

***** AGENDA *****
Tuesday, December 7, 2021
****START TIME 6:30 p.m.****

1. Disclosure of pecuniary interest.
2. Presentation: Food Cycle Science Corporation on the FoodCycler Municipal Solutions proposal.
3. Staff Reports.
4. Committee Reports.
5. Resolution: Adopt the minutes of the Special Meeting and regular Council meeting held November 16, 2021.
6. Resolution: Approve Holiday Hours for Municipal Operations.
7. Resolution: Appoint Brett MacDonald to the Cemetery Committee.
8. Resolution: Authorize the purchase of Solar Powered Radar Speed Signs/Traffic Statistics Recorders.
9. By-Law: Zoning By-Law Amendment – Applicant: Ben and Jennifer Hughes.
10. By-Law: Adopt Policy and Procedure for the use of an unopened municipal road allowance.
11. By-Law: Regulate Waste Disposition at Township Landfill Sites.
12. By-Law: Adopt an updated Community Emergency Plan for the Township of Nipissing.
13. Review: DRAFT By-Law to prohibit the pushing of snow across municipal roads.
14. Review: 2021 Budget Update.
15. Discussion: 2022 Cost of Living and Wage Increases.
16. Correspondence.
17. Accounts to pay.
18. Closed Session: for discussion of the security of property belonging to the municipality.
19. By-Law: Confirming Proceedings of Council.
20. Adjournment.

****In response to COVID-19 safety protocols currently in place, Council meetings will be held at the Township of Nipissing Community Centre, 2381 Highway 654 and will be livestreamed to the Township of Nipissing YouTube channel.**

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>



TOWNSHIP OF NIPISSING

STAFF REPORT

FROM: Dan MacInnis

DATE: December 7,th 2021

Still working on updating our Standard Operating Procedures.

Due to a lack of manpower, I came up with a temporary fix on the Alsace Road. We used recycled asphalt to fill in the tire ruts. The fix seems to be working quite well with a cost of \$1500.

We have been doing preventive road side tree maintenance on problem roads. We have had 3 or 4 wind storms since we have cleaned up these roads and we have not had to pay out any overtime to clean up dead trees that have fallen on the roadways.

Winter patrol has started since our last council meeting.

We have been out a couple of times plowing and sanding so far.

We have installed most of the no parking signs in our turnarounds.

The Excavator is going to be delivered on Wednesday, December 8th, 2021.

We have received pricing back on getting bore hole and soil reports back on the Hummel bridge area.

Road Department staff have renewed their propane licenses.

Continue to maintain equipment.



Dan MacInnis, Operations Superintendent

TOWNSHIP OF NIPISSING

REPORT TO COUNCIL

REPORT DATE: December 7, 2021

SUBMITTED BY: John-Paul Negrinotti, Acting Deputy Clerk - Land Planning & Technology Administrator

SUBJECT: Staff Report:

Computrol Fuel System Software is now hooked up and running on Township server. Fuel deliveries can be inputted into system. Fuel System keeps records of fuel dispensed into township vehicles/machinery from the office, roads and fire departments.

Worked with the Operations Superintendent on updating a Standard Operating Procedure for Dump Trucks/Snow Plow trucks.

Attended the MSO-North 2021 Planning Workshop online this year.

Interesting Recent Amendments and Proposed Amendments to the Planning Act. Bill 276, Schedule 24 updates include:

1. Purchaser of land or the purchaser's agent can apply for a consent.
2. Increasing the period during which the conditions of a consent must be satisfied from one year to two years.
3. Another change will allow owners/agents to apply to the Consent Granting Authority for a certificate of cancellation in respect of land previously conveyed with a consent that, if approved and registered, would remove the application of specified exceptions from subdivision control in relation to the land (thereby potentially merging the lots involved)

*January 1, 2022 is the date on which the above changes to the Planning Act in Schedule 24 Of the Bill come into force



John-Paul Negrinotti, Acting Deputy Clerk -
Land Planning & Technology Administrator

MINUTES

TOWNSHIP OF NIPISSING
Tuesday, November 16, 2021

A special meeting of the Township of Nipissing Council was held on Tuesday, November 16, 2021. In response to the Provincial regulations in response to COVID-19, the meeting was held at the Township of Nipissing Community Centre, 2381 Hwy 654 and livestreamed to the Township of Nipissing YouTube Channel.

Present: Mayor Tom Piper and Councillors Steve Kirkey, Tom Marchant, Liz Moore and James Scott; Kris Croskery-Hodgins, Municipal Administrator.

By Zoom: Harold G. Elston

Disclosure of pecuniary interest: None.

R2021-235 S. Kirkey, J. Scott: That this part of our meeting will be closed to the public as authorized by Section 239(3.1) of the Municipal Act, 2001, c.25, for consideration of the following subject matter:

Educational or training sessions

A meeting of a council may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of education or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council.

Purpose of this Closed Session:

Training session provided by Integrity Commissioner Harold Elston, appointed as Township of Nipissing Integrity Commissioner by By-Law Number 2019-11, passed March 5, 2019.

Time: 5:05 p.m. **Carried.**

R2021-236 T. Marchant, S. Kirkey: That we resume to an open public meeting. Time: 6:12 p.m. **Carried.**

R2021-237 L. Moore, T. Marchant: That the Special Meeting be adjourned. Time: 6:13 p.m. Next regular meeting to be held November 16, 2021. **Carried**

Mayor:

Municipal Administrator:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by Council at the next regular Council Meeting.

MINUTES

TOWNSHIP OF NIPISSING
Tuesday, November 16, 2021

A regular meeting of the Township of Nipissing Council was held on Tuesday, November 16, 2021. In response to the Provincial regulations in response to COVID-19, the meeting was held at the Township of Nipissing Community Centre, 2381 Hwy 654 and livestreamed to the Township of Nipissing YouTube Channel.

Present: Mayor Tom Piper and Councillors Steve Kirkey, Tom Marchant, Liz Moore and James Scott.
Present: Fire Chief Will Bateman, Office Assistant Kristin Linklater, Operations Superintendent Dan MacInnis, Acting Deputy Clerk and Land Planning & Technology Administrator John-Paul Negrinotti and Municipal Administrator Kris Croskery-Hodgins.

Disclosure of pecuniary interest: None

Staff Reports:

John-Paul Negrinotti, Acting Deputy Clerk; Land Planning & Technology Administrator – written report.
Dan MacInnis, Operations Superintendent – verbal report.
Will Bateman, Fire Chief – verbal report.
Kris Croskery-Hodgins – written and verbal report.

Committee Reports:

Tom Piper – Eastholme Home for the Aged Board of Management

R2021-238 L. Moore, T. Marchant: That the minutes of the meeting held October 19, 2021 be adopted as published. **Carried.**

R2021-239 S. Kirkey, J. Scott: WHEREAS Communities across the province are addressing an intensified social crisis and Northern Ontario is no different. We recognize that creating solutions will require a multi-ministry approach but if there are lessons to be learned from this pandemic, what were once cracks in the health care foundation, there are now large gaps forming especially around mental health, addictions, and homelessness;
AND WHEREAS Northern Ontario has significant challenges when it comes to accessing mental health and addictions services for our people in our communities;
AND WHEREAS over 300 Child care staff providing services to over 21,000 licenced child care spaces in over 340 locations across the North, are reporting the effects of Mental Health and Addictions every day in the children they care for and the parents they support;
AND WHEREAS the defined area of Northern Ontario is over 800,000 square kilometres; annually over 500 Social Services staff provide financial and employment assistance to over 15,000 families in 37 delivery sites across the North. Over 300 Community Housing staff provide safe and affordable housing to over 17,000 families in the North. Police Officers and over 900 paramedics in the North have responded to 200,000 medical emergency 911 calls. Paramedics have reported direct results of the Mental Health and Addictions crisis in the North and some cases becoming ill themselves trying to cope with what they have seen.
AND WHEREAS the efforts of all agencies working to help and support those with Mental Health and Addiction issues are greatly appreciated. In some districts, over 30 agencies are providing assistance. We believe a streamlined agency would be able to put the combined funds to better use and as such we would like to see consolidation of these agencies with the input of Municipalities, DSSAB's and local stakeholders.

THEREFORE BE IT RESOLVED that the Township of Nipissing supports the Federation of Northern Ontario Municipalities (FONOM) request for Northern Ontario Health Teams, in consultation with Municipalities, DSSAB's and local stakeholders, to provide a province-wide strategy that supports such consolidation;

AND THAT a copy of this Resolution be shared with the Federation of Northern Ontario Municipalities and MPP Vic Fedeli. **Carried.**

R2021-240 L. Moore, T. Marchant: WHEREAS Monday, October 24, 2022 is Municipal and School Board election day in Ontario, and municipal clerks who administer Municipal and School Board elections are in the middle of planning for this important democratic event;

AND WHEREAS municipalities have statutory authority to use schools as polling places under section 45 of the Municipal Elections Act, 1996;

AND WHEREAS schools are often the largest, most centrally located and accessible facility in communities which make them ideal locations to host polling stations;

AND WHEREAS many school boards across the Province already work with municipalities to schedule a Professional Development Day (PD Day) on municipal election day every four years;

AND WHEREAS school boards and municipalities can work together to make it easier for local voters to cast their ballots while ensuring student safety;

THEREFORE, BE IT RESOLVED that the Township of Nipissing requests that the Near North District School Board schedule a Professional Development Day on the Municipal and School Board Election Day, October 24, 2022. **Carried.**

R2021-241 S. Kirkey, L. Moore: THAT the Township of Nipissing supports the Township of Scugog Resolution requesting that the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacement. **Carried.**

Item #8, Resolution for the purchase of 2 Solar Radar signs was deferred pending more information.

R2021-242 T. Marchant, J. Scott: That we approve the quotation from Cedar Signs for the supply of parking signs and required hardware at a total cost of \$1,453.68, including applicable taxes. **Carried.**

R2021-243 S. Kirkey, L. Moore: That we authorize the Mayor and the Municipal Administrator to sign an Agreement for Municipal Integrity Commissioner with Harold G. Elston, appointed Integrity Commissioner for the Township by By-Law 2019-11. **Carried.**

R2021-244 T. Marchant, L. Moore: THAT we approve the Township of Nipissing Workplace Vaccination Policy as presented. **Carried.**

R2021-245 S. Kirkey, L. Moore: The 2022 Council Meeting Schedule will be as follows:

January 4, 2022	January 18, 2022
February 8, 2022	February 22, 2022
March 15, 2022	March 29, 2022
April 12, 2022	April 26, 2022
May 10, 2022	May 24, 2022
June 7, 2022	June 21, 2022
July 12, 2022	August 16, 2022
September 6, 2022	September 20, 2022
October 4, 2022	October 18, 2022
November 15, 2022	
December 6, 2022	December 20, 2022 Carried.

This part of our meeting is declared a public meeting pursuant to the provisions of Section 34 (12) of the Planning Act, R.S.O., 1990, to discuss an application for a change to Zoning By-Law 2020-20 by the Township of Nipissing.

R2021-246 S. Kirkey, J. Scott: That we pass By-Law Number 2021-52, being a By-Law to amend Zoning By-Law 2020-20, as amended.

Read a first, second and third time and passed this 16th day of November, 2021. **Carried.**

R2021-247 S. Kirkey, L. Moore: That we pass By-Law Number 2021-53, being a By-Law to provide for fees charged by the Corporation of the Township of Nipissing.

Read a first, second and third time and passed this 16th day of November, 2021. **Carried.**

R2021-248 T. Marchant, J. Scott: That we pass By-Law Number 2021-54, being a By-Law to appoint an auditor licensed under the Public Accountancy Act for the Township of Nipissing.

Read a first, second and third time and passed this 16th day of November, 2021. **Carried.**

R2021-249 T. Marchant, L. Moore: That we accept the correspondence as presented. **Carried.**

R2021-250 S. Kirkey, J. Scott: That the statement of accounts dated October 27 and 29; November 10 and 12, 2021; totaling \$178,324.73 be approved. **Carried.**

R2021-251 L. Moore, J. Scott: That we pass By-Law No. 2021-55, being a by-law to confirm the proceedings of Council at its meeting held on November 16, 2021.

Read the first, second and third time and passed this 16th day of November, 2021. **Carried.**

R2021-252 S. Kirkey, L. Moore: That the meeting be adjourned. Time: 8:05 p.m. Next regular meeting to be held December 7, 2021. **Carried.**

Mayor:

Municipal Administrator:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by Council at the next regular Council Meeting.



TOWNSHIP OF NIPISSING

DRAFT

RESOLUTION

DATE: December 7, 2021

NUMBER: R2021-

Moved by

Seconded by

That the 2021 Holiday hours for municipal operations be as follows:

Township Office:

December 24, 2021	Closed at Noon
December 27 - 31, 2021	Closed

Landfill Sites: **remains closed Tuesdays, as per regular schedule.*

December 24, 2021	Closed at 2:00 p.m.
December 25, 2021	Closed
December 26, 2021	Closed
December 31, 2021	Closed at 2:00 p.m.
January 1, 2022	Closed

For Against

PIPER
KIRKEY
MARCHANT
MOORE
SCOTT

Carried

Mayor: Tom Piper



"Life the way it should be" ESTABLISHED 1888

TOWNSHIP OF NIPISSING

RESOLUTION

DATE: December 7, 2021

NUMBER: R2021-

Moved by

Seconded by

THAT we purchase 2 Safe Pace Evolution 15FM Full Matrix radar speed and traffic data collection units from Cedar Signs at a cost of \$9,263.74, including applicable taxes.

AND THAT we utilize funds from the Modernization Funding for this purchase.

For Against

PIPER
KIRKEY
MARCHANT
MOORE
SCOTT

Carried

Mayor: Tom Piper

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2022-XX

Being a by-law to establish policies for the use of unopened road allowances.

WHEREAS the Corporation of the Township of Nipissing is the owner of all road allowances within its jurisdiction;

AND WHEREAS the Township of Nipissing, from time to time receives requests from ratepayers to use parts of unopened road allowances for motor vehicle passage purposes and property access uses;

AND WHEREAS Township consent is required to improve and use unopened road allowances for a permanent access point to property;

AND WHEREAS the purpose of this By-Law is to establish policies with respect to the requirements of the Township of Nipissing if Council approves of an unopened road allowance being used for property access on a permanent basis;

NOW THEREFORE the Council of the Corporation of the Township of Nipissing ENACTS AS FOLLOWS:

1. General Policy

It is the general policy of the Township of Nipissing that unopened road allowances shall not be used for motor vehicle travel purposes and that any cutting down of trees or grading or removing of rocks or fill on unopened road allowances is prohibited without the express approval of Council. Any unauthorized work will be considered trespassing and will be prosecuted accordingly.

2. Applications

Council may decide that an Application to use an unopened road allowance merits consideration; the following are the conditions of approval;

2.1 Survey

Applicants are required to, at their expense, have an Ontario Licensed Surveyor survey the road allowance to be sure that the proposed use will not encroach on adjacent lands. A copy of the survey is to be provided to the Municipal Office prior to the commencement of work.

2.2 Applicant's Expense

All work shall be done at the Applicant's expense. In the event that an Applicant fails to pay the costs incurred within six (6) months of Council approval of an application, all outstanding costs will be added to the tax roll and collected in the same manner as taxes pursuant to Section 398 of the *Municipal Act*, c. 25, S.O. 2001, as amended.

2.3 Application Costs

An Administration Fee of \$500 will be submitted with the application package. Once approved, the Applicant will receive instruction to submit a \$1,500.00 refundable deposit to the Township. This deposit is intended to cover any legal, planning, advertising or consultant costs associated with the application that may be billed to the Township.

2.4 Outline of Proposed Work

The Applicant shall prepare, and submit with the application package to Council for approval, a summary of the proposed work program including width, scope of work and special attention for any environmentally sensitive areas in the subject area. The work shall be completed within one year from the date of the approved application, with a possible extension of one additional year.

2.5 No Assumption by the Township of Nipissing

Once the work is approved by Council and completed by the Applicant and access is possible, it is not a road which is "assumed" by the Township of Nipissing.

- 2.6 Inspection
The Township of Nipissing will inspect the work only to the extent to make certain that the Applicant has followed Council's direction.
- 2.7 Posting of Sign
The Applicant shall be required to post signs "ROAD NOT ASSUMED BY THE TOWNSHIP OF NIPISSING, USE AT OWN RISK". If these signs are removed, they shall immediately be replaced by the Applicant.
- 2.8 Insurance
The Applicant shall obtain liability insurance (minimum \$5,000,000, two million dollars), with respect to the use of the unopened road allowance, and file a copy with the Township of Nipissing. The Township of Nipissing must be added as an additional insured on the policy. The insurance company must give an undertaking that the policy will not be cancelled or terminated without 30 days' notice to the Township of Nipissing. A copy will be provided to the Municipal Office on an annual basis.
- 2.9 Waiver of Liability
The Applicant must enter into an Agreement with the Township of Nipissing waiving, releasing and discharging the Township of Nipissing of and from all claims, actions, causes of actions and damages for death, personal injury or damage to property arising out of the use of the unopened road allowance.
- 2.10 Removal of Timber
Timber removal from the unopened road allowance is the property of the Township of Nipissing and must be purchased from the Township of Nipissing at the determination of the Township of Nipissing Municipal Administrator. All trees and brush must be removed and any ditching required must be completed by the Applicant.
- 2.11 Standards of Construction
Should the proposed project affect the entrance/egress to a property, a road surface is to be a minimum of 12 feet in width; cleared width is to be minimum 20 feet and a turn-around is to be built sufficient to allow Emergency vehicles to maneuver.
- 2.12 Crown Land
Where any part of an entrance is intended to cross an unopened township road allowance and also cross Crown land, the proponents must provide written confirmation that the Province of Ontario has no objection to the project being proposed and application being submitted.
- 2.13 Complete Application
All application packages shall be submitted to the Township of Nipissing Office. Each package shall contain a completed Application Form, as attached to this By-Law and forming "Schedule A"; a rough sketch, may be hand-drawn, of the proposed area of use; and the Administration Fee of \$500.00 (non-refundable). The Municipal Administrator will review the package for completeness, advise the Applicant of any deficiencies if applicable, and place the item on the next available Council Agenda.
3. Further Conditions
Council shall add such additional conditions as it deems necessary having regard to the circumstances and area in which the proposed work is located.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS XX DAY OF DECEMBER, 2021.

Tom Piper, Mayor

Kris Croskery-Hodgins, Municipal Administrator

TOWNSHIP OF NIPISSING

APPLICATION To Use an Unopened Municipal Road Allowance

PROCEDURES Effective January 1, 2022

1. **The Application**

- a) Complete the following application form and return it to the Clerk with an Application Fee of \$500.00 (non-refundable), payable to the Township of Nipissing.
- b) Provide as much detail as possible, i.e. plans, sketches, etc.
- c) Include a legal description of the property – lot, concession and a copy of your Transfer.
- d) Include a survey of the Applicant's lot if one is available. Hand-drawn project proposals are acceptable at this point of the process.

2. **Next Steps**

Staff will review the application package submitted. The Official Plan, Zoning By-Law and Provincial Policy Statement will be consulted for permitted use. Once the review is complete and staff recommendations are prepared, the item will be placed on the next available Council agenda.

3. **Council Determination**

- a) Council will consider the application. If they find favour, they will "approve it in principle" and forward the documentation to their solicitor for investigation and processing.
- b) If Council does not approve, the application will be denied.

4. **Deposits – A Summary**

- a) On Application \$500.00
A Non-Refundable Application fee for preliminary investigation prior to the Application going on Council's agenda.
- b) Legal and Planning Deposit (refundable) \$1,500.00

NOTE 1: File will be put on hold until the deposit for legal and planning expenses has been paid.

NOTE 2: This money to be paid within thirty (30) days of Council's "approval in principle".

6. **Survey Plan**

Applicants are to instruct their surveyor to prepare a draft survey plan. The Township's solicitor will provide you with an instruction sheet for this purpose.

7. **Municipal Solicitor**

Will prepare an agreement for the use of the Unopened Municipal Road Allowance.

8. **Next Steps**

Any outstanding expenses shall be paid prior to the completion of the Use Agreement. Upon completion of the agreement for use, the Applicant will arrange for Insurance documents to be completed and submitted to the Township of Nipissing Office. Signage will be put in place as per the policy of use.

9. **A Word of Caution**

When our lawyers and planners do their investigation, sometimes the most unusual issues turn up and these have to be resolved which adds to the cost of the process. The most common issues are easements required by Hydro One or Bell Canada, but it could be title problems, objections by neighbours, etc.

Revised January 1, 2022

**TOWNSHIP OF NIPISSING
APPLICATION**

Use of Unopened Municipal Road Allowance

1. Property Description: _____
2. PIN Number: _____
3. ROLL Number of adjacent property: 4971-000- _____
4. Name of Applicant: _____
5. Address of Applicant: _____
6. Telephone Number: _____
7. Proposed Project and Use of Property:
(You may attach a separate proposal)

INSTRUCTIONS

1. Please fill out the above Application.
2. Forward your Application and cheque made payable to the Township of Nipissing, for the sum of \$500.00, to the Municipality. It will be applied towards any costs incurred by the Municipality, whether the transaction is finalized or not.
3. If there are no issues, our Solicitor will contact you with instructions regarding:
 - a) a survey
 - b) a further deposit of \$1,500.00

DATE: _____

Signature of Applicant

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2021-58

Being a by-law to prohibit the unauthorized disposal of waste and to establish and regulate a system for the disposal of solid waste in the defined areas of the Township of Nipissing.

WHEREAS the Corporation of the Township of Nipissing (the "Township") is the owner and operator of landfill sites located at Concession 15, Lot 5 (Bear Creek Landfill), Provisional Certificate of Approval No. A522402 and Concession 17, Part of Lot 21 (Wolfe Lake Landfill), Provisional Certificate of Approval No. A522401;

AND WHEREAS Section 10(2) of the Municipal Act, S.O. 2001, c.25 provides for single tier municipalities to pass by-laws respecting health, safety and well-being of persons and the services that a municipality is authorized to provide;

AND WHEREAS the Council deems it desirable to prohibit the unauthorized disposal of waste and to regulate the disposal of waste and recycling;

NOW THEREFORE the Council of the Corporation of the Township of Nipissing hereby enacts as follows:

1. **Definitions**

"Council" means the Council of the Corporation of the Township of Nipissing.

"Household Hazardous Waste" includes but is not limited to paint, oil, solvents, batteries, sharps and used needles, pesticides, cleaners and chemicals.

"Human Waste" means urine or feces produced by a human.

"Landfill Supervisor" and/or their designate is the person appointed by Council to supervise the operations of the landfill sites, as per the approved job description within the Township's Human Resources Policy Manual.

"Recyclable Materials" includes but is not limited to cardboard, paperboard, paper, steel, aluminum and some plastics.

"Solid Waste" means discarded materials includes garbage, refuse, household waste and other materials which do not include human waste, commercial agricultural animal viscera and carcasses, household hazardous waste, rubber tires (all types), electronic waste and recyclable materials.

