

AGENDA

Regular Council Meeting

Tuesday, October 17, 2023, at 6:30 p.m.

Powassan Council Chambers (Firehall Station 1)

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 AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

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

7.1 Regular Council meeting of October 3, 2023

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 The Police Services Board Meeting minutes of September 25, 2023

9.2 District of Parry Sound Social Services Administration Board CAO’s Report for October 2023

10. STAFF REPORTS

10.1 Treasurer/Director of Corporate Services, B. Robinson – Pay Day Policy

10.2 Public Works Foreman, T. Tennant – Sweezy Street Traffic

10.3 Public Works Foreman, T. Tennant – Main Street storm water ditch

10.4 Clerk, A. Quinn – Police Background Check Policy

10.5 Clerk, A. Quinn – Flag Policy

11. BY-LAWS

11.1 Bylaw 2023-24 Zoning Amendment (137 Main Street, Powassan)

11.2 Bylaw 2023-25 Official Plan Amendment

12. UNFINISHED BUSINESS

12.1 Clerk, A. Quinn – Pool Inspection Report

12.2 Councillor Hall – Municipal Facility Renumeration

12.3 Councillor Hall – Trout Creek Community Centre Plan

13. NEW BUSINESS

14. CORRESPONDENCE

14.1 Bonfield Township – Remembrance Day Service Invitation

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

17.1 Adoption of Closed Session Minutes of October 3, 2023

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.

17.4 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.

17.5 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.

17.6 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.

18. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, October 3, 2023, at 7:00 pm
Powassan Council Chambers

Present: Peter McIsaac, Mayor
Markus Wand, Deputy Mayor
Randy Hall, Councillor
Leo Patey, Councillor

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

**Absent,
With Regrets:** Dave Britton, Councillor

Presentation: Tammy MacKenzie and JJ Blower - District of Parry Sound Social Services Administration Board

Disclosure of Monetary Interest and General Nature Thereof:

Mayor McIsaac Item 12.2 and 13.1 Employer named in Item

- | | | |
|-----------------|--|----------------|
| 2023-298 | <p>Moved by: M. Wand Seconded by: R. Hall
 That the agenda of the Regular Council Meeting of October 3, 2023, be approved, with the following addition:
 15.1 Planning Report – Hughes, 137 Main Street</p> | Carried |
| 2023-299 | <p>Moved by: R. Hall Seconded by: L. Patey
 That the minutes of the Regular meeting of council of September 19, 2023, be adopted.</p> | Carried |
| 2023-300 | <p>Moved by: L. Patey Seconded by: M. Wand
 That the minutes of the Recreation Committee meeting of June 28, 2023, be received.</p> | Carried |
| 2023-301 | <p>Moved by: M. Wand Seconded by: R. Hall
 That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of August 22, 2023, be received.</p> | Carried |
| 2023-302 | <p>Moved by: R. Hall Seconded by: L. Patey
 That the memo from Treasurer/Director of Corporate Services B. Robinson, regarding the Q3 Budget Variance Update as of September 30, 2023, be received.</p> | Carried |
| 2023-303 | <p>Moved by: L. Patey Seconded by: M. Wand
 That the report from Fire Chief B. Cox, regarding North Bay Central Ambulance Communications Centre Cancellation of Dispatching be received;</p> | |

AND FURTHER that staff be directed to request an extension of services and continue to investigate alternative solutions. **Carried**

2023-304 Moved by: R. Hall Seconded by: M. Wand
That the report from Treasurer/Director of Corporate Services B. Robinson, regarding Meadowview Maintenance contract, be received;

AND FURTHER that Council decline to enter into an agreement with the Meadowview for property maintenance services. **Carried**

2023-305 Moved by: M. Wand Seconded by: L. Patey
That Bylaw 2023-20, being a Bylaw to appoint a Clerk,

Be **READ a FIRST and SECOND** time on the 19th day of September 2023,

And to be **READ a THIRD and FINAL** time and considered passed a such in open Council on this 3rd day of October 2023. **Carried**

2023-306 Moved by: L. Patey Seconded by: R. Hall
That Bylaw 2023-24, being a Bylaw to amend Bylaw 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands located in Part Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan);

Be **READ a FIRST and SECOND** time on this the 3rd day of October 2023,

And to be **READ a THIRD and FINAL** time and considered passed as such in open Council on the 17th day of October 2023.

Recorded Vote: Requested by Councillor L. Patey.

Councillor L. Patey: Nay
Councillor R. Hall: Yea
Councillor M. Wand: Yea
Mayor P. McIsaac: Yea

Carried

2023-307 Moved by: R. Hall Seconded by: M. Wand
That Bylaw 2023-25, being a Bylaw to amend the Official Plan of the Municipality of Powassan;

Be **READ a FIRST and SECOND** time on this the 3rd day of October 2023,

And to Be **READ a THIRD and FINAL** time and adopted by Council on the 17th day of October 2023. **Carried**

2023-308 Moved by: M. Wand Seconded by: L. Patey
At the Regular Council meeting of September 19, 2023, Council approved Bylaw 2023-22 and franchise agreement and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act; and,

FURTHER that this Council requests that the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the Bylaw and franchise agreement pertaining to the Corporation of the Municipality of Powassan is not necessary pursuant to the provisions of Section 9(4) of the Municipal Franchises Act. **Carried**

2023-309 Moved by: R. Hall Seconded by: L. Patey
That the information from Councillor R. Hall, regarding snowmobile trails in Powassan, be received. **Carried**

2023-310 Moved by: L. Patey Seconded by: M. Wand
That the information from EXP Services Inc., regarding the Notice of Study Commencement for the resurfacing of Highway 11 Northbound and Southbound, be received. **Carried**

2023-311 Moved by: M. Wand Seconded by: L. Patey
That the information from the Ministry of Municipal Affairs and Housing regarding the 2022 Financial Information Return Award, be received. **Carried**

2023-312 Moved by: M. Wand Seconded by: R. Hall
That the correspondence from the Ontario Provincial Police regarding the Municipal Policing 2024 Annual Billing Statement, be received. **Carried**

2023-313 Moved by: L. Patey Seconded by: R. Hall
Whereas citizens have brought forward concerns regarding the speed of traffic on Sweezy Street,
Be it resolved that Council directs staff to investigate traffic speed and the implementation of a stop sign or speed bump on Sweezy Street and prepare a report for the next Regular Meeting of Council on October 17, 2023. **Carried**

2023-314 Moved by: R. Hall Seconded by: L. Patey
Whereas there is currently no electrical outlets or adequate lighting at the Memorial Park gazebo,
Be it resolved that Council directs staff to investigate steps as well as cots, for providing electricity and lighting for Memorial Park, and prepare a report for the next Regular Meeting of Council on October 17, 2023. **Carried**

2023-315 Moved by: R. Hall Seconded by: M. Wand
That the report dated September 26, 2023, from Planscape regarding 137 Main Street, be received. **Carried**

2023-316 Moved by: L. Patey Seconded by: R. Hall
That Council now adjourns to closed session at 8:24 p.m. to discuss:
18.1 Adoption of Closes Session Minutes of September 5, 2023
18.2 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal of local board employees. **Carried**

2023-317

Moved by: R. Hall Seconded by: L. Patey
That Council now reconvenes to regular session at 8:41 p.m.

Carried

2023-318

Moved by: L. Patey Seconded by: M. Wand
That Council now adjourns at 8:41 p.m.

Carried

Mayor

Clerk



Police Service Board Minutes: September 25, 2023

Attendees: Jeff Dagg Provincial Appointee, Mary Houghton Crime Stoppers, Ben Mousseau Protective Services, Inspector W.P.R. (Bill) McMullen, Staff Sergeant Andrew Kraemer, Rebecca Metcalf Member at Large, Markus Wand Chair/Councillor

Absent with regrets: None

Staff: Norma Conrad Recording Secretary

1. Call to Order@6:06pm

Motion 2023-11

Moved By: Rebecca Metcalf

Seconded By: Jeff Dagg

2. Disclosure of Pecuniary interests and general nature thereof: None

3. Approval of Agenda

The adoption of the agenda of September 25, 2023

Motion 2023-12

Moved By: Jeff Dagg

Seconded By: Rebecca Metcalf

Adopted

4. Approval of Minutes

Approval of minutes of June 19, 2023

Motion 2023-13

Moved By: Rebecca Metcalf

Seconded By: Jeff Dagg

Adopted

5. Presentation(s)

Inspector W.P.R. (Bill) McMullen informed the members just newly posted that Sergeant Andrew Kraemer has been promoted effective today Monday September 25, 2023, to Staff Sergeant.

6. Manager's Report

Staff Sergeant Andrew Kraemer started off by saying that nothing glaring stood out on the calls for service report. The report did show the decreases in assaults, and billing hours. He then mentioned there was also a reduction in domestic calls, and noise complaints. There were increases for mental health calls, suspicious calls, keep the peace, false alarms, and fatalities.

On September 25, 2023, a new app was developed and launched by the Toronto Police Service called "Bad review Offenders". This app was designed to help and assist an officer on the road with specific detailed information needed to determine if the person is a risk to society or just to do a detailed compliance check. So far, the app is doing very well.

7. Member's Report: None

8. Crime Stoppers:

Mary Houghton from Crime Stoppers reported that they had a very busy summer attending fairs, and summer markets. She reported that the golf tournament, and the gala was very successful, everyone was pleased overall for each fund-raising event.

Crime Stoppers Stats:

Tips:

June 71 tips

July 89 tips

August 85 tips

Two weeks into September and already have fifty tips.

9. Old Business:

Electronic Speed Sign

The members have requested that the data information be retrieved from the electronic speed sign. So, it can evaluate it at the next meeting in December.

10. New Business:

Vandalism (Municipal Park)

Ben Mousseau Protective Services gave a brief discussion on the vandalism happening at one of our municipal parks. He then asked the question to Staff Sergeant Andrew Kraemer what can be done. Staff Sergeant Andrew Kraemer advised him to contact their communications officer Sergeant Natalie Muirhead and have a discussion with her, he also said you can post signs for park hours and email the detachment with Bylaw regulations, and time allocation that they can enforce on this matter.

11. Correspondence:

11.1) Bank Statement

- Bank statement was added to the agenda package for viewing purpose only.

12. Addendums – None

13. Accounts Payable – None

14. Notice of Meeting

- That the next meeting will be scheduled for Monday, December 18, 2023 at 6:00p

Motion 2023-14

Moved By: Jeff Dagg

Seconded By: Rebecca Metcalf

15. Closed Session – None

16. Adjournment

That the meeting adjourned at 6:55pm

Motion 2023-15

Moved By: Rebecca Metcalf

Seconded By: Jeff Dagg

Chair

Recording Secretary

District of Parry Sound



Social Services
Administration Board

Chief Administrative Officer's Report

October 2023

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.

Human Resources Update

This month we are celebrating the retirement of three long-standing DSSAB employees:

- Childcare Supervisor - Fairview ELCCC; 28 years of service
- Counsellor - Esprit Place; 30 years of service
- Supervisor - Income Support; 38 years of service

We wish all three the very best in retirement and thank them for their dedicated service to the DSSAB.

We also welcomed ten new employees to the organization throughout the last quarter.

After receiving feedback from employees that the current program was not meeting their needs, we are making a change to our Employee Assistance Program (EAP). The EAP is a voluntary and confidential service, to help employees and their family members (dependents), who have personal concerns that affect their personal well-being and/or work performance.

The new EAP offers the following resources that our staff have been looking for:

- Online and in-person counselling sessions
- An industry-leading mobile app that allows staff to book their appointments and connect with a counsellor in a timely fashion
- The app also has additional resources such as a newsfeed, well-being content and self-directed programs
- 24/7 crisis support
- Management support such as support for managing employees (depression, bullying, sexual harassment), employee performance, manager personal growth, and workplace safety

The EAP is one of many ways the DSSAB supports the well-being of our employees.

Facebook Pages



A friendly reminder to follow our Facebook pages!

- ◆ [District of Parry Sound Social Services Administration Board](#)
- ◆ [Esprit Place Family Resource Centre](#)
- ◆ [EarlyON Child and Family Centres in the District of Parry Sound](#)
- ◆ [The Meadow View](#)

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Page Followers	462	471	474	478	490	500
Post Reach this Period (# of people who saw post)	7,891	4,460	3,789	4,010	2,249	4,112
Post Engagement this Period (# of reactions, comments, shares)	757	505	241	692	234	428

Esprit Place Family Resource Centre	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Page Followers	132	131	131	131	132	133
Post Reach this Period (# of people who saw post)	124	116	29	203	62	55
Post Engagement this Period (# of reactions, comments, shares)	7	71	1	2	1	2

DSSAB Twitter Stats https://twitter.com/psdssab	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Tweets	13	8	8	10	N/A	19
Total Impressions	300	300	291	301	56	229
Total Profile Visits	217	130	137	128	N/A	135
Total Followers	28	27	27	30	31	32

DSSAB LinkedIN Stats https://bit.ly/2YyFHIE	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Followers	399	410	416	434	437	441
Search Appearances (in last 7 days)	308	245	228	281	185	115
Total Page Views	31	30	41	56	33	22
Post Impressions	929	697	546	786	182	558
Total Unique Visitors	17	11	19	25	19	14

DSSAB in the Community

On September 29th, our Communications Officer and I attended the District of Parry Sound Municipal Association meeting in Dunchurch, where we set up a table showcasing information about all DSSAB programs and services. There were approximately 100 people in attendance, primarily elected officials, Ministries, Agencies and municipal staff from all municipalities in the District of Parry Sound.

Municipal Presentations

This month, myself and our Communications Officer, continued our road trip with presentations to several municipalities where we outlined the DSSAB’s programs and services and explaining to members of each Council how we can help members of their community. All Councils expressed their appreciation for the work done by DSSAB staff. These presentations were part of a series of Municipal presentations taking place over the next year.

Municipalities receiving presentations in September included:

- McKellar – September 19, 2023
- South River – September 20, 2023
- Tri-Council of Sundridge, Strong & Joly – September 25, 2023



Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District August 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	1	20	24
Toddler (18-30M)	15	8	9	12	25	69
Preschool (30M-4Y)	18	15	16	42	43	134
# of Active Children	33	23	28	55	88	227

All four Early Learning and Child Care Centres were operating at or slightly below the Ministry of Education licensed capacity for each program so that staff were able to take summer vacations and to help mitigate the challenges of securing casual staff to cover the regulated program ratios. Many preschool children prepared to make the transition to school in September and the older toddlers were moved to the preschool rooms. The Ministry of Education Licensing Advisor has been out to the centre-based programs to complete the licensing process for the 2023/2024 year, and we have received positive results showing we are in full compliance with the *Child Care and Early Years Act*. Some programs brought in community partners over the summer months and introduced more cultural diversity through visual displays and introducing a variety of materials for the children to explore.

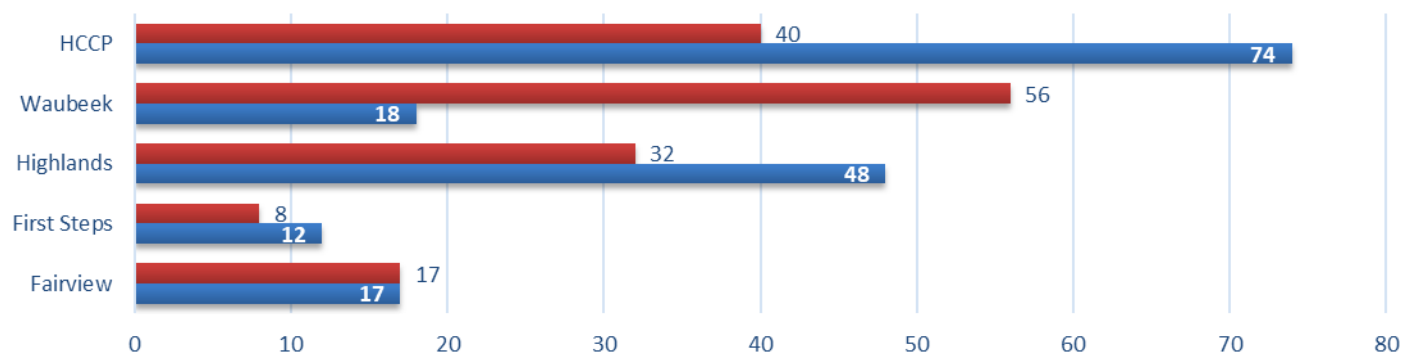
The Home Child Care Program has 19 active providers across the district and has 2 potential homes going through the approval process.

