinction but it does provide that:

- if there is a question about whether someone is an employee or independent contractor, a 'reverse onus' is triggered, meaning that the burden is on the employer to prove that the person is an independent contractor (and therefore excluded from ESA coverage) and not an employee.
- if a person is misclassified, meaning that the employer treats a person as an independent contractor but he or she is really an employee, the Ministry of Labour may commence a prosecution against the employer (the reverse onus provision does not apply in a prosecution).

Employers should therefore examine their relationship with individuals they presently do not treat as employees, such as independent contractors, and consider whether such individuals are properly classified as such for the purpose of ESA compliance.

EMPLOYMENT  
LAW



## Future Ready Leadership Program.....

The fifth in a series of six training events will be held late in the Spring. Future Ready Leadership Program "Professionalism & Ethics" will be the topic of this session and we are once again excited to open this event to all levels of staff at the DSSAB in order to help develop skills inventory and allow for personal growth.

Upon successful completion of this course, our participants will be able to explain why professionalism, ethics and moral standards are important principles in leadership. They will be able to describe and discuss types of ethical challenges in leadership and within an organization and apply strategies for facing ethical challenges in a professional manner.

### *Course content will include:*

- ✓ Defining ethics and morals
- ✓ Ethics and morals and their relationship to professionalism
- ✓ Benefits of good ethics and consequences of poor ethics
- ✓ Ethical dilemmas in leadership
- ✓ Importance of building and maintaining ethical relationships in the organization
- ✓ How best to respond with professionalism
- ✓ Best practices for resolving ethical issues
- ✓ Maintaining professional boundaries
- ✓ And more.....



## Emotional Intelligence Corner.....

### *Social Skills*

Leaders who do well in the social skills element of emotional intelligence are great communicators. They are just as open to hearing bad news as good news, and they are expert at getting their team to support them and be excited about a new mission or project.

Leaders who have good social skills are also good at managing change and resolving conflicts diplomatically. They are rarely satisfied with leaving things as they are, but they don't sit back and make everyone else do the work, they set an example with their own behavior.

So, how can you build social skills?

- ✓ Learn or develop conflict resolution skills
- ✓ Improve your communication
- ✓ Learn how to praise others
- ✓ Ask open ended questions
- ✓ Pay attention to body language – yours and others
- ✓ Recognize non verbal cues
- ✓ Interact regularly with others
- ✓ Demonstrate authentic interest in others
- ✓ Openly discuss your values and purpose

### *Emotional Intelligence, IQ, and Personality Are Different*

Emotional intelligence taps into a fundamental element of human behavior that is distinct from your intellect. There is no known connection between IQ and emotional intelligence; you simply can't predict emotional intelligence based on how smart someone is. Intelligence is your ability to learn, Emotional intelligence on the other hand, is a flexible set of skills that can be acquired and improved with practice. Although some people are naturally more emotionally intelligent than others, you can develop high emotional intelligence even if you aren't born with it.

*Congratulations*

We welcome and congratulate individuals who are new employees of the DSSAB or employees who have changed positions temporarily or on a permanent basis.

In January we filled *17 positions*, we wish everyone much success in their new roles.



## Children's Services - Gee Barks

Greetings from Children's Services!! It has been an interesting winter when dressing the children for outdoors.....galoshes to rubber boots to galoshes again! And even though Wiarton Willy wasn't very cooperative this year, we will hope for less and lighter outdoor clothing soon!

Children's Services has kept the Human Resources Department quite busy with the Child Care Expansion Plan and filling staff spaces to accommodate more children. As expected it has been a bit of a challenge finding enough Registered Early Childhood Educators. We are happy to say, and it's encouraging to find that we have a number of people now willing to work towards their ECE diploma to secure permanent employment in children's programs.

Our annual Early Years Professional Learning Day is planned and organized by a committee that has representation from the YMCA, North Bay, Simcoe and Muskoka, 2 School Boards and DSSAB staff. On May 11<sup>th</sup>, we will have the day opened by an Indigenous Dad from one of our programs, our keynote speaker is Karyn Callaghan who will focus on Pedagogy and Documentation, and will also be supported by Dr. Lori Parr. Dr. Parr will provide the take away resource books for each site. One Kids Place will do a short presentation on Coordinated Service Planning as part of the provincial Special Needs Strategy. Somewhere in there we will have a "body break" led by the YMCA and serve lunch to 180 educators! It's a very full day and an excellent opportunity for district programs to bring together preschool educators, JK/SK teachers, Indigenous partners, RECEs, DECEs, home visitors, resource teachers, community partners and administrators from the boards of education. If space allows we also invite our partners from Nipissing and Muskoka.

Our work with the Parry Sound Friendship Centre at the Sound Community Hub is moving forward! One of the first tasks at hand was to name the Centre. An elder from Wasauksing performed a Centre Naming Ceremony and "Miigwansag" (meaning Little Feathers) was born,

Service Agreements are being reviewed by the PSFC Board and we are all very excited to work on this project together. CVG has started the necessary construction to transform the room into an early learning and child care centre. An intern at the PSFC has taken the lead and has been working on the preliminary items to license the program until a child care supervisor is hired.

### **Early Learning and Child Care Centres**

Waubee EL&CCC – Waubee had over 50 families attend their Christmas celebration – a packed house! The Seeds of Empathy Program welcomed Baby George. Many celebrations included, the Holiday party, Pajama Day and Valentine's Day! We are getting very excited about the renovations at 64 Waubee as part of the Expansion Plan. Ordering additional equipment and organizing the increase in enrollment has been a priority.

First Steps EL&CCC - As part of the Expansion Plan two RECE preschool teachers have joined the team. The Seeds of Empathy Program is working on Theme 4 and the children are very engaged in the activities. FS currently has a waitlist of 17 children with 12 month olds being the biggest pressure.

Highlands EL&CCC - The Seeds of Empathy Program is in full swing and going very well. The Family Holiday Party was well attended and enjoyed by 54 visitors including Santa and his elf. HL completed a winter clothing drive that provided the community with coats, snow pants, boots, mittens, neck warmers and shoes. A Canadore college student placement commences March 19<sup>th</sup>. And a sign has been posted at the Highlands building to redirect the public to the Birchdale Church.

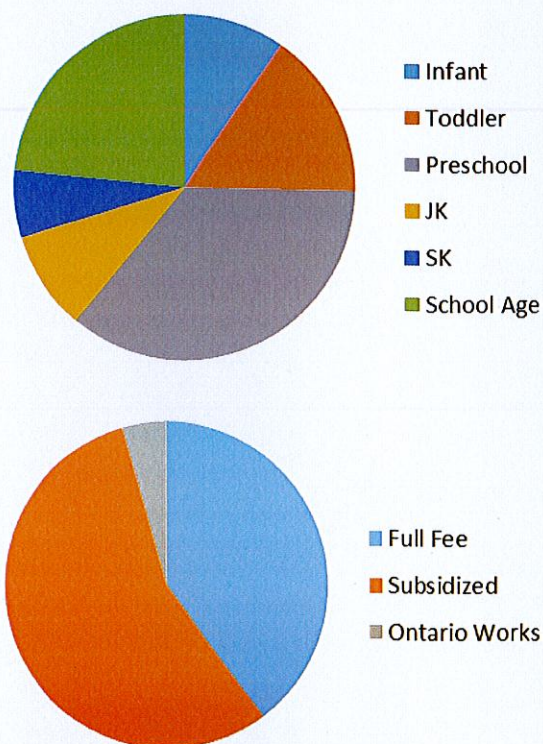
Fairview EL&CCC – The children at Fairview have been very involved with building and constructing snow forts, igloos, houses and volcanoes – everyday it is something new! The educators have been supporting the children's ideas to make their plans work. When it is too cold to go outside, the staff have been bringing the outdoors in. The children created Valentine's bags that were filled with items from all of their friends. New educators have started employment or transferred from other programs as part of the Child Care Expansion Plan. An application has been submitted to Canada Summer Jobs for 2 summer students to help support the Summer Recreation Program at Fairview.



