



**REGULAR MEETING OF COUNCIL  
MONDAY, DECEMBER 13<sup>TH</sup>, 2021  
7:00 P.M.**

**3. PETITIONS & DELEGATIONS**

**4. CORRESPONDENCE**

**DR. S. F. MONESTIME MUNICIPAL  
COUNCIL CHAMBERS  
160 WATER STREET  
MATTAWA, ONTARIO**



## Town of / Ville de Penetanguishene

### Police Services Board

December 7, 2021

Hon. Doug Downey  
Attorney General  
McMurtry-Scott Bldg 11th Floor  
720 Bay Street  
Toronto, ON M7A 2S9

Delivered by Email:  
attorneygeneral@ontario.ca

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Dear Hon. Doug Downey;

#### **RE: Concerning Rates of Recidivism**

At the Penetanguishene Police Services Board meeting held on June 14, 2021, members of the board received a quarterly report from the Southern Georgian Bay OPP Detachment Commander. Within the report, the board noticed that the crime rate numbers were surprisingly high. The Detachment Commander explained that a major contributing factor to the high crime rate was that a high number of offenders were often being released by the courts and therefore given the opportunity to re-offend.

Following the meeting, the Detachment was able to research the recidivism rates for the catchment area in order to get a better understanding of the circumstances. Prior to the COVID-19 pandemic (August 2018 to February 2020) to post pandemic (March 2020 to September 2021) there was increase of 11% in recidivism rates. In Penetanguishene alone, there were a total of 12427 charges that were analyzed (29% criminal and 71% Provincial) with 519 persons who had charges withdrawn in the same time period.

These recidivism rates were concerning for the Police Services Board for two reasons. The first being that it's obvious that no lesson is learnt by most offenders when they are provided with multiple chances. The second being that this recidivism cycle that's being created continues to cause more work for the police which then takes them away from other important duties.

We're aware that the analysis of rates demonstrates an increase since the pandemic, and fully recognize that the COVID-19 pandemic could have been a contributing factor to the increase in rates. However, since the pandemic restrictions seem to be lifting, we're hopeful that the recidivism rates lessen as well.

Our hope is to bring awareness to the recidivism rates, advocate for the Southern Georgian Bay OPP and finally, enact change within the provincial court system to help minimize these rates. It would be most helpful not only to the Southern Georgian Bay OPP but all detachments across the province if the provincial court system could help minimize





recidivism rates by monitoring and recording the offenders who continue to reoffend and highly consider recidivism when sentencing.

We're hopeful that by raising awareness of the high recidivism rates within our detachment, it may persuade change within the provincial court system related to offender sentencing. Please feel free to reach out to the undersigned [bcummings@penetanguishene.ca](mailto:bcummings@penetanguishene.ca) should you have any questions.

**THE CORPORATION OF THE TOWN OF PENETANGUISHENE**

Brian Cummings, Board Chair  
Penetanguishene Police Services Board

CC: Hon. Sylvia Jones, Solicitor General  
Inspector Joseph Evans, OPP  
Interim Executive Director, Bruce Chapman, OAPSB  
Council of the Town of Penetanguishene  
Chief Administrative Officer, Jeff Lees, Town of Penetanguishene  
All municipalities in Ontario

/kc



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December 6, 2021

Mr. Jason McMartin  
CAO/Clerk Treasurer  
Township of Papineau Cameron  
4861 Hwy 17 West  
Box 630  
Mattawa, ON P0H 1V0

Dear Mr. McMartin

On September 21, 2021, Mr. Dean Backer submitted his resignation from the Cassellholme Board of Management. Mr. Backer represented Area 2, as a reappointment, beginning January 2019. Mr. Backer was reappointed to replace the historical rotation of a member from the Township of South Algonquin.

South Algonquin was offered to appoint a member to the Cassellholme Board and has declined. As well, the Municipality of Calvin has also declined.

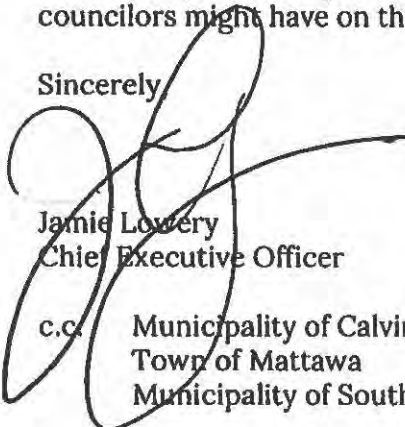
At this time, we would like to offer the Township of Papineau Cameron to select a member to sit on the Cassellholme Board for the remainder of Mr. Backer's appointment, which will expire on December 31, 2022.

A letter of approval from the other municipalities in Area 2 (Mattawa, Calvin and South Algonquin) should be forwarded to Cassellholme.

I would ask that after the selection has been made that Cassellholme be contacted as soon as possible so that we can arrange an orientation to Cassellholme for the new member.

I would be pleased to provide further details or answer any questions that you or any councilors might have on this or any other issue regarding Cassellholme.

Sincerely



Jamie Lowery  
Chief Executive Officer

c.c. Municipality of Calvin  
Town of Mattawa  
Municipality of South Algonquin

4.3

**From:** Vala Monestime Belter <vmb@belterworks.com>  
**Sent:** December 6, 2021 5:47 PM  
**To:** Mary Rainville; Vala Monestime Belter  
**Subject:** Taxis to Vaxes Final Update

Hello! A final update:

- Our email to you last August raised **\$690**. (Wow and thank you!) We said no to several more as we felt we had enough.
- The North Bay District Chamber of Commerce also generously pledged \$600 in taxi fare, but we never tapped into this. (Thank you Peter 😊)
- We were warmly welcomed by the Health Unit and the vaccine host agencies (Mattawa Food Bank, Mattawa Seniors' Centre and St. Victor's Separate School).
- We quickly learned that most people did not require transportation (they had their own or used a friend's car). The taxis were only used three times.
- We quickly changed our advertising to include free taxis AND/OR Free French Fry Coupons. The majority of people were quite pleased to receive a coupon for free French Fries as a thank you for getting vaccinated. A few asked for the French Fry Coupon before going to get vaccinated! Some people refused coupons as they didn't eat or like fries.
- In all, we gave 109 "taxis and fries" coupons, worth \$327, at 4 Mattawa Covid 19 vaccination clinics from August through October. We stopped when the weather became colder and sitting outside at some clinics, was no longer pleasant.
- We had \$342 left and have donated it to the Lions Christmas Telethon. We will donate the 7 remaining French Fry Coupons to the Food bank to be used in 2022!.
- Thank you for your generosity. Thank you, Teri at Belanger Taxi and Darin at Vet's Taxi, for stepping up and offering taxi rides for free or at nominal costs. Thank you to the Town for printing posters. Thank you to all five of Mattawa Chip Stands for giving some coupons or selling them to us for a minimal amount: Charlie Miller's Chip Truck, Earl's Lake Chip Truck, Michelle's Chip Truck, Turcotte's Chip Stand, and Valois Drive Chips.

Merry Christmas and all the best in 2022!

Vala and Mary Lou

Clinic date	Coupons for Fries Given Out
August 25	17
September 18	26
October 18	35
October 20	31
<b>Total</b>	<b>109</b>
Value	\$365 approximate - actual \$327

Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de la  
Protection de la nature et des Parcs

Client Services and  
Permissions Branch

Direction des services à la clientèle et  
des permissions

1<sup>st</sup> Floor  
135 St. Clair Avenue W  
Toronto ON M4V 1P5  
Tel.: 416 314-8001  
Fax: 416 314-8452

Rez-de-chaussée  
135, avenue St. Clair Ouest  
Toronto ON M4V 1P5  
Tél. : 416 314-8001  
Télec. : 416 314-8452

December 6, 2021

Dear noise practitioners and stakeholders:

This letter is to inform you that the Ministry of the Environment, Conservation and Parks is updating the noise prediction methods used for assessing road and rail traffic to protect Ontarians from excessive noise levels and ensure that our noise pollution control methods are effective and based in current science.

The new guideline will ensure that proponents use up to date noise prediction methods when determining sound levels caused by road and rail traffic. This will result in more accurate noise predictions compared to the 1995 methods that are currently in place. Also, proponents who have been asking for permission from the ministry to use newer noise prediction methods will no longer have to seek this approval.

Without changing established noise limits, the new guideline will allow proponents to make realistic predictions of noise impact with updated technology in a way that is consistent with current methodologies. The updates will allow us to protect our environment better from the adverse effects of noise.

For further details on NPC-306, please access the link to the policy proposal on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-3239>

If you have any further questions, please contact Mary Ianni, Program Support Coordinator at Client Services and Permissions Branch, Environmental Assessment and Permissions Division by email [mary.ianni@ontario.ca](mailto:mary.ianni@ontario.ca) or by phone 437-788-6772.

Sincerely,



Heather Malcolmson  
Director, Client Services and Permissions Branch

**Francine Desormeau**

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Orig to ~~Fr~~ CAO ✓  
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**From:** Liu, Xibo (MECP) <Xibo.Liu@ontario.ca>  
**Sent:** December 3, 2021 9:55 AM  
**To:** Francine Desormeau  
**Cc:** Josh Gravelle; Alimpic, Vesna (MECP); Municipal Drinking Water Licensing Program (MECP)  
**Subject:** RE: Mattawa Drinking Water System 195-101 licence renewal  
**Attachments:** Licence issue 4.PDF; Notice of Operational Plan Acceptance.PDF; Appeal Notice May 2019.pdf; DWWP issue 3.pdf

Dear Francine Desormeau:

Re: Application for Renewal of Mattawa Drinking Water System 195-101 for the Corporation of the Town of Mattawa

Attached please find the following documents relating to the above noted application:

- Notice of Acceptance for Operational Plan No. (195- 401)
- Renewed Municipal Drinking Water Licence No. (195-101)
- Amended Drinking Water Works Permit No. (195-201)
- Notice of Appeal Provisions

Note that the forms referenced in your licence and permit ([Form 1](#), [Form 2](#), [Form 3](#) and the [Director Notification Form](#)) are available in the Central Forms Repository at [www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca).

Please contact me if you have any questions.

Thanks,  
Xibo

Xibo Liu, P.Eng.  
Senior Water Engineer | Municipal Water and Wastewater Permissions Section  
Environmental Permissions Branch | Environmental Assessment and Permissions Division  
Ministry of the Environment, Conservation and Parks  
40 St. Clair Avenue W., 2nd Floor | Toronto, Ontario M4V 1M2  
[xibo.liu@ontario.ca](mailto:xibo.liu@ontario.ca) | ph. (437) 247-7153 | fax. (416) 314-1037

## MUNICIPAL DRINKING WATER LICENCE

**Licence Number: 195-101**

**Issue Number: 4**

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this municipal drinking water licence under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

### **The Corporation of the Town of Mattawa**

**160 Water Street**

**P.O. Box 390**

**Mattawa ON P0H 1V0**

For the following municipal residential drinking water system:

### **Mattawa Drinking Water System**

This municipal drinking water licence includes the following:

<b>Schedule</b>	<b>Description</b>
Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements
Schedule E	Pathogen Log Removal/Inactivation Credits

Upon the effective date of this drinking water licence # 195-101, all previously issued versions of licence # 195-101 are revoked and replaced by this licence.

DATED at TORONTO this 3rd day of December, 2021

Signature



Aziz Ahmed, P.Eng.  
Director

Part V, *Safe Drinking Water Act, 2002*



## Schedule A: Drinking Water System Information

System Owner	Corporation of the Town of Mattawa
Licence Number	195-101
Drinking Water System Name	Mattawa Drinking Water System
Licence Effective Date	December 3, 2021

### 1.0 Licence Information

Licence Issue Date	December 3, 2021
Licence Effective Date	December 3, 2021
Licence Expiry Date	December 3, 2026
Application for Licence Renewal Date	June 3, 2025

### 2.0 Incorporated Documents

The following documents are applicable to the above drinking water system and form part of this licence:

#### 2.1 Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Mattawa Drinking Water System	195-201	December 3, 2021

#### 2.2 Permits to Take Water

Water Taking Location	Permit Number	Issue Date
Well #1 and Well #2	3668-97QK3R	May 16, 2013

### 3.0 Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	195-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	195-301A

### 4.0 Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan No.	Operating Authority No.
Mattawa Drinking Water System	Ontario Clean Water Agency	195-401	195-OA1

## Schedule B: General Conditions

System Owner	Corporation of the Town of Mattawa
Licence Number	195-101
Drinking Water System Name	Mattawa Drinking Water System
Licence Effective Date	December 3, 2021

### 1.0 Definitions

1.1 Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

1.2 In this licence and the associated drinking water works permit:

"adverse effect", "contaminant" and "natural environment" shall have the same meanings as in the EPA;

"alteration" may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

"compound of concern" means a contaminant described in paragraph 4 subsection 26 (1) of O. Reg. 419/05, namely, a contaminant that is discharged to the air from a component of the drinking water system in an amount that is not negligible;

"CT" means the CT Disinfection Concept, as described in subsection 3.1.1 of the Ministry's Procedure for Disinfection of Drinking Water in Ontario, dated July 29 2016.

"Director" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"drinking water works permit" means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"emission summary table" means a table described in paragraph 14 of subsection 26 (1) of O. Reg. 419/05;

"EPA" means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

"financial plan" means the financial plan required by O. Reg. 453/07;

"Harmful Algal Bloom (HAB)" means an overgrowth of aquatic algal bacteria that produce or have the potential to produce toxins in the surrounding water, when the algal

cells are damaged or die. Such bacteria are harmful to people and animals and include microcystins produced by cyanobacterial blooms.

