

AGENDA

Regular Council Meeting
Tuesday, October 15, 2024, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care of, and teachings about, our earth and our relations. May we continue to honour these teachings.”

3. ROLL CALL

4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

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

7.1 Regular Council Meeting of October 1, 2024

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

10. STAFF REPORTS

10.1 Deputy Clerk, K. Bester – Ontario Trillium Foundation – Grow Grant

10.2 Deputy Clerk, K. Bester – TD Friends of the Environment Foundation Grant

10.3 Deputy Clerk, K. Bester – Community Emergency Preparedness Grant

10.4 Deputy Clerk, K. Bester – McDonald Street Transfer

10.5 Deputy Clerk, K. Bester – Tower Line – Seasonal Maintenance

10.6 Clerk, A. Quinn – Update on Powassan Library Budget 2024 from September 17, 2024

11. BY-LAWS

12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 OPP Municipal Policing Bureau – 2025 Annual Billing Statement

13.2 Ontario Community Infrastructure Fund – 2025 Funding

13.3 OPP Municipal Policing Bureau – Primary Public Safety Answering Point (9-1-1) Agreement

14. CORRESPONDENCE

14.1 Kettle Creek Conservation Authority – Phase Out of Free Well-Water Testing

15. ADDENDUM

15.1 Tatham Engineering - Detailed Structural Investigation, Trout Creek Community Centre
Preliminary Findings

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

18. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, October 1, 2024, at 6:30 pm
Powassan Council Chambers

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

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

Absent,
With Regrets: Randy Hall, Councillor

Presentations: None

Disclosure of Monetary Interest and General Nature Thereof: None

- 2024-295** Moved by: L. Patey Seconded by: D. Britton
That the agenda of the Regular Council Meeting of October 1, 2024, be approved. **Carried**
- 2024-296** Moved by: D. Britton Seconded by: M. Wand
That the minutes of the Regular meeting of Council of September 17, 2024,
be adopted. **Carried**
- 2024-297** Moved by: M. Wand Seconded by: L. Patey
That the minutes from the Maple Syrup Festival Committee meeting of September 18,
2024, be received. **Carried**
- 2024-298** Moved by: L. Patey Seconded by: D. Britton
That the minutes of the North Bay Mattawa Conservation Authority meeting of August 14,
2024, be received. **Carried**
- 2024-299** Moved by: D. Britton Seconded by: M. Wand
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation
committee meeting of August 13, 2024, be received. **Carried**
- 2024-300** Moved by: M. Wand Seconded by: L. Patey
That the District of Parry Sound Social Services Administration Board CAO's Report
of September 2024, be received. **Carried**
- 2024-301** Moved by: M. Wand Seconded by: L. Patey
That the memo from Deputy Clerk, K. Bester, regarding the OPG Power for change Funding
Program, be received; and,

FURTHER THAT Council direct staff to move forward with the application for \$3,500.00 to provide funds for the New Year's family celebration that will be held at the Trout Creek Community Centre on December 31, 2024. **Carried**

2024-302 Moved by: L. Patey Seconded by: D. Britton
That the 2024 third quarter budget Variance Update as of September 30, 2024, from Treasurer/Director of Corporate Services, B. Robinson, be received for information purposes. **Carried**

2024-303 Moved by: D. Britton Seconded by: M. Wand
That Bylaw 202-20 being a Bylaw to adopt a policy respecting the management of nuisance beavers and beaver dams in the Municipality of Powassan;

To be **READ** a **FIRST** and **SECOND** time on the 1st day of October 2024 and to be **READ** a **THIRD** and **FINAL** time and considered passed in open Council on the 15th day of October 2024. **Deferred**

2024-304 Moved by: M. Wand Seconded by: L. Patey
That Bylaw 2024-21 being a Bylaw to appoint a Fire Chief,

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council on this 1st day of October 2024 for the immediate wellbeing of the Municipality. **Carried**

2024-305 Moved by: L. Patey Seconded by: D. Britton
That Bylaw 2024-22 being a Bylaw to appoint a Community Emergency Management Coordinator and Alternate,

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council on this 1st day of October 2024 for the immediate wellbeing of the Municipality. **Carried**

2024-306 Moved by: D. Britton Seconded by: M. Wand
That the information from the Ministry of Municipal Affairs and Housing regarding the 2023 Financial Information Return Award, be received. **Carried**

2024-307 Moved by: M. Wand Seconded by: L. Patey
That the information from the Ministry of Agriculture, Food and Agribusiness regarding the Agricultural Workforce Equity and Diversity Initiative, be received. **Carried**

2024-308 Moved by: M. Wand Seconded by: L. Patey
That Council now adjourns to closed session at 6:51p.m. to discuss:
17.1 Adoption of Closed Session Minutes of July 16, 2024
17.2 Adoption of Closed Session Minutes of August 13, 2024
17.3 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.
17.4 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9 (4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations. **Carried**

2024-309

Moved by: M. Wand Seconded by: D. Britton
That Council now reconvenes to regular session at 7:34p.m.

Carried

2024-310

Moved by: L. Patey Seconded by: M. Wand
That Council now adjourns at 7:34p.m.

Carried

Mayor

Clerk

COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: Ontario Trillium Foundation – Grow Grant
Date: September 26, 2024

RECOMMENDATION:

That Council pass a resolution supporting our application under the above noted funding opportunity, for the expansion of summer recreational programming.

BACKGROUND:

This program is meant to scale up a program and service to benefit your community – Grow grants range from \$100,000 to \$600,000 over 2 or 3 years (so \$50,000 per year is minimum ask). **Grants support established programs and services that have a proven track record of success and meet community need.**

Applicants must deliver programs and services in one of our sectors: sports and recreation, arts and culture, environment, and human and social services.

A Municipality with a population of 20,000 or less ... are only eligible to apply for funding in two of OTF's funding priorities:

- Foster physically active lifestyles;
- Enriching lives through arts, culture and heritage

Main objectives for the project must include one of the following:

- Expand an existing program or service;
- Improve an existing program or service; or
- Adapt an existing program or service

There is no requirement for a contribution from the Municipality for this one.

This funding application is due November 6, 2024.

Grow Grant

Take a successful project to a new level. Grow grants provide a higher level of funding over 2 or 3 years to help proven community projects increase their impact.

NEXT DEADLINE

November 6, 2024, 5:00 pm ET

TERM LENGTH

2 or 3 years

AMOUNT AWARDED (PER YEAR)

Minimum \$50,000 Maximum \$200,000

Scale up a program and service to benefit your community

Grow grants range from \$100,000 to \$600,000 over 2 or 3 years. Grants support established programs and services that have a proven track record of success and meet community need. Applicants can apply for funding to expand, improve or adapt an existing program or service.

Upcoming granting cycle

The grant application period is October 9, 2024 to November 6, 2024, at 5 pm ET.

Who is eligible to apply

OTF grants support the work of eligible non-profit organizations to help them deliver direct community-based programs and services in Ontario.

Review the eligibility criteria below to help you determine if you are a fit with who we fund.

View eligibility criteria for applicants

Interested applicants must:

- deliver programs and services in one of four sectors: sports and recreation, arts and culture, environment, and human and social services.
- have a primary purpose, presence, and reputation for delivering community-based programs and services with direct community benefit in one of OTF's 16 geographic catchment areas in Ontario.
- demonstrate the financial and organizational capacity to manage OTF funds, and deliver and complete the proposed project as per OTF's [Financial Need and Health of Applicants policy](/who-we-are/our-policies/financial-need-and-health-applicants-policy) (</who-we-are/our-policies/financial-need-and-health-applicants-policy>).
- demonstrate that it is the appropriate organization or community to carry out the proposed project.

In addition to these requirements, applicants must be one of the following:

Non-profit organizations

The following types of organizations may be eligible for funding. They are required to have at least one full year of registration and/or incorporation and operating.

- A charitable organization registered with the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction

Indigenous communities

The following Indigenous communities may be eligible for funding:

- A First Nation

- First Nations seeking funding for their libraries must apply on behalf of the library.
- A Chartered Community Council, operating under the Métis Nation of Ontario
- An Inuit community

Municipalities, libraries and local services boards

- A municipality with a population of 20,000 or less, county library boards and local services boards serving populations of 20,000 or less are only eligible to apply for funding in two of OTF's Funding Priorities:
 - Foster physically active lifestyles; or
 - Enriching lives through arts, culture and heritage
- A municipality with a population of 20,000 or less must apply on behalf of its cultural or recreation agencies, including municipal libraries and museums.
- Municipalities with a population of over 20,000 are not eligible for funding.

Learn more about [eligibility criteria for applicants](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy).

Collaboratives

A collaboration of two or more organizations may be eligible if the lead organization in the collaborative meet the requirements of OTF's [Eligibility Policy](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy). The lead organization will be required to accept responsibility for the application and administration of the grant, including financial and reporting accountability.

Collaboratives are required to include a formal, signed collaborative agreement with their grant application. Learn about [Collaborative Agreements](/resources/collaborative-agreement) (/resources/collaborative-agreement).

Religious entities

An organization that is a religious entity or a faith-based group and is a registered charity or not-for-profit corporation may be eligible for funding. The organization needs to provide direct programs and services to the community at large which are not religious activities and do not include a requirement to participate in any dimensions of faith.

Learn more about [eligibility criteria for religious entities](https://otf.ca/who-we-are/our-policies/eligibility-policy#religious-entities) (https://otf.ca/who-we-are/our-policies/eligibility-policy#religious-entities).

Ineligible applicants and activities

OTF funding is available to applicants that meet specific requirements related to their mission and mandate, how they operate, their proposed projects and the community need. Find out [who and what is not eligible for OTF funding](https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-applicants) (<https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-applicants>).

What we fund

Explore what we fund below through this grant stream.

Funding priorities

OTF invests in projects that help build healthy and vibrant communities. OTF's funding priorities focus on areas that identify the types of change OTF invests in. Select the funding priority that best meets the goal of your project:

- Foster physically active lifestyles
- Help people build stronger connections and a deeper sense of belonging in their community
- Enrich lives through arts, culture and heritage
- Support youth to develop stronger social, emotional and leadership skills
- Support participation in the conservation and restoration of the environment
- Enable economically vulnerable people to meet their basic needs and/or strengthen their financial stability

Explore these priorities as part of OTF's [Grant Investment Framework](/our-grants/grant-investment-framework) (/our-grants/grant-investment-framework). If projects do not fit with the Funding Priority selected in the grant application, the application will be declined.