2. **Waste Disposal Site – Access and Use**

- i. Only solid non—hazardous municipal and commercial waste originating from within the Township of Nipissing may be deposited at the landfill sites known as "Bear Creek Landfill" and "Wolfe Lake Landfill". No person shall deposit or cause to be deposited waste originating from any place other than the Township of Nipissing at the landfill sites.
- ii. Landfill Operations; Landfill Declaration Form Policy #2015-01, attached as Appendix "A" and forming part of this By-Law, requires residents to complete and sign the declaration form qualifying the nature and origin of bulk waste entering the Wolfe Lake landfill site.
- iii. No person other than a resident, property owner or agent of same with proper Landfill Entry Permit may deposit waste at the landfill sites known as "Bear Creek Landfill" and "Wolfe Lake Landfill". Recyclable materials will not be accepted in household waste at the landfill sites. Recyclable materials shall be placed in the appropriate receptacles provided and clearly marked for recyclable materials at each landfill.

- iv. Locations:
Bear Creek Landfill Site:
Household and commercial waste, steel, burnable brush and clean wood, recyclable materials, electronics and textiles are accepted at the Bear Creek Landfill Site.
All other materials will be refused at this site.

Wolfe Lake Landfill Site:
Household and commercial waste, steel, burnable brush and clean wood, recyclable materials, electronics, textiles, shingles and bulk items are accepted at the Wolfe Lake Landfill Site.
- v. Residential construction waste, sorted, will only be accepted at the Wolfe Lake Landfill Site. Cement block is not accepted in the construction waste. Cement block will be refused at each landfill site.
- vi. Bulk items such as plastic yard furniture, mattresses, furniture, plastic coolers, large plastic items and construction items shall be placed in the appropriate location of the Site at the direction of the Landfill Site Supervisor or their designate.
- vii. Landfill Hours of Operation
Landfill hours shall be:
3513 Highway 534 (Wolfe Lake Site): Saturday 10 a.m. to 6 p.m.
Monday 10 a.m. to 6 p.m.
Thursday 4 p.m. to 8 p.m.
2719 Highway 654 (Bear Creek Site): Friday 10 a.m. to 6 p.m.
Sunday 10 a.m. to 6 p.m.
Wednesday 4 p.m. to 8 p.m.
Landfill sites will be closed on Statutory Holidays including Remembrance Day when it falls on a week day.

3. General Provisions

- i. Every person entering a landfill site to deposit waste shall present a valid Landfill Permit and provide payment as required in accordance with the current User Fee By-Law.
- ii. The Landfill Supervisor or their designate shall be permitted to inspect and approve or refuse any load prior to entering the landfill sites.
- iii. All solid waste shall be placed in accordance with the direction of the Landfill Supervisor or their designate. Every person using the Landfill Site(s) shall follow the Landfill Public Safety Policy, attached hereto as Schedule "B".
- iv. All household waste shall be contained within clear or tinted bags, allowing the Landfill Supervisor or their designate an unobstructed view of items within the bag. One privacy bag per clear bag of waste will be allowed. A privacy bag shall not be larger than 20" x 22". Any waste arriving at the Landfill sites not in compliance with this regulation will be refused.
- v. No dead animals including fowl, or parts thereof, produced from a commercial agricultural operation shall be dumped or disposed of at the landfill sites. Animal viscera/carcasses resulting from the hunting and harvesting of animals shall be placed as directed by the Landfill Site Supervisor or their designate.
- vi. Mixed loads not sorted for appropriate disposal will be refused entry to either landfill site.
- vii. Household hazardous waste will not be accepted at the Township Landfill Sites. All Household Hazardous Waste is accepted at the Household Hazardous Waste Depot in the City of North Bay for Township residents and landowners.

- viii. Rubber tires will not be accepted at the Township Landfill Sites. The Township of Nipissing is not a registered Collection Site for tires under the *Resource Recovery and Circular Economy Act, 2006*, and not approved to accept tires of any kind.
- ix. As detailed within the Provisional Certificate of Approval for each landfill site, scavenging is not permitted. Any item deposited within a landfill site may only be removed by an agent acting under an agreement with the Township of Nipissing for a recognized waste diversion program or system.
- x. No person shall enter upon or dispose of any waste or recyclable materials at the landfill site(s) outside of operating hours of the Landfill Site(s) or when a Landfill Attendant is not present. Exceptions may be made by authority of the Operations Superintendent and with staff member present during use.
- xi. No person shall dump or dispose of any waste on any land owned by the Municipality or Her Majesty the Queen in right of either Canada or Ontario, except the stated Landfill Site(s). Dumping of waste outside of the landfill site(s) is prohibited.
- xii. No person(s) shall dump or dispose of any waste on any private land within the Municipality unless the land described is a waste disposal site operated in accordance with an approval issued under the *Environmental Protection Act* R.S.O.1990, c. E.19 provided that this subparagraph shall not prohibit the temporary storage of refuse pending other disposal or the composting of organic material all of which refuse or organic material originated on the parcel of land where it is stored.
- xiii. No person shall dispose of human waste from a commercial or residential unit, including recreational units, within the landfill site(s).
- xiv. No person(s) shall dispose of human waste other than collected within an appropriate human waste collection unit for septic/sewage disposal, on any land owned by the Township of Nipissing.

4. Penalties and Enforcement

i. Load Refusal at Landfill Sites:

Penalties shall be enforced on the person named on the Landfill Entry Permit utilized at the time of use.

- a. For waste placed in an area not designated or for non-compliance of placing waste as directed by municipal staff, landfill privileges may be suspended for a one (1) month period.
- b. Placing recyclable materials, household hazardous waste materials, electronics or textiles in household waste in contravention of this By-Law will result in the person(s) depositing the waste materials may be suspended for a one (1) month period.
- c. Non-compliance of placing waste as directed by municipal staff and municipal policy may result in a one (1) month suspension of landfill privileges.
- d. Not having a valid Landfill Entry Permit will result in the load being refused entry to the site.
- e. Attempting to place waste of any kind that has not originated in the Township of Nipissing will result in the load being refused and possible further actions if attempts to contravene the Landfill By-Law continue.

ii. Suspension of Landfill Privileges:

Penalties shall be enforced on the person named on the Landfill Entry Permit utilized at the time of use.

- a. Completing and submitting a Landfill Declaration form with false information shall result in a suspension of landfill privileges for the person named on the Landfill Entry Permit and/or the person attempting to contravene the landfill policy. The suspension will begin with a one (1) year period.
- b. Should there be a subsequent issue regarding the same individuals, revocation of landfill privileges will be imposed.
- c. Verbal, physical or implied harassment toward municipal staff will not be tolerated. Should there be a reported incident, the person(s) in contravention of the harassment shall have their landfill privileges suspended pending an investigation of the matter by municipal resources and/or the Ontario Provincial Police.
- d. Anyone found to be guilty of harassment of a municipal staff member shall have their landfill privileges suspended for a period of two (2) years. Should there be any subsequent issues of this nature regarding the same individual(s) or any acts of retribution for the enforcement of this suspension, the individual(s) involved shall have their landfill privileges revoked.
- e. Any person suspended from access to the landfill sites for any purpose shall be notified by written notice from the Township Office, setting out the grounds for the suspension. Those wishing to appeal the decision may do so before Council by providing written notice of the request to the Municipal Administrator. Council shall consider whether to maintain or revoke the suspension subject to such conditions as it may determine.

iii. Provincial Offences Act

- a. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine, to a maximum of \$1,000 (one thousand dollars) for each offence exclusive of the costs, as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

5. **Repeals**

By-Law Number 2020-27 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 7TH DAY OF DECEMBER, 2021.

Tom Piper, Mayor

Kris Croskery-Hodgins, Municipal Administrator

TOWNSHIP OF NIPISSING POLICY			
Effective Date: June 24, 2015	Revision Date: December 7, 2021	Number: 2015-01	Revision: 1
Title: Landfill Operations – Landfill Declaration Form			
Approved By: Tom Piper Mayor			Page: 1 of 2

Purpose:

To provide direction for the disposal of waste at the Township's two Landfill locations to help prolong the life of the landfills and ensure that all waste entering the sites has been generated within the Township of Nipissing.

Scope:

All residents and landowners within the Township of Nipissing utilizing the landfill site services.

Policy:**Completion of a Landfill Declaration Form**

All shingles, construction materials, furniture, appliances (tagged or untagged) and other bulk waste items shall have a completed Landfill Declaration Form completed and submitted to the Landfill Attendant prior to the depositing of the items within the appropriate landfill sites.

Non-Compliance with Landfill Operations Policies

Should a resident, landowner or agent acting on behalf of a landowner refuse to complete a Landfill Declaration Form and present a valid Landfill Entry Permit, entry to the Landfill Site will be refused and noted in the Landfill Attendant's records. The dumping of waste not in compliance with this policy shall be forbidden within the Township of Nipissing Landfill Sites.

Should a resident, landowner or agent acting on behalf of a landowner be found to have contravened the Township of Nipissing Landfill Policies, such as but not limited to depositing waste not generated within the Township of Nipissing, not placing sorted types of waste as directed or not complying with the completion of the required Declaration Form, may have landfill privileges suspended or revoked.

Record Retention

The Landfill Attendant shall bring all completed forms to the Township Office for records storage according to the Township of Nipissing Record Retention By-Law. Once complete, these forms are protected under MFIPPA.

Disputes

Anyone disputing this policy or the enforcement of same, shall submit their concerns to the Township of Nipissing Office in writing during regular office hours for review by the Municipal Administrator.



The Corporation of the Township of Nipissing
45 Beatty Street
Nipissing ON P0H 1W0
Telephone 705-724-2144 Fax 705-724-5385
www.nipissingtownship.com

LANDFILL DECLARATION FORM

Landfill Card # _____

Name: _____
(please print)

Property Owner Name: _____
(if different from above)

Address: _____

Phone Number: _____

Item(s) being disposed of:

Shingles ☐ Construction Material ☐

Furniture ☐ Appliances (tagged or not) ☐

Mattress(s) ☐ Water Craft ☐

Other _____

Please read the following carefully:

I, _____, declare that all materials I am bringing to the
(please print your name)

Township of Nipissing Landfill for disposal originated within the Township of

Nipissing at: _____
(Municipal Address of Origin (if different from above) here – Please print)

Signature

Date

Note: The Township of Nipissing operates both Landfill sites under Certificates of Authority (COA) Numbers A522401 and A522402, issued by the Ministry of the Environment. As per the COA only solid, non-hazardous municipal and commercial waste can be accepted and only waste that is generated within the Township of Nipissing shall be accepted at the sites.

Landfill Staff Signature

Date



TOWNSHIP OF NIPISSING POLICY			
Effective Date: August 7, 2018		Number: 2018-01	Revision: 0
Title: Landfill Operations – Landfill Public Safety Policy			
Approved By: Resolution R2018-139			Page: 1 of 1

Purpose:

To provide direction to the public and operating personnel of the landfill sites owned and operated by the Township of Nipissing on safe practices within the sites.

Scope:

All residents and landowners within the Township of Nipissing utilizing the landfill site services.

Policy:

The safety of the public and the site operating personnel is of prime importance at all times.

To protect the safety of the site users, the following basic rules shall apply:

- Children, pets and individuals not unloading waste must remain in vehicles.
- Only adults are allowed to unload vehicles in areas as directed by site operators.
- Wastes shall be unloaded in designated areas, to the rear of vehicles.
- Users must leave the unloading area immediately upon unloading of vehicles.
- Smoking in the unloading areas is not permitted.
- Lit smoking materials are to be extinguished within the vehicle and not extinguished in the unloading areas or surrounding areas.
- Scavenging in any area of the landfill sites is strictly prohibited.
- Entering the landfill site outside of the designated hours of operation, without the permission and presence of the Operations Superintendent, is considered trespassing and legal action will be taken.

Potential hazards within the landfill sites includes:

- Narrow Roads
- Vehicle Traffic
- Uneven Surfaces
- Exposed Wastes
- Odours
- Soft Ground
- Debris

Disputes

Anyone disputing this policy shall bring their concerns to the Township of Nipissing Office during regular office hours for discussion.

Email: admin@nipissingtownship.com, call 705-724-2144 or fax 705-724-5835

By-Law Number 2021-58
Schedule “C”

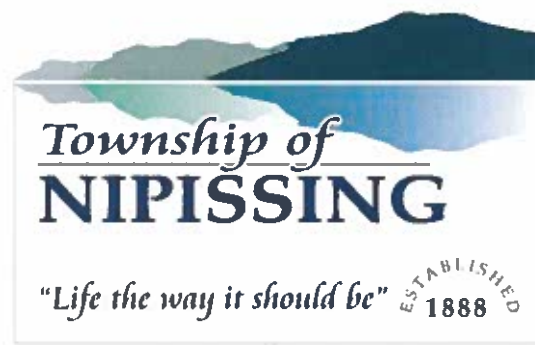
THIS IS SCHEDULE “C” TO BY-LAW NUMBER 2021-58
THE CORPORATION OF THE TOWNSHIP OF NIPISSING

Penalties – Part 4

Set Fines Part I
Provincial Offences Act

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Enter Landfill to dispose of items outside of normal hours, without permission	3.x.	\$500.00
2	Dispose of waste outside of landfill site(s) on municipal property	3.xi.	\$300.00
3	Dispose of Human Waste in the landfill site(s)	3.xiii.	\$1,000.00

Note: The penalty provision for the offences indicated above is section 4 of By-Law Number 2021-58, a certified copy of which has been filed.



THE CORPORATION OF THE TOWNSHIP OF NIPISSING COMMUNITY EMERGENCY PLAN

An Emergency:

“A situation or impending situation caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.”

Emergency Management and Civil Protection Act RSO 1990 Chapter E9 as amended

Schedule “A” to By-Law Number 2021-59

(A)

AUTHORITIES

This plan was first enacted February 20, 2001 under By-law No. 1000. The plan was further amended December 14, 2004 under By-Law No. 1097, under authority of the Emergency Management Act RSO 1990 Chapter E9 as amended and further amended by By-law No. 2014-02 under the Emergency Management and Civil Protection Act.

Disclaimer

The Township of Nipissing Emergency Response Plan has been formulated to contain information pertinent to the Township. However, it is not intended to fulfill the needs of every community in Ontario. The Township of Nipissing does not, in any way guarantee or warrant the accuracy, completeness or usefulness of any information, product or process disclosed or recommended in this document, or that the procedures laid out herein will be a perfect response to any emergency situation.

Protection from Liability for Implementation of the Plan

Section 11 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E,9 as amended, states;

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.

Municipality not relieved of liability (3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.

Freedom of Information and Protection of Privacy - Any personal information collected under the authority of the plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined with the Plan and the release of any information under this plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended.

(B)

A. INTRODUCTION:

By their nature, emergency incidents require coordinated response by a number of agencies, under the direction of elected and appointed officials. They are distinct from routine operations carried out by these agencies under day-to-day procedures.

Emergencies may include: flood, hurricane, wind storm, blizzard, landslide, explosion, aircraft or rail crash, toxic or hazardous material spill, building collapse, vehicular accident, uncontrollable fire, or any threat of the foregoing, in which immediate remedial action will be required by the Township of Nipissing.

Emergency Management and Civil Protection Act - definition of an emergency:

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Management and Civil Protection Act RSO 1990 Chapter E9 as amended

This Plan outlines the general methods by which such action will be taken.

The Township of Nipissing is located on the south shore of Lake Nipissing, in the District of Parry Sound, and has a population of approximately 1707 (2016) with an influx of approximately 1000 tourists in the summer months. Most of the Township is zoned as primarily rural with designated recreational and residential areas and hosts cottage and residential housing. It covers a geographical area of approximately 393.8 square kilometres. Property classifications includes residential, seasonal and farms.

Located at the bottom of each page, is an “updated” date. This date will identify the page and the most current update. The most current update is kept in the Office of the Township of Nipissing. Inquiries related to this document can be made to:

Will Bateman, Fire Chief, CEMC, Municipal By-Law Officer 705-752-2772
Kris Croskery-Hodgins, Municipal Administrator, Alternate CEMC 705-724-2144

Copies of this plan, not including the appendices, are available at the Township Office located at 45 Beatty Street.

(C)

Distribution of Copies (19)

- **Ontario Provincial Police (1)**
- **North Bay Central Ambulance Communications Centre (1)**
- **Township of Nipissing Fire Department (2)**
- **EOC/ECC (1)**
- **Township Office (1)**
- **Operations Superintendent (1)**
- **Mayor/Council (5)**
- **Medical Officer of Health (1)**
- **CEMC Primary and Alternate (2)**
- **DSSAB (1)**
- **EMS/Ambulance Service (Parry Sound) (1)**
- **Emergency Information Officer (1)**
- **Emergency Management Ontario (1)**

* *It is recommended this document be kept in a "loose leaf" format as all updates will be the affected pages only.*

- TABLE OF CONTENTS -
COMMUNITY EMERGENCY PLAN TOWNSHIP OF NIPISSING

SECTION	PAGE
Cover Page	
Authorities.....	(A)
Introduction.....	(B)
Distribution of Copies.....	(C)
 Introduction	
1.0 Service Area Covered by this Plan.....	Figure 1.....1(a)
Administrative Framework.....	Figure 2.....1(b)
Community Emergency Procedural Flow Chart.....	Figure 3.....1(c)
2.0 Aim, Abbreviations, Definitions.....	2 (a)(b)
3.0 Composition of the Emergency Operations Control Group.....	3
4.0 Activating the Plan.....	4, 5
5.0 Responsibilities of the Head of Council.....	6
6.0 Responsibilities of the Municipal Administrator	6
7.0 Responsibilities of the Emergency Operations Control Group.....	7
8.0 Responsibilities and Functions of the Police Services.....	8
9.0 Responsibilities and Functions of the Fire Department.....	9
10.0 Responsibilities and Functions of Public and Private Utilities.....	9
11.0 Responsibilities and Functions of the Public Works and Services.....	10
12.0 Responsibilities and Functions of the C.E.M.C.....	11
13.0 Responsibilities of the District Health Unit.....	12
14.0 Responsibilities of the Emergency Ambulance, Hospital and Physician Services.....	13
15.0 Responsibilities of Community Services.....	13
16.0 Responsibilities of the Township Clerks Department.....	13
17.0 Update.....	14
18.0 Dates of Emergency Plan Updates.....	15(A)(B)
Table of Contents – updated November 30, 2021	

APPENDICIES

	PAGE
Appendix I	Emergency Operations Control Group Call-Out List.....16
Appendix II	Quick Guide.....17
Appendix III	Requests for Additional Assistance.....18(a)(b)(c)
Appendix IV	Support Services and Agencies.....19(a)(b)
Appendix V	Media Contacts.....20
Appendix VI	EOC Locations.....21
Appendix VII	Hazard Identification and Risk Analysis (HIRA), 2004.....22
Appendix VIII	Declaration of an Emergency Fax Form.....23
Appendix IX	Termination of an Emergency Fax Form.....24
Appendix X	Diesel Fuel/Fuel Oil and Gasoline Requirements.....25
Appendix XI	Emergency Plan – Accessibility Format.....26

-1(a)-

Figure 1

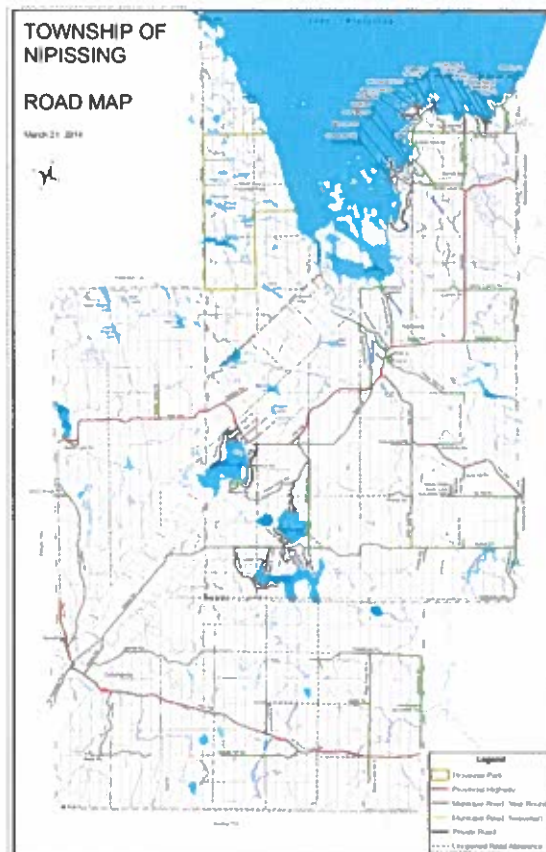
**COMMUNITY EMERGENCY PLAN
FOR
THE TOWNSHIP OF NIPISSING**

**PLAN FOR THE CO-ORDINATION OF ALL SERVICES REQUIRED IN THE EVENT OF
A REAL OR ANTICIPATED PEACETIME EMERGENCY.**

1.0 SERVICE AREA

The service area covered by this Plan shall include only the Corporate Limits of the Township of Nipissing.

