

AGENDA

Regular Council Meeting
Tuesday, September 2, 2025, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

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

3. ROLL CALL

4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

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

7.1 Regular Council Meeting of August 19, 2025

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 District of Parry Sound Social Services Administration Board – CAO's Report of July and August 2025

10. STAFF REPORTS

10.1 Treasurer/Director of Corporate Services, B. Robinson – Record Retention Bylaw

10.2 Treasurer/Director of Corporate Services, B. Robinson – Procurement Bylaw

10.3 Treasurer/Director of Corporate Services, B. Robinson – Street Sweeping Contract

10.4 Planscape Planning Report – Zoning Bylaw Amendment Application – 911 Highway 534

11. BYLAWS

11.1 Bylaw 2025-16 Zoning Bylaw Amendment (911 Highway 534)

12. UNFINISHED BUSINESS

12.1 Tacoma Engineers – Trout Creek Community Centre Condition Assessment Report No.1

13. NEW BUSINESS

14. CORRESPONDENCE

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

17.1 Adoption of Closed Session Minutes of August 19, 2025

17.2 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.

17.3 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.

18. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, August 19, 2025, at 6:30 pm
Powassan Council Chambers

Present: Markus Wand, Deputy Mayor
Randy Hall, Councillor (Virtually)
Dave Britton, Councillor
Leo Patey, Councillor

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

Absent,
With Regrets: Peter McIsaac, Mayor

Presentations: None.

Disclosure of Monetary Interest and General Nature Thereof:

Councillor Wand Item 15.1 Named in Item.

2025-242

Moved by: D. Britton Seconded by: L. Patey

That the agenda of the Regular Council Meeting of August 19, 2025, be approved, with the following addendums:

Item 15.1 Tile Loan Application

Item 15.2 North Bay Mattawa Conservation Authority Weather Station

Carried

2025-243

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

That the minutes of the Special Meeting of Council of July 29, 2025, be adopted.

Carried

2025-244

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

That the minutes from the Municipal Recreation Committee meeting of February 5, 2025, be received.

Carried

2025-245

Moved by: D. Britton Seconded by: L. Patey

That the memo from Deputy Clerk, K. Bester, regarding Powassan Firewood Expansion Plans, be received; and,

FURTHER that the Council of the Municipality of Powassan hereby supports in principle, the Powassan Firewood Expansion Plans.

Carried

2025-246

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

That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding the 2014 GMC Sierra Follow-Up be received; and,

FURTHER that staff proceed as directed by Council based on the options outlined in the memo.

Carried

2025-247

Moved by: R. Hall

Seconded by: D. Britton

That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding 2025 Capitol Project Tenders, be received; and,

FURTHER that staff be authorized to directly negotiate agreements for the completion of any unsuccessfully tendered projects within their approved 2025 budget limits.

Carried

2025-248

Moved by: D. Britton

Seconded by: L. Patey

That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding Plow Truck Replacement, be received; and,

FURTHER that the quote from Gin-Cor in the amount of \$429,680.00 plus HST be approved and that staff be directed to amend the fleet renewal program plan as per the recommendations outlined in the staff report.

Carried

2025-249

Moved by: L. Patey

Seconded by: R. Hall

That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding Lagoon Capacity Review, be received; and,

FURTHER that staff be authorized to execute an agreement with Dillon Consulting Limited for this service.

Carried

2025-250

Moved by: R. Hall

Seconded by: D. Britton

That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding RFP for Website Redesign, be received; and,

FURTHER that Council award the RFP to GHD Digital.

Carried

2025-251

Moved by: D. Britton

Seconded by: L. Patey

That the notice of a public meeting on Tuesday, September 2, 2025, at 6pm for a Zoning Bylaw Amendment, be received.

Carried

2025-252

Moved by: R. Hall

Seconded by: D. Britton

That the report from Planscape regarding the Final Official Plan be received and,

FURTHER that Council directs staff to proceed with the following option:

1. To adopt the Final Official Plan as prepared for the August 19, 2025, Council meeting and to send the Final Official Plan (subject to minor revisions as required) to the Ministry of Municipal Affairs and Housing for approval.

Recorded Vote: Requested by Councillor Britton

Councillor Britton Yea

Councillor Hall Yea

Deputy Mayor Wand Yea

Councillor Patey Yea

Carried

2025-253 Moved by: D. Britton Seconded by: L. Patey
That the Powassan and District Union Public Library Board 2024 Audit and Financial Statements, be received. **Carried**

2025-254 Moved by: L. Patey Seconded by: R. Hall
That the North Bay Mattawa Conservation Authority's 2024 Financial Statements, be received. **Carried**

2025-255 Moved by: R. Hall Seconded by: D. Britton
That the correspondence from the Federation of Northern Ontario Municipalities dated July 15, 2025, regarding Highway 11 and 17 upgrades, be received; and,

FURTHER that Council direct staff to circulate the proposed letter to Prime Minister Carney, Premier Ford and the Federation of Northern Ontario Municipalities. **Carried**

2025-256 Moved by: D. Britton Seconded by: L. Patey
WHEREAS Rail Safety Week is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested the Council if the Municipality of Powassan adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

AND be it hereby RESOLVED that Council supports national Rail Safety Week to be held from September 15 to 21, 2025, in the Municipality of Powassan. **Carried**

2025-257 Moved by: L. Patey Seconded by: R. Hall
That the correspondence date July 28, 2025, from the Trout Creek Lions Club regarding the 2025 Fist Annual Recreational Outdoor ATV Run, be received. **Carried**

2025-258 Moved by: R. Hall Seconded by: D. Britton
That the Council of the Municipality of Powassan supports the City of North Bay's Resolution 2025-279, calling on the Province of Ontario to make the Northern Ontario Resource Development Support program a permanent fixture of its support to Northern municipalities; to expand program eligibility and the stacking funding from multiple grant and infrastructure programs to advance strategic capital works; and,

BE IT FURTHER RESOLVED that this resolution of support be circulated to the Minister of Northern Development, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, Nipissing MPP Victor Fedeli, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, the Northwestern Ontario Municipal Association, Rural Ontario Municipal Association and all Northern Ontario municipalities for their awareness and support. **Carried**

Deputy Mayor Wand left the Chair; Councillor Patey took the Chair.

2025-259

Moved by: D. Britton Seconded by: L. Patey

That the application under the Tile Drainage Act R.S.O. 1990, in the amount of \$50,000.00 for tile drainage be accepted in principle subject to review by the Municipal Drainage Inspector and confirmation from OMAFRA. **Carried**

Deputy Mayor Wand returned to Chair.

2025-260

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

That the council of the Municipality of Powassan supports the North Bay Mattawa Conservation Authority establishing a Weather Station within the Municipality; and,

FURTHER that the only cost to eh Municipality is the installation of the post. **Carried**

2025-261

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

That Council now adjourns to closed session at 7:29pm to discuss:

17.1 Adoption of Closed Session Minutes of July 29, 2025

17.2 Legal Matters – Section 239(2)(f) of the Municipal Act and under Section 9(4)(f) of the Procedural Bylaw – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

17.3 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations. **Carried**

2025-262

Moved by: D. Britton Seconded by: L. Patey

That Council now reconvenes to regular session at 9:07pm. **Carried**

2025-263

Moved by: L. Patey Seconded by: D. Britton

That Council now adjourns at 9:07pm. **Carried**

Mayor

Clerk



Chief Administrative Officer's Report

July / August 2025

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

A decorative blue bar at the bottom of the page, consisting of a solid blue section on the left and a section on the right with a light blue curved shape cut out of it.

Everyday Impact

Awarded monthly by the Leadership Team, the Everyday Impact Award celebrates the effort and successes of our staff that have a meaningful impact on our daily work and those around us.

Jessica Towler (June 2025)

Integrated System Navigator

Income Support & Stability Department

A client's journey from Instability to Independence, with support every step of the way

We are beginning to see our first graduations from the DSSAB's flagship Transitional Housing Program. These 4 participants have worked hard to secure safe and stable housing.

One of the key players in the launch of the Transitional Housing Program was Jessica Towler (Integrated System Navigator – ISN) who worked with 3 of the participants over the last year. This month's Everyday Impact is awarded to Jessica for her dedication and compassion to support those most in need. The following is just 1 example of a huge success story for the program and for staff involved:



Seeking a quieter, simpler life, a client relocated to the Almaguin region from the city during the pandemic, transferring through Ontario Works. He initially lived rent-free in a makeshift setup on the porch of a friend's unfinished home, caring for the property during its construction. With no car, he relied on a four-wheeler and shared his space with his cat. At the time, he had no family doctor and was managing a new mental health diagnosis that required consistent medication. The team helped him connect with the Powassan Family Health Team, who created a care plan tailored to his needs. They also supported him through his ODSP application, which was successfully approved within a few months, an unusually quick turnaround, allowing for more financial stability.

After his OW case was closed, he moved forward independently. However, two years later, his health declined, and his housing became unsafe. Isolated in a rural location without access to emergency services, his medical team reached out for support once again. The Housing Stability Program and Jessica, his former ISN, reconnected and collaborated to find housing closer to his doctors and essential services.

Continued...

Story continued...

With Jessica's help, he moved into the DSSAB's flagship transitional housing program where he fully engaged in supports and programs that helped rebuild his stability. He was eventually approved for permanent housing in a unit very close to his medical care team in Powassan and is set to move in on August 1st.

During a recent follow-up call, the client had this to say about his experience: "I've been thinking about how I could recognize the program and Jessica for everything that came out of it," he said. "Jessica listened to all my specific needs and helped me access everything I needed, like the food bank, and she still helps me with that even at my new place. She also got me on a waitlist for housing in Powassan because she knew I really wanted to be closer to my doctor as I deal with significant health concerns. There was no status quo with Jessica. She always went above and beyond my expectations and made things feel easy to navigate."

His journey, as well as the unique journeys of the other 3 graduates of the program, are powerful examples of resilience, meaningful relationships, and what's possible when individuals are met with compassion, consistency, and tailored support. Congratulations to Jessica for making a lasting 'everyday impact' on this client, and on the Transitional Housing Program!

Bruce Knapp & Todd Dupuis (June 2025)

Facilities Maintenance Technicians

Housing Operations Department

Quote from a colleague:

"Recently, I was on my way back into the office at Beechwood on a cold wet day, when I saw a transient person walking toward the office on Beechwood Drive.

At the same time, Bruce and Todd were outside bringing materials to the housing van which was parked near the side entrance. They immediately noticed the person and greeted them warmly with a 'hello' and 'how are you doing today?' classic Bruce and Todd, if you know them! z



They struck up a friendly conversation and offered to walk the person into the lobby for support. By the time I entered the building, I could already hear them in the lobby, introducing the individual to reception and reassuring them they'd be taken care of. Honestly, it was the warmest hand-off I've ever seen."

Melissa Ervin (July 2025)

Integrated System Navigator

Income Support & Stability Department

Melissa Ervin has been nominated for this month's *Everyday Impact* award for going above and beyond to support a client through a highly complex journey, most notably helping her access and successfully enter out-of-district treatment. This achievement marks a major turning point for the client, who has faced severe depression and significant mental health barriers. Melissa's dedication, compassion, and relentless advocacy were instrumental in building the trust and stability needed to get to this point.

Over the past two years, through consistent and intensive case management, Melissa has supported the client in maintaining safe and sustainable housing, reconnecting with a family physician, navigating the legal system, filing income taxes, keeping an active referral for mental health services, and re-establishing a relationship with her daughter. Melissa has logged countless hours in appointments, case notes, and advocacy, and her efforts have not gone unnoticed. Beyond her direct work with the client, she has shared valuable tools, resources, and lessons learned with fellow ISNs, helping to guide others facing similarly complex cases.

Her impactful and compassionate approach to case management has made a lasting difference, not only for this client, but for the broader community she continues to support.



Celebrating our Little Graduates!

Our centres have been buzzing with excitement as children prepare to transition to junior kindergarten this fall. Waubeek recently held a fantastic celebration at the Hub Gymnasium with 24 children graduating. A highlight, was their special trip to the local French school, where children enjoyed a school bus ride, pizza lunch, and fun activities with students and staff, an amazing example of community partnership! Fairview and First Steps are planning their own graduation parades, complete with gowns, certificates, and family celebrations. This year, First Steps will see 9 children graduate, while Fairview will celebrate 14 graduates. Highlands, with 14 graduates, marks the occasion with special in-class activities for the children. Due to space limitations, they have adapted their celebrations to keep everyone safe and ensure the day is still memorable.

Congratulations to all our young graduates and their families!



Human Resources Update

As we have previously reported, Bill 79 (the [*Working for Workers Act, 2023*](#)) amended the Employment Standards Act (ESA) by allowing for the development of regulations relating to “prescribing information that must be provided to an employee or a prospective employee, in writing, and when the information must be provided”. Effective July 1, 2025, the regulations now require that the employer provide an employee with the following information before their first day of work or, where that is not practicable, as soon thereafter as is reasonably possible:

- *The legal name of the employer, as well as any operating or business name of the employer if different from the legal name.*
- *Contact information for the employer, including address, telephone number and one or more contact names.*
- *A general description of where it is anticipated that the employee will initially perform work.*
- *The employee’s starting hourly or other wage rate or commission, as applicable.*
- *The pay period and pay day established by the employer.*
- *A general description of the employee’s initial anticipated hours of work.*

These requirements are already standard practice for our Human Resources Department.

At the DSSAB, we believe in supporting our team’s growth, and ongoing learning and development are a big deal. Professional development supports employees' work, increases skills, and supports career development.

Over the past six months, many employees have taken part in training to boost their skills and confidence on the job. Some courses completed include Excel, Data Analysis, Effective Time Management, Outlook Basics, PowerPoint, and training on Microsoft Word. Staff also participated in Suicide Awareness and Prevention training, Mental Health First Aid, CRP, Naloxone training, The Toddler series, the Coach Approach, Path to Effective Leadership and Allyship. This isn’t an exhaustive list! Just some examples of how our team continues to learn, grow, and stay sharp.

Recruitment efforts were successful in the second quarter, with six new hires. The majority of our programs are fully staffed with permanent employees. Our current postings are all preschool teachers for our child care centres.

Information Technology Update

Since the start of 2025, the IT department has made significant strides in modernizing infrastructure and improving internal systems. A major milestone was the completion of the DSSAB core network infrastructure rebuild, which included the installation of new servers and switches. The team also developed and implemented a new asset management system for Housing assets, migrated to a more robust data protection solution to enhance data storage and backup protocols, as well as re-negotiated several service renewals with our current service providers. The first phase of a cybersecurity assessment was conducted to identify and mitigate risks with the second phase expected to be completed over the months of July and August. These efforts were part of a broader strategy to maximize existing IT systems and close internal and external system gaps.

Operationally, the IT team has been actively supporting staff through helpdesk services and hardware maintenance. Notable examples include managing laptop repairs, software installations, and access control updates. The department also responded to evolving security needs, such as implementing updated digital certificates for remote access and monitoring access sessions. Additionally, IT played a key role in supporting other department initiatives, including ONEHSN for Child Care service Management, Data analytic services for ISS, security and access supports for Esprit Place and contributing to the continued development of a digital policy framework. These actions reflect a commitment to both technical excellence and cross-departmental collaboration.

Looking ahead, the IT department is preparing to launch an improved document management strategy for use with both Finance and HR, and finalize additional single sign-on solutions, to simplify staff access to all systems while increasing security. The second half of the year will also focus on scheduled hardware replacements as well as some long-term cost assessments.

Ongoing training and support remain a priority, with efforts to ensure staff are equipped to use new tools effectively. The department's work aligns closely with the DSSAB's strategic goals of improving service delivery, enhancing data quality, and fostering a responsive, tech-enabled organization.

IT Challenges

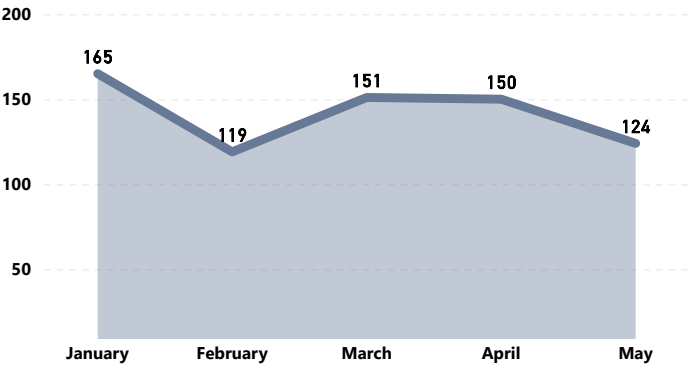
Resource Constraints: The team managed a high volume of helpdesk tickets, including hardware repairs and software installations, which stretched available resources.

Security Maintenance: Keeping up with evolving security requirements, such as certificate renewals, cyber security threats and access control updates, required continuous attention and coordination.

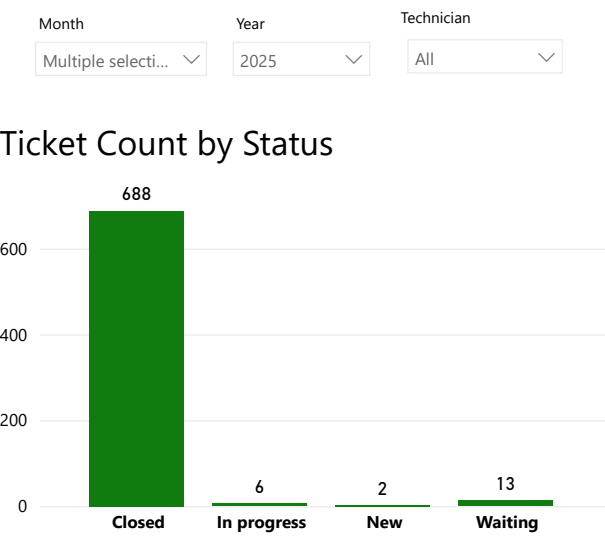
Rising costs: The uncertainty of the Canada/ US trade relationship has influenced decisions such as discontinuing services with backup vendors like Thrive, due to performance and cost concerns and negotiating more favorable terms with providers like Veeam to stay within budget. It has also influenced the hardware replacement schedule and scope of devices to be replaced. These examples underscore how rising costs, whether from tariffs, inflation, or vendor pricing, have become a persistent operational challenge for IT leadership this year.

PSDSSAB IT ticket statistics - YTD 2025

Year to Date - Monthly Ticket Count



Ticket Count by Status



Tickets Submitted

709

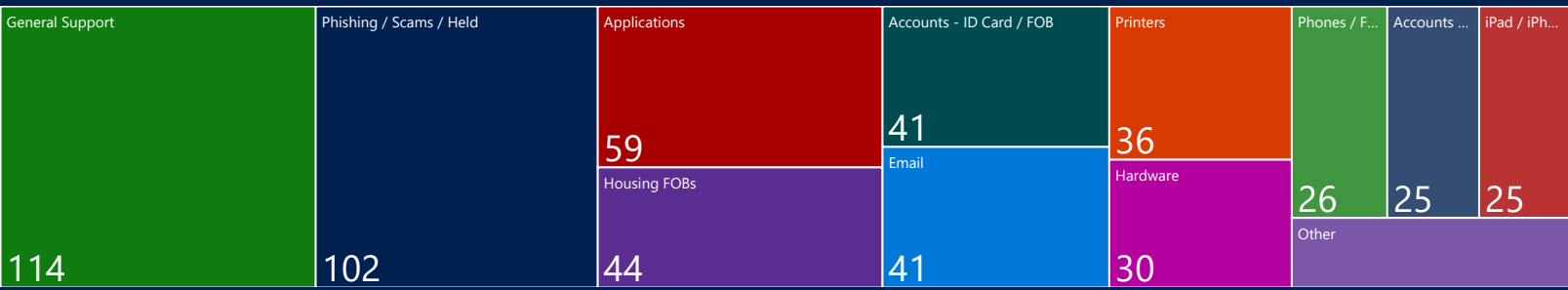
Tickets Resolved

688

Tickets Unresolved

21

Top 10 Ticket Categories



Licensed Child Care Programs-May 2025

Total Children Utilizing Directly Operated Child Care in the District

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubee ELCC	HCCP	Total
Infant (0-18M)	1	1	0	1	9	12
Toddler (18-30M)	13	6	4	17	28	68
Preschool (30M-4Y)	16	15	27	39	51	148
# of Active Children	30	22	31	57	88	228

Gardens are being planted at the child care centres and the children are experiencing hands on learning about the growth cycle of plants and where food comes from, caring for the environment, and lots of other environmentally based topics have been a focus of interest.

All the directly operated child care centres are winding up the Seeds of Empathy program this month by ending with a celebration for the children participating and huge thank you to the mothers and infants for volunteering their time to help us share this wonderful program.

Each child care centre is holding graduation celebrations for all the children that will be leaving for school. The families are appreciative of the staff's passion and dedication, and it is a sad time for staff to say good-bye to the children they have cared for, some since infancy. We wish good things to all the children leaving us on their new adventures.

Summer casual staffing has created an opportunity for university and college students interested in entering the ECE field to get hands on experience.

The Home Child Care Program currently has 18 active homes throughout the district with 120 children enrolled from Infancy to 12 years of age.

Licensed Child Care Programs - June 2025

Total Children Utilizing Directly Operated Child Care in the District

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubee ELCC	HCCP	Total
Infant (0-18M)	1	1	0	1	6	9
Toddler (18-30M)	13	7	4	16	31	71
Preschool (30M-4Y)	16	15	27	39	45	142
# of Active Children	30	23	31	56	82	222

Enrollment has remained steady for the month of June. The Home Child Care Program has enhanced provider recruitment through targeted advertising using social media and flyers.

School Age Programs May 2025

Location	Enrollment
Mapleridge After School	26
Mapleridge Before School	10
Mapleridge Summer Program	N/A (13 enrollments for 2025)
Sundridge Centennial After School	11
Home Child Care	32
# of Active Children	79

The Mapleridge Summer Program is at capacity with 13 children under the age of 6 years enrolled. This program has been very popular in the Powassan community.



School Age Programs June 2025

Location	Enrollment
Mapleridge After School	26
Mapleridge Before School	10
Mapleridge Summer Program	N/A (13 enrollments for 2025)
Sundridge Centennial After School	11
Home Child Care	32
# of Active Children	79

After many unsuccessful attempts to recruit qualified staff for the Sundridge After School Program, the decision has been made to not reopen the program in September. Families and Near North District School Board have been notified.

Inclusion Support Services — May 2025

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	3	0	0	0
Toddler (18-30M)	5	11	16	24	0	1	0
Preschool (30M-4Y)	9	40	49	49	1	0	0
School Age (4Y+)	0	17	17	21	0	0	0
Monthly Total	14	69	83		1	1	0
YTD Total	20	77		97	19	26	12

Resource Consultants have been working collaboratively with child care programs to prepare those children that are transitioning to school in September. Many meetings with schools have taken place and resources are being supplied to the families in the hope that the transition for the children is as seamless as possible.

Inclusion Support Services — June 2025

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	3	0	0	0
Toddler (18-30M)	3	12	15	24	0	2	0
Preschool (30M-4Y)	12	33	45	49	0	0	0
School Age (4Y+)	0	23	23	26	0	0	0
Monthly Total	15	68	83		0	2	0
YTD Total	21	77		102	19	31	12

EarlyON Child and Family Programs—May/June 2025

Activity	Mar 2025	Apr 2025	May 2025	June 2025	YTD
Number of Child Visits	855	961	1075	864	5361
Number of New Children Attending	48	59	40	38	492
Number of Unique Children Attending			326 YTD		
Number of Adult Visits	704	752	831	688	4241
Number of Unique Adults Attending			273 YTD		
Number of Virtual Programming Events	8	8	6	10	46
Number of Engagements through Social Media	91	68	129	117	718
Number of Views through Social Media	21,519	8,175	11,253	14,644	107,259

EarlyON staff collaborated and participated in the 2025 Earth Day event at the Bobby Orr Community Centre in Parry Sound. The event was attended by 77 adults and 58 children, as well as representatives from partner organizations including the Georgian Bay Biosphere Reserve, The Museum on Tower Hill, Georgian Bay Refillery, The Friendship Centre, and the Parry Sound Forest School. Pizza Pizza provided complimentary pizzas for all attendees. Additionally, EarlyON staff attended the second annual Mental Health Symposium in Parry Sound on April 25th and 26th. The symposium commenced with a keynote address by Dr. Jean Clinton entitled “Helping Young People Flourish: When Our Kids Are Okay, Our Community Is Okay.” Sessions on April 26th addressed a range of topics such as coaching young athletes, addiction and recovery, healing and resilience frameworks, overcoming parenting barriers, and fostering workplace happiness.

Getting kids ready ahead of time for the move from home or daycare to school can really help them settle in and make the experience better for everyone. Since starting school means lots of changes for children, starting early helps make sure they’re ready for new routines and places. Doing regular daily activities with children helps them feel safe and comfortable. Kindergarten prep programs run across the district in June and July, giving families plenty of support before school starts in September. EarlyON staff lead a series of activities to support children with social and emotional readiness, physical and fine motor development readiness and cognitive readiness. Parents receive a helpful resource package so they can keep preparing at home too.

In late June, the EarlyON team and Information Technology department launched the Event Registration & Attendance Manager (ERAM), a digital platform to help Ontario’s CMSMs and DSSABs manage EarlyON services. ERAM enables electronic event creation and attendance tracking, featuring a kiosk mode for on-site registration and sign-in. Each family receives a unique key tab for quick future check-ins and child attendance confirmation, supporting Ontario’s goal of accessible, high-quality early years programs.

Collected data can inform systemic change by offering insights that affect service quality, customer satisfaction, and efficiency. Effective data management is important for childcare systems to maintain data completeness, quality, and relevance.

The District of Parry Sound Child Care Application Portal was launched on July 24, 2024. Since implementation, operators and child care service management staff have been working to "clean" the Application Portal by removing duplicates, training staff and assisting families with updating their profiles.

Data for May 2025

Number of Unique Children on the Application Portal

590

Children who Identify as Indigenous

50

Children Identifying Francophone Relatives

40

Prenatal Children

63

Unique Children

- includes children waiting for care and those who are placed in care but have applied to other child care centres/programs. (ie: currently in an infant space and have also applied for JK/SK after school program) - Or - includes all children who have completed an application for child care

Unique Children Waiting for Care

541

Waiting for Care

- This number represents the unique children who are currently applied for care. This includes children who may already be placed in a program and have applied to another. This also includes the number of children pre-registered for future care.

Year, Month

Multiple selections

Month

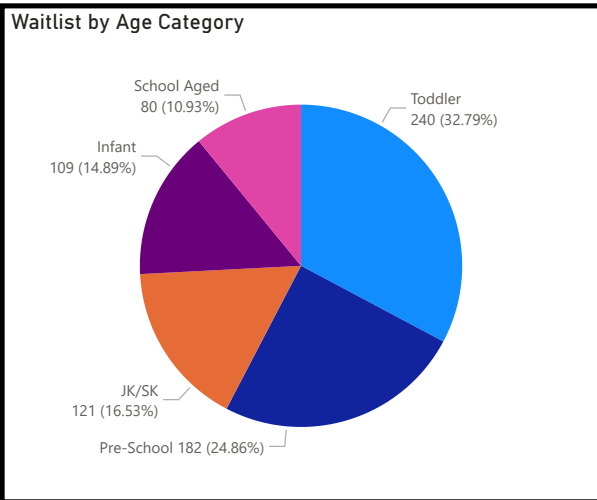
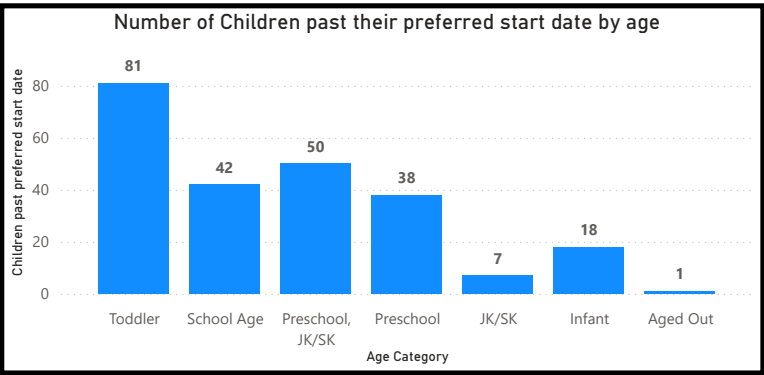
May

Additions to Application Portal

51

Total Number of Children past preferred start date (Unique)

241

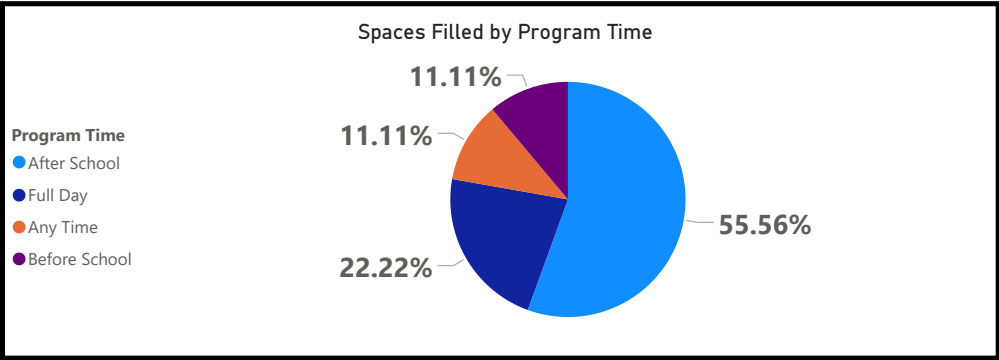
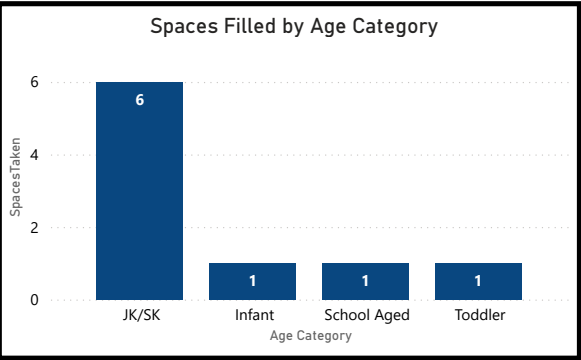


Year

2025

Month

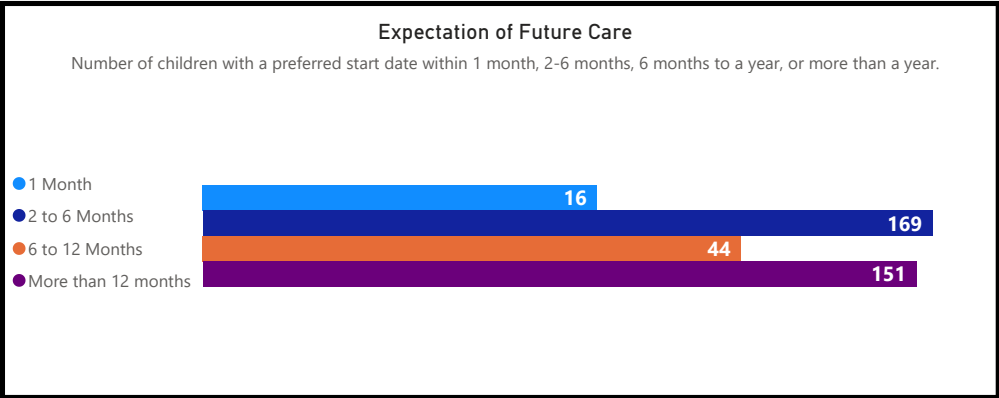
May



Children Placed	Spaces Filled
9	9

Children Placed - The number of unique children placed in a program.

