

AGENDA

Regular Council meeting to be held
Tuesday January 7, 2020 at 7:00 p.m.
Council Chambers @250 Clark, Powassan

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF THE AGENDA**
5. **PRESENTATIONS**
 - 5.1 Art Barfoot- 250 Clark
6. **ADOPTION OF MINUTES**
 - 6.1 Regular Council meeting of December 17, 2019
7. **MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**
 - 7.1 Powassan Police Services Board minutes of December 16, 2019
8. **MINUTES AND REPORTS FROM APPOINTED BOARDS**
 - 8.1 Powassan and District Union Public Library Board minutes of November 25, 2019
 - 8.2 Powassan and District Union Public Library Board Draft minutes of December 16, 2019
 - 8.3 The Golden Sunshine Municipal Non-Profit Housing Corporation minutes 2019-9
 - 8.4 North Bay Parry Sound District Health Unit – 2020 Municipal Levy
9. **STAFF REPORTS**
 - 9.1 Memo-Maple Hill Rd. Material Testing-C.Munshaw, Public Works Engineer
 - 9.2 Garbage Collector position- Verbal-M.Lang, CAO/Clerk-Treasurer
 - 9.3 Council Remuneration Comparison
 - 9.4 Business Meetings/Budget Meeting dates
10. **BY-LAWS**
 - 10.1 By-Law 2020-01 Annual Borrowing By-Law
11. **UNFINISHED BUSINESS**
 - 11.1 Procedural Bylaw Draft
 - 11.2 The Good Food Box- verbal R.Hall
12. **NEW BUSINESS**
 - 12.1 Health and Safety Policy
 - 12.2 NOSM- Northern Ontario School of Medicine- donation request
 - 12.3 AMO- Blue Box transition to Full Producer Responsibility
 - 12.4 MPAC- 2020 Municipal Levy
 - 12.5 Powassan Legion capital work- verbal R.Hall, M.Lang
 - 12.6 Garbage Truck, Public Works Garage upgrades- verbal R.Hall
13. **CORRESPONDENCE**
14. **ADDENDUM**
15. **ACCOUNTS PAYABLE**
16. **NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS**
 - 16.1. January 2020 Schedule of Events

17. PUBLIC QUESTIONS

18. CLOSED SESSION

18.1 Adoption of Closed Session minutes of December 17, 2019

18.2 Identifiable Individual- Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw.
- Matters regarding an identifiable individual

19. MOTION TO ADJOURN

RECEIVED

Art Garfoot
210 Valleyview Dr. E.
Powassan, Ont. P0H 1Z0

The Municipality of Powassan

Council of the Municipality of Powassan,
Dec. 19, 2019

Dear Councillors,

This is a request for permission to share some thoughts on "66250 Clark" with you. It will address its vision, programming, community involvement, community acceptance, financial implications and suggestions for its future, it will require approximately five minutes of your agenda.

These will be my personal thoughts with no representation of any group or other individual.

I am looking forward to this opportunity to both praise you and provide insight as both a taxpayer and a frequent user of "66250 Clark".

Thank you,
Art

DATE OF COUNCIL MTG.	Jan 7/20
AGENDA ITEM #	5-1

Regular Council Meeting
Tuesday, December 17, 2019, at 7:00 pm
Council Chambers @250 Clark, Powassan

Present: Peter McIsaac, Mayor
Randy Hall, Deputy Mayor
Dave Britton, Councillor
Debbie Piekarski, Councillor

Absent: Markus Wand, Councillor, with regrets

Staff: Maureen Lang, CAO/Clerk-Treasurer

Presentations: None

Disclosure of Monetary Interest and General Nature Thereof: None

- 2019-416** Moved by: D. Britton Seconded by: D. Piekarski
That the agenda of the Council meeting of December 3, 2019, be approved as amended:
Add: 11.2 Friendship Centre update – heating – R. Hall
12.5 Good Food Box – D. Piekarski
18.4 Identifiable Individual **Carried**
- 2019-417** Moved by: D. Piekarski Seconded by: D. Britton
That the minutes of the Regular Council meeting of December 3, 2019, be adopted. **Carried**
- 2019-418** Moved by: D. Piekarski Seconded by: D. Britton
That the draft minutes dated November 25, 2019, from the Powassan and District
Union Public Library Board, be received. **Carried**
- 2019-419** Moved by: D. Britton Seconded by: D. Piekarski
That the correspondence dated December 2, 2019, from the District of Parry Sound Social
Services Administration Board regarding the District of Parry Sound Ontario Health team,
be received. **Carried**
- 2019-420** Moved by: D. Piekarski Seconded by: D. Britton
That CAO report dated November 2019, from the District of Parry Sound Social Services
Administration Board, be received. **Carried**
- 2019-421** Moved by: D. Britton Seconded by: D. Piekarski
That the amended Communications Policy, be received, and approved. **Carried**
- 2019-422** Moved by: D. Piekarski Seconded by: D. Britton
That the correspondence dated December 12, 2019, from the Township of Chisholm
regarding their intended withdrawal from the Library shared agreement to occur
December of 2020, be received. **Carried**

DATE OF COUNCIL MTG.	Jan 7/20
AGENDA ITEM #	6-1

- 2019-423** Moved by: D. Britton Seconded by: D. Piekarski
That Council direct staff to prepare an RFP for Planning Services and an Official Plan Review. **Carried**
- 2019-424** Moved by: D. Piekarski Seconded by: D. Britton
That the Ontario Clean Water Agency 2019 Management Reivew Report for November 1, 2018 – October 31, 2019, be received.
Recorded Vote: Requested by D. Britton
- | | | |
|----------------------|--------|----------------|
| Councillor Britton | Yea | |
| Councillor Hall | Yea | |
| Councillor Wand | Absent | |
| Councillor Piekarski | Yea | |
| Mayor McIsaac | Yea | Carried |
- 2019-425** Moved by: D. Britton Seconded by: D. Piekarski
That the correspondence dated December 2, 2019, from AMO regarding energy retrofit programs in Ontario, be received. **Carried**
- 2019-426** Moved by: D. Piekarski Seconded by: D. Britton
That the accounts payable listing reports dated December 5, 10, 11 & 12, 2019, in the total amount of \$382,455.58, be approved for payment. **Carried**
- 2019-427** Moved by: D. Britton Seconded by: D. Piekarski
That Council now adjourns to closed session at 8:05pm to discuss:
- 18.1 Closed Session minutes of November 19, 2019.
 - 18.2 Potential Litigation-Section 239(2)(e) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw-litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
 - 18.3 Identifiable Individual-Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw. Matters regarding an identifiable individual.
 - 18.4 Identifiable Individual **Carried**
- 2019-428** Moved by: D. Piekarski Seconded by: D. Britton
That Council now reconvenes to regular session at 8:30pm. **Carried**
- 2019-429** Moved by: D. Britton Seconded by: D. Piekarski
That Council now adjourns at 8:30pm. **Carried**

Mayor

CAO/Clerk-Treasurer



The Municipality of
Powassan

**POLICE SERVICE BOARD
AGENDA-MEETING
DECEMBER 16, 2019
6PM-BIRCH ROOM**

1. Call to Order

Motion 2019-16

Moved By: Mary Houghton

Seconded By: Rebecca Metcalf

That the meeting is called to order at 6:00pm

PRESENT

Sergeant Andrew Kraemer

Mary Houghton

Rebecca Metcalf

Peter McIsaac-Mayor

Absent with regrets

Ben Mousseau-Protective Services

Jeff Dagg

Markus Wand-Councillor

2. Disclosure of pecuniary interests and general thereof

None

3. Approval of Agenda

Motion 2019-17

Moved By: Rebecca Metcalf

Seconded By: Mary Houghton

That the agenda is amended and approved

Amended agenda add on: 10.2) Speed sign display unit

4. Approval of Minutes

Motion 2019-18

Moved By: Mary Houghton

Seconded By: Rebecca Metcalf

That the minutes of the previous meeting of September 16, 2019 be approved.

5. Presentation(s)

None

DATE OF COUNCIL MTG.	Jan. 7/20
AGENDA ITEM #	7.1

6. Manager's Report

Sergeant Andrew Kraemer started off by saying that he had no Calls for Service report with him tonight. He did mention that they had mechanical issues with the photo copier. Sergeant Kramer also advised that he will be speaking tonight on behalf Staff Sergeant William McMullen, he sends his regrets. Sergeant Kraemer mentioned he reviewed the Calls for Service report and said that there was nothing out of the ordinary, but did note that impaired charges are on the rise, and advised that a new campaign will be implemented shortly on aggressive drivers, cannabis and drunk driving. He also reported that the Township of Bonfield is trying out a new phone notification app on a 90 Day trial bases. This app will send out notifications to people's cell phones who want updates on such things as road closures, emergency situation or weather. One other thing he commented on was the stats for 911 hang ups are still on the rise across the whole municipal area. A new poster campaign has been introduced advising people that they can report a crime to a new online reporting website.

7. Member's Report

None

8. Crime Stoppers

Mary Houghton updated her stats for tips received, she mentioned in 2018, there were 838 tips, as of December 12, 2019, there were 883 tips were reported, and also rewards have been paid out. She mentioned Crime Stoppers was involved in the Smoke N Spurs parade and it was a huge success, and in the new year Crime stoppers will be busy with events throughout the year.

9. Old Business

None

10. New Business

10.1) Provincial Data Sources

Data source reference pages were added to the agenda package for viewing purpose, which will help to identify specific issues that someone might need.

10.2) Speed Sign Unit

At the last meeting in September a speed unit sign was discussed to possibly be purchased. Councillor Markus Wand sent a memo to the Recording Secretary on his behalf, stating since I won't be at the meeting, the one thing I would like to see happen at tonight's meeting is that the board discusses the purchase of one of the speed sign display units. Staff Sergeant Andrew Kraemer mentioned that the Township of East Ferris just purchased one. He mentioned that he would contact Mayor Pauline Rochfort, and ask her where they purchased the unit from and report back. A motion was then passed to purchase one with a set cost value budget, and note if the cost value is more than budgeted for this unit it will not be purchased. It will be discussed at the next meeting in March 2020 to be purchased or not.

Motion 2019-19

Moved By: Mary Houghton

Seconded By: Rebecca Metcalf

That the Police Service Board requests the purchase of a Speed sign unit with a set value of \$3,500, and designated to one area. If the cost value is more than quoted it will be discussed at next meeting in March 2020.

11. Correspondence

11.1) Bank Statement

The bank statement was added to the agenda package for member's viewing.

12. Addendum

None

13. Accounts Payable

None

14. Notice of Meeting

Motion 2019-20

Moved By: Rebecca Metcalf

Seconded By: Mary Houghton

That the next meeting will be scheduled for March 16, 2020 @ 6:00pm in the birch room

15. Closed Session

None

16. Adjournment

Moved By: Mary Houghton

Seconded By: Rebecca Metcalf

That the meeting adjourned at 7:00pm

Chair

Recording Secretary



**Powassan
and District Union
Public Library**

**Library Board Minutes
November 25, 2019 at 6 pm**

In attendance: Tina Martin, Gloria Brown, Chris Jull, Liz Moore, Debbie Piekarski,
Debbie Piper, Doug Walli, Marie Rosset

Absent with regrets: Stephen Boyle

Absent: Bob Elliott

1. Respect and Acknowledgement Declaration

2. Disclosure of pecuniary interest – none

3. Approval of general consent motion:

Motion # 2019-63 Piper-Moore: That the Consent Agenda for November 2019 which includes:

- a) November 25, 2019 agenda with the addition of with the addition of 7b) Number of Patrons per Union Members update
 - a) Minutes for October 28, 2019 meetings
 - b) Financial Report for October 2019
 - c) Library Report for October 2019
- be approved as modified/presented.

4. Business Arising

a) Budget 2020 – Draft 5

Marie presented a few drafts of the 2020 Budget each representing different scenarios. After some discussions it was decided to delay adopting any budget until further study.

b) In Camera Session – Personnel evaluation (CEO)

Out of Camera Session

It was recommended that a finance committee be formed to assist Marie in her financial duties.

Motion # 2019-64 Piper-Moore: That a Finance Committee be established to work on Library financial matters and to assist the CEO

Motion # 2019-65 Walli-Brown: That Debbie Piper and Debbie Piekarski be appointed to the Financial Committee for the Powassan & District Union Public Library.

DATE OF COUNCIL MTG.	Jan 7/20
AGENDA ITEM #	8-1

c) Volunteer of the Year Award

Mike Raymond's name was suggested and unanimously adopted. He has been maintaining the Downstairs Used Book Store since we reopened in early 2018. He took over after the Friends relegated the store upkeep to the library. The award will be handed out to at the Staff/Board Members/Volunteers dinner on December 13, 2019.

d) December Meeting Date

The December meeting is scheduled for Monday December 16th in order to avoid the Christmas Holidays.

5. Correspondence

- None to report

6. Committee Reports

a) Property Committee (PC) Report

At the last PC meeting the Procurement Policy was discussed and some members felt that it was important that local products and services be given priority.

Under Purpose, Goals and Objectives of the procurement policy the following insert was included:

- e) to promote and support local businesses and tradespeople by giving them precedence within a 10% price variance and given a product and/or service of equal quality;

Motion # 2019-66 Brown-Piper: That the GOV-06 Procurement Policy be adopted as amended.

b) Policy Committee Report

Three policies were presented, reviewed and modified as required.

- **Motion # 2019-67 Moore-Brown:** That the GOV-01 Board Terms of Reference for the PDUPL be adopted as amended.
- **Motion # 2019-68 Walli-Jull:** That the GOV-04 Succession Policy be adopted as amended.
- **Motion # 2019-69 Jull-Brown:** That the RES-04 Health and Safety Policy be adopted as amended.

At the December Board meeting the following policies will be reviewed

- GOV-05 Corporate Donations/Sponsorship
- GOV-09 Finance Policy
- SERV-05 Proctoring Exams Policy

c) Friends of the Library Report

The friends have agreed to cover the cost of retrofitting two of the kitchen cupboards with sliding pullout drawers. They are currently auctioning two Christmas baskets full of miscellaneous Christmas themed items to raise funds.

7. New Business

a) Upcoming Events

- The Library will participate in the Parade of Lights on December 7, 2019
- Christmas Party for Board Members, Volunteers, and Staff -- December 13, 2019
- Christmas Open House -- December 20th 1 to 3pm
- On December 10th, Mayor Peter McIsaac will read a Christmas story to local children during the Raising Readers Program. Santa will join the festivities after the reading.

b) Distribution of Library Patrons

The Municipality of Powassan has completed their review of patrons and the updated distribution of patrons has been sent to the three union Members.

8. Adjournment

Motion # 2019-70 Piekarski: That the November 25, 2019 meeting be adjourned at 7:10 pm.

Next Meeting: Monday December 16, 2019 at 6pm

Chairperson: *Kristine Martin*
Kristine Martin, Chair

Secretary: *Marie Rosset*
Marie Rosset, CEO



Powassan
and District Union
Public Library

Library Board Minutes
December 16, 2019 at 6 pm

In attendance: Tina Martin, Stephen Boyle, Gloria Brown, Bob Elliott, Chris Jull, Liz Moore, Debbie Piekarski, Debbie Piper, Doug Walli, Marie Rosset

1. **Respect and Acknowledgement Declaration**
2. **Disclosure of pecuniary interest – none**
3. **Approval of general consent motion:**

Motion # 2019-71 Jull-Piper: That the Consent Agenda for December 2019 which includes:

- a) December 16, 2019 agenda amended with the addition of 7b) Library Brand, and 7c) Letter sent by Chisholm to Powassan
 - b) Minutes for November 25, 2019 meetings
 - c) Financial Report for November 2019
 - d) Library Report for November 2019
- be adopted as amended/presented.

4. **Business Arising**

a) **Budget 2020 – Draft 8A**

Marie presented a new draft of the 2020 Budget after it was reviewed with Debbie Piekarski and Debbie Piper. After modifying the budget the increase requested from the Union members went from 4% to 3%. After deliberating it was decided Marie will make one more modification to wages and salaries before it is approved at the next meeting.

b) **Door counter device**

Deemed not necessary at this time.

c) **Equity Donations**

Following an emailed inquiry, Marie looked into the possibility of accepting equity donations and determined the costs involved are quite high unless your portfolio is substantial. For this reason this type of donations will not be pursued.

5. **Correspondence**

Email from Kevin Finnerty, Assistant Deputy Minister, Culture Division MHSTCI
His email informs Boards of the recent two amendments to the Public Libraries Act (PLA).

- The first amendment, to section 10(1) of the PLA, will permit Canadian permanent residents to serve as public library board members. Prior to this amendment, only Canadian citizens were permitted to serve on public library boards. This amendment provides boards with a larger and more diverse pool of potential board members.

DATE OF COUNCIL MTG.	Jan 7/20
AGENDA ITEM #	8.2

- The second amendment, to section 16(1) of the PLA, reduces the minimum number of annual public library board meetings from ten per year to seven per year. This amendment provides more flexibility for public library boards to determine the appropriate number of meetings needed for their local circumstances.
- Due to the second amendment the Board decided to meet 7 times per year versus 10. Additional meeting will be called if required.

Motion # 2019-72 Elliott-Jull: That Library Board meetings occur the 4th Monday of the following months: January, March, May, June, September, October, and November, effective January 1, 2020. Library Reports will be prepared prior to scheduled meetings.

6. Committee Reports

a) Property Committee (PC) Report

A maintenance and large mechanical items inventory was completed and will be presented at the next Board meeting.

b) Policy Committee Report

Three policies were reviewed,

- GOV-05 Corporate Donations/Sponsorship
- GOV-09 Finance Policy
- SERV-05 Proctoring Exams Policy

GOV-05 and GOV-09 remain unchanged. SERV-05 was modified at the staff's request.