Project objectives

As you plan your application, choose the main objective for your project:

- Expand an existing program or service
- Improve an existing program or service
- Adapt an existing program or service

When selecting your objective, think about what you want to achieve with your project and how it will directly impact your community.

Project budget and eligible costs

Grow grants range from \$100,000 to \$600,000. You can request between \$50,000 and \$200,000 per year, for 2 or 3 years.

Prepare a clear Project Budget and ensure that the identified costs correspond with the deliverables and key tasks of your Project Plan. The costs must also be appropriate, reasonable and valid for the activities outlined in the Project Plan. All funds needed for the project need to be secured, or there must be a reasonable plan to secure the remaining funds.

Eligible Budget Categories

You can apply for funding to cover project costs across the following categories:

- **Direct Personnel Costs:** OTF will support salaries, mandatory employment-related costs and employee benefits for staff positions funded specifically to carry out the project.
- **Direct Non-Personnel Costs – Purchased Service**
- **Direct Non-Personnel Costs – Workshops/Meetings**
- **Direct Non-Personnel Costs – Supplies and Materials**
- **Direct Non-Personnel Costs – Travel**
- **Overhead and Administration Costs:**
 - OTF will support Overhead and Administration Costs directly associated with the project up to 15% of the Budget before applicable Capital costs.
 - These do not include the direct costs to run or deliver the project, including the staff or equipment associated with the project. It does include a portion of regular operational expenses that can be attributed specifically to this project. For more information, refer to the [Eligibility Policy](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy).

You can have up to 5 budget items for each Direct Personnel Costs and Direct Non-Personnel Costs.

Eligible capital costs (if applicable)

Up to 20% of your Budget can include capital-related costs that directly relate to your project objective. This can include the purchase of equipment (fixed and non-fixed) and/or the completion of renovations, repairs or retrofits. Eligible Capital Costs include:

- Construction and Renovation Costs
- Equipment Costs
- Developmental Costs (max 20% of Capital Costs)

Review a [sample budget entry](https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#sample-project-budget)

(<https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#sample-project-budget>)

that includes word counts and cost breakdowns.

Quotes and estimates

For each goods and services valued above \$5,000, a minimum of one quote or estimate is required. However, OTF prefers to receive two or more quotes or estimates to help your organization establish accurate budget amounts and demonstrate the best value for money.

Multiple sub-contracts with a supplier on the same project:

- Multiple sub-contracts with a supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$5,000, a minimum of one itemized quote or estimate (preferably two or more from different suppliers) needs to be uploaded.
- An itemized quote or estimate breaks down the cost of each good and service into line items.

All documentation needs to be:

- Prepared by a third-party professional
 - For municipalities, documentation can be prepared by a specialized department within the municipality.
- Dated and obtained within 6 months prior to the application deadline
- Completed with information about the vendor or supplier

Ineligible costs

Certain activities and items are not eligible for funding. These include:

- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates.
- Contingency costs: Funds that are reserved or set aside for an emergency
- Costs incurred before the approval of the OTF grant
- General capital fundraising drives and/or capital campaigns
 - Where OTF funding represents a component of a larger project, applicants must demonstrate either that the OTF funded components can be completed independently or that other funding sources have been secured, before OTF releases any funds to the grantee. If the funds to complete the project are not secured in full within one year of the signing of the Grant Contract, the grant will be rescinded.

Read the full list of [what is not eligible for funding](#).

(<https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-activities>)

Resources and application checklist

The grant application involves specific information about applicants and their proposed projects. The submitted information helps us evaluate if all eligibility criteria are met and eligible projects are then [scored for overall strength and clarity](#).

Explore all [Grow grant application resources](#)

(</resources/community-investments-grant-resources/grow-grant-application-resources>), including the [grant application questions](#)

(</resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions>)

1) Gather your organization information and assess your eligibility

If your [Organization Information](#)

(/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions)

has been submitted as part of a recent application, you may not be required to update and resubmit this section for the upcoming deadline. When you start a new grant application, additional instructions will be available in the Granting Portal.

The following lists will help you gather up-to-date information required for your application:

Organization details

(<https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#organization-information>)

- Incorporation number and year of incorporation (not-for-profits only)
- Charitable registration number and year of registration (registered charities only)
- [Business number \(for all applicants\)](#) (/submitting-your-business-number)

Financial information

(<https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#financial-health-and-stability>)

- Financial statements covering your organization's most recent fiscal year and comparative information for the prior fiscal year.
- Accumulated surplus and deficit documentation (if applicable)

Familiarize yourself with OTF's [Financial Statement Requirements](#)

(/resources/financial-statement-requirements).

All applicants, except for Municipalities and First Nations, need to comply with and submit financial information that meet OTF requirements.

Governance information

(<https://otf.ca/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions#governance>)

- List of current board of directors (required to have at least three members, with 50% of members at arm's length relationship to each other)
- List of current senior staff, Director level and above
- By-laws

All applicants, except for Municipalities and First Nations, need to provide governance information.

Not eligible? If applicants do not meet OTF's requirements, their application will not proceed for a full review.

2) Gather your project information and documentation

For each of the following items, use the [grant application questions](#)

(</resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions>)

to understand all requirements:

- Identify your project objective
- Prepare your Project Plan
- Prepare your Project Budget
- If applicable, obtain quotes and estimates for goods and services valued above \$5,000
- If applicable, provide photos of equipment (fixed and non-fixed) needed to deliver your project
- For collaborative applications, obtain a formal, signed Collaborative Agreement. Learn more about [what to include in your Collaborative Agreement](#) (</resources/collaborative-agreement>).
- If applicable, provide proof of ownership or a 5-year lease agreement for the facilities or spaces that you will improve. Learn more about [OTF's Lease Agreement Requirements](#) (</resources/lease-agreement-requirements>).

Ensure that your Project Budget and Project Plan reflect your selected requested term and project objective. If you include capital components in your grant application, explain why and how the capital budget items are directly related to the delivery of your project.

3) Complete and submit your application

Granting Portal

OTF requires all grant applications to be submitted through its Granting Portal. Before starting an application, you will be asked to complete a short questionnaire to ensure you are a fit for this grant stream.

- Returning users: [Sign-in to the Granting Portal](https://services1.otf.ca/s_Login.jsp?prole=0&lang=1) (https://services1.otf.ca/s_Login.jsp?prole=0&lang=1) when the application becomes available.
- New users: To access available grant applications, [create an OTF account](https://services1.otf.ca/s_csignup.jsp?token=XVtQHUUGYF1YShZZXxJWQl1ZYEI8H3Q%3D) (https://services1.otf.ca/s_csignup.jsp?token=XVtQHUUGYF1YShZZXxJWQl1ZYEI8H3Q%3D).

Final reminders

- Start your application as soon as it becomes available and work with your team to finalize requirements.
- Once submitted, your application is final and cannot be changed.
- Applications submitted after the deadline will not be accepted.
- Learn [how OTF makes application decisions](/who-we-are/about-us/how-we-make-application-decisions) (/who-we-are/about-us/how-we-make-application-decisions).

Application questions

OTF provides the full grant application questions to help you prepare beforehand. You can use the questions to draft your answers in advance, gather your required documentation, and plan with your team.

Explore the grant application questions

(/resources/community-investments-grant-resources/grow-grant-application-resources/grow-grant-application-questions)

Application supports

One-on-one coaching calls are now available to discuss your project with an OTF Program Manager. [Book a 20-minute coaching call](/support/application-coaching) (/support/application-coaching).

OTF offers different support webinars for applicants:

- **General webinars** are available year-round to learn about eligibility criteria for applicants.
- **Grant-specific webinars** cover grant application requirements. These webinars will begin in October 2024.

[Register for a webinar today](/support/support-webinars) (/support/support-webinars).

Contact OTF's Support Centre for general questions and technical support at otf@otf.ca or 1 800 263-2887.

How we assess grant applications

Submitted applications are assessed by experienced staff and local volunteers.

Discover OTF's assessment criteria for grant applications to help you prepare a complete application.

View OTF's assessment criteria

Assessment criteria: Eligibility of applicants

All applicants need to:

- Fit with [who we fund](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy).

- Demonstrate a primary purpose, presence, and reputation for delivering programs and services with direct community benefit in Ontario.
- Comply with [requirements around certain political activities](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy)
- Have the right type of complete [financial statements](/resources/financial-statement-requirements) (/resources/financial-statement-requirements) based on its total revenues and fiscal year-end date. If needed, the application also includes [required documentation for accumulated surplus and deficit](https://otf.ca/resources/financial-statement-requirements#prepare-your-documents) (https://otf.ca/resources/financial-statement-requirements#prepare-your-documents).
- Have a minimum of 3 active board members as of the application deadline.
- Provide a clear organizational structure and have proper oversight for effective management of conflict of interest and accountability.
- Demonstrate strong financial capacity and the ability to manage the grant (if applicable, based on past OTF grants).

Note:

- Applicants that do not meet eligibility criteria will not have their applications proceed to a full review.
- OTF reserves the right to ask successful applicants for updated organization information at any time throughout the life of the grant.

Assessment criteria: Eligibility of projects

OTF reviews the eligibility of projects based on the following areas:

- The project complies with eligibility requirements outlined in [OTF policies](/who-we-are/our-policies) (/who-we-are/our-policies) and on the grant page.
- The project fits with the [Funding Priority](#) selected.
- The project fits with the purpose of the grant and the selected [project objective](#).
- The necessary documentation meets requirements.
- The applicant has the capacity to deliver the project as outlined.

Assessment criteria: Clarity and strength of projects

Projects are evaluated and scored based on the following criteria:

Community benefit and relevance (30%)

- The application clearly explains the fit with the selected funding priority and the selected project objective.
- The project responds to a community need or opportunity.
- The anticipated local benefits are realistic and achievable.
- The project budget is appropriate to achieve the anticipated impact.
- The size and scope of the Project Plan, Project Budget and success measures are realistic, clear, and aligned.