Home Child Care Program – New homes have been open in Sundridge and Parry Sound. A Provider Training Workshop is planned for Spring and at that time we will celebrate the hard work and dedication by the providers and recognize 3 providers that have been with our program for 5, 10 and 25 years. Ottawa and Muskoka district home child care programs have reached out to us and we have been able to share resources and information that strengthens the quality of care being offered to families. Consultations with the Ministry of Education, Child Care Division have continued as the Home Child Care sector anticipates the final round of revisions to the *Child Care and Early Years Act* early July 2018.

Inclusion Support Services - The ISS Program continues to collaborate with One Kids Place and HandsTheFamilyHelpNetwork as many new provincial initiatives begin that will impact the families we are currently working with. One of our Resource Teachers has been seconded part-time to work in the Early Identification Project. For the fourth year in a row, Resource Teachers will collaborate with Evergreen Public School, Infant Development Program and EarlyON Facilitators to offer a screening clinic for children entering FDK. This has been a very successful event and we anticipate a great turn-out of families to participate. It is an exciting time for Resource Teachers as new initiatives for children with differing abilities is moving forward and systems are becoming more seamless for families.

Child Care Statistics for January 2018				
Age Group	Full Fee	Subsidized	Ontario Works	Total
Infant	23	16	2	41
Toddler	32	32	3	67
Preschool	51	93	9	153
JK	16	23	0	39
SK	9	17	1	27
School Age	39	57	4	100
# of Active Children	170	238	19	427
# of Families Served	165	223	17	405



Home Child Care Stats for January 2018				
	East Parry Sound	West Parry Sound	Total	Waitlist
Enrollment	82	50	132	11 (East) 33 (West)* *mostly infants and some on joint list with Waubeek
Providers	14 (1 inactive)	12	26	1



Inclusion Support Services Stats for January 2018						
Site	OEYCFC's	Licensed Early Learning & CCC's	Total	Waitlist	New Referrals	Discharges
Number of Children Supported in East P.S	13	21	31	2	2	3
Number of Children Supported in West P.S.	15	18	33	3	3	9
Monthly Totals	28	39	64	5	5	12
Unduplicated Year to Date Totals	28	39	64	5	5	12

NOTE: We still have 1.75 Resource Teacher Positions vacant

EarlyON Child and Family Centres		
Statistics for the month of:	January 2018	Year-to-Date 2018
Total Adult Visits	521	521
Total Children Visits	721	721
Total Family Visits	642	642
Total New Families	17	17
Total Community Partners/ Visitors	55	55
Number of Workshops	0	0
Number of Workshop Hours	0	0

### **Ontario Early Years Child and Family Centres**

The New Year has introduced many new and exciting changes to our current system. We are now provincially branded as the EarlyON Child and Family Centres and are currently replacing all of the old documents/signage to reflect the change. The Ministry of Education has provided additional funding to increase our current system district wide. As part of the EarlyON expansion, we have hired a Program Lead, Literacy Facilitator and 3 new Facilitator positions which will support an evening program in Parry Sound and an additional day in Powassan. We look forward to having the rest of the staff in place to allow increased hours in the Emsdale, Burk's Falls and Sundridge programs and a proposed new program in the Trout Creek area.

We are excited to be able to offer French activities as part of the regular programming, throughout the district, with the support of one of our current Facilitators.

The EarlyON staff participated in two successful Literacy events in Parry Sound and Burk's Falls earlier in January. The staff are currently planning a Family Fun Day to be held in East Parry Sound in the Spring.

Our 'Moms to Moms' Program, located at the Sound Community Hub in Parry Sound has expanded its hours to accommodate the large number of moms and babies attending.

The EarlyON staff and the ISS Resource Teachers are now sharing the same space for their offices. This allows for more opportunities to collaborate, plan and support common families.

We are very excited to have Miigwansag (Indigenous Child Care Centre) join the Sound Community Hub which will be located just down the hall from us and look forward to supporting their families and learning more about the Indigenous culture.



## Ontario Works - Sharon Smith

Effective March 1<sup>st</sup>, 2018, the government has amended regulations under the *Ontario Works Act* to remove school attendance of children under 18 as a condition of eligibility for social assistance. This is an *Education Act* enforcement responsibility and was duplicative. This is a welcome small reduction of workload for the OW Case Workers.

Parry Sound Audiology has partnered together with Hometown Hearing Centre to provide: FREE hearing tests, FREE hearing aid services and in-house repairs, AND FREE batteries for all hearing aid users. Together, Parry Sound Audiology and Hometown Hearing Centre can offer up to 2-thousand dollars in immediate grants for hearing aids. This is a very welcome announcement for OW and ODSP clients.

It was recently announced that the Canadian Mental Health Association, Muskoka-Parry Sound now has walk-in counselling services. These services are free and there are no appointments needed. This is a very welcome change for the many people that we serve experiencing mental health issues. Although the free counselling sessions are limited to one evening per week, it's a great start to the problem of lack of mental health services in the District.

Both the Parry Sound and South River OW offices continue with the efforts to purge files of unnecessary documentation in an effort to simplify the files and make room for more storage in the file rooms.

The Labour Market Group's most recent Labour Focus report states that over the next 10-20 years 42% of the Canadian labour force is at a high risk of being affected by automation. The top 5 jobs at a high risk are: retail salespersons, administrative assistance, food counter attendants, cashiers and transport truck drivers. The latest stats for December show that there were only 51 job postings in the District of Parry Sound compared with 329 job postings in the District of Nipissing. 25.5% of the job postings in Parry Sound were in the area of Health Care and Social Assistance.

The YMCA Employment Resource Centre in Parry Sound is hosting another fantastic opportunity for clients called Getting Ahead in the Workplace. It is targeted to youth under the age of 29 and is starting February 26, 2018 and runs till the end of April 2018.

We were pleased to hear that the Royal Bank has stated a commitment to assist with financial literacy in the communities that they service. RBC is offering to set up workshops on financial literacy to individuals or groups.

The Almaguin Adult Learning Centre is hosting two new 10 week "Introduction to Computers" classes starting in Burk's Falls and South River. They are also developing a new "Food and Finance" series which will look into how members in our communities can gain financial stability and food security while living on a limited budget.

The latest provincial OW Eligibility Verification Program (EVP) reports indicate that we continue to do a great job with our mandatory risk-based indicator file reviews.

Canadore College's West Parry Sound Campus was approved to deliver a Carpentry Skills Pre-Apprenticeship course, starting February 12<sup>th</sup> and ending mid-July. Some highlights of the program: Students will receive certification in WHMIS, First Aid & CPR, Working at Heights, and marine safety Carpentry skills. This course also offers an eight week job placement.

We are very pleased that the Ontario Works Employment Information Session video is now offered on the DSSAB's external website. This is a great way for people to learn more about the OW program.

It has now been one year since the Ministry ended the "clawback" of child support from social assistance to help increase incomes for families. OW Case Workers continue to provide information to parents on how to access child support payments, even though we no longer deduct it. We are working with other community resources in an attempt to provide the best service to people wishing to pursue child support through the court system.