Motion # 2019-73 Boyle-Walli: That the SERV-05 Proctoring Exams Policy be adopted as modified,

c) Friends of the Library Report

Nothing to report -- the Friends last meeting was a pot luck.

7. New Business

a) Upcoming Events

- Laurel Campbell presented a new social platform, similar to Facebook, to promote local organizations, and businesses. The platform is owned by Torstar, and is meant to replace the small local newspapers which used to exist in smaller towns. North Bay and the surrounding area was selected as the pilot project, which is why the library was approached. Jordan Ruttan set up the library page and according to Laurel, the Library was the first organization to be set up in this area! To check out our site go to community.thenorthbaylocal.com and click on Powassan & District Union Public Library

b) Library Branding

There was a discussion on changing the library logo to incorporate all three union members in the logo, emphasizing Your Library along with Powassan, Chisholm and Nipissing versus solely the Powassan & District Union Public Library. Marie

recommended the Board members access the Burk's Falls Public Library website where a compromise was worked out for the four union members. The issue will be discussed further at the January meeting.

c) Letter from Township of Chisholm to the Municipality of Powassan

Debbie Piekarski informed the Library Board that the Municipality of Powassan has received a letter from the Township of Chisholm informing them of their withdrawal from the Library Union which will take effect in January 2021, thus ending a 40 year partnership. The financial impact on the library is a loss of 20% of its municipal revenue plus their portion of the Provincial Library Operational Grant, totaling well over \$30,000 per year. Additionally, the loss of the Township of Chisholm means a loss of more than 300 valued patrons, some of which are regulars. Needless to say the entire Board was dumbfounded and concerned. The discussion will continue at the next meeting.

8. Adjournment

Motion # 2019-74: That the December 16, 2019 meeting be adjourned at 7:10 pm.

Next Meeting: Monday January 27, 2020 at 6pm

Chairperson: _____
Kristine Martin, Chair

Secretary: _____
Marie Rosset, CEO

The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2019-9

Tuesday November 19, 2019

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday November 19, 2019

Present: Dave Britton, Alice Boissonneault, Debbie Piekarski, Doug Walli and Shelley Nickerson, Property Manager

Regrets: Richard Burton and Betty Basso

Resolution No. 2019-65 – Moved by Debbie, seconded by Doug that the meeting was called to order at 10.36 a.m. Carried

Resolution No. 2019-66– Moved by Doug, seconded by Debbie that the agenda be adopted as presented. Carried

Resolution No. 2019-67 – Moved by Debbie, seconded by Doug that the minutes from the Board meeting on October 1, 2019 are adopted as presented. Carried

Business arising

October

- a) Capital Wishlist – *The list that was requested by Parry Sound in June was for special funding called the Ontario Priorities Housing Initiative. Shelley will contact Mitzi to see if we are entitled to regular capital funding in 2019 or 2020.*
- b) Value of vacant property – *Dave looking into this*
- c) Review report of Structural of Balconies – *It shows there are repairs to the cement that need to be completed in the future. The handrails need grinded and painted. Tim has stated that he didn't want to do the cement work but will complete the handrails in the spring. Shelley to source out the cement work, get a few quotes for the spring.*

DATE OF COUNCIL MTG.	Jan 7/20
AGENDA ITEM #	83

New Business

- a) COL – Cost of Living – The board had a discussion regarding their thoughts regarding the Cost of Living increase.
- b) Policies – *sick leave and bereavement leave – The board discussed the leaves and decided that with the Property Manager's agreement, she is able to make up any hours that are missed. So, there will not be sick or bereavement paid to employee.*
- c) Letters patent – *It was agreed upon the board to start working on the Letters patent and get them up to date in the new year.*
- d) Sign at the front of building – *There was previous talk of putting a new sign on the front of the building, it was decided against it. Shelley will contact vendors to see if they can clean up or make new signs where the existing signs are located. One sign is located where you turn into the parking lot and the other sign half way down the parking lot.*
- e) Administrative Handbook – *Debbie received a sample Handbook from ONPHA that she feels could be a great resource to complete an administrative handbook for the Pines. It was decided that the board would go through 2 policies per meeting starting in January 2020. Shelley to forward the board any existing policies that the Pines have to date.*

Resolution No.2019-68 – Moved by Doug, seconded by Alice that the meeting moves into a closed session at 11:30am. Carried

Resolution No. 2019-70 – Moved by Doug, seconded by Alice that the meeting moves out of the closed session at 11:48am. Carried

Manager Report

We have another vacant apartment – having a hard time with Parry Sound to get an RGI tenant in, we need an RGI to balance our numbers. Will have to move on to the market list soon.

The board members had discussed previously to have wood put up on the half moon at the top front of the building. Tim stated that it was stucco over top of the bricks and he would need to use tap cons and is afraid the bricks will chip. Shelley to see if she can locate a person to stucco in the spring.

The 2 areas at the front of the building will be painted and new parking lines put down in the spring of 2020.

Snowplowing contract – do we want to sign a 1, 2 or 3 year contract with Mike Wagner? Shelley to get a quote for Oley's snowplowing and a decision will be made for the coming seasons.

Financials

The board had no questions or concerns regarding the Financials for September and October 2019.

Resolution No. 2019-71- – Moved by Doug, seconded by Alice that the board meeting adjourned at 11:50am. Carried

Next Board Meeting Tuesday, December 10, 2019 held in the Pines Common Room @ 9:30am

President, Dave Britton

Property Manager, Shelley Nickerson



Your lifetime partner in healthy living.

345 Oak Street West, North Bay, ON P1B 2T2
70 Joseph Street, Unit 302, Parry Sound, ON P2A 2G5

TEL 705-474-1400 FAX 705-474-8252
TEL 705-746-5801 FAX 705-746-2711

myhealthunit.ca
1-800-563-2808

December 18, 2019

DELIVERED BY E-MAIL

Ms. Maureen Lang
Clerk-Treasurer
Municipality of Powassan
466 Main Street
P.O. Box 250
Powassan, ON POH 1Z0

Dear Ms. Lang:

Re: 2020 Municipal Levy

Your **2020 Municipal Levy Information Package** is attached. The 2020 cost-shared budget was prepared based on the 2019 provincially approved funding with the 2020 expected changes in the funding formula. These changes include:

- A change from 25/75 municipal/provincial to 30/70 for mandatory programs (costs \$693,000), and
- A change from 100% provincial funding to 30/70 for a number of other related programs (cost \$840,000.)

These changes would have resulted in a 42% increase in the levy. The province has provided transition funding to cap the 2020 increase to 10%. The Board of Health, at a meeting on December 4, 2019, passed a resolution to further reduce the cost to municipalities by taking \$183,750 of the increase from the municipal reserve which leaves a 5% increase in the amounts to be paid directly by municipalities.

We have no indication at this time of whether there will be any further transitional funding in 2021. The municipalities should plan for the full 42% increase in 2021 on a similar shareable base of \$16,668,567.

The 2019 year has been a turbulent one for public health and that uncertainty will persist on into 2020 year as a formal province-wide consultation process unfolds. The consultation group will be in North Bay in mid-January. Further details on how you can participate will be communicated to you as the details become available.

During this time it is more important than ever for the Health Unit to stay focused on our mission: "To foster healthy living within our communities by preventing illness, promoting healthy choices, and providing trusted support and information" and this year's budget allows for this important work to continue at the current level.

DATE OF COUNCIL MTG.	Jan. 7/20
AGENDA ITEM #	8-4

In accordance with the Board of Health Municipal Reserve policy, B-F-007, municipalities will be updated on the 2019 year-end status of the municipal reserve following the audit process in April. The reserve balance at November 30, 2019, was \$1,413,783.

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

The following information is attached:

- Appendix A2020 Levy Payment Schedule
- Appendix B.....2020 Board of Health Approved Budget Summary Sheet
- Appendix C.....Municipal Levy & Population Comparison for 2019/2020

Please contact Isabel Churcher, Executive Director, Finance, at (705) 474-1400, extension 5381, if you have any questions.

Yours truly,



Nancy Jacko
Chairperson, Board of Health

Enclosures (3)

Copy to: Isabel Churcher, Executive Director, Finance
Dr. Jim Chirico, Medical Officer of Health/Executive Officer
Board of Health Members

December 18, 2019

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

2020 LEVY
PAYMENT SCHEDULE

2020 Annual Levy	\$121,753.00
Paid through Municipal Reserve	\$5,534.00
Net 2020 Levy	\$116,219.00

Monthly Payment Schedule effective January 1, 2020	Amount
January 1	9,684.92
February 1	9,684.92
March 1	9,684.92
April 1	9,684.92
May 1	9,684.92
June 1	9,684.92
July 1	9,684.92
August 1	9,684.92
September 1	9,684.92
October 1	9,684.92
November 1	9,684.92
December 1	9,684.88
Total	\$116,219.00

Levy based on population of: 2,975

Per Capita Rate: \$40.93

Due Date: The first day of every month

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

Please remit to: North Bay Parry Sound District Health Unit

Attention: Finance Department

345 Oak St W

North Bay, ON P1B 2T2

Or Direct Deposit to: Account # 03442 003 1287499

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
2020 BOARD OF HEALTH PUBLIC HEALTH BUDGET**

Appendix B
Approved BOH December 4, 2019

Budget Summary	Reconciled Budget 2019	Forecast 2019	Budget 2020	Notes
Total Expenses*	21,225,723	20,307,671	20,811,495	1
Less Program Revenues*	583,158	717,280	599,161	2
Net Expenses	20,642,565	19,590,391	20,212,334	
Less: 100% Funding and One-Time Funding*	6,774,698	5,993,308	3,543,767	
Total Shareable Base (see breakdown below)	13,867,867	13,597,083	16,668,567	
Ministry of Health and Long-Term Care 75% for 2019 and 70% for 2020	10,400,900	10,197,812	11,667,997	
Municipal Levy	3,466,966	3,399,271	5,000,570	
Per Capita Municipal Population	98,769	98,769	98,769	3
Per Capita Rate	37.20	34.43	40.93	4
Breakdown of Cost-Shared Programs				
Mandatory Public Health Programs	13,489,067	13,218,284	16,668,567	
Vector-Borne Disease	169,467	169,466	0	
Small Drinking Water Systems	209,333	209,333	0	
Total Shareable Base	13,867,867	13,597,083	16,668,567	
Breakdown of Municipal Funding				
Cost-Shared Programs 25% for 2019 and 30% for 2020	3,466,966	3,399,271	5,000,570	
Less: Public Health Modernization One Time Funding	0	0	-1,064,655	
Cost-Shared Programs 25% for 2019 and 30% for 2020	3,466,966	3,399,271	3,935,915	
100% Municipal: Medical Officer of Health Compensation Initiative	9,149	1,816	0	
100% Municipal: TCAN Coordination			25,465	
100% Municipal: Low Income Adult Dental Clinic	198,576	0	80,780	5
Total Municipal Levy	3,674,691	3,401,087	4,042,160	6

* The breakdown for these numbers is in the following pages.

Notes Budget Summary	
1	Total Expenses includes the cost of all Health Unit programs and services.
2	Program revenues are generated through payments from the public or the governments on a fee-for-service basis.
3	As per the <i>Health Protection and Promotion Act</i> , R.S.O. 1990, c. H.7, O. Reg. 489/97 Allocation of Board of Health Expenses, populations are based on current (2018) Municipal Property Assessment Corporation (MPAC) enumeration data.
4	The 2020 proposed budget includes a municipal per capita rate of \$40.93 which reflects a 10% increase due to the new 30/70 funding formula (see Appendix 6 – Table XI and Table XII for clarification).
5	This amount tops up other sources of revenue for the Low Income Adult Dental Clinic to equal the total needed to fund the program's current level of service. The reduction from 100% municipal funding contribution is due to revenue from the new Ontario Seniors Dental Care Program.
6	One-time funding is being provided by the province of Ontario to ease the transition to the new 30/70 funding formula.

North Bay Parry Sound District Health Unit
Municipal Levy & Population Comparison for 2019 / 2020

Municipality	2019 Levy			2020 Levy			Levy Paid Through Reserve	Levy Paid Directly By Municipality
	*MPAC Population 2018		Total \$	*MPAC Population 2018		Total \$		
	%	#		%	#			
Armour	1.14	1,126	\$ 41,893	1.14	1,126	\$ 46,082	\$ 2,095	\$ 43,987
Bonfield	1.85	1,832	\$ 68,159	1.85	1,832	\$ 74,975	\$ 3,408	\$ 71,567
Burk's Falls	0.72	708	\$ 26,341	0.72	708	\$ 28,975	\$ 1,317	\$ 27,658
Callander	3.49	3,444	\$ 128,134	3.49	3,444	\$ 140,947	\$ 6,407	\$ 134,540
Calvin	0.48	477	\$ 17,747	0.48	477	\$ 19,521	\$ 887	\$ 18,634
Carling	1.24	1,220	\$ 45,390	1.24	1,220	\$ 49,929	\$ 2,270	\$ 47,659
Chisholm	1.18	1,161	\$ 43,195	1.18	1,161	\$ 47,514	\$ 2,160	\$ 45,354
East Ferris	4.27	4,219	\$ 156,967	4.27	4,219	\$ 172,664	\$ 7,848	\$ 164,816
Joly	0.23	223	\$ 8,297	0.23	223	\$ 9,126	\$ 415	\$ 8,711
Kearney	0.70	694	\$ 25,820	0.70	694	\$ 28,402	\$ 1,291	\$ 27,111
Machar	0.77	761	\$ 28,313	0.77	761	\$ 31,144	\$ 1,416	\$ 29,728
Magnetawan	1.18	1,167	\$ 43,418	1.18	1,167	\$ 47,760	\$ 2,171	\$ 45,589
Mattawa	1.83	1,808	\$ 67,266	1.83	1,808	\$ 73,993	\$ 3,363	\$ 70,630
Mattawan	0.14	142	\$ 5,283	0.14	142	\$ 5,811	\$ 264	\$ 5,547
McDougall	2.29	2,266	\$ 84,306	2.29	2,266	\$ 92,737	\$ 4,215	\$ 88,522
McKellar	1.08	1,066	\$ 39,660	1.08	1,066	\$ 43,626	\$ 1,983	\$ 41,643
McMurrich/Monteith	0.65	641	\$ 23,848	0.65	641	\$ 26,233	\$ 1,192	\$ 25,041
Nipissing	1.55	1,527	\$ 56,812	1.55	1,527	\$ 62,493	\$ 2,841	\$ 59,652
North Bay	44.37	43,828	\$ 1,630,616	44.37	43,828	\$ 1,793,678	\$ 81,531	\$ 1,712,147
Papineau-Cameron	0.82	810	\$ 30,136	0.82	810	\$ 33,150	\$ 1,507	\$ 31,643
Parry Sound	5.02	4,958	\$ 184,462	5.02	4,958	\$ 202,908	\$ 9,223	\$ 193,685
Perry	1.83	1,805	\$ 67,155	1.83	1,805	\$ 73,870	\$ 3,358	\$ 70,512
Powassan	3.01	2,975	\$ 110,685	3.01	2,975	\$ 121,753	\$ 5,534	\$ 116,219
Ryerson	0.56	550	\$ 20,463	0.56	550	\$ 22,509	\$ 1,023	\$ 21,486
Seguin	3.31	3,272	\$ 121,734	3.31	3,272	\$ 133,908	\$ 6,087	\$ 127,821
South River	0.90	892	\$ 33,187	0.90	892	\$ 36,505	\$ 1,659	\$ 34,846
Strong	1.24	1,222	\$ 45,464	1.24	1,222	\$ 50,011	\$ 2,273	\$ 47,738
Sundridge	0.82	808	\$ 30,062	0.82	808	\$ 33,068	\$ 1,503	\$ 31,565
The Archipelago	0.72	711	\$ 26,453	0.72	711	\$ 29,098	\$ 1,323	\$ 27,775
West Nipissing	11.78	11,635	\$ 432,880	11.78	11,635	\$ 476,167	\$ 21,644	\$ 454,523
Whitestone	0.83	821	\$ 30,545	0.83	821	\$ 33,600	\$ 1,527	\$ 32,073
Totals	100.00	98,769	\$ 3,674,691	100.00	98,769	\$ 4,042,157	\$ 183,735	\$ 3,858,422
Municipal Share of Budget			\$3,674,691			\$4,042,160		
Per Capita			\$37.20			\$40.93		

* Municipal Property Assessment Corporation

Municipal Reserve Balance at September 30, 2019: \$1,408,835

To: Clerk, Council
From: Public Works Engineer
Re: Maple Hill Rd Material Testing


BACKGROUND:

On December 17, 2019 the cost of material testing on Maple Hill Rd was brought to council's attention during the public works meeting. The cost of the material testing was estimated at \$10,003.01 (with Municipal Tax) by Englobe Corp., and include bore holes (at 170 meter intervals along the South River) and unsampled auger probes at 25 meter intervals. Englobe Corp. are the only company in the area that can complete a project of this scope for the Municipality, within the timeline that we require. The material testing of the soils in this area is required in order to properly engineer the retaining wall and/or slope stabilization methods for this area. Council decided to defer approving this testing until this council meeting, to see if an announcement would be made regarding the funding of Maple Hill Rd. No announcement has been made as of yet, by the Federal government.

RECOMMENDATIONS:

I recommend that council allow Englobe Corp. to conduct material testing on Maple Hill Rd, for the sum of \$10,003.01 (with Municipal Tax).

