

## **AGENDA**

Regular Council Meeting

Tuesday, September 19, 2023, at 7:00 p.m.

Powassan Council Chambers

(Firehall Station 1)

### **1. CALL TO ORDER & ACKNOWLEDGE FIRST PEOPLES AND TRADITIONAL LAND**

“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.”

### **2. ROLL CALL**

### **3. DISCLOSURE OF MONETARY AND GENERAL NATURE THEREOF**

### **4. APPROVAL OF THE AGENDA**

### **5. PRESENTATIONS:**

### **6. ADOPTION OF MINUTES**

6.1 Regular Council meeting of September 5, 2023

### **7. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**

7.1 Public Works Committee minutes of September 12, 2023

### **8. MINUTES AND REPORTS FROM APPOINTED BOARDS**

8.1 District of Parry Sound Social Services Administration Board CAO’s Report for September 2023

### **9. STAFF REPORTS**

9.1 Acting Clerk, A. Quinn – Impaired/Unfit for Work Policy

### **10. BY-LAWS**

10.1 Bylaw 2023-18 Procedural Bylaw

10.2 Bylaw 2023-20 Appoint Clerk

10.3 Bylaw 2023-21 Reserve and Reserve Funds Policy and Surplus Management Policy

10.4 Bylaw 2023-22 Enbridge Gas Agreement

10.5 Bylaw 2023-23 Agreement for the provision of Police Services (OPP Amending Agreement)

### **11. UNFINISHED BUSINESS**

11.1 Cannabis Retail Store in the Municipality of Powassan

**12. NEW BUSINESS**

12.1 Proclamation – National Day for Truth and Reconciliation

**13. CORRESPONDENCE**

13.1 Minister of Municipal Affairs and Housing – Responding to the Housing Affordability Task Force’s Recommendations

13.2 Support for Northern Ontario School of Medicine

**14. ADDENDUM**

**15. ACCOUNTS PAYABLE**

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

**17. PUBLIC QUESTIONS**

**18. CLOSED SESSION**

**19. MOTION TO ADJOURN**

**Regular Council Meeting**  
**Tuesday, September 5, 2023, at 7:00 pm**  
**Powassan Council Chambers**

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

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

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

**Presentation:** Lindsey Gradeen – Snowmobile trail on Maple Hill Road

**Disclosure of Monetary Interest and General Nature Thereof:**  
Councillor L. Patey Item 11.3 and Item 15 Employer listed in Item.

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**2023-254** Moved by: R. Hall Seconded by: D. Britton  
That the agenda of the Regular Council Meeting of September 5, 2023, be approved. **Carried**

**2023-255** Moved by: D. Britton Seconded by: L. Patey  
That the minutes of the Regular meeting of council of August 1, 2023, be adopted. **Carried**

**2023-256** Moved by: L. Patey Seconded by: R. Hall  
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of June 20, 2023, be received. **Carried**

**2023-257** Moved by: L. Patey Seconded by: D. Britton  
That the report from Acting Clerk, A. Quinn, regarding the new Substance Use Policy and Procedure, be received;

AND FURTHER that Council adopts the Substance Use Policy and Procedure as presented. **Carried**

**2023-258** Moved by: D. Britton Seconded by: R. Hall  
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the OPP Contract Renewal, be received; and

FURTHER that Council direct staff to begin the process of renewal under Option A as identified in the memo. **Carried**

**2023-259**

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

That the report from Acting Clerk, A. Quinn, regarding the new Encroachment Policy and Permit, be received; and,

FURTHER that Council adopts the new Encroachment Policy and Permit as presented.

**Carried**

**2023-260**

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

That the memo from Deputy Clerk K. Bester, regarding the sale of McDonald Street be received;

FURTHER that the Municipality of Powassan hereby declares the property currently known as McDonald Street to be surplus; and

FURTHER that a written opinion of value has been obtained from a Registered Real Estate Professional; and,

FURTHER that Council direct the Acting Cler to prepare a Bylaw for the next regular council Meeting to determine the method and terms of sale as per Councils direction; and that notice of the intention to sell the land will be posted on the Municipal Website.

Recorded Vote: Requested by Councillor Hall:

Councillor Hall:            Nay  
Councillor Britton:        Yeay  
Councillor Patey:         Yeay  
Mayor McIsaac:            Yeay

**Carried**

**2023-261**

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

That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding Reserves and Surplus Management Policies be received; and,

FURTHER that Council direct staff to prepare final drafts of the Reserve and Surplus Management Policies, to be adopted by Bylaw at the September 19, 2023 regular meeting.

**Deferred**

**2023-262**

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

That the Cannabis Retail Information Update from Acting Clerk, A. Quinn, be received for information purposes; and,

FURTHER that Council direct staff to bring a resolution forward at the September 19 2023, Council meeting considering allowance of a Cannabis Retail Store to open within the Municipality.

**Carried**

**2023-263**

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

That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the Engineer of Record Agreement, be received; and,

FURTHER that staff be authorized to execute an agreement with Tatham Engineering for a two-year period, ending September 30, 2025.

**Carried**

**2023-264** Moved by: R. Hall Seconded by: L. Patey  
That the memo from Deputy Clerk, K. Bester, regarding the Public Works Items Report, be received. **Carried**

**2023-265** Moved by: L. Patey Seconded by: D. Britton  
That Bylaw 2023-18, being a Bylaw to Govern the Calling, Place and Proceedings of the Meetings of Council and its Committees,  
  
To Be **READ** a **FIRST** and **SECOND** time this September 5, 2023,  
  
And to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council on the 19<sup>th</sup> day of September 2023. **Carried**

**2023-266** Moved by: D. Britton Seconded by: R. Hall  
That Bylaw 2023-19, being a Bylaw of the Municipality of Powassan to Regulate the Use and Care of Roads,  
  
To be **READ** a **FIRST**, **SECOND** and **THIRD** time and passed this 5<sup>th</sup> day of September 2023 for the immediate wellbeing of the Municipality. **Carried**

**2023-267** Moved by: L. Patey Seconded by: R. Hall  
That the correspondence from Nipissing Mayor Tom Piper regarding a meeting request to discuss Alsace Road be Received; and,  
  
FURTHER that staff be directed to schedule the meeting. **Carried**

**2023-268** Moved by: L. Patey Seconded by: D. Britton  
That the memo from Treasurer/Director of corporate Services, B. Robinson, regarding the Municipal Facilities Report – Update be received for information purposes; and,  
  
FURTHER that Council provides direction to staff regarding lease agreements for Municipally-owned facilities as outlined in the May 2, 2023 staff report. **Carried**

**2023-269** Moved by: D. Britton Seconded by: R. Hall  
That the memo from Deputy Clerk, K. Bester, regarding the Site Plan Control Agreement – 1884045 Ontario Ltd. (Home Hardware), be received; and,  
  
FURTHER that Council amend Resolution number 2023-186 passed on June 6, 2023, and that the conditions of approval included under this resolution be replaced with the following new conditions:

1. That payment of securities be provided for the stormwater management, grading and parking lot works, at 10 percent of the work being done.
2. That payment of securities be provided for the landscaping works at 0 percent of the value of the works being done.
3. That this approval is in effect for a period not exceeding three years.
4. That the applicant is responsible for all costs associated with the execution of this agreement.

AND FURTHER that the applicant will be required to do a Zoning Bylaw amendment for the property in order to reduce the Minimum Landscaped Open Space. **Carried**

**2023-270**

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

Be it resolved that the Council of the Municipality of Powassan acknowledges the importance of the Powassan Lions Pool to the community; and,

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.

Recorded Vote: Requested by Councillor D. Britton

Councillor Britton:    Yeas

Councillor Hall:        Yeas

Councillor Patey:     Yeas

Mayor McIsaac:        Yeas

**Carried**

**2023-271**

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

That the correspondence from Enbridge Gas Inc. regarding the Agreement between the Corporation of the Municipality of Powassan and Enbridge Gas Inc. and the accompanying documents be received; and,

FURTHER that staff be directed to prepare the documents and agreement for the Council Meeting of September 19, 2023.

**Carried**

**2023-272**

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

That the Corporation of the Municipality of Powassan Trespass Policy be received. **Carried**

**2023-273**

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

That Council approve the culvert change request proposed by the owner of the property at 705 Main Street, Powassan. **Deferred**

**2023-274**

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

That the notice of a public meeting on Tuesday, October 3, 2023, regarding Official Plan and Zoning bylaw amendments, be received. **Carried**

**2023-275**

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

That the correspondence from the Minister of Municipal Affairs and housing regarding the building Faster Fund, be received. **Carried**

**2023-276**

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

That the correspondence from MPAC (Municipal Property Assessment Corporation) regarding the Property Assessment Update, be received. **Carried**

**2023-277**

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

That the correspondence from S. Moore on behalf of the Powassan Players regarding Powassan Players and 250 Clark, be received. **Carried**

- 2023-278** Moved by: R. Hall Seconded by: D. Britton  
That the accounts payable listing reports of August 22 and August 30, 2023,  
be received. **Carried**
- 2023-279** Moved by: L. Patey Seconded by: D. Britton  
That Council now adjourns to closed session at 8:35 p.m. to discuss:
- 18.1 Adoption of Closed Session Minutes of August 1, 2023
  - 18.2 Legal – Section 239(2)(f) of the Municipal Act and under 6(1)(f) of the  
Procedural Bylaw – Advice that is subject to solicitor-client privilege, including  
communications necessary for that purpose.
  - 18.3 Labour Relations – Section 239(2)(d) of the Municipal Act and under 6(1)(d)  
of the Procedural Bylaw – matters regarding labour relations or employee  
negotiations.
  - 18.4 Identifiable Individuals – Section 239(2)(d) of the Municipal Act and under 6(1)(d)  
of the Procedural Bylaw – matters regarding an identifiable individual, including  
municipal or local board employees.
  - 18.5 Identifiable Individuals – Section 239(2)(d) of the Municipal Act and under 6(1)(d)  
of the Procedural Bylaw – matters regarding an identifiable individual, including  
municipal or local board employees. **Carried**
- 2023-280** Moved by: R. Hall Seconded by: L. Patey  
That Council now reconvenes to regular session at 9:22 p.m. **Carried**
- 2023-281** Moved by: R. Hall Seconded by: D. Britton  
That Council now adjourns at 9:22 p.m. **Carried**

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Mayor

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Clerk

**MINUTES** – Public Works Committee  
Tuesday, September 12, 2023 – 7:00 pm

**Present:** Councillor/Chair M. Wand  
Councillor R. Hall, Councillor D. Britton, Councillor L. Patey, Mayor McIsaac  
Acting Clerk/ Recording Secretary A. Quinn, Public Works Foreman, T. Tennant

1. Meeting called to order at 7:00 pm
2. Councillors Wand, Britton, Hall, Patey and Mayor McIsaac were in attendance.
3. No Declarations of Pecuniary Interest.
4. Approval of Agenda:  
Moved R. Hall, Seconded by L. Patey  
That the agenda of the meeting of September 12, 2023, be approved, with the following addition:
  - 8.4. Snow Plowing at Meadowview Carried
5. Approval of the Minutes:  
Moved by R. Hall, Seconded by D. Britton  
That the Minutes of August 9, 2023, be approved. Carried  
  
Moved by L. Patey, Seconded by D. Britton  
That the Minutes of April 25, 2023, be approved. Carried
6. Staff Reports:
  - 6.1 Garbage Truck Repairs – T. Tennant updated the group; the part for the truck is in, he should be able to pick it up this week; repairs were covered under warranty; will find out if the warranty covered both labour and material or just material.
  - 6.2 Sidewalks in Trout Creek – T. Tennant told the group the sidewalks are basically complete; there has been no info about taking over maintaining the sidewalks and the contact person is no longer part of the project; R. Hall will investigate who the new contact person is.
  - 6.3 Update on Road Work completed, per Budget (Latour Cres/Lindquist Line, etc.) - T. Tennant updated the group with the plan for these roads; pulverizing was planned for this year but will have to be done next year so the project can be completed; funds had to be diverted to Joseph Street; rough parts of the road will be graded this year before winter.
  - 6.4 Garbage Collection Outsourcing – Members discussed the report; it was agreed to leave the garbage collection as is.
  - 6.5 Public Works Budget vs Actual Year to Date – Public Works staff was commended for working with a lower budget; fuel costs are down as the vehicles have been used less and the price of fuel is down from when budget was done.



## 7. Unfinished Business

- 7.1 Public Works Shop/Vehicles/Personnel/Emergency Back-up/Maintenance RFP – Councillor Hall went over Item 5 from the Public Works Report. The group agreed that T. Tennant will speak with B. Robinson regarding maintenance training and leader; Public Works should prepare list of items needed to be considered during budget discussions; Asset Management plan should be reviewed and followed. R. Hall believes there may be an apprentice opportunity.
- 7.2 Update on culvert adjacent to McDonald St./Corkery – which flooded last year – The group discussed how the ice is building up in that area; it needs more sun on it to keep the ice from building; staff to look into; if trees need to be cut on private property an agreement between the owner and the municipality will be done. T. Tennant mentioned that the culvert may belong to MTO. R. Hall mentioned there was a culvert that was damaged and could be dangerous if anyone fell on it – T. Tennant will look into.

## 8. New Business:

- 8.1 Hanging plants on Main Street – M. Wand informed the group that he had received comments regarding the hanging plants on Main Street and how they were not well taken care of this summer. T. Tennant agreed they weren't watered enough and there will be a better schedule for them next year; the weight of the planters on the brackets is a concern. There was discussion about having a few planters on Main Street instead of the hanging baskets; it was agreed to investigate this option, find out costs for including in the budget, and if it goes well phase more in; planters would be easier to water and could be stored for the winter. The planters would replace some trees that need to be removed.
- 8.2 Landscaping – L. Patey informed the group that he had received positive comments on how well the cemeteries were maintained this year and the landscaping in town, in general. P. McIsaac thanked L. Patey for bringing these comments forward, as employees often hear complaints, so it's good that they hear the positive comments as well.
- 8.3 705 Main St. Culvert Request – Members discussed, and it was agreed staff will reach out to the Municipality's former engineer regarding information from past requests and the policy used.
- 8.4 Snow Plowing at Meadowview – P. McIsaac asked the group to discuss the possibility of Public Works plowing the snow at Meadowview for this winter, on a cost recovery basis. The group brought forward items to consider, which are: liability, timing, expectations on staff and costs. It was agreed that B. Robinson would reach out to DSSAB for further information and then discuss with T. Tennant. A report will be brought back to council.

## 9. Correspondence: NA

- 10. Notice of Schedule of Next Committee meeting – No meeting will be scheduled as Public Works items will be included as part of staff reports at Regular Meetings of Council.

## 11. Public Questions: None.

## 12. No Closed Session

## 13. Adjournment:

Moved by D. Britton, Seconded by R. Hall

That the meeting be adjourned at 8:07 pm

Carried.



# **Chief Administrative Officer's Report**

*September 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.**

## AMO 2023 Annual General Meeting and Conference

From August 21 – 23, more than 2,500 municipal leaders, government officials, public servants, sponsors, exhibitors, and media gathered in the City of London to take part in the 2023 AMO Conference.

This event included the Ministers' Forum and a direct dialogue with 26 provincial Cabinet Ministers on many of the critical issues municipalities, CMSMs and DSSABs are facing. Municipal officials, CMSMs and DSSABs also participated in over 600 delegation meetings, discussing local concerns.

I attended delegations with the Northern Ontario Service Delivers Association (NOSDA). We were able to have direct conversations with the Ministry of Education, Ministry of Health, Ministry of Children, Community and Social Services and the Ministry of Long-Term Care.

I also attended a multi ministry delegation with the Federation of Northern Ontario Municipalities, North-western Ontario Municipal Association and the Northern Ontario Service Delivers Association.