Project plan and feasibility (30%)

- The Project Plan is clear and provides details about how the project will be implemented including the deliverables, key tasks, and timelines for the project.
- The Project Plan is feasible, ready-to-go, can be completed within reasonable timelines and it demonstrates a high likelihood of success.
- If it is a collaborative project, the collaborative is suitable to support the project's success and the collaborative agreement clearly outlines all necessary details.
- The project has a proven track record of success.
- If the project includes a capital component, there is a clear link to the overall project, programs and services.

Project Budget (30%)

- The Project Budget is clear and the identified costs correspond with the Project Plan, deliverables and key tasks.
- The costs are appropriate, reasonable and valid for the activities outlined in the Project Plan.
- All funds needed for the project are secured or there is a reasonable plan to secure the remaining funds.

Program participation for populations experiencing barriers (10%)

- The project will help populations experiencing barriers (e.g., socio-economic, geographic, cultural, gender, abilities and/or racial) to participate in the program.

What happens after you submit an application

After you submit a grant application, there are a few critical elements you should be aware of so you can begin your project efficiently and easily.

Read what happens after you apply

Assessing and making recommendations

- OTF staff first review your application and information available on your organization's website and social media accounts.
- We verify that your group meets eligibility criteria.
- If you are eligible, our experienced staff and local volunteers score your application against the [project assessment criteria](#).
- Local Grant Review Team volunteers make funding recommendations to the OTF Board of Directors.
- Learn more about [how we make application decisions](#) (/who-we-are/about-us/how-we-make-application-decisions).

Notification of funding decision

- The final list of approved grants is sent to Ontario Members of Provincial Parliament (MPPs) to give them an opportunity to congratulate successful applicants directly, when possible.
- All applicants are then notified of the final decision, approximately 4-5 months from the deadline date.
- All OTF decisions are final and there is no appeal process.

Orientation meeting

- Successful applicants take part in a mandatory orientation meeting with an OTF Program Manager.
- These meetings cover key expectations and requirements of the grant and need to be completed before grants can be activated.
- As part of the orientation, groups review the [Grantee Requirements](#) (/resources/current-grantee-resources/grantee-requirements).

Activating a grant

- After the orientation meeting, the Signatory Contact for the grant receives the Grant Contract by email, along with electronic signing instructions. The contract is a legal agreement between the

applicant and OTF.

- Once the contract has been received by the Signatory Contact, they must be review it, sign it , and submit it back to OTF within 60 days of receipt to remain valid.
- Grants are activated once contracts are signed and returned electronically to OTF.
- Grant payments are made through electronic funds transfer (EFT) once a grant becomes active.

During your grant

- **Reporting and monitoring**

- Grantee engagements will take place throughout the life of a grant.
- Grantees submit a final report when the project is complete. The report covers the achievement of the project, metric, and learnings.

- **Grant recognition**

- As outlined in the [Grant Recognition Requirements](/resources/current-grantee-resources/grant-recognition-requirements) (/resources/current-grantee-resources/grant-recognition-requirements), grantees are to publicly recognize OTF and its funder, the Government of Ontario, at an event and through other recognition activities.

- **Completion**

- After OTF staff approve the final report, grant hold-back funds are released and the grant is closed.

- **Grantee compliance**

- A random sample of grants are subject to a Grantee Compliance Audit.
- Grants can be audited for compliance at any point within the grant's life, or after the grant has been closed.

Most common application mistakes

Review some of the most common mistakes applicants make in their applications. This information will help you prepare a grant application that meets eligibility and application requirements.

Explore some common mistakes

Applicant is not compliant with OTF policies

As part of the assessment process, OTF ensures that applicants comply with OTF's granting policies:

- [Anti-Discrimination Policy](/who-we-are/our-policies/anti-discrimination-policy) (/who-we-are/our-policies/anti-discrimination-policy)
- [Eligibility Policy](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy)
- [Financial Need and Health of Applicants Policy](/who-we-are/our-policies/financial-need-and-health-applicants-policy)
(/who-we-are/our-policies/financial-need-and-health-applicants-policy)

When applicants do not meet these policies, the application will be declined.

Applicant does not fit with who we fund

Applicants are assessed according to OTF's [Eligibility Policy](/who-we-are/our-policies/eligibility-policy) (/who-we-are/our-policies/eligibility-policy). When applicants do not meet these requirements, the application will not proceed to a full review.

For example: An organization does not clearly explain that its mission and mandate is to directly deliver programs and services in Ontario.

Responses do not include enough information

OTF receives a very high volume of grant applications. While we review and assess all submitted applications, applicants can forget to provide enough detail to give OTF a full, and clear picture of their project. This often includes:

- Answers that don't provide relevant information about the project and organization.
- Missing information about how the project will be delivered.

Applications that don't have all of the answers fully completed will be declined.

Documents are missing or incorrect

Various documentation is required as part of the application. Certain documents are commonly missed or incorrect. Here are some examples:

- Quotes and estimates are not submitted, are missing dates or don't clearly go with a budget item.
- Photos of equipment needed to deliver a project are not submitted.

- The wrong proof of ownership documents are uploaded. (Applicable for Grow and Capital grants)
- A lease agreement does not show a minimum of 5 years remaining at the time of application deadline. (Applicable for Grow and Capital grants)
- Collaborative applications that are missing a complete [Collaborative Agreement](#) (/resources/collaborative-agreement). (Applicable for Grow and Seed grants)

Applications that are missing documents or have incorrect documentation will be declined.

Financial documents don't meet requirements

Wrong type of financial statements

The size of your organization's revenue determines who should be preparing your financial statements to submit with your grant application. Most common mistakes with this requirement are for:

- Organizations with revenues less than \$99,999: Financial statements can be prepared by staff, internal bookkeeper, board member, or an accountant.
- Organizations with revenues \$100,000 or more: Financial statements need to be prepared externally and with different criteria, depending on total revenues.

Applications that contain the wrong type of financial statements will not proceed to a full review.

Review the [Financial Statement Requirements](#) (/resources/financial-statement-requirements).

Missing surplus or deficit information

Organizations with an accumulated surplus or deficit need to include additional documentation with the application. This information provides further explanation for staff reviewing the application. Applications that do not provide this documentation will not proceed to a full review.

Review the [Financial Statement Requirements](#) (/resources/financial-statement-requirements) and use the [Financial Position Calculator](#) (/resources/financial-position-calculator) to determine if you have an accumulated surplus or deficit.

Incomplete or inaccurate project budget

The project budget is a critical part of the application. It shows how grant funds will be used and ensures funds are used effectively. There are a number of common mistakes related to the project budget.

Ineligible costs

Budgets often include costs that are ineligible for funding.

Budget items are not aligned to the Project Plan and requested term

Applicants need to clearly explain how their budget items are connected to their project and Project Plan. Applicants often forget to include:

- Clear cost breakdowns for each budget item.
- Appropriate and reasonable costs for the activities outlined in the Project Plan.
- A Project Budget and Project Plan that correspond to their requested term.

When Project Budgets do not meet requirements, the application will be declined.

Applications do not explain the benefit to local community

The project is not at a community level

OTF has divided Ontario into 16 areas, called catchments, and applicants need to select one catchment area where the primary activities of the project will take place. Applications that indicate impact at a province-wide or national level will be declined.

The community need is not clear

Ensure that you have created a link between your project and the benefit it will have in your community and/or for community members. For example, if you want to hire a volunteer coordinator or purchase equipment explain how these items will help you deliver your project to directly benefit community.

We are here to help

We offer a broad range of resources and opportunities to help non-profit organizations learn how they can directly apply for an OTF grant.

[Get support \(/support\)](/support)

Head Office

Ontario Trillium Foundation
(c/o Workhaus)
30 Wellington St. West
5th Floor
Toronto ON
M5L 1E2

Monday - Friday
8:30 AM – 5:00 PM

Contact

1 800 263-2887
416 963-4927
otf@otf.ca



(/news/award-recognizes-otf-leader-creating-safe-spaces-work)

OTF recognizes that our work, and the work of our grantees, takes place on Indigenous territories across Ontario.

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COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: TD Friends of the Environment Foundation
Date: October 10, 2024

For Information Purposes –

Please note that we received confirmation that our application to the above noted fund was successful. We will be receiving \$7,177.75. A summary of how funding will be used follows:

- Planting of approximately 12 trees and 15 shrubs at the Trout Creek Community Centre (adjacent to the children's park and riding corral).
- Planting of approximately 6 trees and 8 shrubs at the Powassan Sportsplex (adjacent to the children's park).
- Installation of bird, bee and bat houses at both locations.

The Trout Creek and Powassan Lions groups have committed to assisting our Public Works staff with planting the trees and shrubs, and the Powassan Scouts and Guides will be building and installing the bird, bee and bat houses.

The focus of the project is to make the parks more inviting, by providing shade areas and flowering shrubs, and also to encourage visits by pollinators. Green spaces play very vital roles in communities and are believed to improve human health, reduce stress and improve ones' quality of life.

COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: Community Emergency Preparedness Grant
Date: October 10, 2024

RECOMMENDATION:

That Council supports our application under the above noted funding opportunity, in the amount of \$10,950.00. Funding, if successful, will be used for:

1. Hazardous Materials Awareness training for all volunteer fire fighters. This online course is offered through the Ontario Fire College at a total cost of \$1950.00.
2. Hazardous Materials Operations training for ten (10) volunteer fire fighters. This practical course is offered over 2 weeks through the Ontario Fire College at a total cost of \$3000.00
3. Purchase of 20 new 2 way radios at a cost of \$6000.00.

BACKGROUND:

The Community Emergency Preparedness Grant (CEPG) provides funding to help communities purchase emergency supplies, equipment and services, such as:

- chain saws
- generators
- sandbag machines
- training delivery and education
- exercise planning and coordination

This application is due on October 31, 2024. Successful applicants will be notified in February, with planned activities / purchases taking place between March – August 2025.

COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: McDonald Street Transfer
Date: October 1, 2024

RECOMMENDATION:

That Council provide staff with direction regarding their preferred option to move forward on the sale of McDonald Street, subsequent to information provided by the surveying company.