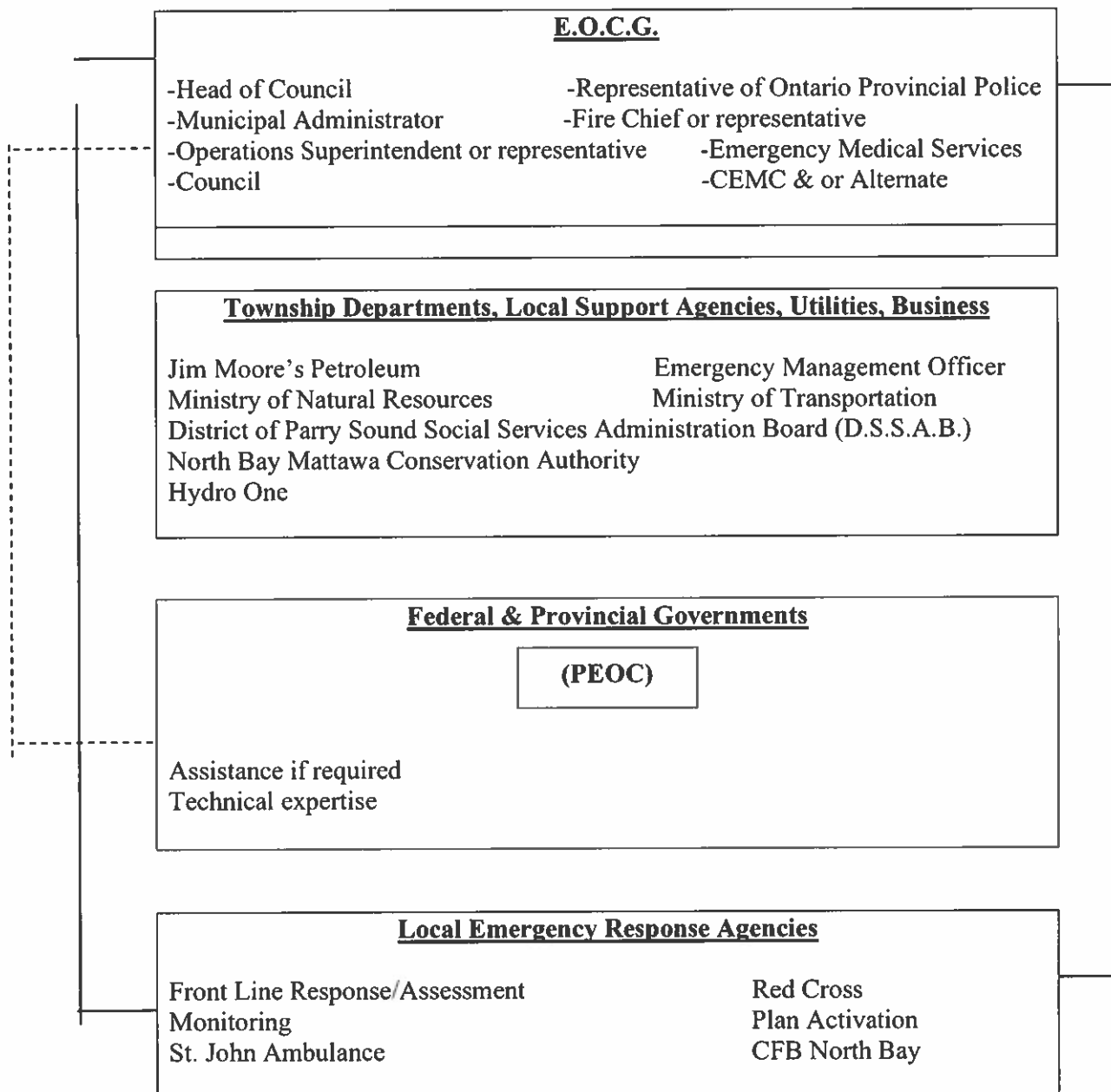
** Attached in the Emergency Plan Kit, are Township of Nipissing Maps that demonstrate Township boundaries.*



- 1(b) -

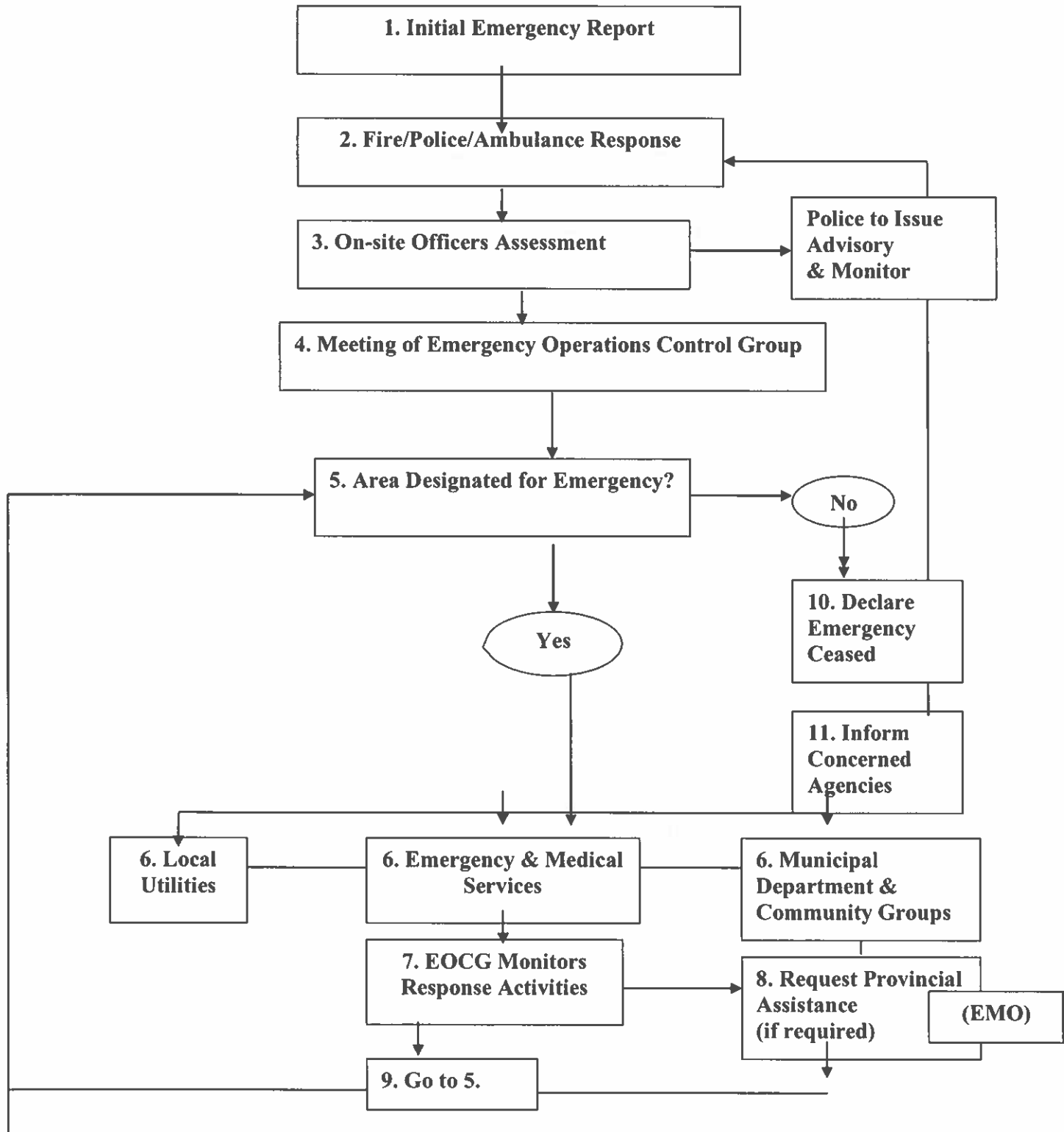
Figure 2

Administrative Framework



- 1(c) -
Figure 3

Community Emergency Procedural Flow Chart



2. AIM, ABBREVIATIONS, DEFINITIONS

2.1 The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the inhabitants of the Township of Nipissing when faced with an emergency.

2.2 Abbreviations/Definitions

1. **CEMC** means “Community Emergency Management Co-ordinator” as appointed by the Council of the Township of Nipissing
2. **CEP** means “Community Emergency Plan”
3. **CEMPC** means “Community Emergency Management Program Committee”
4. **CERV** means “Community Emergency Response Volunteer”
5. **DNSSAB** means “District of Nipissing Social Services Agreement Board”
- 5b. **DSSAB** means “District of Parry Sound Social Services Administration Board”
6. **ECC** means “Emergency Command Centre” or EOC Emergency Operations Centre
7. **EMA** means “Emergency Management Act (Bill 148) RSO 1990 Chapter E9 as amended
8. **EMS** means “Emergency Medical Service”
9. **EMO** means “Emergency Management Ontario”
10. **EOCG** means “Emergency Operations Control Group”
11. **ESM** means “Emergency Site Manager”
12. **Emergency** means “Situations or the threat of impending situations which, by their nature or magnitude, abnormally affect the lives or property of our society”

Emergency Management Act – definition of an emergency: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Emergency Management and Civil Protection Act

-2(b)-

- 13. **HAZMAT** means “Hazardous Materials”
- 14. **HIRA** means “Hazard Identification and Risk Analysis” (Reference EMA, 2003)
- 15. **NNCCAC** means “Near North Community Care Access Centre”
- 16. **OCIPEP** means “Office of Critical Infrastructure Protection and Emergency Preparedness”
- 17. **OFMEM** means “Office of the Fire Marshal and Emergency Management”
- 18. **PEP** means “Provincial Emergency Plan”
- 19. **PEOC** means “Provincial Emergency Operations Centre” located and operational at the Discretion of Province of Ontario
- 20. **DCSR** means “Daily Consolidated Situation Report”

3. COMPOSITION OF THE EMERGENCY OPERATIONS CONTROL GROUP FOR THE TOWNSHIP OF NIPISSING

- 3.1 All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This will be known as the “Emergency Operations Control Group”. It will consist of the following:
 - 3.1.1 The Mayor or Alternate & Council.
 - 3.1.2 The Municipal Administrator
 - 3.1.3 The Staff Sergeant or Alternate of Ontario Provincial Police.
 - 3.1.4 The Fire Chief or Alternate.
 - 3.1.5 The Operations Superintendent or Alternate.
 - 3.1.6 The Medical Officer of Health or Alternate
 - 3.1.7 The Manager of the Parry Sound & District Ambulance Service or Alternate.
 - 3.1.8 The Emergency Information Officer or Alternate.
- 3.2 The Services, Agencies of Officials listed below or appended to this Plan may operate in support of the Emergency Operations Control Group as and when required. Notification will be passed to them by the Municipal Administrator or the Municipal service with whom they normally operate.
 - 3.2.1 Hydro One Services
 - 3.2.2 North Bay Regional Health Centre
 - 3.2.3 Bell Canada
 - 3.2.4 Canadian Forces Base North Bay

NOTE: A current listing of telephone numbers will be associated with this document. (see Appendix: IV)

4 ACTIVATING THE PLAN

- 4.1 This Plan will be formally activated when an emergency is considered by the Emergency Operations Control Group, through the Head of Council to be of such magnitude as to warrant its use or “designation” as an emergency.

Preliminary Phase (Emergency Services)

- 4.2 In the preliminary phase, the senior officers of the Police, Fire and Ambulance services **on-site** will gather soon after arrival and assess the incident.
- 4.2.1. If the incident can be dealt with under normal procedures, then the response continues.
- 4.2.2. If the incident could expand to become a community emergency, then the duty officer with the Ontario Provincial Police will send an advisory message to local Emergency Response providers, North Bay General Hospital (who may notify other regional hospitals), and EOCG members (see Appendix “I”). Monitoring should continue.

Secondary Phase (EOCG Members)

- 4.3 The secondary phase of activation will be made by a member of the Emergency Operations Control Group, who receives the initial warning and/or arrives first on the scene of the emergency.
- 4.3.1 The notification may be activated by the Municipal Administrator, the Fire Chief, the Ontario Provincial Police, the Operations Superintendent or the Manager the Parry Sound District Ambulance Service or a designate of any of the aforementioned.
- 4.3.2 Upon activation, the notification process will begin at once by the most senior staff member attending the EOCG or Township Office. The staff member will ensure this information is passed to and understood by each person called. A statement regarding the detail passed to each member, time and names contacted will be noted in the Staff members log for record keeping purposes.
- 4.3.3. Persons on the notification list will be called in order, starting with the Mayor (see Appendix “I”).

- 4.3.4 Each member will be notified in order of the list. If a member is not available, the Staff person notifying the EOCG will move to the next name on the list. Note and record time of attempted contact.
- 4.3.5 Once the end of the list has been reached, try again to reach those who were not available on the first attempt. Continued attempts at communication are to be made until all members are notified.
- 4.3.6 Record the exact time each person was reached, or the time of attempted contact.
(Page 14)
- 4.4. On receiving the Emergency Alert, the members of the Emergency Operations Control Group will assemble at the Emergency Command Centre in the Township of Nipissing Office at 45 Beatty St. Radio systems will be established at the site.
 - 4.4.1 The Municipal Administrator will exercise overall control, pending the arrival of the Mayor or Alternate, at the Command Centre.
 - 4.4.2 The Fire Department or Roads Department will provide a radio-equipped vehicle for the use of the Mayor and the Municipal Administrator
 - 4.4.3 Other agencies and organizations may be contacted for assistance (see Appendix "IV").
- 4.5 The Emergency Information Officer will be apprised of the incident and, on authorization of the Head of Council, will make contact with local Media at the earliest possible opportunity to release information.
 - 4.5.1 The Emergency Information Officer, with Emergency Operations Control Group approval, will arrange for the safe conduct of Media Representatives to a point as close as possible to the incident site as soon as possible. Such site visits may be repeated from time-to-time during the emergency if deemed to be safe and feasible.
 - 4.5.2 Media contact with members of the Emergency Operations Control Group will be through the Head of Council or the Emergency Information Officer only, unless otherwise indicated.
 - 4.5.3 The Emergency Information Officer will prepare a media statement to be distributed via Code Red, Township Website and Township departmental social media accounts to assist with public notification of any significant information or events.

5.0 RESPONSIBILITIES OF THE HEAD OF COUNCIL

- 5.1 The responsibilities and functions of the Mayor in a peacetime Emergency will be as follows:
 - 5.1.1 On the advice of the other members of the Emergency Operations Control Group, officially declare an Emergency to exist.
 - 5.1.2 On the advice of the other members of the Emergency Operations Control Group, officially declare the Emergency terminated.
 - 5.1.3 On consultation with members of the Emergency Operations Control Group, request Senior Government assistance.
 - 5.1.4 As the Head of Council, inform other members of Council of incident status from time-to-time.
 - 5.1.5 Consult with the Emergency Information Officer and review substance of Information Notices prior to release.
 - 5.1.6 Maintaining a personal log including dates, times and significant events.

6.0 RESPONSIBILITIES OF THE MUNICIPAL ADMINISTRATOR

- 6.1 The responsibilities of the Municipal Administrator in an emergency shall be as follows:
 - 6.1.1 As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
 - 6.1.2 Advising the Mayor on policies and procedures, as appropriate.
 - 6.1.3 Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Emergency Operations Control Group.
 - 6.1.4 Ensuring that a communication link is established between the Emergency Operations Control Group and the ESM, Emergency Site Manager and response team at the site.
 - 6.1.5 Calling out additional Township staff to provide assistance, as required.
 - 6.1.7 Arranging for support clerical assistance for the discussions and actions of the Emergency Operations Control Group.
 - 6.1.8 Maintaining a personal log including dates, times and significant events.

7.0 RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CONTROL GROUP

- 7.1 Declaration and Termination of Emergency shall be the official task of the Mayor or Alternate, upon the advice given by the Emergency Operations Control Group.
- 7.2 The Emergency Control Group shall provide direction and advice on the following actions which may be taken during an Emergency:
 - 7.2.1 Acknowledgment of an appropriate ESM (Emergency Site Manager) usually the highest-ranking operational incident Commander from the lead organization and appointment if required.
 - 7.2.2 Selection of an assembly area at which additional personnel and equipment of all Services will gather.
 - 7.2.3 Dispersal of groups of people who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
 - 7.2.4 For the accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the Emergency.
 - 7.2.5 The calling out and deployment of any Municipal equipment and personnel.
 - 7.2.6 Request the activation of the Mutual Assistance Agreement and specify the personnel and equipment as may be required for emergency operations from other agencies not under Municipal control. (Appendix No. IV).
 - 7.2.7 Emergency Information Officer for the issuance of accurate releases to the Media, and for the distribution of authoritative instructions to the general public.
 - 7.2.8 Establishment of a Registration and Inquiry Centre to handle individual requests for information concerning all aspects of the Emergency.
 - 7.2.9 Should the resources of the Township of Nipissing be insufficient to control the Emergency, assistance from other Government Agencies, either Civilian or Military, will be requested.
 - 7.2.10 Inspection for the safe and orderly re-occupation of all premises within the designated Emergency Area.
 - 7.2.11 Ensure that the CEMC or Scribe designated, maintains a written record of Control Group discussions and actions taken during the incident.

- 7.2.12 Arrange for and coordinate assistance from the volunteer agencies within the community. (e.g., Red Cross, Church Groups, Local Business and Industry) as required.
- 7.2.13 Arrange for the establishment of Registration and Inquiry Centre or Centres as required.
- 7.2.14 Each member of the EOCG shall maintain a personal log including dates, times and significant events.

8.0 RESPONSIBILITIES AND FUNCTIONS OF THE ONTARIO PROVINCIAL POLICE

- 8.1 The responsibilities and functions of the Ontario Provincial Police in an Emergency will be as follows:
 - 8.1.1 Provide an **ESM**, as required, at the direction of the **EOCG**.
 - 8.1.2 Assume overall security control at the incident and at the EOCG.
 - 8.1.3 Control and disperse crowds within the Emergency Area.
 - 8.1.4 Control traffic to facilitate the movement of emergency vehicles both in and out of the Emergency Area. This will include designation and traffic control for the Evacuation and Emergency access routes.
 - 8.1.5 Designate an Inner Perimeter to control and disperse people and equipment within the Emergency area.
 - 8.1.6 Conduct any required evacuation.
 - 8.1.7 Arrange for the maintenance of law and order in any community emergency Welfare Centre.
 - 8.1.8 Ensure the protection of property against looting within the Emergency Area.
 - 8.1.9 Advise the Coroner in the event of fatal casualties.
 - 8.1.10 Conduct any Ontario Provincial Police investigations that may be required by law or practice.
 - 8.1.11 Maintaining a personal log including dates, times and significant events.

9.0 RESPONSIBILITIES AND FUNCTIONS OF THE FIRE DEPARTMENT

9.1 The responsibilities and functions of the Fire Department in an Emergency will be as follows:

- 9.1.1 Provide an **ESM**, as required, at the direction of the **EOCG**.
- 9.1.2 Conduct all operations connected with the fighting of fires and rescue services.
- 9.1.3 Inform the Nipissing-Parry Sound Mutual Fire Aid Coordinators, if it is deemed necessary.
- 9.1.4 Determine if additional special equipment or supplies will be required and, if so, make the necessary arrangements for procurement (e.g. special protection clothing, Haz-mat team etc.).
- 9.1.5 Provide equipment and personal to assist in pumping operations, if required.
- 9.1.6 Assist the Ontario Provincial Police in conducting any required evacuation.
- 9.1.7 Maintaining a personal log including dates, times and significant events.

10.0 RESPONSIBILITIES AND FUNCTIONS OF PUBLIC and PRIVATE UTILITIES

10.1 The responsibilities and functions of Ontario Hydro, Bell Canada and any other Utilities in a Peacetime Emergency will be as follows:

- 10.1.1 Provide an **ESM**, as required, at the direction of the **EOCG**.
- 10.1.2 Utilities Managers, if requested, will send a representative to advise the Emergency Operations Control Group.
- 10.1.3 Utilities will generally follow their usual Emergency procedures, but will coordinate actions with the Emergency Operations Control Group.
- 10.1.4 Utilities will have responsibility for the following general functions:
 - i. Calling out of staff to the emergency scene, checking buildings for safety and, where necessary, cutting off supply of utility.
 - ii. Restoration of services, if interrupted, on a priority basis. This is to be decided by the Emergency Operations Control Group in consultation with suppliers.

- iii. Discontinuation of services to any consumer or group of consumers when authorized by the Emergency Operations Control Group, and where this is considered necessary in the interests of public safety.
- iv. Provision of alternative supplies, when necessary and practicable, e.g. temporary electricity lines.

10.1.5 Maintaining a personal log including dates, times and significant events.

11.0 RESPONSIBILITIES AND FUNCTIONS OF THE OPERATIONS SUPERINTENDENT OF PUBLIC WORKS AND SERVICES

11.1 The responsibilities and functions of the Operations Superintendent of Public Works and Services in an Emergency will be as follows:

11.1.1 Provide an **ESM**, as required, at the direction of the **EOCG**.

11.1.2 Provide required directional equipment at the site of the incident or request of the Emergency responders.

11.1.3 Provide Municipal vehicles and resources to any other emergency service, as required and as available.

11.1.4 Maintain communication with Ontario Power Generation (OPG) on rising flood waters as required and operate accordingly within the OPG Emergency Response procedures.

11.1.5 Coordinate all snow clearing and removal operations in accordance with the approved Minimum Maintenance Standards and plan in place for the Township of Nipissing.

11.1.6 Advise the Ontario Provincial Police on alternate traffic routes during an emergency.

11.1.7 Assistance with road closures and/ or roadblocks.

11.1.8 Maintaining a personal log including dates, times and significant events.

12.0 RESPONSIBILITIES AND FUNCTIONS OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

12.1 The responsibilities and functions of the CEMC will be as follows:

12.1.1 Activate and arrange the Emergency Operations Centre.

12.1.2 Ensure that all members of the **EOCG** have necessary plans, resources, supplies, maps, and equipment.

12.1.3 Provide advice and clarification about the implementation details of the Emergency Response Plan.

12.1.4 Ensuring liaison with community support agencies.

12.1.5 Ensure that the operating cycle is met by the **EOCG** and related documentation is maintained and kept for future reference.

12.1.6 Coordinating and advising supervisory staff in the Township on basic training in the area of Community Emergency planning.

12.1.7 Maintaining a personal log including dates, times and significant events.

13.0 RESPONSIBILITIES OF THE DISTRICT HEALTH UNIT

13.1.1 Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;

13.1.2. Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality);

13.1.3 Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;

13.1.4 Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;

- 13.1.5 Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound District;
- 13.1.6 Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- 13.1.7 Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 13.1.8 Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
 - a. overcrowding, sewage and waste disposal;
 - b. monitoring of water supply, air quality, sanitation;
 - c. food handling, storage, preparation, distribution and service;
- 13.1.9 Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 13.1.10 Provides instruction and health information through public service announcements and information networks;
- 13.1.11 Issues orders, if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- 13.1.12 In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- 13.1.13 Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.
- 13.1.14 Maintaining a personal log including dates, times and significant events.

14.0 RESPONSIBILITIES OF THE EMERGENCY AMBULANCE, HOSPITAL AND PHYSICIANS SERVICES

14.1 The responsibilities of the Emergency Ambulance, Hospital and Physicians Services are as follows:

14.1.1 Establish facilities at the incident site for on-scene triage and communications with local hospitals.

14.1.2 Coordinate the response of all Emergency Medical and Hospital services and facilities.

14.1.3 Arrange for mass ambulance transportation where required.

14.1.4 Arrange for a balanced distribution of casualties to hospitals.

14.1.5 Maintaining a personal log including dates, times and significant events.

15.0 RESPONSIBILITIES OF THE DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD. (DSSAB)

The Chair or designate of the Parry Sound DSSAB will:

15.1 Provide direction and information to the Emergency Operations Control Group on procedures for accessing emergency financial and housing assistance for those affected.

15.2 Maintain contact with the Emergency Operations Control Group regarding the status of DSSAB owned buildings, child care centres and tenants.

15.3 Maintaining a personal log including dates, times and significant events.

16.0 RESPONSIBILITIES OF THE TOWNSHIP OFFICE STAFF

16.1 Maintenance of the Township Office communications including telephone, fax, electronic and social media and to establish a base of operations for the Emergency Operations Control Group.

16.1.2 Provide support clerical services to the Emergency Operations Control Group as required.

16.1.3 Action service requests for EOCG, emergency responders and/or assisting agencies as required.

1.6.1.4 Maintaining a personal log including dates, times and significant events.

17.0 PLAN MAINTENANCE

This Plan was written in January 1, 2014 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator & Municipal Administrator who may delegate tasks accordingly.

The following areas will be reviewed annually:

- The emergency telephone contact numbers
- The notification system
- The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator & Municipal Administrator may update, correct, or amend the plan as part of maintenance. Committee composition and changes to the roles and responsibilities of said committee must be recognized by Council.

18.0 Testing of the Plan

This plan shall be tested annually. An annual test will be conducted in the form of a training exercise and will include all EOCG members.

The Township of Nipissing Emergency Operations Control Group (EOCG) will conduct an annual review of the Emergency Response Plan. The EOCG will ensure that all EOCG members demonstrate an adequate level of training in each of the following areas:

- Knowledge of the components of the the Emergency Operations Control Group, including the municipal HIRA and Critical Infrastructure list
- Knowledge of their municipality's Municipal Community Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response
- Knowledge of the notification procedures used to activate and operate under the Municipal Community Emergency Plan
- Knowledge of the notification procedures used to notify members of the EOCG when the Municipal Community Emergency Plan is activated
- Knowledge of the location, communications infrastructure, and technology in their Municipal Emergency Operations Centre

Support and advisory staff will be invited to attend annual testing of the plan.