Respectfully submitted by,

Codey Munshaw, EIT: , Date: January 2, 2020
Public Works Engineer

DATE OF COUNCIL MTG.	Jan. 7/20
AGENDA ITEM #	9-1

**COUNCIL REMUNERATION COMPARISON
EFFECTIVE YEAR 2019**

MUNICIPALITY	# COUNCIL POSITIONS/ POPULATION	2019 MAYOR REMUNERATION	2019 COUNCIL REMUNERATION	FREQUENCY OF PAYMENT	ADJUST FOR 1/3 EXP. CHANGE (Y/N)	MILEAGE RATE 2019	NOTES
Blind River	7 / 3,651	\$14,346.72	\$8,913.60	Monthly	N	0.45/KM	Per day meal costs maximum in place.
Bonfield	5 / 2,096	\$14,287.56	\$11,400.00 \$11,812.56* Deputy Mayor	Monthly	Y		\$200/month increase retroactive to Jan 1/19 for 1/3 expense compensation
Burk's Falls	5 / 967	Est. \$18,000	Est. \$13,000		Y		Provide annual medical allowance.
Callander	5 / 3,864	\$20,513.04	\$12,196.95 \$14,414.57* Deputy Mayor	Bi-Weekly	Y		\$185 per diem rate for Council sanctioned events. Absenteeism addressed in policy.
Chisholm	5 / 1,208	Avg \$7,000	Avg \$3,500	Monthly	N	0.45/KM	Paid per meeting \$85 Mayor/\$70 Councillor, breakdown of payment for other meetings/events
East Ferris	5 / 4,766	\$22,203	\$12,479.04 \$13,286.04* Deputy Mayor	Bi-weekly	Y	0.55/KM	Per diem rate for Council sanctioned events.
Kearney	5 / 841	\$12,000	\$9,600	Monthly	N	0.54/KM	Per day meal costs maximum in place.
Killarney	6 / 505	\$17,130	\$10,350 \$11,230 * Deputy Mayor	Quarterly	Y		Remuneration adjusted in 2019 to compensate the 1/3 amount lost.
Magnetawan	5 / 1,454	\$15,814.40	\$11,085		Y		Remuneration compensated for 1/3 amount lost.
Nipissing (Twp)	5 / 1,702	\$13,678	\$9,119	Quarterly	N	0.55/KM	
Perry	5 / 1,797	\$17,280.97	\$12,095.49	Monthly	Y		Absenteeism addressed in By-Law.
Powassan	5 / 3,195	\$12,000	\$6,800	Bi-weekly	N	0.50/KM	\$500 mileage allowance provided to each Council member in January.
Prince	5 / 1,031	\$6,840	\$5,220	Monthly	N	0.48/KM	Per day meal costs maximum in place.
Ryerson	5 / 634	Est. \$3,765.12	Est. \$3,092.88	Quarterly	N		Council paid per meeting rates. Mayor \$156.88; Councillor \$128.87
St. Joseph (Island)	5 / 1,201	\$6,711.60	\$4,479.60	Monthly	N		Policy to replace lost wages for Council events in place.
Strong	5 / 1,201	\$15,348	\$13,542	Monthly	N	0.55/KM	Laptops provided, cell (personal) compensated, absenteeism clause
West Nipissing	9 / 14,500	\$29,951.51	\$14,981.27	Bi-weekly	N	0.45/KM	Mayor receives \$6,960 car allowance, Per diem amounts for Council events.

Disclaimer: some figures were estimated due to the method of payment and not being able to calculate without knowing the number of dates.

Jan 7/2020
9.3

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2020-01

Being a By-Law to authorize Borrowing for 2020

The Council of the Corporation of the Municipality of Powassan appoints as follows:

1. That the attached Schedule "A" Scotiabank Borrowing By-Law and Securities Agreement be adopted by the Corporation of the Municipality of Powassan.

READ a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council meeting this the 7th day of January, 2020

Mayor

CAO/Clerk-Treasurer

DATE OF COUNCIL MTG.	Jan. 7/20
AGENDA ITEM #	10-1

**BORROWING BY-LAW
MUNICIPALITIES**

BY-LAW NO. 2020-01

WHEREAS the Council
(COUNCIL)

of the Municipality of Powassan
(NAME OF MUNICIPALITY)

(the "Corporation") deems it necessary to borrow the sum of
Six Hundred Thousand

dollars (\$600,000) to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year;

BE IT THEREFORE ENACTED as a By-Law of the Corporation as follows:

(*INSERT TITLES
RATHER
THAN NAMES)

1. The * Treasurer is/are hereby authorized to borrow on behalf of the Corporation from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time Six Hundred Thousand dollars

(\$600,000) to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year 2020.

2. The * Treasurer is/are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time to time promissory notes or bankers' acceptances for the sum or sums so borrowed with interest or any other charges at such rate as the Bank may from time to time determine.

3. The * Treasurer is/are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

4. All sums borrowed from the Bank and any interest thereon and any other charges in connection therewith shall, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that * Treasurer is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith.

5. The * Treasurer is/are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, and of any interest thereon and any other charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

CERTIFICATE

I hereby certify that the foregoing is a true copy of By-Law No. 2020-01 of the Corporation of the Municipality of Powassan in the District of Parry Sound duly passed at a meeting of the Council of the said Corporation duly held on the 7th day of January 2020, that the said By-Law is under the seal of the said Corporation and signed by its proper officers as required by law and that the said By-Law is in full force and effect.

DATED this 7 day of January, 2020

(CORPORATE SEAL)

DATE RECEIVED
RECORDED
APPROVED
E.O. AUDITOR

By: Sign Mayor Peter McIsaac
Title

CA Clerk-Treasurer Maureen Lang

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

PROCEDURAL BY-LAW no 2020-

TABLE OF CONTENTS

Section		Page
<u>PART 1 - MEETINGS OF THE COUNCIL</u>		
1	Definitions	3
2	General Provisions	5
3	Inaugural Meetings	6
4	Regular Meetings	6
5	Public Meetings	6
6	Confidential Meetings	6
7	Special Meetings	8
8	Emergency Meetings	9
9	Quorum	9
10	Meeting Time	9
11	Absence From Meeting	10
12	Conduct	10
13	Language	10
14	Adjournment	11
<u>PART 2 – ROLES AND DUTIES</u>		
15	Role of the Mayor	11
16	Duty of the Mayor	11
17	Role of the Council	12
18	Duty of the Councillors.....	13
19	Duty of the Clerk	13
<u>PART 3 – PRESCRIBED NOTICE</u>		
20	Notice of Meetings	13
<u>PART 4 – VOTING & DEBATE PROCEDURES</u>		
21	Conflict of Interest	14
22	Voting	15
23	Result of the Vote – Disagreement	15
24	Tie Vote – Deemed Negative	15
25	No Vote – Deemed Negative	15
26	Recorded Votes	15
27	Privilege	15
28	Points of Order	16
29	The Question	16
30	To Amend Motions	16
31	Rescission	17
<u>PART 5 – AGENDA AND MOTIONS</u>		
32	Agenda	17
33	Delegations / Public Presentations	18
34	Motions	19
35	Precedence	19

11.1

PART 6 – BY-LAWS & CORRESPONDENCE

36	By-laws	19
37	Minutes	20
38	Documents	21
39	Correspondence	21

PART 7 – COMMITTEES

40	Committees of Council.....	21
41	Committee Agendas.....	21
42	Ad Hoc Committees	22

PART 8 – BUDGETS, REAL ESTATE, INSURANCE

43	Use of Municipal Property	22
44	Payment	23
45	Fraud	23
46	Claims for Damages	23
47	Officer's Report on Claims	24
48	Salary for Municipal Officers	24
49	Indemnity Policy	24

PART 9 – GENERAL PROVISIONS

50	Severability	25
51	Repeal	25
52	Enactment	25
	Schedule "A"	26

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

PROCEDURAL BY-LAW NO.

WHEREAS section 238 of the *Municipal Act, 2001*, as amended, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceeding of meetings;

AND WHEREAS section 270.(1)(1) of the *Municipal Act, 2001*, as amended, provides that every municipality shall adopt and maintain policies with respect to the sale and other disposition of land;

AND WHEREAS Notice of the Public Meeting in the matter of the Procedural By-law was given by way of notice on the Municipal Website, social media accounts, and public notice boards;

AND WHEREAS a Public Meeting under the *Municipal Act, 2001*, as amended, in the matter of the Procedural By-law was held ~~on August 26, 2015~~ once finalized a new public meeting date will be held, and the text replaced to reflect the date

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AND WHEREAS the final draft copy was placed on the Municipal Website for public review for a period of 30 days;

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

PART 1 - MEETINGS OF THE COUNCIL

1.0 DEFINITIONS:

In this by-law:

- 1.1 **"Ad Hoc Committee"** means a Committee established by Council to review a specific matter and once the Committee has reported with respect to its findings and recommendations, the Committee is automatically dissolved.
- 1.2 **"Call the question"** means that the vote on the motion shall be taken.
- 1.3 **"Chair"** means the Mayor or the Presiding Officer of a meeting.
- 1.4 ~~1.4~~ **"Chief Administrative Officer"** shall mean the Chief Administrative Officer (CAO) of the Corporation as defined by the *Municipal Act* his or her Designate
- 1.5 ~~1.5~~ **"Clerk"** means the Municipal Clerk or the Deputy Municipal Clerk of the Corporation of the Municipality of Powassan.
- 1.6 ~~1.6~~ **"Closed Session"** means that part of a meeting closed to the public in accordance with the provisions of the *Municipal Act*.
- 1.7 ~~1.7~~ **"Corporation"** means The Corporation of the Municipality of Powassan.
- 1.9 **"Defer", "Deferred" or "Deferral"**, when used in connection with a matter or item before the Council or a Committee, means that the matter or item is to be dealt with later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that it specified in the motion to defer.
- 1.10 **"Delegation"** means a person intending to address the Council or Committee on a matter where a decision to the Council may be required.
- 1.11 **"Deputy Mayor"** means the Councillor appointed by Council to act in the absence of the Mayor in accordance with this By-law.

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- 1.12 **"Emergency Meeting"** means a meeting where the health or welfare of the community is involved.
- 1.13 **"Ex-officio"** means by virtue of office or position and carries with it the right to participate fully in all committee meetings and to vote unless prohibited by law, but does not count towards a quorum.
- 1.14 **"Holiday"** shall mean any holiday as defined in the *Interpretation Act, R.S.O. 1990, c.1.11* or Boxing Day.
- 1.15 **"Improper conduct"** means conduct which offers any obstruction to the deliberations or proper action of Council.
- 1.16 **"In-Camera"** means a closed session of Council or Standing Committee which is closed to the public in accordance with the *Municipal Act*.
- 1.17 **"Inaugural Meeting"** means the first meeting of Council held after a municipal election in a regular election year.
- 1.18 **"Local Board"** means a local board as defined in the *Municipal Act, 2001*.
- 1.19 **"Majority Vote"** means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.20 **"Mayor"** means the Head of Council acting as the Chief Executive Officer of the Corporation.
- 1.21 **"Meeting"** means any regular, special or other meeting of a Council, or a local board or of a committee of either of them.
- 1.22 **"Member of Council"** means any Councillor or the Mayor of the Council.
- 1.23 **"Motion"** means a proposal by a Member for the Council to adopt a resolution.
- 1.24 **"Municipal Act"** means the *Municipal Act, S.O. 2001, c. 25*, as amended and any successor legislation thereto.
- 1.25 **"Municipal Election"** shall mean a general municipal election held pursuant to the *Municipal Elections Act*.
- 1.26 **"Newspaper"** means a printed publication in sheet form, intended for general circulation, published regularly at intervals, consisting in great part of news of current events of general interest and sold to the public and to regular subscribers and includes the North Bay Nugget and Almaguin News.
- 1.27 **"Notice of Motion"** means a signal of intent to have a motion dealt with at a subsequent meeting.
- 1.28 **"Officer"** includes the Clerk and Treasurer employed by The Municipality of Powassan.
- 1.29 **"Open Session"** means any part of a meeting not in "closed session".
- 1.30 **"Pecuniary Interest"** means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O., 1990, chapter M.50*, as amended and any subsequent legislation thereto.
- 1.31 **"Petition"** means a written request signed by one or more persons.
- 1.32 **"Point of Order"** means an issue to which a member calls attention to:
- (a) any breach of the rules of order pursuant to this Procedural By-law; or
 - (b) any defect in the constitution of any meeting; or
 - (c) the use of improper, offensive or abusive language; or
 - (d) notice of the fact that the matter under discussion is not within the

- scope of the proposed motion; or
- 1.33 any other informality or irregularity in the proceeding of the meeting.
- 1.34 **"Point of Personal Privilege"** means a matter that a member of Council considers to impugn the integrity of the Council or the individual member.
- 1.35 **"Presiding Officer"** means
- (a) The Mayor, or
 - (b) in the absence of the Mayor, the Deputy Mayor, or
 - (c) a member appointed pursuant to Section 10.
- 1.36 **"Public Meeting"** means a public meeting under the *Municipal Act* or the *Planning Act*, or any other statute that requires the Council to hold a public Meeting.
- 1.37 **"Public Notice"** means a public notice published in accordance with this By-Law and the Municipality of Powassan Notice By-Law.
- 1.38 **"Published"** means published in a daily or weekly newspaper that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, including the North Bay Nugget and Almaguin News, and "publication" has a corresponding meaning.
- 1.39 **"Quorum"** means the minimum number of members who must be present at the meetings for business to be legally transacted.
- 1.40 **"Recorded Vote"** shall mean the recording of the name and vote of every Member of Council on any matter of question, subject to the *Municipal Conflict of Interest Act*.
- 1.41 **"Regular Meeting"** means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings.
- 1.42 **"Resolution"** means the decision of the Council on any motion.
- 1.43 **"Rules of Order"** shall mean the rules, established by this by-law to govern the proceedings of Council and its Committees.
- 1.44 **"Special Meeting"** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.

2.0 **GENERAL PROVISIONS**

- 2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committees of Council and shall be the rules and regulations for the order and dispatch of business of the Council and wherever possible, with the necessary modifications, for all committees of Council, unless otherwise prescribed.
- 2.2 The rules and regulations contained herein may not be suspended except by a two-thirds affirmative vote of the number of Members of Council present and voting.
- 2.3 For the purpose of calculating a vote of two-thirds of the Members, any fraction shall be rounded to the next highest whole number.
- 2.4 A word in this by-law interpreted in the singular number has a corresponding meaning when used in the plural. Words importing a single gender should be read to inclusive of both genders.
- 2.5 The Mayor shall be addressed as "Mayor (surname inserted)" or as "Your Worship".

2.6 Members of Council shall be addressed as "Councillor (surname inserted)".

3.0 INAUGURAL MEETING

3.1 The Inaugural Meeting date shall be held the Monday prior to the first Tuesday in December following the Municipal Election at 7:00pm.

3.2 The Inaugural Meeting shall be ceremonial in nature for purposes of the members of Council taking their Oath of Allegiance and Declaration of Office.

3.3 No business shall be conducted at the Inaugural Meeting until the Oath of Allegiance and Declaration of Office have been taken.

4.0 REGULAR MEETINGS

4.1 The dates of regular Council meetings shall be the first and third Tuesday of every month and shall be established by resolution at the Inaugural Meeting Council.

4.2 Council may change the date of any regular meeting by resolution.

4.3 If a Tuesday designated for the holding of a Council meeting falls on a public holiday, or on a day when the Municipal Office is closed for business, The regular meeting of Council will instead be held the following Tuesday, so as to cause minimal disruption to the overall meeting schedule.

4.3a Council or Committees of council shall not meet on November 11th.

4.4 Postponement - Emergency

The Mayor may, when an emergency or extraordinary situation arises, postpone a meeting for not more than 3 days.

4.5 Postponement - Notice by Clerk

Upon the postponement of a meeting by the Mayor in accordance with section 4.4 of this by-law, the Clerk shall attempt to notify the Members of Council on the postponement as soon as possible and in the most expedient manner available.

5.0 PUBLIC MEETINGS

5.1 Except as provided in section 6, all Council and Committee meetings shall be open to the public in a designated and accessible location.

5.2 The Municipality of Powassan has the right to video record all Meetings of Council and Committee.

5.3 All recording devices shall be made known to the Clerk and each member of Council or Committee of Council prior to its use during any Council or Committee of Council Meeting.

6.0 CONFIDENTIAL MEETINGS

6.1 A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the municipality or local board;
- (b) a matters regarding an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land for municipal or local board purposes;
- (d) labor relations or employee negotiations;
- (e) litigation or potential litigation, including matters before

- (f) administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (g) a matter in respect of which the Council has authorized a meeting to be closed under another Act.

6.2 A meeting shall be closed to the public if the subject matter relates to the consideration of a request by the Freedom of Information Officer under the *Municipal Freedom of Information and Protection of Privacy Act*.

6.3 Before holding a meeting or part of a meeting that is to be closed to the public, Council, shall state by resolution,
(a) the fact of the holding of the closed meeting; and
(b) the subsection(s) of the *Municipal Act*, which authorizes each item to be considered at the closed session.

6.4 Once in a closed session, no item shall be added to the agenda for that closed session.

6.5 The Presiding Officer may call an in-camera meeting after 7:00 p.m. on any Regular Meeting night to discuss the matters referred to in the above paragraph 6.1.

6.6 Any items requested to be added to an in-camera agenda after the agenda has been published by the Clerk, must be done in writing to the Clerk. The written request must explain the importance of the item and how it fits section 6.1, or 6.2 of this by-law. No items shall be added to the closed session agenda without the consent of the Clerk.

6.7 If a meeting is closed to the public:
(a) the Presiding Officer shall inquire as to whether any member present has a conflict of interest, to allow a member to declare any conflict, the reasons therefore and leave the meeting;
(b) no resolution or record of the meeting shall disclose any information that the head of an institution is not permitted to disclose under the *Municipal Freedom of Information and Protection of Privacy Act*.