**"licence"** means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

**"Ministry"** means the Ontario Ministry of the Environment, Conservation and Parks;

**"operational plan"** means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

**"owner"** means the owner of the drinking water system as identified in Schedule A of this licence;

**"OWRA"** means the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40;

**"permit to take water"** means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

**"point of impingement"** has the same meaning as in section 2 of O. Reg. 419/05 under the EPA;

**"point of impingement limit"** means the appropriate standard from Schedule 2 or 3 of O. Reg. 419/05 under the EPA and if a standard is not provided for a compound of concern, the concentration set out for the compound of concern in the document titled "Air Contaminants Benchmarks (ACB) List: Standards, guidelines and screening levels for assessing point of impingement concentrations of air contaminants", as amended from time to time and published by the Ministry and available on a government of Ontario website;

**"licensed engineering practitioner"** means a person who holds a licence, limited licence or temporary licence under the Professional Engineers Act;

**"provincial officer"** means a provincial officer designated pursuant to section 8 of the SDWA;

**"publication NPC-300"** means the Ministry publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

**"SCADA system"** means a supervisory control and data acquisition system used for process monitoring, automation, recording and/or reporting within the drinking water system;

**"SDWA"** means the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32;

**"sensitive receptor"** means any location where routine or normal activities occurring at reasonably expected times would experience adverse effect(s) from a discharge to air from an emergency generator that is a component of the drinking water system, including one or a combination of:

- (a) private residences or public facilities where people sleep (e.g.: single and multi-unit dwellings, nursing homes, hospitals, trailer parks, camping grounds, etc.),
- (b) institutional facilities (e.g.: schools, churches, community centres, day care centres, recreational centres, etc.),
- (c) outdoor public recreational areas (e.g.: trailer parks, play grounds, picnic areas, etc.), and
- (d) other outdoor public areas where there are continuous human activities (e.g.: commercial plazas and office buildings).

**"sub-system"** has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts) under the SDWA;

**"surface water"** means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

**"UV"** means ultraviolet, as in ultraviolet light produced from an ultraviolet reactor.

## 2.0 Applicability

- 2.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

## 3.0 Licence Expiry

- 3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

## 4.0 Licence Renewal

- 4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

## 5.0 Compliance

- 5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

## 6.0 Licence and Drinking Water Works Permit Availability

- 6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

## 7.0 Permit to Take Water and Drinking Water Works Permit

- 7.1 A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.
- 7.2 A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.

## 8.0 Financial Plan

- 8.1 For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
- 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
  - 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

## 9.0 Interpretation

- 9.1 Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
- 9.1.1 The SDWA;
  - 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
  - 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
  - 9.1.4 Any regulation made under the SDWA;
  - 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
  - 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
  - 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and

- 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.1.9 Any other technical bulletin or procedure issued by the Ministry from the most recent to the earliest.
- 9.2 If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.
- 9.3 The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
- 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
- 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4 For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

## 10.0 Adverse Effects

- 10.1 Nothing in this licence or the drinking water works permit shall be read as to permit:
- 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
- 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2 All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3 Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

## 11.0 Change of Owner or Operating Authority

- 11.1 This licence is not transferable without the prior written consent of the Director.
- 11.2 The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
- 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

## 12.0 Information to be Provided

- 12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

## 13.0 Records Retention

- 13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 or section 13 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

## 14.0 Chemicals and Materials

- 14.1 All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
- 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
- 14.2 The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- 14.3 Conditions 14.1 and 14.2 do not apply in the case of the following:
- 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
- 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;

- 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
- 14.3.4 Gaskets that are made from NSF approved materials;
- 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use that may come into contact with drinking water, but are not added directly to the drinking water; or
- 14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

## 15.0 Drawings

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the alteration being completed or placed into service.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

## 16.0 Operations and Maintenance Manual

- 16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference to all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2 The operations and maintenance manual or manuals, shall include at a minimum:
  - 16.2.1 The requirements of this licence and associated procedures;
  - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
  - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:
    - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and



- b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
  - 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
  - 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
  - 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
  - 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
  - 16.2.8 An inspection schedule for all wells associated with the drinking water system, including all production wells, standby wells, test wells and monitoring wells;
  - 16.2.9 Well inspection and maintenance procedures that consider the entire well structure of each well including all above and below grade well components; and
  - 16.2.10 Remedial action plans for situations where an inspection indicates non-compliance with respect to regulatory requirements and/or risk to raw well water quality.
- 16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- 16.4** All of the procedures included or referenced within the operations and maintenance manual must be implemented.

## Schedule C: System-Specific Conditions

System Owner	Corporation of the Town of Mattawa
Licence Number	195-101
Drinking Water System Name	Mattawa Drinking Water System
Licence Effective Date	3, 2021 December

### 1.0 System Performance

#### Rated Capacity

- 1.1 For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

Table 1: Rated Capacity	
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m <sup>3</sup> /day)
Mattawa Water Treatment Plant	6,540

#### Maximum Flow Rates

- 1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Table 2: Maximum Flow Rates		
Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

- 1.3 Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- 1.4 Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

### Residuals Management

- 1.5 In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
- 1.5.1 The annual average concentration of a test parameter identified in column 2 shall:
- not exceed the value in column 3 of the same row; and
  - be calculated at least once monthly as the running annual average based on the previous twelve months of results;
- 1.5.2 Where the average concentration of a test parameter identified in column 2 exceeds the value in column 3, the concentration shall be reported to the local Ministry district office within 72 hours of receipt of the last lab result used in the calculation;
- 1.5.3 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row;
- 1.5.4 Where the maximum concentration of a test parameter identified in column 2 exceeds the value in column 4, the discharge shall be reported in accordance with s.13.2 of O. Reg. 675.98 and recorded in accordance with s.12.2 of O. Reg. 675.98 within 24 hours of receipt of the lab result; and,
- 1.5.5 The test parameters listed in column 2 of Table 3 shall be sampled in accordance with conditions 5.2, 5.3 and 5.4 of Schedule C in this Licence.

**Table 3: Residuals Management**

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Annual Average Concentration (mg/L)	Column 4 Maximum Concentration (mg/L)
Not Applicable	Not Applicable	Not Applicable	Not Applicable

### UV Disinfection Equipment Performance

- 1.6 For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system and being used to meet pathogen log removal/inactivation credits specified in Schedule E:
- 1.6.1 The UV disinfection equipment shall be operated within the validated limits for the equipment at all times such that a continuous pass-through UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row
- 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set

out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;

- 1.6.3 If there is a UV disinfection equipment alarm signaling that the disinfection equipment is malfunctioning, has lost power, or is not providing the appropriate level of disinfection the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
- 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm described in condition 1.6.3, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

<b>Table 4: UV Disinfection Equipment</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Minimum Continuous Pass-Through UV Dose (mJ/cm<sup>2</sup>)</b>	<b>Column 3 Control Strategy</b>	<b>Column 4 Test Parameter</b>
Mattawa Water Treatment Plant	40	Calculated Dose	Calculated UV Dose
			Flow Rate
			UV Transmittance
			UV Lamp Status

## 2.0 Flow Measurement and Recording Requirements

- 2.1 For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
- 2.1.1 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of treated water that flows from the treatment subsystem to the distribution system.
- 2.1.2 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of water that flows into the treatment subsystem.
- 2.2 For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.

- 2.3 Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
- 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;
  - 2.3.2 The time and date of the measurement;
  - 2.3.3 The reason for the exceedance; and
  - 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

### 3.0 Calibration of Flow Measuring Devices

- 3.1 All flow measuring devices that are required by regulation, by a condition in the drinking water works permit 195-201, or by a condition otherwise imposed by the Ministry, shall be checked and where necessary calibrated in accordance with the manufacturer's instructions.
- 3.2 If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation.
- 3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

### 4.0 Calibration of CT Monitoring System

- 4.1 Any measuring instrumentation that forms part of the monitoring system for CT shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation, or more frequently in accordance with the manufacturer's instructions.
- 4.1.1 For greater certainty, if condition 4.1 applies, the instrumentation shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

### 5.0 Additional Sampling, Testing and Monitoring

#### Drinking Water Health and Non-Health Related Parameters

- 5.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter

listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

<b>Table 5: Drinking Water Health Related Parameters</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Sampling Frequency</b>	<b>Column 4 Monitoring Location</b>
Not Applicable	Not Applicable	Not Applicable	Not Applicable

<b>Table 6: Drinking Water Non-Health Related Parameters</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Sampling Frequency</b>	<b>Column 4 Monitoring Location</b>
Not Applicable	Not Applicable	Not Applicable	Not Applicable

#### **Environmental Discharge Parameters**

- 5.2** For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- 5.3** For the purposes of Table 7:
- 5.3.1 Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
- 5.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.
- 5.4** Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 23<sup>rd</sup> Edition, 2017, or as amended from time to time by more recently published editions.

Table 7: Environmental Discharge Parameters				
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

5.5 Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:

5.5.1 The discharge of potable water from a watermain to a road or storm sewer;

5.5.2 The discharge of potable water from a water storage facility or pumping station:

- a) To a road or storm sewer; or
- b) To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.

5.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;

5.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and

5.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

5.5.6 The discharge of any excess water to a road, storm sewer or the environment, associated with the management of materials excavated as part of watermain construction or repair, where necessary sediment, erosion and environmental control measures have been implemented.

## 6.0 Studies Required

6.1 Not Applicable

## 7.0 Source Protection

7.1 The owner of the drinking water system shall implement risk management measures, as appropriate, to manage any potential threat to drinking water that results from the operation of the drinking water system.

7.2 The owner of the system shall notify the Director in writing within thirty (30) days of any approved changes to an applicable source protection plan that impact the assessed threat level of a fuel oil system identified in Schedule A of drinking water works permit.





## **Schedule D: Conditions for Relief from Regulatory Requirements**

System Owner	<b>Corporation of the Town of Mattawa</b>
Licence Number	<b>195-101</b>
Drinking Water System Name	<b>Mattawa Drinking Water System</b>
Licence Effective Date	<b>December 3, 2021</b>

Effective **December 3, 2021**, no relief from regulatory requirements is authorized by the Director under section 46 of the SDWA in respect of the drinking water system.

## Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	Corporation of the Town of Mattawa
Licence Number	195-101
Drinking Water System Name	Mattawa Drinking Water System
Licence Effective Date	December 3, 2021

### 1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

#### Mattawa Water Treatment Plant

Well # 1 and # 2 (GROUNDWATER (Non-GU01))

Minimum Log Removal/ Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Mattawa Water Treatment Plant	0	0	2

Log Removal/Inactivation Credits Assigned *	Cryptosporidium Oocysts	Giardia Cysts	Viruses
UV Disinfection <small>(40 mJ/cm<sup>2</sup>)</small>	2	3	2

\* Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
UV Disinfection	<p>Duty UV Sensor Checks and Calibration</p> <ol style="list-style-type: none"> <li>1. Duty UV sensors shall be checked on at least a monthly basis against a reference UV sensor or at a frequency as otherwise recommended by the UV equipment manufacturer;</li> <li>2. When comparing a duty UV sensor to a reference UV sensor, the calibration ratio (intensity measured with the duty UV sensor/intensity measured with the reference UV sensor) shall be less than or equal to 1.2;</li> <li>3. If the calibration ratio is greater than 1.2, the duty UV sensor shall be replaced with a calibrated UV sensor or a UV sensor correction factor shall be applied while the problem with the UV sensor is being resolved;</li> <li>4. Reference UV sensors shall be checked against a Master Reference Assembly at a minimum frequency of once every three years or on a more frequent basis depending upon the recommendations of the equipment manufacturer;</li> </ol> <p>Operational Requirements</p> <ol style="list-style-type: none"> <li>5. Ultraviolet light disinfection equipment shall have a feature that ensures that no water is directed to users of water treated by the equipment or that causes an alarm to sound in the event that the equipment malfunctions, loses power or ceases to provide the appropriate level of disinfection;</li> <li>6. Water shall not flow through a UV reactor when the reactor's UV lights are off or not fully energized;</li> <li>7. UV lamp status shall indicate whether each UV lamp is on or off;</li> <li>8. All UV sensors shall operate within their calibration range or corrective measures shall be taken; and</li> <li>9. Installed or replaced UV equipment components shall be equal or better than the components used during validation testing unless the UV equipment was revalidated.</li> </ol>
Primary Disinfection Notes	



Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de  
la Protection de la nature et des Parcs

Environmental Assessment and  
Permissions Branch  
Water Approvals and Licensing

Direction des évaluations et  
des permissions environnementales  
Approbations et licences

2<sup>nd</sup> Floor  
40 St. Clair Ave W  
Toronto ON M4V 1M2

2<sup>e</sup> étage  
40, avenue St. Clair Ouest  
Toronto (Ontario) M4V 1M2

November 10, 2021

Francine Desormeau  
Corporation of the Town of Mattawa  
160 Water Street  
P.O. Box 390  
Mattawa ON P0H 1V0

Dear Francine Desormeau:

**Re: Acceptance of Operational Plan for the Mattawa Drinking Water System**

This letter is to inform you that the Operational Plan identified below for the Mattawa Drinking Water System meets the requirements of the Director's Directions - Minimum Requirements for Operational Plans made under the *Safe Drinking Water Act, 2002* (SDWA) and has been accepted.

Number	Operational Plan Name	Date
195-401	The Corporation of the Town of Mattawa DWQMS Operational Plan for the Mattawa Drinking Water System	September 3, 2020

If you should have any questions, please contact Xibo Liu, P.Eng. at (437) 247-7153.

Sincerely,

Aziz Ahmed, P.Eng.  
Director, Part V, SDWA  
c: Drinking Water Supervisor, North Bay

## Appeal Notice

All or part of the decisions respecting a municipal drinking water licence (licence) or a drinking water works permit (DWWP) may be reviewable in accordance with the provisions of Part X of the Safe Drinking Water Act, Chapter 32 Statutes of Ontario, 2002, as amended (SDWA).