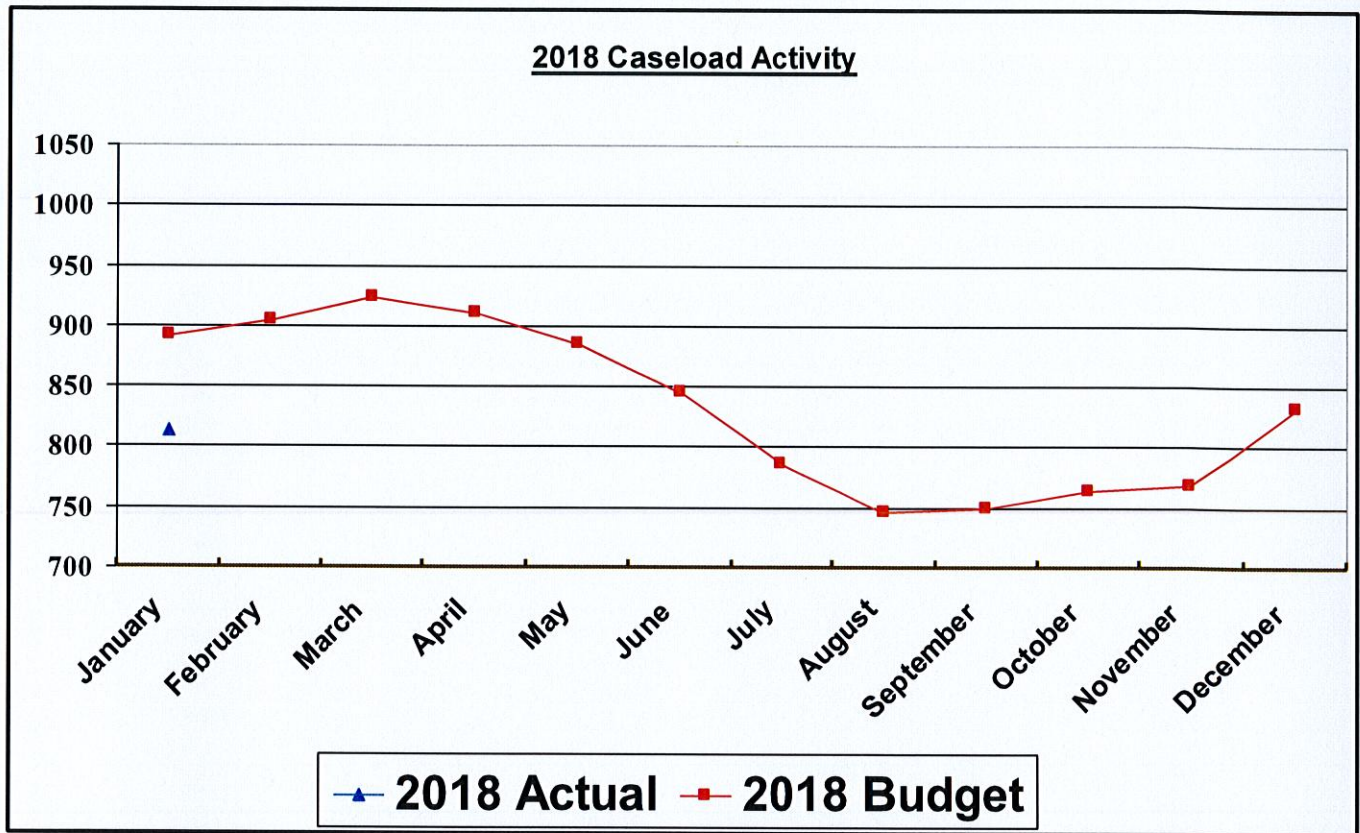


We are now using the new Ministry web-based system called SLACK to keep up-to-date on modernization efforts. SLACK is an interactive site where we can share information with ODSP and OW staff across the Province. Our OW program was recently featured under the title "Change Makers" in a Spotlight article about our efforts to eliminate excessive amounts of paperwork from files by holding staff "Purge Parties". We understand the importance of including everyone in our change management efforts and it seems to be working as our staff are energized and motivated about the internal and external changes coming in the months ahead.

Minimum wage was increased by almost 21% on January 1<sup>st</sup> from \$11.40 per hour to \$14.00 per hour and will increase to \$15.00 per hour on January 1<sup>st</sup>, 2019. Will it eliminate jobs and/or cause employers to reduce hours or benefits? Will we see our caseload increase because people are losing jobs or decrease because people are earning enough to be self-sustaining? Will it boost the economy? Will goods and services prices increase to make up for the added burden of increased wages? It's early to know at this point how this change may affect our OW caseload.

The OW Supervisors and staff continue to adapt and be flexible to the many changes currently happening. They continue to provide excellent client service and always make decisions that are in the best interest of the people we serve. We continue to host community partner meetings, be present at events and gatherings that are relevant to our work and support our community partners in ways that promote their programs and services.

The OW caseload has been increasing each month since the early Fall which is typical; we should soon see the caseload reductions when the seasonal employment season begins.



LEGEND	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2018 Actual	813											
2018 Budget	891	905	924	911	886	845	786	747	749	764	769	833



## Housing & Community Services - Janice Bray

### Esprit

The fourth quarter at Esprit was very busy. During this quarter we strengthened some of our shelter standards policies by adding process documents which outline strategies for staff to use when overcoming certain situations, giving the policies more ground level practicality, and giving staff confidence.

Strengthened relationships with the OPP this quarter by attending 4 shift change-over times providing information about the shelter and protocols in place with the OPP. This was very helpful as reported by the Staff Sergeant – Detachment Commander, and it also allowed opportunity for discussion regarding some frequent calls made, why, and how to move forward in the most effective way.

We received many donations around the holidays this year, and were very grateful to be able to provide gifts for clients in shelter, as well as outreach clients, most specifically children, who received some very nice gifts at Christmas time.

This quarter we began replacing all wooden bed frames with metal and continue since August with a pest control monitoring contract in order to more effectively address ongoing bed bug concerns.

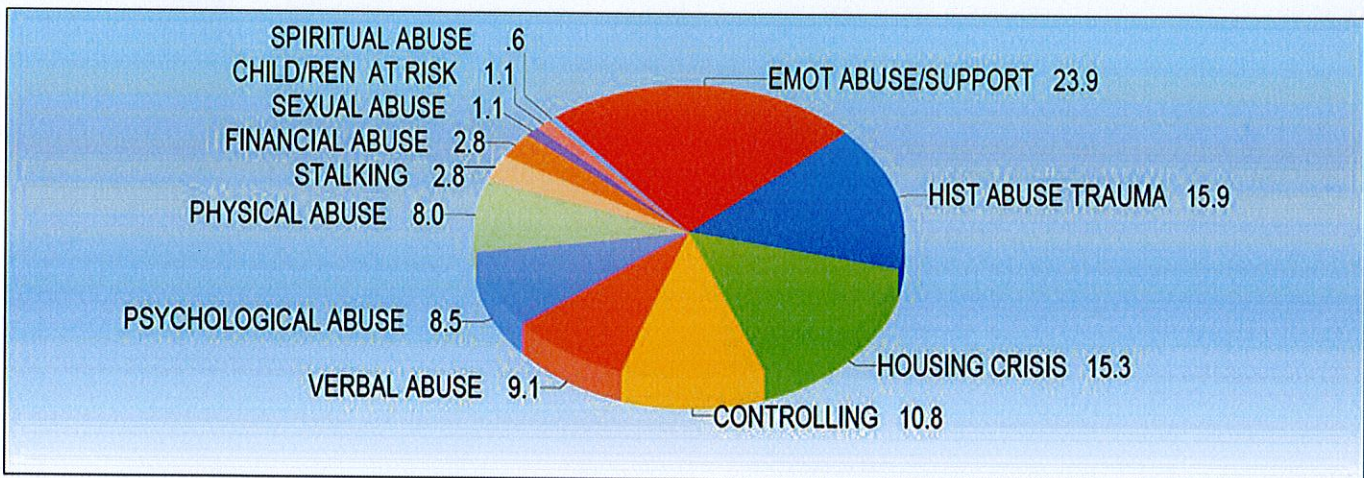
We also began some life skills programming at the shelter, which involves different focus topics over a period of weeks, including: cooking/meal preparation on a budget, housing searches/interviews/what questions to ask potential landlords, self-care, and employment, as well as others. Participants so far have expressed that these sessions were enjoyable and helpful.

