

## **AGENDA**

**Regular Council Meeting**  
**Tuesday, December 3, 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**

6.1 Lego Robotics Team 250 Clark – Presentation on their upcoming competition.

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

7.1 Regular Council Meeting of November 19, 2024

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

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

9.1 North Bay Mattawa Conservation Authority – 2025 Draft Budget

9.2 Powassan and District Union Public Library – Minutes of October 21, 2024

9.3 The Golden Sunshine Municipal Non-Profit Housing Corporation – Minutes September 17, 2024

9.4 The Golden Sunshine Municipal Non-Profit Housing Corporation – Minutes of October 15, 2024

**10. STAFF REPORTS**

10.1 Treasurer/Director of Corporate Services, B. Robinson – Tower Line

10.2 Treasurer/Director of Corporate Services, B. Robinson – 2024 Budget Amendment

10.3 Clerk, A. Quinn – Draft Animal Control Bylaw

10.4 Deputy Clerk, K. Bester – McDonald Street

10.5 Operations and Facilities Manager, F. Schmeltz – Public Works Update

10.6 Treasurer/Director of Corporate Services, B. Robinson – Rental Space at 250 Clark

**11. BY-LAWS**

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

13.1 Councillor Patey – New Municipal Website

13.2 Notice of Complete Application and Public Meeting – Zoning Bylaw Amendment (44 Purdon Line)

**14. CORRESPONDENCE**

14.1 North Bay Lions Club – 50<sup>th</sup> Annual District A5 Convention

14.2 Ministry of Northern Development – Modernization of the Northern Services Board Act

14.3 Ministry of Municipal Affairs and Housing – Changes to Planning Act, Additional Residential Units

**15. ADDENDUM**

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

**17. CLOSED SESSION**

**18. MOTION TO ADJOURN**

**Regular Council Meeting**  
**Tuesday, November 19, 2024, at 6:30 pm**  
**Powassan Council Chambers**

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

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

**Absent,**  
**With Regrets:** Markus Wand, Deputy Mayor

**Presentations:** None

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

---

**2024-343** Moved by: D. Britton Seconded by: R. Hall  
That the agenda of the Regular Council Meeting of November 19, 2024,  
be approved. **Carried**

**2024-344** Moved by: R. Hall Seconded by: L. Patey  
That the minutes of the Regular meeting of Council of November 5, 2024,  
be adopted. **Carried**

**2024-345** Moved by: L. Patey Seconded by: D. Britton  
That the memo from Treasurer/Director of Corporate Service, B. Robinson, regarding  
municipal office hours and closures during the 2024 holiday season, be received. **Carried**

**2024-346** Moved by: R. Hall Seconded by: D. Britton  
That Bylaw 2024-24 being a Bylaw to appoint a Protective Services Official,  
  
Be **READ** a **FIRST** and **SECOND** time on the 5<sup>th</sup> day of November 2024, and **READ** a  
**THIRD** and **FINAL** time and considered passed as such in open Council on the 19<sup>th</sup> day  
of November 2024. **Carried**

**2024-347** Moved by: D. Britton Seconded by: L. Patey  
That Bylaw 2024-23 being a Bylaw to authorize an agreement for the provision of 9-1-1  
Primary Public Safety Answering Point Services;  
  
Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL**  
time and adopted as such in open Council this 19<sup>th</sup> day of November 2024 for the  
immediate wellbeing of the Municipality. **Carried**

**2024-348**

Moved by: L. Patey                      Seconded by: R. Hall

That the Ontario Clean Water Agency's Powassan Water and Wastewater Systems Quarterly Operations Report dated July 1- September 30<sup>th</sup>, 2024, be received.

**Carried**

**2024-349**

Moved by: D. Britton                      Seconded by: R. Hall

That the correspondence dated November 14, 2024, from Nipissing Township, regarding the resignation of Mayor Piper effective November 30, 2024, be received;

AND FURTHER that the Council for the Municipality of Powassan supports Mayor Piper continuing his representation on the Eastholme Board of Management for the remainder of the 2023-2026 term.

**Carried**

**2024-350**

Moved by: L. Patey                      Seconded by: R. Hall

That Council now adjourns at 6:36 p.m.

**Carried**

---

Mayor

---

Clerk

November 15, 2024

To: Member Municipalities of the North Bay-Mattawa Conservation Authority

Re: 2025 Draft Budget – Notice of Meeting to Approve the  
North Bay-Mattawa Conservation Authority 2025 Draft Budget

In shadowing previous years and adhering to the requirements of the Conservation Authorities Act (O. Reg. 402/22) prescriptive budgetary process, the North Bay-Mattawa Conservation Authority (NBMCA) is required to provide a 30 day notice prior to approval of the Final Budget.

This process provides for an open, transparent and consistent approach to budgeting across Conservation Authorities province wide.

The North Bay-Mattawa Conservation Authority (NBMCA) Board will review and consider approval of the 2025 Budget at the December 2024 Board Meeting (week of Dec 16, to be confirmed) beginning at 4:00 p.m., held at the Administrative Office located at 15 Janey Avenue, North Bay. Once approved, the final budget will be provided to the Minister of Natural Resources (MNR), all Member Municipalities and will be posted on the NBMCA website: <https://nbmca.ca/governance/budget-and-audited-financial-statements/>

The draft budget for 2025, including each Member Municipality's apportionment for 2025 is attached. Overall, the general levy has increased by 5.85% when compared to 2024; however, each municipality's increase varies, as it is calculated using the applicable Modified Current Value Assessment provided by MNR. As well, some municipalities have sole-benefitting levies for programs that are only provided to them.

NBMCA staff are available for meetings on the budget within the 30 day consultation period, to support discussions with member municipalities as needed.

Yours truly,



Robin Allen  
Interim Chief Administrative Officer, Secretary Treasurer  
Email: [Robin.Allen@nbmca.ca](mailto:Robin.Allen@nbmca.ca)  
Cell: 705-774-8448

Attachments: Draft Budget 2025

# 2025 Draft Budget

**November 15, 2024**

Prepared by  
Robin Allen, Interim CAO, Secretary Treasurer  
Aaron Lougheed, Manager, Finance



Contents

- 1. Introduction ..... 3
- 2. Status of Reserves and Deferred Revenue ..... 3
- 3. Status of the Mortgage Loan ..... 4
- 4. Revenue Sources ..... 4
  - 4.1 General Information ..... 4
  - 4.2 All Revenue Sources ..... 5
  - 4.3 Municipal Levy Amounts ..... 5
- 5. Expenditures ..... 7
  - 5.1 Overview of Expenditures ..... 7
  - 5.2 Estimated Use of Reserves and Deferred Revenue ..... 8
  - 5.3 Tangible Capital Assets Purchases ..... 8
- 6. 2025 Budget Summary ..... 9

## 1. Introduction

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

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

The 2025 Budget is \$4,235,860.

## 2. Status of Reserves and Deferred Revenue

Below is a brief look at the NBMCA reserve accounts and deferred revenue as of November 1, 2024, and an estimate to end of year 2024. These figures are unaudited.

**Table 1: Reserve Accounts**

<b>Reserve Account</b>	<b>As of Nov. 1, 2024 (UNAUDITED)</b>
NBMCA Lands Acquisition - Capital	\$21,984
NBMCA Onsite Sewage System (OSS) Program (under the Ontario Building Code Part 8) - Operating	\$279,788
Laurentian Snowboarding Club and Ski Hill - Operating	\$50,789
Laurentian Snowboarding Club and Ski Hill - Capital	\$127,852

**Table 2: Deferred Revenue Status and Estimates**

<b>Program</b>	<b>As of Nov 1, 2024 (UNAUDITED)</b>	<b>Estimated at Dec. 31, 2024</b>
Water and Erosion Control Infrastructure (WECI) - Capital/Special Projects	\$100,000	\$100,000

The deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons.



### 3. Status of the Mortgage Loan

The NBMCA has two offices: the head administrative office in North Bay, which is owned by NBMCA, and office space rented from a separate property owner in Parry Sound. The TD Bank mortgage loan on the North Bay administrative office building was renegotiated in June 2022 at an interest rate of 4.65%, and expires June 22, 2027.

The mortgage principal outstanding as of November 1, 2024 was \$520,400 and is estimated to decrease to \$490,650 by the end of 2025. The blended payments comprise of principal and interest amounts and will be expensed monthly to the Corporate Services operating budget as follows.

- **Principal payments in 2025:** estimated mortgage principal payment: \$18,500.
- **Interest payments in 2025:** estimated mortgage interest payment: \$24,750.

### 4. Revenue Sources

#### 4.1 General Information

Generally, NBMCA funding comes from several sources:

- **Transfer Payments** (if applications submitted are approved) from the Ministry of Natural Resources (MNR) and Ministry of Environment, Conservation and Parks (MECP)
  - MNRF: Provincial Section 39 Transfer Payment
  - MNRF: Water and Erosion Control Infrastructure (WECI)
  - MNRF: Flood Hazard Identification and Mapping Program (FHIMP)
  - MECP: Drinking Water Source Protection.
- **Municipal Levy**
  - General Levy: apportioned to all municipalities using the Modified Current Value Assessment (MCVA) provided by MNRF
  - Sole-Benefitting Levy: applied to a single municipality for work undertaken by NBMCA upon which the municipality is solely benefitting.
- **Self Generated Revenue**
  - Fees for the Septic System Program, Regulation Permit, Plan Review
  - Natural Classroom user fees (main office in North Bay)
  - Property Rentals
  - Interest earned
  - Donations
- **Other Grants/Revenue** (programs/available funds vary from year to year)
  - Sponsorships
  - Administrative Overhead Charges
  - Canada Summer Jobs funding
  - Northern Ontario Heritage Fund Corporation (NOHFC) funding
  - Other

## 4.2 All Revenue Sources

The 2025 Budget is \$4,235,860. An overview of revenue sources for 2024 is provided below. The ski hill request for capital cost support is shown separately.

**Table 3: 2024 Budget Revenue Sources**

Source	Amount
Transfer Payments	\$472,919
Municipal Levy	\$1,581,736
Self Generated Revenue	\$1,221,088
Other Grants/Revenue	\$653,825
Deferred Revenue	\$100,000
Reserves	\$206,292
<b>TOTAL</b>	<b>\$4,235,860</b>

## 4.3 Municipal Levy Amounts

The 2025 Budget proposes a 5.84% increase in general levy compared to 2024.

Helpful definitions are provided below.

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting Levy/Sole-benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

The total municipal levy proposed for 2025 is \$1,581,736:

- A general levy of \$1,021,189 applied to all member municipalities.
- A sole-benefitting levy of \$530,547 to the City of North Bay for additional water resources management support, including the maintenance and operation of the Parks Creek Backflow Control Structure, Ice Management, WECl projects, Emerald Ash Borer Management, Encampment Cleanup on CA lands, increased parks support, and operation of the Laurentian Ski Hill.
- A sole-benefitting levy of \$30,000 to the Municipality of Callander for Floodplain Mapping projects.

The following tables outline the calculation of levy amounts for all participating municipalities for both operating and capital expenses.

**Table 4: 2025 Budget – Municipal Levy Overview**

Municipality	MCVA	TOTAL LEVY 2025	OPERATING			Capital	
			General Levy	Sole-benefit Levy	Total Operating Levy	Sole-benefit Levy	Total Capital Levy
Bonfield	3.45	\$ 35,199	\$ 35,199		\$ 35,199		\$ -
Calvin	1.23	\$ 12,585	\$ 12,585		\$ 12,585		\$ -
Chisholm	1.51	\$ 15,399	\$ 15,399		\$ 15,399		\$ -
East Ferris	6.39	\$ 65,249	\$ 65,249		\$ 65,249		\$ -
Mattawa	0.99	\$ 10,063	\$ 10,063		\$ 10,063		\$ -
Mattawan	0.06	\$ 634	\$ 634		\$ 634		\$ -
North Bay	79.07	\$ 1,338,015	\$ 807,468	\$ 367,000	\$ 1,174,468	\$ 163,547	\$ 163,547
Papineau-Cameron	0.80	\$ 8,190	\$ 8,190		\$ 8,190		\$ -
Callander	6.46	\$ 95,985	\$ 65,985	\$ 30,000	\$ 95,985		\$ -
Powassan	0.04	\$ 417	\$ 417		\$ 417		\$ -
	<b>Total</b>	<b>\$ 1,581,735</b>	<b>\$1,021,188</b>	<b>\$ 397,000</b>	<b>\$ 1,418,188</b>	<b>\$ 163,547</b>	<b>\$ 163,547</b>

**Table 5: 2024-2025 Budget Comparison – Municipal Levy Overview**

Municipality	Area % in CA	MCVA 2025	General Levy 2025	MCVA 2024	General Levy 2024	Diff '25-'24
Bonfield	100	3.45	<b>\$35,199</b>	3.43	<b>\$32,988</b>	<b>\$2,211</b>
Calvin	100	1.23	<b>\$12,585</b>	1.23	<b>\$11,871</b>	<b>\$714</b>
Chisholm	94	1.51	<b>\$15,399</b>	1.50	<b>\$14,383</b>	<b>\$1,016</b>
East Ferris	83	6.39	<b>\$65,249</b>	6.29	<b>\$60,528</b>	<b>\$4,720</b>
Mattawa	71	0.99	<b>\$10,063</b>	0.98	<b>\$9,385</b>	<b>\$678</b>
Mattawan	19	0.06	<b>\$634</b>	0.06	<b>\$597</b>	<b>\$37</b>
North Bay	100	79.07	<b>\$807,468</b>	79.23	<b>\$761,790</b>	<b>\$45,678</b>
Papineau-Cameron	35	0.80	<b>\$8,190</b>	0.80	<b>\$7,691</b>	<b>\$499</b>
Callander	100	6.46	<b>\$65,985</b>	6.44	<b>\$61,917</b>	<b>\$4,069</b>
Powassan	1	0.04	<b>\$417</b>	0.04	<b>\$395</b>	<b>\$23</b>
		<b>Total</b>	<b>\$1,021,188</b>		<b>\$961,544</b>	<b>\$59,644</b>
		2025 General Levy	\$1,021,188	<b>5.84%</b>		
		2024 General Levy	\$961,544			

## 5. Expenditures

### 5.1 Overview of Expenditures

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
  - Corporate Services/ “General Functions” including:
    - Administration of staff and operations
    - Governance (Board of Directors, related committees) support
    - Finance
    - Human Resources
    - Communications
    - Geographic Information Systems (GIS)
    - Information Technology (IT)
  - Water Resources Management including:
    - On-site Sewage Systems Program
    - Flood Forecasting and Warning
    - Flood and Erosion Control
    - Ice Management
    - Low Water Response
    - Watershed Monitoring
    - Drinking Water Source Protection
  - Conservation Areas and Lands including public parks maintenance, natural resources conservation and stewardship partnerships
  - Planning and Regulations including plan input and review, Section 28 regulations and permitting
- Capital improvements:
  - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
  - Kinsmen Bridge repair in North Bay
  - Culvert repair/replacement at Kinsmen/Kate Pace Way
  - Signage for conservation areas
- Special projects and studies:
  - Asset Management Plan (multi-year)
  - Floodplain mapping (multi-year)
  - Parks Creek Backflood Control Structure Capacity Upgrade Study (multi-year)
  - Chippewa Creek Erosion Control Project (multi-year)
  - Mattawa Natural Hazard Risk Study Terms of Reference (multi-year)
  - Conservation Areas Inventory and Strategy Projects (multi-year)
  - Watershed Based Resource Management Strategy (multi-year)

Overall, the 2025 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

## 5.2 Estimated Use of Reserves and Deferred Revenue

Budget 2025 estimates modest use of reserve, surplus, and deferred revenue amounts. The table below provides an overview of the usage estimated for 2025.

Note that deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons.