6.8 Notwithstanding this section, a meeting shall not be closed during the taking of a vote, unless the vote is for a procedural matter, or for giving directions or instructions to officers, employees or agents of the municipality, or persons retained by or under contract with the municipality.

6.9 Minutes shall be kept of all closed meetings, identifying the members present and absent, and the senior staff present, in the same fashion as those kept for open sessions and shall correspond directly to the prepared closed session agenda and shall note any direction given pursuant to section 6.1 above.

6.9

6.10 The Municipality of Powassan will record the in-camera sessions of all Council meetings. The recordings will only be in the possession of the Clerk. The recordings will only be viewed upon notification of a Closed Session Investigation, or by unanimous vote of Council. All other electronic/recording devices are prohibited unless approved by the presiding officer.

6.11 No member of the Council shall distribute any reports or items, or disclose the nature or content of discussions regarding any matters that are part of a closed session agenda without the prior consent of the Council or Committee.

6.12 For discussion of items regarding confidential matters related to an individual employee during a closed session, the Clerk will designate

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which staff members may be present.

- 6.13 The Clerk may require that extra copies of any reports or documents circulated at a closed session regarding confidential matters related to an individual employee be collected by the Clerk.
- 6.14 The Clerk shall be responsible to maintain a confidential copy of all agendas, minutes and recordings of closed sessions.

Confidentiality

- 6.13~~14~~ (a) Every person to be in attendance at an in-camera meeting held pursuant to this section shall make an Affirmation of Confidentiality at the Inaugural Meeting of the Council and execute a Confidentiality Agreement in the form attached as Schedule "A".
- (b) No person in attendance at an in-camera meeting called, pursuant to this section shall disclose to any person not in attendance at the meeting any of the information provided at such in-camera meeting.

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Educational or Training Sessions

- 6.15 (a) The Council may meet from time to time for educational or training sessions during *in-camera* meetings pursuant to section 239.3(1) of the *Municipal Act, 2001*, (S.O. 2001, c.25) provided that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council.
- (a) Before holding a meeting or part of a meeting in-camera for educational or training purposes, Council shall state by resolution,
- (i) the fact of the holding of the closed meeting;
 - (ii) the general nature of the subject matter to be considered at the closed meeting; and
 - (iii) that it is closed pursuant to section 239.3(1) of the *Municipal Act*.

Closed Meeting Investigator

- 6.16 Effective January 1, 2008, The Municipality of Powassan has entered into an Investigator Services Agreement with the Ontario Ombudsman, for the provision of closed meeting investigation services in accordance with section 239.1 of the *Municipal Act, 2001*, as amended.

7.0 SPECIAL MEETINGS

- 7.1 The Mayor may summon a Special Council Meeting any time upon notice to each member.
- 7.2 Upon the receipt of a petition of the majority of the members of Council, the Clerk shall summon a Special Meeting for the purpose and at the time mentioned in the petition.
- 7.3 **Special Meetings – Notice**
Notice of a Special Meeting called in accordance with this by-law shall be delivered to the Members of Council by telephone, and electronic mail, to the phone number and e-mail address as provided to the members of council by the Municipality of Powassan. It shall be the responsibility of the Clerk or the Clerk's representative to use their best efforts to forward Members and the media all notices and agendas for Special Council Meetings a minimum of 24 hours in advance of such Meetings. Agendas

for Special Meetings of Council shall be made available, posted in the municipal office, and on the municipal website 24 hours in advance of such meeting.

7.4 Special Meetings – Business Specified

No business except the business dealing directly with the purpose mentioned in the agenda shall be transacted at a Special Meeting.

8.0 EMERGENCY MEETINGS

8.1 In the case of a disaster or emergency as defined in the municipality's Emergency Plan, an Emergency Meeting may be held without notice, to deal with the emergency or extraordinary situation, provided that an attempt has been made by the Clerk or the Clerk's representative to notify the members and the media about the meeting as soon as possible and in the most expedient manner available.

8.2 Emergency Meetings – Business Specified

No business except the business dealing directly with the emergency or extraordinary situation shall be transacted at an Emergency Meeting.

9.0 QUORUM

9.1 A majority of all members shall constitute a quorum.

10.0 MEETING TIME

10.1 The Mayor, or in his absence, the Deputy Mayor, shall call members to order at the advertised meeting time as a quorum is present.

10.2 (a) If the Mayor and Deputy Mayor are not present within ten minutes after the meeting time, the Clerk shall call the members to order and if a quorum is present, a member shall be chosen from among those present to preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

(b) For a Committee Meeting, in the event that the Chair of a Committee does not attend, the Vice-Chair, or other Member, shall assume the chair for the meeting and shall preside until the arrival of the Chair and, while presiding, shall have all the powers of the Chair.

10.3 In the election of a Presiding Officer, the Clerk shall call the meeting to order and preside.

10.4 If there is no quorum within fifteen minutes after the meeting time, the Clerk shall call the roll, take down the names of the members present, and declare the meeting cancelled.

10.5 Regular Council Meetings shall commence at 7:00 p.m. at a designated site agreed to by Council. The Clerk or the Clerk's representative shall use their best efforts to forward notice to the public and media of changes to the meeting site as soon as the information becomes available. Notices shall be posted at minimum in the municipal office, on the municipal website,

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10.6 (a) If during the course of a meeting, the quorum is lost, then the meeting shall stand recessed and shall reconvene when a quorum is regained. In the event that the quorum is not regained within Fifteen (15) minutes, then the Clerk shall record in the minutes the names of those present and the meeting shall be ended without a

formal adjournment.

- b) The minutes of the meeting which ended because a quorum was lost, shall note that the quorum was lost and shall include the names of the members present at the time the quorum was lost.

11.0 ABSENCE FROM MEETING

- 11.1 The members of Council or Committee shall inform the Clerk of all planned absences, late arrivals and early departures from a meeting in order that the recording of the minutes of such meeting may accurately reflect attendance (i.e. vacation, illness, personal matter, or other municipal business).
- 11.2 The Clerk or designate shall prepare an annual report to Council of the attendance of all members of Council of all Council Meetings and Committee of Council Meetings.
- 11.3 This report shall be delivered within the first three months of the calendar year.
- 11.4 Any member of Council who is absent from three consecutive Committee or Board meetings without a written request and consent through resolution of Council, shall be removed from and replaced from that Committee of Council.
- 11.5 Any member of Council who is absent from more than fifty (50-) percent of their assigned Committee or Board meetings of any one committee or board within one calendar year, without written consent, that Council member will be removed and replaced from that Committee or Board.

12.0 CONDUCT

- 12.1 The Presiding Officer shall preserve order and decorum.
- 12.2 The Presiding Officer may expel or exclude from any meeting any person who is guilty of improper conduct.
- 12.3 No person except a member or officer shall be allowed to come within the bar during a Council meeting without permission of the Presiding Officer.
- 12.4 Every member, prior to speaking, shall address the Presiding Officer, shall confine his remarks to the question and shall not use any indecorous or offensive language.
- 12.5 When two or more members raise their hands to be recognized, the Presiding Officer shall name the member whom he first recognizes.
- 12.6 Upon being recognized by the Presiding Officer, a member shall address the Presiding Officer.
- 12.7 While the question is being put, no one shall walk across or out of the Council Chambers, make any noise or disturbance or hold any private conversations, nor when a Member is speaking shall any other member hold discourse or interrupt the speaker.
- 12.8 The use of any electronic device by members of Council or staff, including mobile phones will only be permitted upon the member of Council requesting to the Mayor or Presiding Officer and permission of such request being granted.

13. LANGUAGE

- 13.1 No member shall speak disrespectfully of; the Governor-General, Lieutenant-Governor or a Minister of the Crown.
- 13.2 No member shall use offensive words in or against the members of Council, staff or members of the public.
- 13.3 No member shall disobey the decision of the Presiding Officer on questions of order or upon the interpretation of the rules of the Council.
- 13.4 In case a member refuses to obey the order of Council, he may, on the order of the Presiding Officer, be removed from his seat by the Police, only upon an acceptable apology by the offender, he may retake his seat.

14.0 ADJOURNMENT

- 14.1. A meeting shall always adjourn by 11:00 p.m. unless a majority of members vote otherwise.

PART 2 - ROLES AND DUTIES

15. ROLE OF THE MAYOR

- 15.1 It is the role of the Mayor as the Head of Council:
 - (a) to act as the Chief Executive Officer of the municipality;
 - (b) to preside over Council meetings so that the business can be carried out efficiently and effectively;
 - (c) to provide leadership to the Council;
 - (d) to provide information and recommendations to Council with respect to the role of Council;
 - (e) to represent the municipality at official functions;
 - (f) to carry out the duties of the Head of Council under any Act; and
 - (g) to fulfill the responsibility of the Head of Council as prescribed in the Municipality of Powassan's Emergency Response Plan.
- 15.2 As Chief Executive Officer of the municipality, the Head of Council shall:
 - (a) uphold and promote the purposes of the municipality;
 - (b) promote public involvement in the municipality's activities;
 - (c) act as the municipality's representative both within and outside the municipality, and to promote the municipality locally, nationally and internationally; and
 - (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

16. DUTY OF THE MAYOR

- 16.1 It is the duty of the Mayor to preside at all Meetings of Council, and in addition to the requirements in the *Municipal Act* shall be responsible:
 - (a) to open the Meeting of Council by taking the Chair and calling the meeting to order;
 - (b) to receive and submit, in the proper manner, all motions presented by the members;

- (c) to put to vote all motions and announce the result;
- (d) to sit as an ex-officio member of any Standing Committee of Council and to vote at such Meetings;
- (e) decline to put motions to a vote which infringe upon the rules of procedure;
- (f) to inform the members of the proper procedure to be followed and to enforce the rules of procedure;
- (g) to enforce on all occasions, the observance of order and decorum among the members;
- (h) to call by name any member persisting in a breach of the rules of procedure and order the member to vacate the Council Chambers;
- (i) to permit the questions to be asked through the Mayor of any officer of the Municipality for information to assist in any debate when the Mayor deems it proper;
- (j) to provide information relating to the business of the Municipality;
- (k) to authenticate by signature all by-laws, agreements and minutes of Council;
- (l) to rule on any points of order raised by members;
- (m) to represent and support the Council;
- (n) to maintain order;
- (o) to adjourn the meeting when the business is concluded;
- (p) to carry out the duties of the Head of Council under the *Municipal Act* or any other Act; and
- (q) to act in accordance with his Oath of Allegiance and Oath of Elected Office.

17. ROLE OF THE COUNCIL

17.1 It is the role of the Council:

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

18. DUTY OF COUNCILLORS

- 18.1 It is the duty of Councillors to attend all meetings of Council, and:
- (a) to prepare for meetings, including reviewing the agenda and background information, prior to the meeting;
 - (b) to speak only to the subject under debate;
 - (c) to vote on all motions before the Council unless prohibited from voting by law;
 - (d) to observe proper procedure and decorum at all times;
 - (e) to state questions to be asked through the Presiding Officer;
 - (f) to support the Council once a decision is made;
 - (g) to attend Local Board and Committee Meetings to which the member has been appointed by Council;
 - (h) to carry out the duties of Councillor under the *Municipal Act* or any other Act; and
 - (i) to act in accordance with their Oath of Allegiance and Oath of Elected Office.

(j)

±

DUTY OF THE CHIEF ADMINISTRATIVE OFFICER

±± It is the duty of the Chief Administrative Officer to attend all Council Meetings, and:

- (a) to provide vision, leadership and enthusiasm for administration, planning, organizing, directing and controlling all municipal operations and services in accordance with the municipality's policies and relevant legislation;
- (b) to manage the assets, business and financial health of the municipality;
- (c) to manage the relationship between the elected officials and staff;
- (d) to provide municipal representation to government, media, community and public organizations;
- (e) to exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and

(*) to perform such other duties as are assigned by the Council of the municipality

19. DUTY OF THE CLERK

- 19.1 It is the duty of the Clerk to attend all Council Meetings, and
- (a) to prepare and distribute agendas for all meetings of Council in accordance with this by-law;
 - (b) to record, without note or comment, all resolutions, decisions and other proceedings of the Council, whether it is closed to the public or not;

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- (c) if required by any member present at a vote, to record the name and vote of every member voting or any matter or question (recorded votes);
- (d) to keep the originals or copies of all by-laws and of all minutes of the proceeding of the Council;
- (e) to perform other duties required under the *Municipal Act, Municipal Elections Act 1996*, or as required under any other Act;
- (f) to authenticate by signature all by-laws, agreements and minutes of Council;
- (g) to advise Council on parliamentary procedure; and
- (h) to perform such other duties as are assigned by the Council.

PART 3 – PRESCRIBED NOTICE

20. NOTICE OF MEETINGS

- 20.1 Where notice of a Public Meeting is required to be given, the Clerk shall cause such notice to be published in the local newspaper(s) and/or municipal website.
- 20.2 No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the *Municipal Act*.
- 20.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice for providing for a longer notice period or additional notices where deemed desirable.

Emergency Provision

- 20.4 If a matter arises, which in the opinion of the Clerk, who in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the municipality, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived by the Clerk shall make his best efforts to provide such notice as is reasonable under the circumstances.

PART 4 - VOTING & DEBATE PROCEDURES

21. CONFLICT OF INTEREST

- 21.1 All members have a personal obligation to comply with the *Municipal Conflict of Interest Act*.
- 21.2 A member shall declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* and
 - (a) shall, prior to any consideration of the matter at a meeting, disclose the interest and the general nature thereof;
 - (b) shall not take part in the discussion of, or vote on any motion in respect of the matter; and
 - (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such motion.
 - (d) All members of council will be required to fill out a declaration of

- (e) conflict of interest prior to each Council Meeting
All members of council will identify their conflict of interest immediately prior to any discussion taking place during a Council Meeting.

- 21.3 If the conflict under section 21.2 above is with respect to an item on a closed session agenda, in addition to complying with the requirements of section 21.2 above, the member shall forthwith leave the closed session or that part of the closed session during the matter is under consideration.
- 21.4 Where the interest of a member has not been disclosed as required by section 21.2 above, by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with section 21.2 above at the first meeting of Council attended by the member after the meeting referred to in section 21.2 above.
- 21.5 The Clerk shall ensure that the member of council who declares conflict of interest regarding a closed session item shall not receive any minutes or correspondence regarding the closed session discussion.
- 21.6 Subject to compliance by all members with the *Municipal Conflict of Interest Act*, the Presiding Officer may vote with the other members on all questions.

22. VOTING

- 22.1 Every member of Council who shall be present when a question is put shall vote thereon unless he is disqualified to vote on the question. All votes shall be by show of hands except where a recorded vote is requested by any member.
- 22.2 The Presiding Officer shall announce the result of every vote.

23. RESULT OF THE VOTE - DISAGREEMENT

- 23.1 Any Member who disagrees with the announcement of the Presiding Officer that a motion is carried or lost may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a recorded vote be taken, subject to the next order of business not having been already introduced.

24. TIE VOTE - DEEMED LOST

- 24.1 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act. (*Municipal Act, 2001, c.25, s.245*).

25. NO VOTE - DEEMED NEGATIVE

- 25.1 If any member present refuses to vote, for other than a conflict of interest, it shall be recorded as a vote in the negative.

26. RECORDED VOTES

- 26.1 Where required by statute, and whenever any member shall request a recorded vote, the names of those who vote for and against the question shall be entered in the Minutes.
- 26.2 Subject to the *Municipal Conflict of Interest Act*, where a recorded vote is

requested each member present in the chamber shall announce their vote openly.

26.3 The Clerk shall begin the recorded vote with the member who requested the recorded vote, and proceed in random order to poll all Councillors and the Presiding Officer.

26.4 All voting surrounding the passage of the annual Municipal Budgets, shall be a recorded vote

26.5 All voting regarding municipal water and sewer services, shall be a recorded vote

27. PRIVILEGE

27.1 A Member may raise a point of privilege at any time if they consider that their integrity or the integrity of the Council as a whole has been impugned, whereupon the Presiding Officer shall:

(a) interrupt the matter under consideration;

(b) ask the Member raising the point of privilege to state the substance of and the basis for the point of privilege; and

(c) rule on the point of privilege immediately without debate by Council.

27.2 If there is no appeal, the decision of the Presiding Officer is final. The Council, if appealed to, shall decide the question without debate and its decision is final.

27.3 Where the Presiding Officer considers the integrity of any municipal employee has been impugned or questioned, the Presiding Officer may permit the Clerk to make a statement to the Council.

28. POINTS OF ORDER

28.1 The Presiding Officer may call to order any member who is speaking.

28.2 A member called to order shall remain seated and shall not speak until the point of order has been determined by the Presiding Officer, unless permitted to explain.

28.3 Whenever the Presiding Officer elects or is required to decide a point of order, the point shall be stated, a ruling made and the reason therefore given by the Presiding Officer.

28.4 A member may appeal from the decision of the Presiding Officer to the Council which shall vote on whether or not to support the decision of the Presiding Officer.

28.5 In the event that this by-law does not address an issue.

28.6 No member shall disobey the decision of the Presiding Officer on questions of order or upon the interpretation of the rules of the Council.

28.7 In case a member refuses to obey the order of Council, he may, on the order of the Presiding Officer, be removed from his seat by the Police only upon an acceptable apology by the offender, he may retake his seat.

28.8 (a) When a member is speaking, no member shall make any disturbance or pass between the speaker and the Presiding Officer or interrupt the speaker, except to raise a point of order.

(b) Every member shall speak only to the matter under debate.

28.9 Any member may require the motion under discussion to be read at any

time, but not so as to interrupt a member speaking.