In accordance with Section 129(1) of the SDWA, you may by written notice served upon the Director and the Environmental Review Tribunal within 15 days after receipt of this notice, require a hearing by the Tribunal. Section 129(2) sets out a procedure upon which the 15 days may be extended by the Tribunal. Section 129(3) of the SDWA provides that the Notice requiring the hearing shall state:

1. The aspect of the decision, including the portion of the municipal drinking water licence or the drinking water works permit in respect of which the hearing is required; and
2. The grounds for review to be relied on by the person at the hearing.

Except with leave of the Tribunal, a person requiring a hearing in relation to a reviewable decision is not entitled to,

- (a) a review of an aspect of the decision other than that stated in the notice requiring the hearing; or
- (b) a review of the decision other than on the grounds stated in the notice

The Notice should also include, as applicable:

3. The name of the appellant;
4. The address of the appellant;
5. The licence and/or DWWP;
6. The date of the licence and/or DWWP;
7. The name of the Director(s) in respect of the licence and/or the DWWP;
8. The municipality within which the drinking water system is located;

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary\*  
Environmental Review Tribunal  
655 Bay Street., Suite 1500  
Toronto, Ontario  
M5G 1E5

AND

The Director, Part V SDWA  
Ministry of the Environment, Conservation and Parks  
40 St. Clair Avenue West, Floor 2  
Toronto, Ontario  
M4V 1M2

\* Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at [elto.gov.on.ca](http://elto.gov.on.ca) or:

Tel: (416) 212-6349 or toll free: 1-866-448-8848  
Fax: (416) 314-5370 or toll free: 1-877-849-2066  
TTY: 1-800-855-1155 via Bell relay  
Email: [ERTTribunalSecretary@Ontario.ca](mailto:ERTTribunalSecretary@Ontario.ca)



## DRINKING WATER WORKS PERMIT

Permit Number: 195-201

Issue Number: 3

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this drinking water works permit under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

**The Corporation of the Town of Mattawa**  
160 Water Street  
P.O. Box 390  
Mattawa ON P0H 1V0

For the following municipal residential drinking water system:

### Mattawa Drinking Water System

This drinking water works permit includes the following:

Schedule	Description
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
Schedule D	Process Flow Diagrams

Upon the effective date of this drinking water works permit #195-201, all previously issued versions of permit #195-201 are revoked and replaced by this permit.

DATED at TORONTO this 3rd day of December, 2021

Signature

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act, 2002*

## Schedule A: Drinking Water System Description

System Owner	Corporation of the Town of Mattawa
Permit Number	195-201
Drinking Water System Name	Mattawa Drinking Water System
Permit Effective Date	December 3, 2021

### 1.0 System Description

- 1.1 The following is a summary description of the works comprising the above drinking water system:

#### Overview

The **Mattawa Drinking Water System** consists of two (2) groundwater wells, a treatment plant consisting of UV and chlorination, a water storage reservoir in the distribution system and approximately 20 kilometers of watermains.

### Groundwater Supply

#### Well # 1

Location	400 Bissett Street, Mattawa, Ontario
UTM Coordinates	NAD 83: UTM Zone 17: 676210 m E, 5131526 m N
WWR No.	4300581
System Type	Groundwater (Non-GUDI)
Description	400 mm x 26.5 m deep groundwater well
Equipment	Vertical turbine well pump rated at 53.0 L/sec at 105.8 m TDH
Notes	Well water line is connected to a common supply line from Well #2 discharging to the water treatment plant equipped with a rate of flow control valve

#### Well # 2

Location	400 Bissett Street, Mattawa, Ontario
UTM Coordinates	NAD 83: UTM Zone 17: 676210 m E, 5131526 m N
WWR No.	4300579
System Type	Groundwater (Non-GUDI)
Description	300 mm x 23.6 m deep groundwater well
Equipment	Vertical turbine well pump rated at 22.7 L/sec at 91.5 m TDH, complete with VFD.

Notes	Well water line is connected to a common supply line from Well #1 discharging to the water treatment plant equipped with a flow meter
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## Water Treatment Facility

### Mattawa Water Treatment Plant

Street Address	400 Bissett Street, Mattawa, Ontario
UTM Coordinates	NAD 83: UTM Zone 17: 676210 m E, 5131526 m N
UV Disinfection	Two (2) parallel UV reactors (duty and standby), each rated to provide dosage of 40 mJ/cm <sup>2</sup> at a peak flow of 76 L/s, equipped with automatic switchover controls UV intensity sensor (one per lamp), flow control, electrical and alarms, inline UV Transmittance analyzer integrated into the system
Chlorination	Two (2) sodium hypochlorite chemical feed pumps (duty, standby) for secondary disinfection, each equipped with an automatic switch-over device and controls which provide flow proportional discharge of process chemical into raw water One (1) sodium hypochlorite chemical solution tank contained within a tank for spill containment
Monitoring Equipment	Two (2) on-line free chlorine residual analysers Two (2) electromagnetic flow meters Facility wide integrated process control system that combines system control with data acquisition
Standby Power	One (1) 300 kW diesel generator set equipped with an automatic transfer switch and one (1) diesel fuel storage tank
Notes	

## Storage Reservoir

### Distribution Reservoir

Location	404 – R Fourth Street, Mattawa, Ontario
UTM Coordinates	NAD 83: UTM Zone 17: 675858 m E, 5131966 m N
Description	In-ground concrete reservoir
Total Volume	795 m <sup>3</sup>
Useable Volume	700 m <sup>3</sup>
Notes	Reservoir maintains positive pressure on the water distribution system Reservoir water levels trigger the start and stop of the well pumps

## Instrumentation and Control

### SCADA System

Description	Facility wide integrated process control system
Notes	Combines system control with data acquisition

## Fuel Oil Systems

### Fuel Storage Locations

Location	UTM Easting 676228.63 UTM Northing 5131754.95 UTM Zone 17T
Description	Double walled external fuel tank with the capacity of 2270 L for diesel fuel storage, which is located in the Town of Mattawa Wellhead Protection Areas (WHPA-A).
Fuel Type	Diesel
Source Protection Area	North Bay – Mattawa Source Protection Area
Notes	

## Watermains

### 1.1 Watermains within the distribution system comprise:

#### 1.1.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains	
Column 1 Document or File Name	Column 2 Date
9a. Mattawa DWS Distribution System Map (Plan)	2020-04-07

#### 1.1.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

#### 1.1.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.



## Schedule B: General

System Owner	Corporation of the Town of Mattawa
Permit Number	195-201
Drinking Water System Name	Mattawa Drinking Water System
Permit Effective Date	December 3, 2021

### 1.0 Applicability

- 1.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence #195-101.
- 1.2 The definitions and conditions of licence #195-101 are incorporated into this permit and also apply to this drinking water system.

### 2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director to be incorporated into Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance with the applicable conditions of this drinking water works permit and licence #195-101.
- 2.2 All documents issued by the Director as described in condition 2.1 shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
  - a) Until May 3, 2022 the ministry's Watermain Disinfection Procedure, dated November 2015. As of May 4, 2022 the ministry's Watermain Disinfection Procedure, dated August 1, 2020;
  - b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
  - c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
  - d) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
  - e) AWWA C654 – Standard for Disinfection of Wells.
- 2.3.1 For greater clarity, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical / video inspection, all equipment that may come in contact with the drinking water system shall be disinfected in accordance with the requirements of condition 2.3. above.
- 2.3.2 Updated requirements described in condition 2.3 b) are effective six months from the date of publication of the updated Watermain Disinfection Procedure.

- 2.4 The owner shall notify the Director in writing within thirty (30) days of the placing into service or the completion of any addition, modification, replacement, removal or extension of the drinking water system which had been authorized through:
- 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;
  - 2.4.2 Any document to be incorporated in Schedule C to this drinking water works permit respecting works other than watermains; or
  - 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5 The notification required in condition 2.4 shall be submitted using the "Director Notification Form" published by the Ministry.
- 2.6 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement, removal or extension in respect of the drinking water system which:
- 2.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
  - 2.6.2 Constitutes maintenance or repair of the drinking water system; or
  - 2.6.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.7 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.8 For greater certainty, the owner may only carry out alterations to the drinking water system in accordance with this drinking water works permit after having satisfied other applicable legal obligations, including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005*.

### 3.0 Watermain Additions, Modifications, Replacements and Extensions

- 3.1 The owner may alter the drinking water system, or permit it to be altered by a person acting on the owner's behalf, by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
    - a) Has been prepared by a licensed engineering practitioner;
    - b) Has been designed only to transmit water and has not been designed to treat water;

- c) Satisfies the design criteria set out in the Ministry publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
  - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.
- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A licensed engineering practitioner has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
- 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
  - 3.2.2 Has a nominal diameter greater than 750 mm;
  - 3.2.3 Results in the fragmentation of the drinking water system; or
  - 3.2.4 Connects to another drinking water system, unless:
    - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and

- b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.
- 3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:
- 3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration", as published by the Ministry, prior to the watermain addition, modification, replacement or extension being placed into service; and
- 3.3.2 Retained for a period of ten (10) years by the owner.
- 3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 3.4.2 Constitutes maintenance or repair of the drinking water system.
- 3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.
- 3.7 Despite clause (a) of condition 3.1.1 and condition 3.1.7, with respect to the replacement of an existing watermain or section of watermain that is 6.1 meters in length or less, if a licensed engineering practitioner has:
- 3.7.1 inspected the replacement prior to it being put into service;
- 3.7.2 prepared a report confirming that the replacement satisfies clauses (b), (c) and (d) of condition 3.1.1 (i.e. "Form 1 – Record of Watermains Authorized by a Future Alteration" (Form 1), Part 3, items No. 2, 3 and 4); and
- 3.7.3 appended the report referred to in condition 3.7.2 to the completed Form 1,
- the replacement is exempt from the requirements that the design of the replacement be prepared by a licensed engineering practitioner and that a licensed engineering practitioner verify on Form 1, Part 3, item No. 1 that a licensed engineering practitioner prepared the design of the replacement.
- 3.8 For greater certainty, the exemption in condition 3.7 does not apply to the replacement of an existing watermain or section of watermain if two or more sections of pipe, each of which is 6.1 meters in length or less, are joined together, if the total length of replacement pipes joined together is greater than 6.1 meters.

## 4.0 Minor Modifications to the Drinking Water System

- 4.1 The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
- 4.1.1 Coagulant feed systems in the treatment system, including the location and number of dosing points:
    - a) Prior to making any alteration to the drinking water system under condition 4.1.1, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.1.1 and shall provide the Director with a copy of the review.
    - c) The notification required in condition 4.1.1 b) shall be submitted using the "Director Notification Form" published by the Ministry
  - 4.1.2 Instrumentation and controls, including new SCADA systems and upgrades to SCADA system hardware;
  - 4.1.3 SCADA system software or programming that:
    - a) Measures, monitors or reports on a regulated parameter;
    - b) Measures, monitor or reports on a parameter that is used to calculate CT; or,
    - c) Calculates CT for the system or is part of the process algorithm that calculates log removal, where the impacts of addition, modification or replacement have been reviewed by a licensed engineering practitioner;
  - 4.1.4 Filter media, backwashing equipment, filter troughs, and under-drains and associated equipment in the treatment system;
  - 4.1.5 Spill containment works; or,
  - 4.1.6 Coarse screens and fine screens
- 4.2 The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1 Treated water pumps, pressure tanks, and associated equipment;
  - 4.2.2 Raw water pumps and process pumps in the treatment system;
  - 4.2.3 Inline booster pumping stations that are not associated with distribution system storage facilities and are on a watermain with a nominal diameter not exceeding 200 mm;
  - 4.2.4 Re-circulation devices within distribution system storage facilities;
  - 4.2.5 In-line mixing equipment;

- 4.2.6 Chemical metering pumps and chemical handling pumps;
  - 4.2.7 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
  - 4.2.8 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry.
  - 4.2.9 Chemical injection points;
  - 4.2.10 Valves.
- 4.3 The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
  - 4.3.2 Measuring and monitoring devices that are required by regulation, by a condition in the Drinking Water Works Permit or by a condition otherwise imposed by the Ministry.
  - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
    - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
    - c) The notification required in condition 4.3.3 b) shall be submitted using the "Director Notification Form" published by the Ministry.
- 4.4 Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
  - 4.4.2 The bypassing or removal of any unit process within a treatment subsystem;
  - 4.4.3 The addition of any new unit process other than coagulation within a treatment subsystem;
  - 4.4.4 A deterioration in the quality of drinking water provided to consumers;

- 4.4.5 A reduction in the reliability or redundancy of any component of the drinking water system;
  - 4.4.6 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
  - 4.4.7 An adverse effect on the environment.
- 4.5 The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.
- 4.6 The verifications and documentation required in condition 4.5 shall be:
- 4.6.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" published by the Ministry, prior to the modified or replaced components being placed into service; and
  - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7 For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
- 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 4.7.2 Constitutes maintenance or repair of the drinking water system, including software changes to a SCADA system that are not listed in condition 4.1.3
- 4.8 The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

## 5.0 Equipment with Emissions to the Air

- 5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the air:
- 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
  - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
  - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
  - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;

- 5.1.5 Maintenance welding stations;
  - 5.1.6 Minor painting operations used for maintenance purposes;
  - 5.1.7 Parts washers for maintenance shops;
  - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
  - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
  - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
  - 5.1.11 Venting for an ozone treatment unit;
  - 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
  - 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not make an addition, modification, or replacement described in condition 5.1 in relation to an activity that is not related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxides emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

#### Performance Limits

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
- 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
  - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive receptors shall not exceed the applicable point of impingement limit, and at non-sensitive receptors shall not exceed the Ministry half-hourly screening level of 1880 ug/m<sup>3</sup> as amended; and
  - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.



- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications and documentation required in conditions 5.6 and 5.7 shall be:
- 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry, prior to the additional, modified or replacement equipment being placed into service; and
- 5.8.2 Retained for a period of ten (10) years by the owner.
- 5.9 For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
- 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 5.9.2 Constitutes maintenance or repair of the drinking water system.
- 5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

## 6.0 Previously Approved Works

- 6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
- 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
- 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
- 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

## 7.0 System-Specific Conditions

- 7.1 Not Applicable

## 8.0 Source Protection

- 8.1 Not Applicable

## Schedule C: Authorization to Alter the Drinking Water System

System Owner	Corporation of the Town of Mattawa
Permit Number	195-201
Drinking Water System Name	Mattawa Drinking Water System
Permit Effective Date	December 3, 2021

### 1.0 General

1.1 Table 2 provides a reference list of all documents to be incorporated into Schedule C that have been issued as of the date that this permit was issued.

1.1.1 Table 2 is not intended to be a comprehensive list of all documents that are part of Schedule C. For clarity, any document issued by the Director to be incorporated into Schedule C after this permit has been issued is considered part of this drinking water works permit.

Table 2: Schedule C Documents				
Column 1 Issue #	Column 2 Issued Date	Column 3 Description	Column 4 Status	Column 5 DN#
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

1.2 For each document described in columns 1, 2 and 3 of Table 2, the status of the document is indicated in column 4. Where this status is listed as 'Archived', the approved alterations have been completed and relevant portions of this permit have been updated to reflect the altered works. These 'Archived' Schedule C documents remain as a record of the alterations.

## Schedule D: Process Flow Diagrams

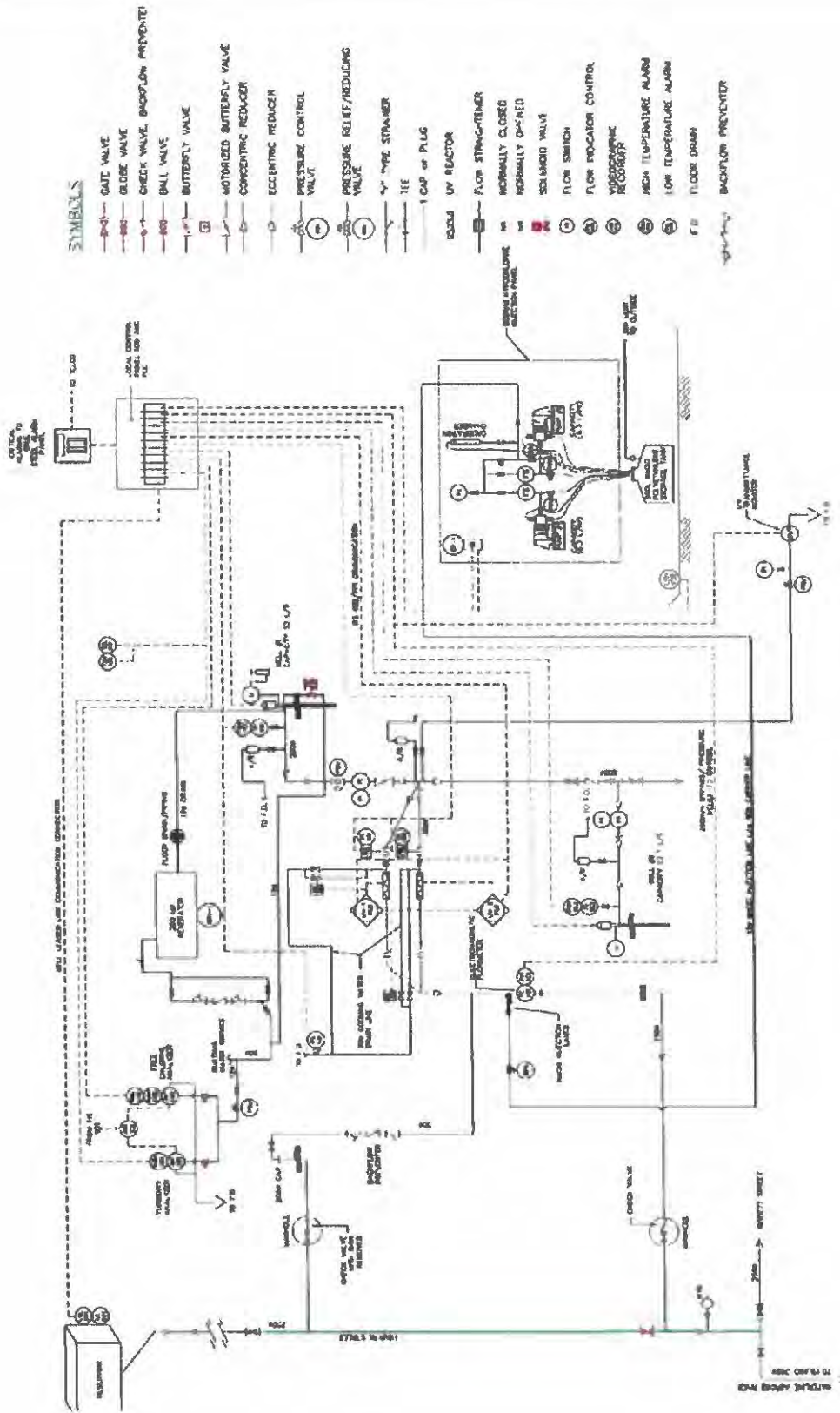
System Owner	Corporation of the Town of Mattawa
Permit Number	195-201
Drinking Water System Name	Mattawa Drinking Water System
Permit Effective Date	December 3, 2021

### 1.0 Process Flow Diagrams

#### Mattawa Water Treatment Plant

[Source: Quality Management System, August 25, 2015]

**Note:** this process flow diagram is for reference only, and represents a high level overview of the system as of August 25, 2015.



**Info**

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**From:** FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>  
**Sent:** Sunday, December 05, 2021 12:35 PM  
**Subject:** Call for FONOM Conference Hosts  
**Attachments:** Application to Host FONOM Conference 2023, 2024 & 2025.pdf

*copy to agenda*

**4.6**

Good day

I have attached an application form for a Municipality of Municipalities to host the Annual FONOM Conference in 2023, 2024, or 2025. I would ask you to share with your Council, Senior Staff, and, if applicable, your Municipal Association.

I would ask that the responses be returned to the FONOM Office **by February 15th, 2022.**

The FONOM Conference in 2022 will be held in person at the Best Western Hotel in North Bay. The conference is held on **Monday, May 9th, Tuesday, May 10th, and Wednesday, May 11th, 2022.**

Best Western Hotel  
Address: 700 Lakeshore Dr, North Bay, ON P1A 2G4  
Phone: (705) 474-5800

Happy to answer any questions you may have.

Talk soon, Mac

Mac Bain  
Executive Director  
The Federation of Northern Ontario Municipalities  
615 Hardy Street North Bay, ON, P1B 8S2  
Ph. 705-498-9510

P.S. FONOM GoNorth Promotional Videos

**NEW**

<https://www.youtube.com/watch?v=C3FQKMBzS6E>

[https://www.youtube.com/watch?v=1\\_q0PBPCPZQ&authuser=0](https://www.youtube.com/watch?v=1_q0PBPCPZQ&authuser=0)

<https://www.youtube.com/watch?v=X81-vtsgs0w>

<https://www.youtube.com/watch?v=LUeGyXL2AXk>

[www.youtube.com/watch?v=qkEeQSnLHnA](https://www.youtube.com/watch?v=qkEeQSnLHnA)

<https://www.youtube.com/watch?v=DLV-SUC1J9c>

<https://www.youtube.com/watch?v=7rlrqxng-0>

## **Application to Host the Federation of Northern Ontario Municipalities (FONOM) Annual Conference**

### ***Background:***

The FONOM conference has grown in recent years attracting more than 250 delegates and exhibitors and brings over \$100,000 of economic activity to the host municipality. The conference forms a major portion of the annual operating revenue to FONOM and it is therefore important that potential revenue be maximized through the selection of the host community, transparent tendering and purchasing of goods and services, as well as careful financial control and management. The successful host will sign a Memorandum of Understanding document, a sample of which is attached to this Application.

### ***Section 1 - Timing***

The conference will occur in May each year during the second week and begins on Wednesday at 1:00 pm and last two and a half days.

Day 1 of the conference agenda consists of an official opening; a welcome from the Mayor of the host municipality; an opportunity for the host municipality to show case its achievements; an opening reception and an evening for the delegates to visit local restaurants for their evening meal.

Day 2 starts with a full breakfast followed by several plenary and concurrent sessions and ends with a banquet during which the FONOM Executive Award will be presented.

Day 3 of the conference consists of the FONOM Annual General Meeting; a number of updates from representatives of the three levels of government and a Minister's Forum with adjournment of the conference ending by 1:00 p.m.

In what year does your community wish to host the FONOM Conference? (Check one.)

May 8, 9 & 10, 2023                   

May 13, 14 & 15, 2024               

May 12, 13 & 14, 2025

Is this a significant year/date for your community? \_\_\_\_\_

If yes, describe the significance of the year and other events that will be occurring in conjunction with this year (e.g. If this is the anniversary of incorporation will your community be holding other events such as festivals, reunions, etc. during the same year?)

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### ***Section 2 – Conference Facilities***

The following conference facility guidelines are the minimum required:

- One large conference room able to seat 250 delegates for plenary sessions. The room would ideally be furnished with round tables and have a suitable sound system to allow for speakers at the podium and in the audience using several mobile microphones.
- One large banquet room to seat 300 guests with a head table (may be the same room and the plenary session room above provided capacity is available).
- Two adjacent rooms for break-out sessions that should seat from 75 to 125 delegates.
- Four to five meeting rooms for Ministerial delegations that can accommodate up to 12 people seated boardroom style.
- Large area for the trade show should in close proximity to the large conference room so that delegates will have easy access to the exhibits.
- Access to telecommunications hook-ups including high-speed Internet, good audio equipment available to all meeting rooms.
- Sufficient parking to accommodate delegates, sponsors and exhibitors.
- All facilities above should be accessible to persons with physical disabilities.

In what primary facility do you propose to host the majority of the conference?

_____	_____	_____
Name of Facility	Address	Contact Person
_____	_____	_____
_____	_____	_____
Telephone	Fax	Email

If there is an additional secondary facility that will be used, please indicate so below.

_____	_____	_____
Name of Facility	Address	Contact Person
_____	_____	_____
Telephone	Fax	Email

If there is a third facility that will be used, please indicate so below.

_____	_____	_____
Name of Facility	Address	Contact Person
_____	_____	_____
Telephone	Fax	Email

Identify below each of the required rooms available in this facility:

Room Purpose	Room Name	Required Capacity	Actual Capacity
Plenary room		250	
Banquet room		300	
Trade Show area		30+ booths*	
Break-out session room 1		75 to 125	
Break-out session room 2		75 to 125	
Ministerial delegation room 1		12	
Ministerial delegation room 2		12	
Ministerial delegation room 3		12	
Ministerial delegation room 4		12	
Ministerial delegation room 5		12	

Please attach floor plans for these rooms and facilities wherever they are available.  
 (\* Booths should be 10' in width and 8-10' deep)





Section 5 – Municipal Resources

Please indicate below what staff resources are available. This person/person(s) should be accountable to the elected representatives of your municipality. (Note that the conference budget does not include expenses for staff.)

*Local Conference Chairperson/Contact Person:*

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

*Additional Contact People (name up to three):*

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

What recent conferences has your community hosted in which your municipal staff were involved in organizing?

_____	_____	_____
Conference/Group	Date(s) Held	Number of Delegates
_____	_____	_____
Conference/Group	Date(s) Held	Number of Delegates

**Section 7 - Other Factors**

Please list other factors that your community wishes to have considered when the FONOM board reviews conference bids.

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In preparing and submitting this bid to host a FONOM Conference, I/we have read and understand the terms of the Memorandum of Understanding between the Federation of Northern Ontario Municipalities and the Host Municipality(ies) and will sign such an agreement should we be selected as the successful bidder of a conference.

I have the power to bind the City/Town/Township/Municipality of \_\_\_\_\_:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNUAL FONOM CONFERENCE**  
**Memorandum of Understanding**  
**Between the**  
**Federation of Northern Ontario Municipalities**  
**And the Host Community**  
**(Sample Only – Will be Signed After Successful**  
**Conference Bidder is Announced)**

**Guideline for Conference Host Municipality(ies)**

Overall the Host Municipality(ies) is responsible for organizing and managing all local conference logistics. The following sets these out.

**Communication and Conference Coordination:**

- Representatives from the Host Municipality (HM) participate in the Conference Coordinating Committee (CCC) along with conference partner FONOM. This Committee oversees the agenda development, financial terms, communication material and local logistics for each conference etc. This Committee usually meets at least monthly from December/January until the conference.
- Expenses for HM representatives on the CCC are the responsibility of the HM and are not part of the conference budget.

**Venue:**

- HM works directly with the management of the local venue to reserve appropriate space for all aspects of the conference, ensure access to all rooms, availability of required audio equipment in each conference room and any other equipment needed, and make any other arrangements necessary for full use of the facility by conference delegates.
- Enhanced audio visual services may be necessary in order to meet the ever-expanding technical needs of this conference. In this case, the HM will undertake a tender or call for proposals for these services.
- Municipally-owned facilities used for portions of the conference are provided by the HM rent free.

### Meals:

- HM manages all meals and refreshment breaks including ordering all food from the food provider(s). They either work with the onsite caterer, or if there aren't any, hires local caterers or local volunteer organizations to prepare and serve the meals. All aspects of food service before and during the conference are the responsibility of the HM including selecting of menus within the budget allocated.
- HM will manage the entry to mealtime in some manner, for example, meal tickets with conference package or by just using conference name tags. If HM chooses to use conference name tags, they should use different coloured name tags for one, two day or full registration.