Spaces Filled - The number of spaces filled by a child. A child may be placed in more than one space, ie: before school space and after school space.



The District of Parry Sound Child Care Application Portal was launched on July 24, 2024. Since implementation, operators and child care service management staff have been working to "clean" the Application Portal by removing duplicates, training staff and assisting families with updating their profiles.

Data for June 2025

Number of Unique Children on the Application Portal

639

Children who Identify as Indigenous

60

Children Identifying Francophone Relatives

44

Prenatal Children

78

Unique Children

- includes children waiting for care and those who are placed in care but have applied to other child care centres/programs. (ie: currently in an infant space and have also applied for JK/SK after school program) - Or - includes all children who have completed an application for child care

Unique Children Waiting for Care

590

Waiting for Care

- This number represents the unique children who are currently applied for care. This includes children who may already be placed in a program and have applied to another. This also includes the number of children pre-registered for future care.

Year, Month

Multiple selections

Month

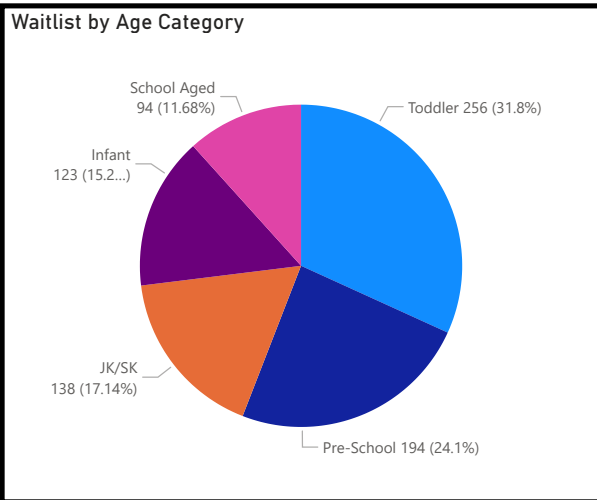
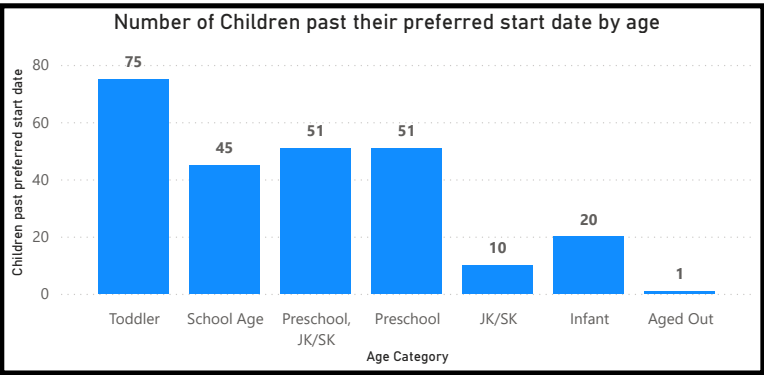
June

Additions to Application Portal

66

Total Number of Children past preferred start date (Unique)

257

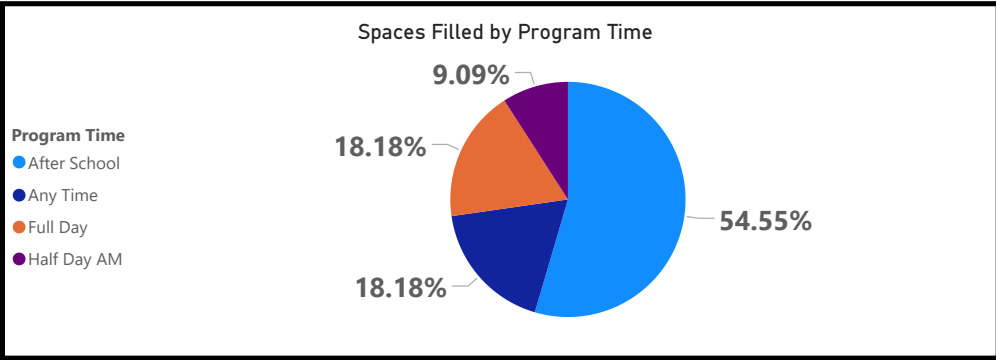
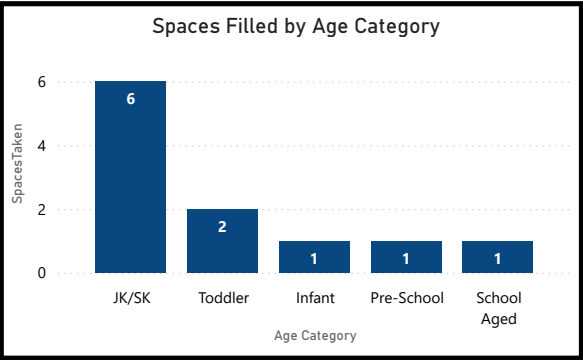


Year

2025

Month

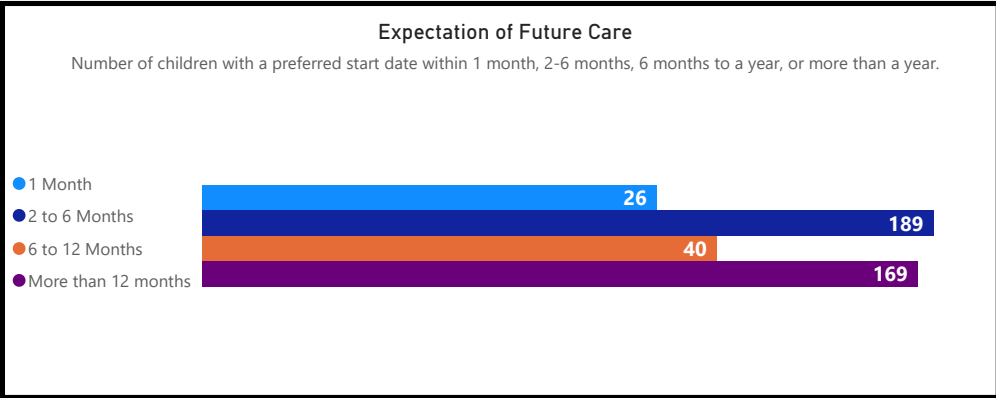
June



Children Placed	Spaces Filled
11	11

Children Placed - The number of unique children placed in a program.

Spaces Filled - The number of spaces filled by a child. A child may be placed in more than one space, ie: before school space and after school space.



Funding Sources for District Wide Childcare Spaces - May & June 2025

Funding Source - Active	May 2025		June 2025	
	# of Children	# of Families	# of Children	# of Families
CWELCC*	46	44	46	44
CWELCC Full Fee	222	218	224	220
Extended Day Fee Subsidy	3	3	6	6
Fee Subsidy	40	28	56	40
Full Fee	26	24	26	24
Ontario Works	2	2	2	2
Total	339	319	360	336

Funding Source - New	May 2025		June 2025	
	# of Children	# of Families	# of Children	# of Families
CWELCC*	2	2	2	2
CWELCC Full Fee	2	2	4	4
Extended Day Fee Subsidy	1	1	4	4
Fee Subsidy	18	11	34	23
Full Fee				
Ontario Works	2	2	2	2
Total	25	18	46	35

Exits	May 2025		June 2025	
	# of Children	# of Families	# of Children	# of Families
Fee Subsidy	1	1	3	3
CWELCC Full Fee	1	1	2	2
Extended Day Fee Subsidy				
Fee Subsidy	5	5	5	5
Full Fee	20	18	20	18
Ontario Works				
Total	27	25	30	28

Quality Assurance & Fee Subsidy Update

We are committed to providing ongoing, high-quality training for early childhood educators in our district. Our educators play a vital role in shaping young minds, and we deeply value who they are and the work they do. Our focus remains on empowering them through meaningful professional development while fostering strong engagement with children and families and supporting the well-being and needs of our staff.

This spring, we successfully offered a toddler training series that saw 29 staff members register and participate. The series highlighted the importance of meeting the developmental needs and interests of toddlers and emphasized on creating high-quality early learning environments.

Looking ahead, we are excited to launch a new learning opportunity specifically for supervisors and team leads. This three-part series will offer valuable networking opportunities while focusing on, leading with value and intention, understanding accountability and compliance and modelling pedagogical leadership in the child care setting.

This fall, all early childhood educators in the District of Parry Sound will be invited to attend a full-day early learning training hosted by Discovery Professional Learning. The session, taking place in October, is designed to cultivate passion and deepen understanding of meaningful play environments. Through interactive engagement with both materials and peers, educators will have the opportunity to explore the power of intentional learning experiences and spark a renewed love for learning.

In our ongoing efforts to support families, our Program Support Worker has been actively visiting EarlyON programs across the district to meet families face-to-face. These visits aim to offer information and support around accessing child care fee subsidies. Last month alone, four families received assistance, gaining valuable insights into the subsidy process, including how to apply and navigate the District of Parry Sound Application Portal. We are committed to continuing these outreach efforts to ensure families across the District of Parry Sound are aware of and can access the supports available to them. Together, we are building a stronger early years system—one that values educators, supports families, and puts children first.

After more than three decades of dedicated service, Cheri Sidon will be retiring from the DSSAB. Cheri began her journey in child care in 1994 and, over the course of 31 years, has made a lasting impact on our early years community. Her commitment, compassion, and expertise have touched the lives of numerous children, families, and colleagues. As we celebrate Cheri's retirement, we want to acknowledge and thank her for the difference she has made.

Income Support & Stability - Update

YMCA Parry Sound TEAM building day!

In support of the new Integrated Employment Services model, the IS&S West Team partnered with the YMCA Employment Services team for a team building day. Our Employment Ontario partners are an important relationship as we each continue to navigate the service model. This day included Ice Breakers, personality dimensions activities, snacks and networking.



Joint Meeting with EO and College Boreal

On May 29th, we held a joint meeting with our Employment Ontario partners — Employment North, Agilec, YMCA — and our Service System Manager, Collège Boréal. The purpose was to check in on how the transition to the Integrated Employment Services model is progressing. We received positive feedback from Boréal on our progress, collaboration, and overall work within the new model. These meetings will continue on a quarterly basis.

CMHA BBQ's and Mary St.

On May 5th and 7th, members of the Income Support & Stability Team participated in the CMHA Community BBQs held in Parry Sound and Sundridge. They also visited the Mary Street Centre for a community lunch, where they had the opportunity to connect with community members and volunteers, and share information about our services.

College Boreal Matrix Pilot Program

The goal of the pilot project is to evaluate the effectiveness of the Ontario Works Referral Readiness Matrix in accurately distinguishing client readiness and improving referral accuracy. The pilot was conducted in the Parry Sound DSSAB and Cochrane DSSAB regions, with a sample size of 70 matrix submissions, between April 3rd to May 12th. The main challenges arise from underweighted factors such as mental health, transportation, and caregiving responsibilities. These factors often lead to misclassification, where clients with good skills but significant stability issues are perceived as more ready for employment than they are. We continue to use the Matrix to assist College Boreal with making the Matrix an effective tool. Our work on the pilot was highlighted in their Network wide newsletter published on April 30th.

Income Support & Stability - Update

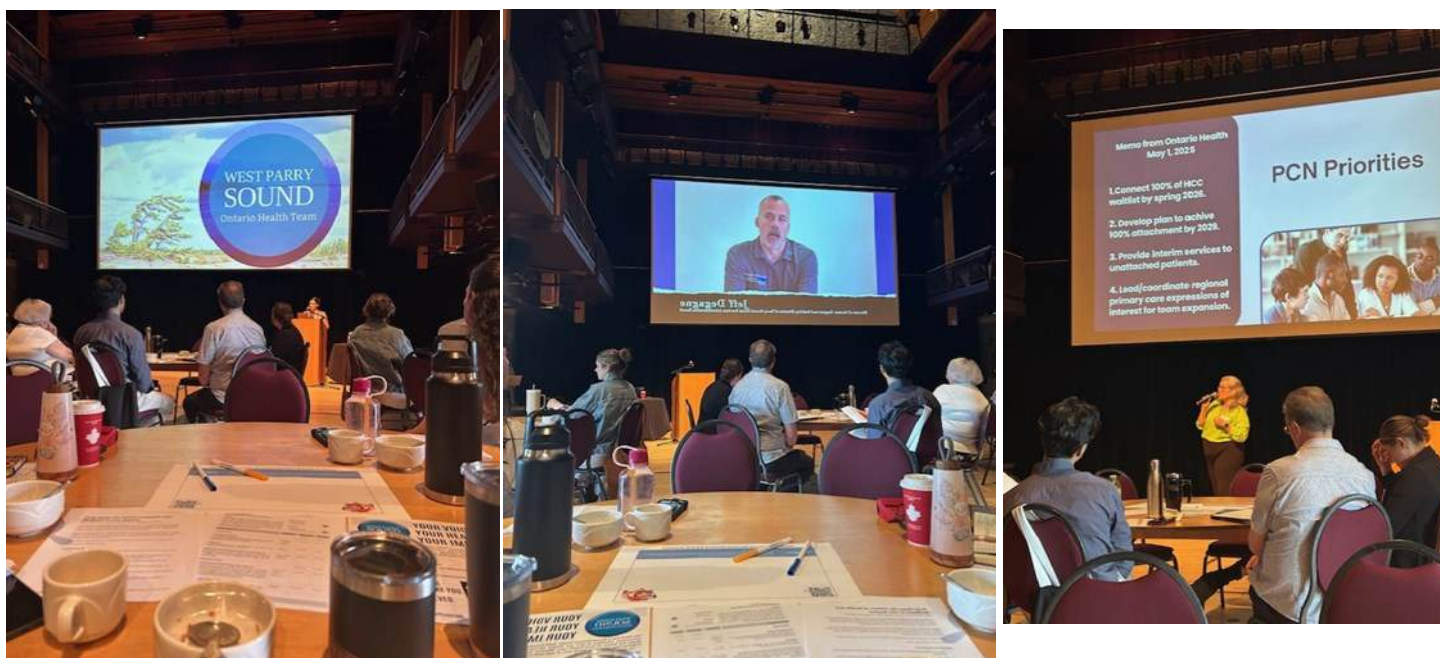
Youth Employment and Skills Strategy

On June 25th, ISN's went to Employment North to participate in the Youth Employment and Skills Strategy programming taking place at the centre. The ISN's provided an overview on our supports and services to participants. We continue to attend our EO offices regularly throughout the district to work collaboratively with our EO partners.



The Health and Social Services Network Conference

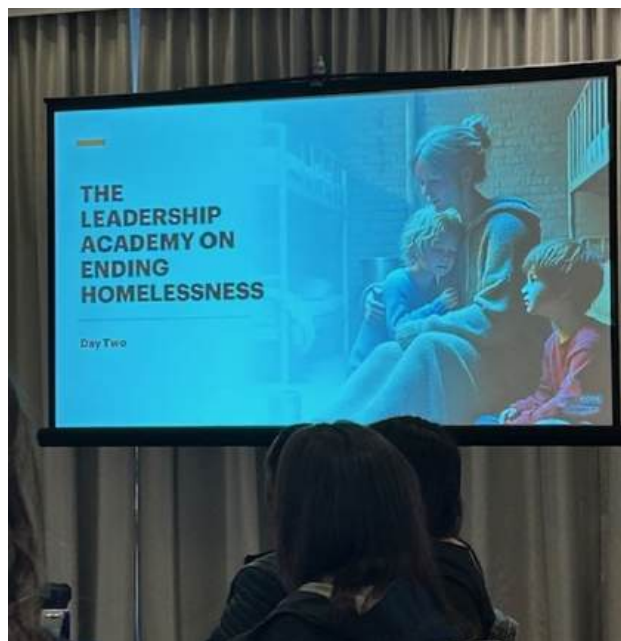
On June 4th, the Supervisors of Income Support & Stability attended the Health and Social Services Network conference. As the co-chair of the network, the Director of Income Support and Stability provided a video introduction to kick off the day. This event was another step in the journey toward improved health and wellness across the West Parry Sound region. An introduction to the West Parry Sound Ontario Health Team (OHT) was provided. We explored the current health and social services landscape and worked on some questions and conceptual ideas amongst our tables and within the group for a more connected, supportive system of care. A session was held with Design De Plume to brainstorm some marketing, advertising and logo designs for the new OHT.



Income Support & Stability - Update

Leadership Academy – Canmore, Alberta

The Income Support & Stability Leadership Team recently attended a Leadership Academy hosted by the Canadian alliance for Ending Homelessness and OrgCode in Canmore, Alberta from April 4th to April 7th that focused on Homelessness. The event, led and hosted by Iain de Jong, was an immersive gathering that brought together professionals from all over Canada and the United States and Australia to enhance and improve the homelessness system and support for people experiencing homelessness. Keynote speaker, Iain DeJong, facilitated many powerful sessions from his insights in trauma informed care, compassionate leadership and emphasized engaging with communities and the resources they have and designing systems that respect and support each other. In roundtable break out sessions, the energy was contagious and provided the opportunity to network with other professionals in this sector and have meaningful conversations around commonalities and similar challenges. The takeaway from this Leadership Academy was a sense of renewed purpose, a better understanding of the challenges and with new tools to tackle homelessness with empathy and courage. It wasn't just an educational experience it was professional boost for an often-tough topic of homelessness. The team left feeling ready to shape system change and continue to lead locally.



Income Support & Stability - Update

New DSSAB Vests for Outreach



Grand Opening Belvedere Support Services

On May 9, members of the Income Support and Stability team attended the grand opening of the West Parry Sound District Community Support Services' new location at 60 James Street in Parry Sound. This important organization provides meaningful home and community-based support services that promote independence and enhance the quality of life for seniors and other residents throughout the Parry Sound District. Income Support and Stability has built a valued and positive relationship with the West Parry Sound District Community Support Services to provide wraparound supports and coordinated access to services for residents of the district.



Transitional Unit Turnovers – May Update

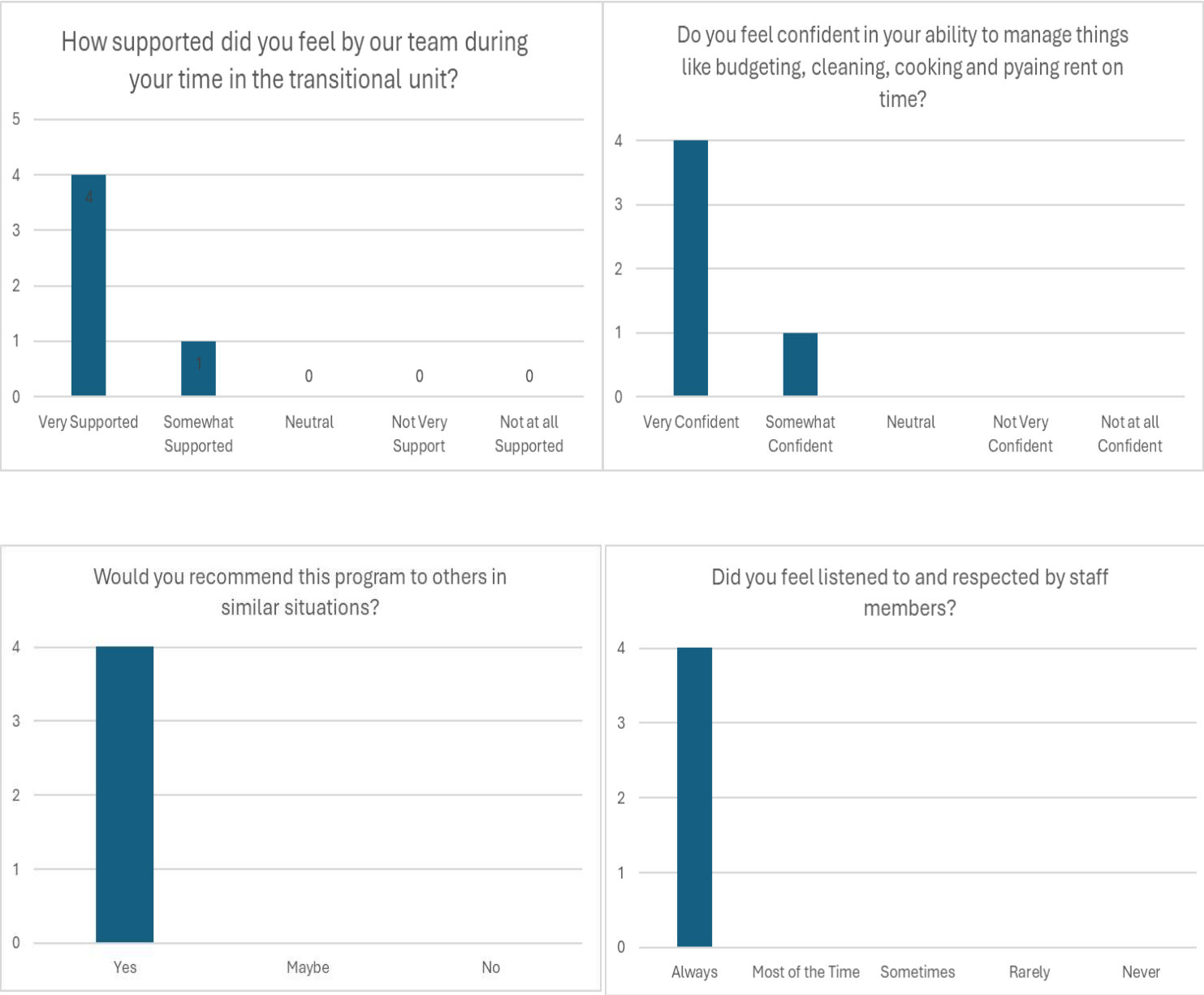
In May, our team proudly supported the successful transition of five clients from our Transitional Housing Program into permanent, stable housing. This milestone highlights the commitment of our Integrated System Navigators and the incredible resilience of our clients.

Each individual received personalized, wraparound support tailored to their unique journey—many of which involved complex challenges such as long-term homelessness, mental health struggles, addictions, domestic violence, and systemic barriers. Through regular check-ins, coordinated care conferences, and integrated service planning, ISNs built strong, trusting relationships that empowered clients to set goals and take meaningful steps toward independence.

With these five clients now settled into permanent housing, the program has welcomed five new participants to begin their own journey toward stability.

Income Support & Stability - Update

Transitional Unit Exit Surveys Data



Income Support & Stability - Update

Org Code Encampment Response Plan Engagement

From April 15-17th. Staff from Org Code came to spend a few days with our Income Support & Stability Team to begin engagement for our Encampment Response Plan. They attended an in-person PSSR Meeting (Coordinated Access Meeting), met with municipal partners, community services providers and those with lived experience. We went over a lot of the high needs/intensive case management clients. We went through all the different types of homelessness cases we see in our district such as encampments, tents, hotels, trailers etc. Training with our staff took place on June 25th and 26th and the Org Code team is meeting with the Income Support & Stability leadership team to discuss next steps and operationalize recommendations to enhance our entire Housing Loss Prevention system and our Encampment Response,

OESP (Ontario Electricity Support Program) Clinics – West Side.

In April, our Integrated System Navigator's (ISN's) created an initiative to offer clinics to assist everyone who is eligible for the OESP program and get them signed up for this Hydro credit. Staff attended offices in the areas of Rosseau, Orville, Foley, McDougall, Humphrey, Whitestone, Carling & McKellar.

Ontario Trillium Foundation Recognition Event.

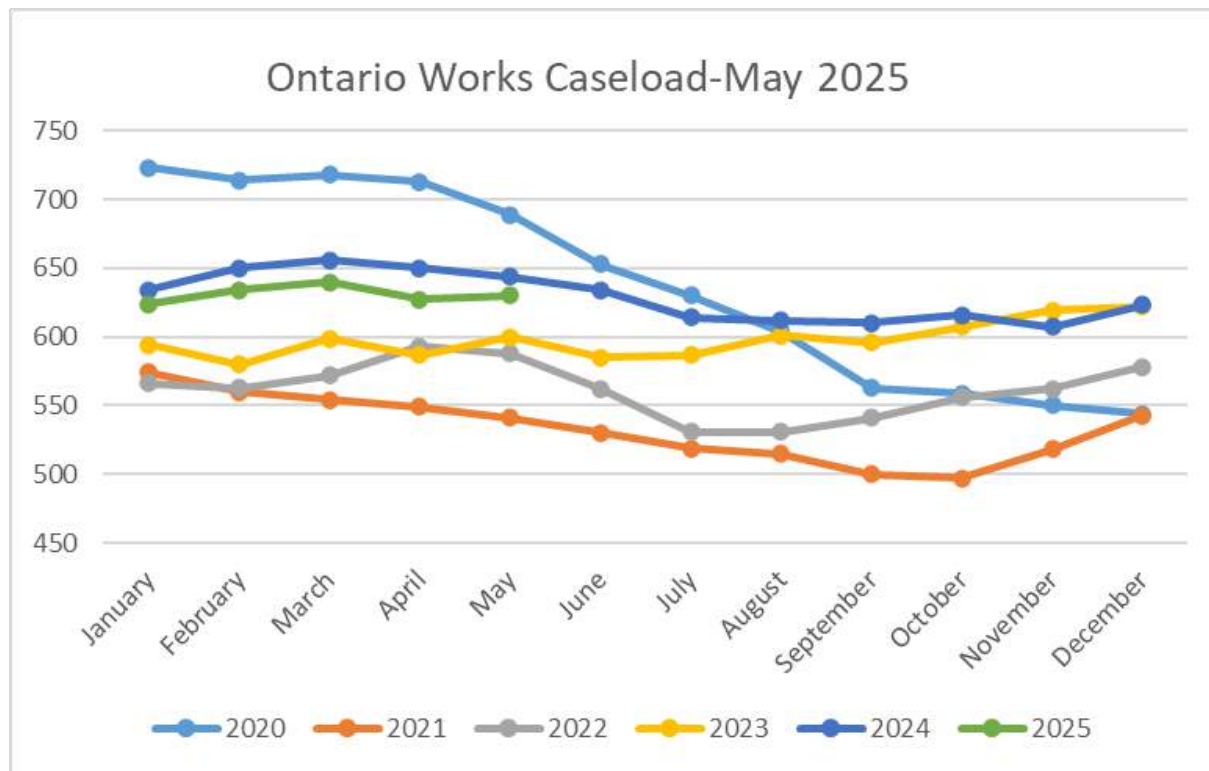
On Wednesday, May 21st, MPP Graydon Smith joined the Women's Own Resource Centre at the South River Legion, Branch 390, to celebrate the success of a grant from the Ontario Trillium Foundation (OTF). The funding supported the Rural Community Kitchen Program in the Almaguin Highlands — an initiative aimed at addressing food insecurity and fostering more socially inclusive communities. Throughout the program, Income Support & Stability staff actively participated in each community kitchen, assisting with meal preparation and helping to coordinate transportation for attendees. Staff also brought back surplus ready-made meals to our South River office to distribute to clients experiencing food insecurity.