- 28.10 (a) Without leave of the Presiding Officer, no member shall speak more than once on the same question, except to explain, without introducing new matter, a material part of a speech which may have been misconceived.
- (b) A reply is allowed to any member who has made a substantive motion, or amendment, but not to any member who has moved an order of the day, the previous question or an instruction to a committee except with the permission of the Presiding Officer.

29. THE QUESTION

- 29.1 When a question is finally put by the Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- 29.2 A decision by the Presiding Officer that the question has been finally put shall be conclusive.
- 29.3 No member shall comment upon any vote by the Council.

30. TO AMEND MOTIONS

- 30.1 Every amendment shall be in writing and shall be decided or withdrawn before the main question is put.
- 30.2 If such a motion is defeated, then the amendment or amendments shall be considered in reverse order.
- 30.3 If a vote on an amendment is carried, then the main motion shall be deemed to be carried as amended
- 30.4 (a) Any member may request the Presiding Officer to divide any motion or report into such parts as the member may submit and the Presiding Officer shall make a ruling on whether to divide the motion.
- (b) A member may appeal from the decision of the Presiding Officer to the Council which shall vote on whether or not to support the decision of the Presiding Officer.
- 30.5 Only one amendment shall be allowed to an amendment.
- 30.6 If a proposed amendment or an amendment to an amendment is lost, then unless a further amendment is put, the main question shall be put.
- 30.7 When putting an amendment, the Presiding Officer or Clerk shall read the wording as it appears in the main motion, read the proposed amendment and then read the wording as it would be if the amendment carried.

31. RESCISSION

- 31.1 No matter shall be reconsidered by Council within 365 days from the original decision, without consent by resolution of two thirds of the entire Council. The resolution for reconsideration shall be a recorded vote.

PART 5 - AGENDA AND MOTIONS

32. AGENDA

32.1 The Clerk shall prepare for the use of the members an Agenda as follows:

- (1) Presiding Officer Calls the Meeting to Order.
- (2) Clerk Performs Roll Call
- (3) Declaration of Pecuniary Interest
- (4) Approval of the Agenda
- (5) Presentations to Council
- (6) Adoption of the Minutes of the Previous Meeting(s) of Council
- (7) Minutes and Reports from Committees of Council
- (8) Minutes and Reports from Appointed Boards
- (9) Staff Reports
- (10) By-Laws
- (11) Unfinished Business
- (12) New Business
- (13) Correspondence (please see correspondence section)
- (14) Addendum
- (15) Accounts Payable
- (16) Notice of Schedule of Council and Board Meetings
- (17) Public Questions
- (17) Closed Session
- (18) Motion to Adjourn.

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33.2. (a) The business shall be taken up in the order in which it stands upon the Agenda in all cases except where a majority of the members otherwise agree.

(b) A motion which is not listed on the Agenda may be presented at Council meetings, if not more than one member of Council present at the meeting objects to its consideration.

33.3 A copy of Committee Minutes and Recommendations, Staff Reports and Correspondence to be included as part of a Council Agenda must be received by the Clerk the Thursday prior to the scheduled Council Meeting by 12:00pm.

**** The inclusion of Public Works on the Main agenda can be handled in one of two ways, with a header above specific to Public Works that will encompass all items at once, or divided amongst the existing headers. Items to consider: requirement of Engineer Foreman to attend for the duration of meeting should it be divided up, and whether items will potentially be included in each agenda, or just once a month as this will require an additional meeting for those involved. If you feature the item at the start of the meeting to reduce staff time, you will potentially require members of the public to sit through at least an extra hour of meeting before their item is reached. Perhaps we should include something relative to no public presentations at the same meeting as public works items? To reduce the time. Lastly, public works minutes are largely conversational and will revert to being by resolution only in the public copy of the regular council minutes. Please provide direction.

33.4 Reports From Municipal Officers

- (a) Reports to Council shall be signed by the writer. The Clerk or Treasurer's signature is required on all reports with financial implications
- (b) Any a matter received by the Clerk after Thursday at 12:00pm, shall be referred to the next following Council meeting unless by the Clerk deemed urgent.

33. DELEGATIONS / PUBLIC PRESENTATIONS

33.1 Public presentations may be received at both Regular and Special Meetings of Council. Presentations at Regular Meetings shall be on a subject within the jurisdiction or influence of local government.

- 33.2 Presentations at the Special Meeting shall be related to the agenda item.
- 33.3 Persons wishing to make a formal presentation to Council must register with the Clerk prior to 12:00pm, on the Thursday preceding any Regular Council Meeting or three (3) business days preceding a Special Council Meeting. Where possible, a written copy of the submission shall be provided to the Clerk prior to 12:00pm, on the Thursday preceding any Regular Council meeting or two business days preceding any Special Council Meeting.
- 33.4 The maximum number of presentations, for any meeting unless agreed to by Council, shall be one.
- 33.5 The Clerk shall inform the presenter of the guidelines affecting the presentation (e.g. maximum time, and adherence to subject) and obtain an acknowledgement by the presenter of his understanding of those guidelines.
- 33.6 (a) A public presentation, which has been registered with the Clerk may address matters of municipal jurisdiction for up to 15 minutes.
- (b) Notwithstanding subsections (a) and (b) above, no delegation shall be permitted when the subject matter to be addressed relates to a recommendation of any tribunal that has conducted a hearing under the *Statutory Powers Procedure Act*, R.S.O. 1990, c. 22, as amended.
- 33.7 No person will be permitted to address Council with respect to a labour management dispute or issue, or to campaign or represent any political party during a federal or provincial election in a presentation.
- 33.8
- 33.9 Presenters appearing before Council who have previously appeared before the same Council on the same subject shall be limited to providing only new information in their second or subsequent appearances.
- 33.10 At the discretion of the Mayor or presiding officer the presentation time limit may be extended. Such decision shall be decided without debate.
- 33.11 No presenter shall:
- (a) speak disrespectfully of any person;
- (b) use offensive words or unparliamentarily language;
- (c) speak on any subject other than the subject for which he received approval to address; or
- (d) disobey the rules of order or a decision of the Presiding Officer.
- 33.12 After the presenter has completed the presentation, members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 33.13 The Presiding Officer may curtail any presenter, any questions of a presenter or debate during a presentation, for disorder or for any other breach of this Procedural By-law and, should the Presiding Officer rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Council.
- 33.14 The above guidelines shall apply where applicable to a statutory public meeting held under the authority of specific legislation.

34. MOTIONS

- 34.1 (a) Every motion shall be in writing, shall be seconded and shall be read by the Presiding Officer or the Clerk before debate or before being put from the Chair.

- (b) Where the question under consideration contains separate propositions then, at the request of any member of Council, any separate matter shall be put separately.

34.2 After a motion is read by the Presiding Officer or Clerk, it shall be deemed to be in the possession of the Council, but may, with the permission of the Council, be withdrawn at any time before decision or amendment.

35. PRECEDENCE

- 36.1 (a) When a question is under debate, the only motions in order shall be:
1. to extend the time of the meeting;
 2. to refer to a Standing Committee;
 3. to amend;
 4. to lay on the table;
 5. to postpone to a certain time and day;
 6. to move the previous question

- (b) These six motions shall have precedence in the order in which they are listed.

36.2. (a) On a motion to postpone to a certain time and day, only the question of time and day so mentioned is open to debate, after an explanation by the mover of the motion.

- (b) A motion to refer to Committee shall designate the Committee and shall not be debated, other than as to timing and shall be decided before any motion to amend the resolution.

- (c) A motion to refer for a staff report shall name the Clerk.

PART 6 - BY-LAWS & CORRESPONDENCE

36. BY-LAWS

37.1. (a) No by-law shall be presented to Council unless there is a resolution to authorize the by-law.

- (b) Each member shall be supplied with a copy of every by-law prior to consideration of the by-law by the Council.

- (c) No by-law shall be introduced for first reading in blank or in imperfect form.

37.2 (a) A by-law shall be passed by being given three readings.

- (b) A by-law shall be given each reading by reference to its by-law number.

- (c) A by-law shall be deemed to have been read upon the number, title or heading being read or taken as read, unless a member requires the by-law or any portion thereof to be read in full.

- (d) The minutes of the meeting shall reflect both the number and the title of the by-law, notwithstanding that the motion refers only to the number of the by-law.

First Reading

37.3 The first reading of a by-law shall be decided by resolution without amendment or debate.

Second Reading

- 37.4 (a) The second reading of a by-law shall be decided by resolution at which time the contents of the by-law shall be debated.
- (b) The contents of the by-law may be changed by an amending resolution to authorize the third reading.

Third Reading

- 37.5. Unless directed by the Clerk or Treasurer as required for the immediate well being of the Municipality, no By-Law shall receive third reading at the same meeting as it received first and second readings. A By-Law shall not be changed during the third reading.

Records

- 37.6. The Clerk shall endorse on every by-law the dates of the three readings thereof.
- 37.7 Every by-law passed by Council shall be numbered, sealed with the corporate seal, signed by the Mayor and the Clerk and the by-law shall be entered in a by-law register to be kept by the Clerk.

37. MINUTES

- 37.1 There shall be attached to every Minutes of the proceedings of the Council a progressive marginal number of each year and every document or certified copy or Minute communicated to any Committee of the Council as hereinbefore required shall bear the number of the Resolution to which it refers.
- 37.2 After the Minutes of each meeting of the Council have been approved by the Council, the minutes shall be immediately signed by the Mayor and Clerk.
- 37.3 Minutes shall not be signed as amended. If amendment is required, the Minutes shall be corrected and brought forward at the next regular scheduled Meeting of Council.

38. DOCUMENTS

- 38.1 All original documents, including by-laws, contracts, agreements, deeds, leases, bonds or other securities, addressed to or considered by the Council, shall remain in the custody of the Clerk.

39. CORRESPONDENCE

39.1. All correspondence addressed to the Mayor or the Council, which refers to the business of the Corporation, shall be included in the information section of the Council agenda for the Mayor and Councillors and shall be referred by the Clerk to the appropriate staff for response to the Council within four weeks.

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39.2 (a) All correspondence relating to a matter previously referred to a Committee shall be referred by the Clerk to the Standing Committee to which it properly belongs unless otherwise directed by the Committee Chair.

(b) If a correspondent complains of a present personal grievance requiring immediate remedy, the complaint may be considered forthwith.

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**It was suggested that Correspondence be removed in its totality from the agenda and items be placed in mailboxes instead. Alternatively, you may keep it, but ask that staff only include items that are likely to move on to become actionable.

PART 7 - COMMITTEES

40. COMMITTEES OF COUNCIL

- 40.1 The Mayor shall be a member of each Standing Committee of Council ex-officio.
- 40.2 The Mayor shall assign all member of Council to committees for the term of council prior at the first regular meeting of the term.
- 40.3 The members of all Committees of Council shall be named through Resolution or By-Law at the first regular Meeting for each council term.
- 40.4 The Chair of the Public Works Committee shall be a member of Council. The Chair of the Public Works Committee will be rotated on an annual basis, so that every member of Council holds the Chair position for one year during the term of Council, excluding the Mayor.

41. COMMITTEE AGENDAS

- 41.1 The Recording Secretary shall prepare an agenda of matters referred to or before each Committee of Council prior to the Committee meetings.
- 41.2 The Recording Secretary will ensure that available relevant documentation is circulated to all Committee members two days prior to the date of the Committee Meeting.
- 41.3 The Recording Secretary shall prepare for the use of the Committee members an Agenda as follows:
 - (1) Presiding Officer Calls the Meeting to Order.
 - (2) Recording Secretary Performs Roll Call
 - (3) Declaration of Pecuniary Interest
 - (4) Approval of the Agenda
 - (5) Presentations
 - (6) Adoption of the Minutes of the Previous Meeting(s)
 - (7) Staff Reports
 - (8) Unfinished Business
 - (9) New Business
 - (10) Correspondence
 - (11) Addendum
 - (12) Notice of Schedule of Next Committee Meetings
 - (13) Public Questions
 - (14) Motion to Adjourn

42. AD HOC COMMITTEES

- 42.1 Ad Hoc Committees may be established by Council, from time to time for consideration of special projects.
- 42.2 Prior to the establishment of an Ad Hoc committee which Council has determined will include members of the public, the Clerk shall place an advertisement in a newspaper and/or the municipal website inviting members of the public to apply to be a member of the committee.
- 42.3 Each Ad Hoc committee shall be given a clear mandate and well defined terms of reference that shall include:
 - (a) the mandate,
 - (b) the membership,
 - (c) the composition, including the applicable staff members,
 - (d) the reporting relationships,
 - (e) the staff and other resources to be made available, and
 - (f) a start and finish date.

- 42.4 The Mayor shall be ex-officio, a Member of all Ad Hoc Committees of Council and shall be entitled to vote and to make motions and amendments.
- 42.5 Any member of Council may attend and participate in meetings of ad hoc committees, but may not vote.
- 42.6 The Ad Hoc Committee shall meet in accordance with the meeting schedule established by the Committee at a location to be determined by the Chair.
- 42.7 The Procedural Rules governing meetings of Council as set out in this By-Law shall apply with necessary modifications to any meeting of an Ad Hoc meeting.
- 42.8 The Council may terminate an Ad Hoc Committee at its discretion.

43. USE OF MUNICIPAL PROPERTY

- 43.1 No property of the Corporation shall be delivered or used outside the limits of the Municipality of Powassan without either Council's or the Clerk's approval.
- 43.2 No property shall be made available to outside interests except as herein provided.
- 43.3 Use of real property owned by the Corporation (excepting public highways and lanes) shall only be put to personal or private use upon Council approval of a written agreement.
- 43.4 The Clerk, or his authorized delegate, may authorize the rental and use of vehicles, equipment or corporate services of the Municipality of Powassan to local boards, other municipalities, corporations and individuals for specialized work or services, subject to the following conditions:
 - (a) that the vehicles and equipment are operated by and the services are rendered by municipal employees;
 - (b) that the vehicles, equipment and services cannot be provided by a contracting firm or company in Powassan;
 - (c) that the rental and use of the vehicles and equipment shall not prejudice or delay work or services required by the municipality;
 - (d) that the rental or service fees shall be fixed and determined by the Clerk or his authorized delegate and they shall include the following:
 - (i) the wages of the operator;
 - (ii) the cost of the necessary public liability insurance;
 - (iii) the cost under the *Workplace Safety and Insurance Act, 1997*;
 - (iv) all other applicable costs and expenses
 - (e) The Clerk, or his authorized delegate, shall consider, and if deemed advisable, revise the rental or service fees annually.
- 43.5 The Clerk may approve the lease of municipal real estate upon terms approved by resolution of the Council either in general terms or on a case by case basis.

44. PAYMENT

- 46.1 (a) No contractor or other person engaged on any work for the Municipality of Powassan shall be paid except according to the Purchasing By-law, the Purchasing Policy or according to written contracts authorized by by-law.
- (b) In all cases, the Treasurer, after making payment, will report without delay, to the next Council meeting by submitting the progress certificate so handled for approval.
- 46.2 (a) No goods or services shall be ordered except upon the authorization of the Clerk and or Department Head.
- (b) No account for goods or services supplied shall be paid, unless the account is authorized by a department head.
- 46.3 (a) Every account for work done or for goods furnished shall be checked and certified by the Clerk or Department Head under whose superintendence the work was done or goods provided.
- (b) A payment certificate shall refer to the by-law or resolution under which the expenditure was authorized and adheres to the Municipal Procurement and Purchasing policies.
- 46.4 After the accounts have been certified by the Treasurer, the responsible Committee Chair may also examine each such account and invoice, following which the Treasurer shall submit an itemized summary of all accounts to Council for acceptance.
- 46.5 (a) After the list of accounts has been approved by Council, the Treasurer shall issue the necessary cheques for payment thereof.
- (b) The list of accounts may include paid and unpaid accounts.
- 45. FRAUD**
- 45.1 The various officers of the Corporation shall forthwith report any frauds or attempted frauds of which any of them may become cognizant to the Clerk who shall report the same to the Council.
- 46. CLAIMS FOR DAMAGES**
- 46.1 The Council shall obtain an investigation and report on all claims for damages.
- 46.2 Subject to Section 51.1, the Clerk shall forward any notice of claim to a Municipal Appointed Solicitor and or insurance adjuster, who shall investigate and report on the same to the Council.
- 47. OFFICER'S REPORTS ON CLAIMS**
- 47.1 The Municipal appointed Solicitor may require any employee of the Corporation to report to him upon the claim, and such officer shall immediately inquire into the circumstances and report the facts fully in writing to the Municipal Appointed Solicitor.
- 47.2 Subject to Section 60.1, no claim shall be settled without the prior approval of the Council.
- 48. SALARY FOR MUNICIPAL OFFICERS**
- 48.1 No member of Council, while retaining his seat therein, shall be eligible for any office to which there is attached any salary, remuneration or emolument payable by the Council except as is provided by statute.

49. INDEMNITY POLICY

- 49.1 (a) Subject to the following provision the Council agrees to indemnify and save harmless its members and its non-union employees for necessary and reasonable legal costs incurred in the defense of statutory offence or complaints other than *Criminal Code* or *Municipal Conflict of Interest* offence, arising because of acts performed in good faith in the ordinary course of their employment or office.
- (b) That Council may refuse payment under subsection (a) where in the opinion of the Council, the actions of the member or non-union employee amounted to a gross dereliction of duty or deliberate abuse of the power.
- (c) (i) The Council may elect to provide legal counsel to defend a member or a non-union employee in any legal proceeding, whereupon the cost of such counsel shall be borne by the Corporation regardless of the outcome of the proceedings.
- (ii) Where the Council elects to provide legal counsel under subsection (i), the Corporation shall not be responsible for any other legal costs unless the counsel provided the Municipal Council expresses the written opinion that it would be improper for him to act on behalf of another party to the charge or complaint.
- (d) For greater certainty, the Corporation shall not be liable to indemnify for legal costs arising from:
- (i) the actions or omissions of members of non-union employees acting in their capacity as private citizens;
- (ii) disciplinary or discharge proceedings.
- (e) In this section, necessary and reasonable legal costs shall be determined in the first instance by the approval of the account by the Municipal Solicitor, or in the case of a dispute by taxation of the costs on a solicitor and client basis

PART 9 – GENERAL PROVISIONS

50. SEVERABILITY

- 50.1 50.1 Should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

51. REPEAL

- 51.1 51.1 By-law No. 2011-22 as amended, and by-law 2015- are hereby repealed.