**Table 5: Estimated Use Deferred Revenue in 2025**

Reserve, Surplus, and Deferred Revenue	As of Nov 1, 2024 (UNAUDITED)	Estimated at Dec. 31, 2024	Proposed Budget 2025	Program Details
Lands Capital Acquisition - Reserve	\$21,984	\$21,984	\$ -	
On-site Sewage System (OSS) Program - Reserve	\$279,788	\$213,815	\$ -	Decrease due to Anticipated Operating Deficit in FY 2024
Surplus	\$621,306	\$819,154	\$202,931	Operating Surplus - includes balances previously allocated to Deferred Revenue
Water and Erosion Control Infrastructure (WECl) - Capital/ Special Projects	\$ -	\$100,000	\$100,000	Deferred Revenue for WECl projects
		<b>Total</b>	<b>\$302,931</b>	

## 5.3 Tangible Capital Assets Purchases

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

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

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

The 2024 budget includes both methods of capital acquisition. The cost recovery over time method is being used to replace computers, laptops and most tablets. The use of the one-time cost recovery method is part of the capital and special projects program budgets.

## 6. 2025 Budget Summary

Following changes in the Conservation Authorities Act, Budget 2025 follows the same procedures as Budget 2024 in the allocation of funding for Category 1, 2, and 3 program areas.

Program budgets are presented as follows:

- Category 1 (mandatory),
- Category 2 (delegated by municipalities) and
- Category 3 (non mandatory) programs and services.

The Table below provides a summary of the program areas.

**Table 6: NBMCA Programs and Services**

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

Program Area	Description
	<p>resource management strategy, and watershed monitoring (provincial partnership surface water and groundwater monitoring programs). These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operating programs) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECI) (capital programs) in the 2023 NBMCA budget book.</p>
<p><b>D. Conservation Areas and Lands</b></p> <p><b>Category 1 (Mandatory)</b></p>	<p>These are operating expenses and capital costs. The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public. Includes: management of NBMCA owned lands including public parks and trails, Section 29 enforcement, maintenance of assets such as bridges, benches, pavilions, etc., tree planting on NBMCA lands, land inventory, conservation area strategy, policy for land acquisition and disposition, Planning Act comments as the land owner. These were previously called Lands and Properties (operating and capital programs) in the 2023 NBMCA budget book.</p>
<p><b>E. Source Protection Authority (SPA)</b></p> <p><b>Category 1 (Mandatory)</b></p>	<p>These are operating expenses. The main goal is to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006. Includes: governance support to a Source Protection Committee and to the NBMSPA, technical studies, policy updates/development, proposal review and comments, plan input and review, and significant threat policy implementation. This was previously called Source Water Protection (operating program) in the 2023 NBMCA budget book.</p>
<p><b>F. On-site Sewage System (OSS) Program</b></p> <p><b>Category 1 (Mandatory)</b></p>	<p>These are operating expenses. The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8. Includes: permitting and compliance for on-site sewage systems (septic systems) in municipalities and unorganized townships, and mandatory maintenance inspections to over 500 properties identified under the Clean Water Act, 2006. This was previously called the same (OSS operating program) in the 2023 NBMCA budget book.</p>
<p><b>Category 2 (Delegated by a Municipality)</b></p>	
<p><b>G. Watershed-Municipal Programs</b></p> <p><b>Category 2 (Delegated by a Municipality)</b></p>	<p>These are operating expenses. Includes: watershed-wide monitoring that supplement the mandatory watershed monitoring (under Water Resources Management program area), and septic system reinspection program under the Trout Lake Management Plan. This was previously Integrated Watershed Management (special studies/capital program) and Water Quality (operating program) in the 2023 NBMCA budget book.</p>
<p><b>Category 3 (Non mandatory; advisable by NBMCA)</b></p>	
<p><b>H. Watershed- Support Programs</b></p>	<p>These are operating expenses and capital costs. These are programs and services that NBMCA has determined are advisable to provide to further</p>

Program Area	Description
<b>Category 3 (Non mandatory; advisable by NBMCA)</b>	the purposes of the Conservation Authorities Act. Includes: benthics monitoring, watershed report card, land acquisition and disposition, land lease and agreement management, stewardship and restoration, Miskwaadesi (Painted Turtle site), septic systems related plan input and review, Mattawa River Canoe Race. This was previously Integrated Watershed Management (special studies/capital program), Water Quality (operating), Outreach (operating), Lands and Property (operating and capital) in the 2023 NBMCA budget book.
<b>I. Ski Hill</b>  <b>Category 3 (Non mandatory; advisable by NBMCA)</b>	These are operating expenses and capital costs. Supports the Laurentian Ski Hill Snowboarding Club which is operated by a separate Board and staff. NBMCA owns most of the major capital assets as well as the land on which the ski hill operates.



**Category: 1 (Mandatory) Program Area: A. Corporate Services**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
01	Transfer Payment	\$ 133,490
04	General Levy	\$ 268,938
06	Fees	\$ 3,500
07	Donations	\$ 500
09	Internal Rent	\$ 12,865
10	External Rent	\$ 36,005
14	Interest Earned	\$ 54,000
16	Admin Overhead	\$ 653,825
	<b>Total Revenue</b>	<b>\$ 1,163,123</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 626,763
38	Per Diem	\$ 10,000
39	Members Mileage	\$ 5,500
40	Members Expense	\$ 2,000
41	Staff Mileage and Expense	\$ 20,000
42	Staff Certification and Training	\$ 10,000
43	Telephone	\$ 35,000
45	Insurance	\$ 50,000
46	Natural Gas	\$ 20,400
48	Office Supplies	\$ 6,500
49	Postage	\$ 1,500
50	Equipment Purchase	\$ 1,000
51	Equipment Rental	\$ 8,000
54	Bank Charges	\$ 2,000
55	Interest Expense - Mortgage	\$ 30,000
57	Staff Appreciation and Clothing	\$ 20,000
58	Audit	\$ 26,945
59	Legal Services	\$ 75,000
60	Materials and Supply	\$ 15,000
61	Cons. Ontario Levy	\$ 26,815
62	Services	\$ 70,000
70	Rental Expense	\$ 36,000
71	Water	\$ 6,200
72	Hydro	\$ 25,000
73	Vehicle Gas	\$ 700
74	Accounting Services	\$ 1,800
78	Internal Chargeback	\$ 12,500
91	Mortgage Principal Repayment	\$ 18,500
	<b>Total Expense</b>	<b>\$ 1,163,123</b>

**Category: 1 (Mandatory)**

**Program Area: A. Corporate Services Capital**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
04	General Levy	\$ -
13	Other Revenue	\$ 206,292
	<b>Total Revenue</b>	<b>\$ 206,292</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 31,294
62	Services	\$ 161,700
67	Admin Overhead	\$ 13,298
	<b>Total Expenses</b>	<b>\$ 206,292</b>
	<b>Net</b>	<b>\$ 0</b>

**Category: 1 (Mandatory)**

**Program Area: B. Planning and Regulations**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
04	General Levy	\$ 106,419
06	Fees	\$ 70,000
	<b>Total Revenue</b>	<b>\$ 176,419</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 121,796
41	Staff mileage and expense	\$ 2,000
42	Staff Certification & Training	\$ 5,000
67	Admin Overhead	\$ 41,795
78	Internal Chargeback	\$ 5,828
	<b>Total Expenses</b>	<b>\$ 176,419</b>
	<b>Net</b>	<b>\$ 0</b>

**Category: 1 (Mandatory) Program Area: C. Water Resources Management**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
1	MNR Transfer Payment	\$ 30,000
4	General Levy	\$ 425,132
5	Sole-Benefitting Levy	\$ 50,000
13	Other Revenue	\$ -
	<b>Total Revenue</b>	<b>\$ 505,132</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 224,991
41	Staff Mileage and Expenses	\$ 1,500
42	Staff Cert. And Training	\$ 3,500
44	Taxes	\$ 20,572
45	Insurance	\$ 37,075
47	Repairs and Maintenance	\$ 10,000
62	Services	\$ 10,000
66	Consulting	\$ 60,000
67	Admin Overhead	\$ 125,385
72	Hydro	\$ 1,020
73	Vehicle Gas	\$ 3,000
78	Internal Chargeback	\$ 8,089
	<b>Total Expenses</b>	<b>\$ 505,132</b>
	<b>Net</b>	<b>\$ 0</b>

**Category: 1 (Mandatory) Program Area: C. Water Resources Management Capital**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	\$ 100,000
05	Sole-Benefitting Levy	\$ 18,547
13	Other Revenue	\$ 100,000
	<b>Total Revenue</b>	<b>\$ 218,547</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 40,237
66	Consulting Services	\$ 159,762
67	Administrative Overhead	\$ 13,298
78	Internal Chargeback	\$ 5,250
	<b>Total Expenses</b>	<b>\$ 218,547</b>
	<b>Net</b>	<b>\$ 0</b>

**Category: 1 (Mandatory) Program Area: D. Conservation Areas and Lands**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
04	General Levy	\$ 220,699
05	Special Levy	\$ 250,000
07	Donations	\$ -
10	External Property Rental	\$ 40,000
13	Other Revenue	\$ -
	<b>Total Revenue</b>	<b>\$ 510,699</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 263,667
44	Taxes	\$ 17,251
45	Insurance	\$ 15,897
47	Repairs and Maintenance	\$ 25,000
60	Materials and Supplies	\$ 9,000
62	Services	\$ 40,000
64	Vehicle Lease	\$ -
67	Admin Overhead	\$ 134,884
73	Vehicle Gas	\$ 5,000
	<b>Total Expenses</b>	<b>\$ 510,699</b>
	<b>Net</b>	<b>\$ -</b>

**Category: 1 (Mandatory) Program Area: D.**

**Conservation Areas and Lands Capital**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
04	General Levy	\$ -
05	Special Levy	\$ 80,000
	<b>Total Revenue</b>	<b>\$ 80,000</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 26,021
62	Services	\$ 42,580
67	Admin Overhead	\$ 11,399
	<b>Total Expenses</b>	<b>\$ 80,000</b>
	<b>Net</b>	<b>\$ 0</b>

**Category: 1 (Mandatory)**

**Program Area: E. Source Protection Authority**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
01	MOECP Transfer Payment	\$ 209,429
	<b>Total Revenue</b>	<b>\$ 209,429</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 160,501
38	Per Diem	\$ 1,500
39	Members Mileage	\$ 2,000
40	Members Expenses	\$ 1,000
41	Staff Mileage & Expense	\$ 2,500
45	Insurance	\$ 2,600
53	Advertising/Communications	\$ 500
62	Services	\$ 3,500
67	Admin Overhead	\$ 18,998
70	Rental Expense	\$ 12,865
73	Vehicle gas	\$ 500
78	Internal Chargeback	\$ 2,965
	<b>Total Expenses</b>	<b>\$ 209,429</b>
	<b>Net</b>	<b>\$ 0</b>

**Category: 1 (Mandatory)**

**Program Area: F. On-site Sewage System Program**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
06	Fees	\$ 954,718
13	Other Revenue	\$ 12,000
	<b>Total Revenue</b>	<b>\$ 966,718</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 641,700
41	Staff Mileage & Expense	\$ 3,000
42	Staff Certification & Training	\$ 5,000
56	Credit Card Charges	\$ 16,500
67	Admin Overhead	\$ 265,968
73	Vehicle Gas	\$ 8,000
78	Internal Chargeback	\$ 26,550
	<b>Total Expenses</b>	<b>\$ 966,718</b>
	<b>Net</b>	<b>\$ -</b>

**Category: 2 (Delegated by a Municipality)**

**Program Area: G. Watershed-Municipal Programs**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
4	General Levy	\$ -
5	Sole-benefitting Levy	\$ 12,000
	<b>Total Revenue</b>	<b>\$ 12,000</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 12,000
67	Admin Overhead	\$ -
	<b>Total Expenses</b>	<b>\$ 12,000</b>
	<b>Net</b>	<b>\$ -</b>

**Category: 3 (non-mandatory; advisable by NBMCA)**

**Program Area: H. Watershed Support Programs**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
4	General Levy	\$ -
6	Fees	\$ 15,000
7	Donations	\$ 22,500
	<b>Total Revenue</b>	<b>\$ 37,500</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 8,143
52	Publications and Printing	\$ 500
53	Advertising	\$ 2,000
60	Mat. & Supplies	\$ 7,500
62	Services	\$ 15,057
67	Admin Overhead	\$ 3,800
73	Vehicle Gas	\$ 500
	<b>Total Expenses</b>	<b>\$ 37,500</b>
	<b>Net</b>	<b>\$ -</b>

**Category: 3 (non-mandatory; advisable by NBMCA)**  
**Program Area: I. Ski Hill Operating**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
05	Sole-benefitting Levy	\$ 85,000
	<b>Total Revenue</b>	<b>\$ 85,000</b>
<b>Expense:</b>		
67	Admin Overhead	\$ 25,000
47	Ski Hill Operations	\$ 60,000
	<b>Total Expenses</b>	<b>\$ 85,000</b>
	<b>Net</b>	<b>\$ -</b>

**Category: 3 (non-mandatory; advisable by NBMCA)**  
**Program Area: I. Ski Hill Capital**

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2025 Budget</u>
<b>Revenue:</b>		
05	Sole-benefitting Levy	\$ 65,000
	<b>Total Revenue</b>	<b>\$ 65,000</b>
<b>Expense:</b>		
47	Ski Hill Operations	\$ 65,000
	<b>Total Expenses</b>	<b>\$ 65,000</b>
	<b>Net</b>	<b>\$ -</b>



	<i>Revenue/Expense Category</i>	<i>TOTAL BUDGET 2025</i>
<b>Revenue:</b>		
1	Transfer Payment (S. 39)	\$ 133,490
1	Transfer Payment (WECl)	\$ 100,000
1	Transfer Payment (DWSP)	\$ 209,429
1	Transfer Payment (FHIMP)	\$ 30,000
4	General Levy	\$ 1,021,189
5	Sole-benefitting Levy	\$ 560,547
6	Fees	\$ 1,043,218
7	Donations	\$ 23,000
9	Internal Rent Rev.	\$ 12,865
10	Rental Rev. External	\$ 76,005
13	Other Revenue	\$ 318,292
14	Interest Earned	\$ 54,000
16	Admin Overhead	\$ 653,825
	<b>Total Revenue</b>	<b>\$ 4,235,860</b>
<b>Expense:</b>		
30	Wages and Benefits	\$ 2,158,278
38	Per Diem	\$ 11,500
39	Members Mileage	\$ 7,500
40	Members Expense	\$ 3,000
41	Staff Mileage and Expense	\$ 29,000
42	Staff Certification and Training	\$ 23,500
43	Telephone	\$ 35,000
44	Property Taxes	\$ 37,823
45	Insurance	\$ 105,572
46	Natural Gas	\$ 20,400
47	Repair & Maintenance	\$ 35,000
48	Office Supplies	\$ 6,500
49	Postage	\$ 1,500
50	Equipment Purchase	\$ 1,000
51	Equipment Rental	\$ 8,000
52	Publications and Printing	\$ 500
53	Advertising	\$ 2,500
54	Bank Charges	\$ 2,000
55	Interest Expense - Mortgage	\$ 30,000
56	Credit Card Fees	\$ 16,500
57	Staff Appreciation and Clothing	\$ 20,000
58	Audit	\$ 26,945

59	Legal Services	\$ 75,000
60	Materials and Supply	\$ 31,500
61	Cons. Ontario Levy	\$ 26,815
62	Services	\$ 342,228
66	Consulting Services	\$ 219,762
67	Admin Overhead	\$ 653,270
70	Rental Expense	\$ 48,865
71	Water	\$ 6,200
72	Hydro	\$ 26,020
73	Vehicle Gas	\$ 17,700
74	Accounting Services	\$ 1,800
78	Internal Chargeback	\$ 61,182
90	Mortgage Principal Repayment	\$ 18,500
TBD	Ski Hill Operations	\$ 60,000
TBD	Ski Hill Capital	\$ 65,000
	<b>Total Expenses</b>	<b>\$ 4,235,860</b>
	<b>Net Surplus (-Deficit)</b>	<b>\$ -</b>

**Powassan & District Union Public Library**  
**Minutes for Monday, October 21, 2024 – 6:15 p.m.**  
**Board Meeting @ Library**