NOSDA

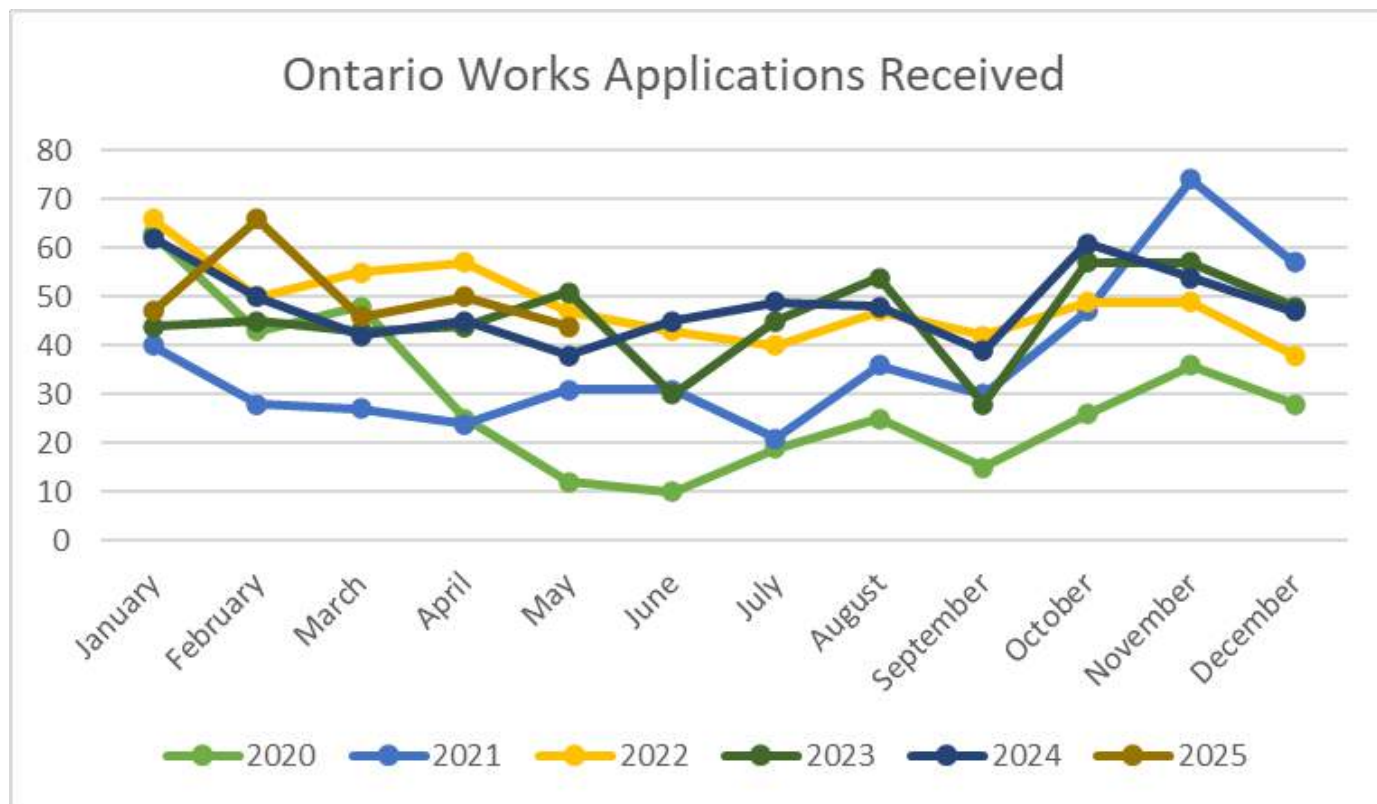
From June 2nd to 5th, the Director of Income Support & Stability attended the NOSDA Annual General Meeting in Sault Ste. Marie alongside several members of the Leadership Team. While there, he participated in the NOSDA Ontario Works Leadership Group meeting and engaged in discussions with Directors from MCCSS regarding upcoming changes to the Employment and Vocational Programming (EVP), including a feedback session with Ministry representatives. A highlight of the event was a keynote address by Iain de Jong of OrgCode, who emphasized the critical role of System Navigators in homelessness response. He highlighted how these professionals help individuals navigate fragmented systems that often don't communicate with each other, ultimately improving access to essential supports.



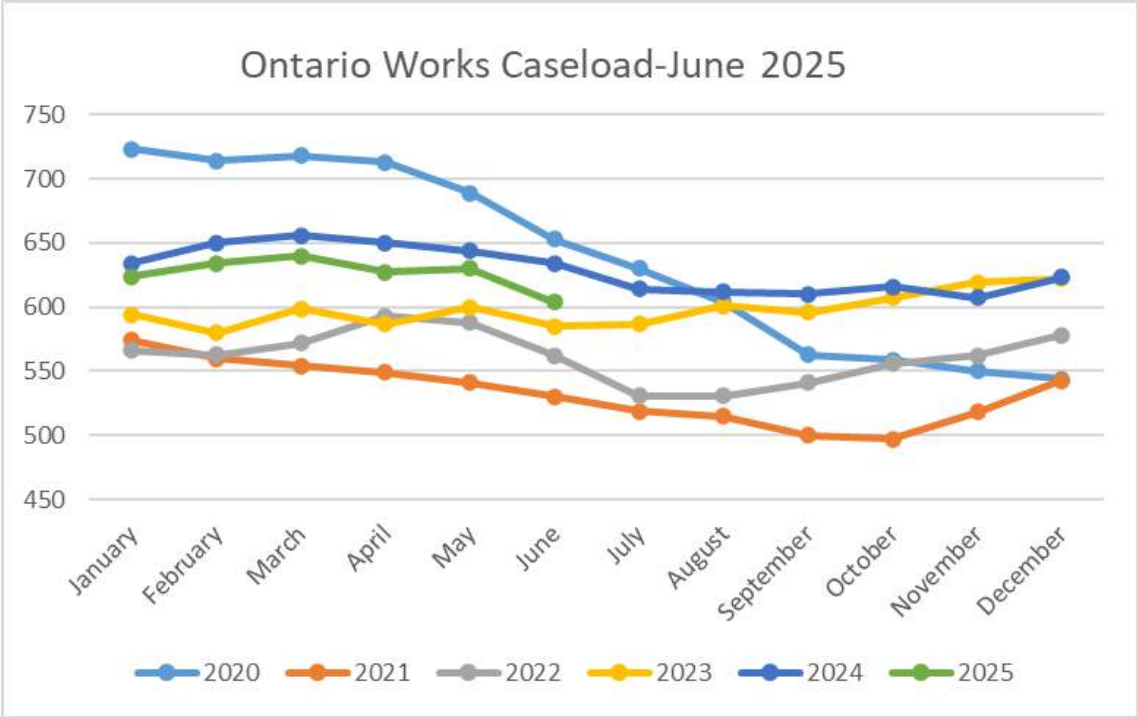
Caseload May 2025



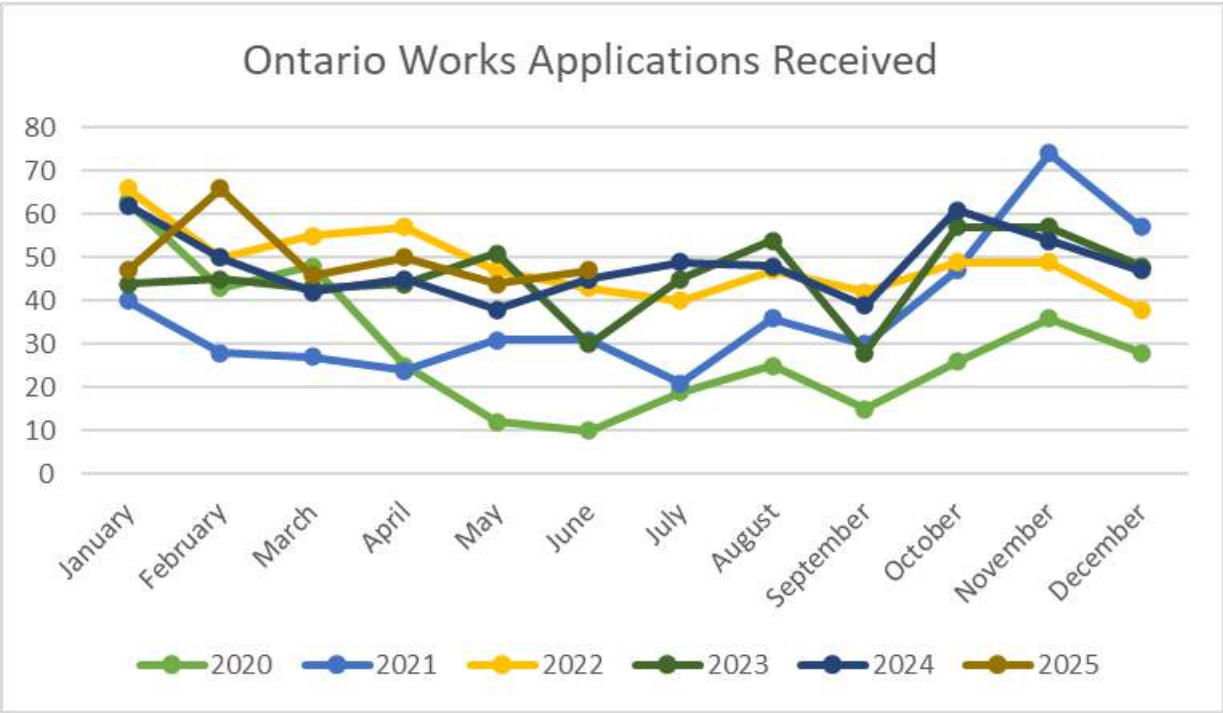
Ontario Works Intake - Social Assistance Digital Application (SADA) May 2025



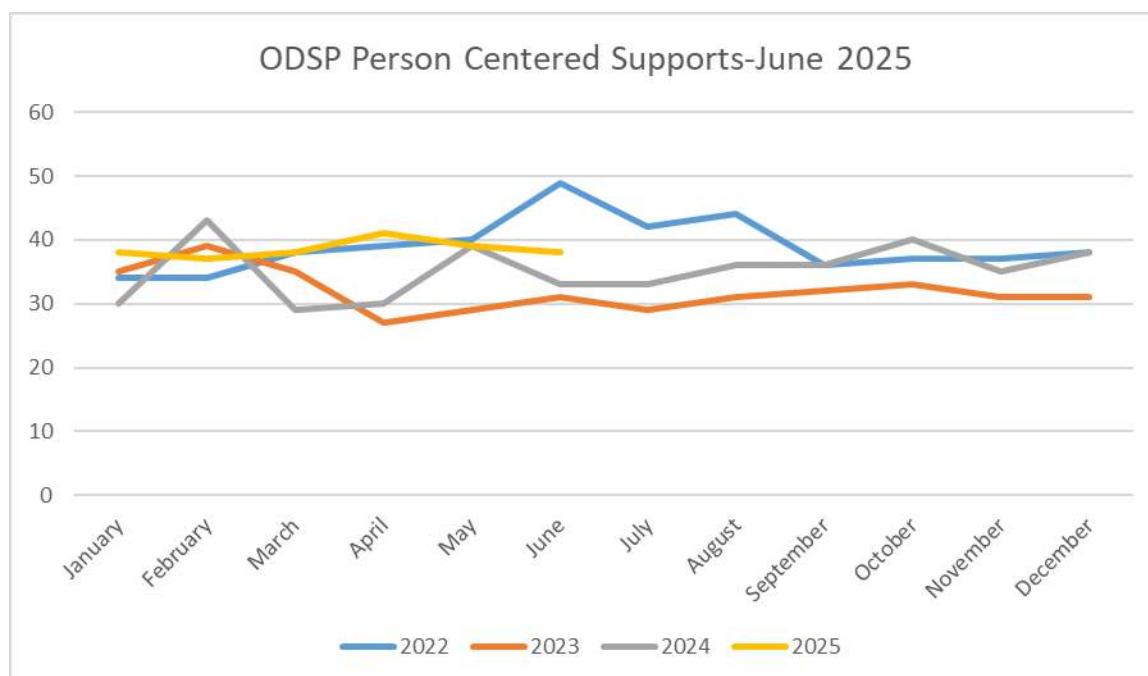
Caseload June 2025



Ontario Works Intake - Social Assistance Digital Application (SADA) June 2025



ODSP Participants Receiving Person Centred Supports through Ontario Works



The OW Caseload continues to hold steady at **604** cases (**912** beneficiaries). We are providing **38** ODSP participants Person-Centred Supports. We also have **62** Temporary Care Assistance cases. **47** applications were received through the province's Ontario Works Intake Unit (OWIU).

Employment Services Transformation & Performance Outcomes

On March 1st, 2025, as part of the province's Employment Services Transformation, we officially entered Integrated Employment Services model (IES) along with our Northeast DSSAB partners with our new Service System Manager College Boreal. This means that employment assistance for Social Assistance recipients now moves under the Employment Ontario umbrella. We are responsible for providing Person Centered Supports to SA Recipients in 4 Support Pillars.

- Crisis & Safety-homelessness, personal safety
- Health-medical, mental health counselling, addiction treatment
- Life Skills-Literacy and Basic Skills such as budgeting, time management
- Community Supports-Housing, transportation and legal support

% with an Action Plan created

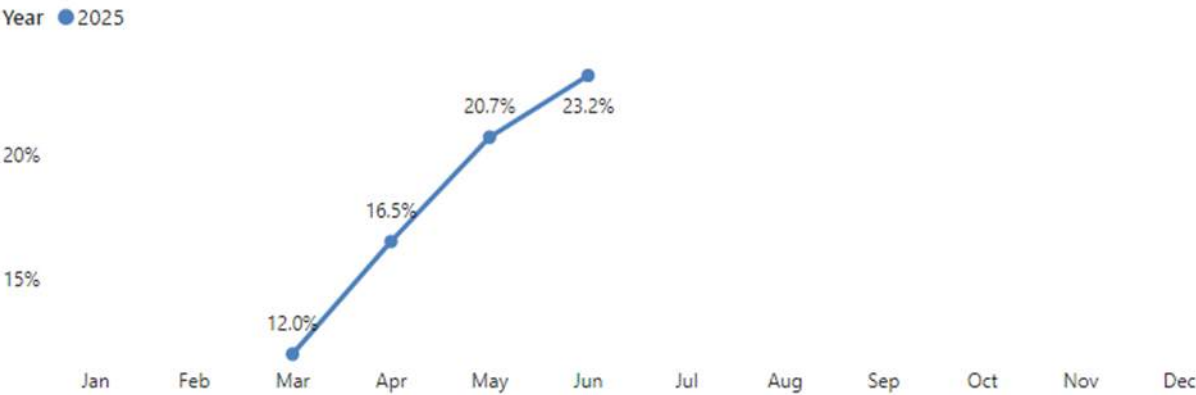
Percentage of OW + NDA Members with mandatory participation requirements...



Provincial Average— 67.9%
Target-100%
**NDA refers to ODSP participants

Referrals to Employment Ontario

Percentage of OW + NDA Members with mandatory participation requirements...



Provincial Average 18.5%
Target 32%
**NDA refers to ODSP participants

% Exiting to Employment

Percentage of Ontario Works cases exiting to employment (Cumulative Year-to-Date)



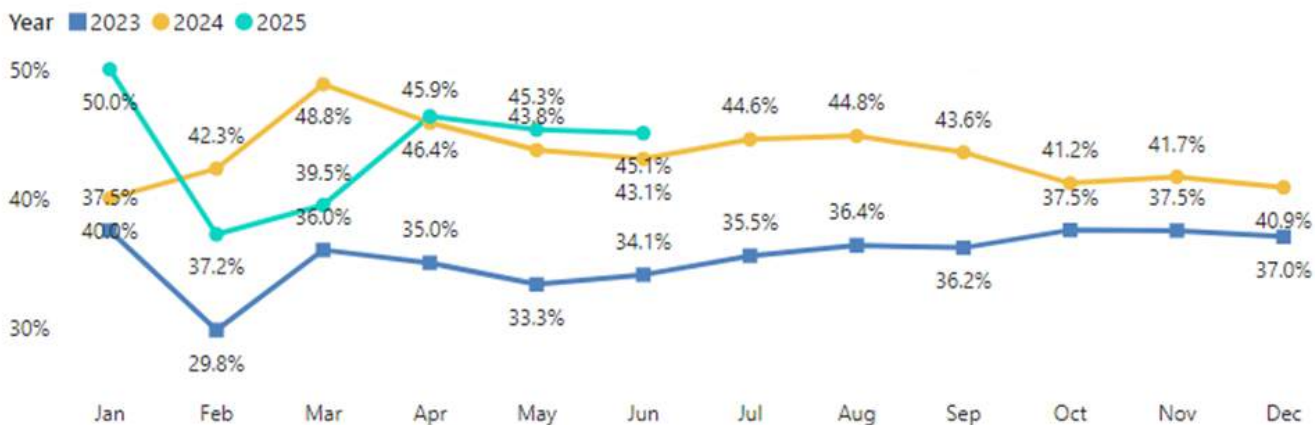
Provincial Average 5.8%

Target 22%

**NDA refers to ODSP participants

% of OW Cases Exit the Program and Return within One Year

Percentage of Ontario Works cases who exit the program and return within one...

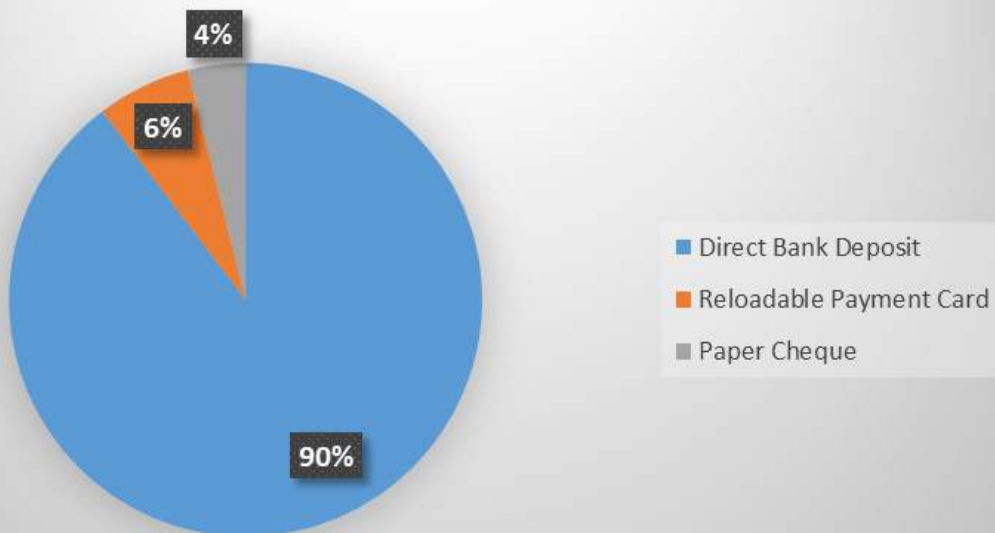


Provincial Average: 32.4%

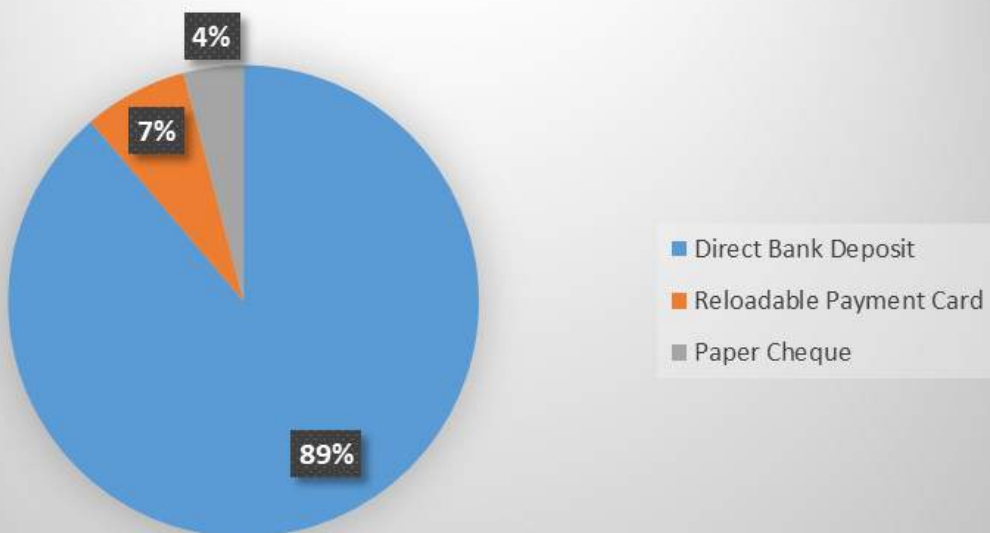
Target: 35%

DBD Enrollment

Payment Receipt Method-May 2025



Payment Receipt Method-June 2025

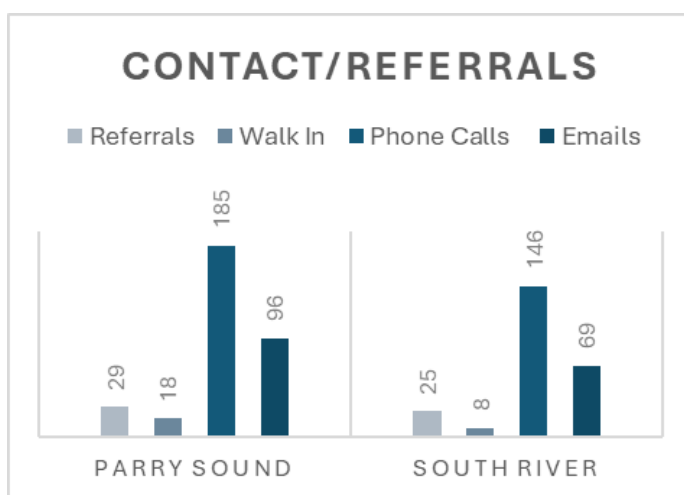


Income Support & Stability Update– May

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

Contact / Referrals – May 2025

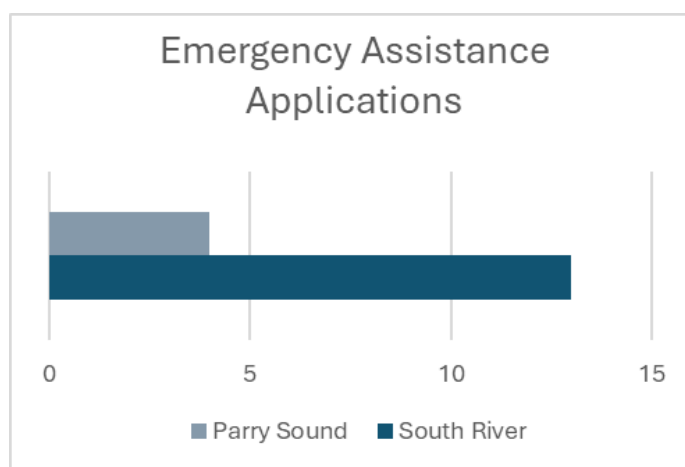
The data collected is initial contact made with a client to determine eligibility for on going support. This includes ongoing Housing Stability and Ontario Works cases.



Emergency Assistance Applications

May 2025

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



Client Referrals

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

May 2025	East	West	YTD
Homeless		1	22
At Risk	22	11	92
Program Total (Esprit In Shelter Clients calculated in Homelessness Numbers)			
Esprit in Shelter	4		4

Short Term Housing Allowance

Max of \$400 for 6 months

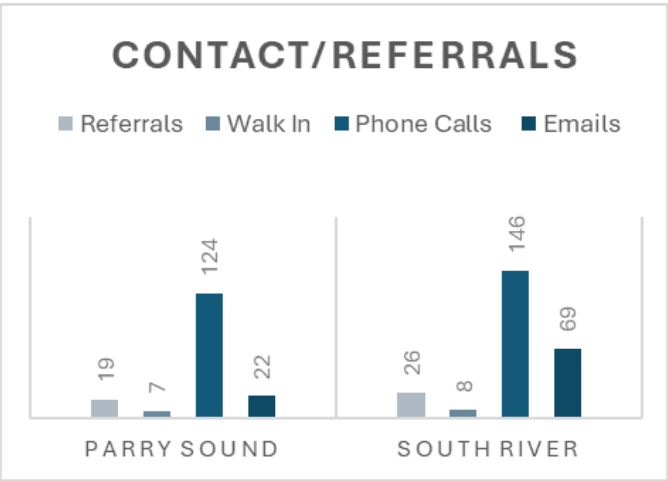
	Active	YTD
May	2	16

Income Support & Stability Update– June

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

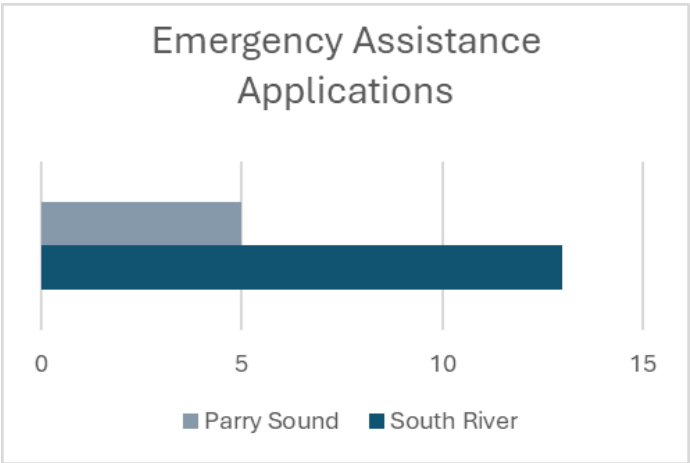
Contact / Referrals – June 2025

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



Emergency Assistance Applications
June 2025

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



Client Referrals

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

June 2025	East	West	YTD
Homeless	2	8	32
At Risk	15	11	118
Program Total (Esprit In Shelter Clients calculated in Homelessness Numbers)			
Esprit in Shelter	1		5

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
June	8	27

Household Income Sources and Issuance from Homelessness Prevention Programs Funding (HPP) May 2025

May 2025 Income Source	Total	HPP
Senior	3	\$1502.40
ODSP	10	\$10,337.24
Ontario Works	21	\$18,061.97
Low Income		

May 2025 Reason for Issue	Total
Rental Arrears	\$16,311.80
Utilities/Firewood	\$4,346.36
Transportation	\$536.83
Food/Household/Misc.	\$8,706.62
Emergency Housing	
Total	\$29,901.61

Household Income Sources and Issuance from Homelessness Prevention Programs Funding (HPP) June 2025

June 2025 Income Source	Total	HPP
Senior	6	\$3,307.57
ODSP	10	\$7,479.02
Ontario Works	19	\$18,526.02
Low Income	1	\$308.96

June 2025 Reason for Issue	Total
Rental Support	\$13,095.97
Utilities/Firewood	\$5,774.41
Transportation	
Food/Household/Misc.	\$8,801.19
Emergency Housing	\$1,950.00
Total	\$29,621.57

By-Name List Data

September 1, 2021– June 30, 2025

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



Item	Month	Total as of Previous Month	Percentage Change	Total	Percentage Housed Lifetime
New to BNL	8	80	10	88	
Returned From Inactive	0	3	0	3	
Moved to Chronic Homelessness	2	38	5.263157895	40	
Moved to Housing Total	6	275	2.181818182	281	56.2
Moved to Housing Chronic-Total	2	83	2.409638554	85	30.24911032
Moved to Housing Chronic-YTD	2	3	66.66666667	5	5.882352941
Returned to BNL from Housing	1	6	16.66666667	7	
New to Inactive	5	116	4.310344828	121	
Total on BNL	9	89	10.11235955	98	
Net new to BNL	-2			-2	
Net new to Chronic	0			0	
As of June 30, 2025					

Parry Sound District Housing Corporation
May/June 2025

Activity for Tenant Services

	May	June	YTD
Move outs	2	4	12
Move in (centralized waitlist along with internal transfers)	4	4	15
L1/L2 hearings	3	4	12
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	0	0	5
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	0	0	5
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0	0
N7 Filed with the LTB – notice of eviction for willful damage to unit	0	0	0
Repayment agreements (new) Formal & Informal	0	3	11
No Trespass Order	0	0	0
Tenant Home Visits	43	71	215
Mediation/Negotiation/Referrals	8	24	101
Tenant Engagements/Education	3	1	13

Housing Operations

Tenant Services Update (April, May and June 2025)

Springtime in Tenant Services has been eventful, with educational sessions on seed planting and a chair yoga series continuing at our seniors' building in Parry Sound. Additionally, we have commenced unit inspections in collaboration with the maintenance department. Tenant Services plays a crucial role during inspections by supporting and communicating with tenants regarding any concerns about the condition of their units or required repairs, as well as monitoring tenants' adherence to their lease obligations.

Tenant Services has also been actively involved in tenant relocation to facilitate significant maintenance work in units, attending Landlord and Tenant Board hearings, and ensuring compliance with subsequent court orders. As a consolidated team, Tenant Services, Maintenance, and Capital divisions have been collaborating on a process handbook for staff. Given the significant changes with the implementation of new modules in the housing software system (YARDI) and the evolving business practices, this handbook will serve as a valuable written reference to ensure new details are not overlooked. The handbook will be distributed to each staff member in a binder in the very near future.