## 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

<b>District of Parry Sound Social Services Administration Board</b>	<b>FEB 2023</b>	<b>MAR 2023</b>	<b>APR 2023</b>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>
Total Page Followers	446	462	471	474	478	490
Post Reach this Period (# of people who saw post)	4,645	7,891	4,460	3,789	4,010	2,249
Post Engagement this Period (# of reactions, comments, shares)	565	757	505	241	692	234

<b>Esprit Place Family Resource Centre</b>	<b>FEB 2023</b>	<b>MAR 2023</b>	<b>APR 2023</b>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>
Total Page Followers	128	132	131	131	131	132
Post Reach this Period (# of people who saw post)	75	124	116	29	203	62
Post Engagement this Period (# of reactions, comments, shares)	3	7	71	1	2	1

DSSAB Twitter Stats - <https://twitter.com/psdssab>

	<b>FEB 2023</b>	<b>MAR 2023</b>	<b>APR 2023</b>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>
Total Tweets	7	13	8	8	10	N/A
Total Impressions	158	300	300	291	301	56
Total Profile Visits	57	217	130	137	128	N/A
Total Followers	28	28	27	27	30	31

DSSAB LinkedIN Stats - used primarily for HR recruitment & RFP/Tender postings

Link to DSSAB's LinkedIN page - <https://bit.ly/2YyFHIE>

	<b>FEB 2023</b>	<b>MAR 2023</b>	<b>APR 2023</b>	<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>
Total Followers	395	399	410	416	434	437
Search Appearances (in last 7 days)	318	308	245	228	281	185
Total Page Views	31	31	30	41	56	33
Post Impressions	828	929	697	546	786	182
Total Unique Visitors	16	17	11	19	25	19

## DSSAB in the Community

Throughout the summer, we joined CMHA for several Community Outreach 'pop-up' events in some of the smaller communities in East Parry Sound.

*July 12<sup>th</sup>, Mill May Market in Restoule*

This event was attended by the Communications Officer, as well as a member of our Housing Stability team

*July 19<sup>th</sup>, Women's Own Resource Centre in South River*

This event was attended by a member of our Housing Stability team

*August 2<sup>nd</sup>, Home Hardware in Magnetawan*

This event was attended by the Communications Officer

*August 23<sup>rd</sup>, Hope's "More than a grocery store" Clover Farm in Novar*

This event was attended by the Communications Officer, as well as a member of our Housing Stability team

Canadian Mental Health Association  
Addictions and Mental Health Services  
Muskeg - Parry Sound

Harm Reduction supplies available  
Naloxone & Naloxone Training also available

# COMMUNITY EDUCATION EVENTS

All summer in East Parry Sound

**JULY**

- July 5- Foote's General Store in Nipissing
- July 12-Mill Bay Meat Market in Restoule
- July 19- Women's Own Resource Centre in South River

**AUGUST**

- August 2-Home Hardware in Magnetawan
- August 16-Alderdale General Store
- August 23-Novar General Store

**CONTACT US:**

Kathy Stevenson:  
1-705-384-5392 ext. 4280

Aaron Goodchild:  
1-705-746-4264 ext. 2223

RECOVERING AND THRIVING

District of Parry Sound  
Social Services Administration Board

## Municipal Presentations

On August 28<sup>th</sup>, myself and our Communications Officer were pleased to provide the Tri-Council representing the Township of Ryerson, the Village of Burk's Falls & the Township of Armour with a presentation about the DSSAB. This presentation included an overview of the DSSAB's programs and services, and how we can help members of their community. The Tri-Council expressed their appreciation to DSSAB staff for the important work they do. This was part of a series of municipal presentations taking place over the next year.



## Licensed Child Care Programs

### Total Children Utilizing Directly Operated Child Care in the District July 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	0	0	1	1	11	13
Toddler (18-30M)	15	8	15	13	25	76
Preschool (30M-4Y)	18	18	18	46	43	143
# of Active Children	33	26	34	60	79	232

Enrollment numbers remained stable for the summer months. The Licensed Child Care Programs moved their primary programming outdoors and worked with families to prepare for upcoming transitions to older age groupings and junior kindergarten. Staff coverage for summer vacations was challenging but with the support of the ISS and EarlyON teams, we were able to cover ratios.

## School Age Programs

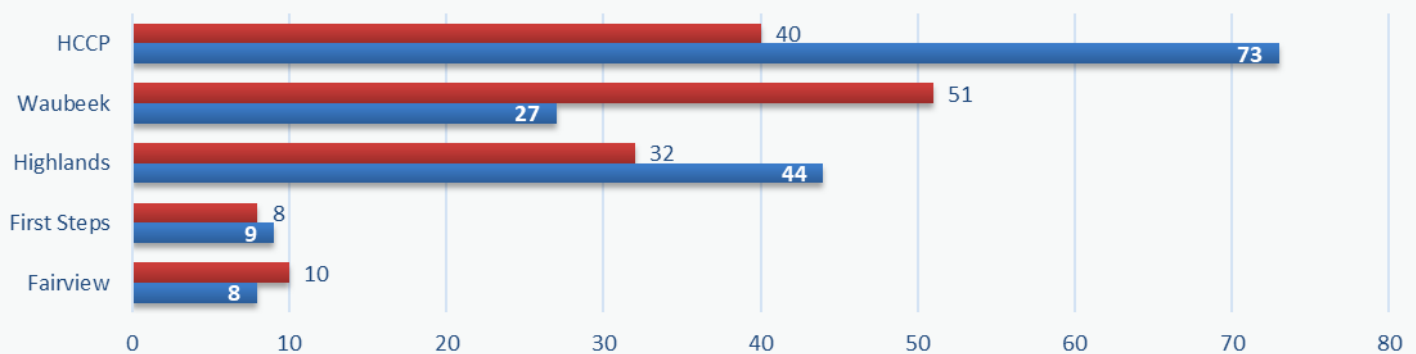
### July 2023

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	N/A		
Mapleridge Before School	N/A		
Mapleridge Summer Program	13	7	
St. Gregory's After School	N/A		
Sundridge Centennial After School	N/A		
Land of Lakes After School	N/A		
Home Child Care	56	11	2
# of Active Children	76		

Mapleridge Public School licensed summer school age care was fully booked with a small waitlist. We have 2 full-time staff supporting the program and have enrolled children ages 4 – 6 years. The program coordinated with the Powassan GAP for the older aged children.

## Directly Operated Child Care Waitlist by Program

### July 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. Waubeek has had the largest increase in waitlist numbers especially families seeking infant care. As of July, there were 14 infants on the Waubeek waitlist, and in January 2024 that number increases to 45.



## Inclusion Support Services

### July 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

Resource consultants continued to support school age children that attended licensed summer child care programs across the district. Support in the EarlyON programs decreased as most community satellite locations closed for the summer months.

## EarlyON Child and Family Programs

### July 2023

Activity	July	YTD
Number of Children Attending	813	4,974
Number of New Children Attending	37	277
Number of Adults Attending	528	3,154
Number of Virtual Programming Events	1	28
Number of Engagements through Social Media	1,955	4,347
Number of Views through Social Media	9,396	58,262

EarlyON facilitators set up community “pop-up” programs where most communities in the district were being visited at outdoor locations. Regular programming activities are being offered.



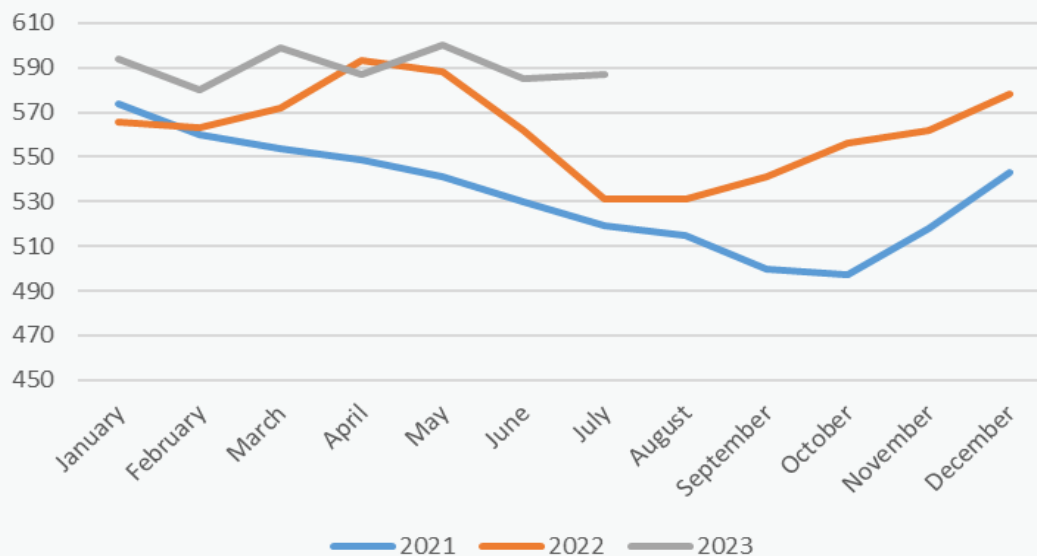
## Funding Sources for District Wide Childcare Spaces July 2023

Active	# of Children	# of Families	Funding Source - New	# of Children	# of Families
CWELCC*	110	107	CWELCC	8	8
CWELCC Full Fee	186	185	CWELCC Full Fee	3	3
Extended Day Fee Subsidy	10	10	Extended Day Fee Subsidy	7	7
Fee Subsidy	99	77	Fee Subsidy	70	51
Full Fee	12	11	Full Fee	2	2
Ontario Works	12	9	Ontario Works	3	3
<b>Total</b>	<b>429</b>	<b>399</b>	<b>Total</b>	<b>93</b>	<b>74</b>

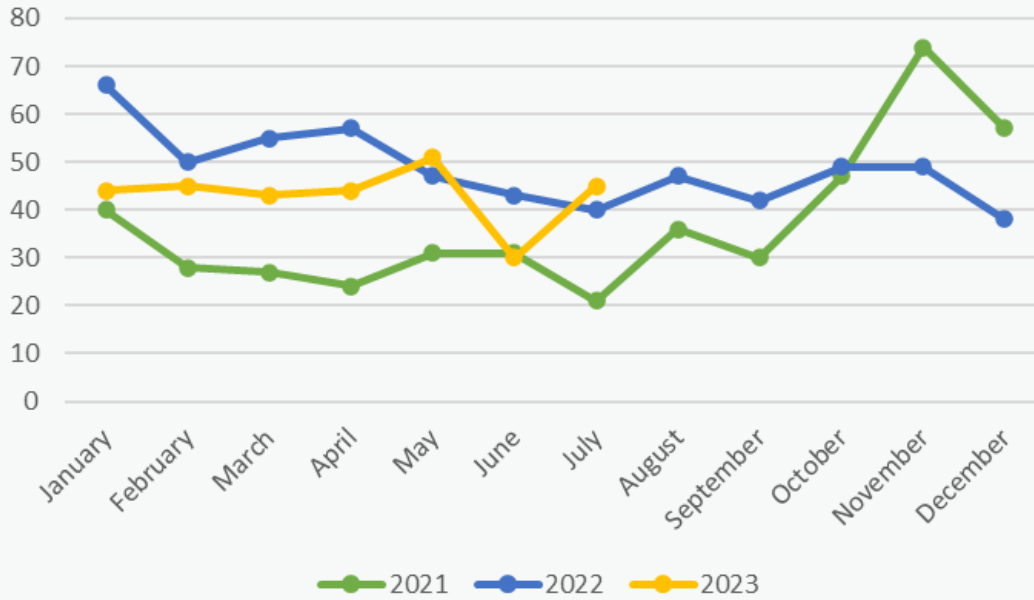
Funding Source - Exits	# of Children	# of Families
Fee Subsidy	3	3
Ontario Works	2	1
<b>Total</b>	<b>5</b>	<b>4</b>

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

### Ontario Works Caseload



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



### Ontario Works applications

2 ▼

Average received per business day

45

Received Jul 2023

### Emergency Assistance applications

1 ▲

Average received per business day

30

Received Jul 2023

### Average number of business days from screening to grant

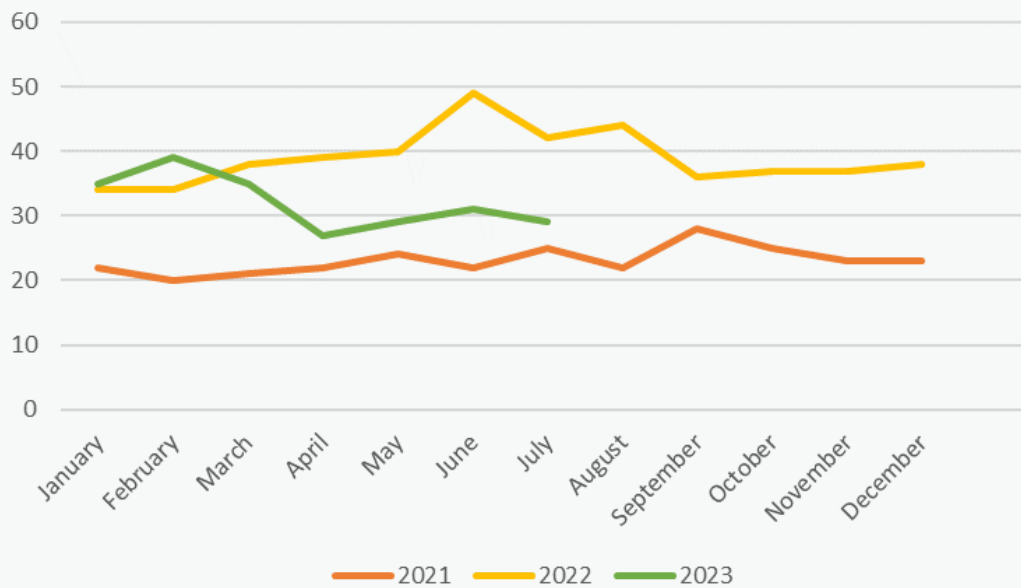
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Ontario Works

0.3 ▼

Emergency Assistance

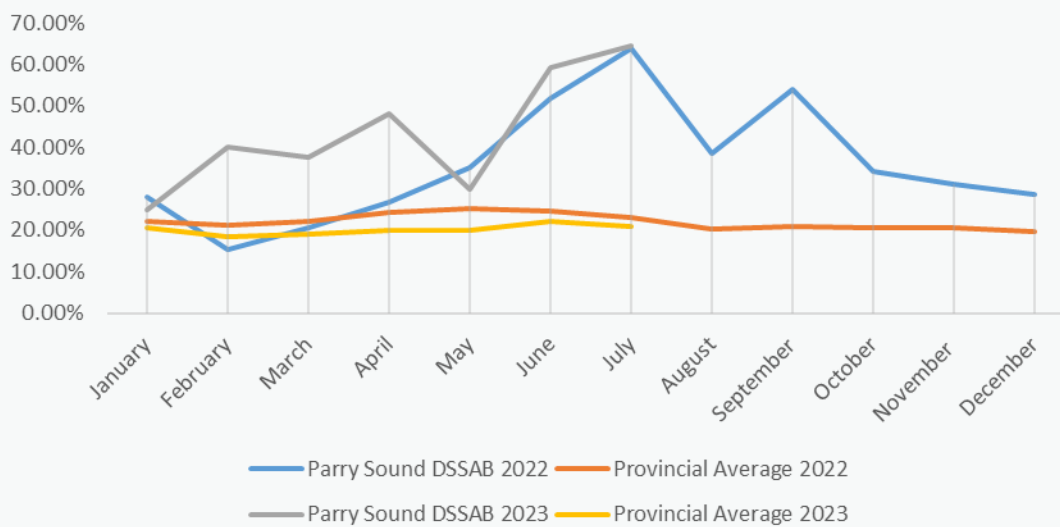
## ODSP Participants in Ontario Works Employment Assistance



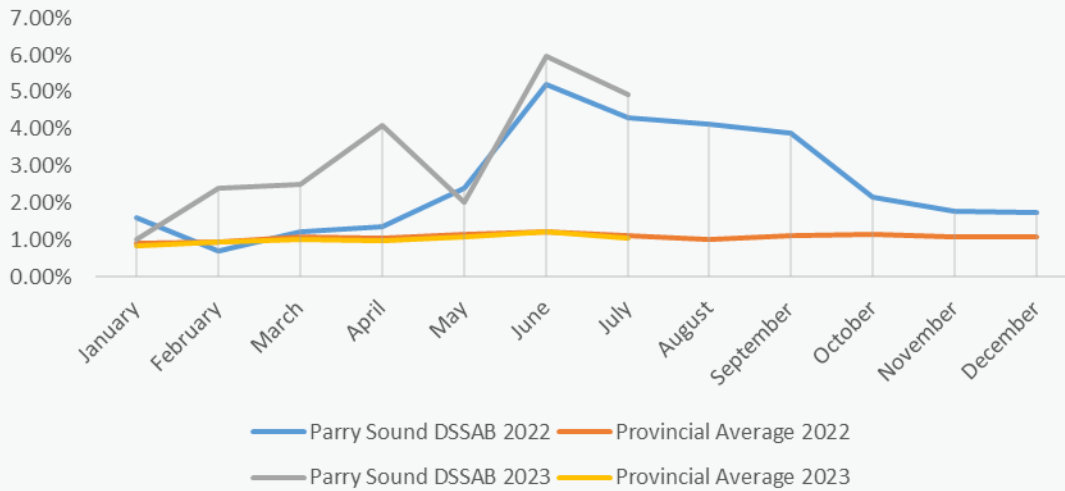
The OW caseload as of the end of July was **587** (there are 945 beneficiaries in total). We are supporting **29** ODSP participants in our Employment Assistance program. We also have **56** Temporary Care Assistance cases. Intake also remains steady. We had **45** Ontario Works Applications and **30** applications for Emergency Assistance in July which does not indicate a typical summer slowdown.