DATES OF EMERGENCY PLAN UPDATES

PAGE UPDATES	DATE
Creation of Document	December 7th, 2004
Amended approval of Document under By-Law 1097 Township of Nipissing Council Meeting	December 14, 2004
Updated by Markku Makitalo, C.E.M.C.	November 4, 2005
Updated by Cindy Piper, Clerk-Treasurer	August 14, 2006
Updated by Charles Barton	March 2, 2007
Updated by Charles Barton	April 11, 2007
Updated by Kris Croskery	August 15, 2008
Updated by Kris Croskery	August 22, 2008
Updated by Kris Croskery	November 12, 2008
Updated by Kris Croskery	November 13, 2008
Updated by Kris Croskery	December 3, 2008
Updated by Kris Croskery	January 6, 2009
Updated by Kris Croskery	May 27, 2009
Updated by John-Paul Negrinotti	September 14, 2009
Updated by Kris Croskery	December 11, 2009
Updated by John-Paul Negrinotti	December 15, 2009
Updated by John-Paul Negrinotti	December 28, 2009
Updated by John-Paul Negrinotti	December 1, 2010
Updated by John-Paul Negrinotti	May 16, 2011
Updated by John-Paul Negrinotti	May 26, 2011
Updated by John-Paul Negrinotti	July 4, 2011
Updated by John-Paul Negrinotti	March 27, 2012
Updated by Kris Croskery-Hodgins	May 29, 2012
Updated by John-Paul Negrinotti	September 9, 2013
Updated by John-Paul Negrinotti	December 30, 2013
Updated by John-Paul Negrinotti	January 7, 2014
Amended approval of Document under By-Law 2014-02 Township of Nipissing Council Meeting	January 7, 2014
Updated by John-Paul Negrinotti	May 20, 2014
Updated by John-Paul Negrinotti	May 22, 2014
Updated by John-Paul Negrinotti	May 12, 2015
Updated by John-Paul Negrinotti	May 19, 2016
Updated by John-Paul Negrinotti	June 24, 2016
Updated by John-Paul Negrinotti	September 22, 2017
Updated by Will Bateman	June 24, 2021

DATES OF EMERGENCY PLAN UPDATES

[illegible]

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2021-XX

Being a By-law to prohibit the depositing of snow on any highway or bridge within the Corporation of the Township of Nipissing.

WHEREAS Section 10(2) of the Municipal Act, 2001, as amended, provides that single-tier municipalities may pass by-laws respecting the health, safety and well-being of person, paragraph 6.; protection of person and property, including consumer protection, paragraph 8.; and structures, including fences and signs, paragraph 10;

AND WHEREAS the Highway Traffic Act, R.S.O. 1990, c. H. 8, s. 181 provides that no person shall deposit snow or ice on a roadway without permission in writing to do so from the Ministry or the road authority responsible for the maintenance of the road;

AND WHEREAS it is deemed necessary to prohibit and regulate depositing of snow, slush and ice on any highway, roadway or bridge within the limits of the Township of Nipissing.

NOW THEREFORE the Council of the Corporation of the Township of Nipissing hereby ENACTS AS FOLLOWS:

1. DEFINITIONS

- a) **“Highway”** means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, or trestle, or any part which is intended for or used by the general public for the passage of motor vehicles and includes the area between the lateral property line thereof, and “street” and “road” shall have a like meaning.
- b) **“Municipal Law Enforcement Officer”** means the By-law Enforcement/Municipal Law Enforcement Officer(s) employed by the Corporation of the Township of Nipissing.
- c) **“Private Road or Driveway”** means every way or place in private ownership and used for vehicular traffic by the owner and those having expressed, or implied permission given by the owner or duly authorized agent.
- d) **“Public Road”** means a “highway” within the meaning of the *Municipal Act* of Ontario, 2001, as amended, which is under the jurisdiction of the Township of Nipissing.
- e) **“Roadway”** means that portion of a street improved, designed or ordinarily used for vehicular traffic.

2. REGULATIONS

- a) No person shall deposit or cause to be deposited any snow, slush or ice upon any portion of any highway, bridge or roadway located within the territorial limits of the Corporation of the Township of Nipissing.
- b) No person shall move snow, slush or ice within a highway from one side of the cleared portion of the highway intended for vehicular or pedestrian traffic, to the other side of the highway.
- c) No person shall relocate snow, slush or ice within a highway in such a manner as to encroach on the cleared portion of the highway intended for vehicular or pedestrian traffic, or that would result in the obstruction of the normal visibility of the safe movement of vehicular or pedestrian traffic on the highway.
- d) No person shall deposit snow, slush or ice in such a way as to obstruct access to a water source or an Emergency Loading Zone, as defined by the Township of Nipissing Parking By-Law 2021-50.
- e) No person shall deposit snow, slush or ice in such a way as to obstruct drainage to any ditch or drainage system in place to drain roadways.

- f) No person shall deposit snow on property not belonging to them without permission from the owner of the property.
- g) No person shall move, push or drag any snow, slush or ice across a highway, roadway or bridge within the Township of Nipissing interfering with the winter maintenance. This includes the disruption, disposition or removal of any application of traction material including sand or salt.

3. APPLICATION

This By-Law shall apply to the whole of the Township of Nipissing.

4. SEVERABILITY

Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the court makes an order to the contrary.

5. ENFORCEMENT AND PENALTIES

The Ontario Provincial Police (O.P.P.) may enforce the provisions of this By-law.

The Council may appoint one or more persons as Municipal Law Enforcement Officers (MLEO) to enforce the provisions of this By-law.

Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is subject to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended.

Pursuant to section 436 of the Municipal Act, 2001, an Officer may enter onto Land at any reasonable time for the purpose of carrying out an inspection to determine whether or not this by-law is being complied with.

No person shall hinder or obstruct an Officer employed to enforce this by-law from carrying out their duties.

- 6. That this By-law comes into effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS XX DAY OF DECEMBER, 2021.

THE CORPORATION OF THE TOWNSHIP
OF NIPISSING

Tom Piper - Mayor

Kris Croskery-Hodgins, Municipal Administrator

Consumer Price Index, October 2021

Released at 8:30 a.m. Eastern time in *The Daily*, Wednesday, November 17, 2021

The Consumer Price Index (CPI) rose 4.7% on a year-over-year basis in October, up from a 4.4% increase in September. This was the largest gain since February 2003. Excluding energy, the CPI rose 3.3% year over year, matching the increase in September.

On a monthly basis, the CPI rose 0.7% in October, the largest gain since June 2020 (+0.8%), when energy prices began to recover following steep declines during the early months of the pandemic. On a seasonally adjusted monthly basis, the CPI rose 0.5%.

Inflation is often driven by higher prices for day-to-day basics, such as putting a roof over our heads, buying food and getting around. These three elements alone nationally account for 62.5% of our monthly "basket" of spending. Prices are currently rising for all three and, therefore, are affecting us all to a greater or lesser degree, depending on where we live, our lifestyle choices and personal circumstances.

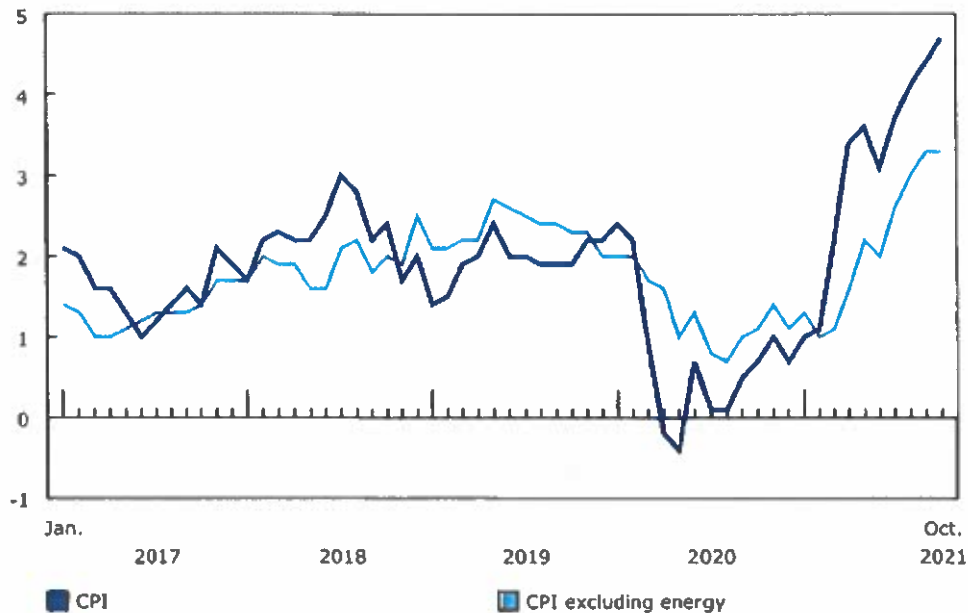
To help Canadians better understand how price changes are affecting them individually, Statistics Canada has developed the [Personal Inflation Calculator](#), which allows you to estimate your personal inflation rate based on your own household expenses.

Give it a try to see how your personal rate of inflation compares with the rate for the nation as a whole.

Chart 1

12-month change in the Consumer Price Index (CPI) and CPI excluding energy

12-month % change



Source(s): Table 18-10-0004-01



Statistics
Canada

Statistique
Canada

Canada

November Is Financial Literacy Month

Join us for our upcoming webinar, "Consumer Price Index: Understanding inflation, how it's measured and what it means for you," on November 30, from 1 p.m. to 2 p.m., Eastern time. We'll be sharing how we measure price inflation and how it may impact your financial decisions. Click here to register: [Canadian Financial Literacy Database—Canada.ca \(fcac-acfc.gc.ca\)](https://www.fcac-acfc.gc.ca).

Explore the Consumer Price Index resources that can help you make informed financial decisions

Visit the [Consumer Price Index](#) portal to find all Consumer Price Index (CPI) data, publications, interactive tools, and announcements highlighting new products and upcoming changes to the CPI in one convenient location.

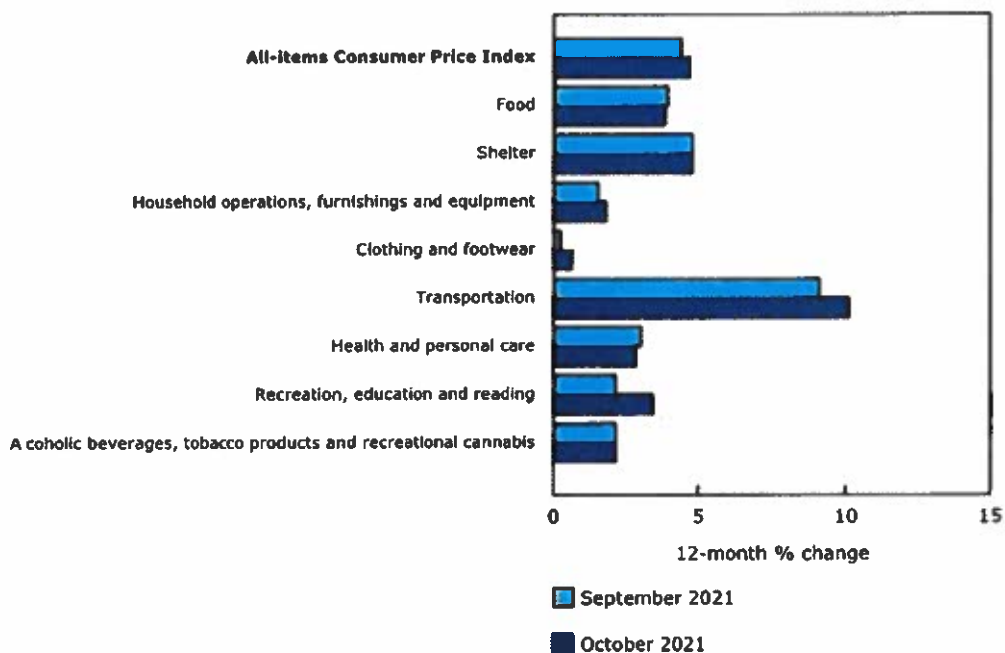
Check out the [Consumer Price Index Data Visualization Tool](#) to access current and historical CPI data in a customizable visual format.

Highlights

Prices rose in all eight major components on a year-over-year basis in October, with transportation prices (+10.1%) contributing the most to the growth in the all-items index. This was the highest increase for this component since March 2003. The increase in consumer prices for transportation was primarily driven by a rise in energy prices (+25.5%).

Chart 2

Prices rise in all eight major components



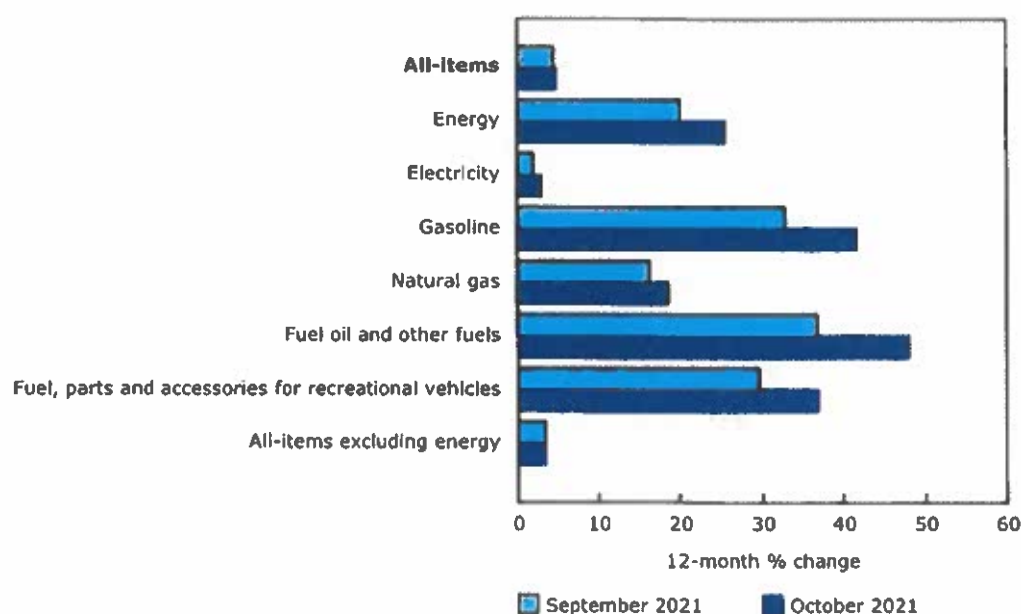
Source(s): Table 18-10-0004-01.

Energy prices rise in October

Energy prices were up 25.5% year over year in October, primarily driven by an increase in gasoline prices. Compared with October in the previous year, consumers paid 41.7% more for gasoline, as shortages in other energy sources, such as coal and natural gas, led major economies to use more oil for power generation. This contributed to higher prices at the pump.

Similarly, fuel oil and other fuels (+48.1%) are subject to oil price dynamics, and prices remained high compared with October 2020. Natural gas prices rose 18.7% on a year-over-year basis.

Chart 3
Consumers pay more for energy



Source(s): Table 18-10-0004-01

Chart 4
Gasoline prices rise year over year in October

Index (2002=100)



Source(s): Table 18 10-0004-01

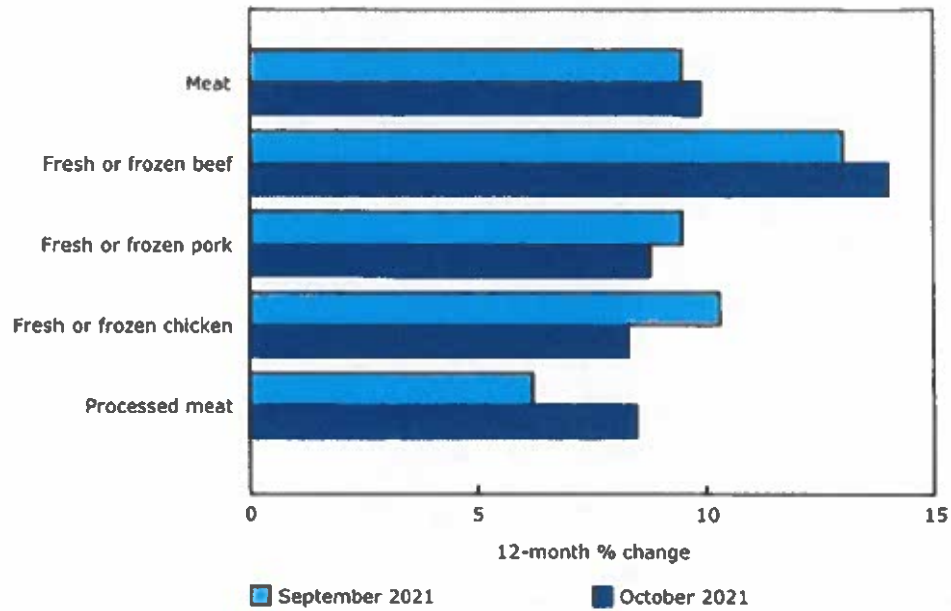
Passenger vehicle prices rise year over year

Prices for passenger vehicles remained high compared with October 2020, increasing 6.1% year over year amid a global shortage of semiconductor chips. In addition, prices for passenger vehicle parts, accessories and supplies rose 3.6% year over year.

Consumers pay more for meat

Prices for meat products (+9.9%) continued to rise in October, as fresh or frozen beef (+14.0%) and processed meat (+8.5%), which includes bacon (+20.2%), put upward pressure on prices. Labour shortages that have slowed down production, ongoing supply chain challenges and rising prices for livestock feed continued to factor into higher prices for meat.

Chart 5
Prices for meat products continue to rise year over year in October



Source(s): Table 18-10-0004-01

Spotlight on property taxes in the Consumer Price Index

Property taxes are an ongoing cost of homeownership in Canada and are the main source of revenue for many municipalities. They are collected by municipalities to cover the cost of a variety of services.

Property taxes and other special charges, which are updated annually in the October Consumer Price Index (CPI), are determined by four factors: the assessed value of homes, municipal and provincial tax rates, charges levied by municipalities for specific services such as garbage collection, and homeowner tax rebates.

In 2021, consumers paid more for property taxes and other special charges (+1.5%). Of the 13 provinces and territories, 9 experienced an increase this year, while 4 saw charges decline. Higher property taxes paid in British Columbia (+5.6%) and Ontario (+2.1%) contributed to the increase, which was partially offset by a decline in property taxes paid in Manitoba (-6.7%) and Alberta (-1.1%).

In British Columbia, property taxes rose in part because of higher assessment values.

In Ontario, higher tax and sewer rates, set to cover rising costs of existing services and infrastructure projects, contributed to the increase.

The decline in property taxes in Manitoba, which is the largest on record for that province, was largely attributable to the introduction of a new education tax rebate.

In Alberta, lower assessment values contributed to the decline in property taxes.

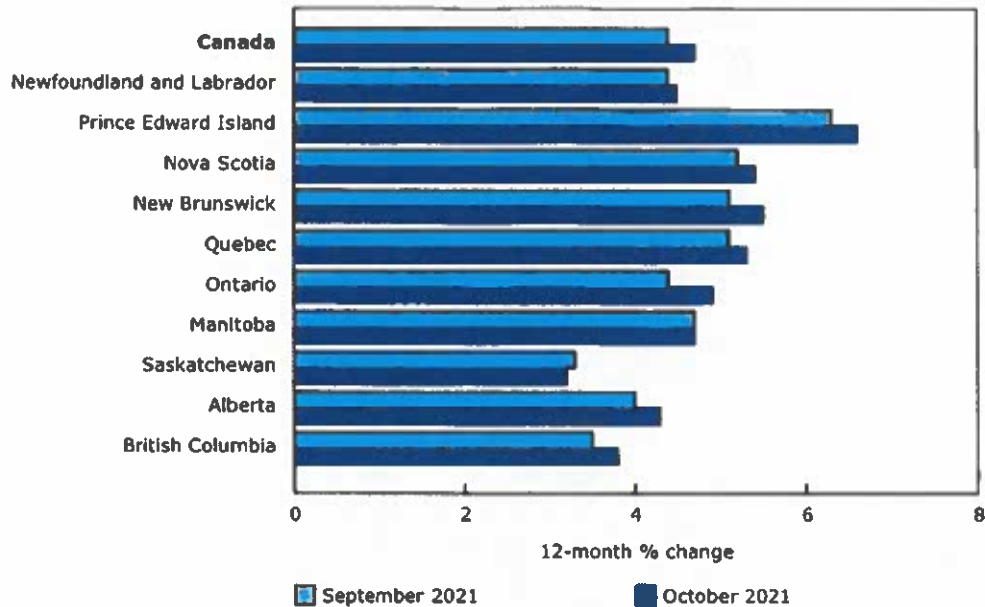
Property taxes increased in Nova Scotia (+2.7%) and New Brunswick (+2.4%), after posting growth of 1.1% and 0.5%, respectively, in 2020. Higher assessment values, which were a result of strong demand for houses in Atlantic Canada, as more Canadians moved to the region, contributed to the increases. Homeowners' replacement cost, which is associated with the upkeep of a property and related to the price of new homes, rose in both Nova Scotia (+11.9%) and New Brunswick (+9.6%) in October.

Regional highlights

Year over year, prices rose at a faster pace in October than in September in eight provinces.

Chart 6

The Consumer Price Index rises at a faster pace in eight provinces in October



Source(s): Table 18-10-0004-01.

Rent prices rise in Prince Edward Island, Nova Scotia and New Brunswick

Among the eastern provinces, rent prices rose year over year in Prince Edward Island (+7.6%) in October. Higher demand arising from the migration of Canadians to the eastern provinces may have contributed to the price gain. Rent prices also increased in Nova Scotia (+7.1%) and New Brunswick (+9.4%). In contrast, rent prices in Newfoundland and Labrador fell 2.3% year over year.

Note to readers

COVID-19 and the Consumer Price Index

Starting in April 2020, goods and services in the Consumer Price Index (CPI) that were not available to consumers because of COVID-19 restrictions received special treatments, effectively removing their impact on the monthly CPI. When a good or service became available for consumption again, an adjustment factor was calculated to remove the impact of imputations so that the indexes reflect only observed price movements. More information on these adjustments can be found in the [Technical Supplement for the March 2021 Consumer Price Index](#).

As a result of these adjustment factors, users are advised to exercise caution in interpreting the 12-month change for the next 10 months for the travel tours and air transportation indexes, which were reintroduced with the August 2021 CPI.

In October 2021, special treatments were applied only for cruise-based travel tours, accounting for 0.03% of the 2020 CPI basket. Statistics Canada will continue to monitor the impacted component and will remove these special treatments as it becomes widely available for consumption.

The details of the treatments from April 2020 to March 2021 are provided in technical supplements available through the [Prices Analytical Series](#). Details and other treatment information for April 2021 to October 2021 are available upon request.