Other activities undertaken by Tenant Services CRWs this quarter include leasing, processing move-ins and move-outs, unit transfers, tenant case management, responding to complaints, addressing related action items, and collecting and monitoring rent payments and arrears.

Housing Operations staff received identifying vests, for the purpose of ensuring that the tenants can identify staff from the Housing Operations and Service Management Department when they come to visit with greater certainty.



Housing Operations

Property Maintenance May 2025

Pest Control		3 Buildings are currently being monitored monthly for bedbugs. There are 7 active units.
Vacant Units	8	7 one-bedroom, 1- multiple bedrooms (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	6	5 market units available
After Hours Calls	7	Fire panel offline, monitoring station offline, building power loss, no heat, no hot water, OPP Wellness Check, front door on family home not latching, lock out
Work Orders	161	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings
Purchase Orders	99	Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC properties
Fire Inspections	1	Annual fire suppression inspection completed on a 6-storey seniors building
Annual Inspections		Annual inspections have been initiated across the District
Incident Reports		

Housing Operations

Property Maintenance June 2025

Pest Control		3 Buildings are currently being monitored monthly for bedbugs. There are 2 active units.
Vacant Units	8	7 one-bedroom, 1- multiple bedrooms (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	5	5 market units available
After Hours Calls	7	Monitoring station offline, building power loss, OPP access required, flooded basement, washing machine repairs required
Work Orders	100	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings
Purchase Orders	65	Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC properties
Fire Inspections	0	Annual fire suppression inspection completed on a 6-storey seniors building
Annual Inspections		Annual inspections have been initiated across the District
Incident Reports		

Housing Operations

Maintenance Update (April, May and June 2025)

In April, the Housing Maintenance Department commenced the annual inspections of all DSSAB-owned facilities, including The Meadowview – NOAH. These inspections have been meticulously documented using the Maintenance IQ portal within Yardi to ensure thoroughness and completeness. The inspections have also facilitated collaboration with other departments within Housing Operations and have provided opportunities to engage with tenants.

Additionally, the Maintenance Department has implemented a new inventory tracking system, developed by the DSSAB IT Department. This system is utilized to track and inventory all DSSAB-owned appliances within the DSSAB and NOAH properties. It allows for quick updates, extensive reporting, and features an efficient labeling system for the appliances.

The inspections have generated numerous work orders, which the Maintenance Department is diligently working to complete. Maintenance IQ is also being used to track and record work orders as they are created and completed.

Furthermore, all summer grounds contracts for the DSSAB and NOAH properties have been awarded to the successful bidder for a term of three years.

The Maintenance Department continues to collaborate with the Parry Sound Fire Department. This collaboration includes using DSSAB buildings for training purposes and familiarizing the fire department with DSSAB buildings to ensure efficient service delivery if required.



Housing Operations

Capital Projects Update (April, May and June 2025)

During the months of April, May and June, the Capital Program was busy with the following:

Hazardous Material Remediation: Asbestos-containing pipe wrap successfully removed from a daycare facility. Backflow preventers installation preparations completed, with installation scheduled for this summer, due to supply delay.

Asbestos Awareness Training was held June 17th. Pinchin Ltd. provided the one-day certificate session to all Housing Operations staff. This knowledge better prepares the staff to recognize and respond to asbestos disturbances.

Looking ahead; there are 4 units containing asbestos and mold along with 5 units with mold only scheduled for remediation in July,

Plumbing HVAC and Duct Maintenance: Duct cleaning scheduled district-wide started in May and will be fully completed by August.

Multiple backflow preventors are scheduled to be installed this summer.

Exterior Doors and Flooring Projects: New exterior door installation scheduled for May, will now be completed sometime this summer due to manufacturing delays.

Flooring replacements and unit turnovers completed, with several units ready for occupancy.

Water Damage Repairs: Repairs to water-damaged units are now fully complete.

Generator and Electrical Work: Generator procurement process initiated for a childcare center.

Electrical panel replacement work is progressing; installations are expected to be completed by the end of summer.

Roofing and Eavestrough Projects: Eavestrough replacements completed.

Partial roof replacements specifications prepared; tender awarded. Work will commence in August.

Infrastructure and Foundation Assessments: Asphalt replacement quotes being gathered district wide.

Foundation and structural damage investigations completed; repair quotes obtained, with planning for execution underway.

Project Management Contracts Awarded: All necessary contracts for project management and consultancy on window and siding replacements were awarded and initiated.

Housing Operations

Capital Projects Update continued (April, May and June 2025)

Security Enhancements: Security upgrades, including new doors, lock changes, and access control systems, have been fully implemented at various facilities.

Structural Repairs and Remediation: Ice damming damage remediated at specific locations. Structural repair at one location awaiting retention of specialized general contractor.

Consulting and Engineering Contracts: Retaining wall project have been finalized; specifications and engineered drawings have been delivered. Engineering inspections conducted for damaged structural components.

Siding and Masonry Projects: Siding replacement contracts have been finalized; installation scheduled for summer 2025. Masonry repair projects were fully quoted, and work has commenced. Soffit and attic sealing inspection completed, with all necessary roofing inspections finalized. Additional siding work is actively progressing toward completion by 2025.

Housing Programs Update

We are looking forward to the province providing us with the 2025/2026 COHB (Canada Ontario Housing Benefit) allocation that provides funding to those living in private market units. This announcement will hopefully come soon, as the team responds to daily inquiries about this funding. Both community partners, and clients, are looking for anything that will help them live sustainably in the current housing market. While we wait, we have been able to utilize more funds allocated to our rent supplement program and are actively working with our IS&S team to fill those spots. Presently, we have been able to secure one rent supplement on the west side of the district, and are hoping to secure two to three more, between east and west Parry Sound.

Housing Programs wrapped up the Housing and Homelessness Plan Update at the end of May and hope to send it to our team leads at MMAH mid-June. This plan includes reports from Tenant Services, Maintenance and Capital, Housing Programs, Income Support & Stability, and Esprit and updates MMAH on what we've accomplished over the last year. It also speaks to targets that the ministry sets in place for our district to meet each year.

We saw 11 approved applications to the centralized waitlist in the month of May. There was only one cancelled application, and it was due to the applicant failing to continue making payments for social housing arrears. Two applicants were housed from the waitlist this month.

Housing Programs

Social Housing Centralized Waitlist Report May 2025

	East Parry Sound	West Parry Sound	Total
Seniors	48	131	179
Families	155	479	634
Individuals	478	156	634
Total	681	766	1447
Total Waitlist Unduplicated			404

Social Housing Centralized Waitlist Report June 2025

	East Parry Sound	West Parry Sound	Total
Seniors	51	135	186
Families	163	488	651
Individuals	542	166	708
Total	756	789	1545
Total Waitlist Unduplicated			421

SPP = Special Priority Applicant

Social Housing Centralized Waitlist (CWL) 2024 - 2025 Comparison Applications and Households Housing from the CWL

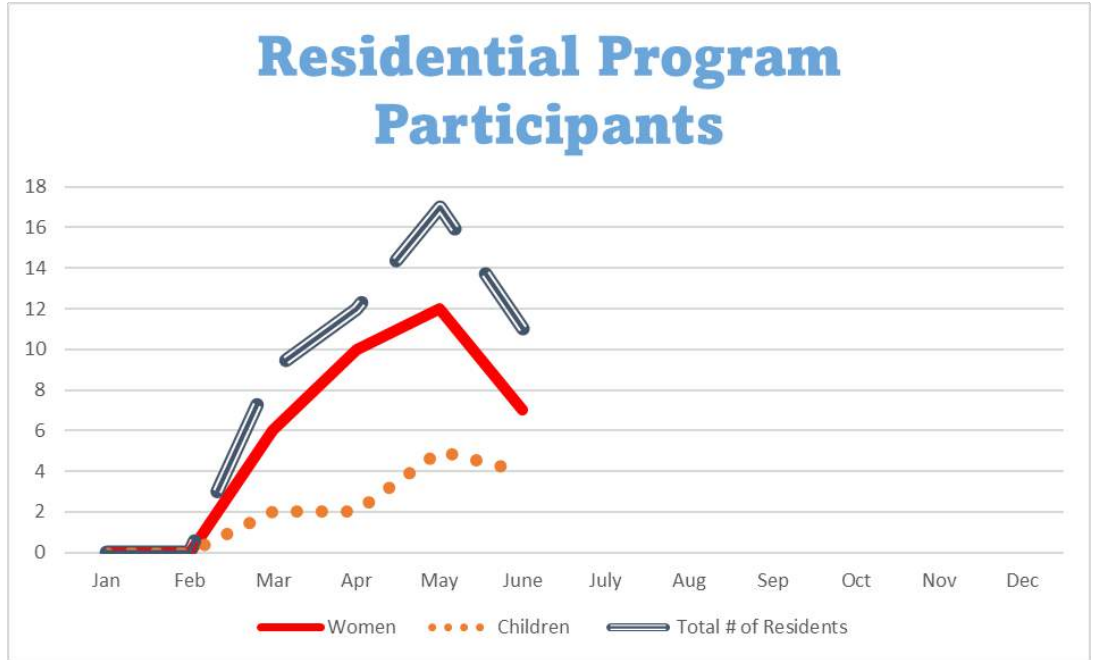
Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2025	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	3		2	1		Jan	9	0	0	2	
Feb	5		11	1		Feb	8	0	2	3	
Mar	7		3	3		Mar	9	1	4	1	
Apr	10	1	7			Apr	6	1	10		
May	4	1	5	1		May	11		1	2	
June	1		15	3		June	12	2	1	2	
July	9	1	19			July					
Aug	9	1	21			Aug					
Sept	6		16	2		Sept					
Oct	6		9	4		Oct					
Nov	10	1	17	3		Nov					
Dec	11		6	3	2	Dec					
Total	81	5	131	21	2	Total	55	4	18	10	0

In the month of June, there were 12 applications approved and added to the Centralized Waitlist; 2 applications were approved for special priority placement; 1 application was cancelled as the applicant is deceased, and 2 applicants were housed from the waitlist.

Esprit Place Family Resource Centre

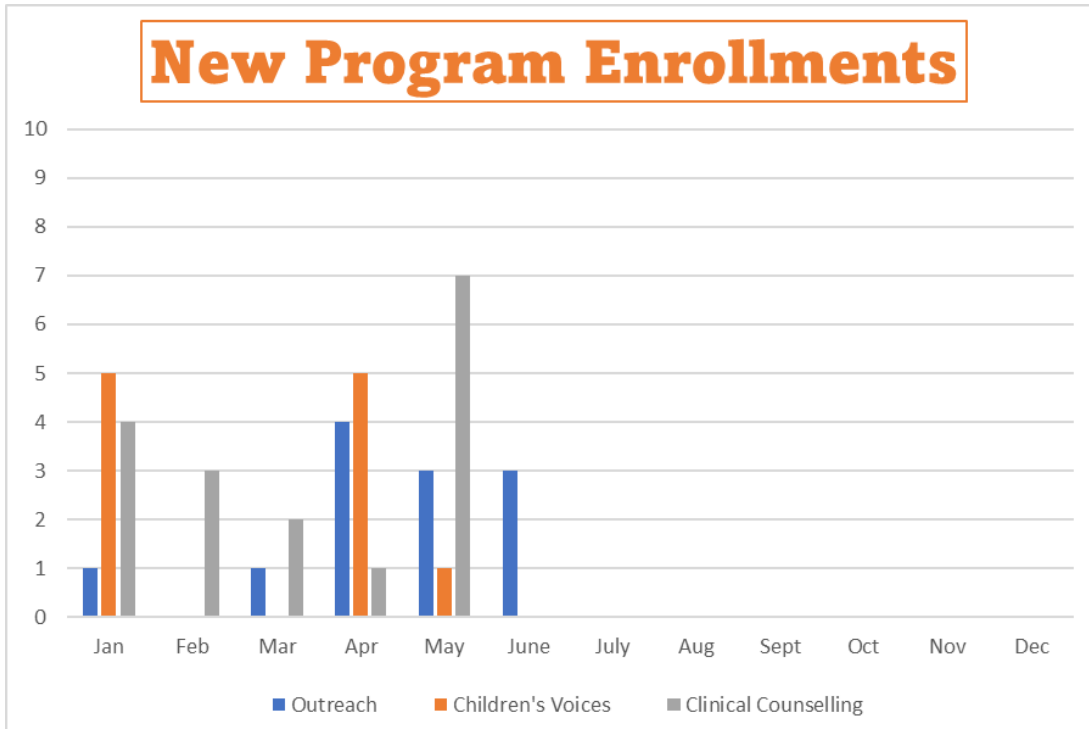


Esprit Place has been busy since its reopening in March. We spent most of May and June at 100% capacity in our residential program. Our revised programming has been fully implemented, and our new clinical counselling program is being well received by clients. Esprit Place and Income Support & Stability programs continue to strengthen their partnership to meet the diverse and changing needs of the clients that we serve. We have formalized joint protocols to strengthen the partnership and guide processes and procedures.



The Parry Sound Violence Against Women Coordinating Committee now has a strong, dedicated membership. The committee is planning a community event in the town of Parry Sound on Friday,

October 3rd, 2026. "Take Back the Night" is an event bringing people together to draw awareness to gender-based violence. Further details will be forthcoming.



Social Media Stats

Facebook –District of Parry Sound Social Services Administration Board	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Page Followers	713	721	731	738	749	749
Post Reach this Period (# of people who saw post)	4923	7739	3660	3159	11,121	11,941
Post Engagement this Period (# of reactions, comments, shares)	697	788	40	501	77	75

Facebook -Esprit Place Family Resource Centre	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Page Followers	214	217	220	225	225	225
Post Reach this Period (# of people who saw post)	608	998	1214	100	580	815
Post Engagement this Period (# of reactions, comments, shares)	12	65	94	22	10	0

DSSAB LinkedIn Stats https://bit.ly/2YyFHIE	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Followers	519	525	537	548	551	558
Search Appearances (in last 7 days)	72	131	187	371	205	132
Total Page Views	46	34	37	52	35	22
Post Impressions	1030	632	843	650	660	715
Total Unique Visitors	22	19	21	29	20	12

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Followers	101	103	104	104	105	107
# of accumulated posts	63	64	65	65	65	66

*NOTE: Facebook has started reporting reach and engagement differently as of June 2025



Summer Newsletter

Unit Inspections

To help keep our homes safe and well-maintained, our maintenance team will be carrying out routine unit inspections over the coming weeks. These inspections allow us to identify and address any issues early, ensuring your home stays in good condition. You will receive advance notice of the date and time for your inspection. We appreciate your cooperation and understanding as we work together to maintain a safe and comfortable living environment for everyone.

*Please note, pictures will be taken.



Air conditioners

Reminder that the \$50 annual air conditioner fee is due by July 31, 2025. If you live at Belvedere, this year is exempt.



(705) 746-7777

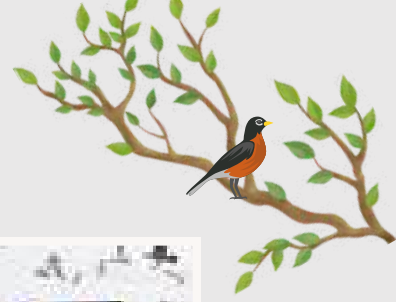


www.psdssab.org



1 Beechwood Drive, Parry Sound





Garbage tags/transfer information

Garbage tags are \$5 each and can be purchased at the following locations:

- Parry Sound Town office – 52 Seguin St., Parry Sound
- Transfer Station – 57 MacFarlane St. (Debit only) Parry Sound
- Hillcrest grocery – 108 William St. Parry Sound
- Village of South River Town Office, 63 Marie St. South River
- Macher Transfer Station – 483 Forest Lake Rd., South River
- Sundridge requires a landfill access card which can be purchased at the Township of Strong office at 110 Main St. Sundridge

Specified items and how many tags are needed can be found online on each Town's website.

Garbage & Lawn Maintenance

It is very important that all tenants place their garbage out only on the designated collection days and ensure it is placed on their own lawn or property area—not on a neighbour's, even if their space appears empty. **Under no circumstances should you use another tenant's lawn for garbage unless you have had a direct conversation with them and they have clearly agreed to it.** Respecting each other's space helps maintain a clean and considerate community. Going forward, maintenance staff will be monitoring the upkeep of lawns and general outdoor cleanliness. If a lawn or yard area is found to be in poor condition, a notice will be issued with a deadline to clean it up. If the area is not addressed by the given date, maintenance will arrange for the clean-up to be completed, and the cost will be charged to the tenant responsible.

Housing Maintenance Trailer



The housing trailer can also be available upon request. Please keep in mind that there will be a fee attached. To reserve the housing trailer, please call Cheryl in Maintenance at (705) 746-7777 ext. 5258 in Parry Sound, or Debbie (705) 386-2358 Ext. 5412 in South River

Tips from the Landfill

- Please take lids off any containers that will hold air, this will take less space in the shipping bin and make compacting easier.
- Please rinse cans and jars. NO FULL cans or jars of food in the recycling bin.
- Please empty compost out of plastic bags.
- We now bale hard cardboard with our Corrugated Cardboard (such as cereal boxes, pop cases, Kraft dinner boxes).
- Please note when dumping construction rubble or shingles, DON'T DUMP on the driveway or on sand (less chance of a flat tire).
- Please sort metal from rubble.
- Please only put clean wood on the burn pile (no plastic or furniture).

Free Dump Items



- Electronic waste
- Re-cyclables
- Scrap metal (including kitchen items without freon)
- Tires (without rims)
- Yard waste

Dump hours

- Machar Landfill – South River
OPEN TUE–SUN 9:30 am – 4:30 pm
- Strong Township Landfill
Sundridge– open Wednesday and Thursday from 9:00 pm to 5:30 pm
- MacFarlane St. Transfer Station – Parry Sound
open Mon, Wed, Friday, Saturday
7:30 – 4pm
- Brooks Road Waste Transfer Station – Seguin
Open 24 hrs/day



What goes in the Blue Box

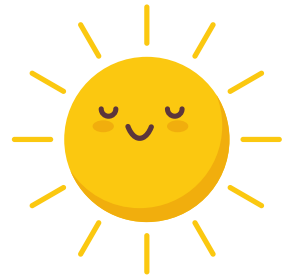
- Glass (Bottles/Jars)
- Metal Cans (food/drink)
- Plastic (pop bottles/detergent jugs etc.)
- Foil (trays/aluminum)
- Containers (margarine/peanut butter)

What goes in the Green Box

- Paper (bags/flyers)
- Cardboard (boxes/tubes)
- Cereal/Tissue boxes
- Newspapers
- Cartons (milk/juice/eggs)
- Magazines/ Phone books



HUGE



Word Search

AUGUST
BARBECUE
BASEBALL
BEACH
BIKE
BOAT
CAMP
FAMILY
FISHING
FLIGHT
FLIP FLOPS
FLOWERS
FRIENDS
GARDEN
HEAT
HOLIDAYS
HOT
HUMID
ICED TEA
INSIDE
JULY
JUNE
LEMONADE
OUTSIDE
PARK
PICNIC
PLAY
POOL
RELAX
SANDALS
SHORTS
SKATEBOARD
SOCCER
SUNSCREEN
SUNSET
SWIMMING
TAN
TANK TOPS
TENT
THEMEPARK
TOUR
TRAVEL
TRIP
VACATION
WATERPARK

F	R	I	E	N	D	S	O	C	C	E	R	U	I	F	F	L	S	L	T
C	H	O	T	D	K	F	A	M	I	L	Y	X	V	S	O	K	E	E	S
R	B	W	L	V	S	R	E	W	O	L	F	N	W	O	A	M	N	I	G
T	A	U	G	U	S	T	A	D	P	Y	P	I	P	T	O	T	P	A	K
A	S	V	S	E	O	D	Q	P	L	C	M	L	E	N	E	M	R	R	C
N	E	U	I	K	Y	G	I	U	E	M	Y	B	A	J	F	D	A	Z	B
K	B	I	C	I	I	N	J	M	I	M	O	D	V	Y	E	P	Z	H	W
T	A	T	E	B	N	I	G	N	U	A	E	R	Z	N	R	T	R	I	P
O	L	S	D	N	S	H	G	P	R	H	I	H	E	E	J	R	D	B	M
P	L	S	T	O	I	S	G	D	P	T	K	H	T	L	R	W	S	I	H
S	R	A	E	I	D	I	W	S	I	H	F	A	S	U	A	P	S	Q	O
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H	A	E	O	A	R	T	Y	A	N	Y	N	A	E	L	F	F	R	A	I
K	B	S	T	C	A	J	E	Q	I	S	R	U	F	D	L	P	O	O	D
R	G	N	R	A	M	B	P	X	C	B	E	P	A	I	I	K	H	B	A
A	T	U	A	V	W	M	J	R	E	G	I	N	G	R	X	S	S	I	Y
P	A	S	V	H	A	X	E	C	X	L	D	H	U	Z	U	H	T	D	S
R	N	T	E	C	K	E	U	D	F	X	T	G	Q	J	I	O	K	U	Z
I	V	C	L	E	N	E	J	V	S	L	A	D	N	A	S	A	T	P	O

The words appear UP, DOWN, BACKWARDS, and DIAGONALLY. Find and circle each word.





Summer Squash Pasta Skillet

Yield: 2 to 4 people



Cook Time: 20minutes mins

Total Time: 20minutes mins

Ingredients

8 ounces of your favorite pasta

¼ cup pine nuts

5 tablespoons unsalted butter

2 garlic cloves, minced

1 small zucchini squash, sliced into rounds

1 small summer squash, sliced into rounds

kosher salt

freshly cracked black pepper

4 ounces goat or feta cheese, crumbled

¼ cup fresh basil leaves



Instructions

Bring a pot of salted water to a boil and cook the pasta according to the directions.

While the pasta is cooking, heat a skillet over medium-low heat. Add the pine nuts. Toss and stir them until they are golden and fragrant, about 5 to 6 minutes. Remove from the heat immediately.

Heat a skillet over medium heat and add the butter. Whisk it constantly until brown bits begin to form on the bottom and the butter is golden. When that happens, add the garlic and squash rounds and toss to coat, then cook for 5 minutes until the zucchini softens.

Sprinkle it with salt and pepper.

The pasta should be finished by now, so add it to the skillet with the zucchini. Turn the heat to low. Toss the pasta and squash well, making sure everything is combined and has a bit of butter on it. Crumble in the goat cheese and toss it well. Add in another few cracks of fresh black pepper. Toss in the pine nuts.

Stir in the fresh basil and serve immediately.



Summertime Reminders...



Pools

As per your lease agreement, only small kiddie pools are allowed on the property. These pools must be emptied each night and should not be left unattended. Larger pools are not permitted due to safety concerns and potential damage to the property. Pools must not be over 13 inches high and 60 inches wide.



Picking up pet waste

With the warmer weather, it's more important than ever to clean up after your dogs right away. Dog waste left on the ground can quickly attract flies, create unpleasant odours, and even pose health risks to people and other pets. In the summer heat, these issues get worse fast. Please do your part to keep our community clean, safe, and enjoyable for everyone by picking up after your dog every time.



Please don't feed the wildlife

Feeding wildlife may seem kind, but it can actually do more harm than good. It encourages animals to become dependent on humans for food, can lead to aggressive behaviour, and often results in unhealthy diets for the animals. It can also attract pests and create safety issues in our community. For everyone's well-being—including the animals—please avoid feeding any wildlife.



UPCOMING EVENTS



2ND ANNUAL SUMMER BARBEQUE!

COME JOIN US FOR...

PARRY SOUND

SOUND COMMUNITY HUB
JULY 17, 2025 FROM 12-2PM

& SUNDRIDGE

LION'S PARK
JULY 24, 2025 FROM 12-2PM



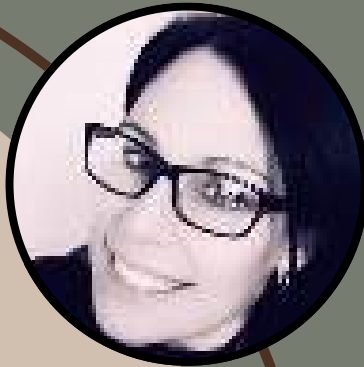
- food
- face painting
- fire truck water fun
- bracelet making
- rock painting
- community





Tahlia Holm - Supervisor

Please call either Amy, Paula
or Carrie regarding any
tenancy concerns or
complaints



Amy Eastaugh - South River,
Sundridge, Powassan & Callander
ext. 5423



Paula Collison - Parry Sound,
Magnetawan, & Burk's Falls ext.
5291



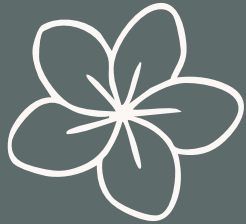
Martine Muzzi - Tenant Services
Support - First point of contact for
anything Tenant Services related



Carrie Holmes - All family
Units ext. 5283

Tenant Services Team





Maintenance Team



**Brooks Smith - Maintenance
Supervisor for all buildings**



Cherryl - Maintenance Support Worker

Cherryl is the first point of contact for any maintenance issues in Parry Sound & Magnetawan.

She is also the contact for new keys or Fobs in Parry Sound and Magnetawan. You can reach her at ext. 5258

Debbie - Maintenance Support Worker/ Tenant Services Support

Debbie is the first point of contact for any maintenance issues in Burk's Falls, Sundridge, South River, Powassan & Callander. She is also the contact for new keys or Fobs in Burk's Falls, Sundridge, South River, Powassan & Callander. You can reach her at ext. 5412



Stephanie - Community Relations Worker

Stephanie (Steph) is responsible for various maintenance projects, unit flips, move-in and move-out inspections as well as annual inspections for Parry Sound & Magnetawan. You can reach her at ext. 5271

Jennifer - Community Relations Worker

Jennifer is responsible for various maintenance projects, unit flips, move-in and move-out inspections, as well as annual inspections for Burk's Falls, Sundridge, South River, Powassan & Callander. You can reach her at ext. 5429



TRAILERS and other vehicles

Did you Know?

Trailers—including utility, camper, or recreational trailers—are **not** permitted to be parked in driveways or anywhere on the property at any time. In addition, any vehicles that are not insured or do not have valid license plates are strictly prohibited on the premises. These rules are in place to maintain safety, accessibility, and the overall appearance of our communities. If you currently have a trailer or an unplatd/uninsured vehicle on-site, please remove it immediately to avoid further action. We appreciate your understanding and cooperation.



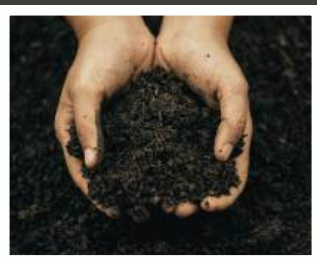
Garden Spotlight



One of our talented tenants recently built beautiful raised garden beds for his wife—and they're already thriving with fresh veggies and flowers! It's a great reminder how a little creativity and elbow grease can turn outdoor space into something special. If you've been thinking about starting a garden of your own, raised beds are a great, low-maintenance option!



Tips for raised garden beds:



Start with Great Soil

A mix of topsoil, compost, and potting soil gives plants a healthy start.



Pick a Sunny Spot

Most veggies and flowers love at least 6-8 hours of sunlight a day.



Water regularly

Raised beds can dry out faster than in-ground gardens, so check soil moisture often.

To: Council
From: Treasurer/Director of Corporate Services
Re: Record Retention By-law

RECOMMENDATION:

That the staff report regarding the Record Retention By-law be received; and that Council provide any comments to staff by September 10, 2025 for a final draft to be returned to the September 16, 2025 regular meeting.

ANALYSIS:

The Municipality's existing Record Retention By-law is significantly outdated; the current By-law was adopted in 2001, and is itself largely a carryover of the pre-amalgamation By-law approved by the Town of Powassan in 1981. The existing By-law no longer aligns with standards and best practices governing the retention and destruction of municipal records.

Simultaneously to this, staff have been working on an ongoing project to correct our internal file storage system, and implement a more standardized record keeping structure that is streamlined and simpler for current and future staff to navigate.

While the file setup project remains ongoing, the attached draft Record Retention By-law aligns with the framework of the new internal filing system. Retention periods have been updated for each class of documents, and an FOI class assigned to each as well.

Note that, under this By-law, authority over the management of the Municipality's records is assigned to the Clerk. This includes the authority to amend the retention schedule and create new, and/or eliminate classes of records, based on the evolving internal file structure and any new legislation or best practices that may emerge.

**THE MUNICIPAL CORPORATION OF THE MUNICIPALITY OF
POWASSAN**

BY-LAW #2025-XX

Being a by-law to establish schedules of retention and disposition for
all records maintained by the Municipality of Powassan.

WHEREAS Section 254 of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255 (2) of the *Municipal Act*, S.O. 2001, as amended, provides that a record of a municipality or local board may be destroyed in a retention period has been established and the retention period has expired, or the record is a copy of the original record;

AND WHEREAS Section 255 (3) of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

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

1. DEFINITIONS

“Clerk” means the person appointed by Council, or their delegate, to perform the duties of the Clerk.

“Destroy” means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists.

“Disposition” means the stage where records and information have been identified as having reached the end of their retention period and may be transferred to archival storage, destroyed, or returned to the control of the originating third party in an authorized manner.