## Employment Assistance & Performance Outcomes

% of Closures Exiting to Employment

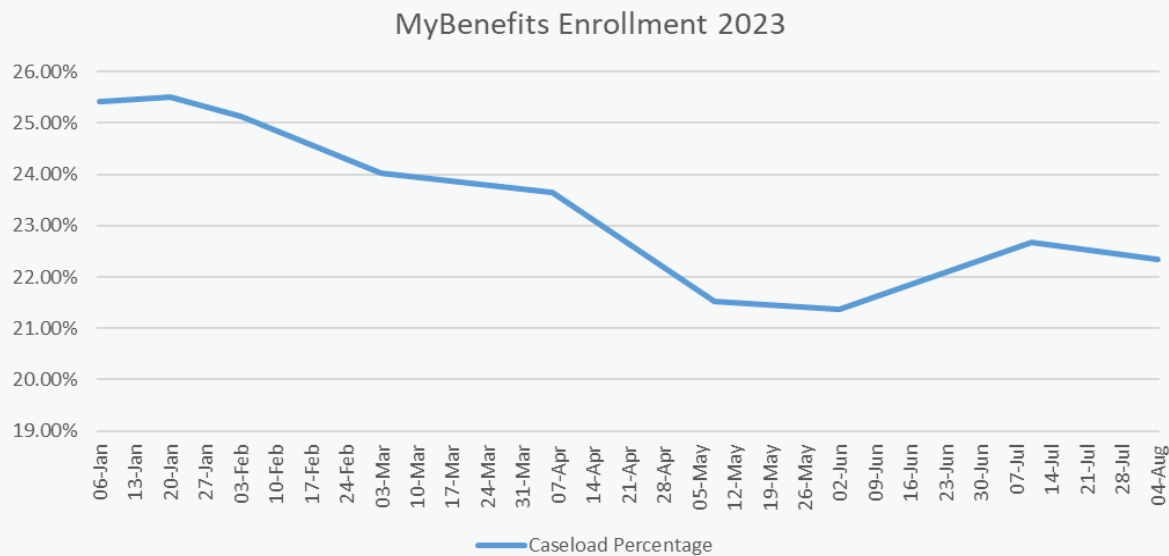


### % of Caseload Exiting to Employment



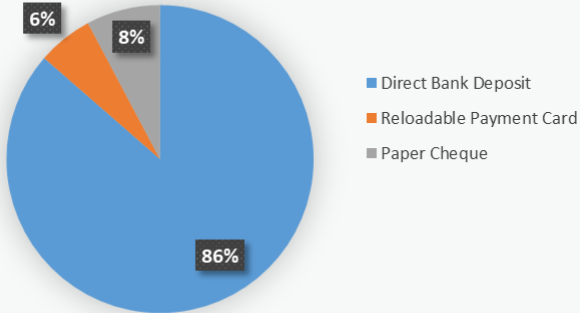
Despite a small decline in our Employment Outcome Performance in May, the program bounced back with a tremendous June and July, where we exceeded our performance from last year and far exceeded the provincial average. We also finished #1 in the Northeast. Additionally, an average of 8.9% of the caseload exited the program over June and July.

### MyBenefits Enrollment 2023



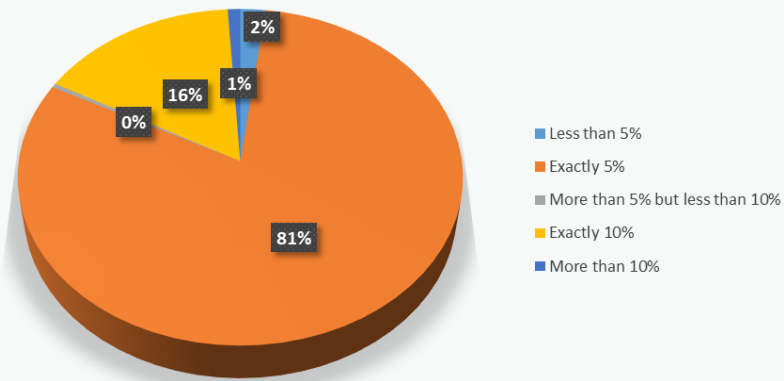
## DBD Enrollment

Payment Receipt Method  
July 2023



## Overpayment Recovery Rate

July 2023



## 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.

<b>July 2023</b>		
<b>Income Source</b>	<b>East</b>	<b>West</b>
Senior	6	16
ODSP	11	28
Ontario Works	4	13
Low Income	16	29

### 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.

<b>July 2023</b>		
<b>Income Source</b>	<b>East</b>	<b>West</b>
Senior	13	20
ODSP	11	12
Ontario Works	8	15
Low Income	9	37

### Contact/Referrals

<b>July 2023</b>	<b>East</b>	<b>West</b>	<b>YTD</b>
Homeless	1	5	31
At Risk	7	3	52
Esprit Outreach Homeless	1	1	5
Esprit Outreach at Risk	0	3	10
Esprit in Shelter		1	9
Program Total			107

### Short Term Housing Allowance

	<b>Active</b>	<b>YTD</b>
July 2023	10	37

### Housing Stability: Household Income Sources and Issuance from HPP:

<b>July 2023</b>	<b>Total</b>	<b>HPP</b>
<b>Income Source</b>		
Senior	3	\$490.32
ODSP	12	\$7,408.66
Ontario Works	11	\$3,474.06

<b>July 2023</b>	<b>Total</b>
<b>Reason for Issue</b>	
Utilities/Firewood	\$1,696.73
Transportation	\$36.00
Food/Household/Misc	\$10,450.93
Emergency Housing	\$1,558.63
<b>Total</b>	<b>\$13,742.29</b>

## Ontario Works: Household Income Sources and Issuance from HPP

July 2023 Income Source	Total	HPP
Senior	1	\$412.03
ODSP	7	\$3,775.86
Ontario Works	8	\$9,469.26
Low Income	3	\$308.83

July 2023 Reason for Issue	Total
Rental Arrears	\$7,927.40
Utilities/Firewood	\$1,000.00
Transportation	\$177.32
Food/Household/Misc.	\$4,861.26
<b>Total</b>	<b>\$13,965.98</b>

### By-Name List Data September 2021– July 2023



### Housing Programs

#### Social Housing Centralized Waitlist Report July 2023

	East Parry Sound	West Parry Sound	Total
Seniors	42	106	148
Families	123	399	522
Individuals	480	188	668
<b>Total</b>	<b>645</b>	<b>693</b>	<b>1,338</b>
Total Waitlist Unduplicated			440

## 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					
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
<b>Total</b>	<b>125</b>	<b>6</b>	<b>68</b>	<b>26</b>	<b>3</b>	<b>Total</b>	<b>54</b>	<b>6</b>	<b>91</b>	<b>10</b>	<b>0</b>

SPP = Special Priority Applicant

- Housing Programs had 5 new eligible applications to the centralized waitlist in the month of July
- 5 applications were cancelled; 2 requested removal, 1 had assets in excess of our asset limits, 1 was removed due to no contact, and 1 was removed due to receipt of COHB funding
- 1 new special priority application was approved
- 1 applicant was housed in July



**Parry Sound District Housing Corporation  
July 2023**

Activity for Tenant and Maintenance Services

	<b>Current</b>	<b>YTD</b>
Move outs	9	24
Move in	2	18
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	8
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	14	49
Tenant Home Visits	33	111
Mediation/Negotiation/Referrals	19	67
Tenant Engagements/Education	23	84

**Property Maintenance and Capital Projects  
July 2023**

Pest Control	8	8 buildings monitored monthly
Vacant Units	15	one-bedroom (11); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	6	one-bedroom market units
After Hours Calls	14	For June & July - power flickering/fire panel beeping, no hot water, hydro out, washing machine not working, OPP welfare check, security company unable to access lock box, flooding-blockage, tenant lockout, smoke detector beeping, sink leak, main entrance window damaged
Work Orders	136	Created for maintenance work, and related materials for the months of June and July
Fire Inspections		A total of 60 units were inspected for fire safety in the months of June & July

***Ongoing Challenges:***

Prices of services and materials are inflated. Wait times on certain items remains a challenge.

## Esprit Place Family Resource Centre

July 2023

<b>Emergency Shelter Services</b>	<b>July 2023</b>	<b>YTD</b>
Number of women who stayed in shelter this month	15	58
Number of children who stayed in the shelter this month	0	22
Number of hours of direct service to women (shelter and counselling)	114	685
Number of days at capacity	0	73
Number of days over capacity	0	31
Overall capacity %	62%	76%
Resident bed nights (women & children)	378	1,610
Phone interactions (crisis/support)	54	151

<b>Transitional Support</b>	<b>July 2023</b>	<b>YTD</b>
Number of women served this month	14	49
Number of NEW women registered in the program	4	5
Number of public ed/groups offered	0	3

<b>Child Witness Program</b>	<b>July 2023</b>	<b>YTD</b>
Number of children/women served this month	20	82
Number of NEW clients (mothers and children) registered in the program	3	20
Number of public ed/groups offered	3	5

**To: Council**  
**From: Acting Clerk, A. Quinn**  
**Re: Impairment/Unfit for Work Policy**

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**RECOMMENDATIONS:**

That Council adopts the Impairment/Unfit for Work Policy as presented.

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**ANALYSIS:**

This policy was created as a support policy to the Substance Use Policy. Employees must show up to work “Fit for Work” which means being able to perform job duties safely. An employee is considered “Impaired or Unfit for Work” if they are unable to perform their job duties due to reduced competence, physical ability and/or mental ability that may affect their own health and safety or that of others. There are many ways to be impaired, as set out in the policy.

There is no financial cost with this policy. It will be distributed to all employees and become part of the Human Resource Manual.

<b>POLICY: Impaired/Unfit for Work Policy</b>	<b>RESOLUTION NUMBER:</b>	<b>DATE PASSED:</b>
<b>EFFECTIVE DATE:</b>	<b>REVIEW DATE:</b>	<b>AUTHORITY:</b>

## IMPAIRED/UNFIT FOR WORK POLICY

### POLICY STATEMENT

The Municipality of Powassan (“Municipality”) is committed to health and safety in the workplace. The supervisors and employees at the Municipality are committed to uphold this policy and to work together to control impairment-related risks in the workplace.

### 1. PURPOSE

The purpose of this policy is to recognize that impairment has multiple causes, including, but not limited to, substance use, fatigue, a medical condition, medication, or psychological factors, and may affect an employee’s ability to safely perform their assigned work duties. Impairment that creates a health and safety risk to the worker or anyone else in the workplace must be identified and controlled.

### 2. SCOPE

This Policy applies to all Municipal Employees and Councillors while at work, while representing the Municipality (whether at a municipal workplace or elsewhere). All Municipal Contractors are expected either to adopt this Policy and its Procedures as their own or to develop and enforce their own Impairment/Unfit for Work Policy as it relates to their and their subcontractors’ employees (if any) when engaged in work on behalf of the Municipality.

### 3. DEFINITIONS

**3.1 Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Beverage alcohol includes but is not limited to beer, wine, distilled spirits and very low alcohol products (e.g. beer with 0.5% alcohol by volume) as are included in this definition (Ontario Ministry of Health).

**3.2 Cannabis (“Marijuana”):** Any part of a cannabis plant, including the Phyto cannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or

not. Any substance or mixture of substances that contains or has on it any part of such a plant. Any substance that is identical to any Phyto cannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained (*Cannabis Act*).

**3.3 Contractor:** Any person(s) providing services or goods to the Municipality under a contract or other agreement not paid through the Municipality's payroll system.

**3.4 Councillor:** Councillor means a person elected or appointed as a member of Council.

**3.5 Employee:** Any full-time or part-time employee, any temporary, contract, student, intern employee or volunteer.

**3.6 Fit for Work:** An Employee can perform the duties of the job with efficiency, competence and in a safe manner as compared to established or generally accepted performance standards.

**3.7 Illicit Drugs:** Any drug or substance that is not legally obtainable by the Employee and whose use, sale, possession, purchase, or transfer is restricted or prohibited by Canadian law (which may include but is not limited to street drugs such as cocaine, heroin, hallucinogens, stimulants), and includes prescription drugs that have not been *lawfully* prescribed to the Employee.

**3.8 Impaired/Unfit for Work:** For this Policy the definition of Impairment or Unfit for Work is the inability to perform work duties safely, competently, or efficiently, being distracted, inattentive or making inappropriate decisions while at work.

**3.9 Medication:** A drug obtained legally, either over the counter or as properly prescribed by a registered and regulated health professional.

**3.10 Misuse of Medication:** The intentional use of medication in a way or for a purpose that was not intended or under circumstances that risks the health or safety of the Employee, his/her co-workers and/or the workplace.

**3.11 Substance:** Any substance that is ingested, consumed, or otherwise taken, and includes alcohol, illicit drugs, and medication the use of which represents a misuse of medication.

**3.12 Substance Use Disorder:** A primary, progressive, and chronic disease characterized by the regular, repetitive, habitual, compulsive, obsessive use of a substance or a combination of substances. Moderate to severe substance use disorder is characterized by a preoccupation with the Substance(s), loss of control, increased tolerance to the substance(s), harmful consequences in one or more major life areas, denial and delusion.

**3.13 Undue Hardship:** The limit of the Municipality's capacity to accommodate without experiencing an unreasonable amount of difficulty. According to the *Ontario Human Rights Code*, an employer must provide accommodation "up to the point of undue hardship." This means

accommodation does not need to be provided if doing so would impose an unreasonable burden on the Municipality, having regard to health, safety, and/or financial considerations.

**3.14 Workplace:** Any land, property, structures, facilities, premises, location, Municipal vehicle and equipment owned, leased, operated, or otherwise controlled by the Municipality or any other place at, upon, from or near which an Employee works in the course of their duties.

## 4. POLICY

**4.1 Approach to Impairment:** The Municipality takes a Fit to Work approach to health and safety in the workplace. All Employees are expected to be "Fit for Work" when reporting to work and must be able to perform their assigned duties safely.

Impairment can be the result of various situations, including many that are temporary or short term. Issues that may distract a person from focusing on their tasks include those that are related to family or relationship problems, fatigue (mental or physical), traumatic shock, or medical conditions or treatments. Examples include:

- experiencing the effects of substance use, including alcohol or other drugs (legal or illegal) - *see Substance Use Policy and Procedure;*
- treating illness or using medication(s) with side effects (such as radiotherapy causing tiredness, or antibiotics causing nausea) - *see Substance Use Policy and Procedure;*
- having fatigue;
- being tired due to long work periods, or working more than one job;
- experiencing the disruption to body circadian rhythm caused by shiftwork;
- having a crisis in the person's family;
- assisting a child or a family member or having a young infant;
- preparing for an external activity such as an exam or wedding;
- experiencing shock or insecurity after a workplace incident, fire, or robbery or other traumatic experience;
- having unresolved conflict with the employer, or among employees;
- experiencing sexual harassment or bullying - *see Workplace Harassment Program and Workplace Violence Program)*
- being exposed to extreme cold (results in lower mental alertness, less dexterity in hands, etc.) or heat (results in increased irritability, loss of concentration, loss of ability to do skilled tasks or heavy work, etc.);
- gambling or shopping addiction

## 5. ROLES AND RESPONSIBILITIES

The Municipality will ensure this policy and the supporting procedures are implemented and maintained. The Municipality will provide all employees and supervisors relevant information and instruction on the contents of the policy and procedures.

**5.1 Supervisor:** Supervisors are responsible for ensuring that the Municipality's workplace policies and procedures are followed and that workers have the information they require to protect themselves. Supervisors are required to effectively manage all reported or observed impairment.

**5.2 Employees:** All employees are obligated to take reasonable care to protect the health and safety of themselves and of others. The Municipality requires employees to refrain from performing their assigned work duties and report or disclose to Human Resources when there is a risk of impairment of any kind that may adversely affect the health and safety of the employee or any other persons.