BACKGROUND:

Council passed resolution no. 2023-260 declaring McDonald Street surplus and directed staff to move forward with this process, as per our Sale and Disposition of Land bylaw no. 2017-05. At this time the party interested in purchasing the property has provided their deposit and the property was recently surveyed.

The surveyor has advised that the neighbouring property to the west actually has encroachments on the road allowance (hedges, gravel driveway, concrete pad adjacent to entrance to house, and existing frame shed). It would appear that the actual house is only about .36 metres from the road allowance. See attached surveyor's sketch.

Our legal counsel has provided the following comments:

This is something that is Council's call and they can revoke the authorization to sell or modify it or confirm it. Considering that the physical lay of the land it would be reasonable for Council to consider amending the direction to sell and to offer portions of the road allowance to the owner with the encroachments. That could simply be an offer to sell them the land for the encroachments and to ensure proper space beside the house for maintenance etc. It could also include more land such that they could maintain access to Main Street from that gravel driveway. It's all a matter for Council to decide including how much they might have to pay.

Although the long standing use may have some practical value, that long standing use does not create any enshrined right of access to McDonald Street. Council could close McDonald Street without their permission; they have frontage on and direct access to Main Street.

When it comes to "authorized access/entrance permits" my experience is that if we are talking about entrances created 30 or 40 years ago there will be no records (to confirm or deny permission).

SKETCH SHOWING ENCROACHMENTS



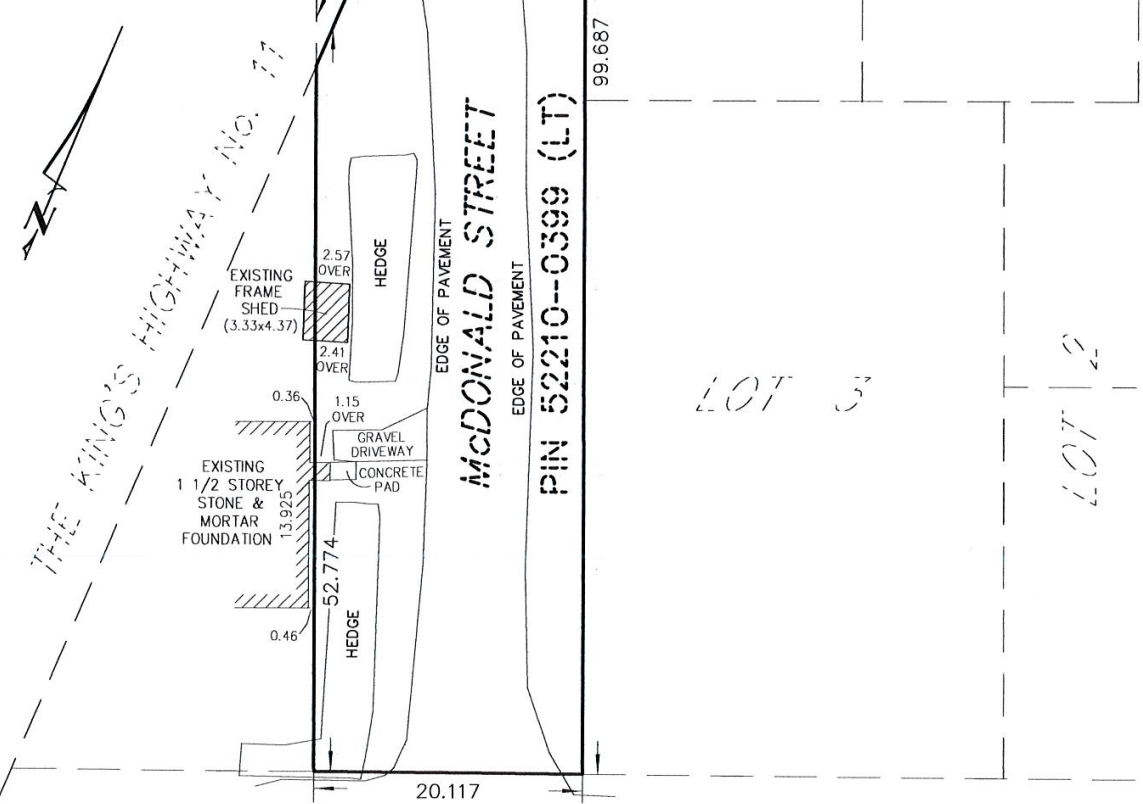
SCALE = 1 : 500

CAUTION

- a) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.
- b) THIS SKETCH IS PROTECTED BY COPYRIGHT ©

METRIC

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



NOTE

PART OF McDONALD STREET REGISTERED PLAN M-5 TOWN OF TROUT CREEK NOW IN THE MUNICIPALITY OF POWASSAN DISTRICT OF PARRY SOUND

NOTE

DIMENSIONS WERE OBTAINED FROM FIELD SURVEY.



TULLOCH GEOMATICS INC.
 1501 SEYMOUR STREET
 NORTH BAY ON P1A 0C5
 northbay@tulloch.ca

T. 705-474-1210
 F. 705-474-1783

DRAWN BY: C.A.L.

FILE No. 242582



COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: Tower Line – Seasonal maintenance by property owners
Date: October 1, 2024

RECOMMENDATION:

That Council provide staff with direction on this matter.

BACKGROUND:

There are 3 property owners on Tower Line who use the seasonally maintained portion of Tower Line during the winter months. One property owner has resided there for many years and up until amalgamation in 2001 had been providing South Himsworth Township with an insurance certificate.

Earlier our legal counsel had indicated that an agreement should be put into place, and an insurance certificate provided to the municipality by property owners who wish to personally maintain a section of Tower Line in the Winter months. At this time, we have received both of these items from **one** property owner only. Over the past several years (2021 onwards) we have attempted, without success, to have the property owner who has lived there for many years provide these. There is also another property owner who recently constructed a dwelling and has not provided these items; his initial plan was to use the dwelling on a seasonal basis, but circumstances have changed for him. At this time, we have been advised that one property owner is interested in potentially severing two lots off his parcel. Our current ZBA/OP would not permit the severances given that there is not frontage on a year-round municipally maintained roadway.

Our legal counsel has recently provided the following comments:

It is possible that insurer is telling these folks a standard homeowner's policy will not meet the requirements and they would need a more expensive commercial policy.

However, it would not be an unreasonable condition to suggest that if they want the severances the road has to be upgraded to facilitate full year-round maintenance.

The Municipality could enter a contract with private snow removal company but then the question is whether that cost is simply absorbed by the general taxpayer or if the Municipality wishes to impose a special charge on the abutting properties that benefit.

MEMO TO COUNCIL

To: Council
From: Clerk, Allison Quinn
Re: Updates regarding Powassan Library Budget 2024

RECOMMENDATION:

Received for information purposes.

ANALYSIS:

At the Council meeting of September 17, 2024, Council asked staff to follow up with the Powassan and District Union Public Library for clarification on some aspects of the 2024 Library Budget that was presented. The responses in Italics are directly from communications with the library.

1. How was the decision made to close on Saturdays?
They decided to close on Saturdays to save money as it is not usually busy on Saturday's. They are looking at opening on the last Saturday of October, November and December and will revisit the issue in January of 2025.
2. On the next budget, Council would like to see the municipal contributions on separate lines so it's easy to see what each municipality is contributing instead of being on one line.
This will be done.
3. Why were services reduced when you were operating with a 7% increase from municipalities and an increase in funding?
*As explained during their presentation, the 7% increase is not enough to cover all the increases from operating the library. The many years of taking increases from between 0% to 2% increase caught up with them.
The Budget Committee had to stall all new purchases, and freeze salaries to the 2023 level, and still, they are looking at over \$15,000 in deficit. Last year they would have had over \$5,000 in deficit if it hadn't been for the Lisa LaFlamme event. They are getting grants, but for specific items and cannot be used for the operation of the library. Added to that there is \$7,601 that they receive as a pay Equity Grant every year, which they shouldn't get since pay equity is not put in practice at the library and hasn't been since the 1990s.*

Most of their Special Projects were funded through grants except for the \$10,160 difference in their Special Projects revenue and expenditures. The difference is for their Quiet Room, Legion Senior Expenses and an additional \$1,324 spent above the student grant they received.

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

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Tel: 705 329-6140
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File Reference:

612-20

October 4, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2025 Annual Billing Statement package.

This year's billing package includes a statement for the 2023 year-end reconciliation. The final cost adjustment calculated as a result of the 2023 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2025 calendar year.

The final reconciliation of the 2025 annual costs will be included in the 2027 Annual Billing Statement.

For more detailed information on the 2025 Annual Billing Statement package please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in October/November. An e-mail invitation will be forwarded to the municipality advising of the session date.

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

Yours truly,

A handwritten signature in black ink, appearing to read "Steve Ridout". The signature is stylized and cursive.

Steve Ridout
Superintendent
Commander,
Municipal Policing Bureau

OPP 2025 Annual Billing Statement

Powassan M

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

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

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,523		
	Commercial and Industrial	99		
	Total Properties	<u>1,622</u>	189.44	307,265
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0954%	123.19	199,815
Overtime	(see notes)		15.74	25,524
Prisoner Transportation	(per property cost)		1.67	2,709
Accommodation/Cleaning Services	(per property cost)		5.70	9,245
Total 2025 Estimated Cost			<u>335.73</u>	<u>544,558</u>
2023 Year-End Adjustment	(see summary)			27,541
Grand Total Billing for 2025				<u>572,098</u>
2025 Monthly Billing Amount				47,675

OPP 2025 Annual Billing Statement

Powassan M

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

Notes to Annual Billing Statement

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

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

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

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

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

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

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

Notes:

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

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

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

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

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

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

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

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

OPP 2025 Calls for Service Billing Summary

Powassan M

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

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

Provincial Totals (Note 4)

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

Notes to Calls for Service Billing Summary

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

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

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

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

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

OPP 2025 Calls for Service Details

Powassan M

For the calendar years 2020 to 2023

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

OPP 2025 Calls for Service Details

Powassan M

For the calendar years 2020 to 2023

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

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

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
Base Service	Property Counts				
	Household	1,499			
	Commercial and Industrial	<u>105</u>			
	Total Properties	<u><u>1,604</u></u>	174.11	279,280	265,722
Calls for Service	Total all municipalities	187,830,598			
	Municipal portion	0.0966%	113.13	181,462	172,522
Overtime			16.13	25,878	21,587
Prisoner Transportation	(per property cost)		1.45	2,326	1,877
Accommodation/Cleaning Services	(per property cost)		<u>5.06</u>	<u>8,116</u>	<u>7,811</u>
Total 2023 Costs			<u><u>309.89</u></u>	<u><u>497,062</u></u>	<u><u>469,519</u></u>
2023 Billed Amount				<u><u>469,521</u></u>	
2023 Year-End-Adjustment				<u><u>27,541</u></u>	

Notes

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

This amount is incorporated into the monthly invoice amount for 2025.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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Ontario Community Infrastructure Fund (OCIF)

Allocation Notice

Ministry of Infrastructure

The Corporation of the Municipality of Powassan

September 2024

Disponible en français

Overview

2025 OCIF Funding

The amount of Funds the municipality named on this Allocation Notice is eligible to receive under the Agreement in the 2025 Funding Year is as follows:

2025 formula allocation	\$125,731
--------------------------------	------------------

Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting requirements noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2022 Financial Information Return, etc.), the Recipient must report on funding twice each year, providing information on how program funding is or will be used, and again after year-end on how funding was actually used.