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

**Absent with regrets:** Pat Stephens, Valerie Morgan

**Absent:** Randy Hall

Item	Action	Responsibility
<b>1. Call to order</b>	6:16 pm	
<b>2. Respect and Acknowledgement Declaration</b>	Declaration read by CEO We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to heal our planet.	
<b>5. General Consent Motion: Present the general Consent Motion for October 2024, which includes:</b> a) Approval of October 21, 2024 Agenda b) Approval of Minutes from the September 16, 2024 meeting c) Approval of the September 2024 Financial Statements d) Approval of the July, August, and September 2024 Library Reports	<b>Motion: 2024-30</b> <b>That the General Consent Motion for October 2024 be adopted as amended</b>  <b>Moved by:</b> Steven Kirkey <b>Seconded by:</b> Debbie Piper  Adopted as presented.  Carried	
<b>4. Disclosure of pecuniary interest</b>	None	
<b>5. General Business</b> a) New Board Member, Councillor Randy Hall - Welcome	Deferred until next Board Meeting	

<p>b) Grant Updates</p>	<p>OTF Capital Grant</p> <ul style="list-style-type: none"> <li>• Ideally all projects will be completed by end of 2024. Moving forward with replacing all light fixture throughout the building, new Heat pump, and upgrades to the Accessibility Features.</li> </ul> <p>OTF Resilience Grant</p> <ul style="list-style-type: none"> <li>• Second payment received by Municipality Sept 14, 2024 (\$9,000) to be transferred to library</li> <li>• End of Grant report needs to be completed by April 17, 2025</li> <li>• End-of-Grant event needs to be organized prior mid-March 2025</li> </ul> <p>Senior's Grant</p> <ul style="list-style-type: none"> <li>• Activities proceeding as planned</li> <li>• Final report due April 30, 2025</li> </ul>	<p>CEO meet with Municipality of Powassan CAO</p>
<p>c) Library Report Update</p>	<p>The Library Report needs to be updated to reflect more relevant and useful data.</p> <ul style="list-style-type: none"> <li>• Remove X (twitter) - no longer being used by most libraries.</li> <li>• Report monthly on: <ul style="list-style-type: none"> <li>- usage of new quiet room</li> <li>- data from newly installed people counter.</li> <li>- rentals</li> </ul> </li> </ul>	<p>CEO</p>
<p>d) Update on local Government Library Services Levy</p>	<p>All three Union members have approved revised budget with 7% increase. Motions from Nipissing and Chisholm were read as was email received from Powassan</p>	
<p>e) Saturday's Hours of Operation until end of 2024</p>	<p>Library will open on the last Saturday of every month from 10 am to 2pm until the end of 2024. This will allow young families to come to the library at least once a month. Attendance will be reviewed to determine whether this concession is to be extended into 2025</p>	<p>Media Coordinator to post on social media Staff to communicate new hours</p>

<p>f) Pay Equity Grant</p>	<p>On Nov 7, 2024 OLS is offering a Zoom Session hosted by the Ontario Pay Equity Commission to bring libraries and library boards up to date on the legal obligations they have to provide library staff members with pay equity.</p> <p>CEO presented a draft of a 6-year pay equity plan which will be reviewed by the Library Board after the Pay Equity Zoom Information Session and then approved at the next Board Meeting.</p> <p>CEO agreed to sign the 2024 Pay Equity Grant given that a pay equity plan will be implemented in 2025.</p> <p><b>Motion: 2024-31</b></p> <p>That the Powassan and District Union Public Library Board ("the Board") is aware and acknowledges that the library needs to be in compliance with the requirement that the Library have a pay equity plan as set out in the 2024 Pay Equity Grant.</p> <p>The Board is requiring that the CEO sign the 2024 Pay Equity Grant to receive the amount of \$7,601.</p> <p>Further, the Board assumes any and all liabilities that may arise from receiving the 2024 Pay Equity Grant now and in the future.</p> <p><b>Moved by:</b> Debbie Piper  <b>Seconded by:</b> Steve Kirkey</p> <p><b>Adopted as amended.</b></p> <p><b>Carried</b></p>	
<p>g) Fall activities</p>	<p>The partnership with the Voodoos is proving beneficial for both the Voodoos and the Library.</p> <ul style="list-style-type: none"> <li>- On Thursday, October 17, several Voodoo players participated in the Raising Readers Program to the delight of all attendees.</li> <li>- On Friday Oct 18, there was a Halloween free skate at the Powassan Sportplex, with over 70 participants.</li> </ul>	

	<p>The Library is super grateful to the Friends of the Library, the Voodoos, volunteers, and donors, from both Powassan and North Bay, who make the programing at the library possible.</p>	
<b>6. Correspondence</b>	<ul style="list-style-type: none"><li>- Motions from Nipissing and Chisholm</li><li>- several feedback comments from parents</li></ul>	
<b>7. Committee Reports</b> a) Property Committee	<p>OTF Capital Grant</p> <ul style="list-style-type: none"><li>- Waiting for work to start on replacing light fixtures within library, Harwood to install new Heat Pump, and NGM to update accessibility features.</li><li>- After reviewing several quotes, the plowing of the PDUPL parking lot will be done by Jeff Towns this winter</li></ul>	Contractors  Contract approval, CEO
b) Financial Committee	<ul style="list-style-type: none"><li>- To-date, the final payment of Library Services levy has been paid by both Nipissing and Chisholm. Still waiting for the one from Powassan.</li><li>- The goal is to present the first <b>draft</b> of the 2025 Budget at the November Board Meeting</li></ul>	
c) Policy Committee	<ul style="list-style-type: none"><li>- OLS is revising all fictitious Trillium Library Policies, which will then be made available to all libraries in Ontario.</li></ul> <p><b>- GOV-08 Terms of Reference: Property Committee Motion: 2024-32</b> That GOV-08 Terms of Reference: Property Committee be adopted as presented <b>Moved by:</b> Brenda Lennon <b>Seconded by:</b> Bernadette Kerr</p> <p><b>Carried</b></p>	

<p>d) Friends of the Library</p>	<p><b>- RES-01 Personnel Policy Manual</b></p> <p><b>Motion: 2024-33</b> That RES-01 Personnel Policy Manual be modified as agreed upon at the October 2024 Board Meeting <b>Moved by:</b> Bernadette Kerr <b>Seconded by:</b> Brenda Lennon</p> <p><b>Carried</b></p> <p>Friends raised at least \$1,300 from their end of September Crafting Items Sale. New items requested from them will be a new shelving unit to store the Reference Collection, and renewal of the subscription to the North Bay Nugget.</p>	
<p><b>h) Adjournment</b></p>	<p><b>Motion: 2024-34</b> That the October 21, 2024 meeting be adjourned at 8:17pm</p> <p><b>Moved by:</b> Brenda Lennon</p>	<p>Next meeting: November 18, 2024</p>

Chairperson: *Kristine Martin*  
**Kristine Martin, Chair**

Recorder: *Marie Rosset*  
**Marie Rosset, CEO**

---

The Golden Sunshine Municipal Non-Profit Housing Corporation  
Minutes of the Board of Directors Meeting  
2024- 09

---

Tuesday September 17, 2024

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday September 17, 2024

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

Regrets: Mieke Markus, Leo Patey, Nancy McFadden

1. Call to order

**Resolution No. 2024-60**– Moved by Tom, seconded by Nancy that the meeting was called to order at 9:40 am. Carried

2. Additions to Agenda – none

3. Conflict of interest disclosure- Leo Transaction Report

4. Approval of the Agenda

**Resolution No. 2024-61**– Moved by Tom seconded by Dave, that the agenda be adopted as presented.

5. Approval of the Minutes from the August 13, 2024 board meeting

**Resolution No. 2024-62**– Moved by Calvin seconded by Tom that the minutes from the board meeting on August 13, 2024 were adopted as presented.

**6. Business arising**

**a) DSSAB Service Agreement**

Pamela Nelson, Director, Housing & Child Care Service Management and Meaghan Mullen, Supervisor of Housing Programs from the District of Parry Sound Social Services Administration Board joined the meeting to discuss with the board the terms of the new service agreement. Board members shared their requests for the new agreement.



**b) Pines 2**

Leo and Calvin discussed that communication has started with CMHA, Anthony Rota and Vic Fedeli.

**c) Sanding**

Sanding quote presented from Mike Wagner as previous contractor is no longer able to quote. Board members advised Amber to source more quotes.

**d) Parking Policy**

**Resolution No. 2024-63**– Moved by Leo, seconded by Calvin the GSMNP approved Policy #2024-01, Parking Policy, as presented.

**7. Correspondences**

**a) Managers Report**

Amber Presented the first draft the 2025 budget. A discussion took place.

Amber discussed new project that will be completed with the remaining OPHI 5 funding. Projects included automatic door installed to upstairs garbage room, order more flooring to replace in apartments when tenants move out, siding will be replaced on tenant shed due to damage, laundry room to be painted. Nancy asked to survey tenants to see if they have any other items they would like to see completed.

**b) Financials**

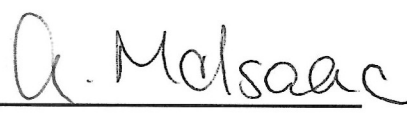
**Resolution No. 2024-64** Moved by Tom seconded by Nancy that the board approves the July and August transaction reports as presented. Carried

**Resolution No. 2024-65** Moved by Nancy seconded by Tom that the board approves the July and August income statements as presented. Carried

**8. Next Board Meeting – October 15, 2024**

**9. Adjournment - Resolution No. 2024-66**– Moved by Dave, seconded by Kal that the board meeting be adjourned at 10:24 am. Carried

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

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

---

The Golden Sunshine Municipal Non-Profit Housing Corporation  
Minutes of the Board of Directors Meeting  
2024- 10

---

Tuesday October 15, 2024

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday October 15, 2024.

Present: Bernadette Kerr, Leo Patey, Calvin Young, Nancy McFadden, Mieke Markus & Amber Mclsaac, Property Manager. Regrets Tom Piper, Dave Britton

1. Call to Order

**Resolution No. 2024-67**– Moved by Mieke, seconded by Calvin that the meeting was called to order at 9:30 am. Carried

2. Additions to Agenda – none

3. Conflict of interest disclosure- Leo Patey Transaction Reports, employer listed

4. Approval of the Agenda

**Resolution No. 2024-68**– Moved by Leo seconded by Calvin, that the agenda be adopted as presented.

5. Approval of the Minutes from the September 17, 2024 board meeting

**Resolution No. 2024-69**– Moved by Nancy seconded by Calvin that the minutes from the board meeting on September 17,2024 be adopted as amended, Leo Patey regrets added.

**6. Business arising**

**a) Pines 2**

A discussion took place regarding the Pines holding the mortgage for the Pines 2. Leo and Calvin to present a formal request to the board at the November meeting.

**b) 2025 Budget**

Reviewed and a discussion took place. Final budget to be presented in December once the DSSAB service agreement financials are finalized.

**c) Service Agreement**

Amber presented 2 options for the Dispute Resolution for the new Service Agreement from the DSSAB and a discussion took place. Amber advised to report to the DSSAB that the board would like to move forward with Option A as presented.

Amber asked for clarification regarding the elevator replacement or patio replacement for planning purposes in regards to capital repair projects for this service agreement. The board advised that the patios at this time are the #1 project. Elevator quote discussed from TK elevator. Cost for elevator modernization at this time as quoted by TK Elevator is \$149,765.

**d) Patio Plans**

Mitchell Martyn from Mitchell Jensen Architects presented the final draft for the patio plans.

**Resolution No. 2024-70** Moved by Leo seconded by Nancy that the board approves the final copy of the Project Manual and Architecture Drawings named The Golden Sunshine Municipal Non-Profit Housing Corporation- The Pines: Unit Entrance Upgrades dated October 10, 2024 as presented. Carried

**7. Correspondences**

**a) Managers Report**

Sanding quote from place of business with liability insurance for was over \$6000 for 2025. Board agreed to proceed with Mike Wagner at \$80 per sanding for 2024-2025, with the GSMNP holding the insurance for liability.

A discussion took place regarding remaining OPHI 5 project funding.

**b) Financials**

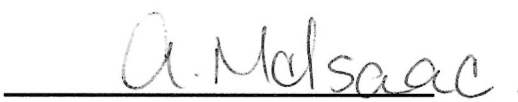
**Resolution No. 2024-71** Moved by Mieke seconded by Calvin that the board approves the September 2024 transaction report as presented. Carried

**Resolution No. 2024-72** Moved by Calvin seconded by Nancy that the board approves the September 2024 income statement as presented. Carried

**8. Next Board Meeting – November 17, 2024 @ 9:30am**

**9. Adjournment - Resolution No. 2024-73–** Moved by Leo, seconded by Kavin that the board meeting be adjourned at 10:57 am. Carried

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

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



## STAFF REPORT

To: Council  
From: Treasurer/Director of Corporate Services; Manager of Operations  
Re: Tower Line Winter Maintenance

---

### **RECOMMENDATION:**

That the memo from Treasurer/Director of Corporate Services B. Robinson be received; and further that Council decline to alter the current level of service to the seasonally maintained portion of Tower Line.

### **ANALYSIS:**

#### **Annual Maintenance**

In 2020, the Municipality of Powassan entered into an agreement with a property owner on Tower Line whereby the property owner would be permitted to conduct winter maintenance activities on a section of the seasonally maintained portion of Tower Line, at their expense. As a component of that agreement, the property owner was to maintain insurance coverage naming the Municipality as additional insured and indemnify the Municipality from any claims arising from their work.

This agreement was in place until the fall of 2024, at which point the property owner cancelled their insurance coverage. This constitutes a default on the terms of the agreement and has rendered it void.

At a previous Council meeting, staff were directed to research options regarding the potential for maintaining the road in-house or through an external party. Advice from our legal counsel and insurer was also sought.

For the purposes of calculating annual winter maintenance costs, staff have estimated an additional 750 metres of roadway are to be maintained past the existing plow turnaround. Using standard rates for equipment costs and sand application, as well as actual staff wage costs, the estimated cost to clear this section of roadway is \$46.56 per event. Using an average number of deployments per winter season, this would bring the total estimated annual maintenance cost to ~\$3,000.

However, there are a number of complications that should also be considered. Through discussion with our legal counsel, it was stated that if the Municipality were to begin maintaining the road, irrespective of whether or not those costs were charged back to the property owner(s) affected, it would affect the road's status as a seasonally maintained roadway and the minimum maintenance standards would apply, in turn obligating the Municipality to costs far in excess of the figure illustrated above. Note too that, per the lawyer, this would also be true if the Municipality itself contracted out a third party to complete the maintenance work. Therefore, there is substantial additional liability being created if the Municipality were to entertain commencing winter maintenance activities.

Our insurer largely echoed these comments and advised against the Municipality taking on this work. Both legal counsel and the insurer cautioned Council against setting a precedent of beginning to maintain, what have historically been seasonal roads.

For these reasons, it is staff's recommendation that Council decline to take on winter maintenance for this section of Tower Line and require the property owner to again provide proof of insurance, naming the Municipality as an additional insured, prior to being permitted to carry out winter maintenance activities on their own or through a self-appointed contractor.

It is also staff's recommendation that this agreement be registered on title so that it remains in effect regardless of any potential future changes in ownership.

### **Road Standards**

Council also discussed the potential of bringing Tower Line up to standard in the future.

Generally speaking, it is established municipal practice that, where a property owner wishes the Municipality to take over maintenance of a roadway, they first are required to bring the road up to standard at their own cost. This exact approach was previously taken by Council in 2013 on the currently maintained portion of Tower Line; a copy of the respective by-law is attached to this memo.

Through conversations with potential contractors, the total materials cost required to bring the seasonally maintained portion of the road fully inline with the portion referred to in Bylaw 2013-41 is estimated at \$139,000. Staff could not get an accurate construction cost, as the required brushing, grubbing, and excavation would depend on the final surveyed location. Additionally, a plow turnaround built to OPSD 500.01 specifications would be required. The construction costs could increase considerably if the roadway does not fall within the Municipal right-of-way, and a survey will be required prior to construction.

Both legal counsel and our insurer have recommended that a formal bylaw be developed to provide specific direction on the classifications and maintenance standards of municipal roadways, and the process required to elevate roads to a year-round maintained basis.

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2013-41**

---

Being a by-law to authorize a Development Agreement between the Corporation of the Municipality of Powassan and Mr. Adam Clayson to provide for the improvement of a portion of Tower Line to a standard suitable to the Municipality for year round maintenance.