**5.3 Education:** The Municipality will provide appropriate education and training to employees so that they understand and carry out their work according to established policies, and procedures. This will include taking reasonable steps to inform workers of:

- workplace safety risks of impairment, including alcohol and substance use;
- company policy and programs; and
- employee assistance programs.

**5.4 Disclosure and Reporting:** Every employee must work in compliance with this policy and the supporting procedures. Employees are expected to report or disclose to Human Resources if they are Impaired, if they suspect that a co-worker may be Impaired (e.g. because of behavioural cues or unsafe work practices), or if they become aware of an unsafe work situation. Employees do not need to disclose the cause of the Impairment.

If an Employee becomes aware of a co-worker showing signs of possible Impairment and the employee's ability to perform their job safely is at risk, the Employee is to notify Human Resources immediately so they can take action and handle the situation promptly, as per the established procedures. Employees who are reporting health and safety concerns are protected under the *OHS Act*, section 35 (prohibition of discriminatory action). This does not eliminate the ability for the Municipality to manage the performance of employees. If the Impairment is related to a protected human right, there will be other obligations under the *Ontario Human Rights Code*.

The Municipality is committed to ensuring any personal information received is kept in confidence. The privacy of the individual reporting suspected workplace Impairment and that of the individual who is experiencing the Impairment will be respected.

**5.5 Worker Support:** The Municipality encourages employees to request help without discipline prior to any non-compliance with this policy or compromised job performance. The Municipality is committed to ensuring compliance with the *Ontario Human Rights Code*. This Impairment Policy does not discourage any employee from exercising the employee's rights under any other law, including the *Ontario Human Rights Code*.

**5.6 Incident Investigation:** The Municipality will investigate and take appropriate corrective actions to address all reported concerns or incidents arising from Impairment-related hazards.



**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2023-18 PROCEDURAL BY-LAW**

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Being a By-Law to Govern the Calling, Place and Proceedings of the Meetings of  
Council and its Committees

---

WHEREAS subsection 238(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meeting;

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

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## **1.0 DEFINITIONS:**

For the purposes of this Bylaw:

- 1.1 “Act” means the Municipal Act, 2001, S.O. 2001, c.25, as amended from time to time;
- 1.2 “Acting Committee Chair/Co-Chair” means the Member appointed by the members of the Committee to act as Chair/Co-Chair of the Committee in the place of the Committee Chair/Co-Chair;
- 1.3 “Ad Hoc Committee” means an Advisory Committee of specified duration, established by Council to undertake the review of a special issue or short-term project. Such a Committee shall be governed by clear terms of reference including a clause indicating when the Committee will cease to exist;
- 1.4 “Advisory Committee” means any board, commission or committee established by Council, other than a Standing Committee, which has at least one (1) Member appointed from Council. The member(s) appointed by Council may be Member(s), staff of the Municipality, and/or member(s) of the public;
- 1.5 “Agenda” shall mean a list of all items to be considered by the Council at the meeting for which the agenda was published;
- 1.6 “Business Day” shall mean Monday to Friday inclusive, except for Statutory or Civic Holidays observed in the Province of Ontario or any other day the Municipal office is not opened for business;
- 1.7 “Call the question” means that the vote on the motion shall be taken;
- 1.8 “Chair” means the Mayor or the Presiding Officer of a meeting;
- 1.9 “Chief Administrative Officer” shall mean the Chief Administrative Officer (CAO) of the Corporation as defined by the Municipal Act, S.O. 2001, c. 25, as amended and any successor legislation thereto or their designate;
- 1.10 “Clerk” means the Clerk of the Municipality of Powassan appointed under the Act and shall include a “Deputy Clerk” and any other employee of the Municipality to whom the Clerk has delegated any of the Clerk’s powers and duties under the Act, to the extent that they are authorized to perform any of the duties of the Clerk under this Bylaw;
- 1.11 “Closed Session” (also known as an “in-camera meeting”) means a Meeting or part of a Meeting of Council, a Committee or Committee of the Whole, which is not open to the public in accordance with the Act;
- 1.12 “Committee” means any Standing, Ad Hoc, Steering or Advisory Committee, Sub-Committee or board and any other similar group composed of individuals appointed by Council, or similar entity established by Council

and composed of Members;

- 1.13 “Committee Chair/Co-Chair” means the chair or co-chair of a Committee;
- 1.14 “Committee of the Whole” means a Standing Committee composed of all the members of Council;
- 1.15 “Committee Vice-Chair” means the vice-chair of a Committee;
- 1.16 “Conflict of Interest” shall mean a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, and any successor legislation thereto;
- 1.17 “Corporation” means The Corporation of the Municipality of Powassan;
- 1.18 “Council” means the Council of the Municipality of Powassan;
- 1.19 “Councillor” means a person elected or appointed as a member of Council;
- 1.20 “Defer”, “Deferred” or “Deferral”, when used in connection with a matter or item before the Council or a Committee, means that the matter or item is to be dealt with later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that it specified in the motion to defer;
- 1.21 “Delegation” means a person intending to address the Council or Committee on a matter where a decision to the Council may be required;
- 1.22 “Deputy Mayor” means the Councillor appointed by Council to act in the absence of the Mayor in accordance with this Bylaw;
- 1.23 “Emergency Meeting” means a meeting where the health or welfare of the community is involved;
- 1.24 “Ex-officio” means by virtue of office or position and carries with it the right to participate fully in all committee meetings and to vote unless prohibited by law but does not count towards a quorum;
- 1.25 “Holiday” shall mean any holiday as defined in the Interpretation Act, R.S.O. 1990, c.1.11 or Boxing Day;
- 1.26 “Improper conduct” means conduct which offers any obstruction to the deliberations or proper action of Council;
- 1.27 “Inaugural Meeting” means the first meeting of Council held after a municipal election in a regular election year;
- 1.28 “Local Board” means a local board as defined in the *Municipal Act, 2001*.
- 1.29 “Majority Vote” means the vote of more than half of the members present

at a properly constituted meeting at which a quorum is present;

- 1.30 “Mayor” means the Head of Council acting as the Chief Executive Officer of the Corporation;
- 1.31 “Meeting” means any regular, special or other meetings of a Council, or a local board or of a committee of either of them;
- 1.32 “Member of Council” means any Councillor or the Mayor of the Council;
- 1.33 “Motion” means a proposal by a Member for the Council to adopt a resolution;
- 1.34 “Municipal Election” shall mean a general municipal election held pursuant to the *Municipal Elections Act*;
- 1.35 “Notice of Motion” means a signal of intent to have a motion dealt with at a subsequent meeting;
- 1.36 “Officer” includes the Clerk and Treasurer employed by The Municipality of Powassan;
- 1.37 “Open Session” means any part of a meeting not in “closed session”;
- 1.38 “Pecuniary Interest” means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O., 1990, chapter M.50*, as amended and any subsequent legislation thereto;
- 1.39 “Petition” means a written request signed by one or more persons;
- 1.40 “Point of Order” means an issue to which a member calls attention to:
- a) Any breach of the rules of order pursuant to this Procedural By-law; or
  - b) Any defect in the constitution of any meeting; or
  - c) The use of improper, offensive or abusive language; or
  - d) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
  - e) Any other informality or irregularity in the proceeding of the meeting;
- 1.41 “Point of Personal Privilege” means a matter that a member of Council considers to impugn the integrity of the Council or the individual member;
- 1.42 “Procedural Motion” means any Motion concerning the manner or time of consideration of any matter before the council, as opposed to the substance thereof, and includes, without limitation, the following:
- a) To extend the time of the meeting;
  - b) To refer;
  - c) To defer to a specific date;
  - d) To recess;
  - e) To adjourn;
  - f) To move the question be put; or

- g) To suspend the Rules of Procedure;
- 1.43 “Public Meeting” means a public meeting under the *Municipal Act* or the *Planning Act*, or any other statute that requires the Council to hold a public Meeting;
- 1.44 “Public Notice” means a public notice published in accordance with this By-Law and the Municipality of Powassan Notice By-Law;
- 1.45 “Published” means published on the Municipal website, and on any Municipal social media sites or other means of notice, that in the opinion of the Clerk has such circulation within the Municipality as to provide reasonable notice to those affected thereby;
- 1.46 “Quorum” means the minimum number of members who must be present at the meetings for business to be legal transacted;
- 1.47 “Recorded Vote” shall mean the recording of the name and vote of every Member of Council on any matter of question, subject to the *Municipal Conflict of Interest Act*;
- 1.48 “Regular Meeting” means the recording of the name and vote of every Member of Council on any matter of question, subject to the Act;
- 1.49 “Resolution” means the decision of the Council on any motion;
- 1.50 “Rules of Procedure” means the rules and procedures set out in this Bylaw for the calling, place, and proceedings of the meetings of Council and its Committees;
- 1.51 “Special Meeting” means a meeting other than a regularly scheduled meeting, called pursuant to the Act or the provisions of this Bylaw;

## 2.0 **GENERAL PROVISIONS**

- 2.1 The rules and regulations contained in this Bylaw shall be observed in all proceedings of the Council and Committees of Council and shall be the rules and regulations for the order and dispatch of business of the Council and wherever possible, with the necessary modifications, for all committees of Council, unless otherwise prescribed.
- 2.2 Notwithstanding Section 2.1, these rules and procedures may be relaxed in a Committee meeting if the subject matter so permits.
- 2.3 The Mayor shall be addressed as Mayor (surname inserted) or Your Worship.
- 2.4 The Councillors shall be addressed as Councillor (surname inserted).
- 2.5 All matters not specifically provided for in this Bylaw shall be regulated in accordance with parliamentary procedures.

- 2.6 In the absence of any statutory obligations, the Rules of Procedure may be suspended by Council by an affirmative vote of two-thirds of the Members present.
- 2.7 This Bylaw shall not be amended or repealed except by an affirmative vote of two-thirds of the Members present, but no such amendment or repeal may be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of Council. The requirement to give notice shall not be waived.
- 2.8 If any section or part of this Bylaw is found by any court of competent jurisdiction to be illegal or beyond the power of Council to enact, such section or part shall be deemed to be severable, and all other sections or parts of this Bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

### **3. ROLE OF COUNCIL**

3.1 It is the role of Council:

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

3.2 In accordance with Section 259(1) of the Act, the office of a Member becomes vacant if the Member is absent from the meetings of Council for three (3) successive months without being authorized to do so by a resolution of Council.

This section does not apply to a Member who is absent for 20 consecutive weeks or less if the absence is a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member.

3.3 A Member who takes a pregnancy or parental leave shall notify the Clerk in writing and will continue to be compensated under the Council Compensation Policy for the duration of their leave up to 20 consecutive weeks.

### **4. ROLE OF THE MAYOR**

4.1 It is the role of the Mayor:

- a) to act as Chief Executive Officer of the Municipality;
- b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to Council;
- d) without limiting clause (c), to provide information and recommendations to Council with respect to the role of Council described in clauses 3.1(d) and 3.1(e) of this Bylaw;
- e) to represent the Municipality at official functions; and
- f) to carry out the duties of the head of Council under the Act and any other statute.

4.2 As Chief Executive Officer of the Municipality, the Mayor shall:

- a) uphold and promote the purposes of the Municipality;
- b) promote public involvement in the Municipality's activities;
- c) act as the representative of the Municipality both within and outside the Municipal region, and promote the Municipality locally, nationally and internationally; and
- d) participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

4.3 It shall be the duty of the Mayor, with respect to any meetings over which they preside, to:

- a) preserve order and decide all questions of order, subject to appeal, and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) receive and submit to a vote all Motions presented by the members of Council or Committee, as the case may be, which do not contravene the Rules of Procedure;
- c) announce the results of the vote on any Motions so presented;
- d) decline to put to a vote Motions which are contrary to the Rules of Procedure or which are beyond the jurisdiction of Council'
- e) enforce on all occasions the observance of order and decorum among the Members;
- f) authenticate by their signature, when necessary, all Bylaws, minutes and resolutions of Council or Committee;
- g) adjourn the meeting when business is concluded;
- h) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be named if considered necessary;
- i) represent and support Council, declaring its will and implicitly obeying its decisions in all things; and
- j) perform other duties when directed to do so by resolution of Council.

4.4 The Mayor shall be the chair of the Committee of the Whole meetings except for Budget Review Committee of the Whole Meetings. The Mayor may also select another Member to Chair Committee of the Whole meetings.

4.5 The Mayor shall be a member of all Committees and shall have full privileges, including the right to vote at meetings thereof, but shall not be eligible to be the Committee Chair/Co-Chair or Committee Vice-Chair.

- 4.6 The Mayor shall only vote in a Council meeting to break a tie vote.
- 4.7 In accordance with the Act, in each term, as soon after the commencement of the term as is reasonably possible, Council shall appoint by Bylaw or Resolution, the member of council to serve as Deputy Mayor. The Deputy Mayor shall serve in circumstances where the Mayor is absent or refuses to act or the office is vacant and while so acting in the place of the Mayor, such Member shall have all powers and duties of the Mayor.
- 4.8 If both the Mayor and Deputy Mayor are unable to act as Head of Council for a meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers, and authority of the Head of Council for the purposes of that meeting. In this instance, the Clerk shall call the meeting to order and conduct the meeting to allow Council to appoint an Acting Mayor.

## **5. REGULAR MEETINGS OF COUNCIL AND COMMITTEE OF THE WHOLE**

- 5.1 Unless otherwise authorized by Council, all meetings of Council and Committee of the Whole shall be held in Council Chambers at 252 Clark Street, Powassan. The alternate location for Council Meetings will be 250 Clark Street, Powassan. The Clerk will ensure the Public is made aware of any change as soon as possible.
- 5.2 Regular meetings of Council shall commence at 6:30 p.m. in Open Session and be held twice a month on the first and third Tuesday, with the exception of July, August and December, with one meeting planned per month. This schedule shall be established by Resolution at the Inaugural Meeting of Council.
- 5.3 Council may change the date of any regular meeting by Resolution.
- 5.4 If a date designated for the holding of a Council meeting falls on a public holiday, or on a day when the Municipal office is closed for business, Council shall meet at the designated hour on the first day following, which is not a public holiday.
- 5.5 All Closed Session items for discussion at Regular Council Meetings shall be discussed in Closed Session following Notice of Schedule and Board Meetings.
- 5.6 The curfew for each regular meeting of Council is 10:30 p.m. The meeting shall stand adjourned at that curfew, unless the curfew is extended to 11:30 p.m. at the latest, by an affirmative vote of the majority of Members present.
- 5.7 Council may, by Resolution, go into Committee of the Whole and the Mayor shall chair the meeting and shall maintain order during the meeting.
- 5.8 Municipal Staff will make every effort to record all Meetings of Council, including Closed Session Meetings, will be recorded by the Municipality. Recordings will only be in the possession of the Clerk and/or CAO. The



recordings of Closed Session Meetings will only be viewed upon notification of a Closed Session Investigation, or by unanimous vote of Council.

- 5.9 A Member of Council may participate electronically in a Meeting that is either open or closed to the public should they be unable to participate in person for medical reasons, illness, or in the event of a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial or federal public health agencies, and in doing so may be counted in determining whether or not a quorum of members is present at any point in time and shall have all the rights of any other Member who is participating in person.
- 5.10 A Member of an Advisory or Ad-Hoc Committee may participate electronically in a Meeting that is either open or closed to the public and in doing so may be counted in determining whether or not a quorum of members is present at any point in time and shall have all the rights of any other Member who is participating in person.
- 5.11 The Clerk may provide for electronic participation of staff at any Meeting, including the Clerk. Participants must be visible during the entirety of the Meeting.
- 5.12 Electronic meetings are those held by means of telecommunication instruments including but not limited to telephones, video conferencing, computers with internet access and conferencing platforms and programs. The means used to facilitate an electronic meeting shall be determined by the Clerk and will ensure all participants in the meeting are visible.
- 5.13 A Member must provide sufficient notice to the Clerk, their designate, or the Staff Liaison of a Committee, of their intent to participate electronically in a Meeting to ensure the proper technology is enabled to make electronic participation possible. The Member must give at least 48 hours' notice of their intent to join the meeting electronically unless extraordinary circumstances apply. The Member must be visible to others in the Meeting at all times.
- 5.14 Members who are participating electronically in a closed session meeting must ensure that no other person is in the location from which they are taking part in the meeting or make appropriate arrangements to that any other persons cannot see or hear any of the confidential deliberations taking place. If this is not possible, the Member must withdraw from the meeting until it has reconvened in open session.
- 5.15 A member of the public may delegate via electronic participation due to a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial, or federal public health agencies.
- 5.16 The Clerk shall arrange for such delegations, and any members of the public who wish to make a verbal delegation to a Standing Committee or Council via electronic participation shall inform the Clerk when requesting delegation by noon on the Thursday prior to the Meeting. Delegates shall be provided

with instructions on how to join the Meeting; all participants of the delegation must be visible to Council. Delegations who have not registered by the deadline will not be permitted to delegate.