### Conference Promotion:

- All communication on the conference needs to first be reviewed by the CCC. The early notice and pre-registration packages are normally sent out to municipalities by FONOM.
- In consultation with the CCC, the HM will set up a web site with the conference information. This website will be linked to FONOM.

### Conference Budget and Finances:

- The HM will be provided a working budget by FONOM. The HM will tender for provision of all conference services using their own municipal tendering procedures. The HM has discretionary spending abilities within this budget however; the conference partner FONOM should be apprised about the status of the budget at least once a month between January and April.
- The HM will pay to FONOM the total net profit of the conference by July 15 in the year of the conference.

### Registration:

- Registration fees are set by the CCC. Normally all delegates are charged registration and speakers are not. This is sometimes a judgement call if speakers decide to stay longer than a few hours each side of their presentation, so it can be discussed with the CCC.
- The Conference registration form is fairly standard from year to year. The HM may tailor it each year to indicate the HM, location, local contact names etc. This is then provided to the CCC for their review.
- The early conference notices and registration forms are normally sent to municipalities by FONOM. The HM shall prepare an accommodation lists and

electronic map of area showing conference site and location of accommodation (and anything else the HM might like to include). Timing of the notices is worked out by the CCC.

- The HM is responsible for receiving all the registrations, recording the registrants and collecting and managing all registration fees. All conference funds should be kept in a separate account with inputs and outputs recorded.
- The HM will order and prepare conference name tags for all pre-registered delegates, speakers (usually distinctive from the delegates and exhibitors) and guests.
- In addition to the pre-conference registration work, the HM will set up a registration desk at the conference, to allow pre-registrants delegates, speakers and guests to collect their conference packages and name tags but also to allow for last minute registrations. At this desk, there should be additional name tags. This desk will serve as a "conference central desk" - where any conference or facility related information is available to delegates, messages are given, evaluation forms are deposited etc. It should be visible and easily accessible and staffed throughout all hours that the conference and/or trade show is open to delegates.
- The cancellation policy is that registration fees, less a \$50 administration charge, are refundable only if written notification is received by 7 days before the conference. No refunds will be made after that date however substitutions may be made without financial penalty.

#### Conference Agenda:

- While the agenda is worked out and finalized by the CCC, the printing of the final agenda is arranged by either FONOM or the HM. The final agenda must be printed in both French and English. Translation is also done by either the HM or FONOM.
- The final agenda includes a letter from each of the FONOM President (with a list of the FONOM Directors) and the Head of Council for the HM.
- The HM, in consultation with FONOM, will purchase and wrap the required number of speaker gifts and arrange for them to be on stage and presented to each speaker at the appropriate time in the conference.

### Conference Packages:

- The HM, in consultation with the CCC, will order the appropriate conference packages (e.g. bags, portfolios etc) and arrange for appropriate logos indicating the name of the conference, the HM and FONOM.
- The HM will acquire the necessary contents of the packages and also fill them prior to the conference. The following should be in the packages:
  - any local promotional material that the HM can acquire
  - a list of final conference pre-registrants
  - FONOM's resolution package and annual report
  - floor plan of the conference facility and, if desired, a map showing local attractions
  - trade show program and map of booth locations
  - any other notices that sponsors may wish to include

### Sponsorships:

- The HM, in conjunction with FONOM, is responsible for obtaining all conference sponsorships. Sponsorships can be obtained for meals, refreshment breaks or just for promotion. Due to the long relationship the conference has had with many of its sponsors, there is a "right of refusal" for sponsors from the previous year to sponsor the same event/item.
- The HM will sponsor the Pre banquet reception, the year prior to hosting the conference, value of \$2000.00.
- There is a standard conference sponsorship package for potential sponsors to choose from. These fees will be established by the CCC.

### Exhibits:

- The HM is responsible for the pre-registration of all exhibit booths. There are standard fees as well for these which are also reviewed annually by the CCC. While many companies, government agencies will contact the HM directly to acquire a booth, the HM may need to also solicit to totally fill the booth spaces. The HM can use the list from the prior year's HM for this purpose using the list that will be provided by FONOM.
- The HM manages this space by allotting the necessary space, assigning the space and communicating with the exhibitors regarding the requirements etc.

Signage:

- Two banners need to be displayed prominently at the entrance to the conference site or on the conference building. The HM is responsible for putting these up and taking them down.
- The HM should also put up any directional signs that may be necessary for the delegates to find the conference facilities including parking, conference rooms, reception areas, booth areas etc. These should be in a bilingual format. The objective is to make it as easy as possible for the delegates to find their way around.
- The HM will also put up signs indicating the various sponsors of the conference.

Post Conference Wrap Up:

- The CCC may meet following the conference to review the lessons learned from that year's conference, review the results of the evaluation forms and make recommendations on how to improve subsequent conferences.
- The HM prepares a Final Report following the conference which outlines such items as:
  - total attendance and profile of delegates (e.g. breakdown by municipality, other etc)
  - final financial statement with revenues and expenditures broken down
  - any suggestions for next year's conference etc.

Signed by:

\_\_\_\_\_

FONOM Representative

\_\_\_\_\_

Date

SAMPLE ONLY – DO NOT SIGN AT THIS TIME

\_\_\_\_\_

Host Community Representative

\_\_\_\_\_

Date

By signing this document, the Host Community agrees to abide by the terms and conditions as well as timelines outlined in this Memorandum of Understanding.



# FONOM

The Federation of Northern Ontario Municipalities

4.7  
copy to agenda

December 5, 2021

## MEDIA RELEASE

### **FONOM is concerned with the Physician, Nurse and Health Care Professionals shortage in Northern Communities**

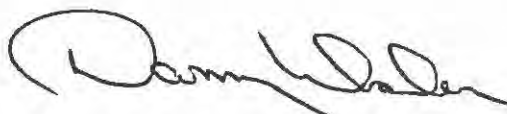
The Federation of Northern Ontario Municipalities (FONOM) Board started its last meeting of 2021, pausing for a Moment of Silence in honour of the late Austin Hunt. Aussie, a long-time Board Member and Past President of FONOM passed away on November 10th at the age of 95.

During the meeting, the Board received presentations from Corina Moore and Al Spacek of Ontario Northland Transportation Commission, Mary Dawson-Cole and Al Spacek of the Municipal Property Assessment Corporation, and Dr. Robert Haché of Laurentian University. The Board appreciates receiving an update on the recent activities of these organizations. "We were happy to hear the account of ONTC's Test Train" and "MPAC's exciting venture in Northern Ireland," stated President Danny Whalen. He further commented, "it was welcome news to hear that the scholarships and bursaries for the University and the Northern Ontario School of Medicine are secure." Dr. Haché reassured the Board that the CCAA process is not impacting the student life of those enrolled in Laurentian's programs.

The shortage of Health Care Professionals was discussed at length by the Board. Many of the communities in the North either have a Doctor and Nurse shortage. Some communities have no physicians at all. "FONOM and many of its member municipalities had lobbied for the creation of the NOSM," commented Danny Whalen, "and now we will ask the Province to increase the enrollment to address the shortages in our communities." Also, the Board will discuss with the Ministry of Health the funding of small Hospitals receives to attract and retain nurses.

The communes being created in unorganized townships were also discussed, similar to the Boreal Forest Medieval Project. The creation of such projects will harm the environment! There are health and safety concerns, and the impact they will have on neighbouring Municipal and Emergency Services is a concern to FONOM.

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

615 Hardy Street North Bay, ON P1B 8S2 Tel: (705) 478-7672  
Email: [fonom.info@gmail.com](mailto:fonom.info@gmail.com) Website: [www.fonom.org](http://www.fonom.org)

4.8

Info

**From:** Rural Ontario Municipal Association <events@roma.on.ca>  
**Sent:** Saturday, December 04, 2021 7:01 AM  
**To:** Info  
**Subject:** ROMA 2022: Program Update

copy to agenda

Trouble viewing this email? [View in browser](#)

## ROMA 2022: Rural Opportunities

# Annual Conference

### ROMA 2022: Program Update

**ROMA 2022: Rural Opportunities** will deliver nine concurrent sessions on issues important to rural municipalities in Ontario. Delegates will have the opportunity to attend live sessions, as well as view all content for thirty days following the virtual event.

Concurrent sessions will include:

1. Navigating the New Regulations under the Conservation Authorities Act
2. Human Services Transformation for Poverty Reduction
3. Community Safety and Well Being
4. The Continued Quest to Improve Connectivity in Ontario
5. Homelessness in Rural Ontario: Challenges and Opportunities
6. Fines and Enforcement: Advancing the Local Administration of Justice
7. Taking a Pulse Check on Rural and Northern Health
8. Climate Change and Municipalities: How Community Energy Plans and Land Use Planning Can Help
9. Innovative Housing Solutions in Rural Ontario

To learn more about these sessions and other programming, click [here](#).

### Two Ministers' Forums in the Program Line-up

The Conference will once again host two Ministers' Forums. We invite municipally elected officials attending the conference to submit questions by **noon, January 14th**, EST. You can submit your questions [here](#).

To register, click [here](#).

Keep up to date with the rural municipal voice  
of the province, on social media.



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Our mailing address is:  
200 University Avenue, Suite 801  
Toronto, Ontario  
M5H 3C6

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4.9

Info

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**From:** Minister of Infrastructure <Minister.MOI@ontario.ca>  
**Sent:** Wednesday, December 01, 2021 11:00 AM  
**To:** Minister of Infrastructure  
**Subject:** Building Broadband Faster in Ontario | Update/Accélérer le déploiement de l'accès haut débit en Ontario | Point de situation  
**Attachments:** Building Broadband Faster with Guideline.pdf

Our government is committed to ensuring that communities across Ontario have access to high-speed internet by committing nearly \$4 billion funding-based opportunities for unserved and underserved communities. This includes \$2.8 billion in the 2021 Budget to support the acceleration of access to high-speed internet with the aim of connecting all regions in Ontario by the end of 2025.

In addition to regional projects already in process, in July and October 2021, Ontario announced \$16.2 million for 17 projects under the Improving Connectivity for Ontario (ICON) Program, which will bring high-speed internet access to as many as 17,900 households and businesses. Ontario and the federal government also announced over \$1.2 billion in 58 new projects through the provincial ICON and the federal government's Universal Broadband Fund.

On September 9, 2021, we also launched a new innovative and competitive process which will enable qualified ISPs to bid for opportunities to provide high-speed internet access to remaining underserved and unserved communities across the province by the end of 2025. This process is now well underway and is being led by Infrastructure Ontario.

To help remove barriers and support a more streamlined approach to the deployment of high-speed broadband infrastructure, in April 2021, the Government enacted the *Building Broadband Faster Act, 2021* (BBFA) along with amendments to the *Ontario Energy Board Act* through the passage of the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). On November 30, 2021, the Ministry of Infrastructure and Infrastructure Ontario issued the **Building Broadband Faster Act Guideline (Guideline)**, and **two BBFA regulations ("Prescribed Loss or Expense" and "Designated Broadband Projects")**, effective as of that date.

The Guideline and regulations support a new, standardized, more coordinated process and sets out the collaboration expected of all partners, including municipalities, to reduce barriers and expedite deployment of broadband infrastructure.

To further support timely progress toward our 2025 commitment, a Statement of Intent was released on November 30 and included in the Guideline, the government is also considering future legislative and regulatory enhancements to remove additional barriers to the deployment of high-speed internet. We will also put in place a Technical Assistance Team to provide project implementation and support to municipalities.

We are actively consulting on the proposed legislative measures, including with municipalities and communities and stakeholders. If passed, these additional measures will provide greater certainty, and ensure expanded access to high-speed internet can be achieved for all homes and businesses in Ontario by the end of 2025.

My ministry will also be reaching out to your officials to provide them with this update and further details on the Guideline, regulations and future proposals.

Thank you for your support to ensure that the people we serve have the access they need to participate in the digital world, and to help Ontario recover and grow.

Should you have any questions, please do not hesitate to contact my office.

Yours sincerely,

The Honourable Kinga Surma  
Minister of Infrastructure

*Attachment*

December 1, 2021

The Honourable Doug Ford, M.P.P.  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: National Childcare Program  
Our Files:**

Dear Premier Ford,

At its meeting held on November 15, 2021, St. Catharines City Council approved the following motion:

"WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women's full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;
- (b) improve the wages and working conditions of early childhood educators, and
- (c) publicly fund the expansion of not-profit and public childcare;

THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on



a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.”

If you have any questions, please contact the Office of the City Clerk at extension 1524.

A handwritten signature in black ink, appearing to read 'Bonnie Nistico-Dunk'.

Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:mb

cc: Niagara Area MPPs  
Ontario Municipal Social Services Association  
Ontario Municipalities  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)



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CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

4.11

December 1, 2021

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

Dear Premier Ford:

This is to advise that City Council, at a meeting held on November 22, 2021, passed the following resolution regarding fire safety measures:

"WHEREAS the Government of Ontario, in December 1975, enacted the Ontario Building Code for the purpose of regulating the construction of new, safe buildings within the Province of Ontario; and,

WHEREAS the Government of Ontario, in November 1981 enacted the Ontario Fire Code for the purpose of maintaining the life safety systems of all buildings within the Province of Ontario; and,

WHEREAS the Government of Ontario, in November 1983 began the process of amending the Ontario Fire Code to include Retrofit provisions, for the purpose of providing a minimum level of life safety for those existing buildings which had not been built under the provisions of any version of the Ontario Building Code; and,

WHEREAS the government of Ontario, in October 1992 amended the Ontario Fire Code Retrofit provisions, for the purpose of providing a minimum level of life safety to buildings classed as low rise residential (9.5); and,

WHEREAS October 2021 marks twenty-nine (29) years since the requirements outlined by Retrofit 9.5 have been substantially updated; and,

WHEREAS this lack of currently appropriate standards for self-closing devices on suite doors and positive latching on exit stairwell doors has led to significant serious injuries, deaths, long term dislodgement of residents, and significant unnecessary insurance loss due to allowed building deficiencies;



THEREFORE IT BE RESOLVED that the City of Kitchener urges the government of Ontario to direct the Ontario Fire Marshal's Office – Technical Services, to undertake an immediate review of that portion of the Ontario Fire Code known as Retrofit Section 9.5;

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener urges the Government of Ontario to, as expeditiously as possible, amend the Ontario Fire Code Sentence 9.5.2.8.(1) to require self closing devices on all suite closures (doors) within low rise residential buildings: and,

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener urges the Government of Ontario to, as expeditiously as possible, amend the Ontario Fire Code Sentence 9.5.3.3.(3) to require that closures (doors) entering exit stairwells be equipped with both self-closing devices and positive latching; and,

THEREFORE IT FINALLY BE RESOLVED that a copy of this resolution be forwarded to the Honourable Premier of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario; and, all other Ontario municipalities."

Yours truly,



C. Tarling  
Director of Legislated Services  
& City Clerk

c: Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Monika Turner, Association of Municipalities of Ontario  
Ontario Municipalities



4.12

CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

*copy to agenda*

December 1, 2021

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
80 Wellington Street  
Ottawa ON K1A 0A2

Dear Prime Minister:

This is to advise that City Council, at a meeting held on November 22, 2021, passed the following resolution regarding conversion therapy:

"WHEREAS Conversion practices or conversion "therapy" (also known as "reparative therapy", "reintegrative therapy" or "aversion therapy") include any treatment, practice, or sustained effort that has the intended effect of denying, repressing, discouraging or changing a person's non-heterosexual sexual orientation, noncisgender gender identity or gender expression, or any behaviours associated with a gender other than the person's sex assigned at birth; and,

WHEREAS all such practices are unscientific, dangerous and proven to cause harm to their victims; and,

WHEREAS such practices are opposed by more than 50 professional associations, including the Canadian Association the Canadian Association of Social Workers, Canadian Psychiatric Association, Canadian Professional Association for Transgender Health, Canadian Psychological Association, College of Registered Psychotherapists of Ontario, as well as the United Nations and World Health Organization; and,

WHEREAS Bill C-6-2020, An Act to Amend the Criminal Code (Conversion Therapy), which proposed five conversion therapy related offences, was an historic piece of legislation preceded by decades of advocacy by conversion practice survivors, that progressed to the second reading stage in the Senate before dying on the order paper when an election was called in August 2021; and,

WHEREAS several cities across Canada have adopted bylaws to prohibit conversion practices or are in the process of doing so, including the City of Kingston and the City of Thunder Bay in Ontario; and,

WHEREAS the City has adopted a Strategic Plan with a theme of being a "Caring Community", which includes a commitment to supporting our diverse populations, including the removal of social stigmas and where possible being more equitable and inclusive; and,

WHEREAS Kitchener continues to seek opportunities to demonstrate leadership in making all those within our community feel equal and included;

THEREFORE BE IT RESOLVED that Kitchener City Council formally denounce conversion practices as dangerous and harmful, perpetuating myths and stereotypes about sexual orientation and gender identity and expression; and,

THEREFORE BE IT FURTHER RESOLVED that the City of Kitchener request our Office of Equity, Anti-Racism and Indigenous Initiatives explore ways to support conversion therapy survivors and those at risk; and,

THEREFORE BE IT FURTHER RESOLVED that Kitchener City Council direct City staff to continue to monitor legislative developments at the federal and/or provincial orders of government pertaining to conversion therapy, and in conjunction with any actions taken by them and our regional and municipal partners locally, bring a report to Council outlining any further legislative and/or policy actions which may be contemplated by the municipality to further prohibit conversion practices, and,

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Right Honourable Prime Minister of Canada, Minister of Housing, and Diversity and Inclusion, Minister of Justice, Minister for Women and Gender Equality and Youth, and area Members of Parliament urging creation of a new bill within the first 100 days of their mandate which will include a "no consent" provision to protect Canadians of all ages; and,

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forward to the Honourable Premier of Ontario, area Members of Provincial Parliament, the Association of Municipalities of Ontario, and all other municipalities in Ontario encouraging both the Province and other municipalities to also formally denounce and take action to prohibit conversion practices against all persons regardless of age."

Yours truly,



**C. Tarling**  
Director of Legislated Services  
& City Clerk

- c: Hon. Ahmed Hussen, Minister of Housing, Diversity and Inclusion  
Hon. David Lametti, Minister of Justice  
Hon. Marci Ien, Minister for Women and Gender Equality and Youth  
Hon. Doug Ford, Premier of Ontario  
Tim Louis, MP (Kitchener-Conestoga)  
Raj Saini, MP (Kitchener Centre)  
Marwan Tabbara, MP (Kitchener South-Hespeler)  
Laura Mae Lindo, MPP (Kitchener Centre)  
Mike Harris, MPP (Kitchener Conestoga)  
Amy Fee, MPP (Kitchener South-Hespeler)  
Monika Turner, Association of Municipalities of Ontario  
Ontario Municipalities

4.13

Tuesday November 30, 2021

**Mayor and Council of  
the Corporation of the Town of Mattawa**  
160 Water Street  
P. O. Box 390  
Mattawa, ON  
P0H 1V0  
Ph: 705-744-5611  
Fax: 705-744-0104  
Email: [info@mattawa.ca](mailto:info@mattawa.ca)

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copy to Renee ✓

Dear Mayor Backer and Councillors,

I am writing today in hopes of renting the ice surface. However, \$60 an hour is just unaffordable for me, especially when you consider the fact that I am looking at renting the ice, 3 times a week for an hour each for the remainder of the season. I've done the math and if I were to pay \$60 an hour for the rest of the season it would come out to about \$3000.00.

I am not looking at taking ice time from anyone. I was looking at 7am to 8 am on Mondays, Wednesdays and Fridays but, anytime that fits in the schedule will do. Please keep in mind that I work in Calvin from 8:30am to 4pm. I am not a person who works out but I do have a passion for skating.

Please note, that I have worked for the Town of Mattawa for a number of years. I have volunteered my time with Minor Hockey, Figure Skating and much more around the town. Also, I am in the early stages of getting information to get my Figure Skating Coaching Certificate in hopes of getting the Mattawa Figure Skating Club up and running again.

Sincerely,

*Aleysha Blake*

Aleysha Blake  
586A Moosehead Road  
P.O. Box 629  
Mattawa, ON  
P0H 1V0



4.14

RECEIVED

DEC 06 2021

copy to agenda  
copy to Francine ✓

November 30, 2021

Dean Backer  
Mayor  
Town of Mattawa  
160 Water St., Box 390,  
Mattawa, ON P0H 1V0

Dear Mayor Backer:

**RE: LAS Natural Gas Program – 2019-20 Period Reserve Fund Rebate and Updated Agreement**

LAS is pleased to announce a rebate to all LAS Natural Gas Program members. The amount being rebated back to your municipality is **\$364.71**.

This amount represents your municipality's share of the \$750 thousand reserve fund surplus being returned to members enrolled in the LAS Natural Gas Program during the 2019-2020 program year (November 1, 2019 - October 31, 2020). The rebate is based on actual consumption data and is being shared proportionately amongst all program members.

Commencing this year, on an annual basis, LAS program participants will receive a reconciliation of accounts along with the rebate payment. This reconciliation is intended for the recording and reporting of HST in relation to the supply and consumption of Natural Gas for the contract year. The supporting instructions and explanation are attached as **Appendix A** to this communication. *Please note, the reconciliation of accounts will be emailed to the program contact separately from LAS.*

We look forward to your continued involvement in this valuable program. Should you have any questions please contact Eleonore Schneider, LAS Program Manager at ext. 320 or at [eschneider@amo.on.ca](mailto:eschneider@amo.on.ca).

Sincerely,

A handwritten signature in black ink that reads "Judy Dezell". The signature is written in a cursive, flowing style.

Judy Dezell  
Director

CC: Francine Desormeau, CAO/Clerk/Treasurer

**Appendix A: Reconciliation of Accounts**

For a particular contract year, a Municipality could either have claimed it paid too little or claimed it paid too much tax. Therefore, the municipality may have under claimed or over claimed their rebate/ITC.

The Municipality would be responsible for making the adjustment on its GST/HST rebate application or return.

The Municipality:

- Would claim an additional rebate/credit; or
- Would report an over claimed rebate/credit and have a liability.

The following sample outlines the details that support the refund including consumption, refund, GST, HST and Net Refund amounts.

GROUP ID	OLD FACILITY ID	UTILITY ACCOUNT NAME	UTILITY SERVICE ADDRESS	ACCOUNT NUMBER	ACCOUNT CONSUMPTION	REFUND	GST	HST	NET REFUND
M18	3018	MUNICIPALITY	Municipal Address	XXXXXXXXXX	780,498	\$ 2,088.23	\$ (39.39)	\$ 122.97	\$ 2,171.81
M18	3018	MUNICIPALITY	Municipal Address	XXXXXXXXXX	3,211	\$ 8.59	\$ (38.59)	\$ 120.30	\$ 90.30
M18	3018	MUNICIPALITY	Municipal Address	XXXXXXXXXX	4,408	\$ 11.79	\$ (33.32)	\$ 103.89	\$ 82.36
M18	3018	MUNICIPALITY	Municipal Address	XXXXXXXXXX	3,970	\$ 10.61	\$ (0.98)	\$ 3.00	\$ 12.63
				<b>Total</b>	<b>5,632,556</b>	<b>\$15,069.94</b>	<b>\$(16,474.17)</b>	<b>\$ 51,404.23</b>	<b>\$50,000.00</b>

Recommended accounting entries as follow for the above example:

Cash                               \$ 50,000.00 (debit)  
HST Payable                       \$ 51,404.23 (credit)  
GST Payable                       \$ 16,474.17 (debit)  
Rebate Revenue                   \$ 15,069.94 (credit)

November 29, 2021

### **ONTC Northlander Passenger Train Test Run**

As President of The Federation of Northern Ontario Municipalities, I was invited to ride from North Bay to Union Station on the ONTC Northlander Test Run.

Along with other invited Mayors, Reeves and politicians from along the rail corridor we were able to experience the benefits of train travel.

Many others who may have been invited but unable to attend did take the opportunity to meet the train as it passed through the various stop locations.

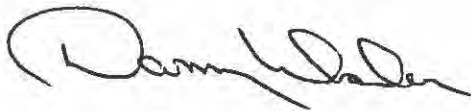
Train service is a comfortable, stress-free, and most accommodating way to travel. We should also include municipal business along with leisure and health reasons when describing rail travel. On the day of the test run, Highway 11 was closed in many locations due to weather. During the trip, ONTC staff were on board to conduct the various forms of testing. They were more than willing to take the time to explain each of the many tests. Also, they shared the features of train cars and their responsibilities.

As northern municipal leaders call for the return of passenger rail, we also need to share our thoughts and ideas on scheduling and growing passenger numbers.

The ONTC is a strong and valued corporate partner with a significant economic impact across the north, and we welcome their commitment to northern municipalities.

We will continue to assist ONTC when requested and strive to keep our membership informed as to the potential return of passenger rail evolves.

Sincerely,



Danny Whalen  
President



4.16

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Monday, November 29, 2021 1:40 PM  
**To:** Info  
**Subject:** AMO Policy Update - AMO Board Approves Indigenous-Municipal Relationship Agreement Guidance Document for Municipalities

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(copy of guidance document can be viewed in Clerk's Office)

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 Add Communicate@amo.on.ca to your safe list



November 29, 2021

## AMO Policy Update – AMO Board Approves Indigenous-Municipal Relationship Agreement Guidance Document for Municipalities

Municipal leaders are being looked to set the tone and be part of the constructive societal change in Indigenous Relations that is needed and expected. A question we have been hearing from members is how municipal governments leaders and staff can support the healing, learning, and restoration needed to strengthen reconciliation with Indigenous friends, neighbours, and communities.

Relationship Agreements can be helpful in building relationships and identifying areas of mutual concern and interest. By going through the process of creating an agreement, municipalities and Indigenous communities can continue (or begin) the process of developing mutual understanding and ongoing conversations. Completing this process will better equip all those involved to engage in meaningful, respectful conversations and solutions when issues do arise.

A guidance document is now available to support AMO members in creating Indigenous-Municipal Relationship Agreements. It was developed by the AMO Indigenous Relations Task Force and recently approved by the AMO Board of Directors. The goal of a relationship agreement is the establishment a long-term relationship of practical cooperation and commitment that is respectful of the Indigenous community. The agreement must also recognize the need for ongoing compatibility, coordination, and understanding between the parties.

Since August 2021, the AMO Board has endorsed three documents to support our members in establishing and strengthening relationships with Indigenous

communities. All three documents, including the Indigenous-Municipal Relationship Agreements, can be accessed [here](#).