School Age Programs August 2023

Location	Enrollment	Primary	Secondary
Mapleridge After School	N/A		
Mapleridge Before School	N/A		
Mapleridge Summer Program	13		
St. Gregory's After School	N/A		
Sundridge Centennial After School	N/A		
Land of Lakes After School	N/A		
Home Child Care	46	19	1
# of Active Children	59	19	1

The Mapleridge Summer Program was very successful this year remaining at capacity. The children enjoyed exploring the Powassan community and engaging in interactive play-based activities based on their interests and outdoor environment. The staff included creative opportunities where a variety of art mediums were explored, science experiments designed, and excursions were taken.

Directly Operated Child Care Waitlist by Program August 2023



As shown in the above chart, the blue bar reflects families that are currently seeking care and space is unavailable while the red bar indicates families that have requested a space after December 31, 2023. Many families are calling reporting that they are newly expecting and wanting to be added to the waitlists for 2025. Requests for infant spaces continue to be on the rise. Many preschoolers have moved on to school and toddlers will be moving to the preschool classrooms which will open spaces in the toddler rooms for new intakes to come from the current waitlists. Waubeeek has had the largest transition to school cohort of 27 children moving on and has been moving toddlers into the vacated spaces this past month. Even with this large transition, there is still a waitlist for infant and toddler spaces in all the directly operated programs.

Inclusion Support Services August 2023

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	0	0
Toddler (18-30M)	1	9	10	16	0	0	0
Preschool (30M-4Y)	6	35	41	54	1	1	1
School Age (4Y+)	4	26	30	39	1	0	1
Monthly Total	11	70	81	-	2	1	2
YTD Total	12	78	-	108	30	22	10

Statistics for the ISS Program have remained unchanged for the month of August. The Resource Consultants worked with all the child care programs across the district and summer recreational programs to assist with ensuring every child had the opportunity to participate to their fullest potential in the summer activities.

EarlyON Child and Family Programs August 2023

Activity	August	YTD
Number of Children Attending	2,756	7,654
Number of New Children Attending	153	419
Number of Adults Attending	1,575	4,683
Number of Virtual Programming Events	5	32
Number of Engagements through Social Media	3,431	5,843
Number of Views through Social Media	27,920	76,786

The EarlyON team assembled “Getting Ready for Kindergarten” bags, 25 of which were distributed to families across the district and another 25 bags were provided to the ISS Resource Consultants to give to families on the caseload that were attending Kindergarten in the fall.

This summer, the EarlyON team was able to provide summer pop-up programs in Callander, Emsdale, Foley, Trout Creek, Magnetawan, and Powassan with a total of 79 adults and 137 children attending. We reconnected with returning families as well as new families who have recently moved to the area.

The Moms-to-Moms group continues to be a supportive program at the Parry Sound Community Hub for the new moms in the community. Over the summer we had 39 moms and 62 children in attendance.

EarlyON Facilitators prepared for the fall reopening of programs in Humphrey, Emsdale, Orrville, Magnetawan, Carling, Powassan, Foley, Sundridge, Rosseau, Callander, Trout Creek, and Port Loring.

Funding Sources for District Wide Childcare Spaces August 2023

Active	# of Children	# of Families	Funding Source - New	# of Children	# of Families
CWELCC*	108	105	CWELCC	1	1
CWELCC Full Fee	178	177	Extended Day Fee Subsidy	1	1
Extended Day Fee Subsidy	11	11	Fee Subsidy	6	5
Fee Subsidy	101	78	Full Fee	1	1
Full Fee	12	10	Ontario Works	1	1
Ontario Works	14	12	Total	9	8
Total	424	393			

* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - Exits	# of Children	# of Families
CWELCC	5	5
Extended Day Fee Subsidy	2	2
Fee Subsidy	31	22
Total	38	29

Child Care Service Management Update

As the Government of Canada identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to economic recovery, funding under the Canada-Wide Early Learning and Child Care Agreement (CWELCC) is being used to build upon and leverage the success of Ontario’s existing early learning and child care system. The Child Care Service Management team is thoughtfully creating strategies to increase quality, accessibility, affordability, and inclusivity in the early learning and child care sector. Listed below are some identified priorities and achievements:

- Revenue replacement funding is being allocated to licensed child care operators in the District of Parry Sound; striving to achieve an average base fee of \$10 a day by 2025-26 for licensed child care spaces accommodating children ages 0-6;
- Priority areas have been determined within our Directed Growth Plan to support expansion of licensed child care for community and school based spaces;
- Start-up grant processes and applications are being created to support expansion;
- Establish an updated early years network to better understand pressures, overcome challenges, prioritizing community needs while creating specific action plans.

Quality Assurance Update

Throughout the months of July through to September, 12 Recreational and Skill building programs were visited. During those visits a Quest 2 assessment was completed on each program by the Quality Assurance Supervisor. The Quest 2 quality assurance assessment tool must be conducted by a High 5 trained trainer and is designed to measure program effectiveness and performance. It provides an evaluation and feedback to programs and administrators to assist in maintaining the highest quality programming at both the individual and organizational level. Upon completion of each assessment a copy of the assessment along with any recommendations was sent to each program. All programs supported by the DSSAB successfully passed their evaluation and did not require any follow-up.

One of the best ways to contribute to the quality of programming is to invest in our educators. Therefore, additional professional development training opportunities through the Early Childhood Community Development Centre (ECCDC) have been offered to educators for the fall of 2023 through the continued support of the workforce funding. The training offered will assist in providing educators with continued early learning seminars that support the importance of families in childcare, along with sessions that support high quality and engaging learning environments.



Additional funds have been used to send the Inclusion Support staff to Reaching IN... Reaching OUT (RIRO) training. This 12-hour evidence-based program, is a resiliency training that provides service providers working with early learning, child care, community/ mental health and other settings the knowledge and skills they need to model and teach resilience approaches to children 0-8 years of age. The skills learned in this training will help enhance self-regulation skills and promote a “resilient” perspective and flexible approach to handling stress, serious problems and everyday challenges for children and families. Along with the RIRO training the ISS staff have been funded to take a Self-regulation certificate program to assist in teaching new ways for educators to understand and respond to challenges in behaviour, temperament and learning. Following the training sessions the staff will share their new knowledge with the team of educators working with children in the centres.

Income Support & Stability Update

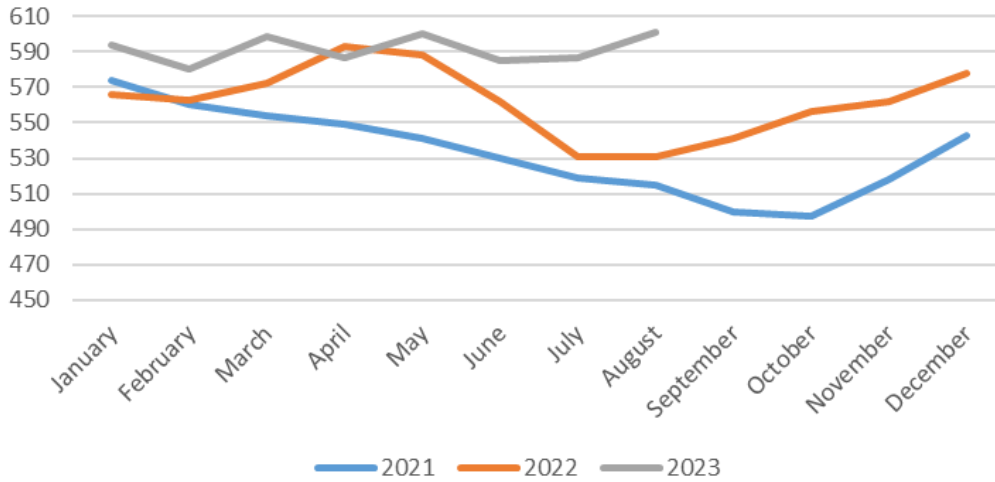
Beginning with the November meeting, the Director of Income Support and Stability will be co-chairing the Health & Social Services Network (HSSN) along with the Chief Nursing Officer at the WPSHC. The HSSN is a collaborative group of Health Care, Mental Health and Social Service Agencies in West Parry Sound that meets monthly and provides a platform to discuss issues that impact the community that intersect the Health Care and Social Services lenses and strategizes ways to address these problems in an integrated way. This group has also been supporting the WPSHC’s Ontario Health Team application. This is a very exciting evolution in our partnership with the Health Centre.

The Director of Income Support and Stability also attended a follow-up Geriatric Pathway session hosted by Ontario Health at the Best Western in Parry Sound.

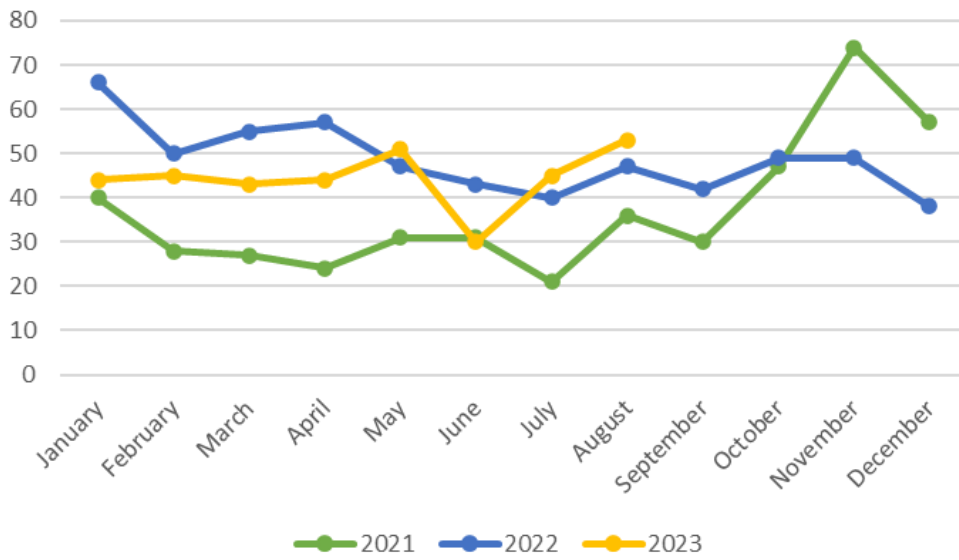
This past summer saw the beginning of weekly meetings between Ontario Works, Housing Stability and Esprit, with the goal of enhancing the support for visitors to the shelter and supporting a safe and successful transition. Income Support and Stability Team members continue to meet clients where they are at in offering supports. Recently we have partnered with Esprit Place and one staff member is based out of the shelter each morning. We use creative methods in connecting with clients, sometimes meeting at a local park, business or in their home. This contributes to the success of supporting a client with life stabilization.

In September, several staff from Ontario Works and Housing Stability attended a 2-day ASIST Training at Employment North in South River. Staff continued to enhance their knowledge by attending training on the BNL Prioritization, Matching and Referrals, and they continue to complete training provided by OAITH.

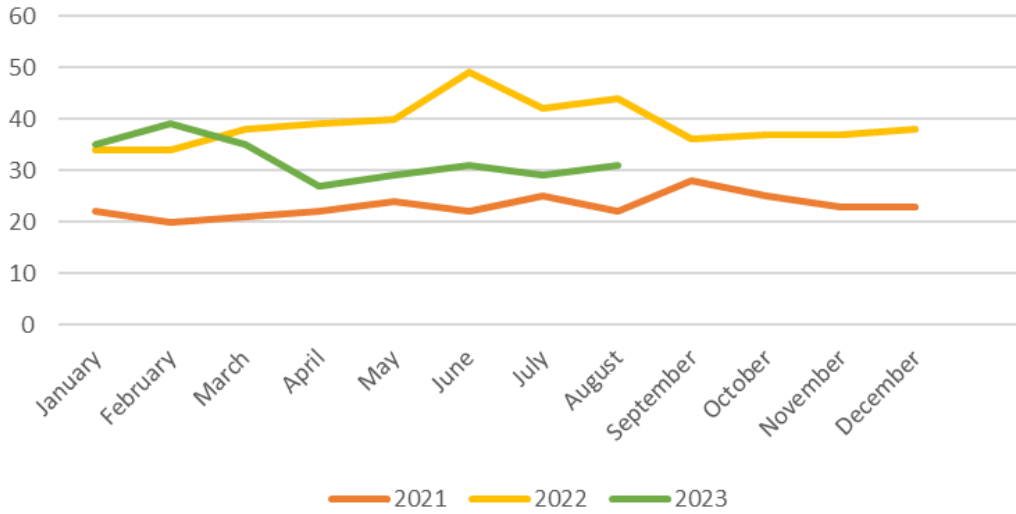
Ontario Works Caseload



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received



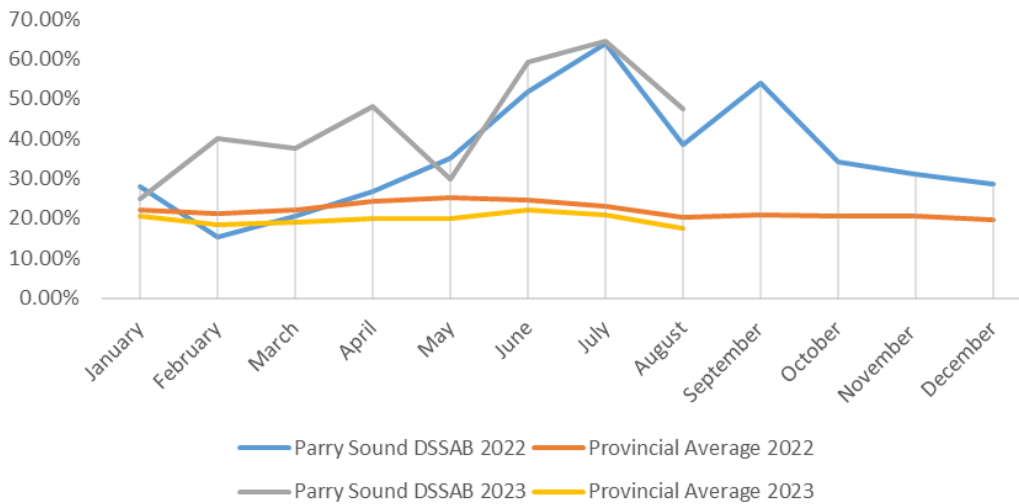
ODSP Participants in Ontario Works Employment Assistance



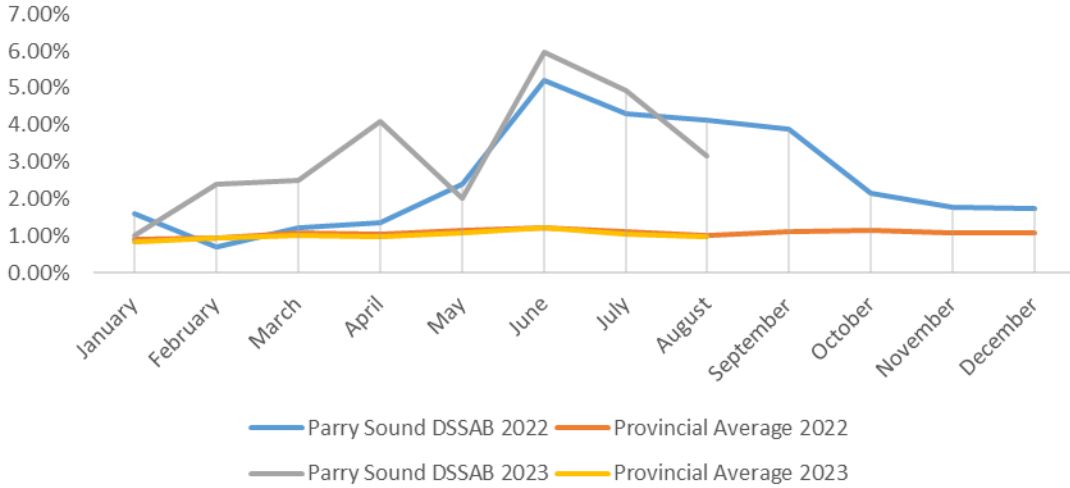
The OW Caseload as of the end of August has crept up to **601** (there are 963 beneficiaries in total). We are supporting **31** ODSP participants in our Employment Assistance program. We also have **57** Temporary Care Assistance cases. Intake also remains steady. We had **53** Ontario Works Applications and **29** applications for Emergency Assistance in August which is trending higher than historical norms.