“Files” has the same meaning as “records” and may be used interchangeably.

“FOI Designation” means the designation of a record in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

“Official Records” means recorded information in any format or medium that documents the Municipality’s business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the company in compliance with a legal obligation.

“Open Access” means records for which there are no restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*.

“Records” means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, architectural drawings, photographs, film, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.

“Retention Period” means the period of time during which records must be kept by the Municipality before they may be disposed of.

“Retention Schedule” means a control document that describes the Municipality’s records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the Municipality’s records.

“Review Access” means records for which there may be restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*. Additional review is required before access can be granted.

“Superseded” means a record that is kept for an indefinite period until it is replaced by an updated record.

“Transitory Records” means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Municipal policy or programs, such as:

- a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
- d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- e) Voicemail messages;
- f) Records that do not relate to Municipal business;
- g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- h) Duplicate stocks of obsolete publications, pamphlets or blank forms; and
- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

2. INTERPRETATION RULES

- a. For the purposes of this by-law and Schedule “A” attached hereto, “year” shall mean a full calendar year commencing January 1st and terminating December 31st, and the retention period commences on the later of the date the document has been created or authorized.
- b. That the Clerk of the Municipality shall have the authority to approve destruction of all records, provided they have been retained until the expiration of the retention period of this by-law.

3. RETENTION SCHEDULE

- a. The records retention schedule attached hereto as Schedule “A”, forms part of this by-law.
- b. The Clerk shall administer this by-law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.

4. EMPLOYEE RESPONSIBILITIES

- a. All Municipal employees who create, work with or manage records, shall:
 - a) Comply with the retention periods as specified in Schedule “A” attached hereto;
 - b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage;
 - c) Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference; and

- d) Ensure that Schedule “A” attached hereto is followed.

5. CLERK RESPONSIBILITIES

- a. To develop and administer policies and establish and administer procedures for managing records;
- b. Delegated authority to establish Classes of Records and retention periods for the Classes of Records, and to amend any Classes of Records and retention periods set out in Schedule “A”;
- c. Periodically review and make recommendations with respect to this by-law;
- d. Ensure that records are preserved and disposed of in accordance with the retention schedule; and
- e. To ensure that a record is kept of all records that are destroyed, with the exception of transitory records.

6. DISPOSITION OF RECORDS

The following principles shall govern the destruction of records:

- a. When there are no further business or legal reasons for retaining records, they shall be destroyed or expunged as appropriate;
- b. Records pertaining to pending or actual investigation or litigation shall not be destroyed;
- c. Records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain; and
- d. Copies of records may be destroyed at any time if the original records are being retained in accordance with Schedule “A”, attached hereto and forming part of this by-law.

7. IMPLEMENTATION

- a. This by-law rescinds By-law 2001-41.
- b. This by-law shall come into force and effect on the date of passing.

Read a First, Second and Third time, signed and the seal of the Corporation affixed thereto, and Finally passed in Council this 16th day of September, 2025.

MAYOR

CLERK

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THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

SCHEDULE “A” TO BY-LAW 2025-XX

RECORDS RETENTION SCHEDULE

ADMINISTRATION - A

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A00	ADMINISTRATION- GENERAL Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available. Specifically includes general photos, logos, contact information, and fax covers.	6 years	Review Access
A01	ACCESS CONTROL AND PASSWORDS Includes records relating to login information for software, websites, databases, and all other tools used by Municipality employees.	Superseded	Review Access
A02	ACCESSIBILITY Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons.	10 years	Review Access
A03	ANNEXATION AND AMALGAMATION Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities.	Permanent	Review Access
A04	ASSOCIATIONS AND ORGANIZATIONS Includes correspondence, minutes, agendas, notices, and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, Good Roads, etc. Excludes: Membership Fees- see F01	6 years	Review Access
A05	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of the municipality's buildings and properties, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, groundskeeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Excludes: Parks Management - see R06 Recreational Facilities - see R07	6 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
A06	COMPUTER SYSTEMS AND SOFTWARE Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: Acquisitions and Tenders- see F16		Superseded	Review Access
A07	FREEDOM OF INFORMATION Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act.		10 years	Review Access
A08	INFORMATION SYSTEMS Includes records relating to computer system operations and backup tapes. Includes activity logs, system changes, and server access data.		6 years	Review Access
A09	INTERGOVERNMENTAL RELATIONS Includes general records relating to the relationship between the Municipality and all other levels of government, including contact information.		5 years	Review Access
A10	MPAC- OWNERSHIP/TITLE CHANGES Includes email or Excel spreadsheet correspondence to MPAC regarding mailing address revisions, civic address updates, property sale notifications, etc.		1 year	Review Access
A11	OFFICE EQUIPMENT AND FURNITURE Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, etc. Excludes: Computer Systems and Software- see A06 Service Agreements- see L04		Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
A12	OFFICE SERVICES Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding internal printing and shredding services.		6 years	Open Access
A13	POLICIES Includes policy and procedure manuals, guidelines and directives.		Superseded	Open Access
A14	RECORDS DISPOSITION Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.		Permanent	Review Access
A15	RECORDS MANAGEMENT Includes records detailing proper management for Municipality records, regardless of medium. Excludes: Retention By-Law- see C02 Policies and Procedures- see A13 Records Disposition- see A14		Superseded	Review Access
A16	SECURITY Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as control of keys. Excludes: Vandalism Reports - see P09 Computer Security - see A01		5 years	Review Access
A17	STANDARD OPERATING PROCEDURES Includes guides for operating procedures and employee best practices. Also includes task lists and general information regarding annual reporting requirements and timelines,		Superseded	Review Access
A18	STAFF COMMITTEES & MEETINGS Includes records regarding the activities of staff meetings. Includes agendas and staff activity reports.		6 years	Review Access
A19	TELECOMMUNICATION SYSTEMS Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems. Excludes: Licenses- see P11 Assets- see F04 Agreements- see L04		Superseded	Review Access

	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
A20	TRAINING AND CONFERENCES Includes records regarding employee attendance at training events and major conferences. Also includes conference itineraries, registration forms, presentation documents, and requests for delegation. Includes skill development workshops and guidance documents. Excludes: Training and conference expenses- see F01 Employee training certificates- see H05		6 years	Review Access
A21	TRAVEL AND ACCOMODATION Includes records related to travel arrangements, itineraries, maps, authorizations, reservations, and rented vehicles. Excludes: Employee and Council expenses- see F01		6 years	Open Access
A22	VENDORS AND SUPPLIERS Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidder's information sheets. Excludes: Purchase Orders and Requisitions - see F15 Quotations and Tenders- see F16 Office Equipment - see A11 Fleet Management - see V01		2 years	Open Access

COUNCIL, BOARDS AND BY-LAWS - C

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
C00	COUNCIL, BOARDS AND BY-LAWS – GENERAL Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
C01	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments by Council of staff and council members.		Term of Council + 2 years	Review Access
C02	BY-LAWS- MUNICIPALITY OF POWASSAN Includes signed final versions of the Municipality's by-laws, along with all amendments and attachments that are legally part of the by-laws. Excludes: Background information - file by subject		Permanent	Open Access
C03	BY-LAWS- OTHER MUNICIPALITIES Includes final versions of by-laws passed by other municipalities which are of interest to the Municipality.		Transitory	Open Access
C04	CLOSED MEETINGS Includes notes from Closed Council sessions and meeting minutes.		Permanent	Review Access
C05	CONFLICT OF INTEREST Includes the conflict-of-interest register, declaration of pecuniary interest forms, and other documents regarding real or perceived conflicts of interest.		Permanent	Review Access
C06	COUNCIL AGENDA Includes agenda of Council meetings as well as working notes used in agenda preparation.		6 years	Open Access
C07	COUNCIL MEETINGS Includes notices of meetings, correspondence registers, action lists, attendance sheets, and delegation forms.		Permanent	Open Access
C08	COUNCIL MINUTES Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. Encompasses minutes for regular, special, public, and tri-council meetings. Excludes: Closed meetings –see C04		Permanent; rough notes 6 years	Review Access
C09	COUNCIL COMMITTEE AGENDA & MINUTES Includes notices of meetings and agenda for committees of Council as well as working notes used in agenda preparation. Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.		6 years	Review Access
C10	ELECTIONS Includes returned notices, lists of officials, voters' list, nominations, election results, and preliminary voters lists. Also includes advertising.		As per Elections Act	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
C11	ELECTIONS - COUNCILLORS & CANDIDATES Includes financial forms, nomination records, and oaths taken by council members.		Permanent	Review Access
C12	RECORDINGS OF COUNCIL MEETINGS Includes audio and/or visual recordings of meetings of Council.		Term of Council + 1 year	Open Access
C13	REPORTS TO COUNCIL Includes all reports to Council.		Permanent	Review Access
C14	RESOLUTIONS AND MOTIONS- MUNICIPALITY OF POWASSAN Includes final signed versions and rough notes of motions and resolutions of Council.		Term of Council + 1 year	Review Access
C15	RESOLUTIONS- OTHER MUNICIPALITIES AND BOARDS Includes final signed versions of resolution passed by other municipalities which are of interest to the Municipality. Also includes resolutions passed by joint boards administered outside of the municipality.		6 years	Open Access
C16	TRAINING AND ORIENTATION Includes records relating to the orientation and training of members of Council.		6 years	Review Access

DEVELOPMENT AND PLANNING - D

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
D00	DEVELOPMENT AND PLANNING - GENERAL Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
D01	AGRICULTURE DEVELOPMENT Includes all records regarding agricultural growth and development.		Permanent	Review Access
D02	COMMUNITY IMPROVEMENT PROJECTS Includes records, studies, statistics, and any other required background information with respect to community improvement projects. Includes applications and related records.		Permanent	Review Access
D03	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: Vital Statistics - see L13		10 years	Open Access
D04	DIGITAL MAPPING - CGIS Includes all records used to produce maps and updates in a digital format.		Permanent	Open Access
D05	EASEMENTS Includes all records on Rights of Way and Easements concerning municipal ownership of private lands. Excludes: Original Agreements - see L05		Permanent	Review Access
D06	ECONOMIC DEVELOPMENT/COMMUNITY DEVELOPMENT OFFICER Includes records regarding the growth of the economy. Includes studies, statistics, projections, community development programs. Examples include neighbourhood improvement programs, BIA, etc. Excludes: Demographic Studies - see D03 Residential Development - see D17 Tourism Development - see D22 Industrial/Commercial Development - see D10		10 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
D07	ENCROACHMENTS Includes all records regarding private properties encroaching on municipal lands, including encroachment permits, surveys, and any other related documentation. Excludes: Original Agreements - see L04 Original Encroachment By-laws - see C02	Permanent	Review Access
D08	ENVIRONMENT PLANNING Includes records regarding general types of environmental studies with a long-range planning emphasis, such as flood control planning, parks and open spaces planning and waste management planning.	Permanent	Review Access
D09	HAZARD LANDS Includes records regarding flood plains, slope stability, quick clay and karst.	Permanent	Review Access
D10	INDUSTRIAL/COMMERCIAL DEVELOPMENT Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Permanent	Review Access
D11	MINOR VARIANCES Includes records related to the granting of minor variance to the zoning by-law by the committee of adjustment.	Permanent	Review Access
D12	MUNICIPAL ADDRESSING / CIVIC NUMBERS Includes records regarding requests for and assignment of new subdivision, road dedications, and other street names and numbers. May include correspondence, reports, drawing and copies of related by-laws.	Permanent	Open Access
D13	NATURAL RESOURCES Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. Also includes aggregate reports for Municipality quarries.	Permanent	Review Access
D14	OFFICIAL PLANS Includes the official plan and amendments to the official plan, background reports, notes and research. Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development and specific redevelopment.	Permanent	Open Access
D15	OFFICIAL PLAN AMENDMENT APPLICATIONS Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions. Excludes: OMB hearings and decisions- see L01	Permanent	Review Access
D16	REFERENCE PLANS Includes Registered Deposit Plans (RP), site plans, and property survey plans as received from Registry Office. May include correspondence.	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
D17	RESIDENTIAL DEVELOPMENT Includes records regarding the availability of housing, general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Permanent	Review Access
D18	SEVERANCES Includes records regarding the granting of severances to parcels of land, including applications for severance.	Permanent	Review Access
D19	SHORE ROAD/ROAD ALLOWANCES Includes all records regarding the sale or granting of municipal shore road or road allowances.	Permanent	Review Access
D20	SITE PLAN APPROVAL/CONTROL Includes records relating to the provision of services to individual land sites, including site plan agreements, water, sewage, utility approvals, comments, and correspondence.	Permanent	Review Access
D21	SUBDIVISION AND CONDOMINIUM PLANS Includes records regarding the approval of plans of subdivisions and condominiums. Includes drawings, technical reports, correspondence, written comments, working notes background information and applications.	Permanent	Review Access
D22	TOURISM DEVELOPMENT Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Permanent	Review Access
D23	ZONING BY-LAW Includes records and standards regarding the designation of zones for land use planning purposes.	Permanent	Open Access
D24	ZONING BY-LAW AMENDMENT APPLICATIONS Includes records regarding the granting of amendments to the zoning by-law.	Permanent	Review Access

ENVIRONMENTAL – E

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
E00	ENVIRONMENT AND PUBLIC SAFETY – GENERAL Includes records which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
E01	ENVIRONMENTAL ASSESSMENTS Includes: Records relating to Municipal Class Environmental Assessments, including Master Plans and Individual Environmental Assessments. Documents include studies and reports, environmental planning records, engineering plans, records of stakeholder consultations and correspondence.	Permanent	Review Access
E02	FUEL PIPELINES Includes: Records relating to oil/multiproduct and natural gas pipelines such as environmental and safety plans, notifications inspection results. Correspondence and project updates for pipeline upgrades, changes, integrity digs, flow reversals and new pipeline locations/routes from distributors. May also include copies of Council reports, National Energy Board submissions and decisions. Excludes: Utilities – see O09	15 Years	Review Access
E03	HAZARDOUS MATERIALS /WASTE Includes records on the disposal of hazardous waste, copies of manifests, and the Municipality's agreements for HWIN disposal. Excludes: Waste Management – see O11	6 Years	Review Access
E04	MUNICIPAL WELLS Includes: Records include geodetic surveys of Municipal wells, GUDI (Groundwater Under Direct Influence) studies, municipal well complaints, Hydrogeologic reports, maintenance and de-commissioning records. Also includes any other studies or reports relating to the Municipal Water Supply Wells.	15 Years	Review Access

FINANCE AND ACCOUNTING - F

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
F00	FINANCE AND ACCOUNTING - GENERAL Includes all general correspondence and records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.		7 years	Review Access
F01	ACCOUNTS PAYABLE Includes records documenting funds payable by the municipality, such as paid invoices, cheque stubs, rebates, levies payable, payment register reports, online banking payments and EFT payments. Includes all employee and Council expenses including travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. Also includes credit card information. Excludes: Cancelled Cheques - see F05		7 years	Review Access
F02	ACCOUNTS RECEIVABLE Includes records documenting funds owing to the municipality, such as invoices and billing listings. Excludes: Write-offs - see F26 Tax Assessments, Rolls and Tax Arrears - see F23 Tax Collection- see F22		7 years	Review Access
F03	ASSESSMENT REVIEW BOARD Includes records relating to Requests for Reconsideration, Tax Credit Records, Assessment Review Board decisions, etc.		Permanent	Review Access
F04	AUDITS Includes records regarding internal and external financial audits of accounts, and the municipal asset registers. Excludes: Audited Financial Statements - see F08		Permanent	Review Access
F05	BANKING & CHEQUES Includes records regarding banking transactions and relationships with banks. Includes bank statements, reconciliations, and deposit records. Includes all cancelled cheques issued and NSF cheques.		10 years	Review Access
F06	BUDGETS AND ESTIMATES Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes budget variance reports and control files.		7 years	Review Access
F07	CORRESPONDENCE Includes miscellaneous correspondence applicable to the Treasury Department.		7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
F08	FINANCIAL STATEMENTS Includes the Balance Sheet, Income Statement, Annual Financial Reports, and Statement of Source and Application of Funds. Also includes audited financial statements and FIRs. Excludes: All working notes, calculations and background documentation - see F25	Permanent	Review Access
F09	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry.	Permanent	Review Access
F10	GRANTS AND LOANS Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, and subsidies. Also includes submissions, acknowledgements, and reports.	7 years	Review Access
F11	HST REBATES Includes quarterly HST rebate applications and supporting documentation.	7 years	Review Access
F12	INVESTMENTS Includes records regarding the Municipality's investments, term deposits, and promissory notes.	6 years	Review Access
F13	JOURNAL VOUCHERS Includes completed journal voucher forms, input forms and all background documentation used to substantiate journal entries.	Permanent	Review Access
F14	PSAB Includes records relating to the implementation of PSAB standards and guidelines.	Permanent	Review Access
F15	PREAUTHORIZED PAYMENTS Includes records relating to the Municipality's Tax, Utility, and other Preauthorized Payment Plans. Includes application forms, receipt summaries, and banking submission reports.	Permanent	Review Access
F16	PURCHASE ORDERS AND REQUISITIONS Includes purchase order and requisition forms and all supporting documentation.	7 years	Review Access
F17	QUOTATIONS AND TENDERS Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, invitations to Tender, Proposals, Tender Submissions, and all documentation regarding the selection process.	7 years	Review Access
F18	RECEIPTS Includes General and Tax Receipts issued for payment of items.	7 years	Review Access
F19	RESERVE FUNDS Includes records documenting obligatory and or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects and information systems.	7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
F20	REVENUES Includes records regarding the generation of revenues other than taxes such as development charges.		10 years	Review Access
F21	SCHOOL BOARD LEVIES Includes files on annual school board and education levies paid by the Municipality of Powassan		6 years	Review Access
F22	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, cash books and Receipt Journals, Tax Logs, Payroll Journals, Cheque Registers and Debenture Registers. Excludes: Documents and vouchers used to support entries - see F13		Permanent	Review Access
F23	TAX BILLINGS Includes records relating to the billing of property taxes, including assessment downloads from MPAC, supplemental, interim and final billings, property assessment data files and MuniSoft or software documentation.		10 years	Review Access
F24	TAX ROLLS AND RECORDS Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards, tax ledger cards, MPAC correspondence, property owner correspondence, and tax collector's rolls.		Permanent	Review Access
F25	TRUST FUNDS Includes records regarding funds established by the municipality for money held in trust.		Permanent	Review Access
F26	UTILITY BILLING Includes correspondence, meter readings, account charges, adjustments, lawyers' letters, new account files, water/sewer applications, and water meter installation order and collection reports		10 years	Review Access
F27	WORKING PAPERS Includes all working notes, calculations and background documentation used to calculate financial statements.		7 years	Review Access
F28	WRITE-OFFS Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.		7 years	Review Access

HUMAN RESOURCES - H

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
H00	HUMAN RESOURCES – GENERAL Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
H01	ATTENDANCE AND SCHEDULING Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, sick leave, etc. Excludes: Individual Time Sheets - see H10		7 years	Review Access
H02	BENEFITS Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information.		7 years	Review Access
H03	CLAIMS Includes records regarding claims to WSIB or Insurance carriers for lost time incidents, accidents, or LTD.		Permanent	Review Access
H04	DISABILITY MANAGEMENT – AODA Includes all records related to AODA, accessibility standards, complying with standards, municipal accessibility and Human Rights Code.		Permanent	Review Access
H05	EMPLOYEE RECORDS Includes records regarding the employment history of municipal employees. Includes initiation resumes and applications, criminal background checks, oaths of office, performance evaluations, drivers' abstracts, correspondence with the employee, training and professional development, return to work plans, and employee assistance. Includes full time, part-time, student employees and volunteers.		Permanent	Review Access
H06	GRIEVANCES / HARASSMENT / VIOLENCE Includes records detailing with grievance, harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the complaint, investigation, reports and final resolution.		Permanent	Review Access
H07	HEALTH AND SAFETY Includes records regarding the occupational health and safety of staff. Includes accident reports, WSIB reports, first aid training, and information on health and safety programs for staff.		Permanent	Review Access
H08	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.		7 years	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
H09	ORGANIZATION Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.		Permanent	Review Access
H10	PAYROLL Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, OMERS, EHT, source deductions, T4 Slips, payroll registers, remuneration records and Statistics Canada reports. Includes annual earning summaries for municipal employees. Also includes honoraria and fees to Council.		Permanent; time sheets 7 years	Review Access
H11	PENSION RECORDS – OMERS Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. Excludes: Deductions for pensions - see H10 Payments made to OMERS - see H10		Permanent	Review Access
H12	RECRUITMENT Includes records regarding the recruitment of staff. Includes internal and external job postings, copies of advertisements, resumes received, interview records, orientation documents, rejection letters, etc. Excludes: Applications for hired staff- see H05		5 years	Review Access
H13	RECOGNITION AND LONG SERVICE AWARDS Includes records regarding employee recognition programs, including long service awards, appreciation dinners, and service time reports.		7 years	Review Access
H14	RECORD OF EARNINGS Includes annual earning summaries for municipal employees.		Permanent	Review Access
H15	SALARY PLANNING Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary grids, salary surveys, and schedules. Also includes any reference material retained regarding issues related to pay equity.		Permanent	Review Access

LEGAL AFFAIRS - L

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
L00	LEGAL AFFAIRS – GENERAL Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.		Permanent	Review Access
L01	APPEALS AND HEARINGS Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by Ontario Municipal Board (OMB), regulatory bodies and boards. Excludes: Litigation - see L02 or L03		Permanent	Review Access
L02	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation made by other parties against the municipality .		Permanent	Review Access
L03	CLAIMS BY THE MUNICIPALITY Includes all litigation made against other parties by the municipality. Includes insurance claims and by-law enforcement and prosecutions.		Permanent	Review Access
L04	CONTRACTS AND AGREEMENTS – SIMPLE Includes contracts and agreements which do not require by-law approval, such as equipment rental/service contracts and vehicle lease/purchase agreements.		10 years	Review Access
L05	CONTRACTS AND AGREEMENTS - UNDER BY-LAW Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, original agreements, collective agreements, writs, and third party agreements. Also includes agreements regarding easements, encroachments, area way, laneways and municipal property rentals. Excludes: Office Equipment Maintenance Agreements - see L04 Contracts regarding Land Sales - see L08 Fire Agreement with MNRF- see E04 Tenders - see F16 Insurance Policies - see L07		Permanent	Review Access
L06	FEDERAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which impacts or of interest to the municipality .		Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
L07	INSURANCE APPRAISALS AND POLICIES Includes appraisals of municipal property for insurance purposes. Also includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L05	15 years after expiry	Review Access
L08	LAND ACQUISITION AND SALE Includes records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	Permanent or Superseded +10 Years	Review Access
L09	MOE LICENCES & PERMITS All licences and permits issued by the Ministry of Environment and the Ministry of Natural Resources, including HWIN and manifests.	Permanent	Review Access
L10	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Permanent or Superseded	Review Access
L11	PRECEDENTS Includes records regarding judgments and decisions which may impact the municipality's position in actual or potential legal matters.	Superseded	Review Access
L12	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which impacts or are of interest to the municipality.	Superseded	Open Access
L13	VITAL STATISTICS Includes registers of births, deaths and marriages within the municipality.	Permanent	Review Access

MEDIA AND PUBLIC RELATIONS - M

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
M00	MEDIA AND PUBLIC RELATIONS – GENERAL Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
M01	ADVERTISING / NEWS RELEASES Includes records regarding public advertising in magazines, newspapers, radio, television and transit. Excludes: Recruitment - see H12 Elections - see C10		6 years	Open Access
M02	COMPLAINTS, COMMENDATIONS & PETITIONS Includes records regarding commendations, requests for information, petitions and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. Excludes: Accessibility of Records (FOI) - see A07		6 years	Review Access
M03	NEWS CLIPPINGS Includes clippings from newspapers, information from journals and other printed media.		6 years	Open Access
M04	PUBLICATIONS Includes typed manuscripts, artwork, history books, newsletters, trade shows, current events, business directories, maps, etc.		Superseded	Open Access
M05	SPEECHES AND PRESENTATIONS Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.		6 years	Open Access
M06	WEBSITE AND SOCIAL MEDIA CONTENT Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.		Superseded	Open Access

OPERATIONS - O

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
O00	OPERATIONS – GENERAL Includes records relating to Municipal Operations which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
O01	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of regional buildings, leased and owned such as correspondence and copies of work orders. Also includes records on renovations and Property Damage Reports Excludes: Inspection Reports – Building and Structural - see O03		6 years	Review Access
O02	FACILITY DESIGN AND CONSTRUCTION Includes records for the planning and construction of municipal facilities such as fire stations, pools, community centres, and office buildings. Includes site meetings, geotechnical testing, surveys, consultant's reports, and cost reports. Also includes architectural and engineering drawing, operator manuals, and warranty information.		Permanent	Review Access
O03	INSPECTION REPORTS – BUILDING AND STRUCTURAL Includes inspection reports for Municipal facilities such as building, plumbing, fire prevention, and other structural inspections. Also includes monthly facilities/premises inspections.		6 years	Review Access
O04	OPERATIONAL INSPECTIONS Includes flooding reports, catch basin cleaning records, CCTV sanitary sewer inspection report, Dye testing, hydrant inspection and maintenance record, hydrant/water flushing, sewer cleaning reports, mainline valve inspection, sewer maintenance hole inspection, water service box inspection, temporary service connections.		6 years	Review Access
O05	SANITARY/STORM SEWER MAINTENANCE Includes records relating to the inspection and maintenance of sanitary/storm sewers and drains such as sewer cards, history of dip ups and drawings.		Permanent	Review Access
O06	SEWAGE FACILITIES Includes records regarding the operation of pumping stations and lagoons. Also includes sludge management.		10 Years	Review Access
O07	SITE PLAN APPLICATIONS/SERVICING Includes requests for entrances to municipal roads for properties abutting municipal roads, water, and sanitary sewer services and storm sewer services when located within a road allowance or easement usually for commercial and industrial land.		Permanent	Review Access
O08	SOIL REPORTS Includes Soil Reports for Material Testing.		Permanent	Review Access
O09	UTILITIES Includes records regarding electrical power, water, and gas consumption such as monthly summary sheets. Excludes: Utility Locates – see O10 Green Energy Plan – see A13		6 Years	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
O10	UTILITIES – LOCATES Includes forms, which are required prior to digging, which show where any public service is located. Excludes: Utility Applications and Plans – see F26 Water/Wastewater Maintenance – see O15		7 Years	Review Access
O11	WASTE MANAGEMENT OPERATIONS Includes records regarding the day-to-day operations and monitoring of activities for the Landfill, Commercial Garbage Collection, and Recycling program. Includes shift reports, site records, monthly summary reports, material records, weigh and lift tickets and scale house reports. Also includes customer lists and records regarding landfill passes and credit agreements. Excludes: Waste reduction programs – see O12		10 years	Review Access
O12	WASTE REDUCTION PROGRAMS Includes information on grass cycling, bag limits, recycling, re-use, organics, etc. Also includes correspondence and program documentation. Excludes: Waste Management Operations – see O11		5 years	Review Access
O13	WATER/SEWER REPAIRS OR NEW INSTALLATION Includes hydrant installation (damaged, broken or new), Mainline Valve Repairs, Sanitary/Lateral Relines, Sewer Maintenance Hole Repairs and Water Service Box Repairs		Permanent	Review Access
O14	WATER FACILITIES Includes records regarding the operation of pumping stations and storage facilities. Includes correspondence, reports, plant flows, log sheets and calibration records.		10 Years	Review Access
O15	WATER/WASTEWATER MAINTENANCE Includes records regarding the maintenance of watermains, water meters, tanks, pipelines and related facilities and equipment. Also includes watermain breaks and repairs and fire flow tests for hydrants.		6 Years	Review Access