In the spring, prior to the start of the construction season the Recipient will submit to the Ministry an **initial report** that includes information on planned/proposed projects that make use of OCIF funding. The Recipient will also submit to Ministry a **final report for the year** on or before March 31st that will include the amount of interest earned on Funds over the year, information on actual annual expenditures and a status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed. Standard reporting forms and detailed instructions on how to access these forms will be provided closer to each reporting timeline.

Payment of Funds

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient’s plan to utilize funding.

Data Sources

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions, Asset Management Plans and Schedule 51A of the Financial Information Returns (FIR).
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission and not included in a municipality's asset management plan, the Ministry is using its own CRV estimates for those assets.
- To derive CRV estimates, four years (2019, 2020, 2021, 2022) of FIR data were considered, giving priority to the most recent available data.
- For municipalities that submitted a CRV template through the CRV data collection process, CRVs used for 2025 OCIF were capped at 200% of their MOI FIR-based estimates and limited to 60% of MOI FIR-estimates as their lowest point. In cases where the Ministry did not receive a template submission, CRVs from asset management plans were anchored to +/- 40% of MOI's FIR-based estimates.
- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission
- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).

Data sources: Final 2022 Market Change Profile (MCP) and 2024 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2021 or 2022 for PILs). 2024 OMPF (Ontario Municipal Partnership Fund) data released October 2023.

- **Median household income:** Statistics Canada's measure of median income for all private households in 2020.

Ontario Community Infrastructure Fund (OCIF)
Allocation Notice
The Corporation of the Municipality of Powassan

Below are the key data source values used to calculate your 2025 allocation:

The Corporation of the Municipality of Powassan		
	Inputs	
a	Core infrastructure CRV estimate	\$102,995,578
b	Adjusted core infrastructure	\$102,995,578
c	Weighted property assessment	\$357,769,237
d	Number of households	1,513
e	Median household income	\$79,500
Ind 1*	Indicator 1 (h ÷ i)	-0.0670
f	Indicator 1 – Raw (b ÷ c)	0.2879
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.3071 g2: Lowest: 0.0206 g3: Highest: 1.5097
h	Difference between Indicator value and Median (f – g1)	-0.0192
i	Difference between the Median and the Minimum Value (g1 - g2) ¹	0.2865
Ind 2*	Indicator 2 (l ÷ m)	-0.2769
j	Indicator 2 – Raw (b ÷ d ÷ e)	0.8563
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 1.1538 k2: Lowest: 0.0794 k3: Highest: 4.3485
l	Difference between Indicator value and Median (j – k1)	-0.2975
m	Difference between the Median and the Minimum Value (k1-k2) ²	1.0744
Ind	Infrastructure Index (Ind1+Ind2)/2	-0.1720
n	Median of Infrastructure Indices of all eligible municipalities	-0.0416
o	Percentage points away from the Median	-13.04
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) \$173.143 - \$24 x (n - Ind) ÷ 10% ³	\$141.86
q	Median core infrastructure multiplier	\$173.143
	2024 OCIF Allocation	\$109,331
	2025 OCIF Allocation Maximum of (p x a ÷ \$100,000) or \$100,000, up to \$10 million, limited to ±15% variance from 2024 grant**	\$125,731

****Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is below the median, the difference between the median and the lowest value is calculated (g1-g2)

Note 2: Since the indicator is below the median, the difference between the median and the lowest value is calculated (k1-k2)

Note 3: Since the index is below the median, the funding multiplier per \$100,000 of core infrastructure is less than \$173.143

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: www.ontario.ca/page/ontario-community-infrastructure-fund#section-5.

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6200
Fax: 705 330-4191

Tél. : 705 329-6200
Téloc.: 705 330-4191

File Reference:600

The Corporation of
The Municipality of Powassan
250 Clark Street, P.O. Box 250
Powassan, Ontario
P0H 1Z0
October 2, 2024

Dear Sir / Madam

This letter is a follow up to our August 2023 correspondence sent to advise of upcoming changes to the Primary Public Safety Answering Point (P-PSAP) service agreement with the Ontario Provincial Police (OPP) to align with the requirements of Next Generation 9-1-1 (NG9-1-1) services. The P-PSAP service is a necessary requirement of providing 9-1-1 to the public as it is the first point of contact when dialing 9-1-1; operators determine whether the caller requires police, fire or ambulance service before routing to the call to the appropriate agency. The new OPP P-PSAP agreement has been developed and is attached to this letter.

At this time, the rate for this service will remain at \$0.561 / capita / annum. Accordingly, the annual cost of the service to The Corporation of the Municipality Powassan in 2025 will be $0.561 * 3346$ based on a residential population served of 3346.

While we encourage you to review the new agreement in its entirety, a summary of significant updates to the agreement include:

	Previous Agreement(s)	New Agreement
Terminology	Central Emergency Reporting Bureau (CERB) Public Emergency Reporting Service (PERS)	P-PSAP NG 9-1-1
Termination	90-day notice period	180-day notice period
Term length	2 (two) & 5 (five) year, renewable by written notice	Rolling term

To proceed with services under the new agreement, the OPP will require the attached agreement to be signed by the appropriate party, be accompanied by a by-law or band council resolution, and returned to the OPP by December 1, 2024.

Agreements will be effective as of January 1, 2025, and changes to billing based on population updates will be reflected in the annual billing issued in January 2025.

I have attached a P-PSAP information package for your reference. Please notify us at the soonest opportunity if you have any questions, or if you wish to discontinue the P-PASP service from the OPP. Note that the OPP is one of multiple providers of P-PSAP service to choose from, and that a P-PSAP service must be in place for members of your community to continue to be able to access 9-1-1. If you have any questions regarding the service, changes to the agreement, or billing please contact ppsap@opp.ca.

Kind Regards,

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

Superintendent Steve Ridout
Commander, Municipal Policing Bureau

Attachments P-PSAP Agreement
P-PSAP Information Package



**AGREEMENT FOR THE PROVISION OF
PRIMARY PUBLIC SAFETY ANSWERING
POINT (PSAP) SERVICES**

**AGREEMENT FOR THE PROVISION OF PRIMARY PSAP SERVICES
EFFECTIVE AS OF JANUARY 1, 2025**

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
MINISTER OF THE SOLICITOR GENERAL
on behalf of the ONTARIO PROVINCIAL POLICE**

("OPP")

OF THE FIRST PART

AND:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
(the "9-1-1 Authority")**

OF THE SECOND PART

RECITALS:

- (a) **WHEREAS** Bell Canada has entered into agreements with the 9-1-1 Authority to provide the 9-1-1 Authority with a 9-1-1 Public Emergency Reporting Service (PERS), and which authorizes the 9-1-1 Authority to deliver 9-1-1 services using NG 9-1-1 technology;
- (b) **AND WHEREAS** it is the obligation of the 9-1-1 Authority under its agreement with Bell Canada to ensure that a Primary Public Safety Answering Point serves the territory in which the 9-1-1 Authority operates;
- (c) **AND WHEREAS** the 9-1-1 Authority is permitted under its agreement with Bell Canada to contract with a third party for the management and operation of the Primary Public Safety Answering Point;
- (d) **AND WHEREAS** the 9-1-1 Authority wishes to contract with the OPP for the management and operation of the Primary Public Safety Answering Point, which is or is expected during the term of this Agreement to transition from being delivered by PERS to being delivered using NG 9-1-1 technology;
- (e) **AND WHEREAS** the 9-1-1 Authority confirms its adherence to this Agreement by executing it, as provided for herein, and providing the OPP with a certified copy of the resolution or by-law authorizing it entering into this Agreement;

NOW THEREFORE, in consideration of the promises and covenants herein, the Parties agree as follows:

1 The Parties warrant that the recitals are true.

2 DEFINITIONS AND INTERPRETATION

2.1 In this Agreement:

“9-1-1 Call” means a request for public safety assistance signaled by a 9-1-1 caller using a device and communications service supporting 9-1-1 contact, regardless of the media (e.g., voice, video, text, other) used to make that request; **“9-1-1 Caller”** means the end user contacting 9-1-1.

“Agreement” means this agreement and Schedule “A”, which is attached to, and forms part of this Agreement.

“ALI” means an Automatic Location Identification, which consists of a database feature that displays, to the Primary and Secondary PSAP, address and location data with respect to a source from which the 9-1-1 call originates.

“ANI” means an Automatic Number Identification, which consists of a database feature that displays the telephone number of the primary exchange service that originates the 9-1-1 call to the Primary PSAP.

“Call Control” means a feature that allows the 9-1-1 call taker at the Primary PSAP to maintain control of

the line upon which the 9-1-1 call was made regardless of calling party action.

“ESZ” means Emergency Services Zone, which is a geographic area served by a Secondary PSAP in the territory of the 9-1-1 Authority.

“GIS” means “Geographic Information System”, a system for capturing, storing, displaying, analyzing and managing data and associated attributes which are spatially referenced.