- 5.17 Subject to these provisions for electronic participation, all other provisions of the Procedural Bylaw continue to apply and the Chair shall determine and maintain order as needed.

## **6. SPECIAL MEETINGS**

- 6.1 Upon notice as set out in Section 6.2, the Mayor may, at any time, call a Special Meeting of Council or the Committee of the Whole and upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting of Council for the purpose and at the time and place set out in the petition. Every effort should be made to circulate a petition for a call for a Special Meeting to all members of Council.
- 6.2 The Clerk shall provide all Members with notice of a Special Meeting at least forty-eight (48) hours before the time appointed for such meeting by personal delivery, telephone, email, or other electronic means to the Members.
- 6.3 No business may be transacted at a Special Meeting of Council other than that specified in the notice or agenda.
- 6.4 The lack of receipt of a notice of, or an agenda for, a Special Meeting by any Member shall not affect the validity of the Special Meeting, or any action taken.

## **7. EMERGENCY MEETINGS**

- 7.1 Notwithstanding any other provision of this Bylaw, an Emergency Meeting of Council may be called by the Mayor without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the Members about the meeting as soon as possible and in the most expedient manner available.
- 7.2 The only business to be dealt with at an Emergency Meeting shall be business dealing directly with the emergency or extraordinary situation.
- 7.3 The lack of receipt of a notice of, or an agenda for, an Emergency Meeting by any Member shall not affect the validity of the Emergency Meeting, or any action taken.

## **8. QUORUM**

- 8.1 A majority of all Members is necessary to form a quorum of Council.

- 8.2 As soon as there is a quorum after the time set for the Meeting, the Chair shall call the meeting to order.
- 8.3 If a quorum is still not present within fifteen (15) minutes after the time set for the Meeting, then the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.
- 8.4 If a quorum is lost during a Meeting and is not regained within fifteen (15) minutes, the Meeting shall stand adjourned until the next Meeting.
- 8.5 Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, are disabled from participating in a meeting, is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two (2).
- 8.6 Whereby reason of an approved Authorized Leave by the Committee Chair, a member(s) is disabled from participating in a meeting, the number of Members shall be reduced temporarily to determine quorum, provided such number is not less than two (2).

## **9. PUBLIC ACCESS TO MEETINGS**

- 9.1 Except as otherwise provided in this Section, all Meetings shall be open to the public.
- 9.2 When determined necessary by the Clerk and/or Mayor, security personnel (third party, Bylaw enforcement officer, or Ontario Provincial Police) shall be present to oversee the media and public areas of the Council Chambers.
- 9.3 If a member of the public or media is deemed to be disruptive by the Mayor or presiding officer, they shall direct the person to stop being disruptive. In the event that the disruptive behaviour continues, the person will be served with a warning. If the warning is not adhered to by the person, the Mayor or presiding officer will expel that person from the meeting. If the person is noncompliant to the request to leave the room, a Member or Municipal staff will contact local police services for assistance.
- 9.4 A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:
- a) the security of the property of the Municipality;
  - b) personal matters about an identifiable individual, including Municipal employees;
  - c) a proposed or pending acquisition or disposition of land by the Municipality;
  - d) labour relations or employee negotiations;
  - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality;
  - f) advice that is subject to solicitor-client privilege, including communications

necessary for that purpose;

- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

9.5 A Meeting or part of a Meeting shall be closed to the public if the subject matter being considered is:

- a) a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, if Council is designated as head of the institution for the purposes of that act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1) of the Municipal Act, 2001, or the investigator referred to in subsection 239.2(1) of the Municipal Act, 2001.

9.6 A Meeting of Council or of a Committee may be closed to the public if the following conditions are both satisfied:

- a) the meeting is held for the purpose of educating or training the Members.
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of Council or Committee.

9.7 Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or Committee shall state by resolution:

- a) the fact of the holding of the Closed Session and the general nature of the matter to be considered at the Closed Session; or
- b) in the case of a meeting under Section 9.6, the fact of the holding of the Closed Session, the general nature of its subject-matter and that it is to be closed under that Section.

9.8 Only items contained in the resolution provided for in Section 9.7 shall be considered by the Council or Committee in closed session.

9.9 A Meeting shall not be closed to the public during the taking of a vote except where:

- a) the provisions of this Bylaw or the Act permit or require the Meeting to

- be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under a contract with the Municipality.
- 9.10 After the Council agenda has been adopted by resolution, a motion to move into closed session is only in order if the motion relates to an item already on the approved agenda and a closed session is permitted in accordance with the provisions of this bylaw.
- 9.11 After the motion to move into closed session has been adopted, the Mayor or presiding officer shall provide sufficient time to accommodate the public and media (and designated staff) to orderly vacate the room, up to a maximum of five (5) minutes.
- 9.12 If an emergency occurs during a closed session meeting, the meeting will be automatically deemed suspended for staff to manage the emergency.
- 9.13 If a non-emergency event occurs during a closed session meeting, the Mayor or Chair of Committee will openly declare the meeting suspended for staff to manage the event.
- 9.14 If an unauthorized recording device is located during a closed session meeting, the meeting will be declared suspended for staff to manage the event. The Clerk (or designate) shall attempt to locate the owner of the device. The owner will be asked to demonstrate that the device did not record the closed session meeting to the satisfaction of the Clerk. If the device inadvertently recorded the closed session meeting, the Clerk will request the owner of the device to erase the recording to the satisfaction of the Clerk. If the owner of the device is non-compliant with the request of the Clerk, local police services may be called for assistance.
- 9.15 All deliberations while in Closed Session shall remain confidential unless otherwise agreed upon by a Majority vote of Council. Only the final results of deliberations may be made public when such disclosure is authorized by Council.
- 9.16 Recordings of Open Council Meetings will be made available to the public upon request, within 72 hours of the meeting. As Regular Council Meetings are open to the public, any posting, livestreaming, or broadcasting of a meeting shall be considered an enhancement to public attendance, and the inability to provide this enhancement shall not be considered as prohibiting public attendance. Boards and Committees of Council are not required to livestream nor record their meetings, as they are open to the public.

In the event of a situation in which public gatherings cannot, or should not happen, as required by local, provincial, or federal public agencies, the Clerk will provide for electronic participation of the public. All participants must be visible to others in the Meeting at all times. Livestreaming of a Regular Meeting of Council will be considered an enhancement to public attendance when electronic participation is provided.

Access to recorded proceedings shall follow the *Municipal Freedom of Information and Protection of Privacy Act*.

Video files from live streaming that are on the internet are part of the public realm and as such are subject to alteration by a member of the public with no municipal control over such alterations. The Municipality assumes no liability associated with any alterations that are made by a member of the public on the internet.

A notation will be added to Council and any other recorded meeting agendas to make presenters and members of the public aware that proceedings are being recorded and/or available on the internet.

- 9.17 To ensure that all members of the public are comfortable participating in Meetings signs, banners, emblems, flags, cameras, audio, and video recordings by the public are prohibited in the Chambers except by permission of the Chair.

Notwithstanding the foregoing, Municipal Staff, approved media, and approved broadcasting or webstreaming service providers, will have permission to record and may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record open session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.

## **10. PUBLIC NOTICE OF MEETINGS**

- 10.1 The Clerk shall provide public notice of all meetings of Council and Committee by posting a notice on the Municipal website which includes the place, date and time of the Meeting and the Meeting agenda.

## **11. COUNCIL AGENDA**

- 11.1 The Clerk shall prepare the agenda for all regular meetings of Council. The order of proceedings shall be as follows, or as otherwise determined by the Clerk:
- a) Call to Order;
  - b) Land Acknowledgement Statement;
  - c) Roll Call
  - d) Disclosures of Pecuniary Interest
  - e) Approval of Agenda:
    - (i) Addition of Items;
    - (ii) Changes in Order of Items
  - f) Delegations to Council;
  - g) Adoption of Minutes of Previous Open Session Meeting(s) of Council;
  - h) Minutes and Reports from Committees of Council

- i) Minutes and Reports from Appointed Boards
- j) Staff Reports
- k) By-Laws
- l) Unfinished Business
- m) New Business
- n) Correspondence
- o) Addendum
- p) Notice of Schedule of Council and Board Meetings
- q) Closed Session
- r) Adjournment

- 11.2 The business of each Meeting shall be dealt with in the order in which it stands in the agenda, unless otherwise decided by a Majority vote of the Members present.
- 11.3 All reports, notices, motions, and any other material to be included in the agenda for a regular Council meeting shall be delivered in writing or electronically to the Clerk, by 12:00 p.m. on the Thursday preceding the regular Council meeting.
- 11.4 The deadline for the submission of matters permitted for inclusion in the addendum to the Council agenda shall be 9:00 a.m. on the day of the Council meeting. Any Item requested to be added to the Regular Agenda open to the public, after the Council Agenda has been published by the Clerk, must be done in writing to the Clerk. The written request must explain the importance of the Item and explain timeliness of the request. Verbal discussion and/or presentations from Staff or Members are not permissible as agenda items.
- 11.5 The Clerk shall distribute the agenda for each regular Council meeting to every Member by providing a printed copy for pickup, e-mail, or other electronic means, not less than seventy-two (72) hours before the scheduled meeting.

## **12. DISCLOSURE OF PECUNIARY INTEREST**

- 12.1 In accordance with the Municipal Conflict of Interest Act, where a Member has any Pecuniary Interest in any matter and is present at a Council meeting or Committee meeting at which the matter is the subject of consideration, the Member shall:
  - a) disclose their Pecuniary Interest as per the Council agenda;
  - b) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof;
  - c) not take part in the discussion of, or vote on, any question in respect of the matter; and
  - d) not attempt in any way, whether before, during or after the Meeting, to influence the voting on any such question.
- 12.2 Where a meeting is not open to the public, in addition to complying with the requirements of Section 12.1, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.

- 12.3 Where the interest of a Member has not been disclosed by reason of their absence from the Meeting, the Member shall disclose their interest at the next Meeting at which such Member attends.
- 12.4 The Clerk shall record in reasonable detail the particulars of any disclosure of Pecuniary Interest made by members of Council or Committees and any such record shall appear in the minutes of that Meeting of Council or of Committee.

### **13. DELEGATIONS AND PRESENTATIONS**

- 13.1 The maximum number of presentations, for any meeting unless agreed to by the Mayor and Clerk, shall be one (1).
- 13.2 It is Council's preference that all delegations be made to the appropriate Standing Committee. Nevertheless, delegations shall be permitted to appear at Council meetings with respect to items on the Council agenda provided a written request is made to the Clerk by 12:00 p.m. on the Thursday prior to the meeting. Delegations that have previously presented to Council or before a Standing Committee can only appear as a delegation at Council to present new information on the matter involved.
- 13.3 Written notice to the Clerk from a delegation shall include:
- a) The presenter's name, address, telephone number and e-mail address;
  - b) Full names of all presenters;
  - c) Date they wish to present;
  - d) A brief statement of the subject matter, the outcome that is sought and what action they are requesting from Council;
  - e) An overview of the delegation;
  - f) Acknowledgement that they have read and understand the guidelines as informed by the Clerk.
- 13.4 The Clerk shall inform the presenter of the guidelines affecting the presentation (e.g. maximum time, and adherence to subject) and obtain an acknowledgement by the presenter of his understanding of those guidelines.
- 13.5 Delegations and presentations shall be limited to a presentation of not more than ten (10) minutes, unless otherwise determined by the Committee Chair/Co-Chair or Mayor. A delegation of not more than five (5) persons, representing a group or organization, shall be limited to two (2) speakers, permitted to speak not more than ten (10) minutes in total. Only new information is to be presented by successive speakers of such delegation.
- 13.6 At the discretion of the Mayor or presiding officer the presentation time limit may be extended. Such decision shall be decided without debate.
- 13.7 No presenter shall:
- a) speak disrespectfully of any person;
  - b) use offensive words or unparliamentarily language;
  - c) speak on any subject other than the subject for which they received



- approval to address;
  - d) disobey the rules of order or a decision of the Presiding Officer.
- 13.8 After the presenter has completed the presentation, members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 13.9 The Presiding Officer may curtail any presenter, any questions of a presenter or debate during a presentation, for disorder or for any other breach of this Procedural By-law and, should the Presiding Officer rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Council.
- 13.10 Delegations concerning labour relations, union negotiations and any employee relations will not be heard at any Standing Committee or Council meetings. All signed submissions received by the Clerk concerning these matters shall be referred to the head of Municipal Administration.
- 13.11 Delegations shall not be permitted at Council meetings to address planning matters that were considered at a public meeting pursuant to the provisions to the Planning Act.
- 13.12 The Clerk, in consultation with the Mayor, shall decide which Delegations will be heard orally, in person or electronically, at any given meeting and may defer or decline to place any delegation on the agenda having regard to the time available and:
- a) The express desire of any member or members of Council that a particular delegation be heard;
  - b) The desirability that different points of view on any issue be heard;
  - c) The desirability that persons who support a particular position be encouraged to combine to make a joint oral presentation usually through a single spokesperson;
  - d) The desirability that new issues not on the subject of previous delegations should be heard.
- 13.13 The Mayor or Clerk may decline to approve a Delegation. Reasons to decline include but are not limited to:
- a) More time is required to prepare staff reports for Council;
  - b) The Delegation request was not submitted by the deadline;
  - c) The Delegation request form is incomplete;
  - d) The subject matter of the Delegation is outside the jurisdiction of Council;
  - e) The subject matter is with respect to a matter that should be discussed in Closed Session;
  - f) The Meeting Agenda is already too lengthy;
  - g) The subject matter is set to be discussed on another Agenda;
  - h) The issue is frivolous or vexatious;
  - i) The issue has been or is to be considered by the Committee of Adjustment;
  - j) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
  - k) Council previously indicated that it will not hear further from this

- Delegation; or  
l) The issue should be referred to Municipal staff for action;  
m) Council has previously signed a resolution on the issue and no further action can be taken within the next 364 days.

## **14. MINUTES OF MEETINGS**

- 14.1 The minutes of every Meeting, whether it is closed to the public or not, shall be recorded by the Clerk, in the case of meetings of Council, or appropriate officer, in the case of meetings of Committee. For the purposes of this Section 14.1, "Clerk" means the Clerk, Deputy Clerk or designate.
- 14.2 The minutes of all meetings of Council and Committees shall record:  
a) the place, date and time of meeting;  
b) the name of the presiding officer and the record of the attendance of the Members present and those who have sent their regrets, and the name of the recording secretary and senior staff present; and  
c) without note or comment, all resolutions, decisions and other proceedings of the meeting.
- 14.3 The Members may inform the Clerk's office where reasonable of all planned absences, late arrivals and early departures from Council and Committee meetings.
- 14.4 The minutes of each Council meeting shall be presented to Council at the next regular meeting for approval.
- 14.5 After the Council minutes have been approved by Council, they shall be signed by the Mayor and the Clerk.
- 14.6 The public Committee report of each Committee meeting shall be presented to Council at the next regular Council meeting for consideration and adoption of Committee recommendations contained in it.
- 14.7 Recordings of Meetings shall be retained in accordance with the Municipality's Records Retention By-law.
- 14.8 The closed session Minutes of each closed session of Council shall be presented to Council at their next closed session meeting and that the minutes of closed session of the respective Council held on the meeting date be adopted and the recommendations contained therein be approved.

## **15. CONDUCT**

- 15.1 The Mayor will ensure that members of the Public shall be respectful of Council, staff, delegations, and all attendees at the Meeting by not heckling, speaking disruptively while debate is in progress, making comments or applauding.