The shelter was at or over capacity 20 days during this quarter.

For the year 2017:

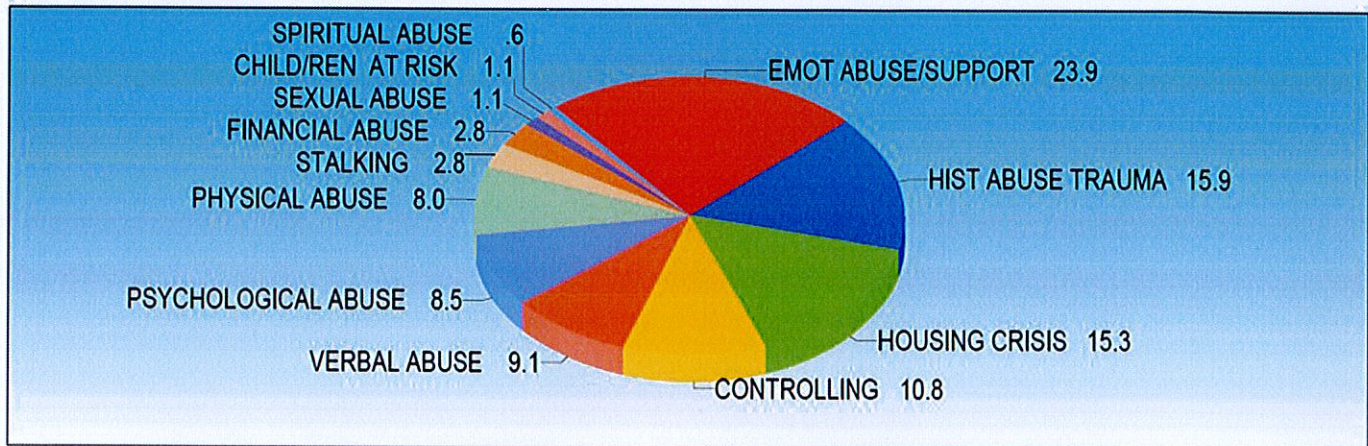
- ◆ 157 admissions completed
- ◆ 118 safety plans created
- ◆ 315 counselling hours
- ◆ 724 direct service hours spent with women by Front Line Counsellors

The following chart shows a breakdown of the 2017 crisis calls by type





This chart shows the reasons for admissions to the shelter in 2017



Emergency Shelter Services		
	January	Year to Date 2018
Number of Women Active in program this month	14	14
Number of New Women Admitted	14	14
Number of Children Active in program this month	4	4
Number of New Children Admitted	4	4
Number of Hours of Direct Service to Women	81	81
Resident Bed Nights (women & children)	208	208
Occupancy Rate	67%	67%
Phone Interactions (Crisis/Support)	29	29

Outreach		
	January	Year to Date 2018
Number of New Women Served	22	22



Transitional Support		
	January	Year to Date 2018
Number of Women Active in program this month	16	16
Number of New Women Served	16	16

Child Witness Program		
	January	Year to Date 2018
Number of Women Active in Program this Month	8	8
Number of New Women Served	8	8
Number of Children Active in Program this Month	9	9
Number of New Children Served	9	9

\*All women and children who were in shelter and/or using Esprit Services carried over from December and are considered new admits or new women served in January.

#### **Homelessness Prevention Program (HPP)**

A staff from the HPP attended the Ontario Non Profit Housing Association annual conference; the theme of the conference was "Shaping our Future". One of the half day educational sessions was on *Consent, Capacity and Substitute Decision Making - a Housing Perspective*. This workshop focused on the legal framework that governs capacity and consent, how mental capacity is assessed, what happens when a tenant refuses supports and services or is unable to consent, along with practical strategies and resources for working with older tenants with complex needs while managing risk. Other workshops were *Preventing eviction through collaboration, and Reducing Homelessness in Northern Ontario*.

Staff attended "Hungry for Change: Food Insecurity" forum held at the Bobby Orr Community Centre. This was a forum held for both community service providers and residences to discuss food security programming, and how to better serve the community.



## Statistical Information for the month of January 2018

### Short-Term Supports

All services under this category are aimed at promoting, improving, sustaining, or restoring appropriate housing for individuals who are active with the HPP, periodically within the month, not requiring intense case management.

#### *East Side of District: 26 households*

- 14 households in receipt of senior benefits
- 4 households in receipt of ODSP
- 1 household in receipt of OW
- 1 household in receipt of CPP-D
- 6 households with low income

#### *West Side of District: 9 households*

- 2 households in receipt of senior benefits
- 3 households in receipt of ODSP
- 1 household in receipt of OW
- 3 households with low income

### Intense Case Management

Coordination of appropriate services and the provision of consistent and on-going weekly support needed by the individual.

#### *East Side of District: 9 households*

- 5 households in receipt of senior benefits
- 2 households in receipt of ODSP
- 2 households with low income

#### *West Side of District: 15 households*

- 10 households in receipt of ODSP
- 2 households in receipt of OW
- 1 household in receipt of CPP-D
- 2 households with low income

### Brief Contact

Brief contact involves staff working for less than two consecutive hours with a household on activities such as: assisting with applications and referrals to services - both internal and external.

#### *East Side of District: 26 households*

- 14 households in receipt of senior benefits
- 4 households in receipt of ODSP
- 1 household in receipt of OW
- 6 households with low income
- 1 household in receipt of WSIB/ CPP-D

#### *West Side of District: 28 households*

- 2 households in receipt of senior benefits
- 12 households in receipt of ODSP
- 3 households in receipt of OW
- 9 households with low income
- 2 households in receipt of WSIB/ CPP - D

### January 2018 Contacts/Referrals

There were 27 new Households in contact with the Homelessness Prevention Program within the month of January:  
East: 9 West: 18

- 20 Ontario Works Department
- 1 landlord
- 1 phone call
- 5 walk in

7 households presented as homeless, 20 were at risk of becoming homeless

There were 18 Households assisted with CHPI funds within the month of January.  
Household Income Sources and Issuance from CHPI

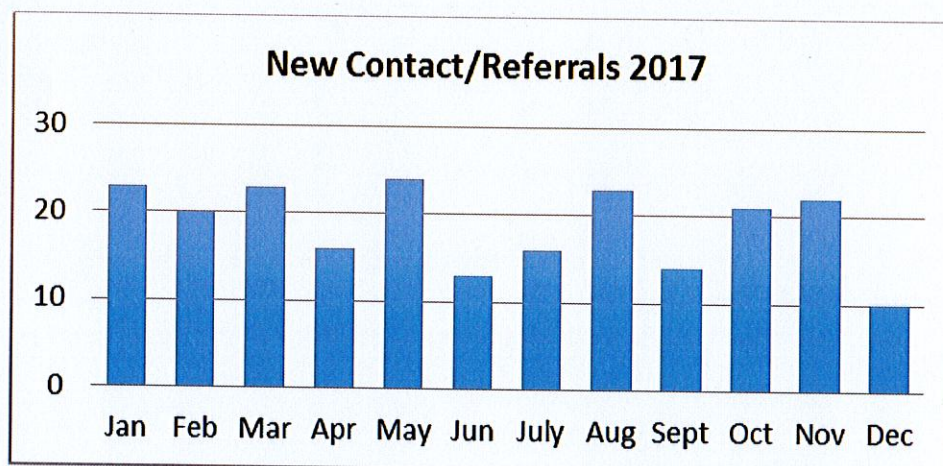
CHPI Funds Issued Through HPP for the Month of January								
ODSP	Amount	Low	Amount	Senior	Amount	No Income	Amount	Total
10	\$4,422.80	2	\$978.32	5	\$2,045.50	1	\$1,548.00	\$8,994.62

### Short Term Housing Allowance

The Short Term Housing Allowance Program will provide short term portable financial support for individuals or families at risk of homelessness, or who are currently experiencing homelessness. A short Term Housing Allowance can also provide a financial “bridge” for households who are awaiting other sources of income, or an offer of Social Housing/Affordable Housing. There are **10** active households receiving the Short Term Housing Allowance for the month of January.