“NG9-1-1” means a secure, IP-based, open-standards based system comprised of hardware, software, data, and operational policies and procedures that (1) provides standardized interfaces from emergency call and message services to support emergency communications, (2) processes all types of emergency calls, including voice, text, data, and multimedia information, (3) acquires and integrates additional emergency call data useful to call routing and handling, (4) delivers the emergency calls, messages and data to the appropriate PSAP and other appropriate emergency entities based on the location of the caller, (5) supports data, video, and other communications needs for coordinated incident response and management and (6) interoperates with services and networks used by first responders to facilitate emergency response.

“Party” means the OPP or the 9-1-1 Authority, and “Parties” shall mean both of them.

“PERS” means “Public Emergency Reporting Service” which is a telecommunications service provided by Bell for the delivery of 9-1-1 calls.

“PSAP” means “Public Safety Answering Point” which is the entity responsible for receiving 9-1-1 calls and processing those 9-1-1 calls according to a specific operational policy.

“Primary PSAP” means the Primary Public Safety Answering Point serving the 9-1-1 Authority and located at the OPP Provincial Communications Centre (PCC), which is the first point of reception by the OPP of 9-1-1 calls.

“Secondary PSAP” means the communication center of a fire, police or ambulance agency, within an ESZ, to which 9-1-1 calls are transferred from the Primary PSAP, and for which the Secondary PSAP is then responsible for taking appropriate action.

“Selective Routing and Transfer” means a feature that automatically routes a 9-1-1 call to the appropriate Primary or Secondary PSAP based upon the ALI and ANI of the telephone line from which the 9-1-1 call originates.

- 2.2 **Severability** - If any term of this Agreement shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.
- 2.3 **Section Headings** - The section headings contained herein are for purposes of convenience only and

shall not be deemed to constitute a part of this Agreement or affect the meaning or interpretation of this Agreement in any way.

2.4 **Entire Agreement** - This Agreement constitutes the entire agreement of the Parties, with respect to the provision and operation of services as defined hereunder and supersedes any previous agreement whether written or verbal. In the event of a conflict or inconsistency between this Agreement and a tender document such as request for proposals issued by the 9-1-1 Authority for the provision of services as described hereunder or the proposal that the OPP submitted in response to the tender document, this Agreement shall prevail to the extent of the conflict or inconsistency.

2.5 **Amendments** - Any amendments to this Agreement shall be in writing and shall not take effect until approved in writing by both Parties. Either party may make changes to this Agreement with the consent of the other party by appending an amendment signed and dated by both parties reflecting the changes.

3 **NOTICES**

3.1 **Notice** - Any notice required pursuant to this Agreement shall be in writing by mail or by electronic mail to the following addresses:

To the 9-1-1 Authority

THE CORPORATION OF
THE MUNICIPALITY OF
POWASSAN
250 Clark Street South, P.O.
Box 250
Powassan, ON P0H 1Z0

Email: clerk@powassan.net

To the Ontario Provincial Police

Attention: Municipal Policing Bureau

OPP General Headquarters
777 Memorial Avenue Orillia
ON L3V 7V3

Email: OPP.MunicipalPolicing@opp.ca

Or to such other addresses either of the Parties may indicate in writing to the other. Any notice given in accordance with this Agreement shall be deemed to have been received upon delivery, if delivered by mail or by email, five (5) days after sending.

3.2 **Notices in Writing** - All notices required under this Agreement shall be in writing.

4 RATES AND METHOD OF PAYMENT

4.1 The 9-1-1 Authority shall pay the OPP for providing and operating the Primary PSAP as follows:

- (a) **Amount of Annual Rate** - The 9-1-1 Authority shall be charged and shall be required to pay an annual rate of **\$1877.11** based on the residential population served in the geographic territory of the 9-1-1 Authority of 3346 at a per capita cost of \$0.561.
- (b) **Review of Annual Rate** - The annual rate specified in clause (a) shall be reviewed at the end of every calendar year and may be revised by the OPP based on changes to the residential population or changes to costs of labour and equipment. In the event that the residential population of the geographic territory of the 9-1-1 Authority increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the 9-1-1 Authority shall pay the revised annual rate. The OPP shall determine the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.
- (c) **Invoices** - The first invoice shall be issued immediately to the 9-1-1 Authority upon the start of the Agreement. The 9-1-1 Authority shall subsequently be invoiced annually at the beginning of each calendar year, and the invoice shall cover the time period for the subsequent calendar year, or portion thereof that this Agreement is in effect.
- (d) **Payments** - Payments invoiced under this Agreement shall be made payable to the Minister of Finance, and payment shall be due no later than thirty (30) days following receipt of the invoice. Any payments which have become due and owing after this time period, in whole or in part, shall bear interest at the rate set by the Minister of Finance from time to time.

5 RESPONSIBILITIES OF THE OPP

The OPP shall manage and operate the Primary PSAP and:

- 5.1 **Personnel** - Staff the Primary PSAP to answer and transfer 9-1-1 calls to the appropriate Secondary PSAP at a level appropriate with the 9-1-1 call volume in the geographic territory of the 9-1-1 Authority.
- 5.2 **Equipment** - Provide, in its operation of the Primary PSAP, terminal equipment which permits the utilization of features provided by Bell Canada to the 9-1-1 Authority consisting of ALI, ANI, Selective Routing and Transfer and Call Control features, as well as equipment to communicate with

deaf, hard of hearing, and speech impaired callers.

- 5.3 **Hours** - Operate the Primary PSAP twenty-four (24) hours a day, seven (7) days a week.
- 5.4 **9-1-1 Call Response** - Answer and transfer all 9-1-1 calls received by the Primary PSAP and associated ANI/ALI information, to a designated Secondary PSAP within the proper ESZ, as deemed appropriate by Primary PSAP personnel. This shall include maintaining control of the line upon which each 9-1-1 call is received until the 9-1-1 call is confirmed as being transferred to the appropriate Secondary PSAP or until the 9-1-1 call is terminated.
- 5.5 **Record Retention** - Retain digital voice records of all 9-1-1 calls received at the Primary PSAP, in accordance with OPP policy, and ANI/ALI data for one hundred eighty (180) days from the date such records are created. The OPP is prepared to provide to authorized personnel, certified copies of audio recordings, as it directly pertains to the Primary PSAP for the purposes of civil litigation and/or criminal proceedings provided the request is received no later than five (5) days prior to the end of the retention period of the recordings or records. The OPP shall retain the original recordings or records until the conclusion of any civil or criminal proceedings to which such records relate.
- 5.6 **Backup Primary PSAP** - Provide an operational backup Primary PSAP to which 9-1-1 calls shall be transferred at the discretion of the OPP or Bell Canada in the event that the usual Primary PSAP is unable to receive the 9-1-1 calls.
- 5.7 **Non-English Callers** - Make reasonable efforts to respond to 9-1-1 calls from non-English callers, subject to the OPP's ability to access the services of a third-party provider. The OPP does not warrant that it shall be able to provide services to non-English callers, or that it shall be able to access such services from a third-party provider.
- 5.8 **Reports** - Upon request from the 9-1-1 Authority, or as determined by the OPP in consultation with the 9-1-1 Authority, the OPP shall provide reports which show the overall efficiency of the Primary PSAP in answering 9-1-1 calls, including the volume of 9-1-1 calls.

6 RESPONSIBILITIES OF THE 9-1-1 AUTHORITY

The 9-1-1 Authority shall:

- 6.1 **Payment** - Be responsible for the amount of payment, in the manner, and within the timelines set out in Article 4.0 herein.
- 6.2 **Designate Secondary PSAPs** - Designate Secondary PSAPs that are not OPP Detachments for each and every ESZ in the geographic territory of the 9-1-1 Authority to which the Primary PSAP shall answer and transfer a 9-1-1 call, and co-ordinate the participation of all such Secondary PSAPs in the manner required by this Agreement.

- 6.3 **Warranty** - Warrant and represent that each Secondary PSAP serving the 9-1-1 Authority is operative twenty-four (24) hours a day, seven (7) days a week, and shall answer and respond to all 9-1-1 calls directed to it from the Primary PSAP.
- 6.4 **Changes** - Notify the OPP in writing immediately upon becoming aware of any changes, including but not limited to changes to NG9-1-1 or any technology in use that shall affect or is likely to affect the services the OPP provides under this Agreement, or of any changes to, or the termination or expiry of any Agreement between the Municipality and Bell Canada related to the services provided hereunder.
- 6.5 **GIS Data Responsibility** – The 9-1-1 Authority shall be solely responsible for GIS data it has provided. The OPP is not responsible for aggregating, creating, maintaining, or updating GIS data on behalf of the Municipality.

7 LIMITATION OF LIABILITY

- 7.1 **Limitation of Liability** - Notwithstanding any other provision in this Agreement, the OPP shall not be responsible or liable for any injury, death or property damage to the 9-1-1 Authority, its employees, subcontractors or agents, or for any claim by any third party against the 9-1-1 Authority, its employees, subcontractors or agents arising from:
- (a) **External Information** - The accuracy or completeness, or lack thereof, of any information the OPP receives from the 9-1-1 Authority, Bell Canada or any other third party, which the OPP relies on in providing services under this Agreement.
 - (b) **Equipment and Services** - Equipment or services provided by any other party (including the failure of any other party to provide equipment or services) which the OPP uses and relies on to provide services under this Agreement including but not limited to:
 - (i) Equipment or services required to transfer services provided under this Agreement from any other party to the OPP,
 - (ii) Services provided to non-English speakers who place 9-1-1 calls,
 - (iii) Services provided by Bell Canada to the 9-1-1 Authority including under PERS or NG9-1-1 and,
 - (iv) Services provided by Secondary PSAPs, which are not part of the OPP.
 - (c) **Call Volumes** - The inability of the OPP to respond to 9-1-1 calls due to call volume that exceeds the capacity of the Primary PSAP, including the equipment and personnel who work at the Primary PSAP.

7.2 **Survival** - Section 7.1 shall survive the termination or expiry of this Agreement.

8 COMPLIANCE WITH LAWS AND CONFIDENTIALITY

8.1 **Compliance with Laws** - Both Parties agree to comply with all applicable laws in effect in the Province of Ontario in performing their respective obligations and duties under this Agreement.