- 15.2 Members of Council shall:
- a) act in accordance with their Oath of Elected Appointed Officials and the Municipal Code of Conduct;
  - b) treat the Chair, other Members, staff and delegates from the public with courtesy, respect and good faith;
  - c) hold in strict confidence all information concerning matters dealt with in Closed Meetings;
  - d) not speak disrespectfully of the Reigning Sovereign, or of any of member of the Royal Family, or of the governor-general, the Lieutenant-Governor of any Province, of any member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
  - e) not use offensive words or unparliamentarily language in or against Council or against any Member;
  - f) not speak on any subject other than the motion being debated;
  - g) not criticize any decision of Council except for the purpose of moving a motion to reconsider a previous decision of Council.
- 15.3 The Mayor may Call the Member to Order and take one or more of the following actions:
- a) decide that there was no breach of the rule;
  - b) ask the Member in breach of the rules to stop the behaviour;
  - c) ask the Member to withdraw what was said; or
  - d) ask the Member to apologize.
- 15.4 If previous attempts to call the member to order have failed, the Mayor may decide, not to recognize the Member, for the balance of that meeting, in which case the Member shall not speak or vote for the remainder of that Meeting.

## **16. RULES OF DEBATE**

- 16.1 Any Member who wishes to speak must raise his or her hand and be recognized by the Mayor. Once recognized, the Member, if able, shall stand to speak to the matter.
- 16.2 When two (2) or more Members raise their hands, the Mayor shall designate the order in which they may speak.
- 16.3 No Member may speak more than once on the same matter unless Council dispenses of this provision with an affirmative vote of at least two-thirds of the members present, except in explanation of a material part of that Member's remarks which may have been misunderstood, and in doing so, that Member shall not introduce any new matter.
- 16.4 No Member may speak to the same question or in reply for any longer than ten (10) minutes including comments, questions to staff and staff responses in Council and Committee of the Whole, without leave of the Council or Committee of the Whole.
- 16.5 When a Member is speaking, no other Member shall pass between that

Member and the Chair or interrupt that Member except to raise a point of order.

- 16.6 Any Member may require the question or Motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 16.7 When the minutes of a Standing Committee meeting are presented to Council, the Committee Co-Chairs, Chairs or Vice Chairs shall have the first opportunity to speak to the matters included and may explain the basis for the Standing Committee's recommendations.

## **17. POINTS OF PRIVILEGE AND ORDER**

- 17.1 When a Member believes that their rights, privileges or integrity, or those of the Members collectively have been prejudicially affected, that Member may ask leave of the Mayor to raise a question of privilege and after leave is granted, the Member shall state the point of privilege to the Mayor and the point of privilege shall be immediately decided by the Mayor.
- 17.2 When a Member desires to call attention to a deviation or departure from the Rules of Procedure, that Member shall ask leave of the Mayor to raise a point of order and after leave is granted, the Member shall state the point of order to the Mayor and the point of order shall be immediately decided by the Mayor.
- 17.3 It shall be the duty of the Mayor to decide all points of privilege and order and, if called upon to do so, to state the rule applicable to any point of order, practice or procedure. The Mayor's ruling on a point of order shall be made without debate and shall be final subject only to an immediate appeal from such ruling by a Member.
- 17.4 In the case of an immediate appeal by a Member from the decision of the Chair on a point of order, practice or procedure, such Member shall state the grounds for the appeal and such appeal must be decided, without debate, by the concurring votes of a majority of Members present on "Shall the ruling of the Chair be sustained".
- 17.5 When the Mayor calls a Member to order, that Member shall cease speaking until the point of order is dealt with and that Member shall not speak again to the matter under discussion, without the permission of the Mayor, unless to appeal the ruling.
- 17.6 When the Mayor considers that the integrity of a member of the staff has been impugned or questioned, the Mayor may permit a staff member present to make a statement to the Council.

## **18. NOTICES OF MOTION**

- 18.1 Except as otherwise provided in this Bylaw, all notices of Motion shall be:
- a) presented at a meeting of Council, but shall not be debated until the next regular meeting of Council; or
  - b) delivered to the Clerk not less than seven (7) days prior to the date of the Meeting at which the Motion is to be introduced.
- 18.2 A Motion may be introduced without notice if Council, without debate, dispenses with the requirement for notice on the affirmative vote of two-thirds of the Members present.

## **19. MOTIONS**

- 19.1 Every motion:
- a) shall be in writing, shall be seconded and shall be read by the Mayor or the Clerk before debate or before being put from the Chair;
  - b) where the question under consideration contains separate propositions then, at the request of any member of Council, any separate matter shall be put separately.
- 19.2 After a motion is read by the Mayor or Clerk, it shall be deemed to be in the possession of the Council, but may, with the permission of the Council, be withdrawn at any time before decision or amendment.

## **20. VOTING PROCEDURES**

- 20.1 A Motion shall be put to a vote by the Mayor immediately after all Members desiring to speak on the Motion have spoken in accordance with the Rules of Procedure.
- 20.2 Unless otherwise provided in the Bylaw or requested by the Mayor, a vote may be by voice, show of hands, standing, or otherwise.
- 20.3 Unless otherwise provided in the Bylaw, every Member shall have one (1) vote.
- 20.4 Except for the election of the Chair of a Committee, no vote shall be taken by ballot or by any other method of secret voting.
- 20.5 Except as otherwise required under the Act, any other statute or this Bylaw, all Motions, Resolutions, and Bylaws shall be carried, passed and enacted, as the case may be, by a Majority vote.
- 20.6 After a Motion is put to a vote, no Member shall speak on that Motion, nor shall any other Motion be made until after the result of the vote is announced by the Mayor.

- 20.7 No Member shall leave their seat or make any noise or disturbance while a vote is being taken until the vote is declared.
- 20.8 Unless otherwise provided in the Bylaw, when a question or Motion is put to a vote, every Member present at a Council meeting shall vote thereon, except where the Member is disqualified from voting by reason of a declared Pecuniary Interest or is absent from the Council Chambers when the question or Motion is put to a vote.
- 20.9 Every Member who is not disqualified from voting by reason of a declared Pecuniary Interest shall be deemed to vote against the Motion if the Member declines or abstains from voting.
- 20.10 A Member present at the time of a vote may call for a Recorded Vote immediately before or after the taking of the vote.
- 20.11 Unless otherwise provided in the Bylaw, each Member present, except a Member who is disqualified from voting by reason of a declared Pecuniary Interest, shall indicate their vote openly during the taking of a recorded vote and the Clerk shall record each vote. The names of those who voted for and those who voted against the Motion shall be entered in the minutes.
- 20.12 The Mayor shall announce the result of every vote. If all of the Members present when a vote is taken vote unanimously, the Mayor shall announce the vote accordingly.
- 20.13 If a Member doubts the result of a vote as announced by the Mayor, that Member may object immediately to the Mayor's declaration and, upon the affirmative vote of the Majority of the Members present, the vote shall be retaken.
- 20.14 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any act.
- 20.15 Notwithstanding Section 20.14, the Mayor shall vote to break a tie vote at Council.
- 20.16 In a vote, the number of Members constituting the Council shall be determined by excluding the number of Members who are present at the Meeting but who are disqualified from voting by reason of a declared Pecuniary Interest.

## **21. ENACTMENT OF BY-LAWS**

- 21.1 No Bylaw shall be presented to Council unless there is a resolution to authorize the Bylaw and each member shall be supplied with a copy of every Bylaw prior to consideration of the Bylaw by the Council.
- 21.2 No Bylaw shall be introduced for first reading in blank or in imperfect form.

- 21.3 A Bylaw shall be passed by being given three (3) readings, as such:  
a) a Bylaw shall be given each reading by reference to its Bylaw number;  
b) a Bylaw shall be deemed to have been read upon the number, title or heading being read or taken as read, unless a member requires the Bylaw or any portion thereof to be read in full;  
c) the minutes of the meeting shall reflect both the number and the title of the Bylaw, notwithstanding that the motion refers only to the number of the Bylaw.
- 21.4 The first reading of a Bylaw shall be decided by resolution without amendment or debate.
- 21.5 The second reading of a Bylaw shall be decided by resolution at which time the contents of the Bylaw shall be debated. The contents of the Bylaw may be changed by an amending resolution to authorize the third reading.
- 21.6 The third reading of a Bylaw will be the final reading. No Bylaw shall be changed during the third reading.
- 21.7 Unless directed by the Clerk or Treasurer as required for the immediate well being of the Municipality, no Bylaw shall receive third reading at the same meeting as it received first and second readings.
- 21.8 The Clerk shall endorse on every Bylaw the dates of the three (3) readings thereof.
- 21.9 Every Bylaw enacted by Council shall be signed by the Mayor and the Clerk, numbered, and sealed with the seal of the Corporation.
- 21.10 No Bylaw, except a Bylaw to confirm the proceedings of Council, shall be presented to Council unless its subject matter has been considered and approved by Council.

## **22. COMMITTEES**

- 22.1 The Mayor shall be a member of each Standing Committee of Council ex-officio.
- 22.2 The Mayor shall assign all members of Council to committees for the term of council prior to the first regular meeting of the term.
- 22.3 The members of all Committees of Council shall be named through Resolution or Bylaw at the first regular Meeting for each council term.
- 22.4 The Chair of the Public Works Committee shall be a member of Council. The Chair of the Public Works Committee will be rotated on an annual basis, so that every member of Council, excluding the Mayor, holds the Chair position for one (1) year during the term of Council.
- 22.5 The quorum of all Committees, except for Committee of the Whole, shall be a

majority of its members.

- 22.6 As soon as there is a quorum after the time set for the Meeting, the Committee Chair or Co-Chair shall call the meeting to order.
- 22.7 If a quorum is still not present within thirty (30) minutes after the time set for the Meeting, then the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.
- 22.8 If a quorum is lost during a Meeting and is not regained within fifteen (15) minutes, the Meeting shall stand adjourned until the next Meeting.
- 22.9 If proper notice of the meeting has been given and a quorum as set out in Section 22.5 is not in attendance at a Committee meeting and therefore, the meeting stands adjourned due to lack of quorum, any emergent items upon the approval of the Committee Chairs or Co-Chairs can be considered directly at the next Council Meeting under Committee Reports.
- 22.10 The Rules of Procedure contained in this Bylaw shall be observed in Committee meetings, with necessary modifications, except that:
- a) the number of times a Member may speak on any question shall not be limited;
  - b) the length of time a Member may speak on any question shall not be limited;
  - c) written Notices of Motion are not required; and
  - d) Members shall not be required to stand to speak.
- 22.11 A Member who is not a member of a Standing Committee may attend the meetings of that Committee.
- 22.12 With the consent of the Co-Chair, Chair or Vice Chair of the Standing Committee, a Member who is not a member of the Committee may speak and participate at a meeting of the Committee, but such Member has no vote on the Committee.
- 22.13 All recommendations and requests of an Advisory Committee shall be directed to its respective Standing Committee.
- 22.14 Every Committee is advisory to Council unless otherwise stated in the terms of reference, by-law or resolution governing the Committee.
- 22.15 No Committee has the power to pledge the credit of the Municipality, to commit the Municipality to any particular action or to give specific direction to any staff member, unless specifically granted such power in the terms of reference, Bylaw or resolution governing such Committee.
- 22.16 All resolutions received from other municipalities that are of relevance to the Municipality of Powassan shall be circulated by the Clerk to Council and if a Member of Council so requests, the Clerk shall include the resolution on the next Council Meeting Agenda under New Business to be received and endorsed.



## **23. POST-ELECTION PROCEDURE**

- 23.1 The Inaugural Meeting date shall be held the Monday prior to the first Tuesday in December following the Municipal Election at 6:30 p.m.
- 23.2 The Inaugural Meeting shall be ceremonial in nature for purposes of the members of Council taking their Oath of Allegiance and Declaration of Office, and shall be Chaired by the Clerk.
- 23.3 No business shall be conducted at the Inaugural Meeting until the Oath of Allegiance and Declaration of Office have been taken.
- 23.4 At the inaugural meeting, each person who has been elected to Council is entitled to speak and participate and to have one vote.
- 23.5 The principal business of the first Council meeting held after the inaugural meeting shall consist of:
- a) The establishment of the size of each Standing Committee of Council;
  - b) The appointment of Councillors to Standing Committees, Advisory Committees, Agencies, Boards and Commissions; and
  - c) Appointment of Acting Chair(s) until appointment of Chairs and Co-Chairs of Standing Committees as Acting Chairs.
- 23.6 Prior to the inaugural meeting, each person who has been elected to Council shall submit to the Clerk their preferences for the Standing and Advisory Committees of Council (including agencies, boards and commissions) upon which they wish to serve.
- 23.7 If the number of Members wishing to serve on any Standing or Advisory Committee of Council (including agencies, boards and commissions) is greater than the number of positions available, then the selection shall be conducted by open ballot.
- 23.8 Each Member shall serve on at least one (1) Standing Committee.

## **24. CONTINGENCIES**

- 24.01 In all contingencies not provided for in this Bylaw, the question shall be decided by the Mayor and in making such a ruling, the decision shall be based on Robert's Rules of Order.

## **25. SHORT TITLE**

- 25.1 The short title of this Bylaw is "The Procedural By-law".

**26. SEVERABILITY**

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

**27. REPEAL**

27.1 Bylaw 2015-31 and all amendments thereto are hereby repealed.

**28. EFFECT**

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

**READ a FIRST and SECOND** time September 5, 2023

**READ a THIRD and FINAL** time and considered passed as such in open Council on the 19<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2023-20**

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Being a By-Law to Appoint a Clerk.

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WHEREAS under the provisions of Section 228 and Section 229 of the Municipal Act, R.S.O.2001 C.25, as amended, a municipality shall appoint a Clerk who shall have all the powers and duties of said office under the Municipal Act and every other Act,

And WHEREAS Council deems it appropriate and expedient to appoint a Clerk for the purposes of the municipal corporation.

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

1. That Allison Quinn be and is hereby appointed as Clerk for the Corporation of the Municipality of Powassan.
2. That the powers and duties of the Clerk shall be all those powers and duties as set forth in the Municipal Act, 2001 as amended and every other Act that sets out powers and duties for a Municipal Clerk.
3. That By-Law 2023-10 to appoint an Acting Clerk be repealed.
4. This By-Law shall take force and effect upon being passed.

READ A FIRST and SECOND time on the 19<sup>th</sup> day of September 2023 and to be READ a THIRD and final time and considered passed in open Council on the 3<sup>rd</sup> day of October 2023.

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MAYOR

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ACTING CLERK

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2023-21**

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Being a By-law to establish a Reserve and Reserve Funds Policy and a Surplus Management Policy

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WHEREAS Section 11(2) of the Municipal Act, 2001, c. 25, as amended, provides that a municipality may pass bylaws respecting the financial management of the municipality;

AND WHEREAS Section 417 of the Municipal Act, 2001, S. O. 2001, c.25 and amendments thereto, allows a municipality to provide for the establishment or maintenance of reserve funds for any purpose for which it has authority to spend money;

AND WHEREAS the Council of the Municipality of Powassan deems it expedient to establish consistent principles, standards, and guidelines for the maintenance, management, and accounting of reserves and reserve funds and operating surpluses;

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

1. THAT the Reserve and Reserve Fund Policy, is hereby attached as Schedule "A" and forming a part of this Bylaw.
2. THAT the Surplus Management Policy is hereby attached as Schedule "B" and forming a part of this Bylaw.
3. THAT any other Bylaws or provisions in other Bylaws found to be inconsistent with this Bylaw are hereby deemed to be repealed.
4. THAT this By-law shall come into force and take effect on the final passing thereof.

READ A FIRST, SECOND and THIRD TIME, AND FINALLY PASSED in open Council this 19<sup>th</sup> day of September, 2023 for the immediate wellbeing of the Municipality.

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MAYOR

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ACTING CLERK

<b>POLICY:</b> <b>Reserve and Reserve Funds Policy</b>	<b>RESOLUTION NUMBER:</b> <b>2023-261</b>	<b>DATE PASSED:</b> <b>September 5, 2023</b>
<b>EFFECTIVE DATE:</b>	<b>REVIEW DATE:</b>	<b>AUTHORITY:</b>

## 1. Policy Statement

The Municipality of Powassan is committed to long-term financial sustainability and sound financial stewardship. Reserves and reserve funds are an essential element of long-term financial planning, and a necessary tool for balancing lasting fiscal stability with current level of service demands.

## 2. Purpose and Objectives

The purpose of this Policy is to establish the framework by which reserves and reserve funds will be managed and administered.

Through this Policy, the Municipality aims to:

- Adhere to all applicable statutory requirements.
- Promote long-term financial stability and flexibility.
- Plan for the budget impact and financing of major capital projects.
- Smooth tax and water rate increases over time.
- Provide flexibility to address unusual or unanticipated deviations from budget.
- Ensure liquidity to meet annual cash flow requirements.
- Reduce reliance on long-term debt.

## 3. Definitions

**Discretionary Reserve Fund:** Monies set aside for a specific purpose by Council and legislated by municipal By-law. If Council should decide to spend the money for purposes other than what it was originally intended for, then a new By-law must be passed under section 417(4) of the Municipal Act.