Employment Assistance & Performance Outcomes

% of Closures Exiting to Employment

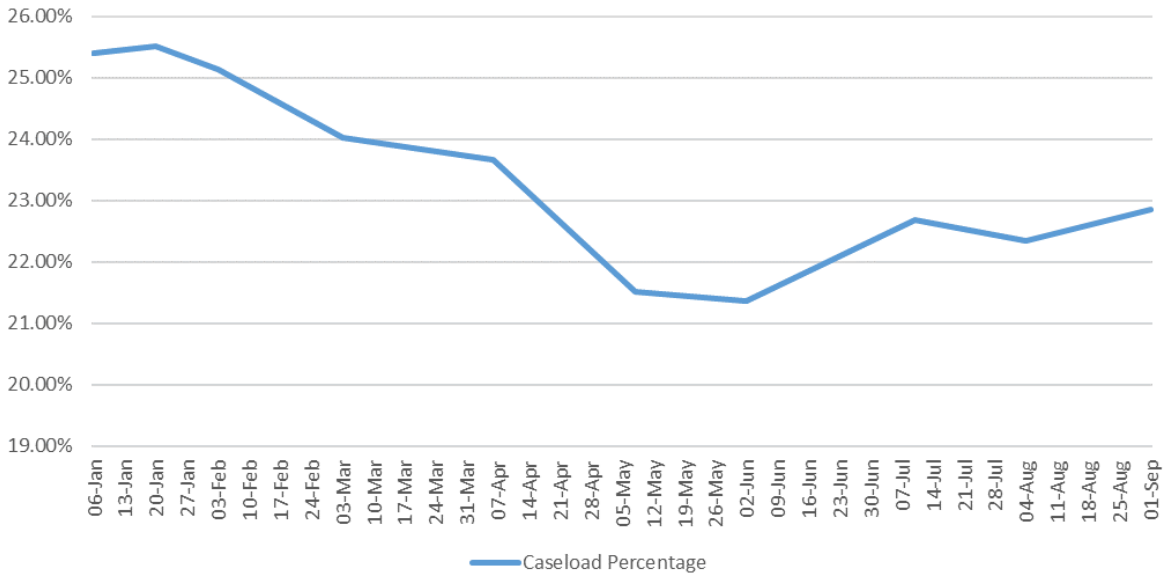


% of Caseload Exiting to Employment



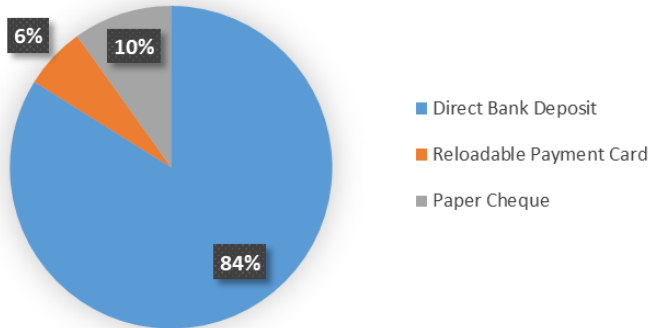
Our Employment Outcomes performance in August remains strong. We ranked #1 and #2 respectively in each area among our Northeast counterparts. We also exited 6.7% of the caseload for any reason in August. This is also very strong considering the continued reduction in job postings reported by the Labour Market Group, which saw a nearly 22% drop in postings in July (-36 total).

MyBenefits Enrollment 2023



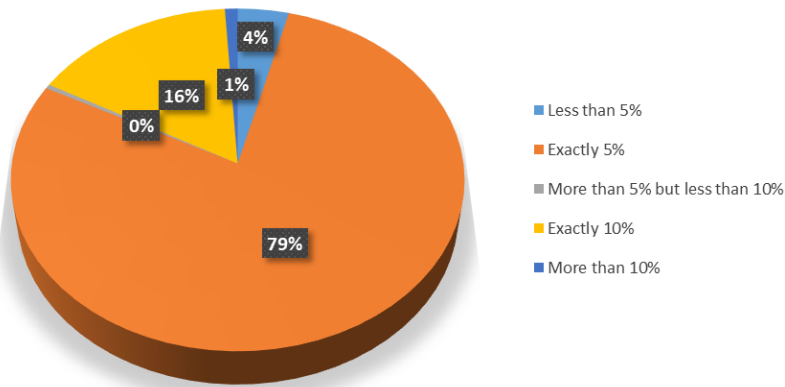
DBD Enrollment

Payment Receipt Method August 2023



Overpayment Recovery Rate

August 2023



Ontario Works Update

The Supervisor of Income Support in Parry Sound met with the new Team Leader at YMCA to talk about our work together, initiatives and to organize a schedule where YMCA staff visit our Beechwood office once per month and for OW staff to visit the YMCA office once per month to visit and meet with mutual clients. This is beginning this month.

In September the Supervisor of Income Support in South River attended the Almaguin Highlands Community Partners meeting, which we hosted at our Toronto Avenue location. These meetings, that take place quarterly, are a valuable platform for information sharing on new programs, initiatives and networking.

Regarding Employment Services Transformation, as we await the selection of our Service System Manager in our District as well as the rest of the Northeast, the Income Support and Stability Management Team attended an information session hosted by College Boreal in North Bay. The goal of this session was to provide an update on where things are with the planned submission as well as gather feedback from stakeholders.

MCCSS has reinforced its commitment to Centralized Intake. They are working with a select group of municipalities to further increase the role and responsibilities of the Centralized Intake team (IBAU). Legislative amendments passed by the legislature in June 2021, have identified the Ministry as a Delivery Agent to support these changes. These changes include the Ministry taking responsibility for formal decision making for applications, notification to the client and Internal Reviews for all low and medium risk applications. This will continue to be trialed in the 3 municipalities before larger implementation across the province.

In the past few months, our Ontario Works Case Workers have been focused on improving our outreach efforts to help support our most complex clients, while fostering crucial relationships with community partners. These relationships have allowed us to tap into additional resources that we would not have known about otherwise, while relying on others with more expertise and ability to provide comprehensive stability supports. With our client centered approach, our Case Workers have made significant strides in improving the lives of our most vulnerable community members.

We have had recent success with an Ontario Works client completing our Employment Placement Initiative and reaching the 3rd Milestone in our program with Employment North and has since become self-sufficient and exited Ontario Works. We have a new client entering the placement program and have just hit Milestone #1.

Ontario Works Case Workers have been accessing all resources and rent supplements available through the province, the district and CMHA to continue to support our clients and keep them housed. These have been extremely beneficial in assisting clients with the gap between their shelter portion and actual rent costs. Case Workers have been working with clients to make sure they get access to foodbanks and attending local foodbanks with clients that are vulnerable and have food insecurity.

Our van, utilized in our South River office, has been crucial to supporting our clients with transportation barriers to access community supports, workshops, foodbanks, community kitchens, medical appointments and more. This contributes to improving the overall well-being and health outcomes for our community members.

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Stability Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Stability Program, periodically within the month, not requiring intense case management.

August 2023 Income Source	East	West
Senior	6	16
ODSP	10	28
Ontario Works	4	13
Low Income	18	33

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

August 2023 Income Source	East	West
Senior	13	22
ODSP	9	14
Ontario Works	8	15
Low Income	9	44

Contact/Referrals

August 2023	East	West	YTD
Homeless	2	9	42
At Risk	7	5	64
Esprit Outreach Homeless	0	1	6
Esprit Outreach at Risk	0	0	10
Esprit in Shelter	4		11
Program Total	133		

Short Term Housing Allowance

	Active	YTD
July 2023	10	37

Housing Stability: Household Income Sources and Issuance from HPP:

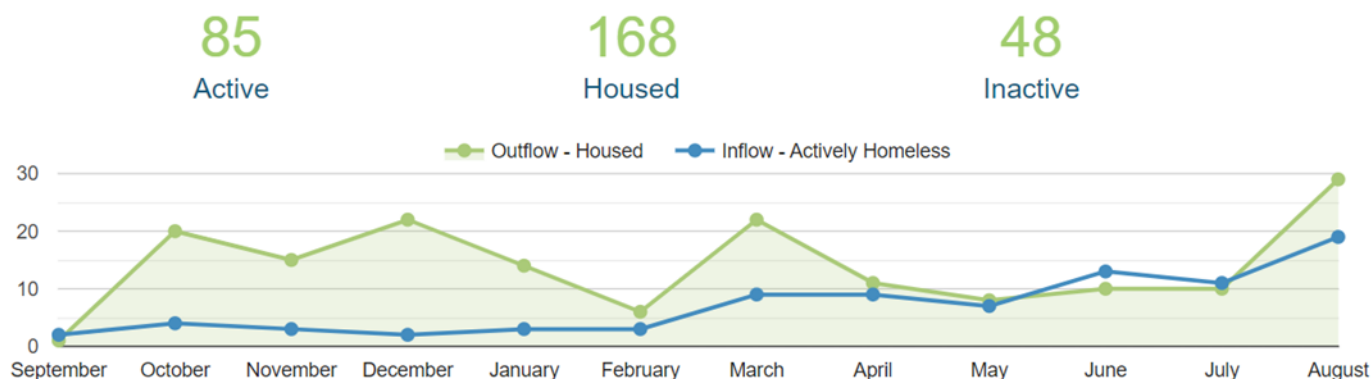
August 2023 Income Source	Total	HPP	August 2023 Reason for Issue	Total
Senior	5	\$2,119.26	Rental Arrears	\$275.00
ODSP	15	\$7,660.04	Utilities/Firewood	\$1,384.25
Ontario Works	8	\$3,928.38	Food/Household/Misc	\$12,290.95
Low Income	2	\$1,553.74	Emergency Housing	\$1,311.22
			Total	\$15,261.42

Ontario Works: Household Income Sources and Issuance from HPP

August 2023 Income Source	Total	HPP
Senior	1	\$1,000.00
ODSP	3	\$2,200.00
Ontario Works	17	\$12,571.12

August 2023 Reason for Issue	Total
Rental Arrears	\$4,182.00
Utilities/Firewood	\$3,259.44
Food/Household/Misc.	\$8,329.68
Total	\$15,771.12

By-Name List Data September 2021– August 2023



Housing Stability Update

This August, in preparation for beginning our own transitional housing program, we visited our colleagues at Nipissing DSSAB, to tour their Northern Pines Transitional Housing program. We are grateful for their hospitality. Processes and policies are under development for the Transitional Unit that is scheduled to open early 2024.

By-Name List (BNL) Community of Practice sessions hosted by the Canadian Alliance for Ending Homelessness (CAEH), continue to be hosted monthly and are attended by various team members. Topics include Winter Response, Prioritization, Matching & Referrals, Analyzing BNL Data and Continuous Improvement. Our Supervisor of Housing Stability continues to work with our CAEH BNL coach to support our BNL work.

The Director of Income Support and Stability attended the DPSVAW Coordinating Committee meeting on September 20, 2023.

The Housing Stability Team are in the final stages of organizing an ID and Tax clinic for both our local offices on a regular basis. Clients without proper ID face numerous challenges and by hosting these clinics our goal is to remove any related barriers.

Caseloads remain steady for Housing Stability, however, the complexity of the client’s needs are raising. We are learning to shift, adapt and advocate with and for the client to get adequate support in place.

Housing Programs

Social Housing Centralized Waitlist Report August 2023

	East Parry Sound	West Parry Sound	Total
Seniors	47	113	160
Families	126	409	535
Individuals	507	192	699
Total	680	714	1,394
Total Waitlist Unduplicated			450

Social Housing Centralized Waitlist (CWL) 2022 - 2023 Comparison Applications and Households Housing from the CWL

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb	5	1	10		
Mar	12		5	2	1	Mar	6		35		
Apr	12	1	1			Apr	11		17	6	
May	11	1		3		May	13	2	9	2	
June	15		3	2		June	9	1	2	1	
July	13	2	10	1		July	5	1	5	1	
Aug	5		17	2	1	Aug	14	1	3	1	
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	68	7	94	11	0

SPP = Special Priority Applicant

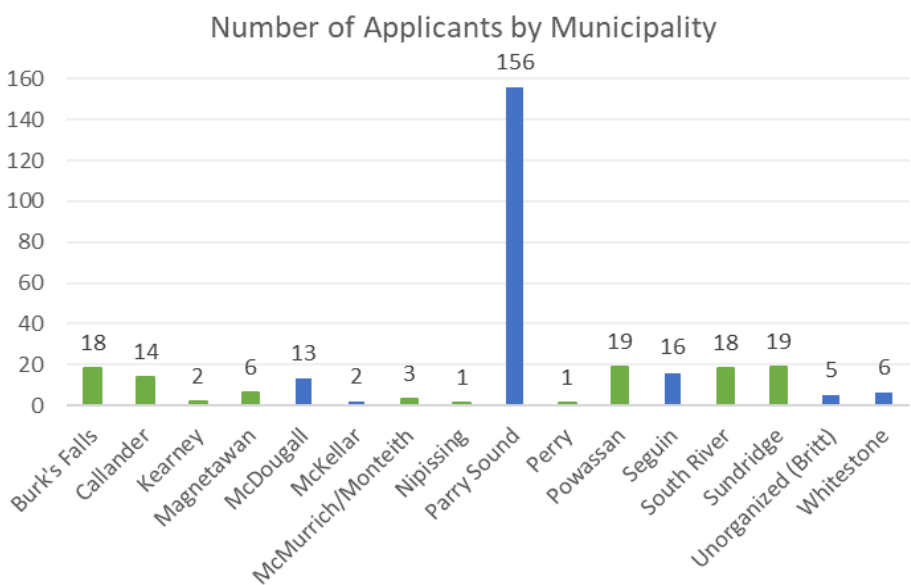
Housing Programs Update

Housing Programs was able to start sending in COHB applications (Canada-Ontario Housing Benefit) beginning April 1st of this year. These applications were for the 2023-2024 benefit year. We began submitting applications immediately and received notification in early July that we had spent all our allocated funds. This was the fastest we have used this funding since the program began in 2020. We were able to assist just under 30 new households throughout the District of Parry Sound. Our team continues to receive calls and emails daily from other departments, community partners and clients inquiring about availability of COHB funding, which highlights the significant need for affordable housing in our district. Applications for the 2024-2025 year are not able to be submitted until April 1st, 2024.

Housing Programs has also seen an increase in requests for Ontario Renovates Accessibility grants. This program allows eligible homeowners to apply for a grant to assist with accessibility related repairs. This allows people to safely remain in their homes longer than they may have been able to without the repairs/renovations. We have been able to assist with a variety of requests including accessible bathtubs/showers, ramps, porch lifts, grab bars and widened doorways.

Housing Programs launched their second landlord survey mid-September. We saw several responses from area landlords come in within just a few days. The data we hope to collect from the responses will allow us to get a better understanding of the private housing stock within our district, as well as the current rents being charged. It also allows us to make connections with landlords for future working relationships.

We continue to collect waitlist data each month which allows us to gather real-time information on our applicants. The table below reflects the current location that applicants live in the District of Parry Sound. This table is slightly different than what was shown in the last report as it breaks down applicants by municipality rather than east or west. In the month of August, we saw 14 new applications, which is an increase from previous months. We have also seen an increase in special priority applications for priority placement on the centralized waitlist. There were several approved applications over this quarter.