8.2 **Confidential Information** - Both Parties agree that except where required by law, or for the purpose of performing duties or obligations under this Agreement, neither Party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this Agreement, any confidential information belonging to the other Party, unless the other Party has provided its written consent. Both Parties further agree that when this Agreement terminates or expires, they shall return all confidential information belonging to the other Party.

9 DISPUTE RESOLUTION

9.1 **Dispute Resolution** - Subject to Article 10.0 herein, if any dispute arises between the OPP and the 9-1-1 Authority as to their respective rights and obligations under this Agreement, the Parties may use the following dispute resolution mechanism to resolve such disputes:

- (a) The Unit Commander of the Primary PSAP and a representative of the 9-1-1 Authority herein shall attempt to settle the dispute within fifteen (15) business days of the dispute arising;
- (b) If the Unit Commander of the Primary PSAP and the representative of the 9-1-1 Authority are unable to settle the dispute within fifteen (15) business days of the dispute arising, they shall refer the dispute to the Director. The Director and the representative 9-1-1 Authority shall attempt to resolve the dispute within fifteen (15) business days;
- (c) If the Parties are still unable to resolve the dispute, the Commissioner or the Deputy Commissioner of the OPP and representative of the 9-1-1 Authority agrees to attempt to resolve the dispute within fifteen (15) business days; and,
- (d) If the Parties are still unable to resolve the dispute, each may, with the agreement of the other Party, refer the dispute to arbitration in accordance with the Arbitration Act, 1991, as amended.

10 TERM, TERMINATION AND RENEWAL

10.1 **Term** - This Agreement shall come into effect on the date first written above and shall remain in force, subject to either party terminating the agreement as specified in this section.

10.2 **Termination** - Either Party to this Agreement may terminate this Agreement without cause and

without incurring any liability upon providing one hundred eighty (180) days written notice of termination to the other Party, in which case this Agreement shall terminate one hundred eighty (180) days following the delivery of such notice. Should a notice to terminate be given, the 9-1-1 Authority shall continue to be obligated to pay for the cost of the services described in this Agreement up to and including the date of such termination and the OPP shall continue to be responsible to provide the services described in this Agreement up to and including the date of such termination.

- 10.3 **Immediate Termination** - Either Party may terminate this Agreement immediately without incurring any liability if Bell Canada withdraws offering PERS or any successor technology such as NG9-1-1 to the 9-1-1 Authority or if the Agreement between Bell Canada and the 9-1-1 Authority for the provision of PERS or any successor technology such as NG9-1-1 is terminated or is expired and not renewed.

11 **GENERAL**

- 11.1 **No Waiver** - The failure of a Party to this Agreement to enforce at any time any of the provisions of this Agreement or any of its rights in respect thereto or to insist upon strict adherence to any term of this Agreement shall not be considered to be a waiver of such provision, right or term or in any way to affect the validity of this Agreement.
- 11.2 **Waiver in Writing** - Any waiver by any Party hereto of the performance of any of the provisions of this Agreement shall be effective only if in writing and signed by a duly authorized representative of such Party.
- 11.3 **No Prejudice** - The exercise by any Party to this Agreement of any right provided by this Agreement shall not preclude or prejudice such Party from exercising any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.
- 11.4 **Restructuring** - The 9-1-1 Authority shall notify, and consult with the OPP before the 9-1-1 Authority's boundaries are altered, the 9-1-1 Authority is amalgamated with another 9-1-1 Authority, the 9-1-1 Authority is dissolved or the legal status of the 9-1-1 Authority is subject to other substantive changes.
- 11.5 **Relations** - The Agreement shall not create nor shall it be interpreted as creating any association, partnership, employment relationship or any agency relationship between the Parties.
- 11.6 **Media** - Both Parties agree that they shall not at any time directly or indirectly communicate with the media in relation to this Agreement unless they first notify the other Party in writing.
- 11.7 **Promotion** - Neither Party shall publicize or issue any publications related to this Agreement unless they first notify the other Party in writing.

- 11.8 **Assignment** - Neither Party shall assign this Agreement or any portion thereof without the prior written consent of the other, which consent may not be arbitrarily withheld.
- 11.9 **Force Majeure** - Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.

IN WITNESS WHEREOF, the **9-1-1 Authority** has affixed its Corporate Seal attested by the signature of its duly authorized signing officer(s), and the Provincial Commander of the OPP has personally signed this Agreement to be effective as of the date set out herein.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

SIGNATURE

Print Name & Title

Date: _____ day of _____, 20__

Ontario Provincial Police (OPP)

Provincial Commander

Print Name

Date: _____ day of _____, 20__

SCHEDULE "A"

BYLAW OR BAND COUNCIL RESOLUTION

Attached to and forming part of the Agreement between

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
MINISTER OF THE SOLICITOR GENERAL
on behalf of the ONTARIO PROVINCIAL POLICE

And

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

**PLACEHOLDER
BY-LAW/BAND COUNCIL RESOLUTION**



**OPP PROVISION OF
9-1-1 PRIMARY PUBLIC SAFETY
ANSWERING POINT (P-PSAP)
SERVICES**

OPP 9-1-1 P-PSAP Services

The Ontario Provincial Police (OPP) was established in 1909 and is one of the largest police forces in North America, with 5,500 uniformed officers, 2,500 civilian employees and 600 Auxiliary officers. The OPP operates under the Police Services Act and serves Ontario by protecting its citizens, upholding the law and preserving public safety. Many of the services provided by the OPP, including frontline policing, communications and 9-1-1 Primary Public Safety Answering Point (P-PSAP), are provided under contract to Ontario municipalities.

A P-PSAP is responsible for answering all calls to 9-1-1 for police, fire and ambulance services. A 9-1-1 calltaker will triage the caller's needs and forward the call directly to the appropriate emergency service(s) — known as a secondary Public Safety Answering Point (S-PSAP) — for action and follow-through.

The OPP provides primary PSAP and secondary PSAP services to many municipalities in Ontario.

Trained OPP personnel have expertise in both calltaking and dispatch functions and are available to provide 9-1-1 P-PSAP services 24 hours per day, seven days per week, 365 days per year.

Presently, the OPP has agreements with 111 Municipalities, First Nations, Local Services Boards and other 9-1-1 Authorities to provide P-PSAP services in geographical areas that are policed by the OPP, as well as in some areas where policing is provided by a Municipal Police Service.

If a Municipality chooses to accept an OPP contract for the provision of 9-1-1 P-PSAP services, the resources of the Provincial Communications Centre (PCC) will focus on meeting the needs of the Municipality, as set out in the contract.

Advantages of accepting an OPP contract for the provision of 9-1-1 P-PSAP services to the Municipality include improved situational awareness during incidents, which is crucial to establishing the most efficient emergency communications systems possible. Additionally, it allows for improved control and coordination of major incidents, an assured Grade of Service, consistent use of state-of-the-art technology and continuous service provided at a defined cost.

The information contained in this document outlines OPP-provided P-PSAP services.

Technical and Operational Information

Provincial Communications Centres Providing Call Answering

A Provincial Communications Centre is the incoming communications centre and acts as the primary interface between the public and the OPP for both non-emergent and emergency calls, including 9-1-1. The OPP currently operates four (4) Provincial Communications Centres in Ontario. Each OPP Provincial Communications Centre operates in compliance with the provisions of Ontario Regulation 3/99 governing the adequacy and effectiveness of police services (Adequacy Standards).

For a Municipality under contract with the OPP for 9-1-1 P-PSAP service, the OPP provides continuous and uninterrupted services through one of two Provincial Communications Centres: the North Bay Provincial Communications Centre is designated as the primary call answering centre, with another OPP Provincial Communications Centre serving as the backup location. This is required as part of the Bell Canada service plan. Staff and system requirements necessary for the provision of this service to the municipality are available upon acceptance of the OPP as the provider of P-PSAP services. 9-1-1 calls will be answered and directed to the appropriate public safety agencies within the municipality's 9-1-1 Public Emergency Reporting Service (PERS). In order to accommodate 9-1-1 P-PSAP responsibilities for the municipality, Bell PERS will be required to install circuits to direct the calls appropriately to the OPP. This work will be completed without any cost to the municipality as part of the Bell service plan.

Staffing of Provincial Communications Centres

The OPP staffs all its Provincial Communications Centres with qualified civilian and uniform OPP members. The OPP also manages all the personnel and equipment required to receive and process all emergency calls directed to the P-PSAP. A Provincial Communications Centre is typically staffed based on historical workloads and software algorithms that identify the number of required personnel to adequately meet the OPP Grade-of-Service target. During normal operations the calltaker and dispatcher functions are separated, although all operators are trained to perform both roles. On-duty civilian Communication Teams Leaders and OPP uniform supervisors provide full-time, on-site supervision and support at all times.

The OPP is thoroughly familiar with the operation of the 9-1-1 PERS, as it is a part of normal day-to-day operations. OPP personnel have considerable experience in dealing with emergent situations and serving the public directly. This experience and fundamental orientation are of benefit to the citizens of a municipality that contracts with the OPP as a P-PSAP provider.

Training

Provincial Communications Centre staffing is of utmost importance to the OPP. For the calltakers as the first points of contact for the public during an emergency and for the dispatchers who coordinate the movements and actions of frontline police officers, it is mission critical that PCC staff are well trained and in adherence with the OPP's Standard Operating Procedures. All

applicants for OPP Communications Operator positions are subjected to a rigorous screening process involving interviews, pre-employment testing using CritiCall and other position-specific software, psychological testing and security checks. Once hired, they receive extensive training in a classroom environment, followed by practical training in the Provincial Communications Centre, and are matched with an OPP-trained coach during their initial transition. A quality assurance program is in place to ensure employees maintain their skillset and are compliant with organizational standards.

Standards

The Provincial Communications Centres are guided by OPP Standard Operating Procedures that incorporate the Bell Canada Standards Manual. These procedures are applied consistently to all OPP 9-1-1 customers. The OPP currently has a service level objective of answering 95% of all 9-1-1 calls within two rings. Performance of all call answering activity is regularly measured and reviewed. The 9-1-1 P-PSAP calls are the highest rated priority in the system and are always answered first. Note: The standard ringing cycle is six seconds and is fixed by the telephone company. Accordingly, the maximum time for two ringing cycles is 12 seconds from start to finish.