Statistics Canada continues to work with price experts, other national statistical organizations and other partners to ensure that the data and methods used in the calculation of the official CPI are aligned with international standards.

Average prices versus the Consumer Price Index

Statistics Canada also produces the tables [Monthly average retail prices for food and other selected products](#) and [Monthly average retail prices for selected products, by province](#). The list of products included in the average prices tables represents a small subset of the products that feed into the CPI; therefore, the change in these average prices may not be the same as in the CPI. For the expanded list of products included in the CPI, check out the list of [representative products](#).

The average prices tables do not measure pure price change, whereas the CPI does measure pure price change. Therefore, while average prices can be used to assess price levels in a given month, it is recommended to use the CPI and its sub-indexes (table [18-10-0004-01](#)) to measure pure price change through time.

For more details on food prices in the CPI, see [last month's release](#).

Real-time data tables

Real-time data table [18-10-0259-01](#) will be updated on November 29, 2021. For more information, consult the document ["Real-time CANSIM tables."](#)

Next release

The Consumer Price Index for November will be released on December 15, 2021.

A new study, "Consumer Price Index and inflation perceptions in Canada: Can measurement approaches or behaviour factors explain the gap?", will be available through the Prices Analytical Series in December 2021.

Table 1
Consumer Price Index, major components and special aggregates, Canada – Not seasonally adjusted

	Relative importance ^{1,2}	October 2020	September 2021	October 2021	September to October 2021	October 2020 to October 2021
	%	(2002=100)		% change		
All-items	100.00	137.5	142.9	143.9	0.7	4.7
Food	16.24	153.3	158.5	159.2	0.4	3.8
Shelter	30.03	148.3	154.4	155.4	0.6	4.8
Household operations, furnishings and equipment	14.89	124.3	125.9	126.5	0.5	1.8
Clothing and footwear	3.99	95.4	94.7	96.0	1.4	0.6
Transportation	15.96	141.1	153.2	155.4	1.4	10.1
Gasoline	3.57	149.0	201.0	211.1	5.0	41.7
Health and personal care	4.68	130.2	133.7	133.9	0.1	2.8
Recreation, education and reading	9.40	116.1	119.0	120.1	0.9	3.4
Alcoholic beverages, tobacco products and recreational cannabis	4.80	172.5	175.8	176.2	0.2	2.1
Special aggregates						
All-items excluding food	83.76	134.4	139.9	141.0	0.8	4.9
All-items excluding food and energy	77.06	132.5	136.2	136.8	0.4	3.2
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	95.20	136.3	141.8	142.9	0.8	4.8
All-items excluding energy	93.30	136.2	140.1	140.7	0.4	3.3
All-items excluding gasoline	96.43	136.7	140.9	141.6	0.5	3.6
Energy ³	6.70	149.4	179.9	187.5	4.2	25.5
Goods	48.78	122.9	129.6	130.9	1.0	6.5
Durable goods	14.44	93.2	97.5	98.1	0.6	5.3
Semi-durable goods	6.60	97.8	97.8	99.1	1.3	1.3
Non-durable goods	27.73	146.9	157.7	159.7	1.3	8.7
Services	51.22	151.9	156.1	156.7	0.4	3.2

1. 2020 Consumer Price Index (CPI) basket weights at May 2021 prices, Canada, effective with the June 2021 CPI.

2. Figures may not add up to 100% as a result of rounding.

3. The special aggregate "energy" comprises electricity; natural gas; fuel oil and other fuels; gasoline; and fuel, parts and accessories for recreational vehicles.

Source(s): Tables 18-10-0004-01 and 18-10-0007-01.

Table 2
Consumer Price Index for the provinces and for Whitehorse, Yellowknife and Iqaluit – Not seasonally adjusted

	Relative importance ^{1,2}	October 2020	September 2021	October 2021	September to October 2021	October 2020 to October 2021
	%	(2002=100)		% change		
Canada	100.00	137.5	142.9	143.9	0.7	4.7
Newfoundland and Labrador	1.32	140.5	145.6	146.8	0.8	4.5
Prince Edward Island	0.36	138.6	146.9	147.8	0.6	6.6
Nova Scotia	2.35	138.4	144.6	145.9	0.9	5.4
New Brunswick	1.90	137.0	143.3	144.5	0.8	5.5
Quebec	20.90	133.1	139.2	140.2	0.7	5.3
Ontario	40.59	138.9	144.4	145.7	0.9	4.9
Manitoba	3.21	138.1	143.6	144.6	0.7	4.7
Saskatchewan	2.92	141.6	145.4	146.1	0.5	3.2
Alberta	11.55	145.2	150.8	151.5	0.5	4.3
British Columbia	14.73	132.9	137.2	137.9	0.5	3.8
Whitehorse	0.07	134.5	140.5	141.1	0.4	4.9
Yellowknife	0.08	138.6	143.7	144.4	0.5	4.2
Iqaluit (Dec. 2002=100)	0.03	130.8	133.7	133.6	-0.1	2.1

1. 2020 Consumer Price Index (CPI) basket weights at May 2021 prices, effective with the June 2021 CPI.

2. Figures may not add up to 100% as a result of rounding.

Source(s): Tables 18-10-0004-01 and 18-10-0007-01.

Table 3
Consumer Price Index, major components and special aggregates – Seasonally adjusted¹

	August 2021	September 2021	October 2021	August to September 2021	September to October 2021
	(2002=100)			% change	
All-items	142.3	143.1	143.8	0.6	0.5
Food	157.9	159.3	160.3	0.9	0.6
Shelter	153.9	154.4	155.4	0.3	0.6
Household operations, furnishings and equipment	125.6	125.8	126.1	0.2	0.2
Clothing and footwear	94.0	93.6	93.8	-0.4	0.2
Transportation	152.9	154.5	156.0	1.0	1.0
Health and personal care	133.1	133.5	133.6	0.3	0.1
Recreation, education and reading	117.8	118.3	120.4	0.4	1.8
Alcoholic beverages, tobacco products and recreational cannabis	176.0	175.9	176.3	-0.1	0.2
Special aggregates					
All-items excluding food	139.3	139.9	140.6	0.4	0.5
All-items excluding food and energy ²	135.8	136.2	136.5	0.3	0.2

1. A seasonally adjusted series is one from which seasonal movements have been eliminated. Each month, the previous month's seasonally adjusted index is subject to revision. On an annual basis, the seasonally adjusted values for the last three years are revised with the release of January data. Users employing Consumer Price Index (CPI) data for indexation purposes are advised to use the unadjusted indexes. For more information on the availability and uses of seasonally adjusted CPI data, please see the "Definitions, data sources and methods" section of survey 2301.

2. The special aggregate "energy" comprises electricity, natural gas, fuel oil and other fuels; gasoline; and fuel, parts and accessories for recreational vehicles.

Source(s): Table 18-10-0006-01

Table 4
Consumer Price Index statistics, preferred measures of core inflation – Bank of Canada definitions, year-over-year percent change, Canada^{1,2}

	July 2021	August 2021	September 2021	October 2021
	% change			
CPI-common ^{3,5}	1.7	1.8	1.8	1.8
CPI-median ^{4,6}	2.7	2.8	2.9	2.9
CPI-trim ^{4,7}	3.1	3.2	3.3	3.3

1. For more information on these measures of core inflation, please consult the [methodology](#) and [general information](#) documents found in the "Definitions, data sources and methods" section of survey 2301.

2. The Bank of Canada's preferred measures of core inflation, CPI-common, CPI-median and CPI-trim, are subject to revision. In the case of CPI-median and CPI-trim, this results from the fact that these measures are based on seasonally adjusted price index series. In the case of CPI-common, revisions are due to the statistical technique used, as the factor model is estimated over all available historical data. Table 18-10-0259-01 contains the historical release data for these three measures and will be updated every month.

3. This measure is based on the Consumer Price Index (CPI) series adjusted to remove the effect of changes in indirect taxes.

4. This measure is based on CPI series that have been treated to remove the effect of changes in indirect taxes and that have been seasonally adjusted.

5. CPI-common is a measure of core inflation that tracks common price changes across categories in the CPI basket.

6. CPI-median is a measure of core inflation corresponding to the price change located at the 50th percentile (in terms of CPI basket weights) of the distribution of price changes in a given month.

7. CPI-trim is a measure of core inflation that excludes CPI components whose rates of change in a given month are located in the tails of the distribution of price changes.

Source(s): Table 18-10-0256-01

Table 5
Main contributors to the 12-month and 1-month change in the Consumer Price Index

October 2020 to October 2021	
	% change
Main contributors to the 12-month change	
Main upward contributors	
Gasoline	41.7
Homeowners' replacement cost	13.5
Purchase of passenger vehicles	6.1
Other owned accommodation expenses	13.8
Meat	9.9
Main downward contributors	
Mortgage interest cost	-8.9
Passenger vehicle insurance premiums	-6.4
Telephone services	-8.0
Fresh vegetables	-4.0
Digital computing equipment and devices	-5.2
September to October 2021	
	% change
Main contributors to the 1-month change, not seasonally adjusted	
Main upward contributors	
Gasoline	5.0
Natural gas	9.0
Telephone services	4.5
Property taxes and other special charges	1.5
Purchase of digital media	25.3
Main downward contributors	
Traveller accommodation	-8.3
Dairy products	-1.2
Air transportation	-5.9
Tools and other household equipment	-1.1
Mortgage interest cost	-0.3

Source(s): Table 18-10-0004-01

Available tables: 18-10-0001-01, 18-10-0002-01, 18-10-0004-01, 18-10-0006-01 and 18-10-0256-01.

Definitions, data sources and methods: survey number 2301.

The "Consumer Price Index Data Visualization Tool" is available on the Statistics Canada website.

More information on the concepts and use of the Consumer Price Index (CPI) is available in *The Canadian Consumer Price Index Reference Paper* (62-553-X).

For information on the history of the CPI in Canada, consult the publication *Exploring the First Century of Canada's Consumer Price Index* (62-604-X).

Two videos, "An Overview of Canada's Consumer Price Index (CPI)" and "The Consumer Price Index and Your Experience of Price Change," are available on Statistics Canada's YouTube channel.

For more information, or to enquire about the concepts, methods or data quality of this release, contact us (toll-free 1-800-263-1136; 514-283-8300; STATCAN.infostats-infostats.STATCAN@canada.ca) or Media Relations (613-951-4636; STATCAN.mediahotline-ligneinfomedias.STATCAN@canada.ca).

**TOWNSHIP OF NIPISSING
MAYOR & COUNCILLORS
REMUNERATION**

	Jan 1, 2019	Jan 1, 2020	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023
Mayor	\$13,678	\$13,910	\$14,050	\$14,710	Per CPI
Councillor	\$9,119	\$9,274	\$9,367	\$9,807	Per CPI
<i>(x 4 positions)</i>	\$36,476	\$37,096	\$37,468	\$39,228	
Total per year	\$50,154	\$51,006	\$51,518	\$53,938	

Starting January 1, 2022, the remuneration amounts will increase by the Canadian Consumer Price Index. 4.7%

DRAFT

Schedule "A" to By-Law Number 2021-xx



TOWNSHIP OF NIPISSING CORRESPONDENCE

December 7, 2021

1. Letter from Minister of Northern Development, Mines, Natural Resources and Forestry announcing the Northern Ontario Resource Development Support (NORDS) Fund and the Township of Nipissing annual allocation FONOM Media Release supporting the announcement.
2. Resolution from the Municipality of East Ferris requesting support for the implementation of the Stop-Arm Camera Program to improve school bus safety.
3. Copy of a letter to the Minister of Health from the North Bay Parry Sound District Health Unit requesting a commitment of funding to assist with Covid-19 costs.
4. District of Parry Sound Social Services Administration Board copy of the November 2021 Chief Administrative Officer's Report and a copy of the Strategic Plan, 2021-2026.
5. Letter from Near North Crime Stoppers requesting financial support and a resolution recognizing Crime Stoppers Month in 2022.
6. Information on the launch of a Lobby Registry from Ryan Eickmeier.
7. Reminder update for the Ontario Trillium Foundation's Resilient Communities Fund.
8. Resolution from the Regional Municipality of Durham regarding Bus Stop Dead End Roads.
9. Minutes of the Golden Sunshine Municipal Non-Profit Housing Corporation Board of Directors Meeting held October 12, 2021.
10. Minutes of the Powassan and District Union Public Library Board from September 27, 2021 and November 22, 2021.

**Ministry of Northern
Development, Mines,
Natural Resources and
Forestry**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tél.: 416-314-2301

**Ministère du
Développement du Nord,
des Mines, des Richesses
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



774-2021-241

November 24, 2021

His Worship Tom Piper
Mayor
Township of Nipissing
45 Beatty Street
Nipissing, ON P0H 1W0
admin@nipissingtownship.com

Dear Mayor Piper:

I am pleased to write to you regarding the Northern Ontario Resource Development Support (NORDS) Fund.

As I announced today, our government, through the new NORDS Fund, is investing \$15 million annually over the next five years in municipalities across Northern Ontario to help offset some of the impacts that resource development can have on local municipal and community infrastructure.

All 144 municipalities in Northern Ontario are eligible to receive funding under the new NORDS Fund to support investments in municipal and community infrastructure projects. Based on community size, an annual allocation has been identified for each municipality in Northern Ontario.

This new funding will complement existing funding streams available to municipalities for infrastructure projects. To help address and respond to municipal priorities, the NORDS Fund is flexible and will allow municipalities to stack with other programs, carry-over unused allocations year over year, and pursue partnerships with other northern municipalities to support regional projects.

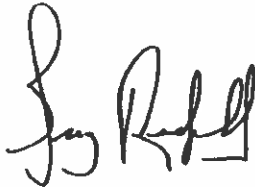
I am pleased to confirm that Township of Nipissing's annual allocation is \$97,679.54. This annual allocation can fund projects that began on or after April 1, 2021.

You can begin submitting project information on December 7, 2021, through the Transfer Payment Ontario website available at www.ontario.ca/page/get-funding-ontario-government.

Melanie Alkins, a Northern Development Advisor from my ministry's Regional Economic Development Branch, will reach out to you shortly to provide support, or to answer any questions you may have. Ms. Alkins can also be contacted by telephone at 705-491-7897, or by email at melanie.alkins@ontario.ca.

Our government remains committed to working with and supporting municipalities across Northern Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Rickford". The signature is fluid and cursive, with the first name "Greg" and last name "Rickford" clearly distinguishable.

The Honourable Greg Rickford
Minister of Northern Development, Mines, Natural Resources and Forestry



The Federation of Northern Ontario Municipalities

November 24, 2021

MEDIA RELEASE

FONOM is extremely pleased and thankful for the announced resource sharing

The Federation of Northern Ontario Municipalities (FONOM) is welcoming the announcement today that the provincial government will share resource extraction revenues with Northern Ontario municipalities.

Announced by Greg Rickford, Ontario's Minister of Northern Development, Mines, Natural Resources and Forestry, this new revenue-sharing arrangement will see funding dispersed to municipalities to help offset costs associated with repairing and maintaining local infrastructure impacted by resource operations.

"This funding is very welcome. It will help communities address their impacted road networks, said FONOM President Danny Whalen, noting FONOM was grateful to be involved at the onset of this new funding opportunity. "We were pleased to work with ministry staff and provide input in the development of this new funding stream."

FONOM and many of its member municipalities have lobbied successive governments for this type of funding arrangement. The extraction of resources from Northern Ontario drives a large part of the economic engine for the province and communities throughout the North. There are, however, impacts on municipal infrastructure when resources are moved through a community.

As Minister Rickford explained, municipalities will determine the local projects to which the resource funding will be applied. Municipalities will be able to stack the funding for three years, allowing them to tackle larger projects.

"We are thankful that the Ford Government has listened to our members and provided much-needed financial assistance to them," said President Whalen.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.

President Danny Whalen
705-622-2479



2

**REGULAR COUNCIL MEETING
HELD
November 23rd, 2021**

2021-352

**Moved by Councillor Champagne
Seconded by Deputy Mayor Trahan**

WHEREAS Stop-Arm Camera Systems are a major part of creating safer school buses and safer roads for all area residents;

AND WHEREAS Bill 174 received Royal Assent on December 12th, 2017, under Schedule 4 Amendments to the *Highway Traffic Act* by adding a new Part providing for the use of automated school bus camera systems;

AND WHEREAS given the district courts are in North Bay, it is imperative that the City of North Bay come on board with a Stop-Arm Camera Program so that other municipalities within the Nipissing District can move forward to help keep the children in communities safe;

BE IT HEREBY RESOLVED that the Municipality of East Ferris request the City of North Bay to look into the process of implementing a stop-arm camera program with BusPatrol for the City with the goal of developing a regional program to ensure coverage of all school buses within the collective municipalities;

AND FURTHER that this resolution be forwarded to FONOM, OGRA, Let's Remember Adam, Stop for School Buses, BusPatrol and municipalities that form part of the Provincial Offences Act (POA) through the City of North Bay.

Carried Mayor Rochefort

CERTIFIED to be a true copy of
Resolution No. 2021-352 passed by the
Council of the Municipality of East Ferris
on the 23rd day of November, 2021.

Monica L. Hawkins
Monica L. Hawkins, AMCT
Clerk

November 1, 2021

The Honourable Christine Elliott
 Minister of Health
 Ministry of Health
 777 Bay Street
 College Park 5th Floor
 Toronto, ON M7A 2J3

Dear Minister Elliott:

RE: Public Health Funding for 2022

The Board of Health for the North Bay Parry Sound District Health Unit (Board) commends the government's financial commitment to public health throughout the pandemic. This trust has enabled public health programs and services, critical to the pandemic response, to continue. There is still much to be accomplished as the pandemic evolves. Vital to achieving future successes is the ability to strategically plan for 2022.

Pursuant to the Health Unit's correspondence of June 24, 2021, the Board is again respectfully requesting the Ministry to urgently establish funding expectations for 2022. This is critical for planning purposes for both the Health Unit and the municipalities we serve.

The Board is urging the Ministry of Health to commit in writing to:

1. Extend COVID-19 funding in 2022 for:
 - a. COVID-19 Extraordinary Costs; and
 - b. COVID-19 Vaccination Extraordinary Costs
2. Establish funding in 2022 for public health recovery efforts
3. Increase provincial funding for public health base budgets with the proportional municipal levy increase needed in 2022 to maintain public health unit capacity

Health units have had only one base funding increase in the past five years; however, wage and benefit increases and general increases to operating costs due to inflation continue. In addition, two public health union contracts are to be negotiated in 2022 with workforces experiencing recruitment and retention issues. A zero percent increase in base funding for 2022 is untenable if health units are to fulfill the requirements for programs, services, and accountability as delineated in the Ontario Public Health Standards: Requirements for Programs, Services, and Accountability (Standards).

As per the Standards:

.../2

"Boards of health are responsible for programs and services in all core function areas, demonstrating accountability to the ministry, and monitoring and measuring the effectiveness, impact and success of their programs and services."

Requisite to realizing Ministry expectations to deliver mandated public health programs is a highly skilled and experienced workforce. They are essential to ensuring the future success of entrusted programs such as healthy growth and development, school health, chronic disease prevention and well-being, substance misuse and injury prevention, healthy environments, food safety, infectious and communicable diseases prevention and control, and immunization.

The COVID-19 pandemic has taught us that an able-bodied, prepared public health system is more important than ever. Without a base funding increase, public health's capacity will be diminished, with even harder choices having to be made regarding where we can assist in pandemic recovery and building healthier and sustainable communities. A base funding increase for 2022 is necessary to maintain public health services at status quo.

Your assistance and attention to this pressing matter is greatly appreciated.

Sincerely yours,



James Chirico, H.BSc., M.D., F.R.C.P. (C), MPH
 Medical Officer of Health/Executive Officer



Nancy Jacko
 Chairperson, Board of Health

/sb

Copy to: Premier Doug Ford
 Hon. Helen Angus, Deputy Minister of Health
 Chief Medical Officer of Health
 Elizabeth Walker, Director, Public Health Accountability and Liaison Branch
 Collen Kiel, Director, Public Health Strategy and Planning Branch
 Vic Fedeli, MPP, Nipissing
 Norm Miller, MPP, Parry Sound-Muskoka
 John Vanthof, MPP, Timiskaming-Cochrane
 Ontario Boards of Health
 Member Municipalities (31)
 Association of Municipalities Ontario (AMO)
 Association of Local Public Health Agencies (alPHe)
 Council of Medical Officers of Health (COMOH)
 Andrea Horwath, New Democratic Party of Ontario, Leader, Official Opposition
 Steven Del Duca, Ontario Liberal Party
 Mike Schreiner, Green Party of Ontario
 Jim Karahalios, New Blue Party of Ontario

District of Parry Sound



Social Services
Administration Board

Chief Administrative Officer's Report

November 2021

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.



October was a busy month at the DSSAB with a lot of conversations and learnings happening along with the development of our 2022 Budget.

Community Reintegration

On October 6th, I participated in a “Community Reintegration Engagement Session” where input was provided into the gaps and opportunities for reintegration. The Ministry of the Solicitor General is looking to identify ways we can enhance community reintegration planning to support sentenced and remanded populations.

Community reintegration is the process of preparing individuals for release from custody into the community and supporting continuity of care as well as ensuring successful and sustained reintegration once they are there. It involves the identification of an individual’s needs as well as coordination and collaboration with community service providers, municipalities, Indigenous communities, organizations and the healthcare sector.

Human Trafficking

On October 13th, I attended the “Human Trafficking Trends in Canada Virtual Forum” held by The Canadian Centre to End Human Trafficking. This virtual forum brought together stakeholders from across Canada to discuss trafficking during the pandemic era. The event began with a brief presentation on The Centre’s forthcoming report, Human Trafficking Trends in Canada (2019-20). The report identifies six broad trafficking trends using unique, unattributable data from the Canadian Human Trafficking Hotline.

<https://www.canadiancentretoendhumantrafficking.ca/human-trafficking-trends-in-canada-2019-2020/>

The event also included an expert panel discussion that examined the challenges and opportunities of addressing human trafficking during COVID-19, and how we can better position ourselves for the post-pandemic period.

OMSSA

On October 20th and 21st, myself along with a number of the Leadership Team attended the “2021 Defining Pathways to Reconciliation Forum” hosted by OMSSA. This was very timely given the completion of our Strategic Plan where we have identified our desire to prioritize equipping ourselves and our teams with the skills and knowledge to ensure that Indigenous clients and employees feel safe, valued, and respected.

Website & Strategic Plan

The Strategic Plan is being launched publicly this week on our new DSSAB website at www.psdssab.org. Note: there will be no change to the website address. This newly refreshed and redesigned website has been created by DSSAB staff with the intent to provide the user with a more accessible entry point to access the programs and services offered throughout the district. The timing of the website launch has been coordinated around the launch of the Strategic Plan and signifies the importance of the DSSAB’s first Strategic Plan. The new website will amplify our branding refresh and will include elements of the branding guidelines set out through the strategic planning process. In addition to the public launch on our website, the Strategic Plan is being shared with those who took part in the engagement sessions throughout this process. This includes our community partners, municipal CAO’s, and our staff. As well, a media release will be issued this week to include the media in the launch of our Strategic Plan.