This table shows the current location of CWL applicants that live in the District of Parry Sound. Blue represents West side municipalities and green represents East side municipalities. This shows that many of our waitlist applicants live in the Town of Parry Sound.

**Parry Sound District Housing Corporation
August 2023**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	26
Move in	4	22
L1/L2 forms	0	5
N4 - notice of eviction for non payment of rent	0	4
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	2	10
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	6	55
No Trespass Order	1	1
Tenant Home Visits	25	136
Mediation/Negotiation/Referrals	21	88
Tenant Engagements/Education	2	86

Tenant Services Update

Over the summer months, Tenant Services has been working hard to get to ALL LHC/DSSAB tenants with a brand new and improved lease document. This involved having a lawyer review, writing out all leases for each tenant with custom rent calculation information in each one, and delivering them in person to workshop sessions we had planned in order to go through a generic template together as a group, answer any questions, and have signing completed on-site. All apartment buildings have been visited for this purpose now, and what's left to do are the family units. The new lease is much easier to follow, referencing updated relevant Legal Acts and removing some of the legal jargon and wordiness. Many tenants expressed appreciation for the time spent explaining and having conversations about tenancies. The signed return rate is likely about half, so some are preferring to stay on the old, original lease.

In September, we hosted a fire prevention workshop at our Callander building in partnership with the Callander fire department, and the Fire Chief came to present information to tenants. The tenants in attendance expressed having really enjoyed it and learned a lot of very valuable information from the event. We hope to expand this education to all buildings and as many tenants as possible in the future.

This fall we have been working hard to get all rental increase notices and letters out to all LHC/DSSAB and NOAH tenants before October 1st, in line with the Provincial guideline of a 2.5% increase.

Tenant Services sends out quarterly newsletters to tenants in order to share pertinent information or reminders, as well as new changes to contact people, or events that have taken place, or will. We also share recipes and word searches or colouring competitions – first person from each building to get them into the drop box with the most answers gets a gift card. This winter we plan to do a puzzle contest among the buildings, as many tenants enjoy using the common room to complete puzzles together.

Here are some snippets from the fall edition:

Living in a multiple unit dwelling may be challenging at times. Please be mindful of your actions so that they don't interfere with the reasonable enjoyment of others.

Tenants are responsible to work out their differences and if not resolved, a complaint form needs to be filled out in order for the complaint to be addressed.

We are asking all tenants who are permitted to smoke in their units, not to smoke during inspections or staff presence, unless you go outside. We appreciate your co-operation.

Please Review the Following Steps for Tenant Issues

- (1) Collect as much information as you can about the problem. Date & Time.
- (2) **You are expected to be involved in the mediation and work together to come to a conclusion before contacting Tenant Services.**
- (3) If the problem persists complete the purple complaint form found in your building common room or laundry room and leave in the drop box.
- (4) If it is an emergency call Housing Office as soon as possible. If you ever feel your life is in danger call the police.
- (5) You may not be aware/informed of the actions we are taking to resolve the matter.

**Property Maintenance
August 2023**

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 28 units have been treated
Vacant Units	13	one-bedroom (8); multiple bedroom (5) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	6	one-bedroom market units available
After Hours Calls	8	Smoke detector beeping, sink overflow causing flooding, OPP requested for video footage 4 staff participate in the on-call phone tree system
Work Orders	150	Created for maintenance work, and related materials for the month of August
Fire Inspections		Will provide in next month's report

**Capital Projects
August 2023**

- The roof at 16 Toronto Ave. has been replaced
- The contract for the roof replacement at 66 Waubeek has been signed
- Consultant recommendations and architectural drawings for the 5-story building window replacement has been received, and currently reviewing for the 2024 budget
- The Queen St. and Broadway duplexes have undergone roof replacements, and the interior rough framing has been completed; the electrical and mechanical work is currently underway
- The kick-off meeting between engineers, architects, and consultants took place in September for a redesign of a tenant parking area for a west side building
- HVAC systems at 66 Waubeek St. have been replaced
- Dangerous trees have been removed from the Waubeek and Church Street properties
- Furnaces at some west side family unit properties have been replaced
- Extensive repairs within a unit after fire damage has finally been completed, and a new tenant has moved in

Annual Inspections

In August, we completed annual inspections for five units, and all buildings on the east side of the district had their annual fire inspections completed and passed. The purpose of these annual inspections is to document maintenance issues, update smoke detectors approaching expiry, change out batteries, and make sure fire extinguishers are in working order.

**Esprit Place Family Resource Centre
August 2023**

Emergency Shelter Services	August 2023	YTD
Number of women who stayed in shelter this month	19	77
Number of children who stayed in the shelter this month	7	29
Number of hours of direct service to women (shelter and counselling)	231	1,147
Number of days at capacity	0	73
Number of days over capacity	5	36
Overall capacity %	80%	77%
Resident bed nights (women & children)	248	1,610
Phone interactions (crisis/support)	44	195

Transitional Support	August 2023	YTD
Number of women served this month	16	65
Number of NEW women registered in the program	8	13
Number of public ed/groups offered	0	3

Child Witness Program	August 2023	YTD
Number of children/women served this month	22	104
Number of NEW clients (mothers and children) registered in the program	11	31
Number of public ed/groups offered	1	6

Esprit Place Family Resource Centre Update

Women's Services was thrilled to welcome our new Esprit Place Supervisor in August. She brings a wealth of knowledge and experience to our team. Her experience in OW and HSP will be highly valuable as we continue to create a comprehensive service delivery model for clients accessing Esprit services.

Esprit Place continues to be very busy supporting women and children fleeing violence, as well as women experiencing homelessness from across the District of Parry Sound. We have had several days at or over capacity during the summer months and only anticipate that this need will grow as the weather changes. Our focus continues to be "housing first" and as such, we are working to strengthen partnerships with our DSSAB programs, as well as with other community partners to ensure access to safe affordable housing for our clients.

For the last several months CMHA has supported an Addictions Counsellor to be present at the shelter a half day a week. This partnership has increased access to timely addiction and mental health support for our clients and has strengthened the relationship with this important community partner. The Director of Women's Services also had the pleasure of meeting with the Restorative Relationships Manager from the Parry Sound Friendship Centre. They had a productive discussion about potential areas of collaboration, and agreed to work together to ensure that Esprit Place services are culturally safe for Indigenous women and children. We look forward to welcoming the Friendship Centre into Esprit Place to provide input and suggestions and to deliver cultural programming.

The District of Parry Sound Violence Against Women Coordinating Committee has begun rebuilding its membership and is now meeting regularly. The Director of Women's Services will be co-chairing this committee with the Restorative Relationships Manager from the PSFC. We have drafted a workplan for the 23/24 fiscal year that focuses on strengthening membership and delivering violence prevention and healthy relationship programming to the community.

To: Council
From: Treasurer/Director of Corporate Services
Re: Pay Day Policy

RECOMMENDATION:

That the memo from Treasurer/Director of Corporate Services B. Robinson be received; and that Section 5.11- Pay Days of the Human Resources Policy Manual be amended effective January 1, 2024 as per the wording provided.

BACKGROUND AND ANALYSIS:

In the existing Human Resources Policy Manual, pay days are currently scheduled bi-weekly for Tuesdays. This requires that staff perform payroll procedures on Monday, which occasionally requires them to work on a statutory holiday. In addition, the pay periods as currently structured vary between departments.

To avoid this conflict, and create uniformity in the pay periods across departments, the following revised wording is recommended for Section 5.11- Pay Days in our Human Resources Policy Manual:

A work week runs for 7 consecutive days, commencing Saturday at 12:01 a.m. and ending Friday at 11:59 p.m. Employees shall be paid bi-weekly on Wednesdays, for the preceding two work weeks ending on the Friday immediately preceding the pay day.

Each employee's pay will be deposited directly into a bank account of choice. Employees will receive an itemized statement of earnings, overtime, and any other supplementary pay and deductions.

This will need to be effective on January 1, 2024, to provide staff with sufficient notice of the change, and forms part of the comprehensive HR Manual update which will be brought forth for Council consideration at a later meeting.

To: Council
From: Public Works Foreman, T. Tennant
Re: Traffic on Sweezy Street

Recommendation: That the Memo from Public Works Foreman T. Tennant be received and further that Council direct staff to notify residents on Sweezy Street, as well as put an additional notice on the Municipal Website and Social Media, to forward speed complaints to the OPP via the non-emergency line *677.

Analysis: Regarding the speeding reports on Sweezy St in Trout Creek, the Ontario traffic manual states;

Ontario Traffic Manual • December 2021

STOP signs are not to be used as speed control devices. Their usage should be limited to the control of right-of-way conflicts.

Therefore, a stop sign is not recommended on this street.

There is such thing as traffic calming, however there are some issues to recognize such as the ones listed below from the Transportation Association of Canada (TAC).

Purpose of Traffic Calming: The purpose of traffic calming is to restore streets to their desired function. This function is to provide both mobility and access, but in differing combinations, depending on the specific location, role, and classification of the street. On local and collector streets, traffic calming is intended to reduce vehicular speeds, discourage shortcutting, minimize conflicts between street users, and improve the neighbourhood environment. Traffic calming for urban and rural arterial roads requires a different approach than for urban local and collector streets. The primary purpose of traffic calming on these roads is to reduce excessive vehicle speeds, alleviate conflicts between road users, and eliminate inappropriate driver behaviour.

Issues Affecting Traffic Calming: Practitioners should recognize that there are other issues that could affect the feasibility or effectiveness of a traffic calming plan. A broad range of elements, including relevant legislation and regulations, liability, accessibility, enforcement, emergency services, maintenance and operations, modes of transportation, and compatibility with municipal land use and transportation plans can have a direct impact on applicability or effectiveness.

Through investigation, there is not a suitable traffic calming measure that would be beneficial on Sweezy St, largely due to road maintenance and road surface material. One of the issues that would be more than likely to occur with a traffic calming measure is that traffic would start avoiding this street, thus adding additional traffic to nearby streets. I suggest that all speed complaints be forwarded to the police services board as well as the nonemergency police number.

Primer on Traffic Calming

Introduction

Traffic calming is the broad term used to describe the process and measures applied by road authorities to address concerns about the behaviour of motor vehicle drivers travelling on streets within their jurisdictions. Often described as “speeding”, “infiltration”, and/or “shortcutting”, inappropriate actions by motorists can have a detrimental impact on the quality of life or livability of a community.

The term “traffic calming” applies to actions which are intended to slow traffic on local and collector roads, reallocate inappropriate traffic away from local streets, and reduce speeds on arterial roads. The objective and challenge for those implementing a traffic calming plan is to determine the best combination of measures that result in a net improvement (both real and perceived) in the quality of life and community safety at a reasonable cost.

Purpose of Traffic Calming

The purpose of traffic calming is to restore streets to their desired function. This function is to provide both mobility and access, but in differing combinations, depending on the specific location, role and classification of the street.

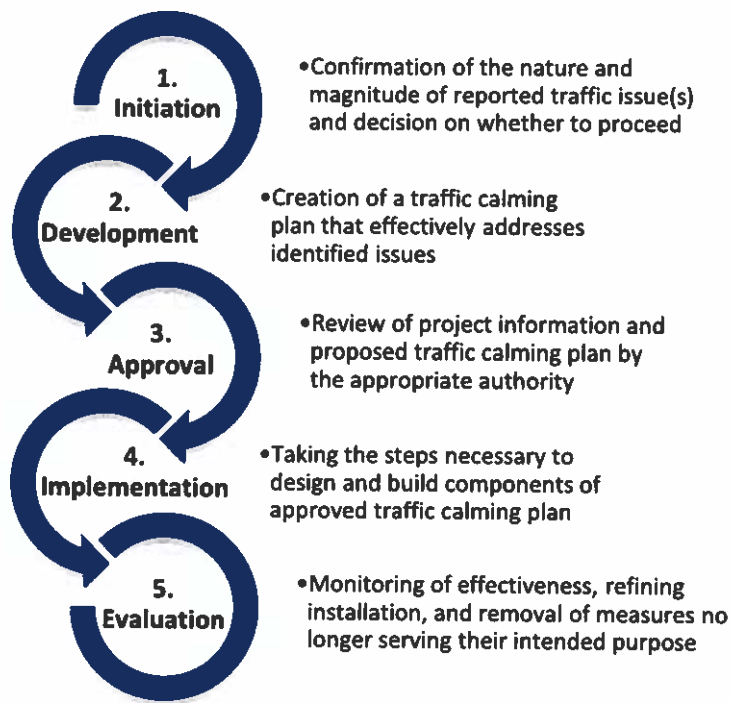
On local and collector streets, traffic calming is intended to reduce vehicular speeds, discourage shortcutting, minimize conflicts between street users, and improve the neighbourhood environment. Traffic calming for urban and rural arterial roads requires a different approach than for urban local and collector streets. The primary purpose of traffic calming on these roads is to reduce excessive vehicle speeds, alleviate conflicts between road users, and eliminate inappropriate driver behaviour.

Issues Affecting Traffic Calming

Practitioners should recognize that there are other issues that could affect the feasibility or effectiveness of a traffic calming plan. A broad range of elements, including relevant legislation and regulations, liability, accessibility, enforcement, emergency services, maintenance and operations, modes of transportation, and compatibility with municipal land use and transportation plans can have a direct impact on applicability or effectiveness.

Traffic Calming Process and Procedures

A model process and the procedures for developing and implementing a traffic calming plan in response to community traffic concerns is organized in a five stage, thirteen step process. The model process allows for the consistent implementation of traffic calming throughout a community, while recognizing that not every study is “typical”. The five stages are:



Selecting Traffic Calming Measures

The *Canadian Guide to Traffic Calming-Second Edition* provides information about the applicability of various traffic calming and speed management measures including a simplified visual comparison of the potential benefits and disbenefits. This general overview assists practitioners in selecting appropriate measures to address specific transportation problems, and helps to avoid undesirable disbenefits of inappropriate measures for a particular application. Final selection of measures should consider all information presented in the detailed descriptions and designs for each measure provided in the subsequent sections of the chapter.

Types of Traffic Calming Measures

A total of forty-six measures are described in the *Canadian Guide to Traffic Calming-Second Edition*, most of which have been used by at least one Canadian municipality to calm traffic or manage speeds. Some of these measures are generally intended for other purposes, and any traffic calming benefits which



these provide are secondary to the primary function of the measure. These measures have been included to identify the benefits and implications of their use as potential traffic calming measures, and to identify more effective alternatives.

Below is a list of the traffic calming measures included in the Guide:

Vertical Deflection	<ul style="list-style-type: none"> • Raised Crosswalk • Raised Intersection • Speed Cushion • Speed Hump / Speed Table
Horizontal Deflection	<ul style="list-style-type: none"> • Chicane • Curb Radius Reduction • Lateral Shift • Speed Kidney • Traffic Circle / Traffic Button / Mini-Roundabout
Roadway Narrowing	<ul style="list-style-type: none"> • Curb Extension / Neckdown / Choker • Lane Narrowing • On-street Parking • Raised Median Island • Road Diet • Vertical Centreline Treatment
Surface Treatment	<ul style="list-style-type: none"> • Sidewalk Extension / Textured Crosswalk • Textured Pavement • Transverse Rumble Strips
Pavement Markings	<ul style="list-style-type: none"> • Converging Chevrons • Dragon Teeth • Full-lane Transverse Bars • On-Road 'Sign' Pavement Markings • Peripheral Transverse Bars
Access Restriction	<ul style="list-style-type: none"> • Directional Closure • Diverter • Full Closure • Intersection Channelization • Raised Median through Intersection • Right-in / Right-out Island
Design Elements	<ul style="list-style-type: none"> • Gateway • Shared Space
Enforcement	<ul style="list-style-type: none"> • Aircraft / Drone Radar Enforcement • Fixed Speed Enforcement • Mobile Speed Enforcement • Speed Watch' Program
Education	<ul style="list-style-type: none"> • Active and Safe Routes to School Program • Pace Car Program • Speed Display Devices • Targeted Education Campaign • Vehicle Activated Signs (VAS)
Emerging Technologies and Measures	<ul style="list-style-type: none"> • LED Pavement Markings • Optical Illusion Pavement Markings • Rest-on-Red Signal Phasing • Section Control • Variable Speed Limits (VSL)

More Information

This primer is based on the *Canadian Guide to Traffic Calming (Second Edition)*, which readers can purchase from TAC's online bookstore at www.tac-atc.ca.