---

**WHEREAS** the OWNER is the owner in fee simple of lands and premises located in Part of Lot 22, Concession 9 and Part of Lot 22, Concession 8 (South Himsworth) now in the Municipality of Powassan in the District of Parry Sound being more particularly described in Schedule "A" and "B" attached hereto.

**AND WHEREAS** the above-mentioned lands currently have access to a seasonally maintained road known as Tower Line that has not been assumed by the MUNICIPALITY to be maintained on a year-round basis.

**AND WHEREAS** the OWNER has agreed to improve a portion of Tower Line to a standard suitable for the MUNICIPALITY to assume and maintain on a year-round basis.

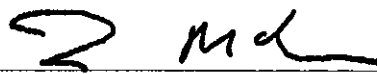
**AND WHEREAS** the MUNICIPALITY is prepared to assume a portion of Tower Line to provide year-round maintenance provided the road is constructed to a suitable standard at no cost to the MUNICIPALITY.

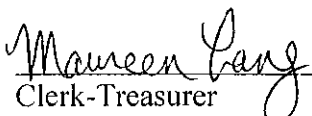
**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF POWASSAN ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk-Treasurer be authorized to execute the agreement, attached as Appendix "A" and forming part of this by-law.
2. That this By-law be effective upon adoption.

**READ A FIRST TIME and considered read a SECOND and THIRD time and passed as such in open Council meeting this 5th day of November, 2013.**

Adopted on November 5, 2013

  
\_\_\_\_\_  
Mayor

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



**SECTION III – REIMBURSEMENT OF COSTS**

- 1) The OWNER agrees to reimburse the MUNICIPALITY for all professional fees and administrative costs incurred by the MUNICIPALITY in the preparation of this Agreement.

**SECTION IV - REGISTRATION OF AGREEMENT**

- 1) The PARTIES agree that this Agreement must be registered against the OWNER'S lands within thirty (30) days of the execution thereof by the MUNICIPALITY.
- 2) The OWNER agrees to have the MUNICIPALITY register this Agreement at the expense of the OWNER.

**SECTION V - BUILDING PERMITS AND ASSUMPTION OF TOWER LINE**

- 1) On any application for a Building Permit and prior to the issuance thereof, the OWNER shall submit such plans, specifications and approvals with respect to the project as are required by the MUNICIPALITY for the approval of the Chief Building Official.
- 2) The OWNER agrees that the MUNICIPALITY will not assume any portion of Tower Line for year round maintenance unless and until the portion of Tower Line identified on Schedule "C" to this Agreement has been constructed by the OWNER to the standards and in the manner specified in this Agreement and the Municipal Engineer has provided a written clearance that the road has been constructed to such standards.

**SECTION VI - PROVISIONS**

- 1) The OWNER agrees to construct the portion of Tower Line shown on Schedule "B" to the specifications and standards described in Schedule "C".
- 2) The OWNER will inform any contractor or worker engaged in the project of the responsibilities and duties set out in this Agreement.
- 3) The OWNER agrees that there will be no deviation from the works described in Schedule "C", without the written consent of the Municipal Engineer and an amendment to Schedule "C".
- 4) The OWNER assumes all risk and liability associated with the construction of Tower Line and will ensure that any contractor or worker involved in the construction program will hold sufficient and appropriate insurance to cover general liability and/or workplace injuries and such insurance shall identify the MUNICIPALITY as a party to be insured against liability related to accidents or incidents to workers or any member of the public occurring as a result of construction activities.
- 5) The OWNER and any contractor or worker retained by the OWNER indemnifies and saves harmless the MUNICIPALITY or its agents from any complaint or claim.
- 6) The OWNER acknowledges and agrees to comply with applicable laws and legislation during the construction program including but not limited to the Migratory Birds Act, the Fisheries Act, and the Endangered Species Act. In the event the OWNER encounters a threatened or endangered species or the habitat of such species during construction, the OWNER agrees to cease construction and contact the Ministry of Natural Resources.
- 7) The OWNER agrees that stormwater drainage will be controlled and managed so as not to impact adjacent landowners, including the MUNICIPALITY or wildlife or fisheries. Where stormwater drainage resulting from construction causes flooding or erosion to neighbouring lands, the OWNER shall be responsible for repair and remediation.
- 8) The OWNER covenants and agrees that construction will be at the sole cost of the OWNER, and the MUNICIPALITY shall not be required to compensate the OWNER for personal costs or expenses associated with the construction of Tower Line in the manner set out in Schedule "C". Furthermore, the MUNICIPALITY shall not be responsible for facilitating or coordinating any reimbursement from or cost sharing amongst any other benefitting landowner.



- 9) The OWNER covenants and agrees that the MUNICIPALITY will not bear any financial responsibility to improve any portion of Tower Line to be assumed for year round maintenance purposes.
- 10) The OWNER agrees that no works or construction shall be undertaken beyond the scope of the work set out in Schedule "C" and no signage, structure, gate, fence, light standard, retaining wall, culvert or underground utility shall be erected or installed on any part of Tower Line without the prior authorization of the MUNICIPALITY, which may require an amendment to this Agreement.
- 11) The OWNER agrees to install a turn-around at the terminus of the improved portion of Tower Line in the manner described in Schedule "C".
- 12) ~~The OWNER agrees to provide a reference plan prepared by an Ontario Land Surveyor of the portion of Tower Road subject to this Agreement. Such reference plan will identify the location of the improved road including the turn-around, the location of the original Road Allowance and will also identify any private property necessary to be conveyed to the MUNICIPALITY for assumption purposes.~~
- 13) The OWNER agrees to convey any private property necessary for assumption purposes to the MUNICIPALITY in fee simple, free and clear of all encumbrances.
- 14) The OWNER agrees that the MUNICIPALITY will not pass a By-law under the Municipal Act to assume any portion of Tower Line until Council for the MUNICIPALITY receives reimbursement for all costs incurred by the MUNICIPALITY, a reference plan, a signed clearance letter from the Municipal Engineer and any requisite legal documents necessary to transfer lands to the Municipality.
- 15) The OWNER acknowledges that nothing in this Agreement shall prevent the MUNICIPALITY or any member of the public from utilizing Tower Line for public purpose in accordance with applicable Provincial statutes and regulations.
- 16) The OWNER indemnifies and saves harmless the MUNICIPALITY or its agents from any potential civil or other legal matter related to the use of Tower Line during construction.

**SECTION VII - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY**

- 1) This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.
- 2) This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.
- 3) The Agreement shall come into effect on the date of execution by the MUNICIPALITY.
- 4) Nothing in this Agreement shall relieve the OWNER from complying with all other applicable by-laws, laws or regulations of the MUNICIPALITY or any other laws, regulations or policies established by any other level of government. Nothing in this Agreement shall prohibit the MUNICIPALITY from instituting or pursuing prosecutions in respect of any violations of the said by-laws, laws or regulations.
- 5) The OWNER covenants and agrees to release and forever discharge the MUNICIPALITY from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the works related to the improvement of Tower Line.
- 6) Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

THE OWNER:

Mr. Adam Clayson  
150 Tower Line  
R.R #2  
Powassan, Ontario P0H 1Z0

THE MUNICIPALITY:

Corporation of the Municipality of Powassan  
c/o Clerk-Treasurer  
466 Main Street  
P.O. Box 250  
Powassan, Ontario  
POH 1J0

THIS AGREEMENT shall enure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the OWNER and the MUNICIPALITY have caused their corporate seals to be affixed over the signatures of their respective signing officers.

THIS AGREEMENT was executed by the duly authorized signing officers of each party and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

SIGNED, SEALED AND DELIVERED  
in the presence of:

  
Witness

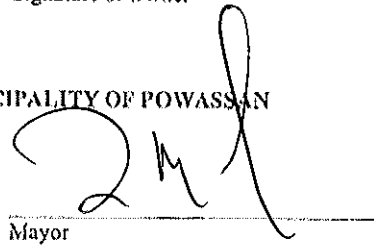
  
Signature of Owner

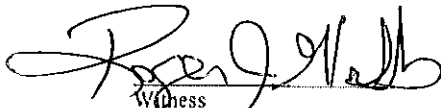
  
Witness

  
Signature of Owner

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

  
Witness

  
Mayor

  
Witness

  
Clerk/Treasurer

**SCHEDULE "A"**

**LEGAL DESCRIPTION**

Lot 22, Concession 9 and Lot 22, Concession 8 in the geographic Township of South Himsworth,  
now in the Municipality of Powassan in the District of Parry Sound.

---

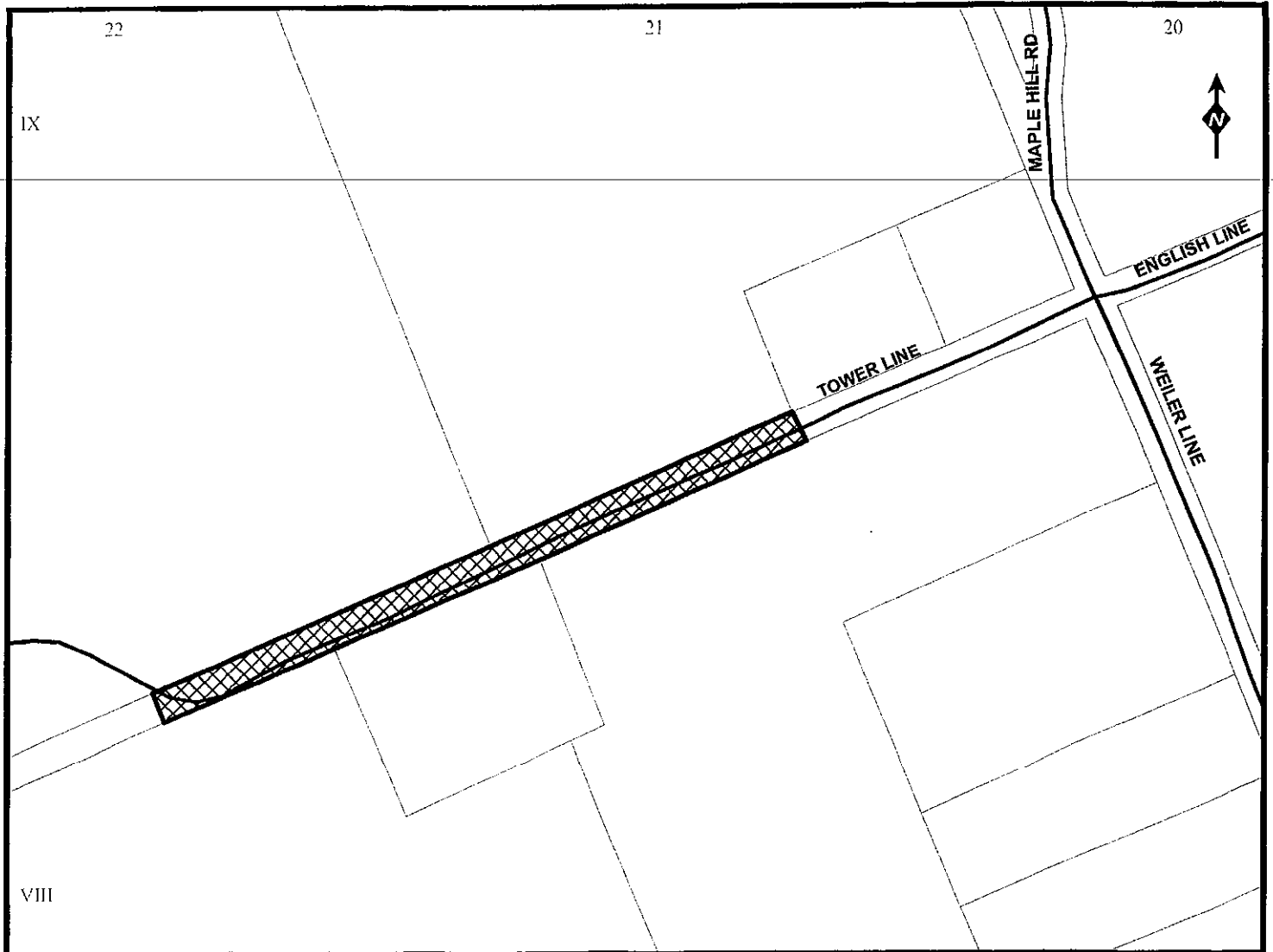
**SCHEDULE "B"**

Portion of Tower Line subject to this Development Agreement.

---

# SCHEDULE 'B'

## Portion of Tower Line to be Constructed to Municipal Standards Municipality of Powassan



Portion of Tower Line to be Constructed to Municipal Standards

**SCHEDULE "C"**

Development Standards prepared by Mr. Antoine C. Boucher, P. Eng.

---

## Municipality of Powassan

### Report to CAO/Clerk

Report No.: R-2013-01

Date: October 25, 2013

Originator: Antoine C. Boucher, Municipal Engineer

Subject: Tower Line Extension - Revised

---

#### RECOMMENDATION

**That** Tower Line be extended 435 metres in the westerly direction from the existing turn around.

**That** the references in this report be based on stations starting at 0+000 at the existing turn around and at 0+435 at the end of the proposed turn around.

**That** the Contractor shall provide a minimum 48 hour notice to the Municipality for inspection services during construction when needed. This shall include a pre-construction meeting (Oct 21, 2013), approval of the ditching and widening work, inspection of the placement and compaction of Granular 'A' and a final completion inspection.

**That** the Contractor shall remove boulders from the road base in accordance with OPSD 204-010 and as discussed on site.

**That** during ditching, the Contractor shall remove the large boulders located along both sides of the road. All material removed shall be disposed off site.

**That** the Granular 'A' thickness of the existing surface was established to be at approximately 50mm on a 5.4m width where the Contractor shall place an additional 100mm granular lift on the existing road surface. Furthermore, the road widening will require a minimum 300mm Granular 'B' base lift including a 150mm Granular 'A' top lift. The final road width will be 8m including the shoulders with an average granular 'A' lift of 150mm thick.

**That** granular materials placed on the road be compacted at 100% Proctor.

**That** the Contractor will be presented with the quantity breakdown for review as identified on page 3 of this report and that any adjustment is to be approved at the pre-construction meeting prior to its placement. The final granular material quantity required for this project will be identified in a letter to be signed by the Municipal Engineer, the Contractor and his client. The Municipality will require a copy of all tickets as proof of placement of the material for their record.

**That** between stations 0+080 and 0+120 the Contractor shall install a 450mm diameter HDPE culvert approximately 12m long (based on the skew to be determined on site) be installed to divert the water from the North side to the South side to by-pass the existing entrance.

.../2

**That** between stations 0+230 and 0+260 bedrock was found on the south side of the road. At that location, the contractor shall install a diagonal culvert – 450mm diameter HDPE approximately 12m long (based on the skew to be determined on site). This will direct drainage from the south side towards the north side in order to by-pass the bedrock. Furthermore, the Contractor shall provide an additional gravel lift to ensure a proper crown with the gravel edge being 50mm above the bedrock elevation on the South side.

**That** the contractor shall install drainage outflow as discussed during the pre-construction site inspection and obtain written consent from the property owners for the construction of these outflow where the drainage will outlet onto their private property. These drains will be constructed to reduce the quantity of runoff thus reducing the risk of future erosions downhill along Tower Line.

**That** the new turn around for Tower Line be constructed on the existing Road Allowance and that the additional land required to properly construct the turn around be transferred from Mr. Adam Clayson where the South portion be a part of CON 8 PT LOT 22 PCL 13086;N/S property number 495901000111200 and the North portion be a part of CON 9 LOT 22 PCL 10621 N/S property number 495901000116600. The portion of land required from these properties will be transferred at no cost from Mr. Clayson to the Municipality of Powassan.

**That** the new turn around for Tower Line be constructed with a radius of 16m including a 1m shoulder with rounding.

**That** the Contractor/Developer will not be required to install street lights along the Tower Line extension.

**That** Mr. Clayson be authorized to construct his entrance off the proposed turn around along his underground hydro line and that this entrance be considered his main entrance.

**That** upon completion and acceptance of the final certificate for the above work including but not limited to the land transfer, the Municipality of Powassan would pass a by-law assuming the extension of Tower Line pursuant to s. 31(4) of the Municipal Act.

**That** upon the passing of such a by-law, ownership of the Tower Line extension services shall rest with the Municipality and winter maintenance, garbage and recycling services shall become the responsibility of the Municipality.