### 2017 Statistics for the Homelessness Prevention Program (HPP)

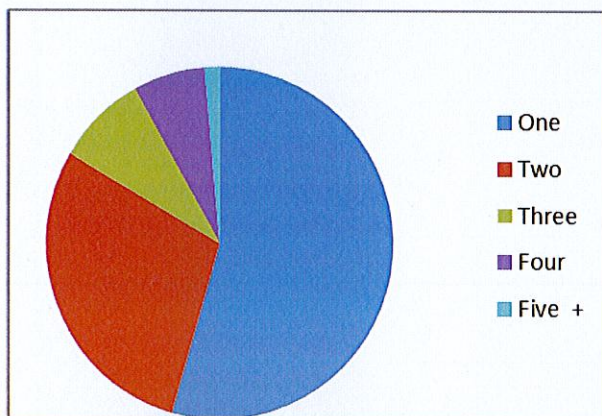
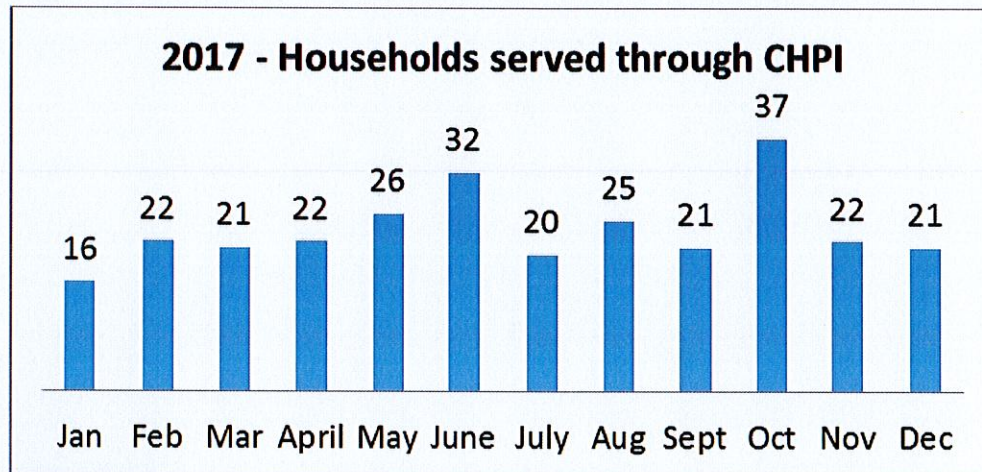
In 2017 there were 227 households referred to the Homelessness Program with 178 at risk of homelessness, 48 were homeless, and 1 household required assistance with an application was not at risk of homelessness. There were 83 referrals from the East side of the District, and 144 from the West side. The following chart shows the intakes by month.





Community Homelessness Prevention Initiative (CHPI) 2017 administered through HPP

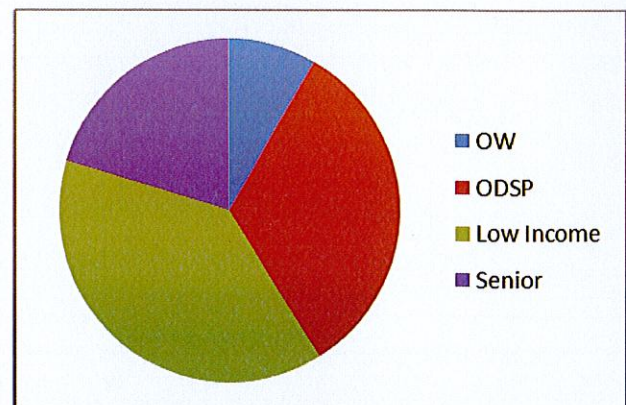
The Homelessness Prevention Program often issues funds from the CHPI funding to assist their clients. There were 285 Households issued funds from CHPI in 2017 and the following chart shows the issuance by month.



This chart shows the family composition of the households that were assisted through CHPI. The majority assisted were single individuals.

This chart shows the household source of income for the CHPI issuance in 2017 by HPP.

The largest group that we assisted was the low income group with ODSP next. Seniors were the third largest group with OW clients being the smallest. These OW clients were referred to the HPP program for more intense supports. Most of the other OW issuance was done within the OW program by the Case Workers.





## **Housing Services**

### **Enumeration**

Our Enumeration plan has been approved by the Ministry of Housing. Staff are in the process of making the contacts with the community partners that we need to partner with. We have established good connections with both high schools for enumerating the youth population, the Parry Sound Friendship Centre for enumerating the Indigenous population and some of the food banks. Staff are finalizing the questionnaire that will be used and working on the training that the surveyors will use. The following are 15 data points the Ministry of Housing have provided to the Service Managers across the Province that must be in the survey when enumerating.

Frequency of Homelessness	Age	Child Welfare
Military Service	Indigenous Identity	Racialized Identity
Income Source	Family Homelessness	Gender Identity
Sexual Orientation	Health	Language
Reasons for Homelessness	Type of Current Housing/ Lodging	Chronicity of Homelessness

### **Waitlist**

The following chart shows the comparison from 2016 to 2017 of the new applications, number housed and number of applications cancelled for all the housing providers who participate in the centralized waitlist.

2016-2017 Comparison: Consolidated Waitlist (CWL)							
Applications and Households Housed from CWL							
	Housed 2016	New App 2016	Cancelled 2016		Housed 2017	New App 2017	Cancelled 2017
January	5	6	1	January	0	7	4
February	2	7	2	February	2	11	9
March	2	12	3	March	3	11	14
April	3	16	6	April	2	15	1
May	2	18	1	May	4	12	6
June	3	12	11	June	2	8	27
July	3	15	3	July	3	7	26
August	3	24	1	August	0	11	0
September	1	7	3	September	1	11	0
October	3	19	4	October	1	11	0
November	3	10	3	November	2	8	3
December	2	3	5	December	4	6	2
TOTALS for the year	30	146	38	TOTALS for the year	20	112	90



Social Housing Centralized Waitlist Report - January 2018			
	East Parry Sound	West Parry Sound	Total
Seniors	18	92	110
Families	74	349	423
Individuals	288	182	470
Total	380	627	1,003

Total waitlist unduplicated is 418 which is up from December's total of 408. Even with a major update of the waitlist and removal of 53 applicants, the waitlist is up 9 households on the waitlist on the total for January 2017.

#### Rent-Geared-to-Income (RGI) - Special Priority Status Applicants (SPP)

In 2017, we received eight (8) applications for Special Priority status. Four (4) applications were approved and were housed in 2017. Successful SPP applicants are placed at the top of the waitlist for the buildings they requested. The new regulations that were introduced January 2018 require Service Managers to include human trafficking as eligible candidates for this program. We are in the process of revising our policy and the forms.

#### Strong Communities Rent Supplement Program

This program offers eligible applicants rent-geared-to-income (RGI) assistance for rental accommodation in non-profit and privately-owned buildings. A rent supplement or subsidy is paid by the DSSAB to a landlord to bridge the gap between the market rent charged for a unit and the amount a tenant can pay based on his/her income. The provincial government initiated this program as part of its commitment to addressing problems including homelessness and low vacancy rates. There are three funding sources – Ministry of Housing (MHO), Ministry of Community and Social Services (MCSS), and the DSSAB social housing portfolio. We currently provide rent supplements to 9 households who are MOH funded, 5 MCSS, and 3 DSSAB for a total of 17 families. This program goes till 2023.