Disclaimer

Every effort has been made to ensure that this primer is accurate and up-to-date. The Transportation Association of Canada assumes no responsibility for errors or omissions. The primer does not reflect a technical or policy position of TAC.

Transportation Association of Canada
401-1111 Prince of Wales Dr, Ottawa, ON K2C 3T2
Tel. (613) 736-1350 ~ Fax (613) 736-1395
www.tac-atc.ca



2. STOP Signs

STOP Sign (Ra-1)



Ra-1	600 mm x 600 mm 750 mm x 750 mm 900 mm x 900 mm 1200 mm x 1200 mm FHWA Series C
Font	Legend & Border – White
Colour	Reflective Background – Red Reflective

Minimum Sheeting

Type III or IV

ALL-WAY Tab Sign (Ra-1t)



Ra-1t	150 mm x 300 mm 300 mm x 600 mm
Font	Helvetica Bold Condensed
Colour	Legend & Border – Red Reflective Background – White

Minimum Sheeting

Type III or IV

Purpose and Background

Where no traffic control device is present at an intersection of two roadways, the basic rules of the road apply. The HTA assigns priority to vehicles already within the intersection or, in the event that two or more vehicles are approaching the intersection at approximately the same time, the HTA requires the driver on the left to yield to the vehicle on the right. A number of traffic control devices are available to assist in the allocation of right-of-way between vehicles in an intersection, increasing in level of control from YIELD signs to STOP signs to full traffic signal control.

The purpose of the STOP sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted or not yet installed, and it has been determined that a YIELD sign is inadequate. The STOP sign requires the driver to stop the vehicle before entering the intersection, yield to any traffic in or approaching the intersection and then proceed when it is safe to do so.

The introduction of STOP sign control can reduce the frequency of certain types of collisions (e.g. right-angle or turning), but also results in delay to motorists and may increase some other types of collisions (e.g., rear-end). STOP signs should, therefore, not be used indiscriminately. STOP signs must not be used on the same approach to an intersection where traffic control signals are operating, as

the conflicting commands of two types of control devices would be confusing.

Portable or part-time STOP signs must not be used except in emergency or temporary situations, such as in conjunction with Traffic Control Persons or at intersections where traffic signals are inoperative.

STOP signs are not to be used as speed control devices. Their usage should be limited to the control of right-of-way conflicts.

In general, all-way stop control should only be used where traffic engineering studies considering such factors as traffic volumes, restricted sight lines and collision experience, indicate that this form of control is warranted.

Sign Types

The **standard size (600 mm x 600 mm) STOP sign (Ra-1)**, is the minimum size permitted, and may generally be used where the posted speed is 60 km/h or less.

The **oversize (750 mm x 750 mm) STOP sign (Ra-1)** should be used where the posted speed is 70 km/h or greater. This sign may also be installed at lower speed locations where the prevailing traffic conditions warrant greater visibility or emphasis, e.g., roadway geometry, complex visual environments where many signs and other devices compete for driver attention, or at high traffic volume locations where drivers must concentrate more on the driving task.

The **oversize (900 mm x 900 mm) STOP sign (Ra-1)** should be used where the oversize 750 mm x 750 mm STOP sign has been found not to provide sufficient emphasis. As with the smaller oversize sign, this may be due to roadway geometry, complex visual environments where many signs and other devices compete for driver attention, or at high traffic volume locations where drivers must concentrate more on the driving task. The sign should only be used after other methods of gaining compliance (e.g. left-hand side STOP signs) have been tried without success. The 900 mm x 900 mm size is not used on provincial highways.

Specific situations where the **special oversize (1200 mm x 1200 mm) STOP sign** must be used include:

- At the junction of two King's Highways in rural areas; or
- At the junction of any public road with a King's Highway in rural areas.

The **special oversize (1200 mm x 1200 mm) STOP sign** may be used in locations where two relatively major roads (e.g. Regional or County Roads) intersect, particularly in high speed rural locations where such an intersection may be unexpected, or at other locations where special emphasis is required.

In addition to the STOP sign, there are a number of other supplementary traffic control devices which may be considered, to provide added emphasis in selected circumstances.

On paved roads, the STOP sign may be supplemented with a stop line. For information on appropriate pavement markings, refer to OTM Book 11 (Pavement, Hazard and Delineation Markings).

Where the presiding road authority has determined that all-way stop control (see below) is required, the STOP signs should be supplemented with an ALL-WAY tab sign (Ra-1t) directly below the STOP sign (Ra-1).

The **standard size (150 mm x 300 mm) ALL-WAY tab sign** should be used with STOP signs that are 600 mm x 600 mm or 750 mm x 750 mm.

The **oversize (300 mm x 600 mm) ALL-WAY tab sign** should be used with STOP signs that are 900 mm x 900 mm or 1200 mm x 1200 mm.

The use of the TWO-WAY tab sign found in the last MUTCD is not recommended, as it is ambiguous and could lead to confusion. Consistency and uniformity throughout Ontario in this practice will help distinguish all-way stop situations from conventional stop control, and facilitate driver understanding of what is required in each case.

Where necessary for increased emphasis, a supplementary red flashing beacon may be used to reinforce a STOP sign. Such flashing beacons may be installed overhead within the intersection proper, or mounted directly above the STOP sign itself. For information regarding flashing beacons, refer to OTM Book 12 (Traffic Signals).

In cases of restricted visibility or other special conditions affecting the STOP sign, a **STOP AHEAD sign (Wb-1)** may be required or recommended. For information regarding STOP AHEAD signs, refer to OTM Book 6 (Warning Signs).

Guidelines for Use

Two-Way Stop Control

There are some lower volume intersections for which the current type of traffic control is either no control (following the right-of-way rules in the *Highway Traffic Act*) or Yield control.

The next higher level of control for these intersections is two-way stop control (or one-way stop at a three-leg intersection where the stop control on the stem of a "Tee" intersection).

In the event of congestion, driver confusion, substandard sight distance for the uncontrolled or Yield approach legs or an unsatisfactory collision history, two-way stop operation should be implemented, unless countermeasures such as sight line improvements, street lighting, parking prohibitions, enforcement, or geometric revisions have the potential to improve operations and/or safety to a satisfactory level and can be implemented reasonably quickly.

There are certain circumstances under which a minimum of two-way stop must be implemented:

- At the intersection of two King's Highways;

- At the intersection of a County or Regional road with a King's Highway in a rural area;
- At the intersection of a County or Regional road with a King's Highway in a built-up area;
- At the intersection of a city street or township road with a King's Highway; or
- At the intersection of a minor street or road with a through street or highway.

All-Way Stop Controls

In some circumstances, it may be appropriate to install STOP signs on all approaches to an intersection. This results in an all-way stop condition. All-way stop controls disrupt the flow of traffic and introduce delays to all drivers using the intersection and should only be considered at the intersection of two relatively equal roadways having similar traffic volume demand and operating characteristics (see Minimum Volume Warrants below). The approaches should be directly opposing (i.e., not offset), should preferably approach at right angles (i.e. no skewed approaches) and have an equal number of lanes. For the vehicle volume counts, bicycles are considered vehicles under the HTA.

All-way stop controls should be considered under the following situations:

- As an interim measure, where traffic control signals are warranted but cannot be implemented immediately.

For information on traffic signal control, refer to OTM Book 12 (Traffic Signals);

- At locations having a high collision frequency where less restrictive measures have been tried and found to be inadequate or impractical (see All-Way Stop Collision Warrant below); or
- As a means of providing a transition period to accustom drivers to a change in intersection right-of-way control from one direction to another. Installation under this warrant must conform with the Amendment of Intersection Control, discussed under Special Considerations at the end of Section 2.

All-Way Stop Minimum Volume Warrant (Urban Arterial Roads)

All-way stop control may be considered on urban arterial roads where the following conditions are met:

- The total vehicle volume on all intersection approaches exceeds 500 vehicles per hour for each of the highest eight hours of the day; and,
- The combined vehicle and pedestrian volume on the minor street exceeds 200 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume; OR the combined vehicle and pedestrian volume on the minor street exceeds 150 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume, with an

average delay to all minor street traffic (vehicles and pedestrians) of greater than 30 seconds for the entire eight hour period; and,

- The volume split does not exceed 70/30 (that is the minor street must not be less than 30% of the total volume entering the intersection) as measured over the entire eight-hour count period. Volume on the major street is defined as vehicles only. Volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway. For three-legged intersections a volume split of 75/25 is permissible.

All-Way Stop Minimum Volume Warrant (Collector Roads and Rural Arterial Roads)

All-way stop control may be considered on collector roads, or rural arterial roads, where the following conditions are met:

- The total vehicle volume on all intersection approaches exceeds 375 vehicles per hour for each of the highest eight hours of the day; and,
- The combined vehicle and pedestrian volume on the minor street exceeds 150 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume; OR the combined vehicle and pedestrian volume on the minor street exceeds 120 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight

hours as the total volume, with an average delay to all minor street traffic (vehicles and pedestrians) of greater than 30 seconds for the entire eight hour period; and,

- The volume split does not exceed 70/30 (that is the minor street must not be less than 30% of the total volume entering the intersection) as measured over the entire eight-hour count period. Volume on the major street is defined as vehicles only. Volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway. For three-legged intersections a volume split of 75/25 is permissible.

All-Way Stop Minimum Volume Warrant (Local Roads)

All-way stop control may be considered on minor or local roads where the following conditions are met:

- The total vehicle volume on all intersection approaches exceeds 200 vehicles per hour for each of the highest four hours of the day; and,
- The combined vehicle and pedestrian volume on the minor street exceeds 75 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same four hours as the total volume; and,
- The volume split does not exceed 70/30 (that is the minor street must not be less than 30% of the total volume entering the intersection) as measured

over the entire four-hour count period. Volume on the major street is defined as vehicles only. Volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway. For three-legged intersections a volume split of 75/25 is permissible.

All-Way Stop Collision Warrant

All-way stop control may be warranted for a location experiencing an unusually high number of right-angle or turning collisions, as defined by comparison with similar locations through network screening (TAC Guidelines for Network Screening of Collision-Prone Locations) or over-representation analysis (TAC Canadian Guide to In-Service Road Safety Reviews) by conducting a statistical comparison in proportions of target collisions (right-angle/turning movement collisions) of the subject location with that of similar locations in the jurisdiction.

If data and procedures are available, employ a methodology that removes regression to the mean and identifies locations that are clearly operating with below average safety compared to similar intersections within a jurisdiction. If frequency data is the only data that is available, use the following thresholds:

- Local/Collector/Rural Arterial: 3 collisions/year over three years (i.e. 9 collisions in 36 months)
- Urban Arterial: 4 collisions/year over three years (i.e. 12 collisions in 36 months)

Only those collisions susceptible to improvement through multi-way stop control must be considered (i.e., right-angle and turning type collisions).

All-Way Stop Visibility Warrant

Under some circumstances, sufficient sight distance is not available for traffic exiting the stop-controlled approaches of a two-way stop intersection, based on geometric design requirements. If all efforts to improve the sight distance have been exhausted and the sight distance cannot be brought up to the guidelines, conversion of the intersection to all-way stop operation may be considered. Special advance warning or overhead flashing lights may be necessary to augment the control if vertical or horizontal alignment is a factor.

Inappropriate Use of All-Way Stop Control
All-way stop controls should not be used under the following conditions:

- Where the protection of pedestrians, school children in particular, is a prime concern and the concern cannot be directly addressed by other means;
- On roads within urban areas having a posted speed limit in excess of 60 km/h;
- At intersections that are not roundabouts having fewer than three, or more than four, approaches;
- At intersections that are offset, poorly defined or geometrically substandard;

- On truck or bus routes, except in an industrial area or where two such routes cross;
- On multi-lane approaches where a parked or stopped vehicle on the right will obscure the STOP sign;
- Where traffic would be required to stop on grades;
- As a means of deterring the movement of through traffic in a residential area;
- Where visibility of the sign is hampered by curves or grades, and sufficient safe stopping distance does not exist; or
- Where any other traffic device controlling right-of-way is permanently in place within 250 m, with the exception of a YIELD sign. If required closer than 250 m, all-way stop control should be supported by a traffic operations study and sound engineering judgement.

All-way stop controls must not be used under the following conditions:

- As a speed control device (or a traffic calming tool); and
- On roads where progressive signal timing exists.

Location Criteria

A STOP sign must be installed in accordance with the regulations in order to be effective and enforceable.

The STOP sign must be installed on the right side of the roadway, facing traffic,

no closer than 1.5 m and no further than 15 m from the edge of the intersecting roadway, unless it is clearly not practicable to locate the STOP sign closer to the intersection.

The left edge of the STOP sign must be no more than 4 m from the edge of the roadway for all applications. The bottom edge of the STOP sign must not be less than 1.5 m and not more than 2.5 m above the level of roadway.

On divided highways and one-way roadways with visibility problems, a supplementary STOP sign should be installed on the left side of the roadway.

For two-way roadways, if collision records show an unusually high proportion of failure to stop collisions at the STOP sign on an intersection approach, a supplementary STOP sign on the left-hand side of the roadway or in the median may be installed. However, practitioners are reminded that overuse of traffic control devices tends to lessen their effectiveness.

Where one roadway intersects another roadway at an acute angle, the STOP sign on the intersecting roadway should be turned or shielded so that motorists travelling on the higher priority roadway cannot read it.

Typical locations of STOP signs are illustrated in [Figure 1](#).

Legal Status

HTA, Sections 136 and 137.

HTA Ontario Regulation 615 (SIGNS).

HTA Ontario Regulation 623 (STOP SIGNS AT INTERSECTIONS).

HTA Ontario Regulation 624 (STOP SIGNS IN TERRITORY WITHOUT MUNICIPAL ORGANIZATION).

On roadways under the jurisdiction of a municipality, a municipal by-law is required before the STOP sign becomes enforceable.

Special Considerations

Amendment of Intersection Right-of-way Control

Where right-of-way is being reassigned from one roadway to another crossing roadway, through the elimination of an existing STOP sign control and the installation of STOP sign control on the previously uncontrolled roadway, an introductory period is required to safely carry out the transition.

The recommended procedure for completing such a reversal is described below. For information on the warning signs noted in the procedure, reference should be made to OTM Book 6 (Warning Signs).

- (1) Install new STOP signs on the previously uncontrolled approaches along with stop lines and crosswalk markings, if required. Oversize STOP signs and/or additional left side installations may be provided where conditions warrant. Install ALL-WAY tabs on all approaches. A painted "STOP" legend on the roadway, in

advance of the stop line, may be added for additional emphasis.

Install 900 mm x 900 mm CROSS TRAFFIC DOES NOT STOP signs (Wa-19), on the newly controlled roadway, in advance of the STOP signs. This is the standard size of sign. A larger size sign may be used where prevailing traffic conditions warrant greater visibility or emphasis, e.g., in complex visual environments where many signs and other devices compete for driver attention.

Install NEW signs (Wb-3) above, and AFTER (month and day) tab signs (Wa-19t) below the CROSS TRAFFIC DOES NOT STOP signs, in black letters on a yellow reflective background, stating the date that the old control will be removed. The warning sign positions must be such that they do not block the approaching motorist's view of the STOP signs but command attention and should be read as the driver approaches the stop line. A location approximately 30 m in advance of the stop line is recommended, in low speed applications.

Install STOP AHEAD (Wb-1) signs, with NEW signs above, at the proper location in advance of the intersection on the newly controlled approaches. An oversize STOP AHEAD sign, and a STOP AHEAD roadway marking legend may be provided for additional warning where warranted.