## **BACKGROUND**

On August 2013, two residents located on the unmaintained portion of Tower Line expressed an interest in bringing their section of Tower Line up to a municipal standard in order for the municipality to assume it.

A geometric guideline was provided identifying criteria to be met for such work. On October 21<sup>st</sup>, 2013 a field inspection was completed with one of the resident, Mr. Adam Clayson, the Contractor Evan Hughes and myself to clarify to the scope of work.

.../3



Mr. Chris Jones, Municipal Planning Services will act as the Municipal Planner in preparing the agreement identifying the works to be undertaken above, including but not limited to legal land transfer, final conditions and procedures to be followed for this portion of road to be assumed on a year-round basis.

---

## NOTES

Tower Line is a gravel road. The Municipality maintains the first 200m from Maple Hill intersection. The proposal is to improve an additional 435m. Upon final acceptance, the Municipality would be responsible to maintain 635m from Maple Hill intersection to the new turn around.

Consideration was given to construct the proposed turn around some 130m further west of that point. Due to the physical location of that turn around and its proximity to Mr. Clayson's house, this alternative was not selected.

The existing road surface is approximately 5.4m wide, which is an equivalent of a single laneway. The road will have to be widened to 8m including the gravel shoulder. In general, widening will be on the north side.

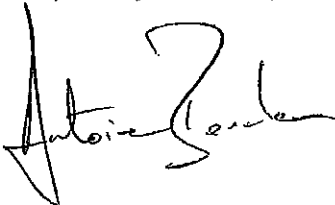
The Contractor may have to install a small culvert as part of the ditching work, more specifically beside an existing hydro pole as identified during the site visit.

The completion of this project may require approximately 1790 tonnes of granular 'B' and 1320 tonnes of granular 'A'. During the pre-construction meeting, the Contractor will be presented with the quantity breakdown for review. Any adjustment is to be approved at that meeting prior to its placement.

Engineering services for this project were estimated at an upset limit of \$2,500.00 before taxes based on a maximum of three (3) work days for field visit during construction. Engineering services will be charged on an hourly rate for actual worked hours.

---

Respectfully Submitted,



Antoine C. Boucher, P. Eng.  
Municipal Engineer

**SCHEDULE "D"**

Clearance letter to be signed by Municipal Engineer.

---

---

I, Antoine Boucher P. Eng, hereby certify that the portion of Tower Line abutting Lots 21 and 22, Concessions 8 and 9 in the Township of South Himsforth has been constructed to a standard suitable for assumption by by-law for the provision of year-round maintenance.

In my opinion, the road construction of Tower Line is compliant with the requirements set out in my memo dated October 25, 2013, which is attached as Schedule "C" to a Development Agreement approved by Council for the Municipality of Powassan on November 5, 2013.

---

Antoine C. Boucher P. Eng.

---

Date



# STAFF REPORT

To: Council  
From: Treasurer/Director of Corporate Services  
Re: 2024 Budget Amendment

---

## RECOMMENDATION:

That the staff report regarding amendments to the 2024 Budget be received; and that the budget be amended as per the recommendations in the staff report dated December 3, 2024.

## BACKGROUND AND ANALYSIS:

At the meeting of November 5, 2024, Council directed staff to proceed with posting a tender for temporary support posts at the Trout Creek Community Centre. Due to the time-sensitive nature of the work, staff were directed to proceed with the work if submissions below \$50,000 were received.

Tender 2024-009 closed on November 22, 2024 with the following submissions received:

Thermo Coustics Limited	\$49,697.40
Johnson Construction	\$60,228.77

Staff have awarded the contract to Thermo Coustics Limited, and the work is underway.

In order to financially accommodate this work, a budget amendment will be required. Staff are recommending that these funds be redirected from the Transfer to Reserve that was established as part of the 2024 budget. This would occur as follows:

Account	Description	Approved	Requested
10-75-61880	TCCC Capital	\$20,000.00	\$70,000.00
10-10-61710	Transfer to Reserve- General	\$98,344.00	\$48,344.00



# STAFF REPORT

To: Council  
From: Clerk, A. Quinn  
Re: Draft Animal Control Bylaw

---

## **RECOMMENDATION:**

That the draft Bylaw regarding Animal Control be received for review and that any comments or changes be sent to staff by January 2, 2025.

## **ANALYSIS:**

At the August 13, 2024, Regular Meeting of Council, Resolution 2024-250 was passed directing staff to develop a new Animal Control Bylaw to regulate dogs, cats and exotic animals and return to an annual licencing fee schedule.

Attached is a draft of the updated Animal Control Bylaw which was developed by former Protective Services Officer B. Mousseau and reviewed by current Protective Services Officer M. McGregor.

User Fee Bylaw 2023-16 will need to be updated as well as the Provincial Offences fees, once the draft Bylaw is approved.

# THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

## BYLAW NUMBER 2025-XX

---

A Bylaw of The Corporation of the Municipality of Powassan to regulate and govern animals including exotic animals within the Municipality

---

**WHEREAS** Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 (“The Municipal Act, 2001”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority under the Act;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

**AND WHEREAS** Section 10 (2) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a single-tier municipality may pass bylaws respecting matters including animals;

**AND WHEREAS** Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a single-tier municipality may pass bylaws respecting matters within the spheres of jurisdiction set out therein;

**AND WHEREAS**, the Council of The Corporation of the Municipality of Powassan deems it expedient to enact a bylaw to license, regulate and govern animals, including exotic animals within the Municipality;

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

### 1. DEFINITIONS

For the purpose of this Bylaw:

1.1. “AGGRESSIVE DOG” - means a dog which, in the opinion of the Municipal Law Enforcement Officer or their designate, has demonstrated excessive and/or unprovoked aggression, or is of a threatening disposition.

1.2. “ANIMAL” - means any non-human vertebrate or invertebrate, and includes but is not limited to reptiles, arachnids, domestic animal including but not limited to canines and felines, domestic fowl, an animal raised for commercial purposes, an animal kept as a working animal or for hobby purposes such as breeding, showing or sporting, a household pet, an exotic animal, livestock, pigeons, wild animals and birds, but excludes ducks, geese,

swans or other animals that naturally inhabit an urban centre, a park, environmentally protected land or open space.

1.3. “COMPETENT PERSON” - means a person having the strength and capacity to securely control a dog to not permit or allow unwanted contact with another person or animal.

1.4. “DOG” - means any member of the species *Canis Familiaris*.

1.5. “DOG OFF LEASH RECREATION AREA” – means a specific confined area designated by Council, from time to time, where a dog owner is permitted to allow their dog to run at large and is not required to leash such dog.

1.6. “DOMESTIC CAT” - shall mean a feline which would customarily share human habitat, and which would normally be considered dependent on humans for food and shelter. Shall not include a feline considered to be wild or indigenous to a species which would normally be considered wild.

1.7. “DOMESTIC FOWL” – means any feathered vertebrate animal living in or near the habitations of humans and not being wild; shall include, but not be limited to hens, chickens, ducks, geese, turkeys but shall not include pigeons, songbirds or vertebrates commonly kept as domestic pets such as parrots, budgies, cockatiels etc.

1.8. “GRANDFATHERED” – means the lawful keeping of any animal, currently prohibited under the provisions of this Bylaw, provided such animal was lawfully kept prior to the prohibition and where the keeping of such animal has been uninterrupted for any period of time since the prohibition.

1.9. “IMPOUND” – means to confiscate, confine, hold or take possession.

1.10. “KENNEL” – means a place or confine where pure breed dogs are bred and/or raised and registered in the register for the Canadian Kennel Club but may include the boarding or temporary housing of domestic animals.

1.11. “MUNICIPALITY” – means The Corporation of the Municipality of Powassan.

1.12. “MUNICIPAL LAW ENFORCEMENT OFFICER” – means a person appointed under the authority of the Police Services Act for the purpose of enforcing bylaws.

1.13. “OWNER” – means any person who owns, possesses, harbours or has custody of an animal and, where the owner is a minor, the person responsible for the custody of the minor. Shall also include a person who is temporarily the keeper of the animal.

1.14. “PHYSICALLY DISABLED PERSON” – means a person with any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the forgoing, includes a brain

injury, any degree or paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, or physical reliance on a dog guide or other animal or in a wheelchair or other remedial appliance or device including but not limited to crutches or braces.

1.15. “POLICE WORK DOG” – means a dog trained to aid law enforcement officers and is actually being used for police work purposes.

1.16. “POUND” – means premises that are used for the confinement, maintenance or disposal of animals that have been impounded pursuant to this Bylaw.

1.17. “POUNDKEEPER” – means such person, service or agency designated or appointed to maintain and administer the premises and facilities operated as a pound.

1.18. “PROOF” – means documentation signed by a qualified veterinarian attesting to the age and breed of the animal together with vaccination history, the name and address of the qualified veterinarian administering such medical services and the dates such services were administered, all documentation submitted shall be to the satisfaction of the Municipality.

1.19. “PUREBRED DOG” – means a dog bred from stock having no admixture as certified by the Canadian Kennel Club or other competent authority.

1.20. “REGISTER / REGISTRATION” – means to register your dog or cat pursuant to the requirements in this Bylaw.

1.21. “REGISTRATION FEE” – means a fee charged by the Municipality for a dog or cat tag where such dog or cat has not previously been registered by the current owner in the Municipality of Powassan.

1.22. “RESIDENTIAL DWELLING UNIT” – means a suite of rooms used or intended to be used as a housekeeping unit by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

1.23. “RUNNING AT LARGE” – means an animal found in any place other than the premises of the owner or person having care, custody or control of the animal and not secured by a leash.

1.24. “SERVICE DOG” – means a dog that has been certified by a nationally recognized organization or association in providing assistance to a person by means of, guiding, hearing or providing the necessary emotional therapy to a person with a disability or impairment.

1.25. “SOCIETY” – means the Ontario Society for the Prevention of Cruelty to Animals

1.26. “UNINTERRUPTED” – means that the animal has not been sold, has not expired, has not been given away, has not been away from the applicant owner within the limits of



the Municipality, or has not resided together with the applicant owner or otherwise outside the limits of the Municipality for a period of time exceeding 60 days.

1.27 “VISUALLY IMPAIRED” - means a person that possesses vision of less than 6/60 on a Snellen Acuity Test in their better eye after the best possible correction or has a field vision of acuity of less than 20 degrees.

## **2. DOG TAG REGISTRATION**

2.1. Every owner of a dog over the age of six (6) months shall make application to register the dog with the Municipality, or its agent, and provide particulars pertaining to the dog and its owner in order to facilitate the registration of such dog.

2.2. Every owner of a dog shall pay to the Municipality a registration fee in accordance with the fees established and set out in the Municipality’s Fees Bylaw.

2.3. Every owner of a dog shall, upon application to register a dog, or as otherwise required by the Municipality, produce proof that the dog has current inoculation with a rabies vaccine at the time of application for such dog tag or certify at the time of application that the dog has current inoculation with a rabies vaccine.

2.4. The Municipality shall not issue a dog tag until the applicable registration fee has been paid in full and proof or owners’ certification of inoculation with a rabies vaccine has been provided to the satisfaction of the Municipality.

2.5. Where proof or owner’s certification of inoculation has been provided, the registration fee has been paid and necessary application information has been received for the registration of such dog, the Municipality shall issue for each dog, a serially numbered tag and shall cause such information, as provided, to be recorded.

2.6. Every owner shall affix to their dog a valid tag issued by the Municipality in accordance with this Bylaw and shall keep such tag affixed on the dog at all times when the dog is not on the owner’s property.

2.7. No tag or registration shall be transferable and the tag shall become void upon the sale, death or other means of disposal of the dog so registered, including but not limited to relocating the dog’s home outside the geographical boundaries of the Municipality .

2.8. Every tag issued by the Municipality shall be renewed annually before the first day of May.

## **3. REPLACEMENT DOG TAG**

3.1. Every owner of a dog, having lost the dog’s registration tag shall immediately make application to the Municipality and pay to the Municipality a replacement fee in accordance with the fees established and set out in the Municipality’s Fees Bylaw for the replacement

of such tag, and shall, upon request, provide any information as may be required by the Municipality.

#### **4. NUMBER OF DOGS**

4.1. No owner shall have more than three (3) dogs in any residential dwelling unit, or any structure used for commercial, industrial or institutional purposes within the Municipality.

Section 4 (1) does not apply to:

- a) the operation of a kennel licensed under the provisions of this Bylaw and operated for the purposes of breeding or boarding animals;
- b) an animal hospital owned and operated by a veterinarian licensed by the Ontario Veterinarian Association;
- c) a pet store licensed in accordance with the provisions of municipal bylaws;
- d) a shelter or pound of the Ontario Society for the Prevention of Cruelty to Animals; or
- e) dogs under the age of six (6) months.

#### **5. CONTROL OF DOGS**

5.1. No owner of a dog shall allow their dog to run at large.

5.2. Notwithstanding Article subsection 5.1, no owner of any dog shall allow their dog to run at large in a Dog Off Leash Recreational Area as defined in this Bylaw, unless:

- a) a Municipality of Powassan dog tag is affixed to the dog, and,
- b) a current rabies vaccination tag is affixed to the dog.

5.3. No owner of a dog shall allow their dog to trespass on private property even when on a leash.

5.4. No person shall allow a leash to extend beyond a length of six (6) feet and such leash must be held or restrained by a competent person who can reasonably control the dog.

5.5. No owner shall leave a dog unattended within any permitted public park area.

5.6. A dog shall not be considered to be running at large if it is a police dog as defined in this Bylaw.

5.7. Any dog found running at large pursuant to the provisions of this Bylaw may be impounded by any Municipal Law Enforcement Officer or other duly appointed officer and delivered to the Pound.

5.8. Any person may capture any dog running at large on their property and deliver the same to a Municipal Law Enforcement Officer or other duly appointed officer, who may impound the said dog.

5.9. A Municipal Law Enforcement Officer or other duly appointed officer may enter on any public property, or on private property with the consent of the owner or tenant of the property, for the purpose of impounding or otherwise detaining any dog found running at large pursuant to the provisions of this Bylaw.

5.10. Every owner of a dog shall immediately remove any excrement left by such dog on public or private lands not being the property of the dog owner, within the Municipality, and shall dispose of such excrement in a sanitary manner.

5.11. Notwithstanding Section 5.10., proof that the owner is either a visually impaired person or a physically disabled person shall constitute a defense to the prosecution of such an offence.

## **6. CONTROL OF AGGRESSIVE DOGS**

6.1. Where a dog has been declared an aggressive dog by the Municipal Law Enforcement Officer or a Court of a competent jurisdiction the owner of the dog shall restrain the dog at all times.

6.2. Where an aggressive dog is on the property of the owner, the owner of the dog shall restrain such dog by ensuring that:

- a) the dog is secured so as to meet its environmental needs and in such a manner as to prevent the dog from leaving the owners property; and,
- b) such restraint prevents the dog from having contact with any person who has not consented to being in contact with the dog.

6.3. Where an aggressive dog is at a place other than the property of the owner, the owner of the dog shall restrain such dog by ensuring that:

- a) the dog is leashed in accordance with the provisions of this Bylaw; and,
- b) the dog is under the control of the owner at all times so as to prevent the dog from having any contact with any person who has not consented to being in contact with the dog.

## **7. DOG BITES OR ATTACKS**

7.1. Where a dog has bitten or attacked any person or domestic animal or is alleged to have bitten or attacked any person or domestic animal, the Municipal Law Enforcement Officer or other duly appointed officer may issue an Order to the owner of the dog requiring that the dog be kept muzzled at such times as set out in the Order. Such Order shall set out

the conditions of muzzling and the owner of the dog shall comply with all conditions of the Order. The Order shall remain in effect until an action under the provisions of the Dog Owners' Liability Act has concluded or until it is deemed by the Municipal Law Enforcement Officer or other duly appointed officer that the dog in question is otherwise innocent of such a bite or attack.

7.2. Where a dog has bitten or attacked any person or domestic animal, a proceeding may be commenced by the Municipality against the owner of the dog to seek an Order of the Court necessary for the protection of the public under the provisions of the Dog Owners' Liability Act, R.S.O. 1990, c. D.16 and any amendments thereto.