We have received program guidelines for the GreenON Social Housing Program announced by the Green Ontario Fund which is a not-for-profit provincial agency tasked with reducing greenhouse gas pollution. The program is being administered by the Housing Services Corporation (HSC) and will invest \$25 million to support GHG-reducing retrofits in social housing apartment buildings across the province with less than 100 units. The business case is due March 31, 2018. We are assessing the feasibility of participating in this program.

#### Investment in Affordable Housing (IAH)

##### Home Ownership and Ontario Renovates Programs

Home Ownership		
Total Files	Active Files	Repaid or Discharged
22	17	5

The Home Ownership and Ontario Renovates programs were introduced to the District of Parry Sound residents in 2012. Home Ownership offered successful applicants access up to a \$10,000 forgivable 20 year down payment loan.

Ontario Renovates offered successful applicants access to funds to repair, update or make their home accessible. This is a 10 year forgivable loan. The average loan in the District has been \$12,800.

Ontario Renovates		
Total Files	Active Files	Repaid or Discharged
124	99	25

We are currently maintaining 17 active Home Ownership files and 99 Ontario Renovates files.



We are working with the owner of the rooming house at 21 River St. in Parry Sound. He has applied for funding and been accepted under the Ontario Renovates program for some extremely necessary repairs to his building. The project will have to remain affordable under our affordable criteria for 15 years. This housing project has 22 truly affordable units which plays an important part in housing the chronically homeless. The owner has agreed to work with the DSSAB and several outside agencies towards making it a safer place for people to live and for agency staff to attend to assist the tenants. We had a successful meeting with the owner, representatives from OPP, EMS, CHMA-MPS and NE LHIN – Home and Community Care (formerly CCAC). There was great dialogue and some ideas generated. One major plan put forward by the OPP is to develop a situational table for discussing issues of interest to a number of agencies and to problem solve. We plan to have our first meeting mid to late March.

#### Housing Allowance

This program is part of the Investment in Affordable Housing (IAH) and is a shared program with the Ministry of Finance. In our District we offer \$225 monthly to applicants who meet the criteria and fall into one of five target groups – seniors, working poor, persons with disabilities, shared support, OW. There are 30 Housing Allowances available in the District of Parry Sound and we currently have 26 active. Our role is to find applicants, then forwarded on to the MOF for approval and direct funding.

#### New Rental Program

This program has been in our District since 2006 with the first project of 20 units being approved. We now have the following in our Affordable Housing portfolio:

	Projects Completed	# of Units	Funding
1	Northern Gate – Phase 1	20	\$1,050,000
2	Northern Gate – Phase 2	2	\$140,000
3	Almaguin Highlands Community Living	4	\$280,000
4	Seguin Place Inc. which has since split into two projects of 5		
	2213725 Ontario Inc. (Jansen)	5	\$1,200,000
	2410130 Ontario Inc. (Vromans)	5	
5	West Estates	5	\$600,000
6	James St.	6	\$720,000
7	Parry Sound Affordable Housing Development Corporation	10	\$700,930
	Totals:	57	\$4,690,930
Projects still in Progress			
8	Ansley Street	8	\$584,060
9	Callander Bay	6	\$422,180
	<b>Total</b>	<b>71</b>	<b>\$5,697,170.00</b>

At present, we have a request for Expressions of Interest from Housing Non-Profits and Municipalities for the IAH extension years 5 & 6 and the SIF year 3 funding of \$997,215. The deadline for submissions is February 28, 2018.



## Parry Sound District Housing Corporation

Parry Sound Housing Corporation Activity for February 2018		
Move Outs	January 31 <sup>st</sup>	0
Move Ins	February 1 <sup>st</sup>	3
L1 Forms	Issued for a tribunal hearing in March	1
N4 - notice of eviction for non-payment of rent	Issued in February	5
N6 - notice of eviction for disturbing the quiet enjoyment of the other occupants	Issued in February	1
Re-payments agreements	Tracked in February	8
Units painted for new move in	March 1 <sup>st</sup>	2
Tenant home visits	February	14
Vacant units flooring installed for new	February	2

Your Community Paramedicine Program which is offered by the Parry Sound District EMS started 2018 sessions in each of the apartment buildings. There are two Paramedicine Co-ordinators in place now with one covering the east side and one covering the west side. The sessions are currently offered monthly but they are hopefully going to begin twice monthly sessions in the spring

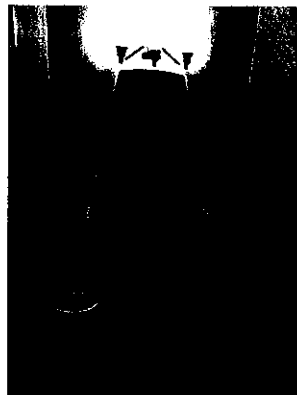
All of the Fire Plans are currently being updated. The Fire Prevention Officers will offer presentations in each building on how to use a fire extinguisher and also a presentation on fire safety.

There has been an ongoing issue with bed bugs in one of the buildings. The staff has been working together with Orkin Pest Control and hopefully have the outbreak under control.

There have been several tenants identified as having some hoarding issues. The staff are conducting one-on-one visits with the tenants and are working towards bringing the units up to an acceptable standard. They use a "Clutter Chart" to gauge how serious the hoarding issue is and to help in getting to a level that isn't a health and safety issue in the building.

The Friends hosted a Christmas luncheon and fun day at 22A Belvedere Avenue and many of the tenants attended and enjoyed the day. On March 27, 2018 a function is scheduled for Easter.

The common room kitchen and common washroom in Burk's Falls were renovated in December 2017 to update old and dingy lighting and old fixtures. What was there was there was original when we took over. The rooms both turned out very well.



### **Properties and Capital Projects Work Summary**

#### **22A Belvedere – Tunnel Decommissioning**

After much anticipation all remnants of the connecting tunnel between 22A Belvedere and the Heights have officially been removed. With a great deal of guidance and support from Bob Hughes of Georgian Engineering, we were able to push through the project with things wrapping up just before Christmas. Because the project finished up much later in the season than the contractor had specified there are still some landscaping issues that will need to be addressed come spring.

#### **69 Queen Street Magnetawan – HVAC Upgrades – Oil to Propane Conversion**

Oil to propane conversion is complete with only a few minor hiccups surrounding the domestic hot water system. Bernard Rochefort Ltd. has been very accommodating in making sure both the air make-up and domestic hot water systems are running at their expected capacities. Piotrowski Consultants has issued the close out documentation on the project and all that is left is establish a preventative maintenance schedule to ensure that the entire system lives out.

#### **64 Waubeek Renovation - Early Years Infant Room Program**

W.S. Morgan Ltd. is nearing completion of an approximate 2 month renovation to the 64 Waubeek Street Early Years property. New flooring, ceilings, ductwork and LED lights are just some of the items that have been replaced as part of the projects specifications. Cabinetry and “cubbies” are currently being installed and we are awaiting the arrival of the new front entry door system.