- (2) After at least 15 days, remove the STOP AHEAD signs, if any, the STOP signs, stop lines and any crosswalk lines from the previously controlled roadway. Remove the ALL-WAY tabs from all approaches. Remove the NEW signs attached to the CROSS TRAFFIC DOES NOT STOP signs, and the STOP AHEAD signs. Remove the AFTER tabs. Any roadway marking legends, if provided, should be allowed to fade and not be replenished unless local conditions warrant the continued provision of this additional warning.
- (3) After an additional period of at least 15 days, the CROSS TRAFFIC DOES NOT STOP signs should be removed. In all cases, information regarding the change in right-of-way control should be publicized via local print and electronic media, particularly using radio stations which provide traffic coverage in commuter areas. Local residents should be advised of the revisions, and law enforcement agencies requested to provide stepped-up enforcement and more frequent patrols of the location. Advance notification should also be provided to local ambulance services, transit authorities, bus companies, taxi companies and trucking firms known to use the intersection frequently. Any actual removal or revision of the control at an intersection should occur prior to the start of the morning peak on the specified date, both to preserve the integrity of the AFTER (month and day) tab message and to permit the revision to take place during a period of reduced demand.

- (1) Install 900 mm x 900 mm CROSS TRAFFIC DOES NOT STOP signs on the approaches where the STOP control is to remain, at least 15 days before the removal of control. Install NEW signs over the CROSS TRAFFIC DOES NOT STOP signs and AFTER (month and day) tab signs below, stating the date when the control on the crossing roadway will be removed.
- (2) On the appointed date, remove the STOP AHEAD signs, if any, on the crossing roadway. Remove the STOP signs, stop lines and any crosswalk lines on these approaches. Remove all of the ALL-WAY tabs at the intersection. Remove the AFTER (month and day) tabs from the warning signs.
- (3) After an additional period of at least 15 days, the NEW signs and the CROSS TRAFFIC DOES NOT STOP signs should be removed.

- Where existing all-way stop control is to be removed and a through roadway created, the following procedure is recommended:
- (1) Install 900 mm x 900 mm CROSS TRAFFIC DOES NOT STOP signs on the approaches where the STOP control is to remain, at least 15 days before the removal of control. Install NEW signs over the CROSS TRAFFIC DOES NOT STOP signs and AFTER (month and day) tab signs below, stating the date when the control on the crossing roadway will be removed.
- (2) On the appointed date, remove the STOP AHEAD signs, if any, on the crossing roadway. Remove the STOP signs, stop lines and any crosswalk lines on these approaches. Remove all of the ALL-WAY tabs at the intersection. Remove the AFTER (month and day) tabs from the warning signs.
- (3) After an additional period of at least 15 days, the NEW signs and the CROSS TRAFFIC DOES NOT STOP signs should be removed.

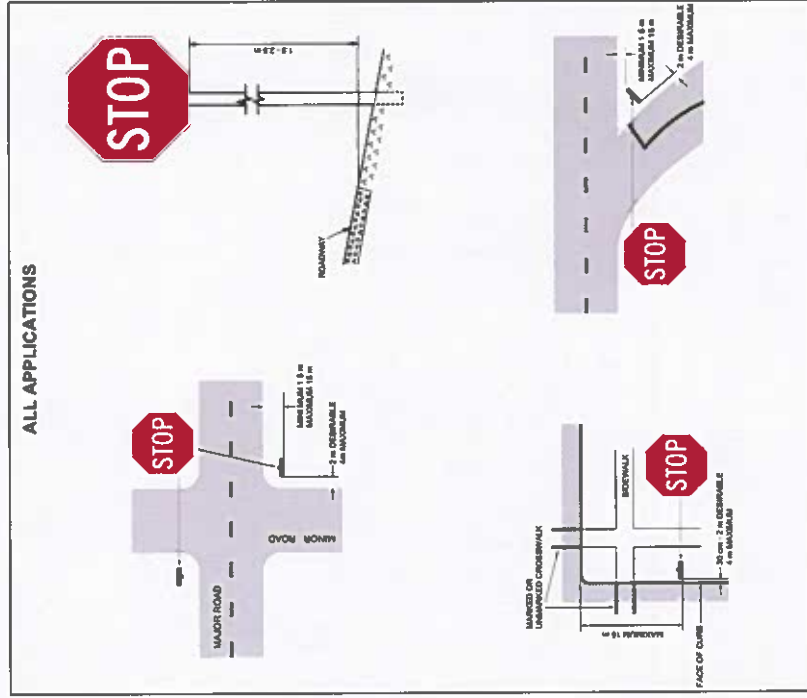


Figure 1 • Typical Locations of STOP Sign

To: Council
From: Public Works Foreman, T. Tennant
Re: Main Street storm water ditch

Recommendation: That the Memo from Public Works Foreman T. Tennant be received for information purposes.

Analysis: After doing a site visit to 705 Main St I have determined that 2 concrete manholes would be required to divert water flow as well as approximately 28 m of 600 mm HDPE pipe. The approximate cost for these materials would be \$18,871. This price does not include the excavation, base material, and appropriate cover material.

To: Council
From: Clerk, A. Quinn
Re: Police Background Check Policy

RECOMMENDATIONS:

That the Memo from Clerk, A. Quinn, regarding the Police Background Check Policy be received and further that Council adopts the policy as presented.

ANALYSIS:

Employees of the Municipality are in contact with the public on a regular basis. While not all municipal roles include interacting with children and vulnerable individuals, they do all include interacting with the public. Most employees will have to enter facilities where the public gathers such as arenas or 250 Clark, as well as helping with outdoor municipal events. This Policy was created to ensure, by any reasonable means, that Municipal employees or volunteers do not pose any risk to the general public, children, or any vulnerable individuals.

POLICY: Police Background Check Policy	RESOLUTION NUMBER:	DATE PASSED:
EFFECTIVE DATE:	REVIEW DATE:	AUTHORITY:

POLICY STATEMENT

As a provider of public services, the Municipality of Powassan (“Municipality”) must exercise due diligence by ensuring, to the extent reasonably possible, that employees and volunteers who provide such services do not pose a risk to vulnerable individuals, other employees, or to the best interests of the Municipality of Powassan.

1. PURPOSE

The purpose of this policy is to create a consistent approach to hiring within the Municipality and to ensure the safety of the public and employees by ensuring that all positions require a Police Background Check and that sensitive information provided by applicants and employees is handled appropriately, protecting the privacy rights of individuals.

2. SCOPE

This Policy applies to all current and prospective Municipal employees, including but not limited to regular, temporary, contract employees, volunteers, students, and interns. A Police Background Check is a bona fide occupational requirement for all municipal positions.

The Policy may also apply to employees assigned or promoted into a position where the employee did not submit such a check at the time of employment.

This Policy is intended to supplement any other requirements imposed by applicable legislation or standards of professional practice.

3. DEFINITIONS

- 3.1 Bona Fide Occupational Requirement:** A requirement or qualification of a position, necessitated by the safe, efficient, and reliable performance of the essential duties of the job or the functioning of the organization.
- 3.2 Designated Position:** A position determined by the Municipality, through a legislative requirement or as a result of the nature of the position, as requiring a Police Background Check.

3.3 Human Resource Representative: An

employee or contractor assigned by Council to perform Human Resource duties for the Municipality of Powassan.

3.4 Record Suspension: Formerly known as a pardon, a decision by the National Parole Board upon application by an individual to have their record sealed. Once a Record Suspension is granted, the record, including fingerprints, photographs, and RCMP and court records are then sealed, and never opened unless the individual is subsequently charged with a criminal offence or unless, for sexual offences, a record is disclosed during a vulnerable sector screening check.

3.5 Police Background Check: A process where the police conduct a check of an individual's record through the Canadian Police Information Centre (CPIC). The police provide a report of their findings to the individual, which may include information about criminal convictions, federal or provincial charges discharged or pending, and probation or prohibition orders.

A positive finding may indicate that the individual has a record(s) or incident on file. A clear finding indicates that the individual does not have a record(s).

There are three types of Police Background Checks available:

Criminal Records Check: A record search conducted by a police authority, which identifies if an individual has a criminal conviction for which a Record Suspension has not been granted, including findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period. This check does not provide any further information such as outstanding charges, warrants, or instances of local police contact.

Criminal Record and Judicial Matters Check (formerly called a Police Information Check - PIC): A comprehensive review of the criminal file of an applicant conducted by a police authority, which compiles offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency's records management system and other systems/records where authorized.

Vulnerable Sector Check (VSC): In addition to the information provided in the Criminal Records and Judicial Matters Check, the Vulnerable Sector Check identifies whether an individual has a sexual offence recorded in their name in Canada for which a Record Suspension has been granted or issued. In this type of check, non-conviction information is released only in exceptional cases. The Vulnerable Sector Check will only be issued where a police service is satisfied that the position meets the following criteria: (a) the position is one of trust or authority towards that child or vulnerable person; and (b) the applicant has consented in writing to the verification.

3.6 Vulnerable Persons: Persons who, because of their age, disability, or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

4. POLICY

4.1 Information from Police Background Checks will be collected, used, and disclosed in compliance with the Ontario Human Rights Code, the Municipal Freedom of Information and Protection of Privacy Act, the Criminal Records Act, the Police Record Checks Reform Act, and all other applicable legislation.

4.2 The Municipality abides by all Provincial statutes that outline specific legislative authority for Police Background Checks for specific positions and service delivery areas, including, but not limited to: Day Nurseries Act, R.S.O. 1990 c.D2, as amended Ambulance Act, R.S.O. 1990, CHAPTER A.19 Long-Term Care Homes Act, 2007 S.O. 2007, CHAPTER 8.

5. BONA FIDE OCCUPATIONAL REQUIREMENT

5.1 Police Background Checks will be requested for all municipal positions as a bona fide occupational requirement.

5.2 Interaction with the public is ongoing for all municipal employees. All municipal positions meet the following criteria, whether on a daily or temporary basis:

- (a) a clear Police Background Check is mandated by legislation or by policy of a Provincial or Federal authority; or
- (b) the individual performing the position will be in a position of trust or authority over vulnerable persons; or
- (c) the position requires the incumbent to handle significant amounts of money in a relatively unsupervised environment; or
- (d) the position is one that involves security or safety of assets or persons; or
- (e) a clear Police Background Check is required to fulfill some other requirement of the position.

6. EMPLOYMENT, ASSIGNMENT, OR PROMOTION

6.1 Each department is responsible for pre-determining the positions, based on a bona fide occupational requirement, which of the following will be required:

- (a) Criminal Record Check;
- (b) Criminal Record and Judicial Matters Check; or
- (c) Vulnerable Sector Check.

6.2 Human Resources, in consultation with departments, must approve the designation of positions that require a Vulnerable Sector Check, unless such designation is legislatively mandated.

6.3 Human Resources will maintain an up-to-date list of approved Designated Positions.

6.4 Where a Police Background Check is required, the job description and any advertisement regarding the position must clearly indicate that: "In accordance with the Municipality of Powassan's Policy on Police Background Checks, the position requires that the individual

provide, at their own cost, a clear [Criminal Record Check, Criminal Record and Judicial Matters Check or Vulnerable Sector Check] as a condition of employment.”

- 6.5** Police Background Checks must be conducted by the Police Services in the jurisdiction where the applicant or employee resides. Individuals who reside in smaller jurisdictions that do not have their own Police Services will be required to obtain a Police Background Check from the Ontario Provincial Police (OPP) or designated agency.
- 6.6** Generally, a Police Background Check will only be requested as a part of a conditional offer of employment. No individual will be placed in employment or volunteer service until a Police Background Check has been received and considered. There may be specific circumstances in which the submission of a clear Police Background Check is required earlier in the application process.
- Should there be an undue delay with obtaining a Criminal Record Check, approval to commence work prior to submission must be obtained by Human Resources or designate. Under no circumstance will a candidate requiring a Vulnerable Sector Check be able to commence work prior to the submission of a satisfactory check.
- 6.7** The Municipality has the ability to require new Police Record Checks after any break in employment/volunteer work greater than six (6) months and subsequent reinstatement with the Municipality. The candidate is responsible for all associated fees.
- 6.8** There may be instances where Police Services will deny a request for a Vulnerable Sector Check if they feel that the position identified does not meet the criteria necessary for the screening. In this situation, the Municipality has authority to proceed with a hire decision based on the level of search provided and deemed sufficient by Police Services.
- 6.9** If a person under the age of 18 is placed in a position where they are working with vulnerable persons, a Criminal Record and Judicial Matters Check is considered sufficient. The Criminal Record and Judicial Matters Check queries all the same information banks as the VSC check with the exception of the RCMP's Pardoned database.
- 6.10** Individuals applying for employment or volunteer opportunities are responsible for applying for, paying the costs of, and submitting the results of all Police Background Checks. The Municipality will reimburse successful employment candidates and volunteers for the cost of the Police Background Check once the results are submitted with no findings. The original version of the Police Background Check provided shall be returned to the applicant and a copy kept in the employee's personnel file.
- 6.11** Current employees who are being assigned or promoted into a new position will be required to submit a background check prior to being assigned or promoted.

- 6.12** Individuals who fail to provide a Police Background Check, having been asked to do so, will not be considered for employment or volunteer opportunities.
- 6.13** Human Resources is responsible for receiving, considering, and safeguarding the results of any submitted Police Background Checks. In the exceptional circumstance where the operating department is mandated to maintain the results, the department will ensure that the results are appropriately and securely filed and that access to the information is on a strict need-to-know basis.
- 6.14** In the event, that a Police Background Check received has a positive finding, Human Resources will determine if the Police Background Check is satisfactory to the Municipality. A check that is positive must be approved by Human Resources prior to a department proceeding with an employment offer, assignment, transfer, promotion, etc.
- 6.15** As a Police Background Check contains personal information, it must not be kept for longer than necessary or for purposes other than it was originally intended for.

7. IN THE COURSE OF EMPLOYMENT

- 7.1** The frequency of the Police Background Check renewal must be identified in the job description and any advertising for the position at the time of initial hire.
- 7.2** Individuals occupying a position where a renewed Police Background Check is legislatively required are responsible for consenting to the renewal check as a condition of employment or continued employment.
- 7.3** Human Resources is responsible for receiving, considering, and safeguarding the results of any renewed Police Background Checks. In the exceptional circumstances where the operating department is mandated to maintain the results, the department will ensure that the results are appropriately and securely filed and that access to the information is on a strict need-to-know basis.
- 7.4** If a renewal check is returned with a positive finding, Human Resources may consult with the department to determine the impact, if any, on the individual's employment or volunteer service.
- 7.5** As a Police Background Check contains personal information, renewal checks must not be kept for longer than necessary or for purposes other than it was originally intended for.
- 7.6** Employees who were initially hired with a requirement for a Police Background Check shall immediately notify their manager or division head of any change that would negatively affect their record. Failure to do so shall be considered grounds for disciplinary action, up to and including termination.

- 7.6.1** For positions requiring a Criminal Records Check, changes to be reported would include convictions.
- 7.6.2** For positions requiring a Criminal Record and Judicial Matters Check or a Vulnerable Sector check, changes that must be reported include convictions, outstanding warrants, charges, and judicial orders.
- 7.7** A department must consult with Human Resources on any changes to an employee's Police Background Check.
- 7.8** Where there is a reasonable basis to believe that there may be changes to an employee's police record, the Municipality reserves the right to request an updated Police Background Check at any time during employment.

8. EXCEPTIONS

- 8.1** Only Human Resources is authorized to make exceptions to this Policy. Where a Police Background Check comes back positive, Human Resources or designate will consider the following factors in making an exception to this policy:
- (a) the nature of the position;
 - (b) the inherent safety and security risks in performing the position;
 - (c) the justification for the bona fide occupational requirement;
 - (d) the underlying legislative scheme, if applicable;
 - (e) the nature of the conviction;
 - (f) the number of convictions;
 - (g) the time elapsed since the conviction (if compelling) and the frequency of convictions (if applicable);
 - (h) whether the individual should and can be accommodated in the position to the point of undue hardship in accordance with the Municipality's Employment Accommodation Policy;
 - (i) whether the individual is in the process of securing a Record Suspension;
 - (k) whether it is appropriate to extend a conditional offer pending receipt of the Record Suspension; and
 - (l) any other factors deemed appropriate in the circumstances

Human Resources or their designate will consider a Police Background Check as complete and is not required to make any inquiries as to the accuracy of the information on which it was based.