## **8. SEIZING AND IMPOUNDING**

8.1. A Pound shall be established which complies with the Animals for Research Act, R.S.O. 1990, c. A.22, the Ontario S.P.C.A. Act, R.S.O. 1990, c. O.36, 59/09, 60/09 as well as Regulations of the Ministry of Agriculture and Food, and under the care and control of the Pound keeper, whose duty it shall be to impound all dogs found running at large contrary to this Bylaw which have not been returned to their owner and brought to them and to dispose of the same in accordance with the Animals for Research Act. The Pound keeper shall also keep a record and make return as required to the Municipality Clerk of all dogs impounded and how they were disposed, the amount collected for impound fees, and the proceeds of sales.

8.2. It shall be the duty of the Municipal Law Enforcement Officer or other duly appointed officer, to impound or otherwise detain all dogs running at large pursuant to this by-law and,

- a) return the dog to the owner, if known; or,
- b) impound the dog, subject to the right of the owner to redeem the dog.

8.3. The owner may:

- a) redeem the dog upon payment of any registration fee and/or other applicable fees; or
- b) redeem the dog from the pound within three (3) days (exclusive of statutory holidays and Sundays) after the date of impound. Any owner redeeming a dog from the pound shall pay all applicable registration fees, impound fees, animal control service fees and maintenance fees as established and set out in the Municipality 's Fees Bylaw and all other fees associated with the impounding of the dog, prior to the release of such dog by the pound to the owner.

8.4. If the dog is not redeemed from the pound within the time set out in Section 8.3, the dog shall become the property of the pound keeper who may sell the dog or dispose of

it as the pound keeper deems fit, and in either event aforesaid, no damages or compensation shall be recovered by the owner on account of the disposition of the dog.

8.5. It shall be the duty of the Pound keeper to care for all animals after they have been impounded pursuant to the Animals for Research Act, R.S.O 1990, c. A.22 or any other applicable Act, as may be amended.

8.6. All impound fees and maintenance fees shall be retained by the Pound keeper or as prescribed under contract.

8.7. All registration fees and animal control services fees collected on behalf of the Municipality by any authorized agent shall be remitted to the Municipality monthly, along with any monthly reports.

## **9. DOGS RUNNING AT LARGE - INJURED**

9.1. Where an injured dog is impounded or otherwise detained for running at large and requires the immediate services of a qualified veterinarian or should be destroyed due to such injuries without delay for humane reasons, the Municipal Law Enforcement Officer or other duly appointed officer may deliver the injured dog to a qualified veterinarian for care or to euthanize the dog as soon after impounding or otherwise detaining the dog as they think fit and shall notify the owner, if known. Where such injured dog has been delivered to a qualified veterinarian for care, the owner of the dog shall be responsible for any and all costs or charges associated with the services provided by the veterinarian. No damages or compensation shall be recoverable by the owner or any other person.

## **10. KENNELS**

10.1. All new kennels subsequent to the passage of this Bylaw must comply with the regulations outlined in this Schedule prior to getting a license. Existing, non-conforming licensed kennels are 'grandfathered'.

10.2. Any new applicant for a kennel license, not previously issued, must first obtain confirmation that the property location of such kennel complies with the requirements of the Municipality's Zoning Bylaw. Kennels are only a permitted use in rural zones within the municipality. Notice of the application shall be given to all assessed owners of property lying within a 1.5 km radius of the applicant's proposed kennel location. Property owners within this defined area shall be given the opportunity to comment on the granting of a kennel license. The granting of the license will be determined by Council, in conjunction with the Animal Control and Bylaw Officers. All kennels shall also be governed by the Code of Practice for Canadian Kennel Operators.

10.3. No kennel shall operate within the Municipality without a Municipal Kennel License and all dogs in a kennel must have some form of id (i.e. microchip, tattoo or a license/tag) and proof of their rabies vaccination.

10.4. Only one Registered Commercial Kennel license will be issued per location.

10.5. Where an existing Kennel ceases to exist for a period of one (1) year, or the owner fails to pay the licensing fee as per Schedule "A" of this Bylaw, or the ownership of the property changes, the use will be deemed to have been discontinued. Refunds for partial year operations will not be issued.

10.6. Every person operating a Kennel which has been approved by the Animal Control Officer or the Municipal Law Enforcement Officer for the Municipality of Powassan, shall annually and not later than April 1st in each year apply to obtain a license from the municipality to operate a Kennel and shall pay the license application fee set out in Schedule "A" to this Bylaw. An inspection by the Animal Control Officer and/or Municipal Law Enforcement Officer or designate shall be made as required, but at a minimum of every year. Upon a successful inspection being done, a kennel license will be issued and tags issued for each dog who is not micro chipped or tattooed.

10.7. No new Kennels shall be permitted to operate or be licensed within the Municipality of Powassan unless they are situated in a Rural (RU) Zone on a lot of five (5) acres or greater and conform to all of the regulations outlined in this Schedule and any other applicable building or zoning bylaws of the Municipality.

10.8. A Kennel shall be constructed in such a manner that:

a) the building shall conform to the Ontario Building Code Act that was in place at the time of construction, and be maintained in such a manner as to be free from damage;

b) the building shall be separated and enclosed and shall not be attached to a dwelling unit or any other building which is or can be used for human habitation;

c) the building shall have a floor of concrete or other impermeable material and shall have a drain opening constructed as a plumbing fixture, and such floor shall be thoroughly cleaned daily, or more often if necessary;

d) the building shall be maintained in a sanitary, well ventilated, clean condition and free from offensive odors;

e) outside runs and inside pens must be provided for each canine housed;

f) outdoor facilities must include a securely fenced area of sufficient size for the breed(s) and number of dogs on the premises to run in and must include areas of shade and shelter;

g) Fences shall be of a design that will reasonably deter children from climbing it to gain access to the fenced in area and that will secure the enclosed dog from digging its way out of or otherwise escaping from the enclosed yard. If a fence

contains an opening for access, the opening shall be closed with a gate which shall provide protection equivalent to the fence and shall be equipped with self-closing, self-latching devices, and located at the top of and inside the gates. Locks shall be located outside or inside of the gate at the owner's discretion;

h) feces/waste may be disposed of either on-site, in a manner that does not attract vermin or flies, which may be a contributing factor to illness with dogs, or alternatively at the landfill;

i) the building shall have windows that may be opened for proper ventilation OR have a mechanical ventilation device in working order which changes the air at least two (2) times each hour;

j) in-house kennels must have sufficient indoor and outdoor facilities to ensure that the dogs can be provided with appropriate exercise and socialization;

10.9. All canines shall be:

a) maintained in secure, sanitary, well-bedded, well-ventilated, naturally clean quarters which are maintained and kept at a healthful temperature at all times;

b) kept in appropriate, adequately sized pens/cages, when crated for periods of time or overnight, that allow the animal to extend its legs to their full extent, to stand or sit, to turn around or lie down in a fully extended position; and, constructed solely of metal, wire, wood, and concrete blocks with impermeable concrete floors; and,

c) adequately fed and watered periodically each day and kept in a clean and healthy condition free from vermin and disease;

d) alleyways and service aisles between pens and cages must be wide enough to permit safe and efficient movement of people, animals and equipment;

e) The base of any outside pen shall be covered with a minimum three (3) to (4) inches of suitable stone or constructed of impermeable concrete. The perimeter and dividing individual runs of such an area shall be constructed with a galvanized chain link or welded mesh fence having a minimum height of six (6) feet and shall be deemed part of the building. All fences must comply with the regulations set out in Section 10.8. (g) of this Bylaw. Outside runs will be no less than four (4) feet in width and no less than ten (10) feet in length and shall be fenced.

10.10. For safety purposes, an evacuation plan should be posted on site, and in all in-house kennels. All kennels should be able to be evacuated quickly in an emergency. The number of dogs kept should be limited to that which can easily and safely be transported for any emergency evacuation by the people on site.

10.11. The Municipality of Powassan may suspend or revoke a kennel license issued to any individual/licensee who:

a) has past breaches of this bylaw, or

b) has failed to comply with the requirements of:

(i) this bylaw or other applicable bylaws of the Municipality of Powassan; or,

(ii) any other Municipal Corporation or of any statute, order-in-Council or Regulation of the Legislature of the Province of Ontario; or,

(iii) the Parliament of Canada or any Agency, Board or Commission thereof, in, upon or in connection with the operation of a Kennel or in relation to which such license was issued; or,

(iv) has any outstanding fines imposed under the Provincial Offences Act R.S.O. 1990 Chapter P.33, as amended, for the contravention of any provision of this by-law or any other Municipal by-law or Provincial statute where such fine is associated with an offence arising out of the conduct, operation or activity within or in conjunction with the kennel.

## **11. ANIMAL CONTROL SERVICE FEES**

11.1. Where a Municipal Law Enforcement Officer or other duly appointed officer impounds or otherwise detains a dog found running at large, contrary to the provisions of this bylaw, and the owner of such dog is known, the Municipal Law Enforcement Officer or other duly appointed officer may return the dog to the owner.

11.2. Where the dog is returned to the owner, the Municipal Law Enforcement Officer or other duly appointed officer may issue an Animal Control Services Fee to the owner of the dog and the owner of the dog shall pay such fee as established and set out in the Municipality's Fees Bylaw. Such fee shall be paid to the Municipality within seven (7) days of the return of the dog to the owner.

## **12. RABIES**

12.1. Where any animal is suspected of rabies, the Health Protection and Promotion Act, R.S.O. 1990, c. H.7 and any amendments shall apply.

12.2. Where a dog has bitten or attacked any person or animal, and where such dog, in the opinion of the Municipal Law Enforcement Officer or other duly appointed officer, is displaying symptoms of rabies and the dog is believed to be a danger or threat of danger to the safety of any person as a result of suspected rabies, the Municipal Law Enforcement Officer or other duly appointed officer may immediately kill the dog found running at large



without notifying any person or without permitting any person to reclaim the dog or without offering it for sale. No damages or compensation shall be recovered by the owner or any person on account of its killing regardless of whether the results of any rabies tests are positive or not.

12.3. Where an animal other than a dog, is, in the opinion of the Municipal Law Enforcement Officer or other duly appointed officer, believed to be rabid and is believed to be a danger or threat of danger to the safety of any person as a result of suspected rabies, the Municipal Law Enforcement Officer or other duly appointed officer may immediately kill the animal without notifying any person or without permitting any person to reclaim the animal or without offering it for sale. No damages or compensation shall be recovered by the owner or any other person on account of its killing regardless of whether the results of any rabies tests are positive or not.

### **13. CAT REGISTRATION**

13.1. An owner of a cat over the age of six (6) months may make application to register the cat with the Municipality or its agent. An owner of a cat choosing to make application shall provide particulars pertaining to the cat and its owner in order to facilitate the registration of such cat.

13.2. The owner of a cat choosing to make application to register a cat shall pay to the Municipality a registration fee in accordance with the fees established and set out in the Municipality's Fees Bylaw.

13.3. An owner of a cat shall, upon choosing to make application for a cat tag, or as otherwise required by the Municipality, produce proof that the cat has current inoculation with a rabies vaccine at the time of application for such cat tag or certify at the time of application that the cat has current inoculation with a rabies vaccine.

13.4. The Municipality shall not issue a cat tag until the applicable fees have been paid in full and proof or owners' certification of inoculation with a rabies vaccine has been provided to the satisfaction of the Municipality.

13.5. Where proof or owner's certification of inoculation with an anti-rabies vaccine has been provided, all applicable fees have been paid, and the necessary application information has been received for the registration of such cat, the Municipality shall issue for each cat, a serially numbered tag and shall cause such information, as provided, to be recorded.

13.6. Every owner of a cat, who has obtained a tag from the Municipality, should affix such tag to their cat and should keep such tag affixed on their cat at all times when the cat is not on the owner's property.

13.7. No tag or registration shall be transferable, and the tag shall become void upon the sale, death or other means of disposal of the cat so registered including but not limited to relocating the cat's home outside of the geographical boundaries of the Municipality.

#### **14. REPLACEMENT CAT TAG**

14.1. Every owner of a cat who has chosen to obtain a cat tag and having lost the cat tag can make application to the Municipality and pay to the Municipality a replacement fee in accordance with the fees established and set out in the Municipality's Fees Bylaw for the replacement of such tag, and shall, upon request, provide any information as may be required by the Municipality.

#### **15. NUMBER OF DOMESTIC CATS**

15.1. No person shall have more than six (6) cats in any residential dwelling unit within the Municipality.

15.2. Section 15.1. does not apply to:

- (a) a premises licensed under the provisions of municipal bylaw and operated for the purpose of breeding or boarding;
- (b) an animal hospital owned and operated by a veterinarian licensed by the Ontario Veterinarian Association;
- (c) a pet store licensed in accordance with the provisions of municipal bylaws;
- (d) a shelter or pound of the Ontario Society for the Prevention of Cruelty to Animals; or,
- (e) cats under the age of six (6) months.

#### **16. CONTROL OF CATS**

16.1. No owner of a cat shall allow their cat to run at large.

16.2. No owner of a cat shall allow their cat to trespass on private property even when on a leash.

16.3. No owner of a cat shall allow a leash to extend beyond a length of six (6) feet and such leash must be held or restrained by a competent person who can reasonably control the cat.

16.4. Any person may capture any cat running at large on their property and may contain such cat for delivery to the Municipal Law Enforcement Officer or other duly appointed officer, who may impound the said cat.

16.5. For the purpose of this section “contain” shall include but not be limited to the cat being held within a container such as a cat carrier or a small room in the home not occupied by obstructions so as to prevent the Municipal Law Enforcement Officer from retrieving the cat.

16.6 Every person capturing a cat running at large on their property shall, following the capture of the cat for delivery to the Municipal Law Enforcement Officer or other duly appointed officer, ensure that the cat is provided with the necessities of life including but not limited to food, water and shelter until such time as the animal is received by the Municipal Law Enforcement Officer or other duly appointed officer.

## **17. SEIZING AND IMPOUNDING OF CATS**

17.1. A Pound shall be established which complies with the Animals for Research Act, the Ontario S.P.C.A. Act as well as Regulations of the Ministry of Agriculture and Food, and under the care and control of the Pound keeper, whose duty it shall be to impound all cats delivered found to be running at large contrary to this bylaw which are brought to him and which have not been returned to their owner, to dispose of the cats in accordance with the Animals for Research Act. The Pound keeper shall also keep a record and make return as required to the Municipal Clerk of all cats impounded and how disposed of the amount collected for impound fees and the proceeds of sales.

17.2. It shall be the duty of the Municipal Law Enforcement Officer or other duly appointed officer, to impound or otherwise dispose of all cats found running at large pursuant to Section 17.1. by:

- (a) returning the cat to the owner, if known; or,
- (b) impounding the cat, subject to the right of the owner to redeem the cat.

17.3. The owner may:

- (a) redeem the cat and upon return of the cat to the owner, make payment of any applicable fees; or,
- (b) redeem the cat from the pound within three (3) days (exclusive of statutory holidays and Sundays) after the date of impound. Any owner redeeming a cat from the pound shall pay all applicable impound fees and maintenance fees as established and set out in the Municipality’s Fees Bylaw and all other fees associated with the impounding of the cat, prior to the release of such cat.

17.4. If the cat is not redeemed from the pound within the time set out in Section 17.3., the cat shall become the property of the Pound keeper who may sell the cat or dispose of it as he deems fit, and in either event aforesaid, no damages or compensation shall be recovered by the owner on account of the disposition of the cat.