## 2018 AMCTO Conference Workshops

Managing People	
1.	The Secrets to Building a Great Council / Staff Relationship
2.	Engagement Loves Energy: The Five Driving Needs
3.	Council Orientation
4.	Enhancing Diversity Competency
5.	Leading Strong Teams
6.	Leveraging Diverse Thinking Styles for Success
7.	Developing a Wellness Plan for Your Municipality
8.	Managing Mental Health in the Workplace
9.	Marijuana in the Workplace
10.	HR Law Update
Managing Organizational Performance	
11.	Post-Election – What You Need to Prepare
12.	Managing in the Maelstrom: Municipal Case Studies
13.	City of Brampton: Change Management, Data Migration & Communication During a Significant Technology Change
14.	Is Records Management Still Relevant?
15.	Municipal Obligations Under the <i>Occupational Health and Safety Act</i>
16.	Operational, Legal and Technology Contexts to Municipal Digital Transformation
17.	Creative Approaches to Public Consultation and Community Engagement
18.	Hiring and Managing an Integrity Commissioner
Managing Money	
19.	Recent Developments in Property Assessment and Municipal Taxation
20.	Risk Management – Decreasing your Cost of Risk
21.	PIPS, NRST, Bill 68 and the Tax Sale Forum
22.	Asset Management – Linking Levels of Service and Lifecycle Management Strategy
23.	Preparing for the Development Charge Process
24.	Asset Management: A Case Study from a Municipality

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	9-1





THE CORPORATION OF  
The Municipality of Powassan

## HEALTH AND SAFETY POLICY

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

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

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

To implement this Policy, the Municipality of Powassan will:

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

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

\_\_\_\_\_  
Date

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

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	9-2



**POLICY****1. Officer Safety**

The Municipality of Powassan equips its employees with the required Personal Protective Equipment to protect them from hazards that may occur in their work environments. For The Protective Services Official, this equipment includes body armour , dog spray, and a dog bite stick.

**DEFINITIONS**

Body Armour - protective vest worn externally to clothing, designed to absorb and/or deflect slashing, bludgeoning and penetrating attacks by weapons.

Dog Bite Stick – A collapsible stick easily stowed and quickly deployed to shield a person from an attacking dog.

Dog Spray – An aerosol spray containing a chili pepper oil extract which acts as an irritant. The spray is a deterrent to attacking dogs/animals.

PPE – Personal Protective Equipment. Clothing or equipment designed to protect the wearer's body from injury.

**GENERAL**

1. All PPE issued is property of the Municipality of Powassan.
2. Officers may only utilize issued PPE devices while on-duty.
  - 2.1. The use of the PPE while off-duty is prohibited.
  - 2.2. The use of a non-issued PPE device on-duty is strictly prohibited.

**ISSUANCE AND UTILIZATION****Body Armour**

Officers whose primary duties involve interactions with citizens and/or enforcement related activities and have been issued body armour shall wear/use the body armour:

1. When attending any property standards/by-law complaint;
2. While conducting any proactive patrols, or;
3. While conducting any inspection or executing a search warrant.

Officers are not required to wear body armour:

1. While conducting administrative duties in the office;
2. While attending court;
3. On courses or in meetings.

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	9-3

### **Dog Spray**

Officers shall have obtained relative training before being issued dog spray. Officers whose duties may involve coming into contact with dogs and have been issued dog spray shall wear the spray on their belt:

1. When attending any property standards/by-law complaint;
2. While conducting any proactive patrols, or;
3. While conducting any inspection or executing a search warrant.

Officers are not required to wear dog spray:

1. While conducting administrative duties in the office;
2. While attending court;
3. On courses or in meetings.

Dog spray must be labeled as an animal deterrent and only used as such.

### **Dog Bite Stick**

Officers shall have obtained relative training before being issued a dog bite stick. Officers whose duties may involve coming into contact with dogs and have been issued a dog bite shall wear it on their belt:

1. When attending any property standards/by-law complaint;
2. While conducting any proactive patrols, or;
3. While conducting any inspection or executing a search warrant.

Officers are not required to wear a dog bite stick:

1. While conducting administrative duties in the office;
2. While attending court;
3. On courses or in meetings.

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy

## POLICY

### 1. Professionalism, Accountability, and Evidence Collection.

The Municipality of Powassan equips designated officers with a body-worn camera (BWC). Proper BWC use promotes professionalism, accountability, and transparency by documenting officer interactions with the public and the performance of their duties. The cameras also serve as useful tools for recording evidence. Officers who are issued a BWC shall use it in accordance with the provisions of this Policy and all provincial and federal laws. Violation of this Policy is cause for disciplinary action.

### 2. Privacy Protection.

BWCs might record extremely sensitive and private data. A breach in BWC data security, careless handling of BWC data and/or intentional release of BWC data to non-authorized individuals could jeopardize relationships with victims, witnesses, and the general public, as well as subject those people to invasions of privacy, endanger their safety, and/or jeopardize prosecutions. Accordingly, the utmost care and caution shall be taken to ensure that this data is not mishandled or misused. Private residences should not be treated differently than other locations for purposes of recording.

### 3. Transparency.

The Municipality must balance privacy and investigative concerns against the need for transparency while complying with relevant public disclosure laws. When not otherwise prohibited by this policy, officers are permitted to use their BWC to record in circumstances when they determine that doing so would be beneficial to the public interest. When in doubt, record.

## DEFINITIONS

Activation — Pressing the “record” button to begin recording audio and video with the BWC.

Administrative Investigative Functions — Investigations/activities taking place where no citizen/officer interaction is occurring, or likely to occur (e.g., querying computer databases, reviewing reports, etc.).

Body-Worn Camera (BWC) — Audio and/or video recording equipment that is worn affixed to an officer’s person, uniform, or equipment, with the capability of capturing, recording, and storing information for later viewing

Deactivation — Pressing the “stop” button to cease audio and video recording

Officer — Any person employed by the Municipality whose duties include interaction with the public for the purpose of enforcing municipal or provincial acts or regulations and includes but is not limited to a Municipal Law Enforcement Officer, Property Standards Officer, Chief Building Official, or Fire Inspector.

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	9.4



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## **GENERAL**

1. BWC data is subject to the rules of discovery.
2. All images and sounds recorded by the BWC are the property of the Municipality of Powassan.
3. Officers may only utilize issued BWC devices while on-duty.
  - 3.1. The use of the BWC while off-duty is prohibited.
  - 3.2. The use of a non-issued BWC device on-duty is strictly prohibited.

## **Issuance and Utilization**

Officers whose primary duties involve interactions with citizens and/or enforcement related activities and have been issued a BWC shall wear/use the BWC as directed by this policy.

## **BWC Maintenance and Battery Life**

1. Officers shall perform a function and battery test of the BWC in accordance with the operating manual prior to beginning each shift.
2. Officers shall routinely monitor the battery level of the BWC during their shift.
3. During extended periods where BWC activation is not anticipated (e.g., report writing, evidence submission, etc.) charge the BWC.

## **Malfunctions**

1. Upon discovering a BWC malfunction, officers shall immediately report the malfunction to a supervisor in writing.

## **Wearing the BWC**

1. The BWC is designed to be worn on the officer's outermost garment, at chest level, in the best position to maximize the BWC field of view and facilitate ease of BWC operation based on the clothing/equipment worn by the officer.
2. The BWC shall be Powered On at all times while worn on the body.
3. The BWC is not to be utilized off-body as a surveillance tool.

### **Prohibited Recording**

An officer shall not activate the BWC to record:

1. Municipal personnel during Routine Administrative Activities; or
2. Non-work related personal activity.

### **Mandatory Recording**

Unless unsafe, impossible, or impractical to do so, all officers participating in any of the below listed activities must activate their BWC:

1. Upon arrival for calls for service.
2. During any encounter with the public that becomes confrontational.
3. When present on the scene with suspects or any other individuals who are stopped by police or other regulatory officers.
4. When a search for evidence/inspection is being conducted.
5. While conducting proactive foot patrols that may yield evidence of an offence.