9. COMPLIANCE

Violations of this Policy may result in appropriate disciplinary measures, up to and including termination of employment or offer of employment.

10. RESPONSIBILITIES

The Human Resource representative is responsible for this document.

11. POLICY REVIEW

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

DRAFT

To: Council
From: Clerk, A. Quinn
Re: Municipal Flag and Proclamation Policy
Date: October 13, 2023

RECOMMENDATIONS:

That the memo from Clerk A. Quinn be received and further that Council adopts the new Municipal Flag and Proclamation Policy.

ANALYSIS:

The Municipal Flag and Proclamation Policy was first introduced at the August 1, 2023, Regular Meeting of Council. It was deferred and staff were directed to revisit the policy. The policy has since been revised to reflect Council comments and that the Municipality currently only has one flagpole at the Municipal office. Should that change, the policy will be revised to reflect that.

POLICY: Flag and Proclamation Policy	RESOLUTION NUMBER:	DATE PASSED:
EFFECTIVE DATE:	REVIEW DATE:	AUTHORITY:

POLICY STATEMENT

This Policy shall establish guidelines for flying flags at facilities owned by the Municipality of Powassan, and Council endorsement of proclamations to ensure fair and consistent application.

1. PURPOSE

The purpose of this Flag and Proclamation Policy is to establish guidelines and procedures for the proper display and use of flags within the Municipality of Powassan (“Municipality”), and for Council support of Proclamations.

The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:

- The Municipality will use flags to observe the Municipality’s diversity, and honour those who have contributed to the life of the Municipality; and
- The flying of flags at any municipal facility will not be contrary to the principles of any other Municipal policy.
- The Municipality will use proclamations to promote public awareness campaigns, charitable fundraising campaigns, arts, and cultural celebrations of significance to the Municipality.
- Proclamations will be used to acknowledge special honours for individuals and organizations within the Municipality, in recognition of a special achievement.
- Council’s endorsement of Community Flags and Proclamations is based on a framework that ensures all requests are dealt with consistently.

2. SCOPE

This policy applies to all employees, contractors, volunteers, and visitors of the Municipality, as well as any flags displayed on municipal premises or at municipal events and any proclamations made on behalf of the Municipality.

3. DEFINITIONS

In this policy, the following terms shall have the following meanings:

3.1 Clerk: shall mean the Municipal Clerk and/or their designate.

3.2 Council: shall mean the Council for The Corporation of the Municipality of Powassan.

3.3 Flag Raising: for purposes of this policy, means the raising of a flag, in a location determined by Council.

3.4 Flying a Flag at Half-mast: means the action of flying all flags, forming a single display of flags, at a position that is an equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

3.5 Municipality: shall mean The Corporation of the Municipality of Powassan.

3.6 Municipal Property: shall mean real property owned by the Municipality of Powassan and includes any location where protocols will be used, or flag poles are present.

3.7 National Flag of Canada: means the flag approved by the Parliament of Canada as a national symbol of Canada.

3.8 Proclamation: shall mean a public or official announcement, particularly one dealing with a matter of great importance that may be endorsed by Council and may be recognized on a particular day, week or month; and

3.9 Provincial Flag of Ontario: means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

4. FLAGS

4.1 Flag Display

Only authorized flags shall be displayed on municipal premises or at Municipal events. Flags should be displayed in a respectful manner, with appropriate lighting and positioning, should be maintained in good condition and replaced when worn or damaged and should be displayed in accordance with applicable laws, regulations, and customs.

4.2 Authorized Flags

The authorized flags for display on municipal premises or at municipal events include the National Flag of Canada as well as any other flags specifically approved by the Municipality of Powassan Council or staff members as authorized by Council.

4.3 Community Flag Raisings

The National Flag of Canada will remain on the flagpole at all times. No Community Flag Raising requests will be considered.

4.4 Raising and Lowering of Flags

Flags should be raised and lowered according to proper flag protocol, as established by applicable laws and customs. Other authorized flags should be raised and lowered as appropriate, considering their significance and relevance.

4.5 Customary Flag Configuration

The Municipality's protocol for the usual configuration of the flags at the Municipality of Powassan's facilities will be:

The National Flag of Canada will be flown on the flagpole. Another flag will not be flown under the National Flag of Canada. Other flags will not be flown at these facilities, except in the circumstances noted under the heading "Dignitary Visits".

When more than one flag is displayed to form a single display, the National Flag of Canada will be on the left to an observer facing the display, which is the customary position of honour.

4.6 Dignitary Visits

In the event of a visit by a dignitary to the Municipality of Powassan, the Municipality may fly a flag representing the visiting dignitary's country with the approval of the Mayor.

4.7 Half-Mast Protocol

The Municipality's protocol for flying a flag at half-mast will be:

Periods of mourning - Flags will be flown at half-mast at Municipal facilities to mark periods of official mourning upon the death of:

- The Sovereign;
- A Member of the Royal Family;
- The Governor General of Canada, or a former Governor General;
- The Prime Minister of Canada, or a former Prime Minister;
- The Leader of His Majesty's Loyal Opposition, Parliament of Canada;
- The Lieutenant Governor of Ontario;
- The Premier of Ontario or a former Premier;
- The Leader of His Majesty's Loyal Opposition, Legislative Assembly of Ontario;
- A local Member of Parliament, or local Member of the Legislative Assembly of Ontario;
- The Mayor or a former Mayor;
- A Member of Council or former Member of Council;
- A current employee of the Municipality of Powassan;
- An Ontario Provincial Police Officer who dies in the line of duty; and
- A resident of the Municipality, who is a member of the Canadian Armed Forces, killed while deployed on operations.

Flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol offices. In the case of other persons,

flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for that individual.

It is recognized that in unique situations outside of the Policy, the Mayor and Clerk may request a flag to be flown at half-mast. The Clerk's Office will be responsible for coordinating the lowering of flags at Municipal facilities.

In all cases where flags are lowered to half-mast at any or all Municipal facilities, a broadcast notice will be placed on www.powassan.net/news to explain why the flags have been lowered and for how long they will be at half-mast. Information on which facilities will have flags at half-mast will be included in the posting.

Commemoration of Solemn Occasions:

Flags will be flown at half-mast annually, at all municipal facilities, to commemorate the following solemn occasions, on or about the following dates dependant on staff availability:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Firefighters National Memorial Day (second Sunday in September)
- Police and Peace Officer's National Memorial Day (last Sunday of September)
- National Day for Truth and Reconciliation (September 30)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6)

Other Solemn Occasions:

The commemoration of other periods of official mourning and solemn occasions, in keeping with the General Principles of this Policy, may be approved by the Mayor.

4.8 Dignity of the Flag

Flags should always be treated with respect and dignity and should not be used for any disrespectful or inappropriate purposes, including but not limited to advertising, decorations, clothing, or any activity that may be deemed offensive or disrespectful. Flags should not be defaced, altered, or modified in any way that may compromise their integrity or symbolism.

The National Flag of Canada should be displayed only in a manner appropriate for this important national symbol; it should not be subjected to dishonour or displayed in a position inferior to another flag. The National Flag of Canada always takes priority over all other national flags when flown in Canada. The only flags that are given priority over the National Flag of Canada are the personal standards of members of the Royal Family and of His Majesty's eleven representatives in Canada.

The National Flag of Canada should always be flown on its own mast; flag protocol states that it is improper to fly two (2) or more flags on the same mast.

When the National Flag of Canada is raised or lowered, or when it is carried in a parade or review, everyone present should face the Flag, remain silent and remove their hats. Those in uniform should salute.

5. PROCLAMATIONS

5.1 Proclamation Criteria

Proclamations that are of significance to the Municipality may be endorsed by Council for the following:

- Civic promotions;
- Public awareness campaigns;
- Charitable fundraising campaigns;
- Arts and cultural celebrations;
- Special honours for individuals and organizations for special achievements.

Only proclamations that involve participation by the Municipality or its residents will be considered for endorsement. Proclamations will not be endorsed by Council of the Municipality for the following:

- Matters of political controversy;
- Religious organizations or religious events or celebrations;
- Individual conviction;
- Organizations or events with no direct relationship to the Municipality and/or do not involve participation by the Municipality or its residents;
- Celebrations, campaigns or events contrary to Municipal policies or Bylaws;
- Celebrations, campaigns or events intended for profit-making purposes;
- Matters attempting to influence government policy.

5.2 Proclamation Requests

All organizations or persons submitting a request for a proclamation must complete a Proclamation Request Form attached as Appendix A to this policy. Proclamation Request Forms shall be submitted to the attention of the Clerk and must be submitted at least eight (8) weeks prior to the day requested for the reading of the Proclamation. The following limitations related to proclamation requests are noted for those submitting a request:

- An organization may only request one proclamation annually;
- An organization does not have exclusive rights to the day, week or month of their proclamation;
- Proclamations on a similar topic will be issued on a first come, first served basis;
- Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis. There is no requirement to submit a Proclamation Request annually for multi-year proclamations that were endorsed by Council prior to the implementation of this policy.

5.3 Review of Proclamation Requests

Proclamation requests will be reviewed by the Clerk against the eligibility criteria noted in this Policy. In the event that the request does not comply with this policy, the Clerk, in consultation with the Mayor, will not include the request on a Council meeting agenda and will advise the Mayor and organization/person submitting the request accordingly.

Proclamation requests that meet all eligibility criteria will be placed on the agenda for the next Regular Council Meeting under the New Business section of the agenda.

5.4 Council Endorsement of Proclamation Requests

Proclamations shall only be considered at Regular Council Meetings.

Following consideration of a Proclamation Request by Council, the Clerk or their designate will advise the organization/person who submitted the Proclamation Request Form in writing of the

outcome of Council's consideration.

Proclamations that have been endorsed by Council will be noted on the "News" section of the Municipality's website and on the Municipal Facebook page. Items such as decals, signs, banners, brochures, or similar items that accompany a proclamation request will not be displayed at Municipal facilities unless, at the sole discretion of the Clerk, it is determined that they provide information of significant value to residents of the Municipality.

6. ENFORCEMENT

All employees, contractors, volunteers, and visitors are expected to comply with this Flag and Proclamation Policy. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

7. POLICY REVIEW

This Flag and Proclamation Policy shall be reviewed annually by the Clerk's Office to ensure its ongoing effectiveness and compliance with any changes in laws, regulations, or organizational requirements. Any proposed changes to this policy shall be submitted to Council for review and approval.

APPENDIX A

Proclamation Request Form

Please complete and submit the completed Proclamation Request Form to office@powassan.net or by mail/drop-off at PO Box 250 | 250 Clark Street | Powassan ON P0H 1Z0

Organization Name:

Contact Name	
Address	
Phone	Email
Proclamation Requested:	
Date of Proclamation:	
Purpose of Proclamation:	
<input type="checkbox"/> Civic Proclamation <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Special Honour of Individual or Organization <input type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Other:	
Description of Organization (attached additional documentation if needed):	
Has the same/similar proclamation been requested to the Municipality in the past?	
<input type="checkbox"/> Yes (provided date of previous request) <input type="checkbox"/> No (new request)	
As part of the proclamation, will there be any special initiatives or events planned in the Municipality? If so, please describe:	

Do you have a draft wording for the proclamation?	
<input type="checkbox"/> Yes, attached <input type="checkbox"/> No	
Signature	Date

The personal information on this form is collected under the authority of the Municipal Act. The information is used for the purpose of processing this form. Questions about this collection of information can be made to the Clerk at (705) 724-2813.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

(Hughes)

BY-LAW NO. 2023-24

Being a By-law to amend By-law No. 2003-38, as amended, the Zoning By-law for the Municipality of Powassan with respect to lands located in Part Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan).

WHEREAS the Council of the Corporation of the Municipality of Powassan is empowered to pass By-laws 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 By-law No. 2003-38, as amended;

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

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

1. Schedule 'B' to Zoning By-law No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as Par Lot 15, Concession 14, RP 42R-13092, (137 Main Street, Powassan), in the Municipality of Powassan from Rural (RU) to Rural - Exception Fifteen (RU- 15) as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.
2. Section 4.4.3 of Zoning By-law No. 2003-38 is hereby further amended by the addition of the following subsection:

4.4.3.15 Rural Exception Fifteen (RU -15) Zone

Notwithstanding Section 4.4.1 of the of the Rural (RU) Zone, on lands described legally as Part Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan), a four-plex residential dwelling shall be permitted.

3. This By-law 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.

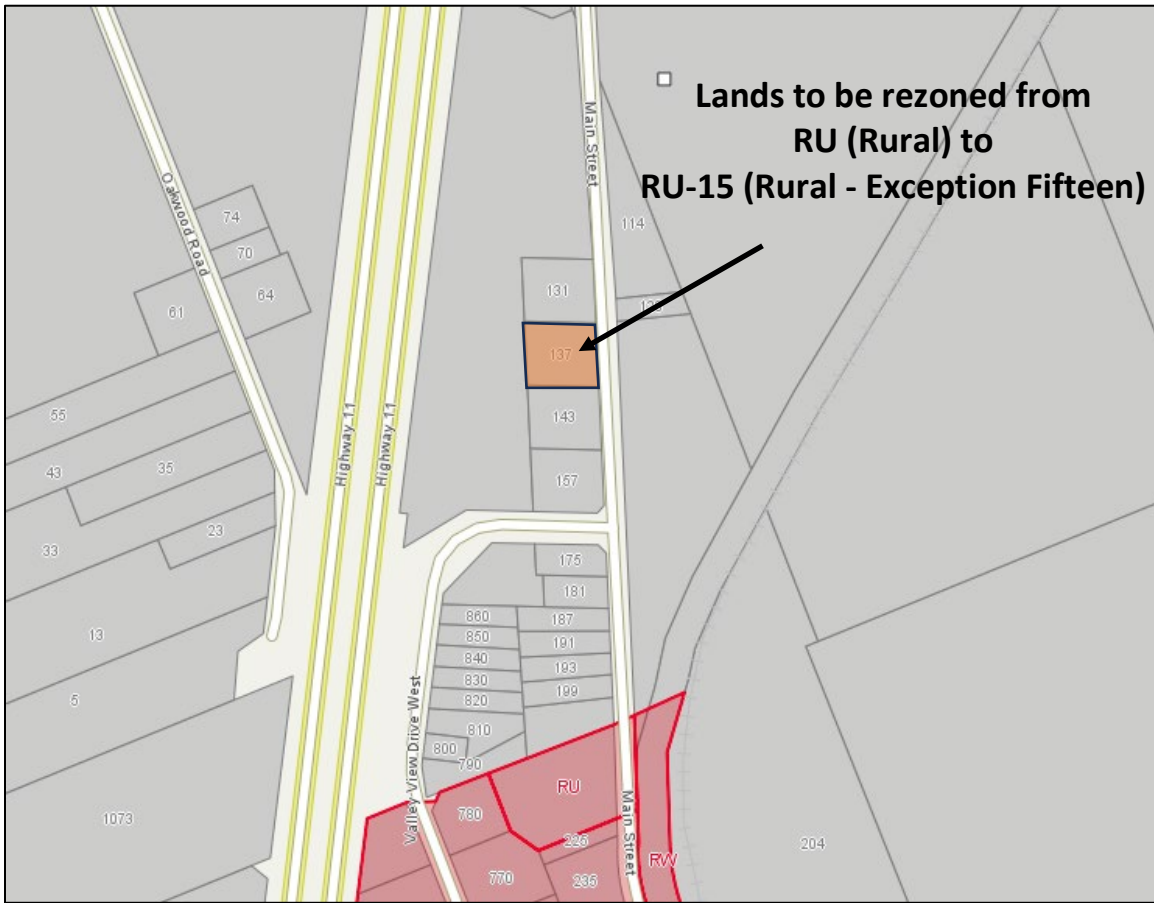
READ A FIRST AND SECOND TIME on the 3rd of October, 2023

READ A THIRD TIME and finally passed this 17th of October, 2023

Mayor

Clerk

Schedule 'A-1'



AMENDMENT NO. 2

**TO THE OFFICIAL PLAN OF THE
MUNICIPALITY OF POWASSAN**

'HUGHES'

Date: OCTOBER 3, 2023

BY-LAW NO. 2023-25

**A BY-LAW OF THE CORPORATION OF THE MUNICIPALITY OF
POWASSAN TO AMEND THE OFFICIAL PLAN OF MUNICIPALITY
OF POWASSAN**

The Council of the Corporation of the Municipality of Powassan, in accordance with the provisions of Sections 16, 17 and 21 of the Planning Act, R.S.O., 1990 hereby enacts as follows:

1. That Amendment No. 2 to the Official Plan of the Municipality of Powassan, consisting of the attached Part "B", is hereby approved.
2. That this By-law shall take effect on the date of passage by Council and shall come into force in accordance with Sections 16, 17, and 21 of the *Planning Act*, R.S.O., 1990.