## **18. EXOTIC ANIMALS**

18.1. No person shall own, harbour, possess, keep, sell or offer for sale any animal listed below as a pet or for any other purpose or for any period of time:

- (a) all non-human primates (such as gorillas and monkeys);
- (b) all felids, except the domestic cat;
- (c) all canids, except the domestic dog;
- (d) all mustelids (including but not limited to skunks, weasels, otters, badgers, etc. but not including the domestic ferret);
- (e) all marsupials (including but not limited to kangaroos and opossums);
- (f) all bats;
- (g) all ursids (bear);
- (h) all hyaenas;
- (i) all snapping turtles;
- (j) all elephants;
- (k) all snakes of the families pythonidae and boidae;
- (l) all poisonous or venomous snakes;
- (m) all poisonous or venomous arachnids (including but not limited to spiders);
- (n) all poisonous or venomous lizards;
- (o) all crocodylians (including but not limited to alligators and crocodiles);or,
- (p) any endangered species as defined by the Canadian Wildlife Service. 17.2.0.0.0

18.2. Notwithstanding subsection 18.1., the prohibition shall not apply to:

- (a) circuses;
- (b) premises operated by the Ontario S.P.C.A.;
- (c) a veterinary hospital under the control of a licensed veterinarian;
- (d) anyone holding a licence under any statute of the Legislature of Ontario or the Government of Canada, which permits the keeping of animals under stated conditions;

(e) any animal being displayed or exhibited for a set period of time in a municipally sanctioned event which is operated in accordance with all bylaws of the municipality; or,

(f) the premises of an Institution of Education where such animals are being kept for research, study or teaching purposes, or on premises registered as Research Facilities under the Animals for Research Act, R.S.O. 1990, c. A.22, as amended.

## **19. ANIMALS - OTHER**

19.1. No person shall keep any fox(es) within the limits of the Municipality, except in a licensed zoological park or menagerie.

19.2. No person shall keep any mink within the limits of the Municipality, except in a licensed zoological park or menagerie.

19.3. Domestic animals, not including dogs and cats and domestic fowl as defined by this bylaw, must be contained, when not kept indoors, within the owner's property by means of fencing or other reasonable method including but not limited to pens and flight cages so as to not disturb or hinder any neighbouring properties from the enjoyment of such property.

## **20. EXEMPTIONS**

20.1. The Clerk of The Corporation of the Municipality of Powassan may grant an exemption to any person from any provision of this bylaw and impose conditions for such exemption as may be considered reasonable and necessary, provided such exemption does not interfere with the general integrity of this bylaw.

## **21. ENFORCEMENT**

21.1. A Municipal Law Enforcement Officer, Provincial Offences Officer, Police Officer, or other duly appointed individual shall enforce the provisions of this bylaw.

21.2. No person shall obstruct, hinder, or otherwise interfere with a Municipal Law Enforcement Officer, Provincial Offences Officer, Police Officer or other duly appointed individual in the lawful carrying out of their duties and responsibilities under the provisions of this bylaw.

21.3. If a Municipal Law Enforcement Officer is satisfied that this bylaw has been contravened, the officer may make an order known as an Order to Discontinue Activity, requiring the person who contravened the bylaw, or who caused or permitted the contravention, to discontinue the contravention. An Order to Discontinue Activity shall set out:

(a) the address of the property on which the contravention occurred;

(b) the date of the contravention;

- (c) the reasonable particulars of the contravention of the bylaw; and,
- (d) the date by which there must be compliance with the order.

21.4. The Order to Discontinue Activity may be served personally on the person to whom it is directed or by regular mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be effected by registered mail to the corporate mailing address.

21.5. Pursuant to section 436 of the Municipal Act, 2001, an Officer may enter onto Land at any reasonable time for the purpose of carrying out an inspection to determine whether or not:

- (a) this bylaw is being complied with;
- (b) a direction or order of the Municipality made pursuant to the Municipal Act, 2001 or any successor thereof or made pursuant to a bylaw of the Municipality is being complied with; or
- (c) an order made pursuant to Section 431 of the Municipal Act, 2001 which prohibits the continuation of repetition of an offence is being complied with

## **22. SEVERABILITY**

22.1. Should any section of this bylaw be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding and shall be read as if the offending section or part had been struck out.

## **23. PENALTIES**

23.1. Every person who contravenes any provision of this Bylaw is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O 1990, c P.33, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

23.2. When a person has been convicted of an offence under this bylaw:

- (a) the Ontario Court of Justice, or
- (b) any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **24. REPEAL**

That Bylaw 2020-14 regarding dogs be repealed.

That Bylaw 2013-27 regarding large animals be repealed.

That Bylaw 2006-34 regarding cats be repealed.

**25. FORCE AND EFFECT**

THAT this Bylaw shall come into force and take effect immediately upon passing.

READ a first and second time this \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**SCHEDULE "A"**

**Animal Control Fees**

Spayed/Neutered, First Dog:	\$ 16.00
Spayed/Neutered, Each Additional Dog:	\$ 21.00
Unaltered, First Dog:	\$ 26.00
Unaltered, Each Additional Dog:	\$ 37.00
Spayed/Neutered, First Cat:	
Spayed/Neutered, Each Additional Cat:	
Unaltered, First Cat:	
Unaltered, Each Additional Cat:	
Kennel Licence (fewer than 10 dogs):	\$160.00
Kennel Licence (11 or more dogs):	\$260.00
Replacement of lost tag:	\$ 5.00
Bail – First Offence:	\$ 35.00
Second Offence:	\$ 45.00
Third and Subsequent Offences:	\$ 60.00
Impound Fees (per day):	\$ 25.00



**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**SCHEDULE "B"**

**Provincial Offences Fines**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining the Offence	COLUMN 3 Set Fine
1	Owner fails to purchase required dog licence	5(a)	\$100
2	Owner possess more than two dogs per household	5(b)	\$100
4	Owner permit dog to be at large	6(a)(i)	\$100
5	Owner permit dog to trespass on private or public property	6(a)(ii)	\$100
6	Owner fail to leash dog on public property/roadway	6(a)(iii)	\$100
7	Owner fail to pick up excrement forthwith	6(a)(iv)	\$100
8	Owner permit dog to enter Municipal building	6(b)	\$100
9	Own/possess/harbour vicious dog within the Municipality of Powassan	6(f)	\$300
10	Owner permit dog to attack person /domestic animal/ fight	6(g)	\$500
11	Owner permit dog to bark excessively	6(h)	\$100
12	Owner fail to comply with an order issued	6(k)	\$500
13	Interfere/obstruct Municipal Law Enforcement Officer/Animal Control Officer/Agent	6(l)	\$500

14	Owner of restricted dog fail to spay/neuter	7(e)(i)	\$300
15	Owner of a restricted dog fail to confine dog/prevent escape of restricted dog.	7(e)(ii)	\$300
16	Owner of restricted dog fail to display required sign.	7(e)(iii)	\$300
17	Owner of restricted dog fail to obtain/maintain liability insurance policy satisfactory to Municipality.	7(e)(iv)	\$300



## COUNCIL MEMO

To: Council  
From: K. Bester, Deputy Clerk  
Re: McDonald Street  
Date: November 25, 2024

---

### **RECOMMENDATION:**

That Council provide direct staff to move forward with the sale of each portion of McDonald Street, and further that the purchase prices be based upon the total area being sold to each person.

### **BACKGROUND:**

Please note that subsequent to determining that a substantial part of the McDonald Street west side had encroachments upon it, the owner of that property has advised that she would like to purchase the western half of McDonald Street. The property owner to the east (former hotel owner) has advised that he is fine with this and will purchase only the eastern half of McDonald Street.

The property owner on the western side of McDonald Street has provided the fee of \$2,300, as directed in our 2017-05 bylaw (Sale and Disposition of Land), and will move forward with having a survey created, etc.

The total area of McDonald Street is 1532.60 m<sup>2</sup>. The portion on the west side is 648.8 m<sup>2</sup> (42% of the roadway) and the portion on the east side is 883.8 m<sup>2</sup> (58% of the roadway). The total asking price that Council had already requested for this roadway was \$9500.00. If the purchase prices for each section are to be based on the total area – the purchase prices would be \$3990.00 (west side) and \$5510.00 (east side).

# SKETCH SHOWING ENCROACHMENTS



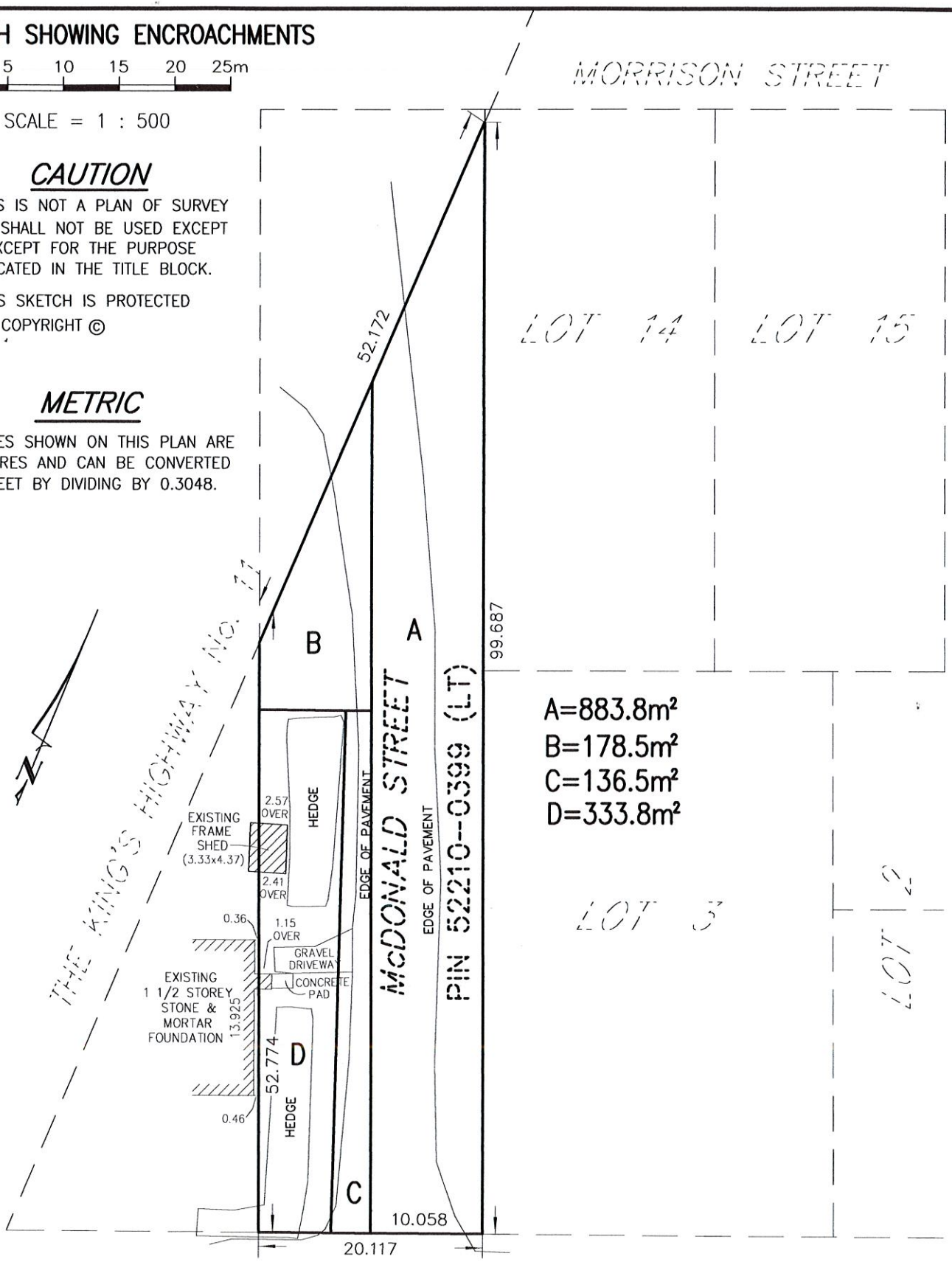
SCALE = 1 : 500

## 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.



A=883.8m<sup>2</sup>  
B=178.5m<sup>2</sup>  
C=136.5m<sup>2</sup>  
D=333.8m<sup>2</sup>

## 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



## STAFF REPORT

To: Council  
From: Operations  
Re: Public Works Update

---

Operations would ask council to accept the following Public Works and Facilities update for November 2024.

### **ANALYSIS:**

The Trout Creek Arena temporary support post installation began November 26<sup>th</sup>. As of November 29<sup>th</sup>, the contractor has 27 of the 60 required support posts installed. At the current rate of installation, the contractor will complete the task well within the tendered time frames.

Operations has added a completed work list, supplied by Public Works, of the tasks completed in the last month. (see attached Excel sheet)

We have a contractor installing new water meters as part of the updates started in 2017. They are currently within 50 installations of being complete and we hope to have these done early 2025.

Public works has completed winter preparations. All plow units have been serviced and outfitted for winter. This year, operations had Gincor, (the plow truck builder) perform calibrations on our sanding equipment. This will be done each fall to maintain consistent sand application rates. (inline with MTO standards)

Winter banners and decorations are being put up along main street the week of December 2<sup>nd</sup>.

All defibrillators within the municipality have been inspected and maintained as part of the annual safety inspections. Additionally, all fire alarms and fire extinguishers have passed or been brought up to date this season.

## October 29-Nov 29 Work list

Kieron & Kelsey collected garbage  
picked up wing cable & chains at Sling Choker  
replaced wing cable on 2013 plow truck  
installed sander into 3/4 ton truck  
ditched at 1629 Maple hill Rd  
Peter graded Oakwood Rd  
Filled in at landfill for Kenny  
Peter graded Peever Line & Lindquist line  
Cleaned leaves from catch basins in Powassan  
Graded intersection of Purdon Line & Maple hill Rd  
Canor pushed garbage at the landfill with dozer  
Fixed heaved culvert at the Catholic church  
pulled beaver dam on Hemlock Rd in the ditch  
addressed a blocked sewer at 87 King St (home owner issue)  
Put up remembrance day banners  
replaced Canada flags at TCCC and public works shop  
removed tree from Mcfadden Line  
Graded Purdon Line, Maple hill Rd (hwy 534-Purdon Line), Maple hill North (hwy 534-Kunkles Farm)  
Graded Forestry Rd,  
Took gravel to TCCC parking lot  
graded Maple Hill Rd South (534- Youngs Camp)  
Cleaned up leaves at the Cenotaph  
brought 2011 FL back from total alignment  
Rented stump grinder to finish removing stumps on Main St  
Collected benches off of Main St  
took trackless to TCCC for the winter  
Ditched Joseph St From Memorial Park DR W to Public School  
Cold Patched Memorial Park Dr, Chiswick Line and in Powassan  
Installed the wing on the 2011 Fl  
Graded Genesse Lake Rd  
Fixed broken air line on 2013 Fl and broken wire  
Calibrated sanders on all 3 Plow trucks (Gincor)  
Graded Maple Hill Rd N (Kunkles Farm-Hazelglen Rd)  
Had a health and safety meeting  
Graded 250 Clark parking lot, Maple Hill Rd S, Wieler Line  
Turned curb stop off and back on at 21 King St for plumbers  
created work lists  
replaced mirror arm and plow light on 2011 Fl  
replaced wing cable on 2014 plow truck  
winterized steamer and took to landfill  
completed locates  
Reviewed OSIM Report  
Hauled waste material from dig outs to Landfill from PW yard

cold patched Latour Cres  
Picked up chair dumped onto Alsace Rd  
Cleaned all plow trucks and graded  
repaired leaking curb stop at 161 Clark St  
Graded English Line  
Unloaded Playground Equipment at TCCC  
Filled in sink hole at catch basin near TCCC driveay  
Replaced battery on trackless (TL 0002)  
spot sanded roads  
Road patrols  
Replaced carbide wing blades on 2014 FL  
Repaired Plow blade on Trackless  
House keeping in Public Works shop  
Administration: Phone calls,emails, Meetings, reports, scheduling



## STAFF REPORT

To: Council  
From: Treasurer/Director of Corporate Services, B. Robinson  
Re: Rental Space at 250 Clark Street

---

### **RECOMMENDATION:**

That Council considers reallocating space currently donated to Grace House or Almaguin Adult Learning Centre.

### **ANALYSIS:**

Staff have been approached by an agency looking to expand their footprint in Powassan. This group has inquired about leasing space at the 250 Clark community hub.

At present, the current rental space is being occupied by the Grace House, EMS, Planning Board, Food Bank, and Almaguin Adult Learning. Of these, only the Planning Board and EMS pay rent; the Food Bank qualifies under the Community Partner Program for a rent exemption, and space is being donated to the Grace House and Almaguin Adult Learning.

Staff are inquiring if Council would be willing to consider reallocating the space currently donated to either of the Grace House or Almaguin Adult Learning. If approved, staff will work to develop a plan in coordination with one of those agencies to ensure that the services they provide to the public will continue with as minimal disruption as possible.