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26557 Civic Centre Rd  
Koswick, Ontario L4P 3G1  
905-476-4301

## GEORGINA

The Clerks Division

4.17

November 29, 2021

### COMMUNICATED VIA EMAIL

Hon. David Piccini, Minister; Andrew Evans, Director of Policy  
Ontario Ministry of the Environment, Conservation and Parks  
[minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca); [Andrew.Evans4@ontario.ca](mailto:Andrew.Evans4@ontario.ca)

Hon. Jonathan Wilkinson, Minister  
Environment and Climate Change Canada  
[jonathan.wilkinson@parl.gc.ca](mailto:jonathan.wilkinson@parl.gc.ca)

Hon. Lisa Thompson, Minister; Jack Sullivan, Issues Manager & Press Secretary  
Ontario Ministry of Agriculture, Food and Rural Affairs  
[minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca); [jack.sullivan@ontario.ca](mailto:jack.sullivan@ontario.ca)

Hon. Marie-Claude Bibeau, Minister  
Minister of Agriculture and Agri-Food  
[Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

**RE: LACK OF RECYCLING OPTIONS  
AGRICULTURAL BALE WRAP AND TWINE AND BOAT SHRINK WRAP**

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To Whom this May Concern:

Residents of the Town of Georgina are concerned about the lack of options for recycling boat shrink-wrap and agricultural bale wrap and twine. We note that the [Inventory of recycling programs](#) in Canada, listed on the Government of Canada website specifies that the only location in Canada to recycle bale and silage wrap is in Manitoba as part of a pilot program by CleanFARMS. The Region of York has advised that there are additional pilot programs in Bruce County, Clinton, and Ottawa Valley however, none of these locations are accessible to the residents of Georgina, nor to many other rural communities in Ontario. Moreover, CleanFarms has advised that expansion beyond Bruce County is highly unlikely due to financial limitations.

Every year, tons of plastic waste are burned on farms around Ontario and across Canada, and more is buried or dumped in municipal landfills. [CBC reports that a 2012 survey](#) found that only 17 percent of farmers send their plastic for recycling. Accordingly, 83 percent of farmers have been forced to adopt

other means of disposal, largely, or entirely due to a lack of options for agricultural plastics within the province. As you are aware, burning plastics releases potent environmental toxins into the air and buried plastics are not biodegradable.

Just recently, Prince Edward Island announced [regulatory amendments](#) that will transition pilots for items like silage wrap and twine into permanent, industry-funded programs starting December, 2022. More recently still, Quebec took similar [regulatory action](#). Are similar initiatives currently under consideration for Ontario?

We seek to work with you, however possible, and with neighboring municipalities, in order to promote the well-being of our environment and to make recycling programs more accessible to farmers and boaters across the country. We look forward to hearing from you regarding concrete steps that can be implemented between government, agricultural and marine groups, and municipalities for the furtherance of these causes.

Kind Regards,

FOR THE TOWN OF GEORGINA

**Council of the Town of Georgina**  
**Georgina Agricultural Advisory Committee**  
**Georgina Environmental Advisory Committee**  
**Georgina Waterways Advisory Committee**

Cc: Scot Davidson, MP, York-Simcoe, [Scot.Davidson@parl.gc.ca](mailto:Scot.Davidson@parl.gc.ca)  
Caroline Mulroney, MPP, York-Simcoe, [caroline.mulroneyco@pc.ola.org](mailto:caroline.mulroneyco@pc.ola.org)  
Laura McDowell, Regional Municipality of York, Director, Environmental Promotion and Protection Branch, [Laura.McDowell@york.ca](mailto:Laura.McDowell@york.ca)  
Cleanfarms Inc., [info@cleanfarms.ca](mailto:info@cleanfarms.ca)  
Dr. Shrink, [drshrink@dr-shrink.com](mailto:drshrink@dr-shrink.com)  
Switch Energy Corp., [dnott@switchenergycorp.com](mailto:dnott@switchenergycorp.com)  
Neighbouring Municipalities

Info

**From:** events@amo.on.ca  
**Sent:** Wednesday, November 24, 2021 4:01 PM  
**To:** Info  
**Subject:** Municipal Energy Symposium - Co-Hosted by AMO & LAS

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4.18

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November 24, 2021



**Save the Date – Municipal Energy Symposium  
Co-Hosted by AMO & LAS  
March 31<sup>st</sup> & April 1<sup>st</sup>, 2022**

The Association of Municipalities of Ontario (AMO) and Local Authority Services (LAS) are pleased to announce the ***Municipal Energy Symposium*** to be held virtually March 31<sup>st</sup> and April 1<sup>st</sup>, 2022.

The Symposium provides an important opportunity to examine the key municipal roles and responsibilities in areas such as: energy generation, consumption, and demand in the context of climate change and post-COP26.

Take advantage of the opportunity to explore examples of how municipalities are planning for the future in consideration of energy concerns and climate change and what this means to daily operations.

Save the date in your calendar today! Full program, key topics, and registration information will be available in early 2022.

For more information, contact [events@amo.on.ca](mailto:events@amo.on.ca).

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

4.19

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# INSPECTION

## NDMNRF - Approved Forest Management Plan Inspection for Ottawa Valley Forest 2021-2031 Forest Management Plan

The Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF), Ottawa Valley Forest Inc. (OVFI) and the Ottawa Valley Local Citizens' Advisory Committee (LCAC) would like to advise you that the 2021- 2031 Forest Management Plan (FMP) for the Ottawa Valley Forest has been approved by the NDMNRF Regional Director and is available for inspection.

### The Planning Process

The FMP takes approximately three years to complete. During this time, five formal opportunities for public and First Nation and Métis community involvement are provided. The fourth opportunity (Stage Four) for this FMP occurred on June 30, 2021 to August 29, 2021 when the public was invited to review and comment on the draft FMP.

This 'Stage Five' notice is to advise you that the NDMNRF-approved FMP, including the supplementary documentation, and FMP summary are available electronically for inspection for the 10-year duration of the FMP through the office of the sustainable forest licensee and on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online>.

Interested and affected persons and organizations can arrange a remote meeting with NDMNRF staff with the Pembroke district office to discuss the approved FMP.

For further information, please contact:

**Krista Watters, R.P.F.**  
Management Forester  
Ministry of Northern Development,  
Mines, Natural Resources and Forestry  
e-mail: [krista.watters@ontario.ca](mailto:krista.watters@ontario.ca)

**Nick Gooderham, R.P.F.**  
Plan Author  
Ottawa Valley Forest Inc.  
tel: 613-735-1888, ext. 201  
e-mail: [ngooderham@ovfi.ca](mailto:ngooderham@ovfi.ca)

**Robin Cunningham**  
Ottawa Valley Local Citizens'  
Advisory Committee  
e-mail: [rcunning@bell.net](mailto:rcunning@bell.net)

The approved FMP will be available for the 10-year period of the FMP at the same locations listed above.

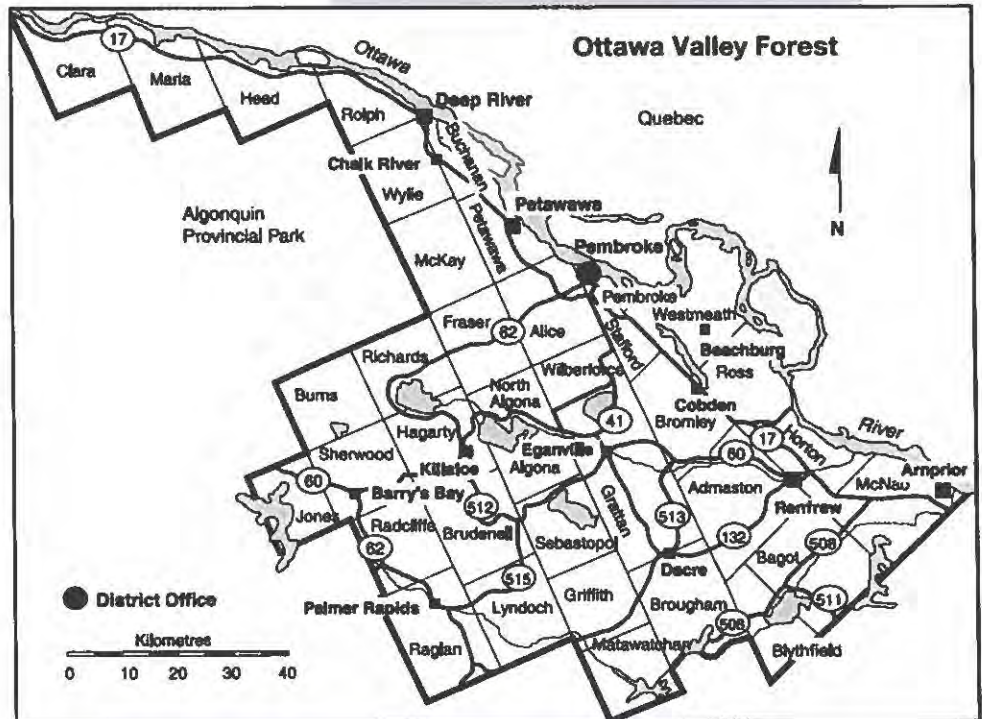
### Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

<https://www.ontario.ca/document/participate-forest-management-ontario/how-get-involved-forest-management>

The Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act, 1994*. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between NDMNRF and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the NDMNRF to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Shari MacDonald, Regional Information Manager, NDMNRF, by e-mail: [shari.macdonald@ontario.ca](mailto:shari.macdonald@ontario.ca).

Renseignements en français: Elizabeth Holmes au tél: 613 302-3768, courriel: [elizabeth.holmes@ontario.ca](mailto:elizabeth.holmes@ontario.ca)



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.

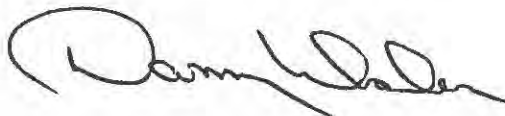
"This funding is very welcome. It will help communities address their impacted road networks, said FONOM President Danny Whalen, noting FONOM was grateful to be involved at the onset of this new funding opportunity. "We were pleased to work with ministry staff and provide input in the development of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

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

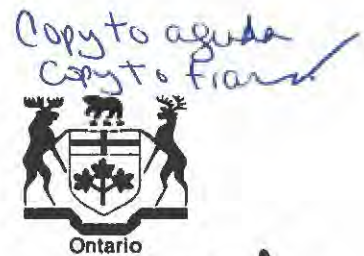
Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 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



4.21

774-2021-241

November 24, 2021

His Worship Dean Backer  
Mayor  
Town of Mattawa  
160 Water Street, PO Box 390  
Mattawa, ON P0H 1V0  
[backerdean@hotmail.com](mailto:backerdean@hotmail.com)

Dear Mayor Backer:

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 Town of Mattawa's annual allocation is \$87,689.20. 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](http://www.ontario.ca/page/get-funding-ontario-government).

Dominique Marleau, 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. Marleau can also be contacted by telephone at 705-471-1071, or by email at [dominique.marleau@ontario.ca](mailto:dominique.marleau@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 written in a cursive style with a large initial "G" and "R".

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





**East Ferris**  
MUNICIPALITY • MUNICIPALITÉ

copy to agenda  
4.22

**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

**T: 705-752-2740**  
**E: [municipality@eastferris.ca](mailto:municipality@eastferris.ca)**  
**390 Hwy 94, Corbeil, ON. P0H 1K0**

[eastferris.ca](http://eastferris.ca)

4.23

**Info**

---

**From:** AMO Events <events@amo.on.ca>  
**Sent:** November 23, 2021 10:01 AM  
**To:** Info  
**Subject:** Navigating Conflict Relationships as an Elected Official - New Dates added

*copy to agenda*

AMO Update not displaying correctly? [View the online version](#)  
Add events@amo.on.ca to your safe list



## ONLINE TRAINING

---

November 23, 2021

### **Navigating Conflict Relationships as an Elected Official New Dates added - February 9/10, 2022 and April 6/7, 2022**

This training is an opportunity to gain skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official.

Elected officials run for municipal office for a variety of reasons which include providing leadership, stewardship and improving their local communities.

However municipal life is very much a people-oriented business, meaning elected representatives must engage in and build a wide variety of relationships with constituents, municipal staff, other elected officials, other orders of government and community organizations to name a few.

Not all relationships are smooth sailing and conflicts are inevitable. Sometimes the waters become choppy especially when navigating challenging relationships and conflict situations. Having conflict-free and collaborative relationships can play a significant role in helping locally elected officials carry out their collective responsibilities as decision-makers of their communities.

During this 2-part virtual, interactive workshop, we will explore the constructs, traps and pitfalls of conflict relationships, why relationships may go wrong and how to approach, plan and execute relationships successfully using practical tips, tools and real-world examples.

#### **Who Should Attend?**

Locally elected municipal representatives.

#### **Learning Objectives:**

- The typical patterns of behaviour that give rise to creating “conflict traps” and how to escape from them.

- The secrets of neuroscience and how this knowledge can give us a heads-up on what we should do in the moment.
- Understanding conflict styles and how these can create obstacles or pave the way toward collaboration.
- The importance of moving from a position-based to an interest-based approach in order to create a win-win, value-add relationship.
- The roles of empathy and assertiveness in relationship formation.
- Learning effective and practical communication tools which include:
  - o Avoiding communication blockers,
  - o First words to use,
  - o The difference between Acknowledging vs. Agreeing,
  - o A simple yet powerful 4-step technique to assist in having better and more collaborative conversations.

## **DATES:**

### **February 2022**

Part 1: February 9, 2022 -10am - 12:30pm

Part 2: February 10, 2022 – 10am - 12:30pm or,

### **April 2022**

Part 1: April 6, 2022 - 10am - 12:30pm

Part 2: April 7, 2022 - 10am - 12:30pm

## **Registration:**

\$200.00 + HST

Limited to 20 participants (first come first served)

\*\* A \$50.00 cancellation fee applies\*\*

[Register here.](#)



**Session Facilitator:** [Sharad Kerur](#)

Sharad Kerur created and leads Resolution Pathways as its CEO which assists people and organizations to resolve conflicts.