**Obligatory Reserve Fund:** Monies set aside and legally restricted by provincial legislation, a municipal By-law, or agreement. The funds are raised for a specific purpose and cannot be used for any other purpose.

**Reserve:** An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does

not require the physical segregation of money or assets as in the case of a reserve fund. Reserves do not generally receive an annual interest allocation.

**Reserve Fund:** Monies set aside for a specific purpose as required by provincial legislation, a municipal By-law, or agreement. Reserve Funds receive an interest allocation on a monthly basis, determined by the closing fund balance. Reserve Funds are comprised of both Discretionary and Obligatory Reserve Funds.

## **4. Establishment and Modification**

Discretionary Reserve Funds must be established by Council through By-law.

Reserves can be established through the following processes:

1. Inclusion in the annual operating or capital budget which is approved by Council.
2. Through resolution of Council, detailing the purpose of the reserve, source of funding, method of investment, and future disbursement for the funds allocated.
3. By direction of the Municipal Treasurer.

If the Treasurer exercises the delegated authority to establish a reserve, they must report to Council, as soon as reasonably practicable, the following:

- a) The identified need for the reserve being created.
- b) The target funding level, including a minimum and maximum reserve balance.
- c) Contribution sources and projected future disbursements.

## **5. Investment**

Reserves and reserve funds may be invested for a term that will not exceed its expected date of need. Applicable funds shall be invested in accordance with the Municipality's Investment Policy. Interest earned on reserve funds shall be recognized as an increase in the balance of each specific reserve fund.

## **6. Contributions to/Withdrawals from Reserves and Reserve Funds**

Contributions to/withdrawals from reserves and reserve funds shall be approved by Council as part of the annual budget process, or specifically by resolution, with the following exceptions:

- a) Direct contributions to Obligatory Reserve Funds.
- b) Transfers that are the result of the Surplus Management Policy, or all other Council-approved By-laws or resolutions.
- c) Transfers between reserves or reserve funds, based upon adequacy analyses or other related information at the discretion of the Treasurer.
- d) Transfers to establish a reserve that has been created by directive of the Treasurer and/or Council.

## **7. Temporary Borrowing**

Temporary borrowing of reserve funds shall be permitted to temporarily finance capital and/or operating cash flow deficiencies to avoid external borrowing costs, provided that the following conditions are met:

- a) Borrowing must not adversely affect the intended purpose of the reserve fund.
- b) A repayment plan must be established and documented to replenish the borrowed funds within a reasonable timeframe.
- c) Interest will be applied to any outstanding amounts borrowed, at the interest rate posted on the Municipality's general operating account.
- d) Any legislative requirements are adhered to.

Interest on any internal borrowing will be calculated and applied annually, based on the interest rate as of December 31 and the average monthly outstanding balance.

It is the responsibility of the Treasurer to determine the need for temporary borrowing of reserve funds, and to establish the terms for repayment. If the repayment period is anticipated to be longer than two (2) years, this will require Council approval by By-law.

Borrowing from obligatory reserve funds is prohibited.

## **8. Closure of Reserves and Reserve Funds**

A reserve or discretionary reserve fund shall be closed where the purpose(s) for which it was created have been accomplished, or if, in the determination of the Treasurer, the reserve or discretionary reserve fund is no longer necessary.

Any reserve or discretionary reserve fund identified for closure shall be reported to Council for review and approval. A resolution shall be required, and in the case of a discretionary reserve fund, the establishing By-law shall be repealed. The report to Council shall include, at a minimum, recommendations regarding the timing of closure and allocation of any remaining funds.

## **9. Target Balances**

Methodologies for calculating targets are specific to each reserve or reserve fund, however consideration will be given to the following:

- a) Purpose of fund (i.e. operating or capital)
- b) Certainty of end needs (i.e. for contingent liability or long-term asset replacement)
- c) Economic factors (inflation, interest rates, cyclical pressures)
- d) Industry/Government/Accounting standards
- e) Multi-year forecast of contribution and projected usage

The target for each reserve and reserve fund is identified in Appendix I of this Policy. The Treasurer will review the targets annually and propose changes to the target levels as required.

## **10. Responsibilities and Standard of Care**

The Treasurer shall:

- a) Have the overall authority for all reserves and reserve funds managed by the Municipality.
- b) Develop and update this policy as necessary and present changes to Council.
- c) Ensure that the principles and requirements contained in this policy are applied consistently across all departments.
- d) Perform the transfers to and from reserves and reserve funds.
- e) Establish targets for reserve and reserve fund levels and recommend strategies to maintain the adequacy of reserve levels.
- f) Report to Council the reserve balances and forecast as part of the annual budget approval process.

Municipal Council shall:

- a) In accordance with Section 224 of the *Municipal Act 2001*, develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place, and maintain the financial integrity of the municipality.
- b) Approve transactions to and from reserves and reserve funds through the budget process or by specific resolutions and by-laws.

## **11. Reporting Requirements**

The Municipal Treasurer, or designate, shall prepare the following reports:

- a) Annual Audited Financial Statements- shall include a statement of financial position, financial activities, and changes in fund balances for reserves and reserve funds.
- b) Reserve and Reserve Funds Report- an annual report comparing existing fund balances to target objectives, forecasting fund balances and transfers over the capital planning period, evaluating the adequacy of target balances, and considering the establishment of new, and/or modification or closure of existing reserves and reserve funds.
- c) Annual Budget Report- annual contributions to, or appropriations from, reserves shall be identified as part of the annual budget approval process.
- d) Annual or other periodic reporting for obligatory reserve funds as required.



## **12. Review**

This Policy shall be presented to Council for review and update, if applicable, every four (4) years, in the first year of each elected Council, or as deemed necessary by Council or the Treasurer.

## APPENDIX I – RESERVES AND RESERVE FUNDS

Reserve Name	Purpose	Source(s) of Funding	Target Calculation	Target Balance
<b>Obligatory Reserve Funds</b>				
Gas Tax Reserve Fund	Revenues received from the Federal Gas Tax Fund to support local capital infrastructure priorities.	Funding as provided by agreement with the Government of Canada and AMO.  Interest earned on bank balances.	n/a	n/a
OCIF Reserve Fund	Revenues received from the Ontario Community Infrastructure Fund to support local capital infrastructure priorities.	Funding as provided by agreement with the Province of Ontario.  Interest earned on bank balances.	n/a	n/a
<b>Discretionary Reserve Funds</b>				
EIDES Reserve Fund	To provide funding to specified agencies under the Boarding Home Contract Program.	Funds previously provided by the Province of Ontario or agency thereof.	n/a	\$50,000
Wastewater Capital Reserve Fund	To fund maintenance and replacement of wastewater capital infrastructure.	Annual transfer from operating budget and uncommitted surpluses from completed projects.	5% of replacement costs as per the Asset Management Plan.	\$554,000
Water Capital Reserve Fund	To fund maintenance and replacement of water capital infrastructure.	Annual transfer from operating budget and uncommitted surpluses from completed projects.	5% of replacement costs as per the Asset Management Plan.	\$701,000

Water/Wastewater Rate Stabilization Reserve Fund	To meet emergency and unplanned funding needs for Water and Wastewater operations to avoid operating deficits or rate fluctuations.	Funds transferred from water and wastewater operating surpluses.	25% of annual gross operating expenditures.	\$90,000
<b>Reserves</b>				
Election Reserve	To amortize the cost of a municipal election over four years.	Annual transfer from the operating budget equal to 25% of the target balance.	Inflated cost of previous election.	\$25,000
Gravel Pit Closure Reserve	To fund the future rehabilitation of gravel pits owned by the Municipality.	Annual transfer from the operating budget calculated as 2% of the prior year reserve balance.	Discounted present value of future closure and post-closure cash flows.	\$62,000
Infrastructure Renewal Reserve	To provide funds for the replacement and rehabilitation of Municipal infrastructure.	Annual transfer from the operating budget, calculated by dividing the purchase price of all assets financed through the reserve by half of their amortization period until the balance is repaid.  Year-end surplus allocation; proceeds from sale of surplus assets; 2% of all rental fee revenues earned in the fiscal year.	One year of annual capital requirement based on current replacement costs as per the Asset Management Plan.	\$2,930,000
Landfill Closure Reserve	To manage the liabilities associated with the remediation of contaminated lands.	Annual transfer from the operating budget equal to the change in liability during the previous fiscal year.	Discounted present value of future closure and post-closure cash flows.	\$289,000
Operating Contingency Reserve	To provide sufficient liquidity to offset extraordinary and unforeseen corporate	Annual transfer from the operating budget and year-end surplus allocation.	10% of annual gross operating expenditures.	\$536,000

	<p>expenditures and mitigate fluctuations arising from one-time operating budget impacts.</p>			
<p>Working Capital Reserve</p>	<p>To provide cash flow and sufficient liquidity to fund general operations without generating a need to use short-term borrowing.</p>	<p>Annual transfer from the operating budget and year-end surplus allocation.</p>	<p>25% of annual gross operating expenditures.</p>	<p>\$1,340,000</p>

<b>POLICY:</b> Surplus Management Policy	<b>RESOLUTION NUMBER:</b> 2023-261	<b>DATE PASSED:</b> September 5, 2023
<b>EFFECTIVE DATE:</b>	<b>REVIEW DATE:</b>	<b>AUTHORITY:</b>

## 1. Policy Statement

The Municipality of Powassan is committed to using prudent financial management techniques in its annual and long-term budgeting practices.

## 2. Purpose

The purpose of this Policy is to establish the priority framework for the allocation of any operating surpluses and funding for any operating deficits.

## 3. Definitions

3.1 **Deficit:** When there is an excess of expenditures over revenues.

3.2 **Property Tax Supported Budget:** a budget that includes property taxes as a primary source of revenue to fund Municipal programs and services.

3.3 **Reserve:** An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund.

3.4 **Reserve Fund:** Monies set aside for a specific purpose as required by provincial legislation, a municipal By-law, or agreement.

3.5 **Surplus:** When there is an excess of revenues over expenditures.

3.6 **Water/Wastewater Rate Supported Budget:** A budget to fund services exclusively related to the distribution of potable water, and collection and treatment of wastewater through rates charged to users of the system.

## 4. Guiding Principles

4.1 All surpluses and deficits shall be treated as transitory in nature.

- 4.2 The year-end operating surplus or deficit for the Property Tax Supported Budget and Water/Wastewater Rate Supported Budget will only be allocated (surplus) or funded (deficit) within the operations and reserves/reserve funds of each respective budget.

## **5. Property Tax Supported Budget- In a Year of Surplus**

- 5.1 The Treasurer, or designate, is authorized to allocate any surplus arising in the Property Tax Supported Budget in the following proportions:
- 5.1.1 An amount to the Infrastructure Renewal Reserve equalling any surplus balance arising from the General Capital Budget.
  - 5.1.2 Per Provincial Bill 124, any surplus arising from building department activities shall be allocated in full to a building permit reserve.
  - 5.1.3 50% of any operating surplus shall be contributed to the Working Capital Reserve, not to exceed the reserve target balance as established through the Reserve and Reserve Fund Policy.
  - 5.1.4 25% of any operating surplus shall be contributed to the Operating Contingency Reserve, not to exceed the reserve target balance as established through the Reserve and Reserve Fund Policy.
  - 5.1.5 Any remaining operating surplus shall be contributed to the Infrastructure Renewal Reserve.

## **6. Water/Wastewater Rate Supported Budget- In a Year of Surplus**

- 6.1 The Treasurer, or designate, is authorized to allocate any surplus arising in the Water/Wastewater Rate Supported Budget in the following proportions:
- 6.1.1 An amount to the Water Capital Reserve Fund equalling any uncommitted surpluses from water capital projects.
  - 6.1.2 An amount to the Wastewater Capital Reserve Fund equalling any uncommitted surpluses from wastewater capital projects.
  - 6.1.3 Any remaining operating surpluses shall be contributed to the Water/Wastewater Rate Stabilization Reserve Fund.

## **7. Property Tax Supported Budget- In a Year of Deficit**

- 7.1 The Treasurer, or designate, is authorized to withdraw any deficit arising in the Property Tax Supported Budget from the Operating Contingency Reserve or, if an insufficient balance is available, the remainder thereof from the Infrastructure Renewal Reserve.

## **8. Water/Wastewater Rate Supported Budget- In a Year of Deficit**

- 8.1 The Treasurer, or designate, is authorized to withdraw any deficit arising in the Water/Wastewater Rate Supported Budget from the Water/Wastewater Rate Stabilization Reserve Fund or, if an insufficient balance is available, the remainder thereof from the Water Capital Reserve Fund.

## **9. Responsibilities and Standard of Care**

- 9.1 The Treasurer shall:

- a) Have the overall authority for all reserves and reserve funds managed by the Municipality.
- b) Develop and update this policy as necessary and present changes to Council.
- c) Ensure that the principles and requirements contained in this policy are applied consistently across all departments.
- d) Perform the transfers to and from reserves and reserve funds.

## **10. Reporting Requirements**

The Municipal Treasurer, or designate, shall report annually to Council all transfers completed by virtue of this Surplus Management Policy.

An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund.

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2023-22**

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Being a Bylaw to Authorize a Franchise Agreement Between  
The Corporation of The Municipality of Powassan and Enbridge Gas Inc.

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**WHEREAS** the Council of the Corporation of the Municipality of Powassan deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Enbridge Gas Inc.;

**AND WHEREAS** the Ontario Energy Board by its Order issued pursuant to the *Municipal Franchises Act* on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this Bylaw is not necessary:

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

1. **THAT** the Franchise Agreement between the Corporation of the Municipality of Powassan and Enbridge Gas Inc. attached hereto and forming part of this Bylaw, is hereby authorized and the franchise provided for therein is hereby granted.
2. **THAT** the Mayor and Acting Clerk be, and they are hereby authorized and instructed on behalf of the Corporation of the Municipality of Powassan to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this Bylaw.
3. **THAT** the following Bylaw be hereby repealed:
  - Bylaw Number 2003-27 for the Corporation of the Municipality of Powassan, passed in Council on the 6<sup>th</sup> day of April 2004.
4. **THAT** this Bylaw shall come into force and take effect as of the final passing thereof.

READ a FIRST and SECOND time this 19<sup>th</sup> day of September, 2023, and to be

READ a THIRD time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

---

Peter McIsaac, Mayor

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Allison Quinn, Acting Clerk



# **2000 Model Franchise Agreement**

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THIS AGREEMENT effective this                    day of                    , 2023

BETWEEN:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

hereinafter called the "Corporation"

- and -

**ENBRIDGE GAS INC.**

hereinafter called the "Gas Company"

WHEREAS the Gas Company desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and the Gas Company agree as follows:

## **Part I - Definitions**

### **1. In this Agreement**

- (a) "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the *Assessment Act*;
- (b) "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;

- (c) "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- (d) "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;
- (e) "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- (f) "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- (g) "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- (h) "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- (i) whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

## Part II - Rights Granted

### 2. To provide gas service

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

### 3. To Use Highways

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

### 4. Duration of Agreement and Renewal Procedures

(a) If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

(b) If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20 year term of this Agreement, the Model Franchise Agreement is changed, then on the 7<sup>th</sup> anniversary and on the 14<sup>th</sup> anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20 year term.

(c) At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

### Part III – Conditions

#### 5. Approval of Construction

- (a) The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- (b) Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- (c) The Plan filed by the Gas Company shall include geodetic information for a particular location:
  - (i) where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
  - (ii) when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- (d) The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- (e) Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- (f) In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- (g) Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- (h) The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- (i) The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- (j) The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

**6. As Built Drawings**

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

**7. Emergencies**

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.

**8. Restoration**

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

**9. Indemnification**

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

**10. Insurance**

- (a) The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- (b) The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.
- (c) Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

## 11. **Alternative Easement**

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

## 12. **Pipeline Relocation**

- (a) If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- (b) Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- (c) Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
  - (i) the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
  - (ii) the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
  - (iii) the amount paid by the Gas Company to contractors for work related to the project,

- (iv) the cost to the Gas Company for materials used in connection with the project, and
  - (v) a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- (d) The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

#### **Part IV - Procedural And Other Matters**

##### **13. Municipal By-laws of General Application**

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

##### **14. Giving Notice**

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

##### **15. Disposition of Gas System**

- (a) If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- (b) If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system



as the Corporation may require for such purposes and neither party shall have recourse against the other for any loss, cost, expense or damage occasioned thereby. If the Gas Company has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

#### **16. Use of Decommissioned Gas System**

- (a) The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
  - (i) the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
  - (ii) the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- (b) The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
  - (i) the third party has entered into a municipal access agreement with the Corporation; and
  - (ii) the Gas Company does not charge a fee for the third party's right of access to the highways.
- (c) Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

#### **17. Franchise Handbook**

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

18. **Other Conditions**

None.