Capital Projects - September 2021

LHC & DSSAB Buildings

- Restart kick off meeting for construction on family unit in Parry Sound. New contractor on site working through deficiencies.
- Walk through of family home in South River; abatement completed and required a structure assessment. Engineer provided approval of structure and recommendations for corrections.
- On going leaks at DSSAB daycare; working with plumber to identify the cause as this building is less then 5 years old.

Current Challenge

Difficulty securing contractors/labourers as well as materials are often backordered.

We continue to complete capital projects; however, this is taking longer then typically expected.

The Meadow View (NOAH) Update

Please see Appendix A for an update on The Meadow View.

Social Media

The DSSAB now has a presence on LinkedIN and Twitter!

Twitter Stats

Link to the DSSAB's Twitter page - <https://twitter.com/psdssab>

District of Parry Sound Social Services Administration Board - Twitter Page	Oct. 5th - Nov. 2nd, 2021
Total Tweets	21
Total Impressions	564
Total Profile Visits	667
Total Followers	7

LinkedIN Stats – used primarily for HR recruitment & RFP/Tender Postings

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

District of Parry Sound Social Services Administration Board - LinkedIN	Oct. 3rd - Nov. 2nd, 2021
Total Page Views	29
Total Unique Visitors	12

Tammy MacKenzie, CAO

**District of Parry Sound Social Services
Administration Board**

	June 2nd - June 29th, 2021	Aug. 3rd - Aug. 30th, 2021	Sept. 7th - Oct. 4th, 2021	Oct. 6th - Nov. 2nd, 2021
Total Page Followers	185	245	259	268
Post Reach this period (# people who saw post)	4,211	6,212	4,935	3,284
Page Views this period	97	103	80	94
Post Engagement this period (# reactions, comments, shares)	358	579	451	334

Esprit Place Family Resource Centre

	June 2nd - June 29th, 2021	Aug. 3rd - Aug. 30th, 2021	Sept. 7th - Oct. 4th, 2021	Oct. 6th - Nov. 2nd, 2021
Total Page Followers	66	78	87	93
Post Reach this period (# people who saw post)	480	551	211	67
Page Views this period	10	23	23	11
Post Engagement this period (# reactions, comments, shares)	56	68	15	3

The Meadow View (NOAH)

		Aug. 3rd - Aug. 30th, 2021	Sept. 7th - Oct. 4th, 2021	Oct. 6th - Nov. 2nd, 2021
Total Page Followers		263	294	325
Post Reach this period (# people who saw post)		484	72	4,374
Page Views this period		585	536	974
Post Engagement this period (# reactions, comments, shares)		91	51	1,307

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District September 2021

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubee ELCC	HCCP	Total
Infant (0-18m)	0	0	3	5	22	30
Toddler (18m-30m)	14	10	11	19	12	66
Preschool (30m-4y)	18	15	17	24	35	109
School Age (4y-12y)	0	0	0	0	17	17
# of Active Children	32	25	31	48	86	222

It is worth noting that a significant number of children returned or started school this year which is reflected in the enrollment at most programs. The Ministry of Education and the local district health unit are permitting licensed child care programs to begin mixing groups which will allow for staffing levels to return to normal and permit programs to increase enrollment as spaces become available.

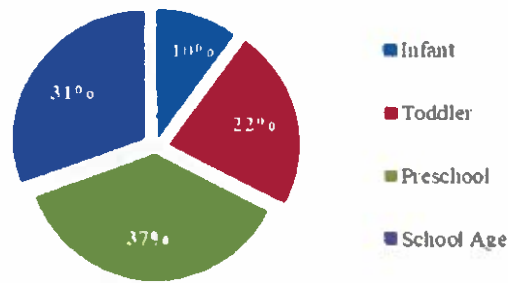
School Age Programs

School Age Programs September 2021

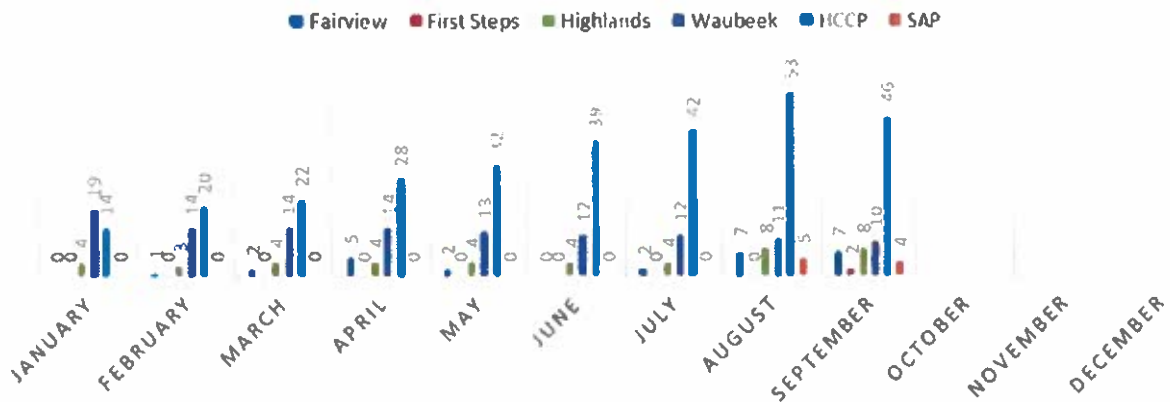
Location	Enrollment	Waitlist
Mapleridge After School	13	4
St. Gregory's After School	15	0
St. Gregory's Before School	9	0
Sundridge Centennial After School	9	0
Sundridge Centennial Before School	3	0
Magnetawan After School	13	0
Land of Lakes After School	12	0
# of Active Children	74	4

The After School Program is showing a continuous increase in enrollment at all programs and is proving to be financially viable.

PERCENTAGE OF CHILDREN BY AGE GROUP

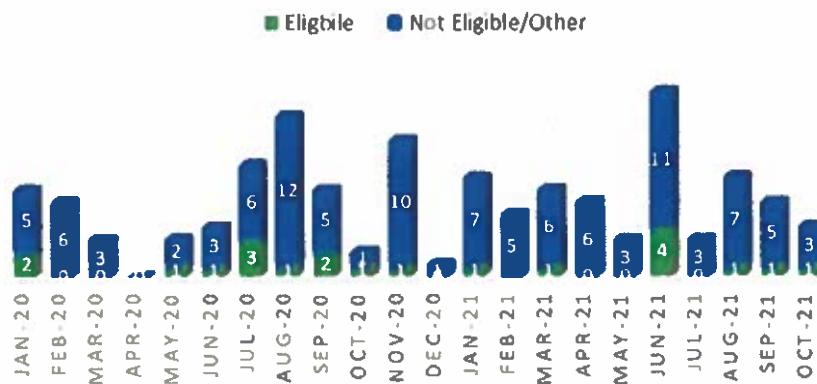


DIRECTLY OPERATED CHILD CARE WAIT LIST BY PROGRAM



OLAF

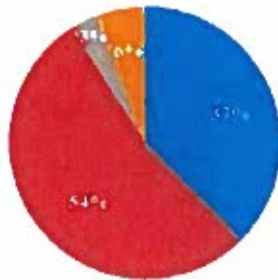
OLAF FEE SUBSIDY APPLICATIONS



Child Care Fee Subsidy Statistics for September 2021

TOTAL CHILDREN BY FUNDING SOURCE IN DISTRICT

■ Subsidized ■ Full Fee ■ Ontario Works ■ Extended Day Fee Subsidy



A total of **408** families and **430** children accessed care in September. We have seen an increase in the number of kids accessing care, especially for extended day programming. This is likely due to our Directly Operated After School Programs beginning operations.

Inclusion Support Services

September 2021

Age Group	EarlyON	Licensed Early Learning & CCC's	Monthly TOTAL	Year-to-Date TOTAL	Waitlist	New Referrals	Discharges
Infants (0-18m)	0	0	0	2	0	1	0
Toddlers (18m-30m)	1	4	5	7	2	0	0
Preschool (30m-4 y)	9	25	34	53	1	3	4
School Age (4y+)	13	20	33	44	0	0	8
Monthly TOTAL	23	49	72	-	3	4	12
Year-to-Date TOTAL	36	71	-	106	31	45	37

As EarlyON programs are opening to in-person visits, there has been an increase in the number of children receiving ISS services in those programs. This trend should continue as EarlyON reopens some of the remote satellite locations in the coming months.

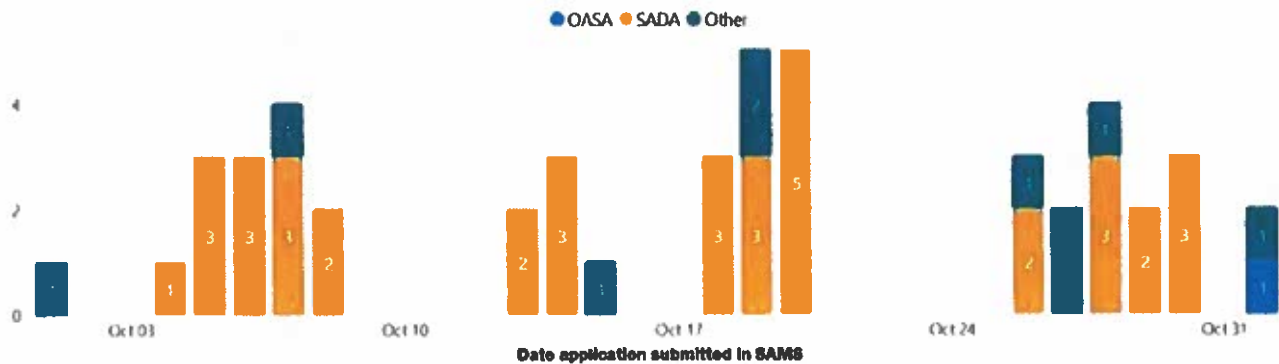
EarlyON Child and Family Programs

September 2021

Activity	September	Year-to-Date
Number of Children Attending	208	642
Number of New Children Attending	32	130
Number of Families Visiting	164	403
Number of New Families Visiting	28	96
Number of Virtual Programming Events	6	29

Social Assistance Digital Application (SADA) & Centralized Intake - October 2021

Cases with an Ontario Works application that has been submitted in SAMS



****Yellow bars represent applications completed by Intake and Benefits Administration Unit. Green bars represent applications completed by local staff. Data from the Tracking the Impacts of COVID-19 report and Centralized Intake Report.**

Ontario Works applications

Average received per business day: 2
Received Oct 2021: 44

Emergency Assistance applications

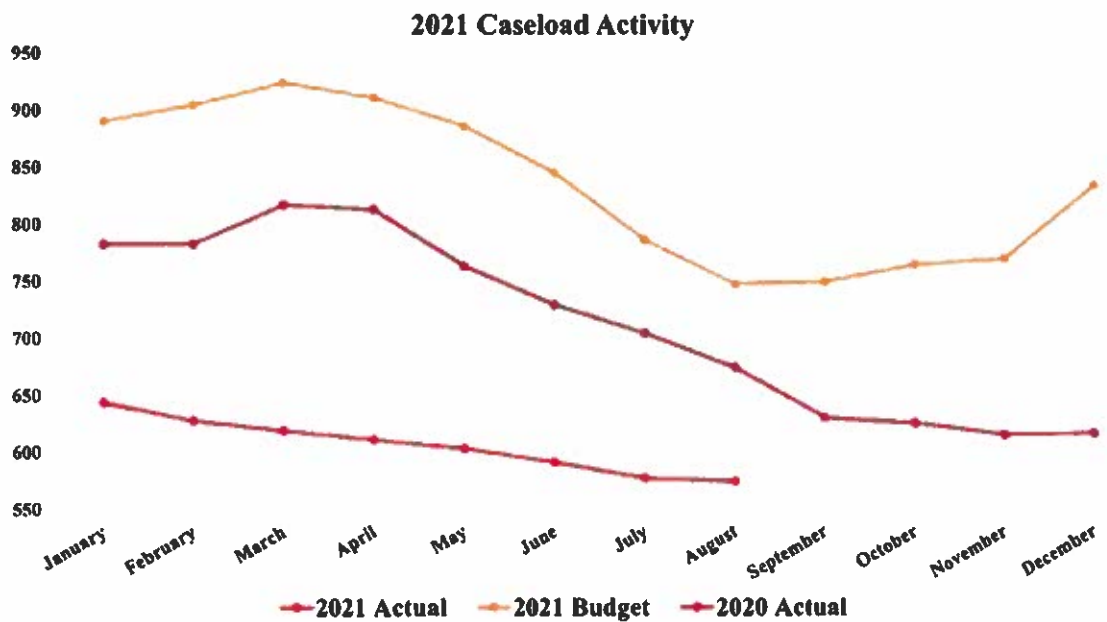
Average received per business day: 1
Received Oct 2021: 19

Average number of business days from screening to grant

Ontario Works: 4.2
Emergency Assistance: 1.1

Throughout the month of October, we have seen a 100% increase over September in application volume for both Ontario Works and Emergency Assistance. This is due to the ending of federal pandemic relief benefits. Our staff have been supporting the IBAU to deal with the surge of applications. This surge is anticipated to continue for the next few months at least.

Ontario Works Caseload

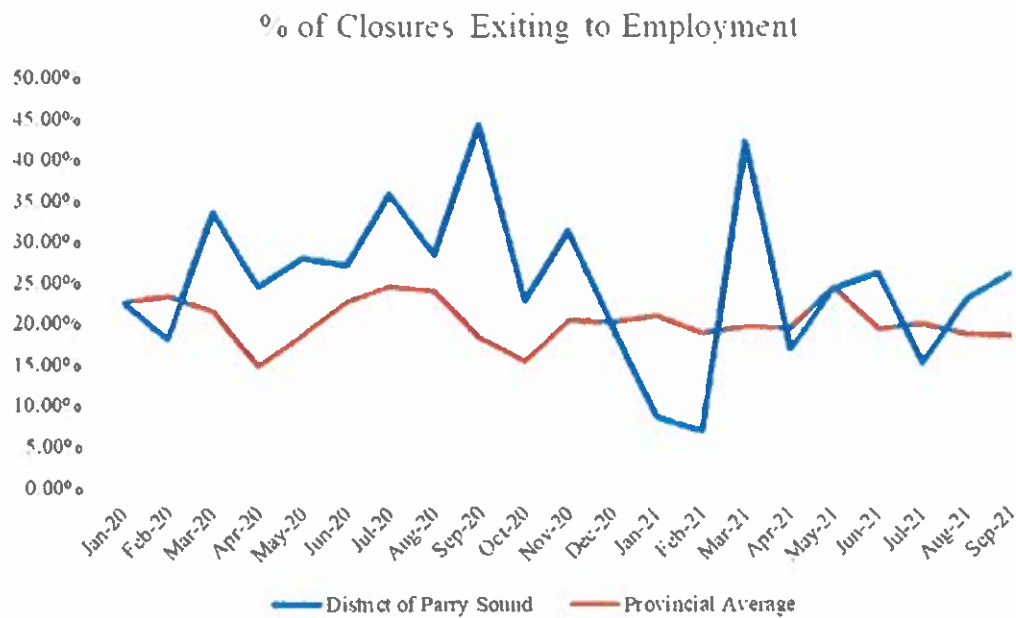


LEGEND	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2021 Actual	644	628	619	611	603	591	577	574				
2021 Budget	891	905	924	911	886	845	786	747	749	764	769	833
2020 Actual	783	783	817	813	763	729	704	674	630	625	615	616

MyBenefits

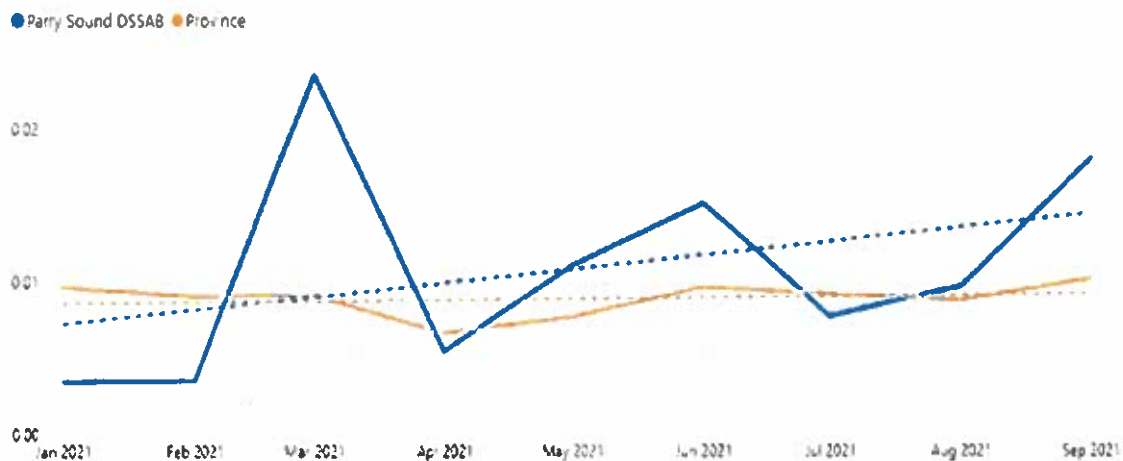
We now have **26.43%** of the caseload registered with the MyBenefits web service. That's up 1% since September.

Employment



Social Assistance Interactive Performance Report - Ontario Works Data as of October 18, 2021

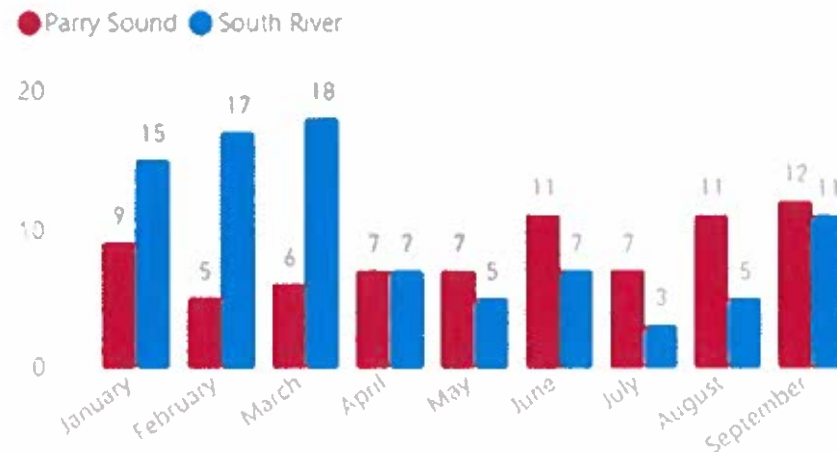
Percentage of caseload exiting to employment



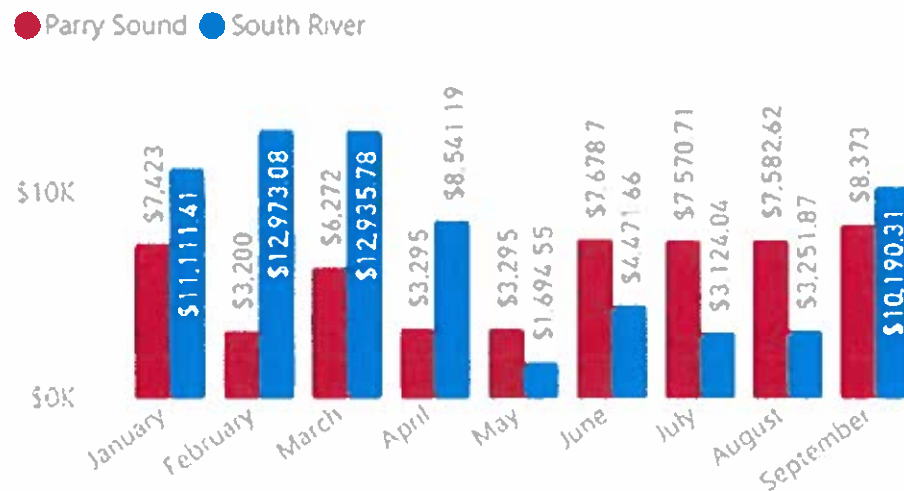
We continue to trend well in both of our Employment Performance Metrics. Both continue to trend above the provincial averages. For September, we were near or exceeded our 2019 levels.

Community Homelessness Prevention Initiative (CHPI) Spending - Social Assistance

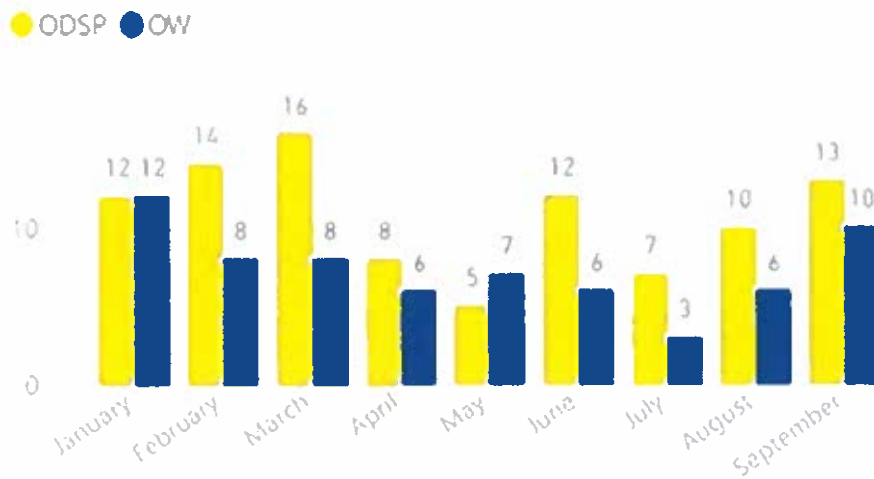
CHPI Applications by Month and Office



Amount Spent in 2021 by Month and Office



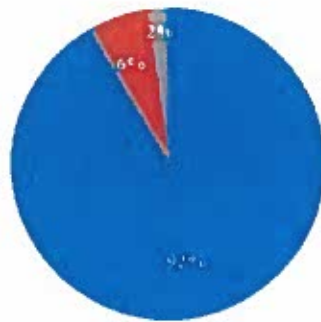
CHPI Applications by Month and Program



Direct Bank Deposit Enrollment

PAYMENT RECEIPT METHOD-SEPTEMBER 2021

Direct Bank Deposit Reloadable Payment Card Paper Cheque



Homelessness Prevention Program - Community Relations Workers

For the month of September 2021

Support

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

Income Source	East	West
Senior	4	5
ODSP	7	20
Ontario Works	3	8
Low Income	8	11

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.