Each Provincial Communications Centre is equipped with digital reader boards that display information including the number of calls waiting in the queues and the time for the longest outstanding call. The reader boards are programmed to sound an audible alarm at pre-set limits, alerting the calltakers to this critical information. Immediately upon an alarm sounding, prompt action is taken to address the situation to relieve pressure. Team leaders continually monitor call activity and assign duties as required by the situation. Use of this equipment facilitates efficiencies in call answering.

Redundancy and Back-up Sites

Both the P-PSAP (the North Bay Provincial Communications Centre) and the back-up location (another OPP Provincial Communications Centre) are equipped with the same types of equipment and provide equivalent operation and service.

Back Up Site: The operation of the Provincial Communications Centres is mission critical to the OPP. The OPP has developed plans to deal with various system failures or disasters. There are several options to deal with emergent situations up to and including transferring all operations to the back-up location. This includes 9-1-1 PERS service (P- PSAP and Secondary PSAP (S-PSAP)) and regular OPP direct dial services via 888-310-1122/33. It should also be noted the telephone company services (regular Central Office and 9-1-1 PERS) for both the North Bay Provincial Communications Centre and the back-up location are provided via a fibre ring that provides redundant access from the local Bell Central Office. Both locations are also served by different Bell digital multiplex system (DMS) switching systems.

Multi-Language/Hearing-Voice Impaired Calls

All 9-1-1 calls are initially answered in English. Bilingual (French/English) communicators at each Provincial Communications Centre are able to answer a call in either official language. The OPP

will respond, as provided by the French Language Services Act, to both verbal inquiries and written correspondence received in French. The OPP subscribes to an interpretation services telephone line and regularly uses this service to access live translation services in additional languages, as required. To assist with Deaf, deafened, and hard of hearing callers, each Provincial Communications Centre is equipped with a minimum of two (2) TTY devices which are connected to the telephone systems, ensuring calls can be transferred as required. These devices are also used by the OPP to provide similar service through the direct dial 1-888-310-1133 phone number.

The Communications Centre Logger (CCL) system

Every Provincial Communication Centre is equipped with the Communications Centre Logger (CCL) system to capture and store call recordings. Multi-channel digital recorders provide continuous long-term storage on a 24-hour basis. The recorders are redundantly configured in order to ensure continuity of recordings. Copies of recordings are archived to an additional on-site and off-site data server in order to ensure availability in case of hardware failure. All telephone calls are recorded for the duration that the operator's phone remains off hook. All radio transmissions are recorded for the duration of the radio PTT transmission. The CCL system does not record dead air in-between calls or transmissions. Exports of audio recordings are presented as a collection of timestamped clips where each clip represents a single call or transmission.

Records are retained for a seven (7) year plus current year period. Recordings of 9-1-1 related calls are the property of the OPP and no ownership can be accorded to the Municipality. These records contain other proprietary information.

Requests for copies of CCL system recordings are processed by the OPP Technology Disclosure Unit (TDU).

Automatic Number Identification/Automatic Location Identification (ANI/ALI)

ANI (Automatic Number Identification) is the automatic display at the PSAP of the telephone number associated with the line which called 9-1-1. ALI (Automatic Location Identification) contains details about the location, including the GPS coordinates or the civic or mailing address and other identifying information such as the building name or suite number that is associated with the ANI from the database where the PSAP is connected. All Bell 9-1-1 PERS ANI/ALI data and associated information received with each individual 9-1-1 calls is recorded. The OPP is responsible for its own operations and can accommodate the reception of ANI/ALI data. The ANI/ALI data may be transferred or "downstreamed" to Secondary PSAP agencies.

The OPP is prepared to provide to authorized individuals, copies of audio recordings, as it directly pertains to the Municipality's P-PSAP operation for purposes of civil litigation and/or criminal proceedings. Requests for such information must be received in writing at least five days prior to the end of the seven-year retention period for audio recordings. The OPP will retain the originals until such proceedings are complete.

Online Conferencing

The Bell PERS system has a maximum conference capability of three (3) parties. In operation, the P-PSAP will conference the originating 9-1-1 caller to the requested service (police/fire/ambulance). It is then the responsibility of the Secondary PSAP that receives the 9-1-1 call from the P-PSAP, to manage the situation and conference others as required. The OPP can add a fourth party (i.e., interpretation services) via the Meridian conference feature.

Reports

The OPP will provide reports, the frequency of which shall be monthly or as determined in consultation with the Municipality, which will show the overall efficiency of the P- PSAP operation in answering 9-1-1 calls, as well as the volume of calls handled for the Municipality.

The OPP notifies Bell Canada of any identified addressing errors related to the ANI/ALI addressing database. As a standard practice, the OPP reports any noted failures of the 9-1-1 PERS system to Bell Canada.

Costs

The OPP determines the costs for this service based on the population of the community. The annual rate per capita is \$0.561.

Additional Charges

The annual rate shall be reviewed at the end of every calendar year, and it may be revised by the OPP based on changes to the residential population or to the per capita cost charged by the OPP. If the residential population of the Municipality increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the Municipality shall be obliged to pay the OPP the revised annual rate. The OPP shall determine the annual revisions to the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.

Allowances for Business Interruptions

Due to the equipment redundancy and back-up provisions, the OPP does not expect any disruption to P-PSAP service. To date there has been no service interruptions to P-PSAP services that are attributable to the OPP. The OPP have committed significant resources to the telecommunications infrastructure to prevent disruptions and consequently are not offering any monetary allowances.

Preparing for Next Generation 9-1-1 (NG9-1-1)

Under a directive from the Canadian Radio-television and Telecommunications Commission (CRTC), all telephone companies are mandated to update their networks in order to be ready to provide next-generation (NG9-1-1) services in the future.

As consumer telecommunication devices continue to evolve with changing technology, the 9-1-1 system must keep pace in order to maintain and further enhance public safety.

NG9-1-1 is the mandatory replacement of the current 9-1-1 service in Canada. Rather than a series of different, proprietary telephone systems, NG9-1-1 is an ecosystem of integrated, standards-based systems from coast to coast to coast. It will comply with a standard developed by the North American Emergency Number Association (NENA) which forms the basis for compatible deployment of this new service in Canada, the United States and around the world.

The change to NG9-1-1 will significantly enhance public safety communications services in an increasingly wireless, mobile society with new broadband network capabilities, notably:

- It will be a national level network that will facilitate emergency communications between citizens and emergency services.
- It will be a standards-based, secure platform specifically for 9-1-1 emergency communications across Canada.
- It will provide OPP PCC Communicators with enhanced caller location and subscriber information, improving their ability to dispatch officers as quickly as possible.
- NG9-1-1 will improve interoperability between emergency services agencies by allowing P-PSAPs to transfer calls efficiently and seamlessly share information from PSAP to PSAP.
- NG9-1-1 will allow the public to real-time text (RTT) 9-1-1 directly and in the future, allow callers to send photos and videos.

By March 1, 2022, all networks were updated to prepare for NG9-1-1. Additional milestones will be put in place by the CRTC, culminating in the decommissioning of the existing 9-1-1 system and full implementation of NG9-1-1 by March 2025.

The OPP is a national leader in NG9-1-1 adoption and implementation and has committed resources to ensuring the safety and security of the new NG9-1-1 network.

Working in partnership with hardware and software stakeholders, the OPP is expecting to begin the NG9-1-1 migration process early in 2024.

May 16, 2024

The Honourable Sylvia Jones
Minister of Health
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
sylvia.jones@ontario.ca

Sent by Email

Re: Recommended phase-out of free well-water testing in the 2023 Auditor General's Report

Dear Minister Jones,

The Kettle Creek Conservation Authority (KCCA) is concerned with Public Health Ontario's recommendation of phasing out free water testing.

While you have indicated that the Ministry has not made any decisions about changes to the provincial well water testing program and that individuals will continue to be able to get their private well water tested, members wanted to express their resolve in ensuring testing will continue and will continue to be free.

Consequently, at the May 15, 2024 Full Authority meeting, the following motion was passed:

FA78/2024

Moved By: Lori Baldwin-Sands

Seconded By: Todd Noble

WHEREAS: private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems;

AND WHEREAS: the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing;

AND WHEREAS: in the jurisdiction of KCCA, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells;

AND WHEREAS: the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000;

AND WHEREAS: all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

THEREFORE, BE IT RESOLVED THAT: the Board of Directors calls on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province;

AND FURTHER THAT: this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks; local MPPs; and Conservation Ontario and Ontario's conservation authorities.

Carried

Thank you for your consideration.

Sincerely,



Grant Jones
Chair

CC:

The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks
Mr. Rob Flack, Member of Provincial Parliament, Elgin - Middlesex - London
Conservation Ontario
Ontario's 36 Conservation Authorities

Date: October 15, 2024

Moved by:

Seconded by:

WHEREAS private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems;

AND WHEREAS the 2023 Ontario Auditor General’s value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing;

AND WHEREAS in the jurisdiction of the Municipality of Powassan, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells;

AND WHEREAS the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000;

AND WHEREAS all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

THEREFORE, BE IT RESOLVED THAT the Council of the Municipality of Powassan calls on the province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province;

AND FURTHER THAT this resolution be circulated to the Minister of Health; Minister of Agriculture, Food and Rural Affairs; Minister of the Environment, Conservation and Parks; local MPPs; and Conservation Ontario and Ontario’s conservation authorities.

Carried _____ Defeated _____ Deferred _____ Lost _____

 Mayor

Recorded Vote: Requested by _____

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Randy Hall			Mayor Peter McIsaac		
Councillor Markus Wand					
Councillor Dave Britton					
Councillor Leo Patey					

October 2024

October 2024							November 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1 Council	2	3	4	5 Great Pumpkin Tour
6	7	8	9 NAPB NBMCA	10 DSSAB	11	12
13	14 Thanksgiving - Office Closed	15 Council GSMNP	16 Eastholme Board MAPLE SYRUP MEETING - Council	17 Powassan History Night	18	19
20	21 Library Board Meeting	22	23 Recreation Committee Meeting	24	25 TC Booster Club Halloween party	26 Halloween Dance at Sportsplex
27	28	29	30	31	Nov 1	2