19. **Agreement Binding Parties**

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

Per:

\_\_\_\_\_  
Peter McIsaac, Mayor

Per:

\_\_\_\_\_  
Allison Quinn, Acting Clerk

**ENBRIDGE GAS INC.**

Per:

\_\_\_\_\_  
Mark Kitchen, Director, Regulatory Affairs

Per:

\_\_\_\_\_  
Nicole Lehto, Director, Northern Region Operations

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2023-23**

---

Being a By-Law to authorize an agreement between the Municipality of Powassan and the Ontario Provincial Police for police services.

---

**WHEREAS** the Municipality of Powassan is desirous of entering into an agreement for the provision of Police Services under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, as amended.

**BE IT THEREFORE ENACTED** by the Municipal Council of the Corporation of the Municipality of Powassan as follows:

1. That the Mayor and Acting Clerk be and are hereby authorized to execute the attached Agreement between the Corporation of the Municipality of Powassan and Her Majesty the Queen in Right of Ontario as Represented by the Solicitor General.
2. That this Agreement will come into force upon adoption for the term starting the 30th day of December, 2023 and concluding the 31<sup>st</sup> day of December, 2024.

**READ** a **FIRST** and **SECOND** time, and considered **READ** a **THIRD** and **FINAL** time and adopted for the betterment of the community, this the 19<sup>th</sup> day of September 2023.

---

Mayor

---

Clerk

This AMENDING AGREEMENT is from the 30<sup>th</sup> day of December 2023 to the 31<sup>st</sup> day of December 2024

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL (“Ontario”)**

-and-

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN (“the Municipality”)**

## **BACKGROUND**

- A. The Parties entered into the Agreement for the provision of Police Services under Section 10 of the *Police Services Act* (the “Agreement”) which commenced on the 01<sup>st</sup> day of January 2020.
- B. The Agreement includes all the Schedules and Appendices to the Agreement.
- C. Pursuant to Section 29, the Parties may amend the Agreement by written agreement.
- D. The Parties wish to further amend the Agreement as set out in this Amending Agreement, by extending the duration of the contract to conclude on the 31<sup>st</sup> of December 2024 as supported by:  
By-law # 2023-23, dated September 19<sup>th</sup>, 2023 of the Council of the Corporation of the Municipality of Powassan (attached as Schedule “A”).

NOW THEREFORE, the Parties agree as follows:

1. Section 26 of the Agreement shall be replaced with the following:
  - 26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01<sup>st</sup> day of January 2020, and shall conclude on the earlier of (i) the 31<sup>st</sup> day of December 2024 or (ii) the date that the Community Safety and Policing Act, 2019 comes into force.

Relevant terms and conditions of the Agreement, that are not specifically amended but that relate to the amendments set out in this Amending Agreement shall be deemed to be amended so as to give effect to the changes herein .

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective as of the 30<sup>th</sup> day of December 2023.

FOR ONTARIO

\_\_\_\_\_  
Deputy Solicitor General, Community Safety

FOR THE Corporation of  
The Municipality of  
POWASSAN

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Date signed by Municipality: \_\_\_\_\_

DRAFT

**Schedule "A"**

**BY-LAW OF THE MUNICIPAL COUNCIL  
MUNICIPALITY OF POWASSAN**

DRAFT

**DRAFT**

**PLACEHOLDER FOR BY-LAW**

Date: September 19, 2023

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

WHEREAS the production, distribution, sale and possession of cannabis became legal in Canada on October 17, 2018, under the federal Cannabis Act.

AND WHEREAS, on December 18, 2018, Council for The Corporation of the Municipality of Powassan defeated Resolution 2018-505 to allow retail cannabis stores in the Municipality of Powassan;

AND WHEREAS the Municipality of Powassan “opted out” of the retail sale of cannabis;

AND WHEREAS subsections 41(3)(4) of the Cannabis Licence Act, 2018 provides that a municipality that has prohibited cannabis retail stores to be located in the municipality may, by resolution, lift the prohibition and permit cannabis retail stores to be located in the municipality and that such a resolution is final and may not be reversed;

THEREFORE BE IT RESOLVED THAT:

The Municipality of Powassan lift its prohibition on cannabis retail stores and permit cannabis retail stores to be located within the Municipality; and,

FURTHER that the Clerk provide the Registrar of the AGCO with written notice of the resolution within three (3) business days of the passage of the resolution, as required by Ontario Regulation 468/18 passed pursuant to the Cannabis Licence Act, 2018.

\_\_\_\_\_  
 Carried

\_\_\_\_\_  
 Defeated

\_\_\_\_\_  
 Deferred

\_\_\_\_\_  
 Lost

\_\_\_\_\_  
 Mayor

Recorded Vote: Requested by \_\_\_\_\_

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



Date: September 19, 2023

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Whereas** the Truth and Reconciliation Commission (TRC) released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

**And Whereas** the discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC’s Calls to Action;

**And Whereas** all Canadians and all orders of government have a role to play in reconciliation;

**And Whereas** Recommendation #80 of the Truth and Reconciliation Commission called upon the Federal Government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

**And Whereas** the Federal Government announced on September 30<sup>th</sup>, 2021, the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

**Therefore, be it resolved** that the Council of the Municipality of Powassan does hereby commit to recognizing September 30<sup>th</sup>, 2023, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

\_\_\_\_\_  
 Carried

\_\_\_\_\_  
 Defeated

\_\_\_\_\_  
 Deferred

\_\_\_\_\_  
 Lost

\_\_\_\_\_  
 Mayor

Recorded Vote: Requested by \_\_\_\_\_

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



September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's  
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to [housingsupply@ontario.ca](mailto:housingsupply@ontario.ca) no later than October 16, 2023.**

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a stylized flourish at the end.

The Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

- c: Hon. Rob Flack, Associate Minister of Housing
- Kirstin Jensen, Interim Chief of Staff, Minister's Office
- Martha Greenberg, Deputy Minister
- Joshua Paul, Assistant Deputy Minister, Market Housing Division
- Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

**Attachment: Top Five Housing Affordability Task Force (HATF) Recommendations for Response**

<b>Please identify the top 5 HATF recommendations that you support, and rationale / comments</b>	
1.	
2.	
3.	
4.	
5.	

---

WHEREAS the \_\_\_\_\_ name of Municipality\_\_\_\_\_ recognized the urgent need for physicians in Northern Ontario as it is experiencing a shortage of trained physicians and specialist physicians

WHEREAS life expectancy of Northern residents is more than two years lower than the Ontario average, and mental health and addictions are at a four-times higher rate

WHEREAS one in eight Northern residents does not have access to a family doctor, and many must travel long distances to access healthcare services representing the failure of healthcare in Northern Ontario

WHEREAS communities in Northern Ontario require access to equitable health care, especially underserved rural, Indigenous, and Francophone communities

WHEREAS in April of 2022, the Government announced an unprecedented medical expansion for NOSM University's medical programs

AND WHEREAS the current base funding rates for the Northern School of Medicine University (NOSM) have not been increased sufficiently to accommodate growth and expansion

THEREFORE, BE IT RESOLVED THAT \_\_\_\_\_ name of Municipality\_\_\_\_\_ strongly requests the Provincial Government grant NOSM University's request for a permanent increase in annual base funding by \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that the Conservative Government initially established in response to the needs of Northern municipalities.

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and the leaders of the opposition parties of Ontario.

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

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>GENERAL GOVERNMENT</b>										
8848	<b>MINISTER OF FINANCE - EHT, P.O. BOX 620 (EHT), OSHAWA , ON, L1H 8E9</b>									
PR1212	08/08/23	Payroll from 7/23/2023 to 8/5/2023	08/08/23	\$1,189.99	\$1,189.99	10-10-33320	A/P EHT	\$0.00	\$0.00	
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$1,231.06	\$1,231.06	10-10-33320	A/P EHT	\$0.00	\$0.00	
					<b>\$2,421.05</b>					
8903	<b>OMERS, EY TOWER, 900-100 ADELAIDE ST W, TORONTO, ON, M5H OE2</b>									
PR1212	08/08/23	Payroll from 7/23/2023 to 8/5/2023	08/08/23	\$9,018.62	\$9,018.62	10-10-33310	A/P OMERS	\$0.00	\$386.56	
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$9,308.20	\$9,308.20	10-10-33310	A/P OMERS	\$0.00	\$386.56	
					<b>\$18,326.82</b>					
8949	<b>RECEIVER GENERAL, REV. CAN. TAXATION CENTRE, 1050 NOTRE DAME AVENUE, SUDBURY , ON, P3A 5C3</b>									
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$500.00	\$500.00	10-10-33300	A/P PAYROLL	\$0.00	\$0.00	
					<b>\$500.00</b>					
8975	<b>SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7</b>									
AUG23BR2	09/01/23	AR OTHER	09/30/23	\$67.25	\$67.25	10-10-24500	A/R OTHER	\$0.00	(\$202,048.51)	
AUG23BR7	09/01/23	AR OTHER	09/30/23	\$289.16	\$289.16	10-10-24500	A/R OTHER	\$0.00	(\$202,048.51)	
AUG23BR8	09/01/23	AR OTHER	09/30/23	\$45.63	\$45.63	10-10-24500	A/R OTHER	\$0.00	(\$202,048.51)	
AUG23LIB	09/01/23	AR LIB - AUG VISA	09/30/23	\$1,392.78	\$1,392.78	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$3,215.57)	
AUG23AQ7	09/01/23	AMCTO - AQ	09/30/23	\$349.00	\$349.00	10-10-61530	CONVENTION/TRAINING	\$5,700.00	\$1,961.49	
AUG23BR3	09/01/23	MFOA - BR	09/30/23	\$1,119.36	\$1,119.36	10-10-61530	CONVENTION/TRAINING	\$5,700.00	\$1,961.49	
AUG23BR4	09/01/23	ADOBE BR	09/30/23	\$29.37	\$29.37	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,166.74	
AUG23KH2	09/01/23	APPLE - KH	09/30/23	\$1.46	\$1.46	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,166.74	
AUG23KH4	09/01/23	LONGS MAPLE SYRUP - MM	09/30/23	\$46.00	\$46.00	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,166.74	
AYG23AQ6	09/01/23	ADOBE - AQ	09/30/23	\$29.37	\$29.37	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,166.74	
AUG23KB2	09/01/23	MARRIAGE LICENSES	09/30/23	\$960.00	\$960.00	10-10-61545	MARRIAGE LICENCING &	\$4,500.00	\$2,532.42	
AUG23BR	09/01/23	INT COMM ANNUAL FEE	09/30/23	\$305.28	\$305.28	10-10-61560	AUDIT & LEGAL	\$36,900.00	\$8,212.53	
AUG23AQ11	09/01/23		09/30/23	\$57.38	\$57.38	10-10-61600	POSTAGE/COURIER/COPI	\$25,000.00	\$6,268.59	
AUG23BR5	09/01/23	NO FRILLS - BBQ	09/30/23	\$79.73	\$79.73	10-10-68410	BIA-MAT/SUPPLIES	\$3,100.00	\$2,083.02	
AUG23BR6	09/01/23	OSEHLLS BBQ	09/30/23	\$47.97	\$47.97	10-10-68410	BIA-MAT/SUPPLIES	\$3,100.00	\$2,083.02	
					<b>\$5,091.51</b>					
9040	<b>WORKPLACE SAFETY &amp; INSURANCE BOARD, P.O. BOX 4115, STATION A, TORONTO , ON, M5W 2V3</b>									
PR1212	08/08/23	Payroll from 7/23/2023 to 8/5/2023	08/08/23	\$2,154.49	\$2,154.49	10-10-33330	A/P WSIB	\$0.00	\$8,646.11	
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$2,230.73	\$2,230.73	10-10-33330	A/P WSIB	\$0.00	\$8,646.11	
					<b>\$4,385.22</b>					
9080	<b>RECEIVER GENERAL - PAYROLL DEDUCTIONS, , , ,</b>									
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$6,975.91	\$6,975.91	10-10-33200	A/P FIT	\$0.00	\$0.00	
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$2,958.79	\$2,958.79	10-10-33210	A/P PIT	\$0.00	\$0.00	
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$2,169.45	\$2,169.45	10-10-33220	A/P EI	\$0.00	\$0.00	
PR1213	08/22/23	Payroll from 8/6/2023 to 8/19/2023	08/22/23	\$5,548.70	\$5,548.70	10-10-33230	A/P CPP	\$0.00	\$0.00	
					<b>\$17,652.85</b>					
<b>Total GENERAL GOVERNMENT</b>					<b>\$48,377.45</b>					

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

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>250 CLARK</b>									
8975		SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7	09/30/23	\$36.57	\$36.57	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$299.80
AUG23KH	09/01/23	FACEBOOK - 250 CLARK	09/30/23	\$22.39	\$22.39	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$299.80
AUG23KH3	09/01/23	FACEBOOK - 250 CLARK	09/30/23	\$46.02	\$46.02	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ	09/01/23	DOLLARMA - GAP	09/30/23	\$179.02	\$179.02	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ10	09/01/23	AMAZON - GAP	09/30/23	\$79.36	\$79.36	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ2	09/01/23	NO FRILLS GAP	09/30/23	\$223.64	\$223.64	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ3	09/01/23	MICHAELS GAP	09/30/23	\$284.38	\$284.38	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ4	09/01/23	AMAZON GAP	09/30/23	\$101.76	\$101.76	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ5	09/01/23	AMAZON - GAP	09/30/23	\$6.14	\$6.14	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ7	09/01/23	HST nonrecoverable	09/30/23	\$50.45	\$50.45	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ8	09/01/23	WALMART GAP	09/30/23	\$7.15	\$7.15	10-12-67520	GAP PROGRAM	\$2,500.00	\$1,352.61
AUG23AQ9	09/01/23	DOLLARAMA GAP	09/30/23						
<b>Total 250 CLARK \$1,036.88</b>									
<b>FIRE DEPARTMENT</b>									
8975		SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7	09/30/23	\$1.46	\$1.46	10-15-62020	FIRE DEPT.-INSURANCE	\$31,600.00	\$29,848.28
AUG23BC	09/01/23	APPLE - BC	09/30/23	\$11.29	\$11.29	10-15-62020	FIRE DEPT.-INSURANCE	\$31,600.00	\$29,848.28
AUG23BC2	09/01/23	AMAZON BC	09/30/23	\$12.75	\$12.75				
<b>Total FIRE DEPARTMENT \$12.75</b>									
<b>BUILDING DEPARTMENT</b>									
8975		SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7	09/30/23	\$4.51	\$4.51	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,154.57
AUG23MM	09/01/23	APPLE - MM	09/30/23	\$150.00	\$150.00	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,154.57
AUG23MM2	09/01/23	MARKWORK MM	09/30/23	\$150.00	\$150.00	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,154.57
AUG23MM3	09/01/23	MARKWORKS MM	09/30/23	(\$150.00)	(\$150.00)	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,105.12
AUG23MM4	09/01/23	MARKWORKS MM	09/30/23	\$95.00	\$95.00	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,105.12
AUG23MM5	09/01/23	GARLANDS - FUEL	09/30/23	\$137.11	\$137.11				
AUG23MM6	09/01/23	PETRO - FUEL	09/30/23	\$386.62	\$386.62				
<b>Total BUILDING DEPARTMENT \$386.62</b>									
<b>SPORTSPLEX</b>									
8975		SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7	09/01/23	\$201.24	\$201.24	10-80-61945	EQUIPMENT- SUPPLIES	\$3,000.00	\$645.67
AUG23KB	09/01/23	SANDPIPER	09/01/23	\$201.24	\$201.24				
<b>Total SPORTSPLEX \$201.24</b>									
									<b>Total Bills To Pay: \$50,014.94</b>

# September 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 27	28	29	30	31	Sep 1	2
3	4	5 Council 7pm	6	7	8	9
10	11	12 7:00pm Public Works Committee	13 NBMCA Rec Committee	14 DSSAB Eastholme	15	16
17	18 Library Board Meeting PSB MEETING @6:00PM Rail Safety Week	19 Council 7pm	20 6:00pm Maple Syrup Festival Committee	21	22	23 Library Event
24	25	26	27	28	29	30 Day of Truth and Reconciliation