PROTECTION AND ENFORCEMENT SERVICES - P

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
P00	PROTECTION AND ENFORCEMENT SERVICES – GENERAL Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
P01	BUILDING AND STRUCTURAL INSPECTIONS Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Excludes: By-law Enforcement - see P03 Playground Equipment - see R07		Permanent	Review Access
P02	BUILDING PERMITS Includes permits issued to builders, contractors and residents giving them permission to build, renovate or demolish. Original permits to be filed with the tax roll file. Plans/Drawings may be filed separately with Code P02.		Permanent	Review Access
P03	BY-LAW ENFORCEMENT Includes records of municipal efforts to enforce by-laws such as orders to comply, stop work orders, working notes, correspondence, exhibits, photographs, etc. Also includes animal control orders such as dogs running at large and barking dogs. Excludes: Prosecution and claims by the municipality - see L03		Permanent	Review Access
P04	CBO Includes CBO agreements, compliance letters, inspection reports, and other documents relating to duties performed by the Chief Building Official.		6 years	Review Access
P05	EMERGENCY PLANNING Includes records regarding the planning and rehearsal of emergency measures. Includes emergency plans, mutual aid plans, training records, CEMC records, business contingency planning, and subject correspondence.		6 years	Review Access
P06	EMS INCIDENT, ACCIDENT, STATISTICS REPORTS Records associated with EMS incidents, accidents and statistical reporting.		6 years	Review Access
P07	HAZARDOUS MATERIALS Includes information and reports on chemical and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. May include HAZMAT information. Excludes: Staff Safety Training - see H07		Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
P08	HEALTH AND SAFETY INSPECTIONS Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's inspections.	Superseded Minimum 1 year	Review Access
P09	INCIDENT/ACCIDENT REPORTS Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: Security - see A16 Accidents of Staff - see H03 Vehicle Accidents - see L02 or L03	6 years	Review Access
P10	INVESTIGATIONS Includes records and reports of investigation pertaining to law enforcement (OPP), traffic accidents, ambulance, and firefighting activities.	Permanent	Review Access
P11	LICENCES AND PERMITS Includes records regarding licences administered by or required by the municipality or required by the province, such as licensing for dog kennels, dog tags, businesses, lotteries, and trailers. Also includes applications and copies of other permits administered by or required by the municipality, including special event permits, entrance permits, etc. Excludes: Burial permits- see S01 Building permits- see P02	7 years	Review Access
P12	WILDLIFE DAMAGE COMPENSATION PROGRAM Includes records regarding claims made by residents under the WDCP, including application forms, supporting documentation, photographs, program guidelines, T4002 forms, and government correspondence.	Permanent	Review Access
P13	FIRE CALLS Includes all records relating to fire calls, including OEFM incident reports, call records, structure fire damage summary reports, and termination reports.	Permanent	Review Access
P14	FIRE DEPARTMENT REVIEW Includes records regarding OFMEM reviews of the fire department operations.	Permanent	Review Access
P15	MOTOR VEHICLE COLLISIONS Includes records regarding MTO claim forms, damage estimates, collision reports, and payment remittance receipts.	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
P16	MNRF AGREEMENT Includes records relating to the Forest Fire Management agreement with MNRF.		Superseded + 1 year	Review Access
P17	NOTICES Includes records regarding internal and external notices, including public safety orders, fire rating signs and explanations, carbon monoxide warnings, and burning rules.		7 years	Open Access
P18	OCCUPATIONAL HEALTH AND SAFETY Includes records relating to the health and safety of fire department employees, including the PTSD prevention plan, aerial inspections, safety plans, and MTO inspection requirements.		Superseded	Review Access
P19	SET FINE ORDERS Includes records relating to the issuance of set fine orders.		7 years	Review Access
P20	COMMUNITY SAFETY AND WELL BEING Includes records relating to the planning, development, and implementation of the Municipality's Community Safety and Wellbeing Plan		Superseded + 1 year	Review Access

RECREATION AND CULTURE - R

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
R00	RECREATION AND CULTURE - GENERAL Includes records regarding recreation and cultural services, which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
R01	CEREMONIES AND EVENTS Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day, Maple Syrup Festival, Parades and Fall Fairs. Also includes records regarding the set up and running of special events.		6 years	Review Access
R02	FACILITIES BOOKINGS Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.		6 years	Review Access
R03	HERITAGE PRESERVATION Includes records regarding the preservation and management of heritage and historical resources. Includes photographs and designations of buildings, districts, and cemeteries.		Permanent	Open Access
R04	LIBRARY SERVICES Includes records regarding the operation of libraries.		6 years	Review Access
R05	MUSEUM AND ARCHIVAL SERVICES Includes museum programming, activity reports, archival operations, conservation information and related records.		6 years	Review Access
R06	PARKS MANAGEMENT Includes correspondence, description, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. May include maps and plans.		6 years	Review Access
R07	RECREATIONAL FACILITIES Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres.		6 years	Review Access
R08	RECREATIONAL PROGRAMMING Includes applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.		6 years	Review Access

SOCIAL AND HEALTHCARE SERVICES - S

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
S00	SOCIAL AND HEALTH CARE SERVICES - GENERAL Includes records regarding social and health care services which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
S01	CEMETERY RECORDS Includes burial permits, maps, plot ownership records, interment registers, indexes, cemetery board documentation and related records to the property.		Permanent	Review Access
S02	EASTHOLME (HOMES FOR THE AGED) Includes records regarding individual residents of homes for the aged.		20 years	Review Access
S03	HEALTH UNIT Includes correspondence, applications, general information, reports, and related records to the local healthcare facility. Also includes public health stickers and water testing results.		6 years	Review Access
S04	SOCIAL ASSISTANCE PROGRAMS Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing.		10 years	Open Access

TRANSPORTATION SERVICES - T

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
T00	TRANSPORTATION SERVICES - GENERAL Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.		7 years	Review Access
T01	BRIDGES Includes estimates, studies and other records regarding projects specifically for bridge construction, repairs, maintenance and replacement.		Permanent	Review Access
T02	CVOR (Ministry of Transportation) Includes records and documentation regarding commercial vehicle operators' registration. Includes level 1 (Public) and Level 2 (Carrier).		10 years	Review Access
T03	DRIVER'S LOG BOOKS Includes driver's log books and related documentation.		7 years	Review Access
T04	PATROL RECORDS Includes records and documentation relating to road patrols within the Municipality of Powassan.		7 years	Review Access
T05	PITS AND QUARRIES Includes records relating to the pits and quarries operated by or in the Municipality. Also includes documentation related to the Aggregate Resources Act, including licensing and extraction records. Excludes: Aggregate Reports- see D13		Permanent	Review Access
T06	ROAD COMPLAINTS Includes records and reports regarding road complaints and public works incident reports.		7 years	Review Access
T07	ROAD CONSTRUCTION Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, permanent closures, road studies, etc. Excludes: Design and Planning - see T08 Minor improvements, road maintenance - see T09		Permanent	Review Access
T08	ROAD DESIGN AND PLANNING Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes MTO and Highway 11 expansion records.		Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATIO
T09	ROAD MAINTENANCE Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to road surfaces, road need studies, calcium application, curbs and sidewalks, cycle ways, footpaths, etc. Also includes grading, plowing and sanding of roads and snow removal and cleaning.	7 years	Review Access
T10	SIGNS AND SIGNALS Includes records and studies regarding the manufacture, installation, and maintenance of signs and signals.	Permanent	Review Access
T11	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, traffic counts, accident statistics and related records. Also includes temporary road closure and load restriction notices.	7 years	Review Access
T12	WEATHER REPORTS Radar returns and internet-based weather reports for road maintenance purposes. Also includes MNR water level advisories.	7 years	Review Access

VEHICLES AND EQUIPMENT - V

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
V00	VEHICLES AND EQUIPMENT - GENERAL Includes records regarding vehicle and equipment which cannot be classified elsewhere. Use only if no other heading is available.		7 years	Review Access
V01	FLEET MANAGEMENT Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, registration and disposal. Also includes fuel summary reports. Excludes: Insurance policies - see L07 Accident claims - see L02, L03 Leases/Contracts - see L04		Termination of lease/disposition of vehicle + 1 year	Review Access
V02	MOBILE EQUIPMENT Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, steamers, snow blowers, sanders, etc.		Disposition of equipment + 1 year	Review Access
V03	PROTECTIVE EQUIPMENT Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as safety goggles, welding masks, safety boots, etc.		Disposition of equipment + 1 year	Review Access
V04	TRANSPORTABLE EQUIPMENT Includes records regarding equipment such as lawnmowers, hoses, weed-eaters, drills, and other small shop tools.		Disposition of equipment + 1 year	Review Access
V05	TRUCK HIRE REPORTS Includes records and related correspondence regarding the hiring of trucks and contractors to assist the Roads Department.		7 years	Review Access
V06	TRUCK INSPECTION REPORTS- NO WORK ORDER Includes all records regarding truck inspection reports where there is no work order.		6 months	Review Access
V07	TRUCK INSPECTION REPORTS- WORK ORDERS Includes all records regarding truck inspection reports which resulted in a work order.		Disposition of equipment + 1 year	Review Access

SCHEDULE “A” TO BY-LAW NO. 2025-XX

PURCHASING POLICIES AND PROCEDURES
FOR THE
MUNICIPALITY OF POWASSAN

SEPTEMBER 2025

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SECTION 1

DEFINITIONS & INTERPRETATION

Defined Terms: Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this section. Where any word is ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts. For example, the noun “Disposal” is defined. If it appears in its verb form, “Dispose”, with its initial letter capitalized, the definition applies with the appropriate amendment understood.

“Acquisition Method” means the process by which goods or services are procured. The Acquisition Method applied must correspond with the Acquisition Process provided herein.

“Administrator” means the head of the Municipal Administration.

“Award” mean authorization to proceed with the purchase of goods, services, and/or construction from a chosen supplier.

“Bid” means an offer or submission from a vendor in response to a request for quotation, tender, or proposal, which is subject to acceptance or rejection.

“Bid Bond” means the form of security required by the terms and conditions of Bid Solicitation documentation to guarantee that the successful bidder enters into a Contract with the Municipality of Powassan.

“Bid Solicitation” means a formal request for bids that may be in the form of a Request for Quotation, Request for Proposal, or Request for Tender.

“Contract” means a formal legal agreement between two or more parties, usually written, or a purchase order with binding legal and moral implications; usually exchanging goods and /or services for money or other consideration.

“Council” means the Council of the Corporation of the Municipality of Powassan.

“Department” means each division within the scope of the Corporation of the Municipality of Powassan including the office of the Chief Administrative Officer.

“Department Head” means a Municipal employee with administrative responsibilities for a Municipal department.

“Designate” means the authorized designate or such official as may be appointed to act on behalf of the authorized authority.

“Emergency” means a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of the residents of the Municipality, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.

“Expanded Works” means approved construction projects in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary in order to deliver the original approved work.

“Goods” means moveable property including:

- a) the costs of installing, operations, maintaining or manufacturing such moveable property, and
- b) raw materials, products, equipment, and other physical objects of every kind and description whether in solid, liquid, gaseous, or electronic form, unless they are procured as part of a construction project.

“Highest Technical Bid” means the bid that would provide the Municipality with the best product or service as measured by the evaluation criteria.

“Holdback” means an amount withheld under the terms of the contract to ensure the complete performance of the contract and to avoid overpayment in relation to progress of work.

“Lowest Acceptable Bid” means the most cost efficient and effective bid and shall be the sum of all costs, including but not limited to, purchase price, all taxes, delivery, installation, warranty, life cycle cost, operating and disposal costs incurred for determining the lowest acceptable bid meeting the specifications.

“Municipality” means the Corporation of the Municipality of Powassan.

“Pre-Qualified Supplier” means a supplier of specific Goods or Services who is listed in Schedule “B” attached to and forming part of this by-law.

“Progress Payment” means a payment made under the terms of a contract after the performance of the part of the contract in respect of which payment is made but before the performance of the whole contract.

“Purchase Order” means a legally binding contract between the Corporation of the Municipality of Powassan and a supplier to supply a specific quantity of goods or services confirming such things as time period, delivery, destination and price in a form acceptable to the Chief Administrative Officer and Department Head.

“Purchasing Policy” means the policy adopted by By-law of Council and amended from time to time by by-law amendments by council.

“Quotation” means a request for prices on specific goods and/or services from selected vendors, which is submitted in writing or transmitted by facsimile or email as specified in the Request for Quotation.

“Request for Information” means a process where information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace to determine if there are enough suppliers to justify a Request for Proposal.

“Request for Proposal” means a formal request for details on the supply of goods or the provision of services, which cannot be fully defined or specified at the time of the request. The suitability of any resulting proposal may be dependant upon non-price factors and may result in further negotiation between the parties.

“Request for Quotation” means a request in which the Municipality approaches three or more suppliers directly and obtains a written fixed price at which each supplier will provide specific goods, services, and/or construction.

“Request for Tender” means a formal request for sealed bids for the supply of goods, services, and/or construction in response to a publicly advertised request for bids. Used when the Municipality can specify its exact needs and price or qualifications of the supplier. The acceptance of a tender should result in a firm contract.

“Security Deposit” means a deposit of securities by a supplier that the Municipality may convert under defined conditions to complete the supplier’s contractual obligation, which may take the form of a certified cheque, money order, bank draft, irrevocable letter of credit, or Bid Bond.

“Services” means all professional, consulting, construction or maintenance services.

“Sole Source” means the procurement of goods, services, and/or construction that are unique to a particular supplier and cannot be obtained from another source.

“Supplier” means the vendor, individual, partnership, firm, corporation, or any entity that is carrying out business of providing goods and/or services to the Municipality.

“Time-Sensitive” means a situation for which the timing to initiate and/or complete the purchase is paramount but the time available to follow normal procedures is insufficient.

“Total Purchase Price” means the total final cost including all related expenses and taxes, and inclusive of any rebates or shared costs by a third party to the agreement.

“Treasurer” means the statutorily appointed Treasurer for the Municipality.

SECTION 2 PURPOSE, APPLICATION AND SCOPE

- 2.1** This Policy establishes the authority and sets out the methods by which Goods and/or Services will be purchased, and the process of how to dispose of Surplus Goods for the Municipality.
- 2.2** This Policy applies to all departments of the Municipality and may be adopted in principle, and at their discretion, by affiliate boards and commissions of the Municipality.
- 2.3** This Policy applies to the procurement of all Goods and/or Services, except for those items specifically identified in Section 7.1, and excluding the acquisition and disposition of real property.

SECTION 3 PURCHASING OBJECTIVES

- 3.1** To obtain the best value for the Municipality when procuring Goods and/or Services.
- 3.2** To encourage competitive procurement and ensure the principles of fairness, objectivity, transparency, and accountability are reflected in the Municipality’s procurement processes.
- 3.3** To adhere to the highest standards of ethical conduct and maintain appropriate controls over procurement processes reflective of the Municipality’s status as a public sector institution.
- 3.4** To ensure that Goods and/or Services acquired by the Municipality will comply with the Municipality’s requirements and with all standards, codes, and regulations prescribed by law, for maximum benefit to and to protect the health and safety of the Municipality, its employees, and the public.
- 3.5** To ensure compliance with all applicable trade agreements, laws, and regulations.
- 3.6** To ensure that both purchasing needs assessments and purchasing planning will consider alternatives, timing and supply strategies, and the effective and economical management of goods and services throughout their useful life.
- 3.7** To encourage the Procurement of Goods and/or Services with due regard to the preservation of the natural environment and the promotion of human rights and fair labour practices.
- 3.8** To encourage innovation and the use of technology which meet Municipal specifications and industry standards in order to ensure the utilization of the most efficient and effective processes and practices.
- 3.9** To have regard for the accessibility for persons with disabilities to the Goods and/or Services Purchased by the Municipality of Powassan, as well as to the Procurement Process itself.
- 3.10** With consideration to Appendix “D”, allow procurement decisions to consider the economic benefit to local and Canadian economies.

SECTION 4 ACCESSIBILITY OBLIGATIONS IN PROCUREMENT

The Municipality is committed to meeting its obligations under the *Human Rights Code*, the *Ontarians with Disabilities Act (ODA), 2001*, and the regulations established under the *Accessibility for Ontarians with Disabilities Act (AODA, 2005)*.

To this end, Department Heads or their designates will consider accessibility during all phases of the Procurement Process, taking the following into consideration:

- a) The barriers (structural or technical) that people with disabilities might face in attempting to use the Goods and/or Services being acquired.
- b) Who the Goods and/or Services will be used by, for example members of the public or Municipal employees.
- c) The appropriate accessibility criteria and how it can be incorporated into the procurement process.

In cases where the Municipality is contemplating the acquisition of a service to be provided to the public by an external source, the procurement document will specify that the Supplier ensure that their staff receive customer service training, that is acceptable and approved by the Municipality, on interacting with people with disabilities and delivering the service appropriately.

During the Procurement Process, documentation will be kept acknowledging the Municipality's efforts to ensure compliance with the ODA and AODA. In cases where incorporating accessibility criteria and features into the acquisition are not practical, an explanation will be provided, upon request, and documented.

SECTION 5 RESPONSIBILITIES AND PROHIBITIONS

5.1 General Responsibilities

The procedures prescribed in this By-law shall be followed to make a contract award or to make a recommendation of a contract award to Council.

5.2 Separation of Roles

5.2.1 In accordance with best practices in municipal procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to the Municipality's procurement operations. It is the role of Council to establish policy and to approve expenditures through the Municipality's budget approval process. Through this By-law, Council delegates to the Municipality's officers and employees the authority to incur expenditures in accordance with approved budgets through the procurement of Goods and/or Services in accordance with the rules and processes set out in this By-law.

5.2.2 To avoid the potential appearance of bias or political influence in procurement contract award decisions, members of Council will have no involvement in competitive procurement processes from the time those procurement process have been initiated through the advertisement or issuance of the solicitation document until a contract has been entered into with the successful bidder, except where Council is required to approve the contract award in accordance with Section 5.7 of this By-law.

5.3 Administration Responsibilities

The Treasurer and/or Administrator shall be responsible to make purchases on behalf of the Municipality in accordance with this Purchasing By-law. They may appoint designated officials to act on their behalf and on behalf of the Municipality to enter into contracts with third parties. The Administrator may

limit the purchasing authority of the designated officials, as deemed appropriate. The following are administration responsibilities:

- a) To be responsible for the administration of the Corporate Purchasing Policies, Guidelines and Procedures, and to continually review the corporate use of Goods and/or Services to ensure the Municipality is receiving the best quality, quantity, service, price, etc.
- b) To ensure that business transactions are conducted ethically and professionally.
- c) To advise on the practicability of specifications to ensure a maximum number of competitive bids and Supplier's ability to supply.
- d) To ensure that qualified Suppliers receive Requests for Tenders, Proposals, and Quotations.
- e) To advise and assist in the preparation of agreements when requested.
- f) To supply copies of the policies and procedures to all staff that have been delegated purchasing authority and training as required ensuring clear understanding of the corporate expectations.
- g) To maintain records of business transactions as required.

5.3 Department Head Responsibilities

5.3.1 Department Heads will acquire Goods and Services for the purposes of their departments and are accountable for achieving the specific objectives of the procurement project.

5.3.2 In acquiring Goods and Services, Department Heads shall:

- a) Ensure that approved budgetary allowances are not exceeded without the approval, obtained in advance, of the Administrator, Treasurer, or Municipal Council.
- b) Have the authority to award contracts in the circumstances specified in this By-law, provided that the delegated power is exercised within the limits prescribed in this By-law and the requirements of this By-law are met.
- c) Use no other form of procurement unless prior approval is obtained by resolution of Council.

5.4 Requirement for Approved Funds

5.4.1 The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council-approved Budget. It shall be the responsibility of the Department Head to ensure sufficient funds remain prior to commencement of the Procurement Process. This shall include verifying budgeted funds and those already committed with the Treasurer to ensure funds are available.

5.4.2 Prior to budgetary estimates receiving Council approval, regular operational expenditures shall be considered authorized, and all capital purchases shall require a resolution of Council prior to purchase.

5.4.3 Where Goods and/or Services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:

- (i) the identification and availability of sufficient funds in appropriate accounts for the current year within the Council-approved budget; and

- (ii) the identification that the requirement for the requested goods and/or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available.

5.4.4 All purchase requests for contracts for which sufficient funds are not available and identified shall be rejected unless the deficiency is minimal and alternative funding has been identified.

5.5 Restrictions

The following activities are expressly prohibited:

- a) The division of a Contract for Goods and/or Services into two or more parts to avoid the application of the provisions of this By-law.
- b) The award of a Contract for Services where the services would result in the establishment of an employee-employer relationship.
- c) The purchase of any Goods, Services, or Construction by an employee, except in accordance with this By-law.
- d) The purchase by the Municipality of any goods or services for personal use by any member of Council, appointed officers, employees of the Municipality, or their immediate families.
- e) The acceptance of gifts, benefits, money, discounts, favours, or other assistance by elected officials, officers and employees, and their families.

5.6 Total Project Cost

Where this By-law prescribes financial limits on contracts that may be awarded on the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the aggregate or sum of:

- all costs to be paid to the supplier under the contract; and
- all taxes, and
- less any rebates, and
- the extra cost, taxes, etc. resulting from any amendment after the initial contract has been made.

5.7 Prescribed Council Approval and Emergency Authority

Despite any other provisions of this By-Law, the following Contracts are subject to Council approval:

- a) any Contract requiring approval from the Ontario Municipal Board.
- b) any Contract where the Total Acquisition Cost is greater than the amount allocated in the Council Approved Budget.
- c) in any case where the applicable Procurement Procedures set out in Section 6 have not been followed, or where the Treasurer and/or Department Head considers they cannot reasonably be followed.
- d) any Contract where a Good, Service, or Construction has a Total Acquisition Cost which exceeds \$50,000.00.
- e) any procurement from a Sole Source which exceeds \$25,000.00.

5.8 Confidentiality

The Municipality will make every reasonable effort to protect the privacy of those involved in a Procurement Process as per the *Municipal Freedom of Information and Protection of Privacy Act*.

SECTION 6 EXCEPTIONS & EXEMPTIONS TO METHODS OF ACQUISITION

6.1 Volatile Market Conditions

Notwithstanding the provisions of this Policy, where market conditions are such that long-term price protection cannot be obtained for a Good and/or Service, such as in the case of a fluctuating Canadian dollar, the Department Head will obtain competitive prices for short-term commitments until such time as reasonable price protection and firm market pricing is restored.

6.2 Sole Source Procurement

Purchase by Negotiation may be adopted if, in the judgment of the Treasurer and in consultation with the requisitioning Department Head, one or more of the following conditions apply:

- a) Goods and/or Services are in short supply due to market conditions.
- b) The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. Components or replacement parts for which there is no substitute.
 - b. There is only one Supplier who can provide the Commodity by the specified date required.
 - c. Specific standards are adopted by Council.
- c) Where compatibility with an existing product, facility, or service is required.
- d) Where a specific Supplier is deemed to have unique skills, abilities, or knowledge relating to the Good and/or Service requested.
- e) Where a Supplier has been secured through a competitive procurement process and it is deemed appropriate, for reasons of expedience and/or cost effectiveness, to use the same Supplier for other work incidental to that of their awarded Bid.
- f) After the procurement process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the internally defined requirements of the call for Quotations/Proposals/Tenders.
- g) When only one Bid is received through the Procurement Process, and it is impractical to reissue the Bid Solicitation or amend the Bid requirements.
- h) Where the Lowest Acceptable Bid is excessive in total cost or substantially exceeds the estimated costs.
- i) There is documented evidence that the extension or reinstatement of an existing Contract would prove most cost effective or beneficial.

The Department Head requesting Sole Source Procurement must obtain written approval by the Treasurer before making a purchase. Upon approval from the Treasurer, further approval shall be required from Council for purchases over \$25,000.00.

6.3 Service Contract Renewal

Prior to the expiration of an existing Contract for Services, the Department Head shall prepare a report for Council summarizing the performance of the Supplier over the term of the Contract. Upon review of the report, Council may extend the term of the Contract provided that:

- a) The Supplier's performance in supplying the Goods and/or Services is considered to have met the requirements of the Contract; and
- b) Council and the Department Head agree that the exercise of the option is in the best interests of the Municipality.

6.4 Emergency Procurement

Notwithstanding any other provisions of this By-law, Goods and/or Services may be purchased on an emergency basis where they are required as a result of an unforeseen situation or event where time does not permit the use of a standard procurement procedure, and that is a threat to any of the following:

- Public health and/or safety.
- The maintenance of essential municipal services or to prevent the disruption of essential municipal services.
- The welfare of persons or of public property.
- The security of the Municipality's interests.

The objective of the Emergency Procurement process is for the Municipality to immediately procure a Good and/or Service that is required, using the most expedient method available. Wherever possible, economy will be taken into consideration.

In the situation where an emergency purchase must be completed, the emergency purchase must be documented and delivered, by the respective Department Head, to the Administrator or Treasurer.

For emergency purchases over \$10,000.00, the Department Head shall obtain the prior written approval of the Administrator or Treasurer. An information report shall subsequently be submitted to Council explaining the actions taken and the reason(s) therefore.

SECTION 7 PROCUREMENT PROCEDURES

7.1 General

- a) Except as listed in (b) immediately below, no procurement of any Good and/or Service shall be made unless it is made by a method or procedure authorized in this part.
- b) The purchasing methods and procedures described in this Section do not apply to the following Goods and/or Services:
 - i) Employer's general expenses which may include, but are not limited to:
 - Salaries, wages and benefits
 - Payroll deductions remittances
 - Licenses
 - Banking Fees
 - Debenture Payments
 - Council approved Grants and Donations
 - Petty Cash replenishment
 - Tax remittances
 - Debt and bank charges
 - Utilities
 - Insurance premiums
 - Routine roads maintenance
 - Office supplies and maintenance
 - Office equipment
 - Postage
 - Equipment maintenance
 - Refunds, such as property tax refunds, building permit refunds, and refunds for cancelled services, programs or events.
 - ii) Training and Education expenses which may include, but are not limited to professional memberships and registration fees for conferences, conventions, courses, and seminars.

- iii) Refundable employee/councillor expenses such as meal allowances and travel.
- iv) Professional services of a lawyer, medical doctor, nurse, or notary.
- v) Recreation programming facilitators and/or hosts.
- vi) Financial services respecting the management of financial assets and liabilities, including ancillary advisory and information services, whether or not delivered by a financial institution.
- vii) Emergency procurements authorized under Section 6.4 of this By-law.
- viii) Committee/Board expenses.
- ix) Any procurement by any other method expressly authorized by Council in a written resolution or by-law.

7.2 Policy for Specifications

The Department Head whose budget provides for the acquisition of Goods and/or Services shall be responsible for the preparation of the specifications for a quotation, tender, or proposal call. The Administrator and/or Treasurer shall have the authority to review and recommend improvements to the specifications when deemed necessary. Changes to specifications shall be made with the cooperation of the Department Head concerned.

7.3 Petty Cash Purchase: \$200.00 or Less

- a) The Treasurer shall have authority to establish a Petty Cash fund in such an amount to meet the requirements of the municipality for the acquisition of goods, services or construction having a value of \$200.00 or less.
- b) Purchases shall be made from the competitive marketplace wherever possible.
- c) All petty cash disbursements shall be evidenced by vouchers or receipts detailing the item(s) and the Total Acquisition Cost.

7.4 Low Dollar-Value Purchase: \$200.01 to \$5,000.00

- a) Goods and/or Services to be procured with an estimated value of \$5,000.00 or less will follow the guidelines that are described in the low dollar-value purchasing process.
- b) The goal of the low dollar-value purchasing process is for the Municipality to procure budgeted Goods and/or Services which are not of great monetary value but are essential to the daily operation of the Municipality.
- c) Department Heads are authorized to solely approve purchases up to \$5,000.00.
- d) A Department Head may delegate approval authority to their staff for low dollar-value purchases, and it is their responsibility to ensure that this process is adhered to.
- e) Low dollar-value purchases do not require an RFQ, RFP, or RFT.
- f) Obtaining competitive quotes is considered a good business practice and should be attempted, but is not required.
- g) Purchases must demonstrate good value for the Municipality.

7.5 Informal Quotation Purchase: \$5,000.01 to \$25,000.00

- a) Purchases greater than \$5,000.00 but not exceeding \$25,000.00 are to be completed through the Informal Quotation process.
- b) A Department Head or other employee exercising delegated authority shall be authorized to make purchases of Goods and/or Services for budgeted expenditures. Informal bids shall be obtained in the following manner:
 - a) Three (3) written bids shall be obtained from three (3) different vendors.
 - b) All vendors shall receive the same information to provide their quotations.
 - c) The informal quotation shall be awarded to the lowest responsive bid.

- d) Documentation on all bids, including but not limited to the prospective bidders list, bid document, bid responses, and decision-making rationale shall be maintained on file.
- c) If staff have exhausted all efforts to obtain three (3) bids and can support this with documented evidence, a minimum of two (2) written bids is acceptable.
- d) This process excludes single-item small capital projects or purchases including those of complex specifications or requirements, which must be issued in a formal bid document.

7.6 Formal Quotation Purchase (RFQ): \$25,000.01 to \$50,000.00

- a) A Request for Quotation is an informal request for the prices of Goods and/or Services for the Municipality from potential suppliers, for budgeted purchases over \$25,000.00 but not exceeding \$50,000.00.
- b) A bid deposit and/or performance bond is not required under this process.
- c) The goal of the Request for Quotation process is for the Municipality to best procure a Good and/or Service, of which the specifications have been pre-determined by Council, the Administrator, Treasurer, and/or a Department Head, and procurement is to occur in an expedient and cost-efficient manner.
- d) Where possible and practicable, three (3) quotations are required for every purchase made under the Request for Quotation process. Quotations are required to be made in writing.
- e) Request for Quotation documentation is required to be issued publicly by posting on the Municipal website, at a minimum, and through any other media as deemed appropriate by the Treasurer and/or Department Head.
- f) The Department Head will obtain and review the quotes to ensure compliance with the related procedures and established terms, conditions, and specifications.
- g) Final acceptance of Quotes must be approved by the Municipal Treasurer, when the item is within the approved budget limits.
- h) The Municipality reserves the right in its absolute sole discretion to accept or reject any submission.

7.7 Request for Tender (RFT): \$50,000.01 and Above

- a) A Request for Tender is a formal process whereby the Municipality distributes a detailed description of exactly what Good and/or Service they require to potential bidders or tenderers.
- b) The goal of the Request for Tender process is for the Municipality to best procure a Good and/or Service of which the specifications have been pre-determined by Council, the Administrator, Treasurer, and/or Department Head, and for which the budgeted expenditure exceeds \$50,000.00.
- c) Further guidelines regarding the Request for Tender process is located in Appendix “B”, attached to and forming part of this By-law.