READ a First and Second Time this 3rd day of October, 2023.

Peter Mclsaac, Mayor

Allison Quinn, Clerk

READ a Third and Final Time and Adopted by Council this 17th day of October, 2023.

Peter Mclsaac, Mayor

Allison Quinn, Clerk

THE CONSTITUTIONAL STATEMENT

PART A – THE PREAMBLE, does not constitute part of this Amendment

PART B – THE AMENDMENT, consisting of the following text constitutes Amendment No. 2 to the Official Plan of the Municipality of Powassan.

PART C – APPENDIX “A”, does not constitute part of this amendment.

PART A – THE PREAMBLE

PART A to this Official Plan Amendment is provided for information purposes only and does not constitute part of this Amendment.

1. Lands Affected by this Amendment

The lands affected by this amendment include all lands within the jurisdictional limits of the Municipality of Powassan; lands located in Part Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan).

2. Purpose

The purpose of this amendment is for Council to amend the “Rural Area” Designation of the Municipality of Powassan Official Plan to permit the development of a four-plex (four attached residential dwelling units under one roof with separate entrances) at lands located in Part Lot 15, Concession 14, RP 42R13092, (137 Main Street, Powassan).

3. Background and Basis

- 3.1 The Official Plan for the Municipality of Powassan, which was adopted by Council of the Corporation of the Municipality of Powassan on October 21, 2003; By-Law 2003-37, with modifications, by the Ministry of Municipal Affairs on October 16, 2005.
- 3.2 An application for an Official Plan Amendment for the subject land was received on August 31, 2023, by the Municipality of Powassan to permit the development of a four-plex on the subject property.
- 3.3 The Official Plan designates the subject lands as “Rural” on Schedule A and the “Rural Area” policies only permit development of low-density residential uses. A four-plex is not a low-density residential use.
- 3.4 The subject lands are located within close proximity to the Powassan Urban Service Area.
- 3.5 A review of the existing policies in the Municipality of Powassan Official Plan indicates that amendments are required to permit a four-plex residential use.
- 3.6 The proposed amendments are consistent with the applicable policies and direction of the Provincial Policy Statement, 2020 and the Growth Plan for Northern Ontario, 2011.

PART B - THE AMENDMENT

1. Introductory Statement

All of this part of the document entitled PART B – THE AMENDMENT, consisting of the following text constitutes Amendment No. 2 to the Official Plan of the Municipality of Powassan.

2. Details of the Amendment

2.1 Section 5.7 Rural Area is hereby amended by the addition of the following section:

5.7.5 Site Specific Polices

5.7.5.1 Notwithstanding any policy of this plan to the contrary a four-plex (four attached dwelling units under one roof with separate entrances) shall be permitted on the lands located at Part Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan), shown hatched on Schedule A.

3. Implementation

The provisions of this Amendment shall be implemented by a Zoning By-law amendment to be enacted by the Municipality of Powassan and attached in Appendix A.

4. Interpretation

The interpretation of the Official Plan for the Municipality of Powassan, as amended, shall govern the interpretation of this Amendment.

SCHEDULE A
of Official Plan Amendment no. 2



APPENDIX 1

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

(Hughes)

BY-LAW NO. 2023-24

Being a By-law to amend By-law No. 2003-38, as amended, the Zoning By-law for the Municipality of Powassan with respect to lands located in Part Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan).

WHEREAS the Council of the Corporation of the Municipality of Powassan is empowered to pass By-laws 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 By-law No. 2003-38, as amended;

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

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

1. Schedule 'B' to Zoning By-law No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as Par Lot 15, Concession 14, RP 42R-13092, (137 Main Street, Powassan), in the Municipality of Powassan from Rural (RU) to Rural - Exception Fifteen (RU-15) as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.
2. Section 4.4.3 of Zoning By-law No. 2003-38 is hereby further amended by the addition of the following subsection:

4.4.3.15 Rural Exception Fifteen (RU -15) Zone

Notwithstanding Section 4.4.1 of the of the Rural (RU) Zone, on lands described legally as Part Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan), a four-plex residential dwelling shall be permitted.

3. This By-law 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.

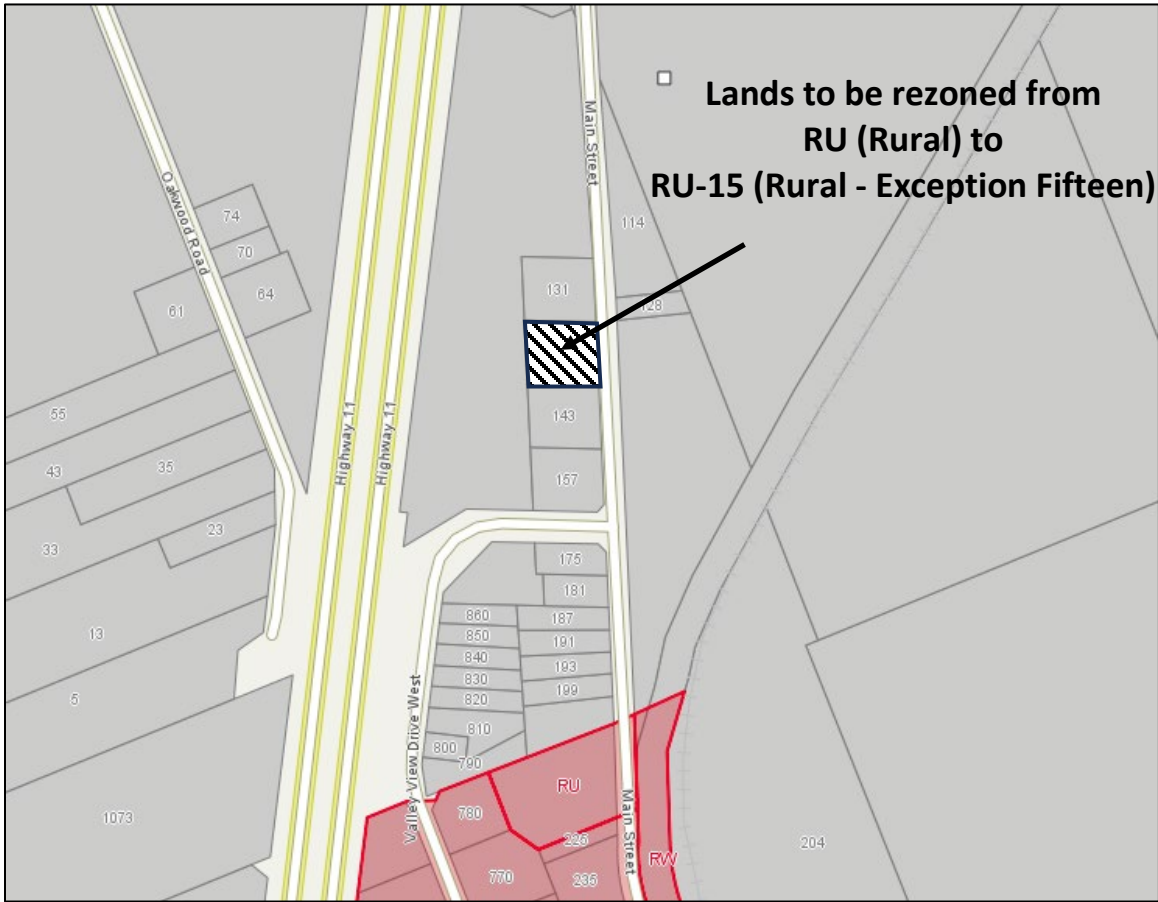
READ A FIRST AND SECOND TIME on the 3rd of October, 2023

READ A THIRD TIME and finally passed this 17th of October, 2023

Mayor

Clerk

Schedule 'A-1'



To: Council
From: Clerk, A. Quinn
Re: Pool Inspection Report

RECOMMENDATIONS:

That the Memo from Clerk A. Quinn regarding the Municipal Pool Inspection Report be received for information purposes.

ANALYSIS:

At the Regular Council Meeting of September 5, 2023, Council passed Resolution 2023-70 that included the following:

FURTHER that Council direct staff to provide an action plan for a full review including necessary repairs, upgrades and costs analysis based on reports expected from the Public Health Inspector and pool contractor.

The accompanying Pool Inspection Report (Powassan Lions' Community Class A Pool – non-compliance letter) was received on Thursday, October 12, 2023. Staff were waiting on this and some other details to finalize their report. Now that this has been received, staff will prepare their report to present to Council at the November 7 Regular Meeting of Council.



September 28, 2023

via email: aquinn@powassan.net

Allison Quinn
 Acting Clerk
 Municipality of Powassan
 250 Clarke Street
 Powassan ON P0H 1Z0

Dear Allison:

RE: Location: Powassan Lion's Community Pool
Public Health Inspector: Melissa Watson, CPHI(C)
Date of site visit: September 14, 2023

The following is a list of items that were observed to be in non-compliance throughout the 2023 operating season for the Powassan Lion's Community Pool. A site visit was conducted to determine the items that must be addressed prior to 2024 operation as well as suggestions that will help with the longevity of the Powassan Lion's Community Pool. The [O.Reg 565 Public Pools](#) outlines the requirements for daily operation of public pools.

Requirements

Black disc	(6)(m) Every owner and every operator shall ensure that a black disc 150 millimeters in diameter on a white background is affixed to the bottom of the pool at its deepest point
Pool floor and deck (around the pool)	(6) (b) Every owner and every operator shall ensure that, all surfaces of the pool or spa deck and walls are maintained in a sanitary condition and free from potential hazards
Lifeguard certification	6) Every lifeguard shall, b) be the holder of a current lifeguard certificate that is dated not more than two years prior to the date on which he or she is acting as a lifeguard; and c) have available at the pool when on duty the certificate referred to in clause (b) or a copy thereof certified by the operator and permit the owner, the certificate at any time. R.R.O. 1990, Reg. 565, s. 17 (6); O. Reg. 270/99, s. 1 (2); O. Reg. 109/23, s. 1 (2).
Flow meter	<ul style="list-style-type: none"> • calculates turnover rate of the water • 15 per cent of the total volume of the pool water must be withdrawn from the pool (via skimmers or gutter) daily and discharged to waste drains

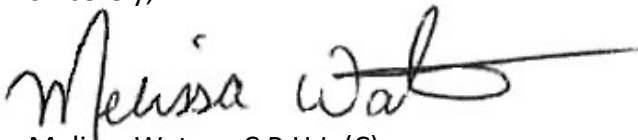


Recommendations

<p>Recirculation pump (for a commercial sized pool)</p>	<ul style="list-style-type: none"> • Pulls water from the pool and pushes it through the filter or it pulls the water through the filter and pushes it back to the pool. • Must be capable of pumping enough water through the system to provide the required number of turnovers each day
<p>Automatic Sensing Device/automatic feeders</p>	<ul style="list-style-type: none"> • monitors the sanitizers ability to work at an efficient and effective level • chemical feeder that has valves controlled by electronic equipment to deliver adequate amounts of chemical to ensure the pool is disinfected • manual tests conducted 1/2 hour before opening and every four hours, rather than testing every 2 hours with no automatic sensing device

If you have any questions regarding the requirements and recommendations, please contact me at 705-474-1400 ext.5204.

Sincerely,



Melissa Watson C.P.H.I. (C)
 Public Health Inspector

COUNCIL MEMORANDUM

Date:	October 12th. 2023
To:	Clerk, A. Quinn
From:	Councillor Hall
Re:	Municipal Facility Renumeration for 2024 Budget year.

Recommendation:

This should be classed as previous business.

A process needs to be developed for the 2024 Municipal Budget to start recouping costs associated with the operation of our Municipal Facilities currently operated by other organizations.

Council needs to direct Staff.

Background / Rationale:

This topic has come to Council numerous times, resulting in discussion on developing agreements which I believe is supported by Council and then does not move forward as Council fails to direct Staff.

COUNCIL MEMORANDUM

Date:	October 12th, 2023
To:	Clerk, A. Quinn
From:	Councillor Hall
Re:	Finalize Plan re: Trout Creek Community Centre Revitalization

Recommendation:

This should be classed as previous business.

An action plan needs to be developed now so the foundation costs can be budgeted for in the 2024 Municipal Budget and the process can begin to move forward.

Background / Rationale:

Through many years of oversight, not doing identified maintenance and lack of an official long-term plan by the Municipality, the Trout Creek Community Centre has fallen into a state of required repairs and upgrades.

The required repairs, structural and roof membrane need to be done to facilitate the future use of the venue by the public and to prevent the facility from falling into a worse condition. The ball diamond, fencing, children’s playground, and some outbuildings are also in need of maintenance and repair.

Other upgrades (or repairs) are required to meet the accessible standards of the Province of Ontario.

These same issues with more being added annually have been coming forward over the last 5 years that I have been on Council, the Trout Creek Community Centre Board and now the Rec Committee.

Council told the Trout Creek Community Board members approximately a year ago, that if both Committees joined as a single entity, situations as previously described would be addressed.

Various amounts of monies have been received by the Municipality which needs our percentage to be accessible. We need to figure out how we can access these funds.



CANTON – BONFIELD – TOWNSHIP

FROM THE OFFICE OF MAYOR NARRY PAQUETTE

365 Highway 531

Bonfield ON P0H 1E0

Email: officeclerk@bonfieldtownship.com - Website: www.bonfieldtownship.com

TELEPHONE 705-776-2641 – FAX/TELECOPIEUR 705-776-1154

September 25th, 2023



RECEIVED

Dear Members of Council

It is the Township of Bonfield Council's custom to hold a solemn ceremony on or about November 11th-Remembrance Day-to honour Canada's fallen soldiers from the War of 1812 through Afghanistan. We celebrate the men and women who fell while serving and protecting this great country. This is a traditional ceremony which is held at the eleventh hour of the eleventh day of the eleventh month each year.

This year, once again, we will hold a simple ceremony at the Township's Cenotaph located at 365 Highway 531 on municipal grounds at the Kaibuskong Park. Our local veterans, members of various Royal Canadian Legions, Veterans Affairs, First Nations, Ontario Provincial Police, Members of Parliament, Knights of Columbus, residents, local schools, and surrounding municipalities who observe the tradition of Remembrance Day will be invited to the ceremony.

I would like to extend to you an invitation to attend this ceremony which begins at 10:45 am (and will end at approximately 11:30 am) on Thursday, **November 9th, 2023. The Cenotaph is located in the Kaibuskong Park at 365 Highway 531, Bonfield Ontario.**

Sincerely yours,

Casandra Klooster

October 2023

October 2023

November 2023

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 1	2 Council 7pm	3 Council 7pm	4	5	6	7 Pumpkin Tour
8	9 Thanksgiving Monday - office closed	10	11	12 DSSAB	13	14
15	16 Library Board Meeting	17 Council 7pm	18 Recreation Committee meeting	19	20	21
22	23	24	25	26	27	28
29	30	31	Nov 1	2	3	4