52. ENACTMENT

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

Mayor - Peter McIsaac

CAO/Clerk - Treasurer- Maureen Lang

SCHEDULE "A"
THE MUNICIPALITY OF POWASSAN BY-LAW NO. 2020-

Affirmation of Confidentiality

I, _____, member of the Council of The Municipality of Powassan, do hereby affirm that I will not disclose to any person any information or document arising from confidential Council meetings of The Corporation of the Municipality of Powassan that come to my knowledge or possession by reason of those meetings, except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

Affirmed before me
At the Municipality of Powassan

In the District of Parry Sound Name:
This _____ day of _____, 20__

A Commissioner, etc.

Confidentiality Agreement

By signing this document, I agree that :

I will not disclose to any person any information or document communicated to me in a confidential meeting held by the Council of The Municipality of Powassan in connection with any matter designated as confidential by the Procedural By-Law except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

Signed, sealed and delivered at Powassan, Ontario, this _____ day of _____, 20__

Witness



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.	Jan. 7/20
AGENDA ITEM #	12-1

NOSM EMNO

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RECEIVED



November 29th, 2019

The Municipality of Powassan

Mayor Peter Mclsaac
250 Clark Street
P.O. Box 250
Powassan, ON P0H 1Z0

Dear Mayor Mclsaac,

Every year the Northern Ontario School of Medicine (NOSM) hosts students from grades 10 and 11 for our CampMed summer camp in Sudbury and Thunder Bay. The program accepts 35 campers in Sudbury and 28 campers in Thunder Bay.

Students from across Northern Ontario are encouraged to come and learn more about the health care career opportunities in the North. To date, 2 students from the Municipality of Powassan have experienced CampMed at NOSM.

Students from your community may have additional costs associated with attending CampMed in Sudbury due to accommodation and travel costs. This is where you can help.

Support a student from your community and invest in the health of Northern Ontario by making a gift to CampMed today

An investment in the youth of your community is an investment in the future of your community. Please fill out the pledge form included or visit our website <https://www.nosm.ca/advancement/giving/> to make your donation today.

Donations must be made **before February 28th 2020** in order to support a student at CampMed 2020.

Warm regards,

Julie Houle
Advancement Officer

P.S. If you choose to support a student from your community and they are not selected through the application process, funds will be put aside for the following year.

DATE OF COUNCIL MTG.	Jan 7/20
AGENDA ITEM #	12-2

Maureen Lang

From: AMO President <amopresident@amo.on.ca>
Sent: Wednesday, December 18, 2019 6:40 PM
Subject: Call for Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility
Attachments: Attachment 1 - Background on Transition to Full Producer Responsibility 2019-12-18.pdf; Attachment 2 - Example Resolution on Transition to Full Producer Responsibility 2019-12-18.pdf

Dear Mayor/Head of Council:

RE: Call for Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility

I would ask your Council to pass a resolution outlining your municipal government's preferred date to transition your Blue Box program to full producer responsibility if provided the opportunity to self-determine (between January 1, 2023 and December 31, 2025). While the Province has not yet determined what mechanism will be used to choose when municipalities will transition, AMO believes your Councils are in the best position to decide when the best time to transition your Blue Box program is based on your specific circumstances (e.g. assets, contracts, integrated waste management system).

AMO is asking that a Council resolution be passed by June 30, 2020, be directed to AMO and the Ontario Ministry of Environment Conservation and Parks, that specifies:

1. Your Council's preferred date to transition based on exiting service provision (between January 1, 2023, and December 31, 2025);
2. Rationale for transition date;
3. Whether your municipal government is interested in potentially continuing to provide services (e.g. contract management, collection, haulage processing services etc.) or not; and,
4. Key contacts if there are any follow-up questions.

NOTE: Your Council's stated preference may not be the final determination of your transition date, nor are you obligated in any way by the date that is specified. Please read the rationale for self-determination (**Attachment 1**), and the example resolution (**Attachment 2**) for more details.

Thank you for your attention and assistance in this matter. If you have any questions or require further information, please contact Dave Gordon, Senior Advisor, at 416 389 4160 or dgordon@amo.on.ca or Amber Crawford, Policy Advisor, at 416 971 9856 extension 353 or acrawford@amo.on.ca.

Sincerely,

Jamie McGarvey
AMO President
Mayor of Parry Sound

Attachment 1: Background on Transition to Full Producer Responsibility
Attachment 2: Example Resolution on Transition to Full Producer Responsibility

DATE OF COUNCIL MTG.	Jan 7/20
AGENDA ITEM #	12-3

December 18, 2019

Attachment 1: Background on Transition to Full Producer Responsibility

Municipal governments have been advocating for over a decade for producers to have full fiscal and operational responsibility for end of life management of their packaging, printed paper and paper products. Producers are best positioned to reduce waste, increase the resources that are recovered and reincorporated into the economy and enable a consistent province-wide system that makes recycling easier and more accessible.

In August 2019, Minister Yurek announced that municipal Blue Box programs will be transitioned to full producer responsibility over a three-year period based on the recommendations from the Special Advisor's report titled, "Renewing the Blue Box: Final report on the blue box mediation process." Municipal governments played a key role in helping to develop the recommendations within this report. These recommendations broadly reflected the positions advocated by AMO and there was also a great deal of alignment with producers on how the Blue Box should be transitioned.

The municipal transition is proposed to occur between 2023 and the end of 2025, as shown in the table below:

Date	Description
Sept. 2019 → Dec. 2020	Blue Box wind-up plan developed for Stewardship Ontario
	Development of a Regulation under the <i>Resource Recovery and Circular Economy Act, 2016</i>
Jan. 2021 → Dec. 2022	Producers prepare to assume control and operation of system and work with municipal governments and service providers
Jan. 1, 2023 → Dec. 31, 2025	Transition of individual municipal Blue Box programs to full producer responsibility. Occurs in phases over three years with a rolling total of up to one-third of the Provincial program transitioning annually

The Minister wants to ensure that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents. AMO and municipal representatives are involved in the consultation process to develop a new regulation for the Blue Box. The Province's intent is to finalize a Regulation by the end of 2020.

AMO staff held in-person workshops on the Blue Box transition across the Province through October and November 2019 to discuss this topic with municipal waste management staff. Over 165 staff and elected officials attended the sessions in Vaughan, London, Smiths Falls, North Bay and Dryden. The workshops provided an opportunity to engage directly with our sector to build understanding about this transition process and the level of engagement from attendees was excellent.

We also began the discussion about what municipal governments should take into consideration about how to prepare for this change and what factors might be considered as to when a Council might want to transition.

HOW YOUR RESOLUTION WILL HELP INFORM THE DISCUSSION:

The resolutions will be used to map out an ideal transition timeline, and determine whether there are years that are over or under subscribed, as it has been dictated that a rolling total of up to one-third of Blue Box programs can transition each year. This information will also allow AMO and the Province to better understand whether there are conflicts. If there are too many conflicts, the Province may still need to retain a third-party expert to develop a methodology as to how municipal Blue Box programs will transition.

However, rather than deferring to the Province to retain an expert immediately, we think this information would provide a good basis for a more informed decision to be made.

Attachment 2: Sample Resolution

Your Council's stated preference may not be the final determination of your transition date, nor are you obligated in any way by the date that is specified. The resolution will be used to map out an ideal transition timeline, and determine whether there are years that are over or under subscribed, as it has been dictated that a rolling total of up to one-third of Blue Box programs can transition each year. This information will also allow AMO and the Province to better understand whether there are conflicts. If there are too many conflicts, the Province may still need to retain a third-party expert to develop a methodology as to how municipal Blue Box programs will transition.

Resolution on Transition to Full Producer Responsibility

WHEREAS the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

WHEREAS reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

WHEREAS the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

WHEREAS the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

WHEREAS the Municipality of X is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

AND WHEREAS the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

THEREFORE BE IT RESOLVED:

THAT the Municipality of X would like to transition their Blue Box program to full producer responsibility [month] [date], [year] (between January 1, 2023 and December 31, 2025).

AND THAT this decision is based on the following rationale:

1. Insert rationale based on analysis of contracts, assets, integrated waste management system or other considerations (e.g., our collection contract for Blue Box material expires December 31, 2024 and our processing contract for Blue Box material also expires December 31, 2024.)

AND THAT the Municipality of X would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms.

AND FURTHER THAT any questions regarding this resolution can be directed to Jane Doe, City Manager at xxx-xxx-xxxx or jane.doe@municipalityx.ca

AND FURTHER THAT the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 16, 2019

Municipality of Powassan
Attention: Maureen Lang
Clerk/Treasurer
PO Box 250
250 Clark Street
POWASSAN ON P0H 1Z0

**Subject: 2020 Municipal Levy Letter
Municipal Payment for Services Update & 2020 Invoice Estimate**

The annual 2020 levy amount for your municipality will be approximately \$55,441.82, or a 0.42% increase in comparison to the provincial average of a 1.9% increase for services required by Ontario municipalities for 2020.

In addition to drawing on reserves, MPAC reduced administration costs, imposed a freeze on executive salaries and negotiated a contractual agreement to deliver a responsible budget that respects the financial realities faced by Ontario municipalities. The overall municipal levy increase is lower than past years despite rising labour costs that are required to fund contractual obligations and maintain service levels.

This amount will be reflected on your first bill that will be mailed in early January 2020, followed by equal quarterly installments.

Under the *Municipal Property Assessment Corporation Act*, funding requirements are distributed to each municipality based on their total assessed values and property counts, as compared to all of Ontario. You can find details of your levy requirement in the enclosed calculation document. An explanation of how the municipal levy is calculated is [available here](#).

DATE OF COUNCIL MTG.	Jan. 7/20
AGENDA ITEM #	12-4

If you have any questions about:

- MPAC's funding requirements, please contact Mary Meffe; or
- Assessment services provided to your municipality, please contact Carmelo Lipsi.

Mary's Contact info:
Vice-President,
Corporate and Information Services
and Chief Financial Officer
289.539.0306
Mary.Meffe@mpac.ca

Carmelo's Contact info:
Vice-President,
Valuation and Customer Relations
and Chief Operating Officer
289.317.0881
Carmelo.Lipsi@mpac.ca

Yours truly,



Nicole McNeill,
President and Chief Administrative Officer

Attachment

Copy MPAC Board of Directors
Executive Management Group, MPAC
Director and Regional Managers, Municipal and Stakeholder Relations, MPAC



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

**SUPPORTING INFORMATION FOR THE CALCULATION OF 2020
PROPERTY ASSESSMENT SERVICES AND SUPPORT COSTS**

Municipality	Municipality of Powassan			
Legislated Cost Recovery Formula	$= \frac{(A+B)}{2} \times C$			
	Municipality of Powassan	Province	Municipality's Share	% Change
Assessment Value (A)				
2020	\$371,321,500	\$ 2,963,462,699,661	0.0125%	
2019	\$356,563,104	\$ 2,778,262,902,362	0.0128%	-2.37%
Property Count (B)				
2020	2,094	5,360,528	0.0391%	
2019	2,092	5,293,723	0.0395%	-1.15%
	2020	2019	% Change	
MPAC Cost Recovery (C)	\$214,918,653.61	\$210,911,338.18	1.90%	
Average of (A) and (B)	0.0258%	0.0262%	-1.45%	
Municipality's Share of Levy	\$55,441.82	\$55,208.71	0.42%	
Quarterly Payment	\$13,860.45			

- * A is the Municipality's share of the total province's assessment value.
- * B is the Municipality's share of the total province's property count.
- * C is the total amount required by MPAC from all municipalities in the province as a payment for service.

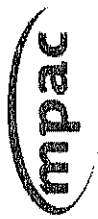


APPENDIX 1

Assessment Change Summary by Property Class Municipality of Powassan

The following chart provides a comparison of the total assessment for the 2016 base year, and a comparison of the assessment change for 2019 and 2020 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2019 Phased-In CVA	2020 Phased-In CVA	Percent Change 2019 to 2020
R Residential	277,639,676	271,576,004	277,639,676	2.23%
M Multi-Residential	2,220,000	2,176,320	2,220,000	2.01%
C Commercial	15,416,048	15,039,518	15,416,048	2.50%
X Commercial (New Construction)	2,279,900	2,240,722	2,279,900	1.75%
I Industrial	2,175,400	2,108,934	2,175,400	3.15%
L Large Industrial	221,000	221,000	221,000	0.00%
J Industrial (New Construction)	351,200	337,817	351,200	3.96%
P Pipeline	18,109,000	17,543,485	18,109,000	3.22%
F Farm	14,140,400	12,301,482	14,140,400	14.95%
T Managed Forests	1,708,400	1,560,512	1,708,400	9.48%
W Railway Right-of-Way	0	0	0	0.00%
(PI) R Residential	1,305,100	1,260,538	1,305,100	3.54%
(PI) C Commercial	1,513,100	1,489,740	1,513,100	1.57%
(PI) H Landfill	15,900	15,900	15,900	0.00%
E Exempt	34,226,376	33,504,601	34,226,376	2.15%
TOTAL	371,321,500	361,376,573	371,321,500	2.75%



APPENDIX 2

Assessment Base Distribution Summary by Property Class
Municipality of Powassan

This chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2019 and 2020 phased-in assessment, which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2019 Phased-In CVA	Percentage of Total 2019 Phased-In CVA	2020 Phased-In CVA	Percentage of Total 2020 Phased-In CVA
R Residential	277,639,676	74.77%	271,576,004	75.15%	277,639,676	74.77%
M Multi-Residential	2,220,000	0.60%	2,176,320	0.60%	2,220,000	0.60%
C Commercial	15,416,048	4.15%	15,039,518	4.16%	15,416,048	4.15%
X Commercial (New Construction)	2,279,900	0.61%	2,240,722	0.62%	2,279,900	0.61%
I Industrial	2,175,400	0.59%	2,108,934	0.58%	2,175,400	0.59%
L Large Industrial	221,000	0.06%	221,000	0.06%	221,000	0.06%
J Industrial (New Construction)	351,200	0.09%	337,817	0.09%	351,200	0.09%
P Pipeline	18,109,000	4.88%	17,543,485	4.85%	18,109,000	4.88%
F Farm	14,140,400	3.81%	12,301,482	3.40%	14,140,400	3.81%
T Managed Forests	1,708,400	0.46%	1,560,512	0.43%	1,708,400	0.46%
W Railway Right-of-Way	0	0.00%	0	0.00%	0	0.00%
(PIL) R Residential	1,305,100	0.35%	1,260,538	0.35%	1,305,100	0.35%
(PIL) C Commercial	1,513,100	0.41%	1,489,740	0.41%	1,513,100	0.41%
(PIL) H Landfill	15,900	0.00%	15,900	0.00%	15,900	0.00%
E Exempt	34,226,376	9.22%	33,504,601	9.27%	34,226,376	9.22%
TOTAL	371,321,500	100.00%	361,376,575	100.00%	371,321,500	100.00%

Municipality of Powassan
A/P Preliminary Cheque Run
 (Council Approval Report)