7.8 Request for Proposal (RFP)

- a) A Request for Proposal shall only be used for the solicitation of Bids when the requirements for Goods and/or Services cannot be definitively specified, the requirements of the Municipality are best described in a general performance specification, and where innovative solutions are sought.
- b) Depending on its terms, the process may involve Negotiations subsequent to the submission of Bids on any aspect of the requirement.
- c) The goal of the Request for Proposal process is for the Municipality to best procure a Good and/or Service, of which the specifications are partially or entirely unknown, and are to partially or entirely proposed by the bidder.
- d) Further guidelines regarding the Request for Proposal process is located in Appendix “C”, attached to and forming part of this By-law.

7.9 In-House Procurement

Prior to initiating and before completing a procurement, a Department Head shall consider whether it is possible to obtain the required Good, Service, or

construction “in house” using its own employees; and whether such in-house procurement would provide Best Value to the Municipality.

SECTION 8 CO-OPERATIVE PURCHASING

The Municipality may participate with other units of government, their agencies, or broader public sector authorities in co-operative purchase ventures when the best interests of the Municipality will be served. Where such participation is at variance with the Municipality’s purchasing policy, Council shall first authorize any participation.

A list of authorized co-operative purchasing groups shall be maintained on the Municipal website.

SECTION 9 DISPOSAL OF SURPLUS GOODS

- 9.1 Where any Goods are deemed surplus, obsolete, or not repairable, they shall be declared surplus by the Department Manager and approved by the Treasurer.
- 9.2 If the value of a Good is greater than \$10,000.00, the Treasurer shall obtain the approval of Council prior to disposal.
- 9.3 When no other use can be found for these items in other Departments, they shall be disposed of, at the discretion of the Treasurer, through public auction, tender or quotation, sealed bid, or any other means in the best interest of the Municipality.
- 9.4 Where the item declared as surplus has a value of \$1,000 or less, the Treasurer or designate may, to the benefit of the Municipality, dispose of the item in a manner other than as listed in Section 9.3 above.
- 9.5 Municipal staff and members of Council, as well as their spouses and children, are prohibited from bidding on any Municipal surplus goods.
- 9.6 In the event of a tie bid, the bid which was received earlier shall be declared the winner.

SECTION 10 PRE-QUALIFICATION OF BIDDERS

- 10.1 The purpose of Pre-Qualification is to ensure that each Bidder can demonstrate the ability to provide the necessary expertise and resources to satisfactorily complete the work required. Pre-Qualification will only be considered in the following circumstances:
 - a) The work is considered “high risk” with respect to Regulations governed under the *Occupational Health and Safety Act*;
 - b) The work is such that contract administration costs (work inspection, follow-up, extra fee negotiations) could result in a substantial cost the Municipality if the work is not satisfactorily performed the first time;
 - c) The goods or equipment to be purchased must meet national safety standards, or if no standard has been established, has demonstrated an acceptable level of performance; or
 - d) The work involves complex, multi-disciplinary activities, specialized expertise, equipment, and materials, and/or significant financial costs.
- 10.2 The decision to use a Pre-Qualification process shall be made by the Treasurer, in consultation with the requisitioning Department Head.

- 10.3** Pre-Qualification is a two-step process, where either a Request for Tender or Request for Proposal follows an initial Pre-Qualification stage. The Pre-Qualification requires interested Bidders to submit sealed information packages in which they are required to provide information including, but not limited to:
- a) Experience on similar projects.
 - b) References provided from other customers for similar work.
 - c) Verification of applicable licenses and certificates.
 - d) Health and safety policies and staff training.
 - e) Financial capability.
- 10.4** Employees will evaluate and rank the submissions and recommend a short list of acceptable bidders to participate in the subsequent competitive sealed bid.

SECTION 11 PURCHASING CARDS

- 11.1** The Treasurer shall be the Purchasing Card coordinator. The Purchasing Card Coordinator is responsible for managing the Purchasing Card function within the Municipality.
- 11.2** Purchasing cards shall be issued to the Administrator, Treasurer, and Department Heads. Department Heads are empowered to authorize employees within their department to use a Municipal Purchasing Card, subject to final approval by the Treasurer.
- 11.3** Purchasing Cards are to be used only for the purchase of appropriate Goods and/or Services relating to the Cardholder's area of municipal jurisdiction. Personal purchases and cash advances are not permitted.
- 11.4** Cardholders will be held accountable for any misuse or wilful disregard of policies or operating procedures, which result in a loss of money, fraud, or collusion.
- 11.5** The Municipality reserves the right to withdraw Purchasing Card privileges from any employee who has used the Purchasing Card in a manner which contravenes the Policy on Purchasing Cards. It is the responsibility of the Treasurer to collect the Purchasing Card from employees who have had their privileges revoked, and upon termination of employment of any employee with the Municipality.
- 11.6** The cardholder is responsible for providing supporting documentation relating to all Purchases made with the Purchasing Card for reconciliation, account verification, payment, and audit purposes.
- 11.7** Purchasing card limits shall be established as follows:
- a) Administrator: \$10,000.00
 - b) Department Heads: \$5,000.00
 - c) Other Assigned Employees: \$2,000.00

SECTION 12 CONFLICT OF INTEREST

- 12.1** No elected official, appointed officer, or employee of the Municipality or member of a Municipal committee or local board shall have any pecuniary or controlling interest, either direct or indirect, in any bid or contract for the supply of goods or services to the Municipality, unless such pecuniary or controlling interest is disclosed by the contractor, bidder, or person submitting a formal or informal bid,

as the case may be, or unless such pecuniary interest would be exempt under the *Municipal Conflict of Interest Act, R.S.O. 1990, C.M.50*.

- 12.2** Bid documents shall include a section that requires and provides for the disclosure of any pecuniary interest prior to the submission of a bid. Should a conflict of interest arise after the award of a contract, the conflict shall be immediately disclosed in writing to the Department Head. Further, all competitive bid documents and agreements shall provide that, in the event a contract is awarded to a Supplier who did not, during the bidding or contracting process, disclose the existence of a pecuniary interest, the contract may be cancelled at any time by the Municipality in its sole discretion without damages or penalty.
- 12.3** In this section, “controlling interest” means the interest that a person has in the corporation where the person beneficially owns, directly or indirectly, or exercises control or direction over equity shares of the corporation carrying more than ten percent (10%) of the voting shares attached to all equity shares of the corporation at any time during the Procurement Process.
- 12.4** For the purposes of this section, a person has an indirect pecuniary interest in any competitive bid or agreement entered into by a corporation if:
- a) The person or his or her nominee is a shareholder in, or a Department Head or senior officer of, a corporation that does not offer its securities to the public.
 - b) The person has a controlling interest in, or is a Department Head or senior officer of, a corporation that offers securities to the public.
- 12.5** For the purposes of this section, an indirect pecuniary interest exists if the person is a business partner of a person, or is in the employment of a person or body, that has entered into a tender, proposal, quotation, or contract with the Municipality.
- 12.6** For the purposes of this section, the pecuniary interest in a tender, proposal, quotation, or contract if a parent, spouse, or child of an elected official, appointed officer, employee, or committee or local board member, if known to the person, shall be deemed to also be a pecuniary interest of the elected official, appointed officer, or employee.

SECTION 13 CONTRACT ADMINISTRATION

- 13.1** A formal agreement is to be signed for all contracts resulting from a Request for Tender or Request for Proposals.
- 13.2** The Administrator or Treasurer is authorized to execute all agreements in the name of the Municipality and shall be responsible for the safeguarding of original purchasing and contract documentation for the contracting of goods, services and construction for which the award is made.
- 13.3** Where a contract may extend beyond the term of Council, the contract shall contain provisions to minimize the financial liability of the Municipality should the subsequent Council not approve sufficient funds to complete the contract, and if the contract must be terminated by the Municipality.
- 13.4** No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Municipality.
- 13.5** No amendment that increases the Total Acquisition Cost of a contract shall be agreed to without a corresponding change in requirements or scope of work.
- 13.6** Amendments and revisions to contracts shall be treated as an entirely new contract for purposes of compliance with Section 5.7 of this Policy.

APPENDIX “A” – BID IRREGULARITY

BID IRREGULARITY

A Bid Irregularity or Irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a Bid request and the information provided in a Bid response.

For the purposes of this policy, Irregularities are further classified as “Major Irregularities” or “Minor Irregularities”.

A “**Major Irregularity**” is a deviation from the Bid request that affects the price, quality, quantity or delivery, and is material to the Award. If the deviation is permitted, the Bidder could gain an unfair advantage over competitors. The Department Head must reject any Bid which contains a Major Irregularity. The Bidder will be notified of the rejection due to the Major Irregularity.

A “**Minor Irregularity**” is a deviation from the Bid request which affects form rather than substance. The effect on the price, quality, quantity or delivery is not material to the Award. If the deviation is permitted or corrected, the Bidder would not gain an unfair advantage over competitors. The Department Head may permit the Bidder to correct a Minor Irregularity.

MATHEMATICAL ERRORS – RECTIFIED BY STAFF

The Department Head will correct errors in mathematical extensions and/or taxes, and the unit price will govern. If, based on the corrected total the required Bid deposit is insufficient, the Bidder shall be notified and will be given 24 hours to rectify the issue or the Bid will be automatically rejected.

ACTION TAKEN:

The Department Head and Treasurer will be responsible for all action taken in dealing with Irregularities, and will act in accordance with the nature of the Irregularity:

- Major Irregularity (automatic rejection)
- Minor Irregularity (bidder may rectify)
- Mathematical error (additions or extensions) as above

In the event that the Bidder withdraws their Bid due to the identification of a Major Irregularity, the Municipality may disqualify such Bidder from participating in Municipal Requests for Quotations/Tenders/ Proposals for a period of up to one year.

APPENDIX “B” – REQUEST FOR TENDER PROCESS

Where the quantity and quality of a Commodity has been defined, a Request for Tenders will be called for all Goods and/or Services with a value exceeding \$50,000.00 by way of public advertising or invitational Bid.

Advertising

The Department Head and/or Treasurer will advertise and distribute Tenders:

- All public Tenders are advertised on the Municipal Website.
- As a procurement best practice, the Municipality shall maintain a Qualified Supplier Roster. Participants of the Qualified Supplier Roster who have expertise in the Commodity being procured may be sent the Tender directly.
- At the discretion of the Department Head, Tenders may be advertised in a local, regional and/or construction newspaper and/or on procurement websites.
- Advertisements must include the following information (if applicable): title, Tender number, brief description of the Commodity being Tendered, site meeting time/date/location, contact names for Purchasing inquiries, document fee, and location for pick up and drop off of Bid documents.
- In some instances, the Tender may be issued to help develop and/or refresh the Qualified Supplier Roster. During this process, potential Supplier will be screened using such factors as financial capability, reputation, qualified staff and equipment management, ability to support, and product quality.
- The Municipality reserves the right to limit the submission of Bids to those Supplier on the Qualified Supplier Roster.

Where possible, at least fifteen days’ notice shall be given between the date of the advertisement/notice and the closing time of the Tender. However, a Tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the Commodity being Tendered.

A Bidder may be disqualified for contacting or questioning Municipal Staff or Council regarding details of the Tender unless that person is the Municipality’s Lead Contact. Disqualification is at the final discretion of the Treasurer.

All Bids must be addressed to the Lead Contact on documents provided and returned in the envelope if provided with the Tender package.

Release of Tender Documents

- (a) Privilege Clause: All Tender documents shall contain the following statement “The lowest or any Bid will not necessarily be accepted and the Municipality reserves the right to award any portion of this Tender”, or words to that effect.
- (b) Bond Agreement: Where a Performance and/or Maintenance Bond and/or Labour and Material Payment Bond is required, the Tender document must contain an “Agreement to Bond”, to be executed by the Bidder and returned with the Bid.
- (c) Bid Surety Requirements: Security Deposits and Bid Bonds are guarantees that a Bidder will enter into a Contract with the Municipality.

Where deemed necessary by the Department Head, or where labour (or services) and material are involved, a Security Deposit is required in an amount equal to ten (10%) per cent of the Bid price.

Security Deposit must be cash, certified cheque, bank draft, money order, irrevocable letter of credit, or Bid Bond.

Any Bid received without the required Security Deposit shall be disqualified.

- (d) Performance and Maintenance Bonds: Performance Bonds guarantee performance of the terms of the Contract. This Bond protects the Municipality from financial loss should the Supplier fail to perform the Contract in accordance with its terms

and conditions. Maintenance Bonds provide upkeep of a project for a specified period of time after the project is completed. This Bond guarantees against defective workmanship or materials.

Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss should a Supplier fail to perform the Contract within the terms and conditions of the Contract, a Performance Bond is required.

Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss or other harm as a result of defective workmanship or materials, a Maintenance Bond is required.

Performance and/or Maintenance Bonds must be in the amount of fifty (50%) per cent of the Contract price for Contracts up to One Hundred Thousand (\$100,000.00) Dollars. Where the Contract price exceeds One Hundred Thousand (\$100,000.00) Dollars, the Performance and/or Maintenance Bonds must be in the amount of one hundred (100%) per cent of the Contract price.

- (e) Labour and Material Payment Bonds: Labour and Material Payment Bonds are guarantees that the Supplier will make payment for obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the project.

Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss should a Supplier fail to pay its obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the Contract, a Labour and Material Payment Bond shall be required.

Labour and Material Payment Bonds shall be in the amount of fifty (50%) percent of the Total Award Price, up to One Hundred Thousand (\$100,000.00) Dollars, and one hundred (100%) percent of the Total Award Price over One Hundred Thousand (\$100,000.00) Dollars.

- (f) Insurance: Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss, the Tender shall require that an insurance certificate be provided. The insurance coverage must be a minimum of Five Million (\$5,000,000.00) Dollars for liability, bodily injury and property, unless alternatively stated in the Tender document. The insurance policy will require that the Municipality be added as an additional named insured (for the project in question) and that the Municipality be notified in advance in the event that the insurance policy is cancelled or changed in any manner.
- (g) Occupational Health and Safety: All Tender document forms and Contracts shall require that the Occupational Health and Safety Act be complied with.
- (h) Workplace Safety and Insurance Board Certificate (WSIB): All Tender document forms and Contracts involving a labour component shall require a WSIB Certificate of Clearance from the Supplier.

Receipt and Opening of Bid Documents

The Municipality will refuse to accept any Bid that is:

- Not sealed
- Received after the closing deadline
- Submitted after a Tender has been cancelled.

Requests for withdrawal of a Bid shall be allowed if the request is made before the closing time for the Tender to which it applies. Requests must be directed to the Lead Contact by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a Bid does not disqualify a Bidder from submitting another Bid on the same Tender, subject to the provisions of Appendix A.

- (a) Timed and Dated: When Bids are received they shall be time and date stamped. Bid envelopes shall be dated, timed and initialed by the person receiving the Bid, and placed in a secure location until the Tender opening.
- (b) Number of Bids and Bidder Name not to be Divulged: The number of Bids received and the names of Bidders are confidential and shall not be divulged prior to the Tender opening.
- (c) Bid envelopes: Bids shall be received in an envelope clearly marked as to contents, including:
 - Tender Number and Title
 - Name and Address of Bidding Firm
- (d) Bids Received After Closing Time and Date: Bids received after the closing time shall be noted and returned unopened to the Bidder, as soon as possible. If a late Bid is received without a return address on the envelope it shall be opened, the address obtained, and then returned. The covering letter will advise why the envelope could not be returned unopened.
- (e) Alternative Bids: Unsolicited alternative Bids shall not be considered.
- (f) Two Bids for Same Tender - Same Envelope: If two Bids for the same Tender are received in the same envelope, the Bids must be contained in separate envelopes within the exterior envelope and must be marked as Bid A and/or Bid B. If the two Bids are not contained in separate envelopes within the exterior envelope, then the first Bid in the envelope shall be considered the intended Bid.
- (g) Two Bids Same Tender – Different Envelopes: If two Bids for the same Tender are received in different envelopes, the envelope with the latest date and time received shall be considered the intended Bid.
- (h) Bids Received By: Bids shall be received by the Municipal Office Staff.
- (i) Tender Opening: Bids shall be opened in public by Municipal Staff, preferably in the presence of the Department Head. The names of those individuals in attendance, the time and date of the opening, the names of the firms submitting a Bid, the completeness of each Bid received, and the total Bid price of each Bid shall be recorded at the opening.
- (j) Bid Irregularity: All Tenders shall be inspected for the presence of any Bid Irregularities. Such Irregularities shall be dealt with in accordance to Appendix 'A', attached to and forming part of this By-law.
- (k) One Tender Received: If only one Bid is received, the Municipality has the option of not opening the Bid and closing the Request for Tender.

Action when all Bids Received are Over Budget

At such time that a Tender closes, the competition is over. If all Bids are over budget, Council shall review the submissions and may elect to cancel the Tender. The scope of the project must be reviewed prior to re-Tender. If complete re-Tender is not financially viable or the project is required immediately, as determined by the Council and/or the Opening/Evaluation Committee, two procedures are acceptable:

- a) Negotiate with the lowest Bidder(s); or
- b) Re-Tender via post-Tender addendum to the lowest three Bidders, provided that there are tangible changes in the scope of the work, and with a view to bringing the cost of the project within the budget.

Return of Deposit Cheques

- (a) Immediately following the Tender opening, all Bid deposit cheques (other than those of the two lowest Bidders) shall be returned to the applicable Bidders by

regular mail, or pick-up by the Bidder. In the case of a pick-up, the person picking up the Deposit Security shall execute a receipt.

Upon receipt of the executed Contract and all other required documents in a format acceptable to the Municipality, the deposit cheque of the second lowest Bidder shall be returned by regular mail or pick-up by the Bidder. In the case of a pick-up, the person picking up the Bid deposit shall execute a receipt. The Security Deposit of the successful Bidder will be held as performance Surety until completion of the project.

- (b) If applicable, the Security Deposit of the successful Bidder shall be cashed, and the funds returned thirty (30) days after successful completion of the tender.

Action When Successful Bidder Does Not Finalize Contract

After Tender opening, if the successful Bidder should fail to sign the Contract or fail to provide any required documents (e.g., Bonds) within the specified time, the Department Head may grant additional time to fulfill the necessary requirements or may recommend that either:

- a) The Tender be Awarded to the next highest Bidder; or
- b) The Tender is cancelled.

In either case, the deposit of the originally Awarded Bidder is forfeited to the Municipality.

Execution of Contract

After the Tender opening, a report to Council is required which describes the bids received and provides a written recommendation.

Council is responsible for approving a Supplier. Upon Council’s approval, the Department Head shall ensure that a Contract is executed by the Mayor and Clerk or Treasurer, or a Purchase Acknowledgement is issued.

APPENDIX “C” – REQUEST FOR PROPOSAL PROCESS

REQUESTS FOR PROPOSALS (RFPs) may be called by way of public advertising or invitational Bid, as outlined in the Municipality’s Procurement Policy. In the event that there is an applicable Standing Order for the Commodity, that Standing Order shall be used to a limit of \$5,000.00 as set out herein:

- When the Commodity cannot be definitely specified, or
- When the Commodity is non-standard or specialized in nature, or
- The cost is only a minor component making up the Award.

Advertising

The Department Head will advertise and distribute RFPs:

- All public RFPs are advertised on the Municipality of Powassan Website.
- As a procurement best practice, the Municipality shall maintain a Qualified Supplier Roster. Participants of the Qualified Supplier Roster who have expertise in the Commodity being procured may be sent the RFP directly.
- At the discretion of the Department Head, RFPs may be advertised in a local, regional and/or construction newspaper and/or on procurement websites.
- Advertisements must include the following information (if applicable): title, RFP number, site meeting time/date/location, contact names for Purchasing inquiries, document fee, and location for pick up and drop off of Bid documents.
- In some instances, the RFP may be issued to help develop and/or refresh the Qualified Supplier Roster. During this process, potential Supplier will be screened using such factors as financial capability, reputation, qualified staff and equipment management, ability to support, and product quality.
- The Municipality reserves the right to limit the submission of Bids to those Supplier on the Qualified Supplier Roster.

The closing date is usually a minimum of 30 calendar days after the date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Bids must be addressed to the Lead Contact. Office Staff will receive all sealed submissions and will date and time stamp and initial all submissions. Email submissions, if deemed appropriate by discretion of the Treasurer, shall be directed to the Lead Contact.

The Municipality will refuse to accept any submission that is:

- Not sealed
- Received after the closing deadline
- Submitted after an RFP has been cancelled.

Requests for withdrawal of a Bid shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Lead Contact by letter, email, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a Bid does not disqualify a Bidder from submitting another Bid, subject to the provisions of Appendix ‘A’.

A Bidder may be disqualified for contacting or questioning Municipal Staff or Council regarding details of the RFP unless that person is the Lead Contact.

Bids received shall be evaluated on the basis of quantitative and qualitative criteria by an Evaluation Committee. Each Evaluation Committee member shall evaluate the Bids separately. The recommended Bid is the one that achieves the highest average overall score based on the combined evaluations of all Evaluation Committee Members.

RFP results, if requested, may be made public by the Department Head.

Request for Proposals are not formally opened in public nor is it required to disclose prices or terms at the time of submission. If only one Bid is received, the Department Head has the option of not opening the Bid and closing the Request for Proposal.

Where the required Goods and/or Services cannot be specified and it is estimated that the value of the Goods and/or Services (excluding all taxes) cost:

- a. **\$25,000.00 or less**
 - A written Bid must be acquired by the initiating Department.
 - No report to Council is required.
 - A Purchase Acknowledgement must be issued.
- b. **Over \$25,000.00**
 - Proposal guideline documents shall be processed through the Department and shall be advertised on the Municipal website, at a minimum.
 - Bids will be evaluated on the basis of quantitative and qualitative criteria, established and rated by the Evaluation Team.
 - A report to Council is required from the Issuing Department for Council consideration and approval.
 - A Contract must be executed after award.

APPENDIX “D” – CANADA FIRST POLICY

1. Purpose

The ‘Canada First’ policy serves as an addendum to the Municipality’s procurement policy and practices. Its intent is to adopt strategies that:

- a) Allow procurement decisions to consider the economic benefit to local and Canadian economies.
- b) Align with any federal or provincial legislation or direction to municipalities to support a unified, Canada-wide approach that leverages the purchasing power of Canadian municipalities and other public sector organizations to support a broader trade and economic strategy.

2. Guiding Principles

As a component of the Municipality’s procurement practices, this policy continues to be governed by the following principles:

- a) To encourage competitive procurement and ensure the principles of fairness, objectivity, transparency, and accountability are reflected in the Municipality’s procurement processes.
- b) To ensure compliance with all applicable trade agreements, laws, and regulations.
- c) To allow sufficient flexibility in procurement decisions that aligns with the Municipality’s strategic objectives, while allowing for adjustments as needed to achieve best value and maintain service delivery.
- d) To obtain the best value for the Municipality when procuring Goods and/or Services and maintain spending within the Council-approved budget.

3. Policy

It is policy that:

- a) Procurement of Goods and/or Services, where the Total Purchase Price is no greater than the lowest of the thresholds imposed by the TCAOQ, CFTA, and/or CETA, be awarded to Canadian Suppliers, where Canadian Suppliers are defined as a Supplier with a permanent office or production facility located within Canada, and/or a Professional Services provider where no less than 70% of the natural persons responsible for providing the Service are based in Canada.
- b) Canadian and/or non-US suppliers receive preference through value-added evaluation criteria, where feasible and permissible under applicable Trade Agreements.

4. Exemptions

Exceptions to this Policy will be permitted if adherence:

- a) Is not feasible due to lack of viable substitutions;
- b) Would cause undue delays in procurement;
- c) Would result in negative impacts on Canadian suppliers; or
- d) Is not in the best interest of the Municipality.

5. Review and Expiry

This Policy shall be implemented and/or paused at the discretion of the Treasurer and/or Administrator, given changes in the Canadian and US trading environment.

This Policy will be reviewed regularly to ensure alignment with municipal needs, applicable Trade Agreements, and economic conditions.

To: Council
From: Treasurer/Director of Corporate Services
Re: Procurement By-law

RECOMMENDATION:

That the staff report regarding the draft Procurement By-law be received; and that Council provide any comments to staff by September 10, 2025 for a final draft to be returned to the September 16, 2025 regular meeting.

ANALYSIS:

The Municipality's Procurement By-law has not been substantially updated since 2005; wording was introduced in 2013 to prohibit staff, Councillors, and their spouses from bidding on surplus goods, and in 2009 the dollar value threshold at which tendering was required to occur was increased to \$20,000. Those amendments aside, the policy remains as was introduced through By-law 2005-19.

An updated draft Procurement By-law is attached. This document better outlines the specific roles of Council and staff; further increases the dollar value limits to better reflect current project costs; and expands in detail the steps to be followed in a Tender or Request for Proposal process.

In addition, as discussed by Council earlier this year, Appendix D of the Policy includes wording to promote a 'Canada First' approach to procurement within the guidelines imposed by the various free trade agreements applicable to the Municipality.

To: Council
From: Treasurer/Director of Corporate Services
Re: Street Sweeping Contract

RECOMMENDATION:

That the staff report regarding the street sweeping contract penalties be received; and that Council agree to impose the contractual penalty of \$200.00 per calendar day's delay in the completion of work.

ANALYSIS:

The 2025 fiscal year represents the final year of our street sweeping contract. This year, there were substantial delays in the completion of the work. While the agreement specifies that street sweeping is to be concluded prior to the third week of April, work extended into the middle of June.

Per Section 4 of the contract, liquidated damages are to be imposed as follows:

If the agreed upon work is not completed by the above specified date, or by an amended date allowed by an approved extension of time, then the Municipality shall subtract a sum of \$200.00 per calendar day, for each day's delay in finishing the work, as liquidated damages

It is interpreted that the per-day penalty is to be applied to the pre-tax contract total of \$35,000.

Although the wording of the completion date is fairly vague, it is assumed that the work was to be completed by the final day of the second week of April, or Sunday April 13. With a completion date of June 13, a total of 61 days' penalty, or \$12,200.00, would be applied.

Council direction is required as to whether or not the penalty is to be imposed.

The contract is to be retendered in early 2026.

File #2025-03

August 8, 2025

Planning Report – NESBITT, 12 PCL 3083 SEC NS; LT 28 CON 12 HIMSWORTH EXCEPT LT16353, PT 4 PSR1819; POWASSAN, (Civic Address: 911 Highway 534), in the Municipality of Powassan

Introduction – Proposal Description

A Zoning By-law Amendment application has been submitted to rezone the subject lands from Open Space (OS) to Rural (RU) to allow future residential development. The current Open Space (OS) zoning is the result of a former Candidate Area of Natural Scientific Interest (ANSI) that no longer applies to the subject lands as confirmed by the Ministry of Natural Resources and to be reflected in the new draft Official Plan to be reviewed and potentially adopted by Council in a future meeting.

An original application was submitted in April of 2025 that included a proposed creation of two (2) new lots for residential development. An amended application and an updated property sketch was submitted to staff and forwarded to Planscape Inc. on July 22, 2025, and they no longer wish to include the severances at this time.

Location and Lot Description

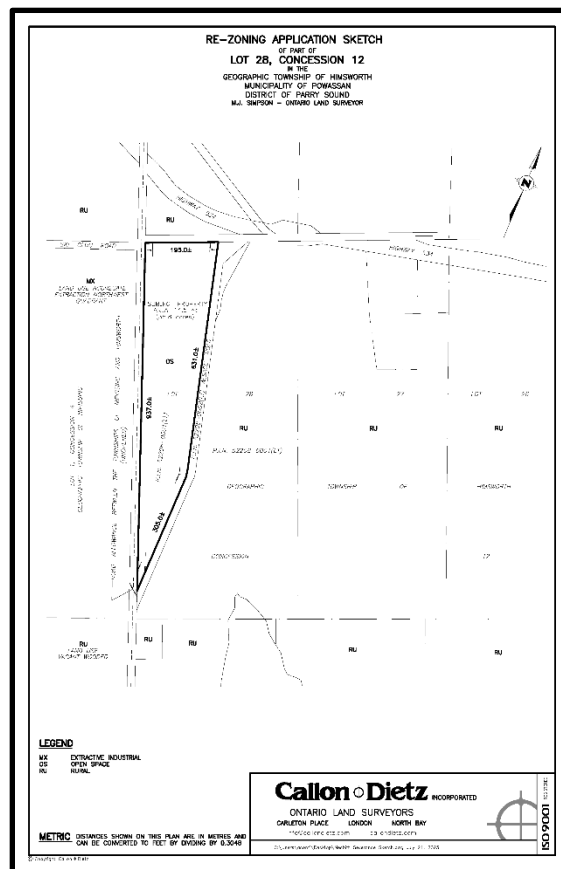
The subject lands are known municipally as 911 Highway 534, Powassan and are legally described as 12 PCL 3083 SEC NS; LT 28 CON 12 HIMSWORTH EXCEPT LT16353, PT 4 PSR1819, Municipality of Powassan. The subject lands are naturally divided by the municipal road of Alsace Road; both the east and west side have a shared civic address and PIN of 52208-0001 (LT). For clarity, only the western portion of the subject lands are subject to the rezoning application. The eastern portion is currently zoned Rural (RU). The lands subject to rezoning are approximately 14.5 ha (\pm 36 ac) in size with approximately 255 m (\pm 840 ft) of frontage on Highway 534 and approximately 995 m (\pm 3264 ft) along Alsace Road. The location of the subject lands is shown in [Figure 1](#).