Income Source	East	West
Senior	10	5
ODSP	8	22
Ontario Works	1	8
Low Income	5	11

Contact/Referrals

September	East	West	YTD
Homeless	2	8	70
At Risk	2	1	41

Short Term Housing Allowance

Month	Active	YTD
September	7	21

Household Income Sources and Issuance from CHPI

Income Source	Total	CHPI	Reason for Issue	Total
ODSP	3	\$2,076.09	Rental Arrears	\$989.00
Low Income	3	\$1,479.31	Transportation	\$23.00
Ontario Works	4	\$1,805.27	Food/Household/Misc.	\$3,398.67
			Utilities/Firewood	\$950.00

Hotel Project

September	Midtown Parry Sound	YTD	Caswells Sundridge	YTD	Total Housed
Adults	2	77	3	24	35
Children	0	17	0	4	

Housing Programs Centralized Waitlist

Social Housing Centralized Waitlist Report - September 2021

	East Parry Sound	West Parry Sound	Total
Seniors	19	106	125
Families	128	388	516
Individuals	345	217	562
Total	492	711	1,203
Total Waitlist Unduplicated			451

**Community Housing Centralized Waitlist (CWL) 2020 - 2021 Comparison
Applications and Households Housed from the CWL**

Month 2020	New App	New SPP	Cancelled	Housed	SPP Housed	Month 2021	New App	New SPP	Cancelled	Housed	SPP Housed
Jan	6	1	6	5		Jan	4		5	5	1
Feb	15		11	3		Feb	12	3	3	2	
Mar	10					Mar	8		4	1	1
Apr	3		5	4		Apr	9		6	1	
May	1		8	2		May	8	1	3	1	
June	1		3			June	8	1	4	1	1
July	5		13	2		July	7			1	
Aug	10		6	2		Aug	9		1	2	
Sept	4	2	6	3	1	Sept	22		5		
Oct	7	1	11	3		Oct					
Nov	4	1	1	2		Nov					
Dec	6	1	2	1		Dec					
Total	72	6	72	27	1	Total	87	5	31	14	3

SPP = Special Priority Applicant

- We had 22 new applications this month – 15 of those were online via Rent Café and 7 were paper applications.
- There were 5 cancellations in the month of September – two were due to assets in excess, one applicant was unable to be contacted for an offer, one requested to be removed and one found other housing.
- We also had 2 refusals to offers of accommodation who both requested to be placed back on the bottom of the CWL.

Tenant Services for September 2021

Wellness Check-ins	47	In addition to the 90 regular wellness calls, calls were also made to assist our most vulnerable tenants with their COVID vaccines, appropriate transportation & supports
Paramedicine	7	Wellness checks @ 7 buildings
Tenant Home Visits	17	Tenants requiring assistance with annual review packages, wellness checks, filing income tax
Tenant Education & Engagement	0	None in September as per vacation and schedules
Mediation/Conflict Resolution/Referrals	21	Tenant complaints, tenant vs. tenant conflict, referrals to outside agencies

Parry Sound District Housing Corporation

Activity for Tenant and Maintenance Services September 2021

Action	Current	Year-To-Date
Move outs	0	11
Move ins	0	14
L1 Forms	0	0
N4 – notice of eviction for non payment of rent	5	6
N5 – notice of eviction for disturbing the quiet enjoyment of the other occupants	0	0
N6 - notice of eviction for illegal acts or misrepresenting income (RGI)	0	0
N7 –notice of eviction for willful damage to unit	0	0
Repayment Agreements	14	32
No Trespass Order	0	1

Maintenance for September 2021

Pest Control	8	8 buildings monitored monthly
Vacant Units	7	family (3); senior (1); single (3)
Work Orders	60	work orders created for maintenance work and related materials
After Hours Calls	8	Types of calls: leaks, fire panel trouble, broken appliances 5 staff participate in the weekly on call rotation
Fire Inspections	2	Follow-up inspections with local Fire Prevention Officer and 1 fire watch
Disability Modifications	2	Two outside ramps installed at 2 townhouses to accommodate mobility issues
Incident Reports	2	

Esprit Place Family Resource Centre

Transitional Support

	September 2021	Year-to-Date 2021
Number of Women Served this Month	5	71
Number of Women Registered in Program	3	30
Number of Public Ed/Groups Offered	0	0

Child Witness Program

	September 2021	Year-to-Date 2021
Number of Children Served this Month	17	92
Number of Children Registered in Program	5	34
Number of Public Ed/Groups Offered	0	0

Outreach Services

	September 2021	Year-to- Date 2021
Number of Women Served this Month	14	100
Number of Women Registered in the Program	5	52
Number of Public Ed/Groups Offered	0	0

Emergency Shelter Services	September 2021	Year-to-Date (2021)
Number of Women who stayed in shelter this month may be duplicated within the month or year.	9	37 Number of women who stayed in the shelter this year who were unique to the shelter
Number of Children Active in program this month	1	8
Number of New Children Admissions (unduplicated)	0	7
Direct Service Hours to Women (Shelter and counselling)	117	999
Resident Bed Nights (Women & Children)	178	1,357
Occupancy Rate	59%	49%
Days at capacity	0 (COVID capacity)	11
Days over-capacity	0	0
Phone Interactions (crisis/support)	26	441



Table of Contents

Message from the District of Parry Sound Social Services Administration Board Chair and CAO	1
Who We Are and What We Do	2
Strategic Plan Engagement Strategy	4
Achieving Our Aspirations	8
Summary of Goals	9
Summary of Key Outcomes	10
Putting Our Plan Into Action	12

Message from the District of Parry Sound Social Services Administration Board Chair and CAO

On behalf of the District of Parry Sound Social Services Administration Board, we are pleased to introduce our 2021-2026 Strategic Plan. The plan sets out the DSSAB's goals over the next five years and offers a roadmap on how we plan to deliver on them. This is the DSSAB's first strategic plan and we are excited to share our ambitions and commitments with the public.

At the heart of the plan is our commitment to supporting a healthy and empowered community. We believe we can do our part by continuing to build towards people-centred, modernized services. The DSSAB invested in a lengthy engagement process that included discussions with key community partners, municipalities, staff, our Board and the general public. As a result of these discussions, we feel the plan reflects the key priorities of our community. We are proud of this approach and thank those who contributed to the creation of this plan.

The process of devising this strategic plan also gave us an opportunity to work with our staff and reflect on some broader organizational questions: our mission, vision, values and goals. These items are important because they give voice to our aspirations as an organization – what we seek to achieve in the long-term and the values we must put into action to carry out our work. They also serve as the foundation of this strategic plan and those to come. That said, while our values will remain constant, we recognize that our plan is a living, breathing roadmap for our organization. Community needs change and new opportunities emerge. To fulfill its mission and remain relevant, the DSSAB must be responsive as an organization and flexible in its plan to address emerging priorities and to achieve the greatest positive impact.

On behalf of the Board, we'd like to thank everyone who participated in the development of this plan. We'd especially like to recognize our DSSAB staff. We thank them for their true passion and commitment to the work we do, and for their involvement in this process – as well as for the efforts that will follow. We look forward to working with all of our partners in the execution of this plan and to support positive outcomes for the people we serve.

Rick Zanussi, Board Chair
Tammy Mackenzie, Chief Administrative Officer



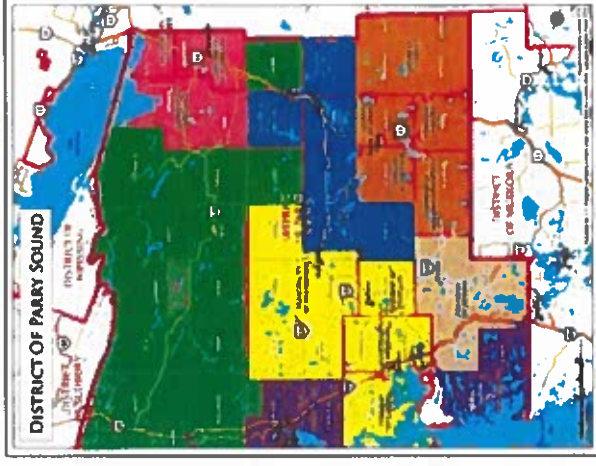
Who We Are and What We Do

The District of Parry Sound Social Services Administration Board (DSSAB) provides vital social services for people in need. It's our role to manage and deliver:

- Affordable housing directly and in collaboration with the district's housing non-profits.
- Programs to address homelessness and violence against women, including the operation and management of a women's shelter.
- Children's Services, including the operation of daycare centres, programs for in home child care, recreational programs, children's developmental programs and child care subsidies.
- Ontario Works for those in the community that are unemployed and seeking employment.

We deliver services to people living in 22 municipalities and two unincorporated areas within the District of Parry Sound.

Township of Seguin	Township of McMurrich/Monteith	Township of Perry
Town of Parry Sound	Village of South River	Township of Ryerson
Township of The Archipelago	Village of Sundridge	Township of Nipissing
Township of Carling	Township of Joly	
Municipality of Whitestone	Township of Machar	
Municipality of McDougall	Township of Strong	
Township of McKellar	Municipality of Magnetawan	
Town of Kearney	Municipality of Powassan	
Village of Burk's Falls	Corporation of the Municipality of Callander	
Township of Armour		



Our Mission

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

Our Vision

A community where people know they are valued, belong and have opportunity and purpose.

Our Goals

Life Stabilization | Maximize Assets | Demonstrate Value

Our Values



Strategic Plan Engagement Strategy

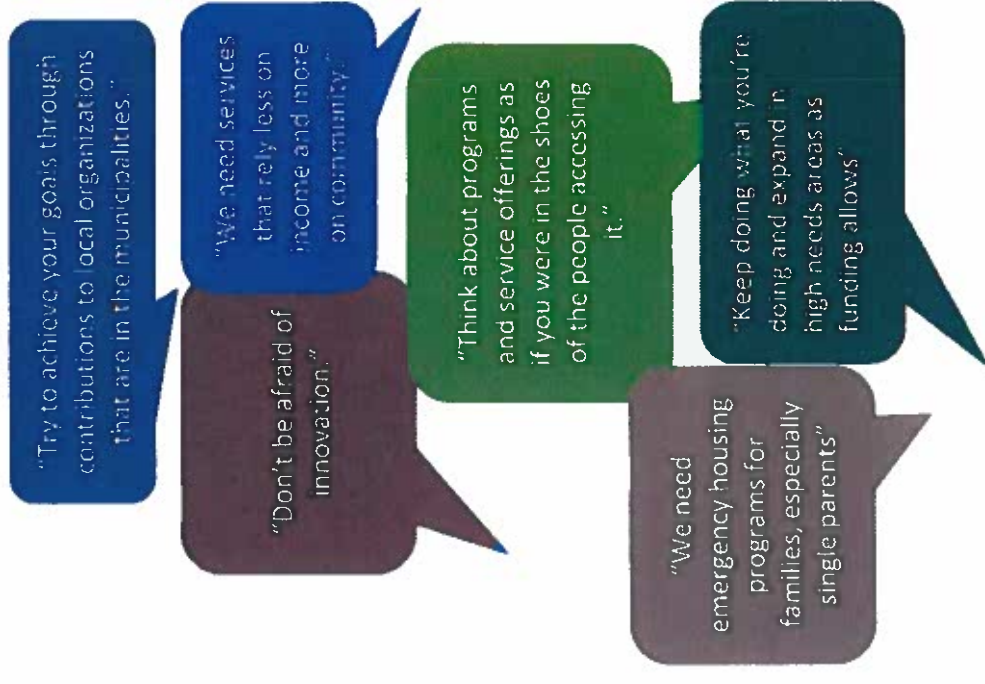
The goal of the District of Parry Sound Social Services Administration Board is to serve our communities. We understand that the best way to do this is by working together with our staff and board, our community partners, our area municipalities and the general public. To this end, over the course of the summer of 2021, we consulted with each via group engagement sessions, individual interviews, and online surveys.

Our key goal for the development of the Strategic Plan was to gather insights from as many community voices as possible. To achieve this, we employed the following tactics:

- **Local media outreach to support public awareness:** The DSSAB earned coverage about the consultations and the availability of the public survey with stories in the *North Bay Nugget*, the *Parry Sound North Star*, *RadioWorkz Parry Sound*, *My Parry Sound Now* (103.3 Moose FM) and www.parrysound.com.
- **Using the DSSAB website and Facebook page to raise awareness and provide access to the online survey:** We used our online presence to raise awareness of its consultations to visitors and make the public survey available. Social media posts were also shared with local municipalities and community partners to be shared on their social networks.



- **Outreach to municipalities:** We reached out to our municipal partners requesting their assistance to raise awareness of the consultations in their local communities. We supplied them with printable posters and surveys for their newsletters, websites, and to have on hand for the public at municipal offices. We also developed and distributed a survey specifically for municipal Chief Administrative Officers.
- **DSSAB board discussion and interviews:** We organized two virtual discussions with the entire board and individual interviews with board members were conducted.
- **Outreach to key stakeholders:** We made a concerted effort to engage all 39 of our partner organizations to gather their insights. This included partner organizations focused on supports for Indigenous communities, public health, employment, education, food security, literacy, immigration, victim assistance and other community support services. Specific business units from the provincial and federal levels of government were also engaged. Representatives from these organizations were invited to participate in facilitated discussions via video conference with individual sessions for East and West Parry Sound groups.
- **Outreach to staff:** To create a high level of awareness among staff, the DSSAB had several stories in *The District* (internal newsletter) and memos from the CAO. We then organized facilitated discussions via video conference at the leadership, supervisor and staff level. We also issued a staff survey to obtain further information and more detailed insights. Surveys were submitted anonymously.



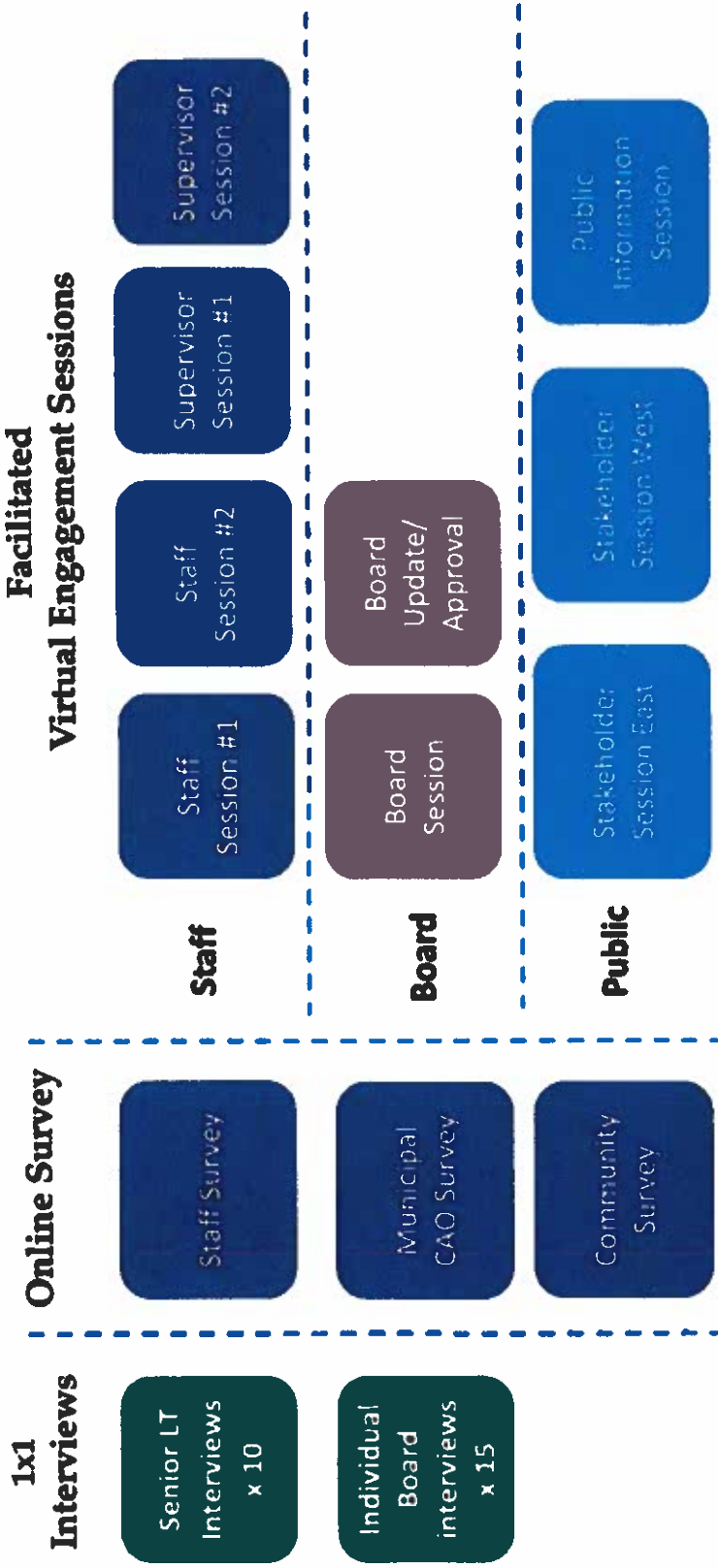
To obtain candid and honest feedback and to ensure the objectivity of the process, the DSSAB engaged an external consultant team from the Housing Services Corporation (HSC) to facilitate the work, handle the survey results and assist with the development of the plan. HSC is a non-profit that works with municipalities and social services organizations across Ontario.

As a result of our outreach efforts, we obtained feedback from:

- 132 staff participated through the virtual sessions and/or submitted surveys (77% response rate)
- 20/22 municipal CAOs responded to their survey
- 106 members of the public submitted feedback via the community survey
- 30 community partner organizations in East and West Parry Sound participated in our virtual consultation sessions
- 15/15 of the DSSAB board

We would like to thank all of those who gave their time to provide valuable feedback on how the DSSAB can best meet our community's needs. Their input has played an important role in shaping this strategic plan.

Engagement Sessions at a Glance



Achieving Our Aspirations

To reflect the DSSAB's mission and vision and to realize its goals, we plan to focus on five broad strategic directions from 2021 to 2026.



These directions serve as the basis for the objectives and actions we will undertake over the next five years.

Summary of Goals

Over the next five years, the DSSAB plans to focus on three key goals. These goals drive our strategic directions and are consistent with our mission, vision, and values:



The section that follows outlines our key outcomes for each strategic direction.

Summary of Key Outcomes

Strategic Direction #1: Modernize Service System Planning

- Improve digital and electronic access to programs and services
- Put in place technology that enables people to have better access to services and supports
- Use Information Technology to streamline internal processes, improve data quality and support data sharing across departments
- Transform business practices to support more responsive delivery based on outcomes
- Explore creative options to offer and support enhanced or expanded programs and services

Strategic Direction #2: Strengthen Collaboration

- Work together with partners to balance local priorities with operational and financial realities
- Incorporate Indigenous Truth and Reconciliation guiding principles and practices in the engagement, development and delivery of programs and services
- Work with community health organizations to better integrate health supports into the services we offer

Strategic Direction #3: Holistic Approach to Human Services

- Continue to promote integration between internal and external program/service areas and support the implementation of a single window access to human services
- Focus on a five-year housing stability and homelessness reduction and stabilization strategy for chronically homeless, low - moderate income, individuals and households, including youth, seniors, victims of violence, Indigenous, and lone parent families (i.e., vulnerable groups)
- Pursue opportunities to pilot innovative programs and services that support life stabilization of residents
- Demonstrate a commitment to service delivery that is based on inclusive and culturally appropriate practices and processes respectful of the diversity of the residents in the district

Strategic Direction #4: Effective Infrastructure Renewal

- Assess all DSSAB assets; including housing, child care, and public sites
- Develop a housing priority plan that outlines options to support core need households, including repurposing existing infrastructure and building new financially assisted housing
- Work with the municipal, private, public and non-profit sectors to use available infrastructure to better meet community needs

Strategic Direction #5: Achieve Organizational Excellence

- Use program statistics and performance indicators to demonstrate program and service outcomes and help decision-making
- Build a culture of employee engagement, training, and collaboration
- Improve communications with various stakeholders and local media
- Ensure that the DSSAB is consistent, accountable, and efficient by reviewing business practices and processes
- Continue to meet our legislative and regulatory obligations
- Effectively balance service priorities and financial resources with DSSAB corporate strategic goals

Putting Our Plan Into Action

This Strategic Plan is a foundational document that outlines the DSSAB's identity and aspirations. It communicates to the DSSAB's partners and community members across the District our commitment to achieving the vision we have set forth.

The DSSAB will concentrate its efforts on the realization of five strategic directions, which are broken down into a series of key outcomes. The resulting projects and initiatives will be determined annually and guided by staff in consultation with the Board. While the DSSAB needs to ensure it is on track to meet the goals in its plan, it must also remain responsive to external factors – such as changes in community needs and priorities and new opportunities. To help support this, the plan will be reviewed annually by the DSSAB Board and staff. In addition, the Board will remain tuned into our progress by receiving a progress update mid-year from the CAO. The annual and semi-annual review process will guide amendments that will need to be made to our Plan to address emerging priorities, to assess resource allocation of plan items, and to better guide the development of staff operational plans.

Finally, we believe it is important to maintain communication with the public and our stakeholders about our achievements. Over the next five years we will share and celebrate our successes and those of our partners. We will continue the conversations started through this process and build on the strong relationships that we have established and sustained to support our goals: Life Stabilization, Maximize Assets and Demonstrate Value.

Staying Informed

- Visit our website at www.psdssab.org
- Go to our Facebook page at facebook.com/PSDSSAB
- Contact us by phone at 705-746-7777 or 1-800-461-4464 (Français)
- Email us at strategicplan@psdssab.org

District of Parry Sound

Social Services
Administration Board



1 Beechwood Drive
Parry Sound, ON
P2A 1J2

p. 705-746-7777 or 1-800-461-4464 (Français)
www.psdssab.org | facebook.com/PSDSSAB



P.O. Box 382
North Bay, ON P1B 8H5
Tel: 705-497-5555 #507
Tipline: 1-800-222-8477(TIPS)
nearnorthcrimestoppers.com

November 22, 2021

kim@nearnorthcrimestoppers.com

Township of Nipissing

Dear Mayor Piper and Councillors,

Near North Crime Stoppers (NNCS), which serves the Districts of Nipissing and Parry Sound is a non-profit program designed to enhance community safety. Despite all the modern technology available to law enforcement agencies, one of the most cost effective and successful methods to prevent or solve crime is when someone anonymously reports a TIP to Crime Stoppers through the TIPLINE or website. We do not subscribe to any call tracing technology, so tips remain confidential and are passed on to the appropriate law enforcement agency.

The success of Crime Stoppers rests heavily with community engagement through awareness and support of many partners, with municipalities being a key stakeholder. Recently, municipalities across Ontario have gone through the process of establishing *Community Safety and Well Being Plans*. Recognizing and supporting Crime Stoppers helps municipalities to support their local plans.

To date, NNCS has received over 20,762 calls from tipsters, contributing to the arrest of 1,738 individuals. Over \$4.2 million in property has been recovered, and over \$52 million in drugs destined for our communities have been seized because of Crime Stoppers valuable information.

We rely on volunteer fundraising activities as well as charitable donations from a wide range of stakeholders. These funds support our reward payments, education, and promotion of our program. NNCS does not receive any government funding. Several municipalities already contribute to Crime Stoppers, and for those that do, we are most appreciative. If your municipality does not yet support Crime Stoppers, we are hoping you will consider doing so with an annual donation.

In order to enhance the relationship with your municipality, we would be pleased to have one of our Board Members attend a council meeting to deliver a brief presentation on Crime Stoppers, and to answer any questions you may have.

January is Crime Stoppers Month. We are asking your council to pass a resolution recognizing Crime Stoppers Month 2022, and post messaging on your social media sites and electronic boards in your community.