Based on the rental revenues generated from EMS and the Planning Board, such a reallocation should generate an additional \$6,000 in revenue annually for the Municipality.



## COUNCIL MEMO

To: Council and Staff  
From: Councillor Leo Patey  
Re: New Municipal Website  
Date: December 3, 2024

---

### RECOMMENDATION:

That the municipal website be reviewed and that we tender out for a redesign.

### BACKGROUND:

The Municipal website should be a valuable tool for the residents and visitors. A new website can bring numerous benefits to a community. Some of the key advantages are:

1. **Improved Accessibility and Convenience:** Residents can access information and services anytime, anywhere. This includes paying bills, applying for permits, and accessing public records online
2. **Enhanced Transparency:** By posting meeting agendas, minutes, and other public documents online, municipalities can promote transparency and keep residents informed about local government activities
3. **Increased Community Engagement:** A well-designed website can facilitate better communication between residents and local officials. Features like feedback forms, event calendars, and social media integration can help keep the community engaged and informed
4. **Attracting Businesses and Tourists:** A website can showcase the municipality's amenities, services, and attractions, making it more appealing to potential businesses and tourists
5. **Operational Efficiency:** Online services can reduce the workload on municipal staff by streamlining processes such as form submissions and payments, allowing for more efficient use of resources
6. **Emergency Communication:** During crises, a municipal website can serve as a reliable source of real-time information and updates, helping to keep residents safe and informed

Many of these features are available on the current site but some are difficult to navigate. Overall, a new municipal website can significantly enhance the way a municipality serves its residents and interacts with the broader community.



**NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING  
TO INFORM THE PUBLIC OF AN OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT**

**TAKE NOTICE** that the Council for The Corporation of the Municipality of Powassan has received a complete application under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to inform the public of a proposed Zoning By-law Amendment.

The public meeting is being held for the application described below to enable interested members of the public to understand and comment on a proposed Zoning By-law Amendment.

**DATE AND LOCATION OF PUBLIC MEETING**

File #: 2025-01  
Date: Tuesday, January 14, 2025  
Time: 6:00 pm  
Location: Municipality of Powassan – 252 Clark Street

**DETAILS OF THE ZONING BY-LAW AMENDMENT**

The purpose and effect of the proposed Zoning By-Law Amendment is to amend the Restricted Area Zoning (By-Law No. 2003-38), as amended, for the lands described as PT LT 25 RCP 320 PT 1 42R4645, EXCEPT PT 14 TO 16. 42R12151; S/T RO27765, (Civic Address: 44 Purdon Line), in the Municipality of Powassan.

The application, if approved, would rezone the subject land from Rural (RU) to Rural Exception 16 (RU-16), to permit an accessory farm dwelling on a lot less than 30 ha in size.

**ADDITIONAL INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION**

A key map showing the land to which the proposed amendments apply is provided with this notice. The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the applicant's proposed Zoning By-law Amendment. Any person who participates in the meeting shall be afforded an opportunity to make representations in respect of the application. Additional information is available for review at the Municipal Office.

No one other than the applicant, the municipality, certain public bodies and the minister may file an appeal of the decision of the Committee of Adjustment in respect of the proposed variance. If they do not make a written submission to the Secretary Treasurer before the Zoning By-law Amendment is approved or refused, then the Ontario Land Tribunal may dismiss the appeal.

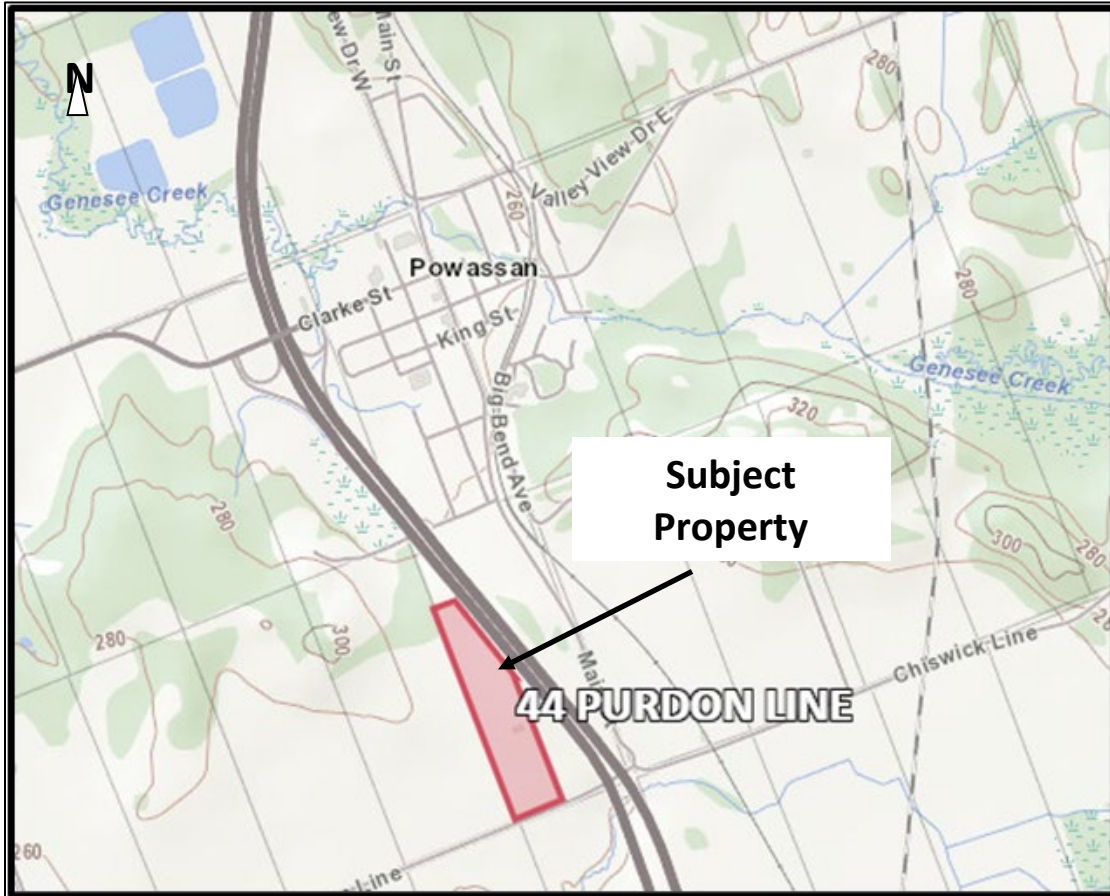
If you wish to be notified of the decision of the Council for the Corporation of the Municipality of Powassan in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Municipality of Powassan at P.O. Box 250, 250 Clark Street, Powassan, Ontario, P0H 1Z0.

Additional information regarding the proposed amendment is available to the public for inspection at the Municipality of Powassan Municipal Office located at 250 Clark Street on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m. please call (705) 724-2813.

Mailing Date of this Notice: December 2<sup>nd</sup>, 2024

Kimberly Bester, Deputy-Clerk  
Municipality of Powassan  
[kbester@powassan.net](mailto:kbester@powassan.net)

**Location Map**





North Bay Lions Club  
1925 - 2025

**A5 - MOVING FORWARD!**  
**50TH CONVENTION**



September 2025

Dear North Bay Area Business Owner/Manager:

The North Bay Lions Club will be hosting the 50<sup>th</sup> Annual District A5 Convention on May 2-4, 2025 at the Best Western Hotel and Conference center in North Bay. This annual Convention is the time that Lions from all over District A5 gather to elect the new District cabinet for the coming Lion year.

There will be approximately 200-250 Lions from our 51 clubs in Northeastern Ontario and your ads will be seen by many Lions.

We are approaching you today to ask you to consider placing an ad in the Convention's program. Pricing for the various sized ads are as follows:

- Business 1 3/4" h x 3 3/4" w.....\$100
- Quarter Page 3 3/4" h x 2 1/4" w.....\$150
- Half Page 3 3/4" h x 4 1/2" w.....\$200
- Full Page 7 1/2" h x 4 1/2" w..... \$350

If your business does not wish to place an ad in our program book, would you consider donating a prize to our Silent Auction to be held on the Friday evening of the Convention.

The silent auction allows the North Bay Lions Club to raise funds to help cover the costs of hosting the convention.

Thank you in advance

Chair

Lion Wendy Porter

Send PDF or JPEG ad file and/or  
e-transfer to  
[nbconvention@gmail.com](mailto:nbconvention@gmail.com)  
cheques payable to  
NORTH BAY CLUB CONVENTION



North Bay Lions Club  
1925 - 2025

**A5 - MOVING FORWARD!**  
**50TH CONVENTION**



**CONVENTION PROGRAM ADVERTISING**

Business Name	
Address	
City	Postal Code
Phone Number	Contact Person
Email Address	

**Ad Sizes Available:**

- Business Card    \$100    1 3/4" high x 3 3/4" wide
- Quarter Page    \$150    3 3/4" high x 2 1/4" wide
- Half Page    \$200    3 3/4" high x 4 1/2" wide
- Full Page    \$350    7 1/2" high x 4 1/2" wide

**NOTES**

---



---



---



---

Items to be provided for Kaboodle Bag?     Yes     No

Please email the ad file as a high resolution PDF or JPEG to:

**nbconvention@gmail.com**

Sold By	
Phone Number	Date

COMFORT INN LAKESHORE



**JENNI LILLIE**  
GENERAL MANAGER

676 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2G4  
TEL: 705-494-9444  
FAX: 705-494-8461  
TOLL FREE: 844-497-3446  
cn301comfort@gmail.com  
RESERVATIONS: 1-800-4CHOICE  
**10% off for Lions Members**

[www.choicehotels.ca/cn301](http://www.choicehotels.ca/cn301)

**Peter McIsaac**  
Mayor

250 Clark Street  
P.O. Box 250

Office (705) 724-2813  
Fax (705) 724-5533  
Cell (705) 491-0374

The Municipality of  
**Powassan**

[www.powassan.net](http://www.powassan.net)

**KS** KENDALL  
SINCLAIR  
COWPER  
DAIGLE  
LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

**ROB COWPER**, CPA, CA  
PARTNER

237 Main Street E  
North Bay, ON P1B 1B2

Tel: 705.472.0420  
Fax: 705.476.7524

[rcowper@ca-partners.com](mailto:rcowper@ca-partners.com)  
[www.ca-partners.com](http://www.ca-partners.com)

**ROGER'S JEWELLERS**

Since 1961

**MIKE BEAUCHESNE**

154 OAK ST. W. | NORTH BAY, ON P1B 2S7  
t: (705) 494-9400 | m: (705) 845-1353 | [MIKE@ROGERSJEWELLERS.CA](mailto:MIKE@ROGERSJEWELLERS.CA)  
[WWW.ROGERSJEWELLERS.CA](http://WWW.ROGERSJEWELLERS.CA)



*Sent by email*

*November 21, 2024*

Dear LSB Chair, Secretary and Board members:

The Ministry of Northern Development is moving forward with the modernization of the *Northern Services Boards Act (NSBA)* in alignment with the *Modernizing Ontario for People and Businesses Act, 2020*. As a result of this modernization and the LSB engagement sessions that took place over Winter 2024, the following changes are being proposed in legislation to be effective August 2025:

- LSB Board term: will be changed from one year to a three-year term
- Fire Protection Services: allow fire protection services outside of the LSB geographical boundaries (to align with the Northern Fire Protection Program requirements)
- Audits: change the requirement of an annual financial audit to an annual financial review engagement
- Closed Meetings: allow LSB Boards to hold closed meetings in certain circumstances (similar to the Municipal Act Open Meeting rules)
- Ombudsman Ontario oversight: authorize the office of Ombudsman Ontario to provide oversight of closed meetings
- Power of Roads: remove the power of roads from the NSBA (currently governed under the Local Roads Board Act)
- Garbage Collection: revise wording for the power of garbage collection to include recycling and composting; and the ability to contract for one or more of the services (instead of requiring all three)
- Ministry of Finance: modify language to align with updated Ministry of Finance requirements for tax bills.

The Ministry of Northern Development has taken steps in response to public and LSB feedback to modernize the NSBA and reducing the administrative burden. If you have any comments with the above, the public can comment through Ontario's Regulatory Registry posting online which can be found at <https://www.ontariocanada.com/registry/view.do?postingId=49333&language=en>. The posting will be available for comment for 30 days.

**Ministry of Northern Development**

Regional Economic Development Branch

70 Foster Drive, Suite 200  
Sault Ste. Marie ON P6A 6V8  
Telephone: 807-475-1648

**Ministère du Développement du Nord**

Direction du Développement économique Régional

70, promenade Foster, bureau 200  
Sault Ste. Marie ON P6A 6V8  
Téléphone: 807-475-1648



Yours sincerely,

Melanie Muncaster  
Director, Regional Economic Development Branch  
Ministry of Northern Development

Cc: Key Stakeholders and First Nations adjacent to LSBs



*Envoyé par courriel*

*20 Novembre 2024*

Chers président, secrétaire et membres de la régie locale des services publics,

Le ministère du Développement du Nord fait avancer la modernisation de la *Loi sur les régies des services publics du Nord* (LRSPN) conformément à la *Loi de 2020 visant à moderniser l'Ontario pour la population et l'entreprise*. À la suite de cette modernisation et de consultations avec les régies locales des services publics (RLSP) qui ont eu lieu au cours de l'hiver 2024, les modifications ci-dessous sont proposées dans la législation en vue d'une entrée en vigueur en août 2025 :

- Durée du mandat de la RLSP : la durée passera d'un an à trois ans
- Services de protection contre les incendies : autoriser les services de protection contre les incendies à l'extérieur des limites territoriales de la RLSP (pour se conformer aux exigences du Programme de protection contre les incendies dans le Nord)
- Vérifications : remplacer l'exigence d'une vérification financière annuelle par une mission d'examen financier annuelle
- Réunions à huis clos : autoriser les RLSP à tenir des réunions à huis clos dans certaines circonstances (semblable aux règles des réunions publiques visées par la *Loi de 2001 sur les municipalités*)
- Surveillance d'Ombudsman Ontario : autoriser le Bureau de l'Ombudsman de l'Ontario à superviser les réunions à huis clos
- Pouvoir à l'égard des routes : supprimer le pouvoir à l'égard des routes en vertu de la LRSPN (actuellement régi par la *Loi sur les régies des routes locales*)
- Enlèvement des ordures : réviser le libellé concernant le pouvoir d'enlèvement des ordures pour ajouter le recyclage et le compostage, ainsi que la capacité de passer un contrat pour un ou plusieurs services (au lieu d'imposer les trois)
- Ministère des Finances : modifier le libellé pour se conformer à la mise à jour des exigences du ministère des Finances concernant les relevés d'imposition.

Le ministère du Développement du Nord a pris des mesures en réponse aux commentaires du public et des RLSP demandant la modernisation de la LRSPN et la réduction du fardeau administratif. Si vous avez des commentaires sur ce qui précède, le public peut envoyer ses commentaires sur la publication en ligne du Registre ontarien de la réglementation qui se trouve au

**Ministry of Northern Development**

Regional Economic Development Branch

70 Foster Drive, Suite 200  
Sault Ste. Marie ON P6A 6V8  
Telephone: 807-475-1648

**Ministère du Développement du Nord**

Direction du Développement économique Régional

70, promenade Foster, bureau 200  
Sault Ste. Marie ON P6A 6V8  
Téléphone: 807-475-1648



<https://www.ontariocanada.com/registry/view.do?language=fr&postingId=49333>. La publication sera ouverte aux commentaires pendant 30 jours.

Très sincèrement,

Melanie Muncaster  
Directrice, Direction du développement économique régional  
Ministère du Développement du Nord

c. c. : Principaux intervenants et Premières Nations limitrophes des RLSP

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



Ontario

234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,



Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer  
Office of The Clerk

# December 2024

December 2024							January 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2	3 Council	4 NAPB	5	6	7
8	9	10	11	12 DSSAB	13	14
15	16 Library Board Meeting	17 GSMNP	18 Eastholme Board NBMCA	19	20 PSB	21
22	23	24	25	26	27	28
29	30	31	Jan 1, 25	2	3	4