The lands are vacant, and a desktop review shows the property is densely comprised of both coniferous and deciduous tree cover. Although the application submitted notes a farmhouse and storage shed built approximately in the 1960s; these structures are both on the eastern portion of property, not subject to this rezoning request. A property survey provided by the applicant is shown in [Figure 2](#).

FIGURE 1. GENERAL LOCATION MAP



FIGURE 2. PROPERTY SURVEY



Provincial Planning Statement, 2024

The subject lands are considered Rural Lands where Section 2.6 outlines the permitted uses:

- 1. On rural lands located in municipalities, permitted uses are:*
 - a) the management or use of resources;*
 - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);*
 - c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*
 - d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*
 - e) home occupations and home industries;*
 - f) cemeteries; and*
 - g) other rural land uses*

Section 4.1 of the PPS specifies policy relating to natural heritage features that would prohibit development and site alteration in significant areas of natural and scientific interest that previously excluded development of the property. As mentioned in the introduction, following confirmation with the Ministry of Natural Resources and within the updated Powassan Official Plan, the Candidate ANSI has been removed from the database. The proposed zoning amendment has been reviewed against the applicable policies within the 2024 PPS and is consistent.

Growth Plan for Northern Ontario, 2011

The Growth Plan for Northern Ontario is a 25-year plan that provides guidance to align provincial decision-making and investment for economic and population growth in Northern Ontario. The proposed amendment is consistent with the applicable policies of the Growth Plan.

Municipality of Powassan Official Plan, October 2003

The subject property is in the “Rural Area” designation on Schedule A – Land Use Designations, shown in [Figure 3](#). Schedule B of the Plan identifies the Nipissing Ridge Beach Scarps and Shoreline Earth Science Area over the subject property.

The ANSI has been confirmed and removed from the provincial mapping and is therefore no longer considered an area of natural significance. [Figure 4](#) below illustrates an excerpt of Schedule B where the ANSI is identified. [Figure 5](#) shows the new draft Official Plan Schedule B2 with the removal of the ANSI. [Figure 6](#) confirms Ontario mapping has also removed the Nipissing Ridge Beach Scarps and Shoreline Earth Science Area from this property.

FIGURE 3. OFFICIAL PLAN RURAL DESIGNATION (2003)

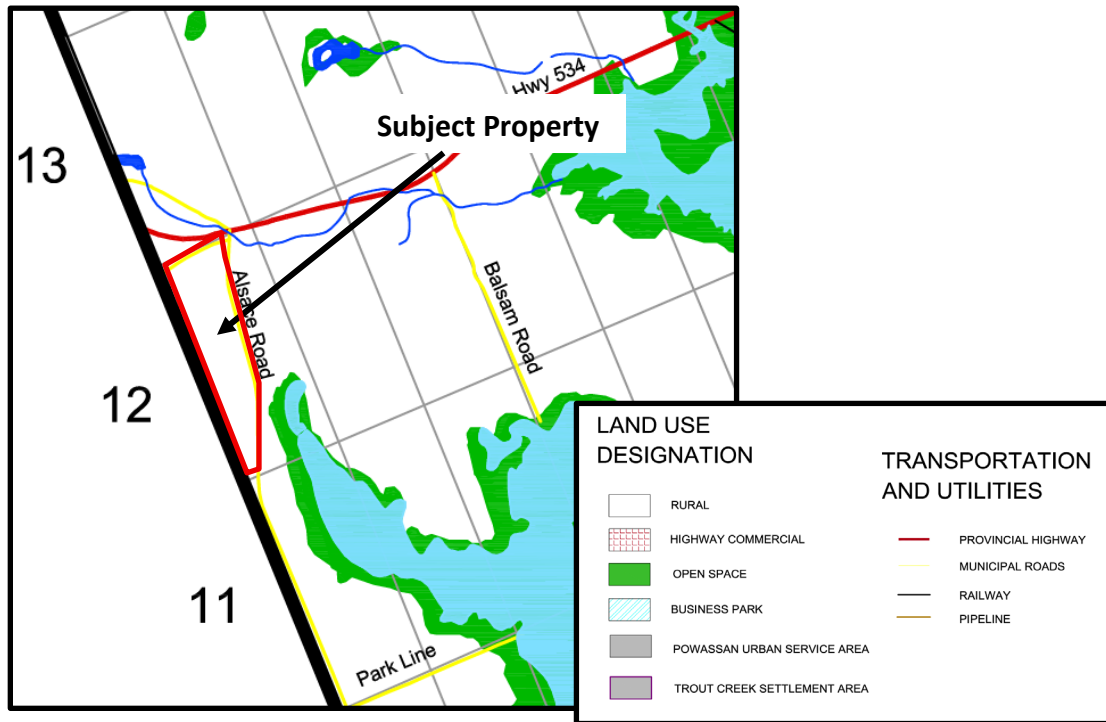


FIGURE 4. OFFICIAL PLAN ENVIRONMENTAL FEATURES (2003)

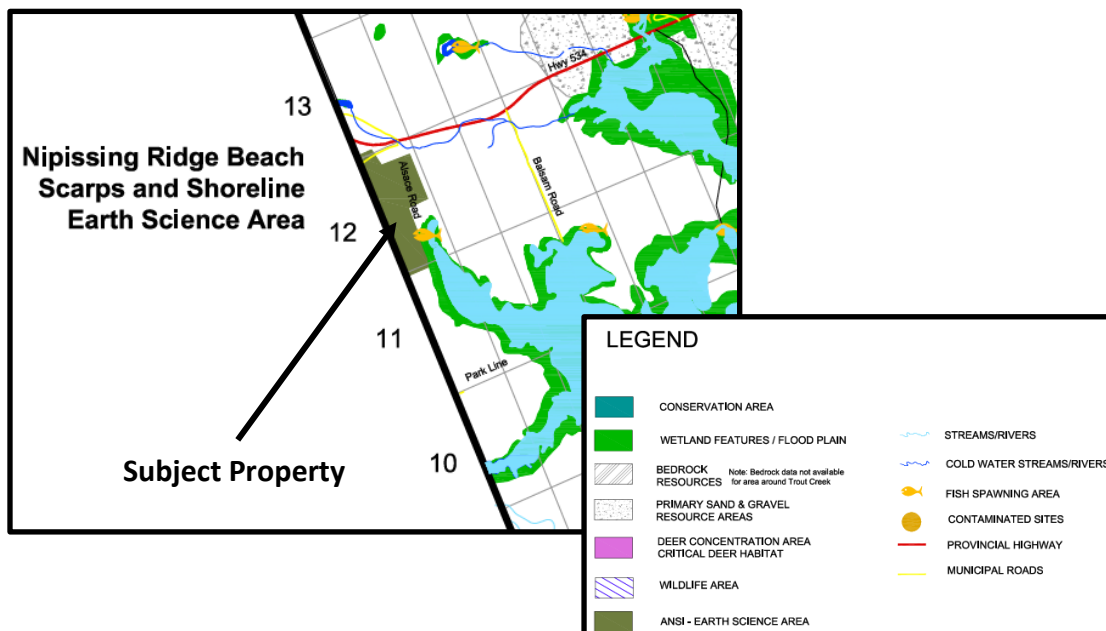


FIGURE 5. OFFICIAL PLAN ENVIRONMENTAL FEATURES (2025)

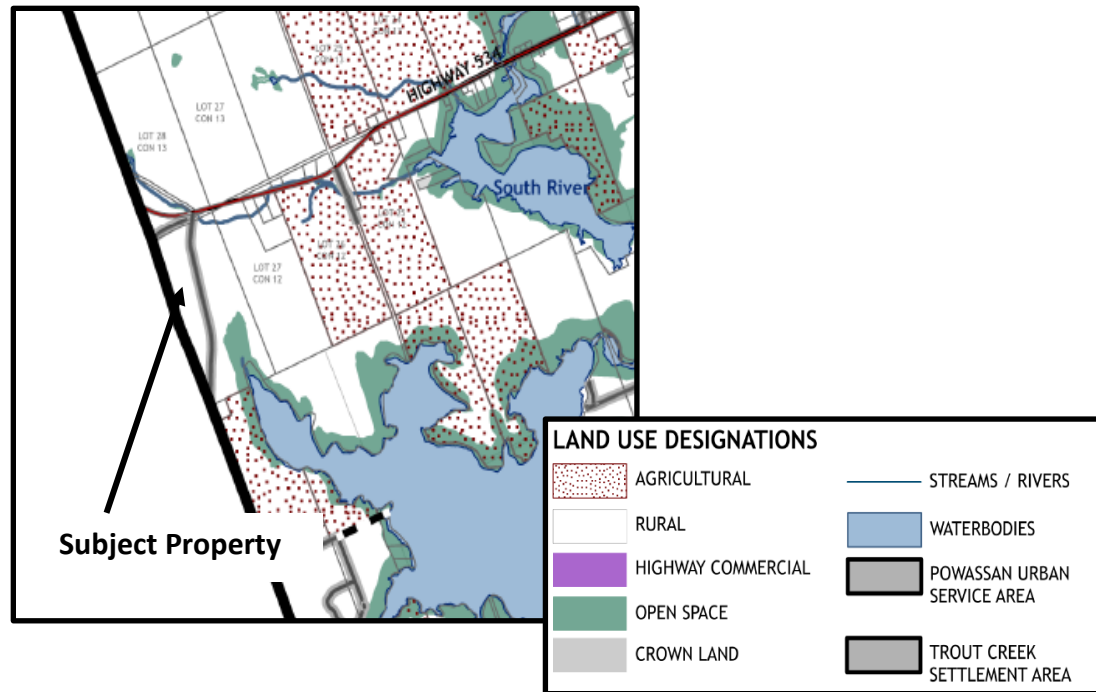
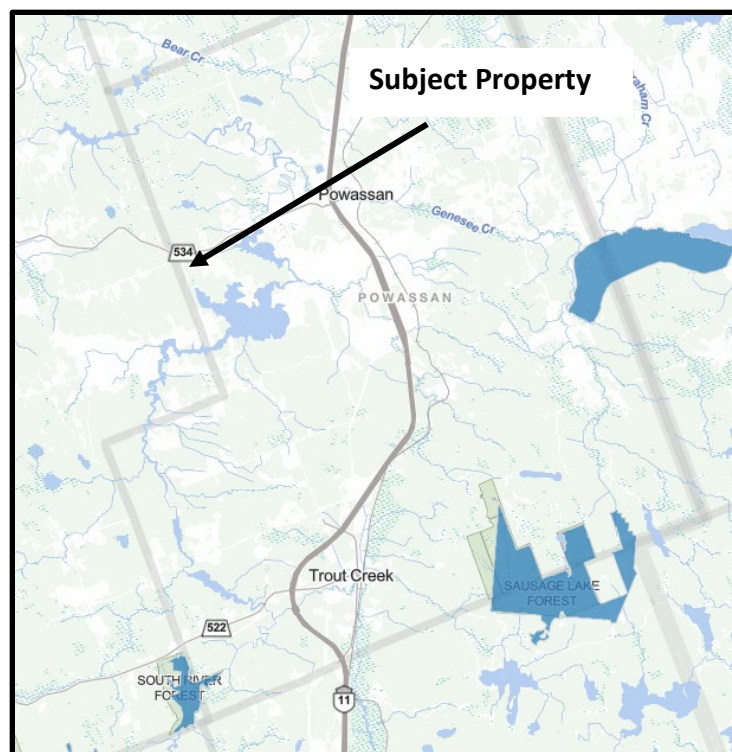


FIGURE 6. AREAS OF NATURAL AND SCIENTIFIC INTEREST ([ONTARIO GEOHUB](#))

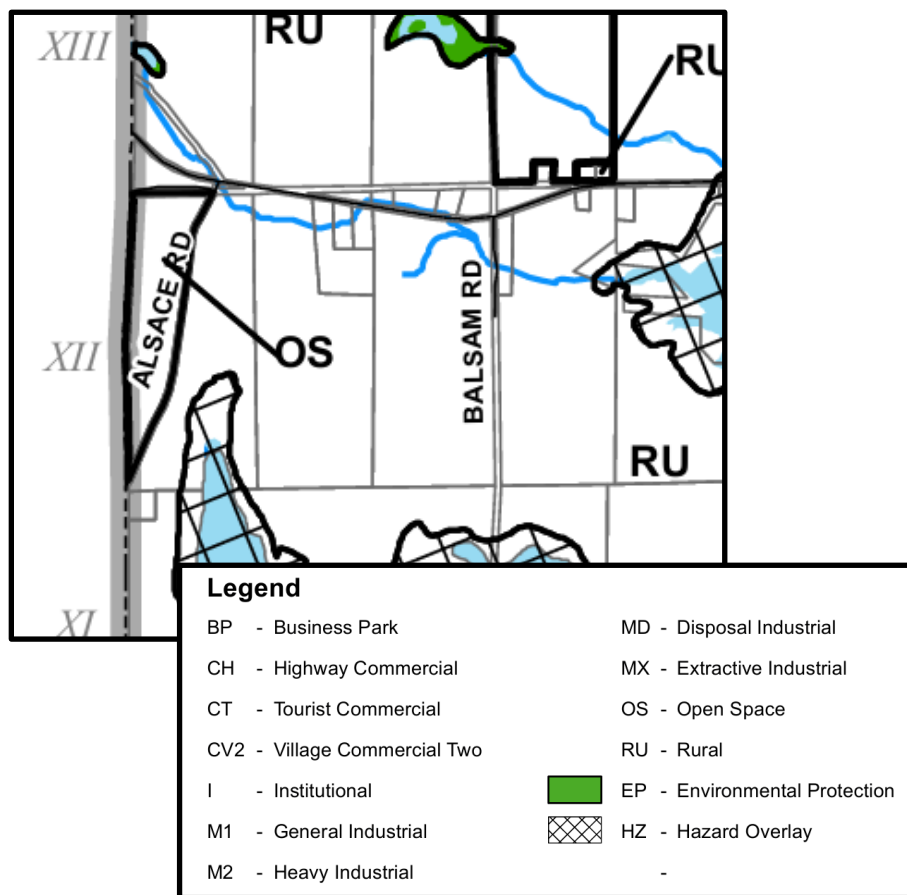


The proposed zoning by-law amendment has been reviewed against the applicable policies of the Official Plan and is found to conform to the overall intent and policy direction reflecting updated provincial mapping.

Zoning By-law 2003-38

The subject lands are currently zoned Open Space (OS) on Schedule A of the Zoning By-law and shown in Figure 7.

FIGURE 7. SCHEDULE A: MUNICIPALITY OF POWASSAN ZONING BY-LAW (44 PURDON LINE)



The proposed Zoning By-law Amendment will rezone the property from Open Space (OS) to Rural (RU). Given the updated provincial mapping and removal of the Nipissing Ridge Beach Scarps and Shoreline Earth Area, this is an appropriate rezoning and will provide permitted uses of the Rural Zone.

Recommendation

The Zoning By-Law amendment is consistent with the PPS 2024 and Northern Growth Plan, generally conforms with the Powassan Official Plan, based on new information provided by the province and will conform with the new draft Official Plan, should Council adopt the plan in the near future. Finally, the application complies with all other requirements of the Zoning By-law and is considered good planning and in the public interest.

Respectfully Submitted,

PLANSCAPE INC.



Ryan Lloyd B.E.S.
Planning Consultant



Stefan Szczerbak, M.Sc, MCIP, RPP
Planning Consultant

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
(NESBITT)
BYLAW NO. 2025-16

Being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning By-law for the Municipality of Powassan with respect to lands described as 12 PCL 3083 SEC NS; LT 28 CON 12 HIMSWORTH EXCEPT LT16353, PT 4 PSR1819; POWASSAN, (911 Highway 534), in the Municipality of Powassan.

WHEREAS the Council of the Corporation of the Municipality of Powassan is empowered to pass Bylaws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the owners of the subject lands have filed an application with the Municipality of Powassan to amend Bylaw No. 2003-38, as amended;

AND WHEREAS the Council of the Corporation of the Municipality of Powassan deems it advisable to amend Bylaw 2003-38, as amended;

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

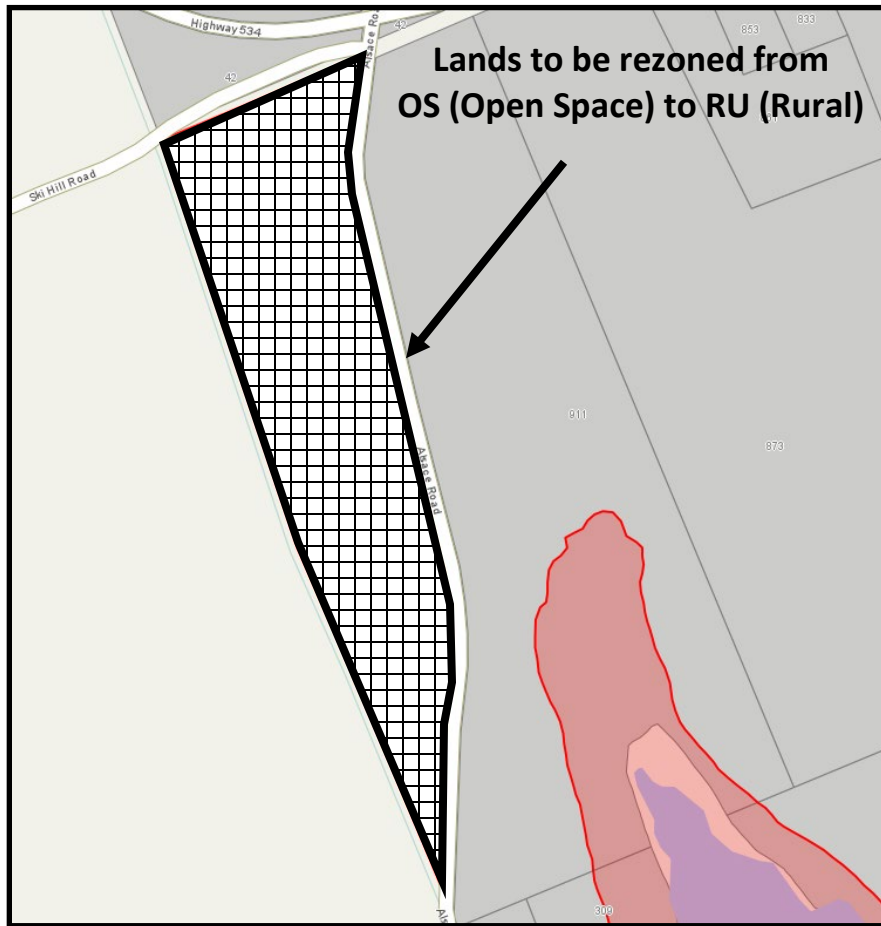
1. Schedule 'B' to Zoning Bylaw No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as 12 PCL 3083 SEC NS; LT 28 CON 12 HIMSWORTH EXCEPT LT16353, PT 4 PSR1819; POWASSAN, (911 Highway 534), in the Municipality of Powassan from Open Space (OS) to Rural (RU) as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.
2. This Bylaw shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

READ a **FIRST** and **SECOND** time on the 2nd day of September 2025 and to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council the 16th day of September 2025.

Mayor

Clerk

Schedule 'A-1'



Date: August 29, 2025

No. of Pages: 4 + Encl.

Project: Trout Creek Community Centre

Project No.: TE-45355-25

Address: 181 Main St. W, Trout Creek

Permit No.:

Client: Municipality of Powassan

Distribution: Brayden Robinson

Mun. of Powassan

BRobinson@Powassan.net

Background

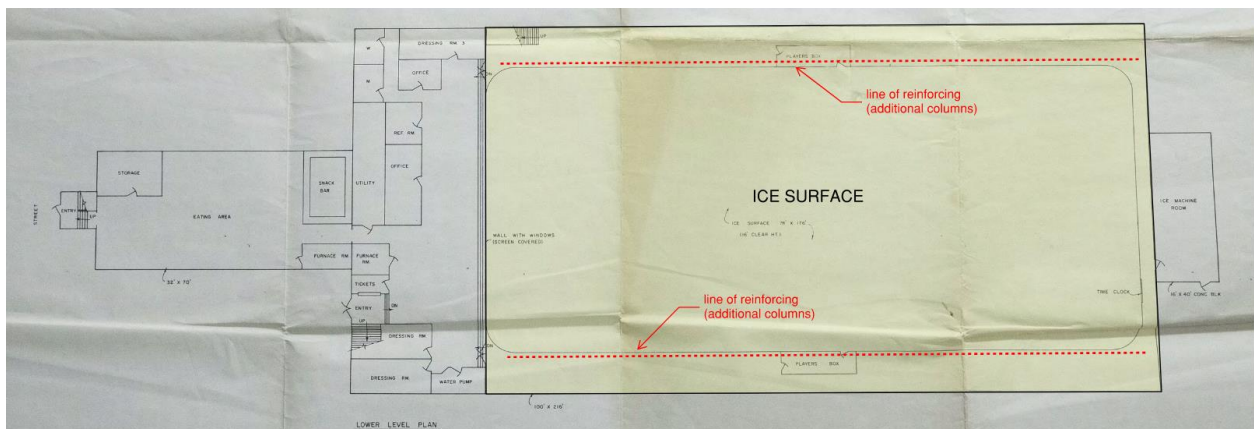
Tacoma Engineers Inc. (Tacoma) have been retained by the Municipality of Powassan to complete a multi-phase assessment of the existing community centre located in Trout Creek.

A site review was completed by the undersigned on July 25th, 2025.

The Trout Creek Community Centre (TCCC) is located at 181 Main Street West. Drawings provided for the building indicate construction around 1976.



This report focuses on the structural assessment of the support columns that were previously installed as reinforcing for the wood framed roof structure.



Identified on the plan above, two lines (red dashed lines) of additional columns have been added, one on either side of the primary ice surface, extending the full length of the arena.

A previous engineering report identified that the existing 10x10 wood columns had deteriorated to the point that steel column bases were installed and two additional built-up wood posts were added between each original post.



Pic: Steel reinforced post base.



Pic: Two additional columns added.

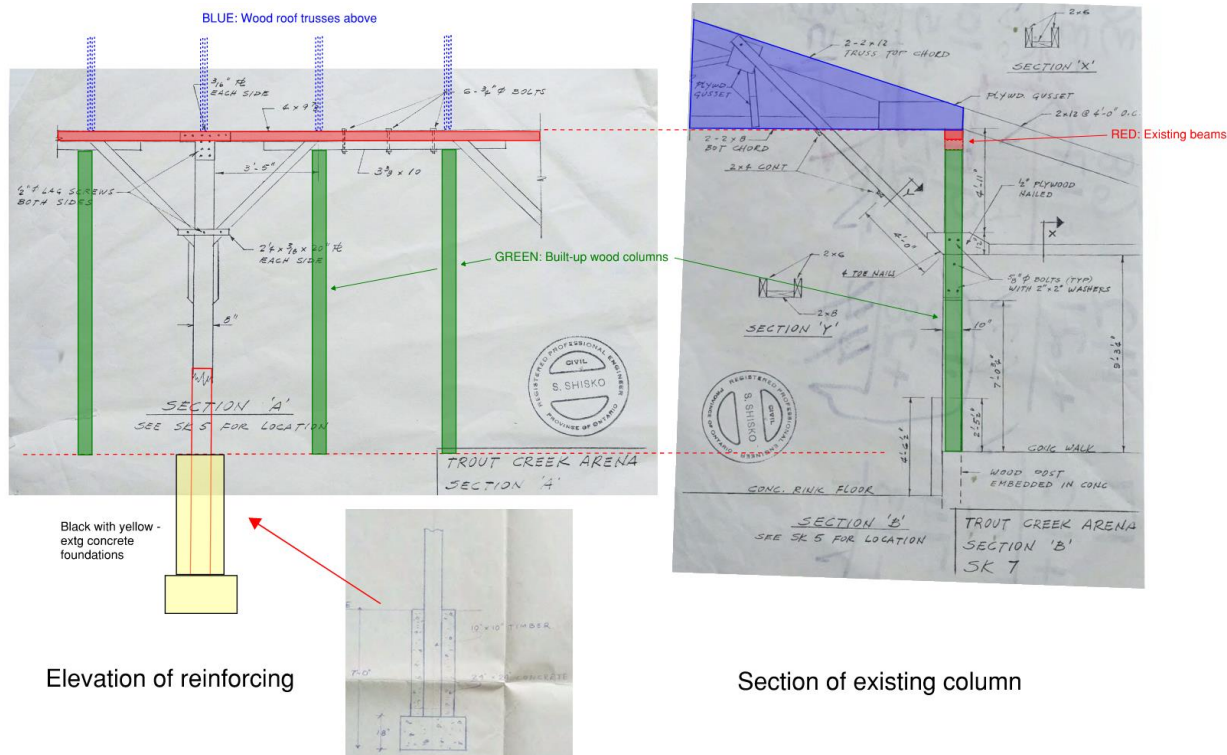


Pic: Interior of Arena – Extents of double columns.

Comments

At the time of our review, the arena was not currently being used. Installation of the ice surface is scheduled for the fall.

The following sketch (also attached to this report for an enlarged version) combines various drawing details to show the location of the built-up posts (green) relative to the existing wood frame. In summary, the arena is framed with double trusses located at 4' o.c. (blue) supported on a Y-braced wood frame with 10"x10" wood posts at 12' o.c. The 4' truss spacing lands trusses at each of the Y-brace locations, which is the location of the built-up wood posts that were added (green).



The following design loads¹ were used in our analysis:

Snow = 50psf (2.4kPa)

Roof = 8psf (0.4 kPa)

Using these loads, with an 80' span truss and a 10' side span, the factored loads on each column (every 4') can be calculated at 15,300 pounds (68.1 kN).

Increasing the roof dead load to 10psf (0.5 kPa) to account for the additional ceiling coverings, increases the load to 15,750 pounds (70 kN).

Using O86-19 Engineering Design in Wood, a SPF No.1, 5-ply 2x6 built-up wood post that is 15' tall (4.6m) can be calculated to have a capacity of 19,900 pounds (88.6 kN).

¹ These loads were indicated on the original building drawings for the design of the roof trusses. Current building codes would require the use of a high importance factor for community centres. This factor, in conjunction with the current climatic factors, would increase the snow load to 61.4psf (2.94 kPa).

Based on our assessment, the existing wood frame, as reinforced with the additional built-up wood posts, is structurally adequate to support the imposed roof and snow loads.

Around the perimeter of the arena, the additional built-up posts are supported by a concrete curb that forms the transition from the arena floor to the walking surface around the arena. The exact extents of the concrete are unknown (depth, thickness). Our site review did not reveal any signs of distress (cracking, movement, settlement) in the concrete foundations. Based on this, it would appear that the foundations are performing adequately. However, since the duration of exposure to load is very short, it is also unknown to what extent of capacity the foundations have been loaded to.

Recommendations

Based on our site review, and the information presented above, we have the following recommendations:

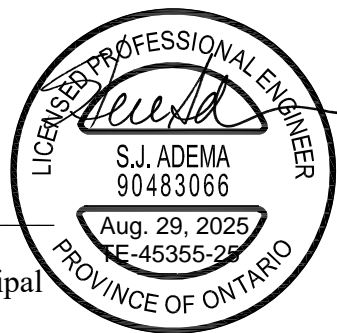
1. As outlined in the footnote referenced in the design load section, the current design snow load for a community centre (high importance factor) in Trout Creek is 2.94 kPa. Since this design load is significantly greater than the capacity of the roof structure based on its actual design, Tacoma recommends that this building be excluded from the Municipalities Emergency Plan that would call for a community centre to be utilized as a shelter location in an emergency situation.
2. Using the information presented in the National Research Council Canada Structural Commentaries, referenced in the Ontario Building Code, the density of snow in an accumulated state can be capped at 4.0 kN/m³ (Commentary G, Clause 8). In reference to the design snow load of 2.4 kPa, this would equate to a 0.6m (24") allowable depth of snow accumulation to reach the design load. Tacoma recommends that indicators be added to the roof set at 18" in height. If snow accumulation exceeds that amount (covers the indicators), the roof snow be removed in a careful, balanced approach.
3. If at any time, cracks, settlement or any other distress be noticed in the building structure, Tacoma or another professional engineer be retained to immediately review the structure and that operations within the building be ceased until cleared to resume.

NOTE: These recommendations are presented with respect to our visual assessment and structural analysis of the built-up wood posts as temporary support for the existing structure.

If you have any questions about the recommendations outlined above, please contact the undersigned at your convenience.

Per

Steven Adema, P.Eng.
Director of Engineering, Principal
Tacoma Engineers Inc.



Encl.

1 (one) Framing Schematic – Built-up Posts

September 2025

September 2025							October 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
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	
28	29	30											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31	Sep 1 Labour Day - Office Closed	2 Council	3	4	5	6
7	8	9	10 NBMCA	11 DSSAB Rec Committee	12	13
14	15 Library Board	16 Council Golden Sunshine Housing Corp.	17 Eastholme	18 Maple Syrup Festival	19	20
21	22	23	24	25	26	27
28	29 OPP Detachment Board	30 National Day of Truth and Reconciliation - Office Closed	Oct 1	2	3	4