Please contact NNCS by email or phone if your council agrees to proclaim January as Crime Stoppers month, if you would like a presentation, and/or you're able to provide financial support. A representative will contact you directly. Thank you.

Sincerely,

Chad Evans
Chairperson

"Fingerprinting, DNA and Crime Stoppers are the top three innovations in modern day policing."

Thomas B. O'Grady, Retired Canadian Association of Chiefs of Police

Kris Croskery - Hodgins

From: Ryan Eickmeier <ryan.eickmeier@lobbyregistry.ca>
Sent: Monday, November 8, 2021 6:29 AM
To: Admin Nipissing
Subject: Meeting Request: Exploratory Discussion on a Lobbyist Registry

Dear Mayor & Council,

I am pleased to share the launch of Lobby Registry with you, the first of its kind solution designed specifically for Canadian Municipalities. We hope the information below will be of interest, and would welcome the opportunity to meet with you and your team to discuss further.

Why We Created Lobby Registry:

Every municipality in Canada is lobbied, and constituents from coast-to-coast-to-coast want to know how decisions are made. After reading countless municipal staff reports about how cost prohibitive creating their own lobbying registry would be, we knew there was a better way. We created Lobby Registry for every Municipality in Canada, specifically making it cost effective and nearly effortless for you to demonstrate transparency. We built it without any unnecessary bells or whistles, and free of hidden fees, onboarding costs, or long-term contracts. Instead, we focused on delivering practical and intuitive functionality for Municipalities, regardless of your size or budget.

Why Do Municipalities Need a Lobbyist Registry?

A lobby registry is a tool that has proven to lead to greater accountability and transparency for local government, by allowing members of the public to better understand who or what groups are meeting with elected officials. We created Lobby Registry to enable that transparency, virtually overnight.

Why Work with Lobby Registry:

- **Canada's Only Municipally Focused Lobby Registry:** We designed Lobby Registry to meet the specific needs of Canadian municipalities of all sizes.
- **No Hidden Costs or Time Consuming Start-Up:** With a flat annual fee and turn-key implementation, transparency is at your fingertips.
- **Canadian Made:** Lobby Registry was made in Canada. All data is stored in a secure cloud environment located in Canada.
- **White Label Enabled & Customizable:** Make it your own by adding your municipal logo, departments, and public office holders.
- **Demonstrate Transparency to Constituents:** Your constituents want to know how decisions are made in government.
- **Informed Decision Making Through Powerful Analytics:** Search and reporting dashboards help identify the key issues constituents care about.

Pricing:

We designed Lobby Registry to be affordable for municipalities of all sizes.

\$9,250 - transparency for a flat annual fee.

Offer of Service and Meeting Request

We would welcome the opportunity to discuss how the product can support your transparency efforts. Please let us know an appropriate time and we would be pleased to coordinate a full walk through of the product, as well as answer any additional questions you may have.

Yours Truly,

Ryan J. Eickmeier



Ryan Eickmeier | Founding Partner

Lobby Registry by J-SAS

ryan.eickmeier@lobbyregistry.ca

www.lobbyregistry.ca

(647) 492-7912

4 Robert Speck Parkway, Suite 1500

Mississauga, ON, L4Z 1S1



Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

Kris Croskery - Hodgins

From: Michele Trempe <mtrempe@grantmatch.com>
Sent: Thursday, November 11, 2021 3:17 PM
To: admin@nipissingtownship.com
Subject: The Resilient Communities Fund is Now Open



The Resilient Communities Fund is Now Open



Up To \$150K in Funding Available to Ontario Municipalities

Through the Resilient Communities Fund, the Ontario Trillium Foundation (OTF) is offering financial assistance to support **non-profit organizations and municipalities** in Ontario that have been impacted by COVID-19. Funding is aimed at helping applicants address medium to long-term COVID-19 impacts and help rebuild their capacity and resiliency.

This fund aligns with OTF's mandate to support the capacity of non-profit organizations and build healthy and vibrant communities across Ontario. The non-profit sector continues to face many challenges, including the need to adapt program and service delivery, generate revenue, and address health and safety requirements.

Eligible Projects

Funding is available for projects that align with at least one of the following outcomes:

- Equip board members and employees with supports to implement new approaches, prepare for change and build resiliency
 - - Training, strategic planning and implementation, and mental and physical health support
- Improve and increase ability to access financial resources and develop new and/or alternative sources of revenue
 - - Develop fundraising plans, identify fundraising and financial technology resources, seek opportunities for public-private partnerships and social finance
- Adapt delivery of programs and services to meet the needs of the community, employees and volunteers
 - - Identify new health and safety processes and required personal protective equipment
- Obtain equipment or renovate spaces to meet the needs of the organization to be able to safely deliver its programs and services
- Adapt to new ways of working
- Create and/or adapt new approaches for organizations to work together

Funding Details

- Successful applicants will receive a minimum of **\$5,000**, to a maximum of **\$150,000**

- The deadline to apply to the Resilient Communities Fund is **December 8, 2021 at 5 p.m. ET.**

Need Grant Writing Support? Click Here to Schedule a Consultation With a GrantMatch Funding Expert!

Not sure if you qualify? Contact us today to **book your free assessment.**

or

Click here to generate a custom, comprehensive report showcasing which grants and incentives your organization is eligible for.



GrantMatch Corp. | 2205 Upper Middle Rd E, Suite 101, Oakville, ON L6H 0G5, Canada | (905) 822-4474

[View our full privacy policy](#)



November 24, 2021

The Honourable Doug Ford
Premier of Ontario
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: Bus Stop Dead End Roads, Our File: T02

The Regional
Municipality
of Durham

Corporate Services
Department
Legislative Services

605 Rossland Rd. E.
Level 1
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102
Fax: 905-668-9983

durham.ca

Don Beaton, BCom, M.P.A.
Commissioner of Corporate
Services

Council of the Region of Durham, at its meeting held on November 24, 2021, adopted the following resolution:

"Whereas Dead-End Road delegations have been received from parents in attached correspondence, website www.durhamdeadendroadkids.ca and video www.youtube.com/watch?v=pCVNLsUKk&t=18s noting approximately 386 Durham Region kids and families remain in crisis walking kilometres daily to wait on highspeed roadway shoulders with winter dark coming;

And whereas the Ontario Ministry of Transportation has responded and now amended their Policy to allow and provide guidelines for reversing a school bus on a dead end road <https://www.ontario.ca/document/official-ministry-transportation-mto-bus-handbook/special-safety-precautions-school-bus-drivers> which is in keeping with the previous historic practice of using smaller buses, doing 3-point turns and using a spotter in rural areas;

And whereas to date 10 municipalities across Ontario have passed a resolution endorsing Scugog's bus stops on dead end roads Resolutions CR-2021-086 (April 26, 2021) and CR-2021-175 (June 28, 2021), given family safety challenges exist on dead-end roads throughout the province;

And whereas Report PWIS-2021-022, Williams Point Road and Beacock Road School Bus Turnarounds, be received noting municipal cost for construction of school bus turnarounds is prohibitive with 178 dead end roads now not accessed by Durham District School Board alone not including hundreds of roads around province, and any funds invested in turnarounds would not be consistent with asset management priorities promoted by the Province of Ontario;

And whereas to date Durham Student Transportation Services have not re-considered the previous motions or adjusted their policies, citing Ontario Ministry of Transportation policy changes are "guidelines" only, <https://www.durhamregion.com/news-story/10445254-mto-tweaks-unlikely-to-reverse-scugog-route-changes-dsts/> are not "direction to school boards" <https://www.durhamregion.com/news-story/10445254-mto-tweaks-unlikely-to-reverse-scugog-route-changes-dsts/>, maintaining far-distanced highspeed roadside common stops are safer;

Now therefore be it resolved:

That Council request the Ministry of Education and the Province of Ontario to amend policies requiring Student Transportation Services and School Boards around the Province work with parents to facilitate the use of smaller buses, spotters, and 3-point turns or backing up where necessary, to provide safer service to dead-end and private road children and prevent the need for additional turnarounds to be constructed on municipal roads; and

That a copy of this motion and the staff report from the Township of Scugog be forwarded to Premier Doug Ford, Honorable Stephen Lecce (Minister of Education), Honorable Caroline Mulroney (Minister of Transport), Durham Student Transportation Services, all school boards serving Durham Region, Haliburton-Kawartha Lakes-Brock MPP Laurie Scott, all Durham MPPs, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA), Ontario Good Roads Association (OGRA), and Association of Municipalities of Ontario (AMO)."

Please find enclosed a copy of Report #PWIS-2021-022, from the Township of Scugog, for your information.

Ralph Walton

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/ks

Attachment

c: The Honourable Stephen Lecce, Minister of Education
The Honourable Caroline Mulroney, Minister of Transport
Nadiya Viyiv, Durham Student Transportation Services

Durham Catholic District School Board
Durham District School Board
Kawartha Pine Ridge District School Board
Peterborough, Victoria, Northumberland and Clarington Catholic
District School Board
Conseil Scolaire Catholique MonAvenir
Conseil Scolaire Viamonde
Rod Phillips, MPP (Ajax)
Lindsey Park, MPP (Durham)
Laurie Scott, MPP (Haliburton/Kawartha Lakes/Brock)
David Piccini, MPP (Northumberland/Peterborough South)
Jennifer French, MPP (Oshawa)
Peter Bethlenfalvy, MPP (Pickering/Uxbridge)
Lorne Coe, MPP (Whitby)
All Ontario Municipalities
Rural Ontario Municipal Association (ROMA)
Ontario Good Roads Association (OGRA)
Association of Municipalities of Ontario (AMO)
S. Siopis, Commissioner of Works

**The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2021-06**

Tuesday October 12, 2021

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday October 12, 2021

Present: Dave Britton, Doug Walli, Bernadette Kerr, Sheila Hodgins, Zigmas Rybij and Amber McIsaac - Temporary Property Manager

Regrets: Debbie Piekarsk

1. Call to order

Resolution No. 2021-40– Moved by Doug, seconded by Bernadette that the meeting was called to order at 9:30 a.m. Carried

2. Additions to Agenda – None

3. Approval of the Agenda

Resolution No. 2021-41– Moved by Doug, seconded by Bernadette that the agenda be adopted as presented. Carried

4. Conflict of Interest Disclosure – No conflict of interest

5. Approval of the Minutes from September 7, 2021 board meeting

Resolution No. 2021-42– Moved by Bernadette, seconded by Zigmas that the minutes from the Board meeting on September 7, 2021 are adopted as presented. Carried

6. Business arising

a) DPSSAB Contract Agreement

Mitzi Dinsmore, Pam Nelson and Meaghan Mullen from the Parry Sound Social Services Administration Board joined the meeting virtually to discuss the terms of the GSMNP contract agreement.

A discussion took place and the following terms were agreed on:

- 5 Year Term
- \$30, 000 per year
- Subsidized cost increase from 2020 prior audited financial statements for the following accounts:
 1. Insurance
 2. Municipal Taxes
 3. Water/ Sewer
 4. Road Maintenance Costs (Snowplowing, Sanding, Sweeping)
- Subsidize Energy costs above \$25, 000 per year (Gas, Hydro)
- Continue in the DSSAB's Capital Projects funding Program

Amber to follow up with the DSSAB before the next meeting to finalize the terms to be voted on at the next board meeting.

b) Make up Air Unit

The DSSAB will fund 50% of the project through its capital projects program.

Amber and Dave met with Rob Prudhomme from Ainsworth on site. Project expected to start next spring but the retaining wall needs to be repaired/removed before the MUA can be installed. Dave to follow up with Evan Hughes for a quote to have this done. The DSSAB has agreed to include the cost of the wall into the MUA project.

c) COCHI Funding

Amber reported that Canada- Ontario Community Housing initiative funding will be available in the spring to help pay for balcony repairs, accessibility patios and exterior lighting. Actual amount of funding available unknown at this time.

d) Insurance

Cost presented to the board for insurance for November 1, 2021 to October 31, 2022 from HSC Insurance Company. Cost increased by 13% to \$6, 213.33.

Amber noted the credit was missing for mandatory tenant insurance and will follow up with the insurance company.

7.New Business

a) Covid 19 Vaccination Policy

Covid 19 vaccination policy submitted to the board that follows all Public Health guidelines for staff, tenants and contractors.

Staff, board members, and contractors will be required to show proof of vaccination.

A sign in book to be introduced in the common room and all tenants who wish to gather in the common room must be fully vaccinated.

Sheila made a recommendation for Clorox wipes to be put in the laundry room for tenants to wipe down the machines after use. Amber to follow up with this.

b) Closed Session

Resolution No. 2021-43– Moved by Doug, seconded by Bernadette that the meeting goes into closed session.

8. Correspondence

a) Manager's Report

Apartment 202 will be vacant as of October 15th. New tenants to move in on November 1, 2021.

b) Financial Report –

Resolution No. 2021-44 – Moved by Bernadette, seconded by Zigmas that the board approves the September 2021 and October 2021 Financials that were presented. Carried

9. Next Board Meeting - Tuesday November 9, 2021 in the Common Room @ 9:30am

10. Adjournment

Resolution No. 2021-45– Moved by Zigmas, seconded by Sheila that the board meeting be adjourned at 11:47. Carried



President, Dave Britton



Property Manager, Amber McIsaac



Library Board Minutes
September 27, 2021 at 5:30 pm

Attendance via Zoom: Tina Martin, Steve Kirkey

In-person: Bob Elliott, Bernadette Kerr, Debbie Piekarski, Debbie Piper, Doug Walli, Marie Rosset

Absent with regrets: Gloria Brown

1. Respect and Acknowledgement Declaration Read by CEO

2. Disclosure of pecuniary interest – none

3. Approval of general consent motion:

Motion # 2021-20 Piper-Moore: That the Consent Agenda for September 2021, which includes:

- a) the September 27, 2021 agenda,
- b) the Minutes for the May 31, 2021 meeting,
- c) the Financial Report for May, June, July, August 2021,
- d) and the Library Report for May, June, July 2021,
be adopted as presented.

4. Business Arising

a) Current Library Services Update

As per the Provincial mandate:

- The library is open to the public at 25% capacity (10 person at a time) no passport required to browse, all COVID protocol observed (2 meters, and masks)
- Computers are available to the public – one hour time limit
- Lifelab services continue to operate Mondays and Thursdays from 8am to 12pm under appropriate safety protocols.
- Several groups are now meeting at library – vaccination passport required for everyone 12 and over (Book Club, French, Rug hookers)

b) StoryWalk Update

- We were able to feature four Storywalks this summer – one in Powassan, two in Trout Creek, and one at the Powassan Market.
- Chisholm featured one story produced by their council
- The plan for next year is to collaborate with other local libraries and have an interactive booklet. It will feature maps with the location of each Storywalk, and an activity for each one. Upon completing the Storywalk circuit the child/family will turn in the booklet for a reward (book or other item)

c) YCW Update

Our first intern resigned after four months at the end of August. A replacement intern, Frank Longo, was approved within a couple of weeks by YCW and hired to complete the grant.

d) New schedule Proposal

Once we are ready to reopen fully with regular hours, the plan is to adjust hours to better serve the community. We are currently looking at different scenarios, each including a Wednesday opening.

e) Little Free Library (LPL)

A proposal was sent to the Municipality of Powassan Council to install a LPL in Memorial Park at the corner of Main and Memorial Park Drive. The proposal was approved and the installation should occur in late October.

f) Member Distribution – Update

Remains at 62-18-20.

g) Summer Student Grants – Outcome

Two students, Aspen Townes and Emma Maroosis-Desvreaux, were hired this summer through the 2021 Federal Summer Jobs Program. They offered the following programming:

- i. Explore and More: Tuesdays, Aspen offered guided tours of the Pines Trails to younger children and their guardian in the morning and to older children in the afternoon. She was very well qualified and her experience as a tour guide in Restoule Provincial Park enriched the program.
- ii. Scratch Program: Thursdays, Aspen offered a coding program to children 7 and up.
- iii. Art in the Backyard: Tuesdays and Thursdays, Emma offered art session on to younger children in the morning and to older ones in the afternoon.

h) COVID Related Grants

- i. In June, the library applied for the CHCI Grant in collaboration with the Blue Sky Consortium. – unsuccessful
- ii. Trillium – Resilience Grant, latest one opens November 1, 2021. Library is planning to apply, through one of the Municipalities, for items such as an upgrade to the ventilation system (HVAC), new chairs with easily cleanable cover, outside wooden chairs, a new camera security system to replace the old one which is no longer functioning, and a couple of WIFI Hot Spots for lending to patrons in need.

5. Correspondence

An email was received from the Township of Nipissing announcing Liz Moore's replacement - Steve Kirkey newest council member in Nipissing.

6. Committee Reports

a) Property Committee Report

No major issue to report. Marie inquired about the Accessible Parking spot - it is still concave and fills with water when it rains and dangerous in the winter. It was to be repaved this summer/fall however; nothing has been done so far.

b) Financial Property

Motion # 2022-21: Piper-Martin: That Steve Kirkey be appointed to the Financial Committee replacing Liz Moore as the Nipissing Council Representative.

c) Policy Committee Report

The Vaccine Mandate Policy from the Ottawa Public Library was presented for discussion.

Debbie Piekarski informed the Board the Municipality of Powassan is currently working on a similar policy and will share with the library.

d) Friends of the Library Report

- The Friends May and June minutes were presented. They are planning a fall basket auction, starting after Thanksgiving.

7. New Business

Upcoming October Events:

- Truth and Reconciliation movie night – September 30th
- Chris Jull will lead discussion on “The suspension of belief in reading fiction” – October 19
- Pumpkin Carving – October 21
- Virtual Costume Contest – starts October 22 and ends October 29th.

8. Adjournment

Motion # 2022-19: Moore: That the September 27, 2021 meeting be adjourned at 6:53 pm.

Next Meeting: Monday, October 25, 2021 at 5:30pm

Chairperson: Kristine Martin
Kristine Martin, Chair

Secretary: Marie Rosset
Marie Rosset, CEO



Library Board Minutes
November 22, 2021 at 5:30 pm

Attendance via Zoom: Tina Martin, Steve Kirkey

In-person: Bob Elliott, Bernadette Kerr, Debbie Piekarski, Debbie Piper, Doug Walli, Gloria Brown, Marie Rosset

1. Respect and Acknowledgement Declaration Read by CEO

2. Disclosure of pecuniary interest – none

3. Approval of general consent motion:

Motion # 2021-23 Elliott-Piekarski: That the Consent Agenda for November 2021, which includes:

- a) the November 22, 2021 agenda,
- b) the Minutes for the September 27, 2021 meeting,
- c) the Financial Report for September, October 2021,
- d) and the Library Report for August, September, October 2021, be adopted as presented.

4. Business Arising

a) Current Library Services Update

As per the Provincial mandate:

- The library is open to the public at 100% capacity (we seldom have more than 5 people at a time) no passport required to browse, all COVID protocol observed (2 meters, and masks)
- Computers are available to the public – one hour time limit – vaccine passport required.
- Lifelab services continue to operate Mondays and Thursdays from 8am to 12pm under appropriate safety protocols.
- Several groups (Book Club, French, Rug hookers, Knitters, Tech Help, and Friends of the Library) are now meeting at library – vaccination passport required for everyone 12 and over
- Children programming will restart in January 2022.

b) New Schedule Proposal

- The library plans to open fully in January 2022. The approved new schedule, is as follows:
Monday, Wednesday and Friday 10am-5pm;
Tuesday and Thursday 10am-7pm and
Saturday 10am-2pm.

By cutting on evening hours, we were able to add Wednesday to the schedule, something our patrons have been requesting for years. This modification totals 42 hours, one more hour per week than pre-pandemic.

Motion # 2021-24 Piekarski-Kerr:

That the Board approves the new Schedule B starting in January 2022

c) Board Meeting Starting Time

Moving forward the Board meetings will start at 6pm. It is more convenient for the majority of members.

d) Trillium Resilience Grant

Marie is working with Kim Bester to complete the application. Deadline is December 8, 2021.

e) Little Free Library (LPL)

A LPL is now featured at Memorial Park at the corner of Main and Memorial Park Drive. Alex Degagné built it with the help of his father, André, for his volunteer hours.

5. Correspondence

None to report.

6. Committee Reports

a) Property Committee Report

- i. Indoor ventilation – Harwood Plumbing and Heating, who installed the huge ventilator in our storage room during our renovations in 2018, came to assess the requirements for the library to have proper ventilation to address COVID-19. He identified the issue - fix the faulty furnace fan controls at the cost of \$597, which we opted to do immediately for the safety of the staff and patrons. The library now has safe ventilated air throughout the whole building.
- ii. Accessible Parking spot – the area was repaired by the paving company and is no longer an issue.

b) Financial Property

- The financial property plans to meet in January to discuss and finalize the 2022 Budget

c) Policy Committee Report

- i. **Strategic Plan 2023-2027**
The process to renew our Strategic Plan will begin in 2022. The Board will form a Strategic Plan Committee in early 2022. It will consist of at least a couple of Board members, two volunteers from the public, and the CEO.
- ii. **RES-04 Health & Safety Policy** was reviewed with no changes.
- iii. **RES-07 Code of Conduct Policy** was reviewed with no changes.
- iv. **GOV-08 Terms of Reference: Property Committee**
Motion # 2021-25 Piekarski-Elliott: That the **GOV-08 Terms of Reference: Property Committee** be adopted as presented
- v. **SERV-03 Children and Teens' Services Policy** was reviewed with no change
- vi. **Vaccine Mandate Policy**
Motion # 2021-26 Elliott-Brown: That the Municipality of Powassan Vaccine Mandate Policy be adopted for the Powassan & District Union Public Library with the required date to

be fully vaccinated with a Health Canada or World Health Organization recognized COVID-19 vaccine by November 30 2021, instead of the original December 31, 2021.

d) Friends of the Library Report

The Friends August /September and October minutes were presented. They are planning a Christmas basket auction, starting December 7, 2021, and donated \$200 to cover some of the costs of this year's Christmas StoryWalk.

7. New Business

a) New Xerox Contract

The library's photocopier is being updated. It will reduce the monthly costs and be more efficient.

b) Personnel Designations

Currently the library has only two designation levels, the CEO and all other staff members at the Library Clerk level. Marie would like to add a junior level and a Head Librarian level. It would allow for greater recognition of actual performed work and allow for more flexibility in remuneration. This idea was agreed in principle, further discussion to be held regarding duties and remuneration for these new position descriptions

c) Upcoming November Events:

- Christmas StoryWalk

A Christmas Storywalk is now up in downtown Powassan. It starts at the LFL at Main and Memorial Park Drive and is featured in the windows of 16 businesses on Main Street.

- Holiday Reading Challenge: Families read a Holiday book a day from December 1st to Christmas, record it on a calendar and return it to the Library to be entered in a draw

- Santa's Library Visit

His visit will be on December 7 from 5:30pm to 7. It will be done with all safety protocols in place.

- Children Craft Event on December 17 at 5:30pm.

8. Adjournment

Motion # 2021-27: Brown: That the November 22, 2021 meeting be adjourned at 6:50 pm.

Next Meeting: Monday, January 24, 2022 at 6:00pm

Chairperson: _____
Kristine Martin, Chair

Secretary: _____
Marie Rosset, CEO