### **Exceptions to Recording**

1. When victims, witnesses or other individuals wish to make a statement or share information during a voluntary interaction with the officer, but refuse to do so while being recorded, officers may deactivate the BWC in order to obtain the statement or information.
2. An officer is not required to activate the BWC when performing Administrative Investigative Functions.
3. An officer who interrupts or terminates a BWC recording in progress shall document the reason that the BWC was interrupted or terminated in their notebook as soon as possible after the incident concludes

### **Health Care Facilities: Patient Privacy**

Inside a medical facility, officers shall not activate the BWC .

### **Court Proceedings**

Officers shall not active the BWC to record any court proceedings.

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### **Ending a Recording**

1. Once recording with a BWC has been initiated, officers shall not end the recording until:
  - 1.1. The event or encounter has fully concluded; or
  - 1.2. The officer leaves the scene and anticipates no further involvement in the event.
2. Deactivation of a BWC is permitted when a witness, or other person requests on camera that the camera be turned off.
3. When in doubt, officers shall continue to record the interaction if it is reasonable to do so.

### **Uploading, Categorizing, BWC Data**

1. The officer is responsible for uploading all BWC data by the conclusion of the officer's shift.
2. Prior to the end of shift, ensure the data is categorized and titled with the following information:
  - 2.1. The title of the including related Occurrence Numbers;
  - 2.2. The category of the video indicating the type of incident.

### **Reporting Requirements**

Officers are required to state if BWC data exists at the beginning of the narrative of any investigative report or prosecutor brief (i.e., Incident Captured on BWC, OCC.# \_\_\_\_\_).

### **Review of Recordings**

1. Supervisors may review and/or copy BWC data capturing the performance of a subordinate under their direction for the purpose of:
  - 1.1. Conducting an investigation;
  - 1.2. Monitoring a subordinate's professional conduct/performance;
  - 1.3. Training; and
  - 1.4. When advancing the best interest of the public, the Municipality or the officer.
2. Where not otherwise prohibited by this policy, officers may view BWC data from their own assigned camera, or the camera of another involved officer to assist in complete and accurate report writing for routine matters.



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3. A supervisor must review the BWC data of an officer(s) when:

- 3.1. The officer is injured or another officer is injured during the performance of their duties;
- 3.2. There is a use of force by the recording officer or another officer;
- 3.3. The officer has informed the supervisor they believe that the event may result in a complaint;
- 3.4. A complaint about the officer's conduct is received.

**Security, Retention, and Disclosure of BWC Data**

1. Officers are strictly prohibited from sharing any BWC log-in credentials with any other person except for the CAO.

2. Accessing, copying, or releasing BWC data for non-law enforcement purposes is strictly prohibited except:

- 2.1. To a prosecutor as part of a disclosure package where the video may provide evidence to the event in question.
- 2.2. To a police officer or other enforcement officer who has requested it as evidence to an offence *ultra vires* to Municipal staff and the police officer has submitted a written request to the Municipality.
- 2.3. As required by the Ontario Freedom of Information and Protection of Privacy Act.
- 2.4. As directed by the CAO or his/her designee.

3. Accessing, copying, releasing, or sharing BWC data on any computer or device not controlled or provided by the Municipality is strictly prohibited.

4. The Municipality shall retain a non-editable original version of BWC data, and shall log any time data is viewed, for what length of time and by whom, and shall log any copying or editing of BWC data. Municipal personnel are strictly prohibited from tampering with or editing this original version.

5. Access to BWC data shall stored on a stand alone drive with access limited to officers and the CAO and shall be retained for a length of time corresponding to the Municipality's records retention policy.

6. Access to BWC data shall not be shared with any officer of the media unless authorized by the CAO or his/her designee.

#### **Deletion of Accidental or Mistaken Recordings**

In the event of an accidental or mistaken activation of the BWC where the resulting recording has no investigative or evidentiary value, officers may delete the file and document it in their notes.

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2018-13**

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Being a By-law to adopt the water and wastewater budgets for 2018

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**WHEREAS** Section 391 of the Municipal Act permits a municipality to pass by-laws imposing fees or charges on any persons; for services; and

**WHEREAS** the Municipal Act provides for interest charges and penalties for fees and charges that are due and unpaid;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF POWASSAN ENACTS AS FOLLOWS:**

1. That the attached 2018 Water and Wastewater Budgets (Appendix "A") be adopted.

**READ** a **FIRST** and **SECOND** time March 6, 2018.

**READ** a **THIRD** and **FINAL** time and considered passed as such in open Council March 20, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO-Clerk-Treasurer

DATE OF COUNCIL MTG.	March 20/18
AGENDA ITEM #	10-1



By-Law 2018-13 Appendix "A"  
Water and Wastewater Budget

Water & Sewer Budget 2018

	<b>Sewer - Revenue</b>	<b>2018 Budget</b>
10-40-56050	Residential Sewer	186,324.77
10-40-56060	Commercial Sewer Rates	
10-40-56070	Sewer Sales	1,000.00
10-40-56080	Sewer Penalties	3,000.00
10-40-56090	Sewer Transfer from Reserve	
10-40-56065	Grant-oswaplll	-
	<b>Total Sewer Revenue</b>	<b>190,324.77</b>
	<b>Water - Revenue</b>	<b>2018 Budget</b>
10-30-52015	Provincial Grant OSWAP	
10-30-56005	Residential Water Rates	414,421.51
10-30-56010	Commercial Water Rates	
10-30-56020	Connection Fees	1,000.00
10-30-56030	Transfer From Reserves	
10-30-56040	Penalties	4,000.00
	<b>Water Revenue</b>	<b>419,421.51</b>
	<b>Total Water and Sewer Revenue</b>	<b>609,746.28</b>

0%

0%

	<b>Sewer - Expenses</b>	<b>2018 Budget</b>
10-40-64000	Admin - Labour	10,000.00
10-40-64010	Admin Material and Supplies	5,000.00

10-40-64020	Transfer to Reserves	9,541.69
10-40-64030	Personnel Training	1,000.00
10-40-64040	Consulting Fees	
10-40-64100	Pumphouse Labour	2,000.00
10-40-64110	Pumphouse Material and Supplies	5,000.00
10-40-64120	OCWA	64,000.00
10-40-64130	Distribution Labour	12,000.00
10-40-64140	Distribution Material and Supplies	14,000.00
10-40-64320	Special Projects Flush Lines	1,000.00
	Infiltration improvement	
10-40-64300	Capital Labour	7,000.00
10-40-64310	Capital Material and Supplies	25,000.00
	Class EA Engineering	
10-40-64350	Loan Payment Interest	8,957.72
10-40-64355	Loan Payment Principal	25,825.36
	<b>Total Sewer Expenses</b>	<b>190,324.77</b>
	<b>Water - Expenses</b>	<b>2018 Budget</b>
10-30-64400	Admin - Labour	22,000.00
10-30-64410	Admin Material and Supplies	10,000.00
10-30-64430	Transfer to Reserves	2,689.15
10-30-64440	Personnel Training	2,000.00
10-30-64450	contingency Reserve Transfer	5,100.00
10-30-64460	Consulting Fees	1,000.00
10-30-64500	Pumphouse Labour	1,000.00
10-30-64510	Pumphouse Material and Supplies	25,000.00
10-30-64520	Distribution Labour	15,000.00
10-30-64530	Distribution Materials and Supplies	20,000.00
10-30-64540	OCWA Agency Operations	100,000.00
10-30-64550	MOE Regulation Lead Testing	
	OCWA - SWISSA update 2010.	

10-30-64710	Capital Labour	1,500.00
10-30-64715	Capital Material and Supplies	25,000.00
10-30-64740	Capital Material and Supplies	
10-30-64750	Meter Capital Expenditure	50,000.00
10-30-64760	Loan Payment Interest	35,830.90
10-30-64765	Loan Payment Principal	103,301.46
	<b>Total Water Expenses</b>	<b>419,421.51</b>

Total water and Sewer Expenses	609,746.28
Total water and Sewer Revenues	609,746.28