Invoice Number	Date	Vendor	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
GENERAL GOVERNMENT										
8912	12/18/19	OSHELL'S VALU-MART, P.O. BOX 322, POWASSAN, ON, P0H 1Z0	STAFF LUNCH	12/18/19	\$49.84	\$49.84	10-10-61540	OFFICE SUPPLIES	\$0.00	(\$20,146.64)
25378						\$49.84				
8975	12/30/19	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7			\$1,008.25	\$1,008.25	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$30,087.37)
DEC19LIB	12/17/19	LIB - DEC VISA		12/30/19	\$12.00	\$12.00	10-10-61530	CONVENTION/TRAINING	\$0.00	(\$8,939.20)
DEC19LM	12/17/19	INDIGO - PARKING - AMCTO - LM		12/30/19	\$257.83	\$257.83	10-10-61530	CONVENTION/TRAINING	\$0.00	(\$8,939.20)
DEC19LM2	12/17/19	HOTEL - AMCTO COURSE - LM		12/30/19	\$158.26	\$158.26	10-10-61540	OFFICE SUPPLIES	\$0.00	(\$20,146.64)
DEC19LM3	12/17/19	OSHELL'S - STAFF LUNCH		12/30/19	\$0.06	\$0.06	10-10-61540	OFFICE SUPPLIES	\$0.00	(\$20,146.64)
DEC19ML2	12/17/19	FOREIGN EXCHANGE - FROM VISA COMPROMIZED		12/30/19	\$75.00	\$75.00	10-10-61660	BANK CHARGES &	\$0.00	\$7,954.40
DEC19MM3	12/17/19	VISA ANNUAL FEE - MM		12/30/19	\$129.65	\$129.65	10-10-61754	250 CLARK-PROGRAM	\$0.00	(\$10,630.54)
DEC19KH	12/17/19	PHOTO METRO - CHRISTMAS SANTA PHOTOS FOR FOYER								
9023	12/18/19	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2		12/18/19	\$1,604.76	\$1,604.76	10-10-61753	250 CLARK-BUILDING	\$0.00	(\$151,103.76)
6989579	2679147	12/18/19 GAS @ 250-1742								
9024	12/18/19	UNITED RENTALS OF CANADA, C/O T52638, P.O. BOX 4526, POSTAL STATION A, TORONTO, ON, M5W 5Z9		12/18/19	\$366.46	\$366.46	10-10-35515	DEFERRED REV.-MISC.	\$0.00	\$1,490.32
17511021-002						\$366.46				
9080	12/17/19	RECEIVER GENERAL - PAYROLL DEDUCTIONS,		12/17/19	\$7,669.77	\$7,669.77	10-10-33200	A/P FIT	\$0.00	(\$3,330.46)
PR998	12/17/19	Payroll from 11/30/2019 to 12/13/2019		12/17/19	\$3,439.48	\$3,439.48	10-10-33210	A/P PIT	\$0.00	(\$1,606.63)
PR998	12/17/19	Payroll from 11/30/2019 to 12/13/2019		12/17/19	\$1,054.77	\$1,054.77	10-10-33220	A/P EI	\$0.00	(\$1,461.66)
PR998	12/17/19	Payroll from 11/30/2019 to 12/13/2019		12/17/19	\$2,916.54	\$2,916.54	10-10-33230	A/P CPP	\$0.00	(\$2,862.56)
9613	12/18/19	MATHEWS DINSDALE, 3600-155 WELLINGTON ST WEST, TORONTO, ON, M5V 3H1		12/18/19	\$1,556.93	\$1,556.93	10-10-61560	AUDIT & LEGAL	\$0.00	(\$53,255.77)
13832 2										
9768	12/18/19	OFFICE CENTRAL, 498 MARKLAND STREET BLDG 7, MARKHAM, ON, L6C 1Z6		12/18/19	\$581.22	\$581.22	10-10-61540	OFFICE SUPPLIES	\$0.00	(\$20,146.64)
1676834-0	12/18/19	TONER, PAPER		12/18/19	\$57.45	\$57.45	10-10-61540	OFFICE SUPPLIES	\$0.00	(\$20,146.64)
1676886-0	12/18/19	LABELS, COFFEE								
9798	12/18/19	DE LAGE LANDEN, C/O T4557 PO BOX 4557 STN A, TORONTO, ON, M5W 0K1		12/18/19	\$146.53	\$146.53	10-10-61600	POSTAGE/COURIER/COPI	\$0.00	(\$24,358.20)
7381760										
10059	12/18/19	LBEL INC, P.O. BOX 4094, STATION A, TORONTO, ON, M5W3T1		12/18/19	\$378.55	\$378.55	10-10-61600	POSTAGE/COURIER/COPI	\$0.00	(\$24,358.20)
1224895										
10236	12/18/19	XEROX CANADA LTD., P.O. BOX 4539 STN A, TORONTO, ON, M5W 4P5		12/18/19	\$94.79	\$94.79	10-10-61600	POSTAGE/COURIER/COPI	\$0.00	(\$24,358.20)
55154876										
10401	12/18/19	BEFORE THE PLATE PRODUCTIONS, 38 RICHARD SERRA COURT, KING CITY, ON, L7B 0A7		12/18/19	\$203.52	\$203.52	10-10-61754	250 CLARK-PROGRAM	\$0.00	(\$10,630.54)
42										

250 CLARK-PROGRAM
 DATE OF FINANCIAL MTG. 5 Jan 7/20
 AGENDA 15
 ITEM #

**Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
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Total GENERAL GOVERNMENT

\$24,237.47

FIRE DEPARTMENT

8664	EMPLOYEE								
DENTAL	12/18/19	DENTAL	12/18/19	\$171.00	\$171.00	10-15-61510	BENEFITS	\$0.00	(\$4,784.31)
8797	INSERVUS MANAGEMENT SYSTEMS, 1971 BOND STREET, NORTH BAY								
3707	12/18/19 ANNUAL BUNKER GEAR INSPECTIONS		12/18/19	\$1,424.64	\$1,424.64	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$70,061.94)
8975	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7								
DEC19BM2	12/17/19 BEST BUY - DASH CAM		12/19/19	\$76.31	\$76.31	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$70,061.94)
DEC19BM	12/17/19 CANADA POST - SUMMONS POSTAGE		12/30/19	\$11.60	\$11.60	10-15-62060	FIRE PREVENTION	\$0.00	(\$2,675.29)
DEC19BM3	12/17/19 LEGAL STANDARDS DOCUMENT - FIRE PREV		12/19/19	\$12.00	\$12.00	10-15-62060	FIRE PREVENTION	\$0.00	(\$2,675.29)
DEC19BM5	12/17/19 LEGAL STANDARDS DOCUMENT - FIRE PREV		12/30/19	\$20.31	\$20.31	10-15-62060	FIRE PREVENTION	\$0.00	(\$2,675.29)

9023 UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2

1173474	3066642	12/18/19	12/18/19	\$396.43	\$396.43	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$70,061.94)
6989579	2679147	12/18/19	12/18/19	\$367.08	\$367.08	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$70,061.94)

9049 ALMAGUIN NEWS, 11 MAIN ST, HUNTSVILLE, ON, P1H 2C5

2019	12/18/19	PAPER	12/12/19	\$56.19	\$56.19	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$70,061.94)
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9082 RECEIVER GENERAL - RADIO, POSTAL STATION D, BOX 2330, OTTAWA, ON, K1P6K1

20190071415	12/18/19	RADIO LICENCE	12/18/19	\$204.00	\$204.00	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$70,061.94)
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9129 ONTARIO ASSOCIATION OF FIRE CHIEFS, 520 WESTNEY RD S, UNIT 22, AJAX, ON, L1S 6W6

2020	12/18/19	ANNUAL MEMBERSHIP	12/18/19	\$259.49	\$259.49	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$70,061.94)
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Total FIRE DEPARTMENT

\$2,999.05

PUBLIC WORKS

8743	HUBB CAP, 300 KIRKPATRICK ST, NORTH BAY , ON, P1B 8G5								
1019616	12/18/19	PLOW SHOES	12/18/19	\$294.96	\$294.96	10-20-63420	WINTER CONTROL-	\$0.00	(\$84,942.97)
8806	JIM MOORE PETROLEUM, 66 GIBSON STREET, P.O. BOX 508, NORTH BAY , ON, P1B 8J1								
535727	12/18/19	FUEL FOR 710 BACKHOE	12/18/19	\$55.19	\$55.19	10-20-63620	710 BACKHOE-	\$0.00	(\$10,635.23)
535727	12/18/19	CAT420 FUEL	12/18/19	\$165.53	\$165.53	10-20-63626	BACKHOE CAT420	\$0.00	(\$12,491.19)
535727	12/18/19	FUEL FOR 96 BACKHOE	12/18/19	\$55.19	\$55.19	10-20-63640	96 BACKHOE-	\$0.00	(\$4,319.74)
535727	12/18/19	FUEL FOR GRADER	12/18/19	\$275.90	\$275.90	10-20-63660	99 GRADER-	\$0.00	(\$31,438.14)
8897	NORTHERN UNIFORM SERVICE, 2230 ALGONQUIN ROAD, SUDBURY, ON, P3E 4Z6								
280001	12/18/19	PW UNIFORM RENTALS	12/18/19	\$225.01	\$225.01	10-20-63060	PUBLIC WORKS-	\$0.00	(\$68,081.88)

**Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
8975 DEC19CM	12/17/19	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7 NORTH BAY MATTAWA - CLASS 5 HOLDING TANK BUILDING PERMIT	12/19/19	\$990.00	\$990.00	10-20-63060	PUBLIC WORKS-	\$0.00	(\$68,081.88)
8987 022	12/18/19	STEVE CROZIER WELDING, P.O. BOX 12, 48 MEMORIAL PARK DR E, POWASSAN, ON, P0H 1Z0 GARAGE SUPPLIES	12/18/19	\$204.29	\$990.00 \$204.29	10-20-63060	PUBLIC WORKS-	\$0.00	(\$68,081.88)
9023 6989579 2679147 6989579 2679147	12/18/19	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2 PW SHOPS NATURAL GAS - 2330 PW SHOPS NATURAL GAS - 1890	12/18/19	\$617.78 \$211.86	\$617.78 \$211.86	10-20-63062 10-20-63062	PUBLIC WORKS BLDGS PUBLIC WORKS BLDGS	\$0.00 \$0.00	(\$9,849.05) (\$9,849.05)
9456 24804	12/18/19	RYMAN TILES INC, BOX 224, PARRY SOUND, ON, P2A 2X3 COPY PLANS	12/18/19	\$85.48	\$85.48	10-20-63860	CAPITAL-	\$0.00	(\$1,128,690.90)
9658 511	12/18/19	JEFF KMITH, P.O. BOX 22, TROUT CREEK, ON, P0H 2L0 TC SIDEWALK PLOWING	12/18/19	\$966.72	\$966.72	10-20-63420	WINTER CONTROL-	\$0.00	(\$84,942.97)
9758 845520062011066	12/18/19	BELL TV, P.O. BOX 3250, STATION DON MILLS, NORTH YORK, ON, M3C 4C9 PUBLIC WORKS-MATERIAL & SUPPLIES	12/18/19	\$68.93	\$68.93	10-20-63060	PUBLIC WORKS-	\$0.00	(\$68,081.88)
Total PUBLIC WORKS									
ENVIRONMENT									
8975 DEC19SC	12/17/19	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7 FASTENAL CANADA - LANDFILL RAILING	12/19/19	\$73.78	\$73.78	10-25-64910	LANDFILL SITE-	\$0.00	(\$61,709.76)
9468 740319	12/18/19	MILLER & URSO SURVEYING INC, 1501 SEYMOUR STREET, NORTH BAY, ON, P1B 8G4 LANDFILL SURVEY	12/18/19	\$755.57	\$73.78 \$755.57	10-25-64910	LANDFILL SITE-	\$0.00	(\$61,709.76)
Total ENVIRONMENT									
WATER									
9023 6989579 2679147	12/18/19	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2 MCRAE DR NATURAL GAS - 7940	12/18/19	\$23.28	\$23.28	10-30-64530	WATER DISTRIBUTION-	\$0.00	(\$12,669.76)
Total WATER									
SEWER									
9023 6989579 2679147	12/18/19	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2 SEWER PUMPHOUSE NATURAL GAS - 9269	12/18/19	\$32.72	\$32.72	10-40-64110	SEWER PUMPHOUSE-	\$0.00	(\$7,176.24)
Total SEWER									

**Municipality of Powassan
A/P Preliminary Cheque Run**

(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
BUILDING DEPARTMENT									
8972	12/18/19	RUSSELL, CHRISTIE, LLP, 505 MEMORIAL AVENUE, BOX 158, ORILLIA, ON, L3V 6J3	12/18/19	\$183.78	\$183.78	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$9,990.44)
		73-104-058 UNSAFE BUILDING ORDER			\$183.78				
8975	12/17/19	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	12/30/19	\$114.00	\$114.00	10-45-62700	BUILDING INSPECTOR	\$0.00	(\$6,003.66)
		DEC19MM4 MMMAH - MM ANNUAL FEE	12/19/19	\$19.28	\$19.28	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$9,990.44)
		DEC19MM	12/19/19	(\$1,243.98)	(\$1,243.98)	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$9,990.44)
		DEC19MM2 HOTEL - CANCELLED - FOR 2020 MEETING	12/19/19						
9684	12/18/19	MARK MARTIN, RR # 1, HWY 534 # 5046, NIPISSING, ON, P0H 1W0	12/18/19	\$107.61	\$107.61	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$9,990.44)
		NOV CELL CELL PHONE AND MILEAGE			\$107.61				

Total BUILDING DEPARTMENT

(\$819.31)

PROTECTION TO PERSONS & PROPERTY

8975	12/17/19	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	12/19/19	\$33.00	\$33.00	10-50-62560	EMERGENCY	\$0.00	(\$50.44)
		DEC19BM4 KRAUSE FARMS - EMERG MGMT SUPPLIES			\$33.00				
9962	12/18/19	BENJAMIN MOUSSEAU, P.O. BOX 662, POWASSAN, ON, P0H1Z0	12/18/19	\$25.00	\$25.00	10-50-62560	EMERGENCY	\$0.00	(\$50.44)
		12/18/19 SUPPLIES			\$25.00				
10080	10/12/19	EMPLOYEE	12/18/19	\$512.00	\$512.00	10-50-62580	BY-LAW ENFORCEMENT	\$0.00	(\$3,784.42)
		12/18/19 DENTAL			\$512.00				

Total PROTECTION TO PERSONS & PROPERTY

\$570.00

RECREATION

8899	12/18/19	NORTHSTAR FIRE WORKS, 55 NORTHFIELD DR E, SUITE 246, WATERLOO, ON, N2K3T6	12/18/19	\$3,561.60	\$3,561.60	10-55-67920	RECREATION -	\$0.00	(\$146.00)
		13288 NEW YEARS FIREWORKS			\$3,561.60				
9023	12/18/19	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	12/18/19	\$22.61	\$22.61	10-55-67110	POOL-MATERIAL &	\$0.00	(\$25,734.36)
		6989579 2679147 NATURAL GAS - 1355	12/18/19	\$144.76	\$144.76	10-55-67410	SHCC-MAT/SUPPLIES	\$0.00	(\$7,594.59)
		6989579 2679147 NATURAL GAS - 1465			\$144.76				
10402	12/18/19	TREVOR HAMMONDS, BURK,S FALLS, ON	12/18/19	\$720.42	\$720.42	10-55-67920	RECREATION -	\$0.00	(\$146.00)
		DEC 31/2019 HORSE DRAWN WAGON RIDES			\$720.42				

Total RECREATION

\$4,449.39

**Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
HEALTH SERVICES									
9023	6989579 2679147	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	12/18/19	\$0.00	\$0.00	10-60-65310	MEDICAL CENTRE-	\$0.00	\$0.00
		12/18/19 MEDICAL CENTRE NATURAL GAS - 1396							
9631	DEC 16 2019	POWASSAN AND AREA FAMILY HEALTH TEAM, BOX 39, POWASSAN, ON, P0H 1Z0	12/18/19	\$970.00	\$970.00	10-60-56510	DONATIONS TO	\$0.00	(\$970.00)
		12/18/19 DONATION							
				\$970.00	\$970.00				
				\$970.00	\$970.00				
Total HEALTH SERVICES									
HISTORICAL & CULTURE									
9023	6989579 2679147	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	12/18/19	\$428.50	\$428.50	10-65-67680	POWASSAN LEGION	\$0.00	(\$35,025.63)
		12/18/19 LEGION NATURAL GAS-1423							
				\$428.50	\$428.50				
				\$428.50	\$428.50				
Total HISTORICAL & CULTURE									
PLANNING & DEVELOPMENT									
8972	73-104-057 112	RUSSELL, CHRISTIE, LLP, 505 MEMORIAL AVENUE, BOX 158, ORILLIA	12/18/19	\$367.25	\$367.25	10-70-68010	PLANNING &	\$0.00	(\$17,274.89)
		73-104-014 3	12/18/19	\$66.51	\$66.51	10-70-68040	ECONOMIC	\$0.00	(\$1,073.04)
				\$433.76	\$433.76				
				\$433.76	\$433.76				
Total PLANNING & DEVELOPMENT									
TROUT CREEK COMMUNITY CENTRE									
8862	878757	MOORE PROPANE LIMITED, 56 GIBSON ST, NORTH BAY, ON, P1B 8Z4	12/18/19	\$91.89	\$91.89	10-75-61800	SUPPLIES	\$0.00	(\$5,041.48)
		12/18/19 PROPANE							
8975	DEC19KB5	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	12/30/19	\$109.03	\$109.03	10-75-61865	TCCC BAR EXPENSES	\$0.00	(\$11,693.50)
	DEC19KB6	12/17/19 LCBO - TCCC BAR	12/30/19	\$24.25	\$24.25	10-75-61865	TCCC BAR EXPENSES	\$0.00	(\$11,693.50)
	DEC19KB7	12/17/19 OSHELL'S - TCCC BAR	12/30/19	\$95.82	\$95.82	10-75-61865	TCCC BAR EXPENSES	\$0.00	(\$11,693.50)
	DEC19ML	12/17/19 LCBO - TCCC BAR	12/30/19	\$46.12	\$46.12	10-75-61865	TCCC BAR EXPENSES	\$0.00	(\$11,693.50)
	DEC19KB2	12/17/19 ENTANDEM - SOCAN - 1ST QUARTER 2020	12/30/19	\$180.24	\$180.24	10-75-61870	FEES-SOCAN ETS.	\$0.00	\$0.00
	DEC19KB4	12/17/19 ENTANDEM - SOCAN - 4TH QUARTER	12/30/19	\$180.24	\$180.24	10-75-61870	FEES-SOCAN ETS.	\$0.00	\$0.00
	DEC19KMB3	12/17/19 ENTANDEM SOCAN - 3RD QUARTER	12/30/19	\$360.48	\$360.48	10-75-61870	FEES-SOCAN ETS.	\$0.00	\$0.00
				\$996.18	\$996.18				
9023	6989579 2679147	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	12/18/19	\$536.90	\$536.90	10-75-61620	NATURAL GAS	\$0.00	(\$15,853.65)
		12/18/19 TCCC NATURAL GAS-0700							
				\$536.90	\$536.90				
				\$536.90	\$536.90				
Total TROUT CREEK COMMUNITY CENTRE									
									\$1,624.97

**Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)**

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
SPORTSPLEX									
8728	12/18/19	D & D JANITORIAL SUPPLIES, 161 FERRIS DRIVE, UNIT 12, NORTH BAY , ON, P1B 4A6	12/18/19	\$390.91	\$390.91	10-80-61960	BUILDING SUPPLIES	\$0.00	(\$9,413.45)
6619	12/18/19	PAPER TOWELS		\$390.91					
8862	12/18/19	MOORE PROPANE LIMITED, 56 GIBSON ST, NORTH BAY , ON, P1B 8Z4	12/18/19	\$90.30	\$90.30	10-80-61930	ZAMBONI-REPAIRS &	\$0.00	(\$6,406.12)
878756	12/18/19	PROPANE REFILL		\$90.30					
8975	12/17/19	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7	12/30/19	\$5.99	\$5.99	10-80-61555	OFFICE EXPENSES	\$0.00	(\$5,146.22)
DEC19MH2	12/17/19	HP INSTANT INK - PRINTER CARTRIDGE	12/17/19	\$155.20	\$155.20	10-80-61945	EQUIPMENT-SUPPLIES	\$0.00	(\$2,204.61)
DEC19KB	12/17/19	SANDPIPER ENERGY - BOILER RENTAL	12/17/19	\$578.38	\$578.38	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$20,400.41)
DEC19MH	12/17/19	MUSKOKA BREWERY - SPORTSPLEX BAR	12/30/19	\$739.57	\$739.57				
9023	12/18/19	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	12/18/19	\$1,279.30	\$1,279.30	10-80-61620	NATURAL GAS	\$0.00	(\$14,836.18)
6989579	12/18/19	SPORTSPLEX NATURAL GAS (B) - 1337	12/18/19	\$554.07	\$554.07	10-80-61620	NATURAL GAS	\$0.00	(\$14,836.18)
6989579	12/18/19	SPORTSPLEX NATURAL GAS (A) - 1336	12/18/19	\$1,833.37	\$1,833.37				
Total SPORTSPLEX								\$3,054.15	
Total Bills To Pay:								\$43,050.17	

**Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)**

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
GENERAL GOVERNMENT										
9926	AGILIS NETWORKS, 500 REGENT STREET, SUDBURY, ON, P3E 3Y2	12/20/19		12/20/19	\$488.35	\$488.35	10-10-61753	250 CLARK-BUILDING	\$0.00	(\$152,708.52)
003113358	1219 TELECOM @ 250 CLARK				\$570.40	\$570.40				
Total GENERAL GOVERNMENT \$5,596.37										
PUBLIC WORKS										
8741	DRD DISTRIBUTING, HWY 17 EAST, RR#2, CORBEIL, ON, P0H 1K0	12/20/19		12/20/19	\$12,168.31	\$12,168.31	10-20-63540	2014 GMC -	\$0.00	(\$6,872.39)
11005	12/20/19 PLOW				\$1,403.73	\$1,403.73	10-20-63600	2015 GMC-	\$0.00	(\$5,600.52)
11009	12/20/19 plow parts									
8799	J & J EQUIPMENT REPAIR, 84 CHISWICK LINE, RR # 1, POWASSAN, ON, P0H 1Z0	12/20/19		12/20/19	\$98.45	\$98.45	10-20-63626	BACKHOE CAT420	\$0.00	(\$12,656.72)
16974	12/20/19 LOADER REPAIRS				\$98.45	\$98.45				
8806	JIM MOORE PETROLEUM, 66 GIBSON STREET, P.O. BOX 508, NORTH BAY, ON, P1B 8J1	12/20/19		12/20/19	\$390.85	\$390.85	10-20-63505	2014 FREIGHTLINER-	\$0.00	(\$17,788.71)
535352	12/20/19 FUEL FOR 2014 FREIGHTLINER				\$390.85	\$390.85	10-20-63520	2011 FREIGHTLINER-	\$0.00	(\$17,420.83)
535352	12/20/19 FUEL FOR 2011 FREIGHTLINER				\$86.85	\$86.85	10-20-63540	2014 GMC -	\$0.00	(\$6,872.39)
535354	12/20/19 2014 CHEV FUEL				\$390.85	\$390.85	10-20-63560	2013 FREIGHTLINER	\$0.00	(\$26,812.04)
535352	12/20/19 FUEL FOR 2013 FREIGHTLINER				\$86.85	\$86.85	10-20-63580	2009 FORD 1/2 TON -	\$0.00	(\$4,981.58)
535354	12/20/19 F150 FUEL				\$86.85	\$86.85	10-20-63600	2015 GMC-	\$0.00	(\$5,600.52)
535354	12/20/19 CHEV TRUCK FUEL				\$28.96	\$28.96	10-20-63740	LAWN EQUIPMENT-	\$0.00	(\$2,898.26)
535354	12/20/19 LAWN EQUIPMENT-MAT/SUPPLIES				\$1,462.06	\$1,462.06				
8912	OSHELL'S VALU-MART, P.O. BOX 322, POWASSAN, ON, P0H 1Z0	12/20/19		12/20/19	\$64.38	\$64.38	10-20-63065	PUBLIC WORKS MAT &	\$0.00	(\$5,343.83)
25388	12/20/19 COFFEE				\$37.72	\$37.72	10-20-63065	PUBLIC WORKS MAT &	\$0.00	(\$5,343.83)
25468	12/20/19 CREAM, SUGAR AND WATER				\$102.10	\$102.10				
8921	PIONEER CONSTRUCTION INC, 175 PROGRESS ROAD, NORTH BAY, ON, P1A 0B8	12/20/19		12/20/19	\$22,223.86	\$22,223.86	10-20-63895	CAPITAL-GAS TAX	\$0.00	(\$280,752.03)
	HOLD BACK 12/20/19 HOLD BACK				\$22,223.86	\$22,223.86				
9012	TOWNSHIP OF NIPISSING, 45 BEATTY STREET, NIPISSING, ON, P0H 1W0	12/20/19		12/20/19	\$959.40	\$959.40	10-20-63040	TRAINING &	\$0.00	(\$6,666.75)
N-19-33	12/20/19 TRAINING				\$959.40	\$959.40				
9669	SERVICE ONE MUFFLERS, 4000 KIRKPATRICK ST, NORTH BAY, ON, P1B 8G5	12/20/19		12/20/19	\$224.19	\$224.19	10-20-63065	PUBLIC WORKS MAT &	\$0.00	(\$5,343.83)
58403	12/20/19 EXHAUST FLUID				\$224.19	\$224.19				
9712	CURRIE TRUCK CENTRE, BOX 20150, BARRIE, ON, L4M 6E9	12/20/19		12/20/19	\$47.83	\$47.83	10-20-63760	2014 FREIGHTLINER-	\$0.00	(\$5,454.56)
445387P	12/20/19 PLOW GUIDE SET				\$47.83	\$47.83				
9759	JUNIORS TIRE SERVICE, 1524 CHOLETTE STREET, NORTH BAY, ON, P1B 8G4	12/20/19		12/20/19	\$1,646.48	\$1,646.48	10-20-63560	2013 FREIGHTLINER	\$0.00	(\$26,812.04)
15419	12/20/19 TIRES				\$943.32	\$943.32	10-20-63720	TRACKLESS-KUBOTA-	\$0.00	(\$4,490.36)
15420	12/20/19 TIRES				\$2,589.80	\$2,589.80				

**Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)**

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
10089	12/20/19	HEL YX, P.O. BOX 343, CALLANDER, ON, P0H1H0	12/20/19	\$848.07	\$848.07	10-20-63070	PUBLIC WORKS-SAFETY	\$0.00	(\$1,996.56)
10164	12/20/19	SAFTY JACKETS							
10259	12/20/19	CODEY MUNSHAW, ... MILEAGE AND BOOT ALLOWANCE	12/20/19	\$549.90	\$549.90	10-20-63060	PUBLIC WORKS-	\$0.00	(\$69,570.11)
10280	12/20/19	CRD CREIGHTON, 2222 DREW ROAD, MISSISSAUGA, ON, L5S 1B1	12/20/19	\$455.88	\$455.88	10-20-63626	BACKHOE CAT420	\$0.00	(\$12,656.72)
193511		BUCKETS							
Total PUBLIC WORKS									
ENVIRONMENT									
8806	12/20/19	JIM MOORE PETROLEUM, 66 GIBSON STREET, P.O. BOX 508, NORTH BAY, ON, P1B 8J1	12/20/19	\$390.85	\$390.85	10-25-64830	GARBAGE VEHICLE	\$0.00	(\$24,773.71)
535352		FUEL FOR GARBAGE TRUCK							
9622	12/20/19	POWASSAN AUTO SERVICE, 717 MAIN ST, POWASSAN, ON, P0H 1Z0	12/20/19	\$205.46	\$205.46	10-25-64830	GARBAGE VEHICLE	\$0.00	(\$24,773.71)
19563		OIL CHANGE							
Total ENVIRONMENT									
PROTECTION TO PERSONS & PROPERTY									
8799	12/20/19	J & J EQUIPMENT REPAIR, 84 CHISWICK LINE, RR # 1, POWASSAN, ON, P0H 1Z0	12/20/19	\$421.18	\$421.18	10-50-62550	EMERGENCY PLANNING	\$0.00	(\$4,795.70)
16977		GENSET REPAIRS							
8855	12/20/19	MINISTER OF FINANCE - OPP, 33 KING ST W, PO BOX 647, OSHAWA, ON, L1H 8X3	12/20/19	\$43,331.00	\$43,331.00	10-50-62500	POLICING-OPP	\$0.00	(\$519,101.35)
111212190944081		MONTHLY POLICING							
Total PROTECTION TO PERSONS & PROPERTY									
HISTORICAL & CULTURE									
8954	12/20/19	RELANCE HOME COMFORT, PAYMENT PROCESSING CENTRE, PO BOX 4504 STATION A 25 THE ESPLANADE, TORONTO, ON, M5W 4J8	12/20/19	\$151.55	\$151.55	10-65-67680	POWASSAN LEGION	\$0.00	(\$35,454.13)
10955001		POWASSAN LEGION EXPENSE							
Total HISTORICAL & CULTURE									
TROUT CREEK COMMUNITY CENTRE									
8986	12/20/19	STARFIELD SAFETYWEAR MFG. CO., 1020 LAWRENCE AVE W, TORONTO, ON, M6A 1C8	12/20/19	\$400.00	\$400.00	10-75-61840	SOCIALS	\$0.00	(\$3,179.27)
DEC 31 2019		NEWYEARS CAB TCCC							
9907	12/20/19	MELISSA THOMAS, 4 KILPPER DRIVE, SOUTH RIVER, ON, P0A1X0	12/20/19	\$580.00	\$580.00	10-75-61840	SOCIALS	\$0.00	(\$3,179.27)
DEC 31 2019		TC NEWYEARS DJ							
Total TROUT CREEK COMMUNITY CENTRE									

Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
SPORTSPLEX										
8975 DEC19KM	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	12/20/19		12/20/19	\$50.32	\$50.32	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$20,978.79)
9028 2361680	VAUGHAN PAPER PRODUCTS INC., 1598 MAIN ST WEST, NORTH BAY, ON, P1B 2X3	12/20/19		12/20/19	\$894.50	\$894.50	10-80-61960	BUILDING SUPPLIES	\$0.00	(\$9,804.36)
9926 0031116823	AGILIS NETWORKS, 500 REGENT STREET, SUDBURY, ON, P3E 3Y2	12/20/19		12/20/19	\$254.40	\$254.40	10-80-61555	OFFICE EXPENSES	\$0.00	(\$5,152.21)
					\$894.50	\$894.50				
					\$254.40	\$254.40				
					\$254.40	\$254.40				

Total SPORTSPLEX

\$1,199.22

Total Bills To Pay:

\$95,409.21

**Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)**

Vendor Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
GENERAL GOVERNMENT									
8848	MINISTER OF FINANCE - EHT, P.O. BOX 620 (EHT), OSHAWA, ON, L1H 8E9								
PR997	12/03/19	Payroll from 11/16/2019 to 11/29/2019	12/03/19	\$1,229.66	\$1,229.66	10-10-33320	A/P EHT	\$0.00	\$1,972.30
PR998	12/17/19	Payroll from 11/30/2019 to 12/13/2019	12/17/19	\$1,272.91	\$1,272.91	10-10-33320	A/P EHT	\$0.00	\$1,972.30
PR999	12/31/19	Payroll from 12/14/2019 to 12/27/2019	12/31/19	\$1,283.98	\$1,283.98	10-10-33320	A/P EHT	\$0.00	\$1,972.30
8903	OMERS, P.O. BOX 19575 SUITE 1701, TORONTO, ON, M7Y 3M1				\$3,786.55				
PR997	12/03/19	Payroll from 11/16/2019 to 11/29/2019	12/03/19	\$8,961.62	\$8,961.62	10-10-33310	A/P OMERS	\$0.00	(\$7,134.22)
PR998	12/17/19	Payroll from 11/30/2019 to 12/13/2019	12/17/19	\$8,640.38	\$8,640.38	10-10-33310	A/P OMERS	\$0.00	(\$7,134.22)
PR999	12/31/19	Payroll from 12/14/2019 to 12/27/2019	12/31/19	\$8,610.20	\$8,610.20	10-10-33310	A/P OMERS	\$0.00	(\$7,134.22)
9040	WORKPLACE SAFETY & INSURANCE BOARD, P.O. BOX 4115, STATION A, TORONTO, ON, M5W 2V3				\$26,212.20				
PR997	12/03/19	Payroll from 11/16/2019 to 11/29/2019	12/03/19	\$1,954.71	\$1,954.71	10-10-33330	A/P WSIB	\$0.00	\$554.24
PR998	12/17/19	Payroll from 11/30/2019 to 12/13/2019	12/17/19	\$2,024.58	\$2,024.58	10-10-33330	A/P WSIB	\$0.00	\$554.24
PR999	12/31/19	Payroll from 12/14/2019 to 12/27/2019	12/31/19	\$2,042.45	\$2,042.45	10-10-33330	A/P WSIB	\$0.00	\$554.24
9080	RECEIVER GENERAL - PAYROLL DEDUCTIONS, , , , ,				\$6,021.74				
PR999	12/31/19	Payroll from 12/14/2019 to 12/27/2019	12/31/19	\$7,870.52	\$7,870.52	10-10-33200	A/P FIT	\$0.00	(\$3,330.46)
PR999	12/31/19	Payroll from 12/14/2019 to 12/27/2019	12/31/19	\$3,619.05	\$3,619.05	10-10-33210	A/P PIT	\$0.00	(\$1,606.63)
PR999	12/31/19	Payroll from 12/14/2019 to 12/27/2019	12/31/19	\$1,009.75	\$1,009.75	10-10-33220	A/P EI	\$0.00	(\$1,461.66)
PR999	12/31/19	Payroll from 12/14/2019 to 12/27/2019	12/31/19	\$2,512.46	\$2,512.46	10-10-33230	A/P CPP	\$0.00	(\$2,862.56)
					\$15,011.78				
					\$51,032.27				
Total GENERAL GOVERNMENT									
SPORTSPLEX									
8975	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7								
DEC19KM2	12/27/19	HIGHLANDER BREWERY CO - SPORTSPLEX BAR AND BEERFEST	12/27/19	\$761.62	\$761.62	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$21,790.73)
					\$761.62				
					\$761.62				
Total SPORTSPLEX									
Total Bills To Pay: \$51,793.89									

Municipality of Powassan
A/P Preliminary Cheque Run
(Council Approval Report)

Vendor

Invoice Number	Date	Description	Due Date	Invoice Amt.	Approved Amt.	Account Number	Account Description	Budgeted \$	YTD Balance
9040	12/31/19	WORKPLACE SAFETY & INSURANCE BOARD, P.O. BOX 4115, STATION A, TORONTO, ON, M5W 2V3	12/31/19	\$877.04	\$877.04	10-15-62020	FIRE DEPT.-OPERATIO	\$0.00	(\$72,846.08)

\$877.04

\$877.04

Total Bills To Pay:

Birch@250 Clark, Recreation Schedule, RECYCLING SCHEDULE, Holidays in Canada, Powassan Community Events, Powassan Events

Jan 2020 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>5</p> <p>12pm - KIDS SHINNY 12pm - Public Skating 12:30pm - BIG KIDS 1:30pm - PUBLIC SKATING-</p>	<p>6</p> <p>Epiphany SOUTH HIMSWORTH 7pm - Fire Department</p>	<p>7</p> <p>7pm - Council</p>	<p>8</p> <p>7pm - TCCCB @ TCCC</p>	<p>9</p> <p>6pm - Family Peer Support</p>	<p>10</p> <p>POWASSAN RECYCLING</p>	<p>11</p> <p>9am - Winter Farmer's</p>
<p>12</p> <p>12pm - KIDS SHINNY 12:30pm - BIG KIDS 1:30pm - PUBLIC SKATING-</p>	<p>13</p> <p>TROUT CREEK RECYCLING</p>	<p>14</p>	<p>15</p>	<p>16</p>	<p>17</p>	<p>18</p>
<p>19</p> <p>12pm - KIDS SHINNY 12:30pm - BIG KIDS 1:30pm - PUBLIC SKATING-</p>	<p>20</p> <p>SOUTH HIMSWORTH 7pm - Fire Department</p>	<p>21</p> <p>6pm - PUBLIC WORKS 7pm - Council @ 250 Clark</p>	<p>22</p> <p>10am - Municipal Film</p>	<p>23</p>	<p>24</p> <p>POWASSAN RECYCLING</p>	<p>25</p> <p>6am - Magical Evening</p>
<p>26</p> <p>12pm - KIDS SHINNY 12:30pm - BIG KIDS 1:30pm - PUBLIC SKATING-</p>	<p>27</p> <p>TROUT CREEK RECYCLING</p>	<p>28</p> <p>9:30am - Wellness Clinic @</p>	<p>29</p> <p>5:30pm - Conservation</p>	<p>30</p> <p>AMCTO TENTATIVE</p>	<p>31</p>	<p>1</p>