4.24

RECEIVED  
NOV 24 2021



P.O. Box 382  
North Bay, ON P1B 8H5  
Tel: 705-497-5555 #507  
Tipline: 1-800-222-8477(TIPS)  
[nearnorthcrimestoppers.com](http://nearnorthcrimestoppers.com) *copy to agenda*

November 22, 2021

[kim@nearnorthcrimestoppers.com](mailto:kim@nearnorthcrimestoppers.com)

Town of Mattawa

Dear Mayor Backer 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



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4.25

Premier Doug Ford  
MPAC  
AMO  
(Sent via email)

November 18<sup>th</sup> 2021

**Re: Concerns with the Continued Postponement of Property Assessments**

Please be advised that on November 17<sup>th</sup> 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Municipality of Mattice-Val Coté's resolution (attached) regarding the government of Ontario's decision to postpone the province-wide assessment update for the 2022 and 2023 taxation years.

**Motion 17**

*Moved by Netty McEwen*

*Seconded by Muriel Wright*

*That Council supports item x of correspondence from the Municipality of Mattice – Val Coté regarding concerns with the continued postponement of the property assessment update, and directs staff to prepare a letter of support.*

**Motion Carried.**

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

Cc: (all sent via e-mail)  
Bob Bailey, MPP Sarnia – Lambton  
All Ontario Municipalities



**RESOLUTION NO. 21-247**

Moved by: Marc Dupuis  
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgouin.

**- CARRIED -**

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario  
This 10th day of November 2021

  
Guylaine Coulombe

4.26  
copy to agenda



**MINUTES OF PROCEEDINGS**

**REGULAR BOARD MEETING – October 27, 2021**  
**Directly following the Community Services Committee**  
**Virtually via Zoom**

**MEMBERS PRESENT:**

Councillor Terry Kelly (East Ferris)  
**Councillor Mark King - Chair (North Bay)**  
Councillor Dave Mendicino (North Bay)  
Mayor Dan O'Mara (Temagami)  
**Councillor Dan Roveda Vice Chair (West Nipissing)**  
Councillor Bill Vrebosch (North Bay)  
Mayor Dean Backer (East Nipissing)  
Representative Amanda Smith (Unincorporated)  
Councillor Mac Bain – (North Bay)  
Councillor Chris Mayne (North Bay)  
Mayor Jane Dumas (South Algonquin)  
Councillor Scott Robertson (North Bay)

**STAFF ATTENDANCE:**

Catherine Matheson, CAO  
Marianne Zadra, Executive Coordinator and Communications  
Melanie Shaye, Director of Corporate Services  
David Plumstead – Manager Planning, Outcomes & Analytics  
Justin Avery, Manager of Finance  
Stacey Cyopeck, Director, Housing Programs  
Tracy Bethune, Manager, Housing Operations  
Lynn Demore-Pitre, Director, Children's Services  
Michelle Glabb, Director, Social Services and Employment

Tyler Venable, Community Projects Planner  
Dawn Carlyle, Project Manager

**1.1 CALL TO ORDER**

**Resolution No. 2021-78**

**Moved by:** Chris Mayne  
**Seconded by:** Mac Bain

**Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of October 27, 2021 at 1:01 PM.**

The regular Board Meeting was called to order at 1:01 PM by Chair Mark King.

*Carried.*

**1.2 DECLARATION OF CONFLICTS OF INTEREST**

No conflicts were declared.

**2.0 CHAIR'S REMARKS**

The Chair welcomed thanked everyone for attending.

He indicated he was looking forward to the delegation on the Homelessness Action Plan - a strategy to assist vulnerable people over the next 12 months- which follows the Homelessness Landscape Report, presented last month.

He updated the Board on the Point in Time Count and the By Name Registry surveys conducted two weeks ago at 58 locations across the district including North Bay, Mattawa, Sturgeon Falls, Temagami, Chisholm, and South Algonquin. More than 30 partner agencies and 75 volunteers were involved. He indicated an analysis of the aggregate survey data is underway and that the results should be ready to share in a few months. The Chair thanked all who participated.

He reminded members that the safety of staff and clients is important to remember when looking at the proposed new Workplace COVID Vaccination Protocol on the agenda.

**3.0 ADOPTION OF THE AGENDA**

**Resolution No. 2021-79**

**Moved by:** Dan Roveda



**Seconded by:** Dean Backer

**Resolved THAT the Board accepts the agenda as presented.**

*Carried.*

#### **4.0 APPROVAL OF MINUTES**

##### **4.1 Resolution No. 2021-80-A**

**Moved by:** Amanda Smith

**Seconded by:** Dan O'Mara

**Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of September 22, 2021.**

*Carried.*

##### **4.2 Resolution No. 2021-80-B**

**Moved by:** Bill Vrebosch

**Seconded by:** Terry Kelly

**Resolved THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of September 22, 2021.**

*Carried.*

#### **5.0 DELEGATIONS**

##### **5.1 HS46-21 Action Plan for Homelessness**

##### **Resolution No. 2021-81**

**Moved by:** Scott Robertson

**Seconded by:** Terry Kelly

**BE IT RESOLVED THAT the Board accepts the report "Homelessness Action Plan in the Nipissing District" as described in HS46-21; and**

**THAT any financial implications for the Board associated with the respected actions in the Plan be brought forward to the board for decision prior to commitment; and**

**THAT staff provide quarterly updates to the Board on the progress of the plan and achievement of the priorities.**

CAO Catherine Matheson introduced the presentation by stating that a low barrier shelter and

transitional housing didn't exist pre-pandemic and that two key pre-pandemic guiding documents, the District's 10-Year Housing and Homelessness Plan and the Mayor's Roundtable, helped to inform the priorities, as did engagement with community partners. She explained the difference between absolute homelessness and functional homelessness and that functional homelessness is the realistic goal of the plan.

David Plumstead, Manager Planning, Outcomes & Analytics reviewed the purpose of the plan and outlined the seven priorities therein.

Tyler Venable, Community Project Manager, went into further detail reviewing the Action Plan section by section, in accordance with the first sections of the housing continuum from emergency shelter services, transitional and supportive housing, to homelessness prevention services.

He indicated that information and data collection and analysis is key to measure outcomes and that system coordination is also recommended to support the plan with a shared vision. He noted that implementation of the plan outlines how financial implications will be brought to the board before carried out, partnerships in community will be sought and quarterly action plan updates will be brought to the board.

There was discussion about who is responsible for managing homelessness in municipalities, and how the Board has been aggressive in lobbying the government for ongoing funding. It was noted that moving to a model of housing and supports is the accepted best practice and that an admission policy is part of the model, which will help in determining who is from the District and who is not, and the housing situation of each individual. There was further discussion about making supports mandatory for those accessing shelter, aligning CHPI funding to current needs, working with local services to achieve the desired outcomes, and how this aligns with many district community safety and wellbeing plans.

***Carried.***

#### **6.0 CAO VERBAL UPDATE**

##### **Resolution No. 2021-82**

**Moved by:** Jane Dumas

**Seconded by:** Dave Mendicino

**Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for October 27, 2021.**

CAO Catherine Matheson updated the Board on the following items:

She recognized the significant work of the organization, the board and community partners throughout the pandemic, indicating the priority has been to provide continued services across the program areas of child care, social services, EMS and housing.

She noted the Provincial Government has provided a total of \$11.8 million in SSRF funds since the onset of the pandemic, and that all of the funds have been utilized to support vulnerable persons during the pandemic with shelter, supports including PPE and food, and services to prevent and mitigate homelessness.

In referring to the presentation of the Homelessness Action plan for the next 12 months, she noted the objective is to get to functional zero homelessness in the community which means sufficient services, housing and shelter beds exist for anyone who needs them along with a systematic response to prevent homelessness. She also noted that with the approval of the action plan today, DNSSAB can continue to plan and support the changes that are necessary to achieve that outcome. She reiterated that quarterly status updates and budgetary impacts will be brought to the board for consideration.

She also informed the board that the EMS direct delivery analysis will be brought to the board next month.

*Carried.*

## **7.0 CONSENT AGENDA**

### **RESOLUTION: #2021-83**

**Moved by:** Mac Bain

**Seconded by:** Chris Mayne

**THAT the Board receives for information or approval purposes Consent Agenda items 7.1 to 7.2.**

**7.1 B21-21 COVID-19 Employee Survey Results** - information on the COVID-19 employee survey results.

**7.2 B20-21 COVID-19 Workplace Vaccination Protocol** – (for approval)

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves Briefing Note B20-21, outlining the COVID-19 Workplace Vaccination Protocol.**

There was some discussion about apparent inconsistencies with vaccination policies for paramedics. It was explained that paramedics are employees of the hospitals, not the DNSSAB, so the DNSSAB policy does not apply to them.

*Carried.*

## **8.0 MANAGER'S REPORTS**

**8.1 In Camera**

**RESOLUTION: #2021-84**

**Moved by:** Dan Roveda

**Seconded by:** Dean Backer

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) move in-camera at 2:06 PM to a discuss matter of negotiation and a personnel matter.**

***Carried***

**[In-camera minutes are filed separately.]**

**8.2 Adjourn In Camera**

**RESOLUTION: #2021-85**

**Moved by:** Dave Mendicino

**Seconded by:** Jane Dumas

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at 3:06 PM.**

***Carried***

**8.3 Approve In Camera**

**RESOLUTION: #2021-86**

**Moved by:** Amanda Smith

**Seconded by:** Dan O'Mara

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the direction/action agreed to in the in-camera session.**

**9. NEW BUSINESS**

There was no new business brought forward.

**10. NEXT MEETING DATE**

Wednesday, November 24, 2021

**11. ADJOURNMENT**

**Resolution No. 2021-87**

**Moved by:** Bill Vrebosch

**Seconded by:** Dan Roveda

**Resolved THAT the Board meeting be adjourned at 3:08 PM.**

***Carried.***

---

**MARK KING  
CHAIR OF THE BOARD**

---

**CATHERINE MATHESON  
SECRETARY OF THE BOARD**

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



## MINUTES OF PROCEEDINGS

### COMMUNITY SERVICES COMMITTEE MEETING WEDNESDAY, OCTOBER 27, 2021 12:00 PM – VIRTUALLY VIA ZOOM

#### **MEMBERS PRESENT:**

Mayor Dean Backer (East Nipissing)  
Councillor Mark King – (North Bay)  
**Councillor Dave Mendicino - Vice Chair (North Bay)**  
Mayor Dan O'Mara (Temagami)  
Councillor Scott Robertson (North Bay)  
**Councillor Dan Roveda - Chair (West Nipissing)**  
Representative Amanda Smith (Unincorporated)  
Councillor Bill Vrebosch (North Bay)  
Mayor Jane Dumas (South Algonquin)  
Councillor Mac Bain – (North Bay)  
Councillor Chris Mayne (North Bay)

#### **REGRETS:**

Councillor Terry Kelly – (East Ferris)

#### **STAFF ATTENDANCE:**

Catherine Matheson, CAO  
Marianne Zadra, Executive Coordinator and Communications  
Melanie Shaye, Director of Corporate Services  
Michelle Glabb, Director of Social Services and Employment  
Lynn Demore-Pitre, Director Children's Services  
Stacey Cyopeck, Director, Housing Programs  
Tracy Bethune, Manager, Housing Operations  
Robert Smith, EMS Chief  
Justin Avery, Manager of Finance  
Dawn Carlyle, Project Manager

David Plumstead – Manager Planning, Outcomes & Analytics

**1.1 CALL TO ORDER**

The Community Services Committee was called to order at 12:02 PM by Chair Dan Roveda.

**1.2 DECLARATION OF CONFLICTS OF INTEREST**

No conflicts were declared.

**2.0 CHAIR'S REMARKS**

The Chair welcomed members, staff and guests. He indicated he was impressed with the Ontario Works service plan and how it marries with other programs and that it is good to see EarlyOn programs open up again. He thanked both program areas for their efforts.

**3.0 ADOPTION OF THE AGENDA**

**RESOLUTION: #CS28-2021**

MOVED BY: Chris Mayne

SECONDED BY: Scott Robertson

**That the agenda for the Community Services Committee is accepted as presented.**

*Carried.*

**4.0 DELEGATIONS**

**4.1 SSE10-21 Ontario Works Services Plan – Michelle Glabb, Director Social Services and Employment and David Plumstead, Manager Planning, Outcomes & Analytics**

**RESOLUTION: #CS29-2021**

MOVED BY: Jane Dumas

SECONDED BY: Dean Backer

**THAT Briefing Note SSE10-21 on the Ontario Works 2021-2022 Service Plan, attached as "Appendix 'A'", be approved by the Board as presented.**

Michelle Glabb and David Plumstead highlighted the key points and overarching themes in the 2021-2022 Ontario Works Service Plan. She reviewed the Ministry priorities and

how the service delivery model will change with things like employment moving to Employment Ontario and how the pandemic affected caseload numbers. Michelle also reviewed key strategies going forward so that Ontario Works aligns locally with planned provincial changes. David reviewed demographics and trends including changes in caseload and reasons for this, and the time on assistance, which is now longer.

There was discussion about how federal benefits during the pandemic led to job-ready candidates leaving social assistance and how some are expected to return later this year when the federal program ends. There was discussion about how the Ministry tracks job placements but doesn't take into consideration the majority of the caseload that is in the life stabilization category, and not ready for employment. There was discussion about the number of younger adults receiving social assistance. It was suggested more interaction may be needed with school boards to do employment planning with senior high school students may be under the erroneous impression that social assistance provides adequate income.

*Carried.*

**5.0 CONSENT AGENDA**  
**RESOLUTION: #CSC30-21**

MOVED BY: Mark King  
SECONDED BY: Scott Robertson

**THAT the Committee receives Consent Agenda items 5.1 to 5.5.**

**5.1 SSE11-21 Social Assistance Recovery and Renewal Plan-Social Assistance Modernization-Employment Services Transformation Updates** - an update on the Ministry of Children, Community and Social Services Recovery and Renewal Plan inclusive of the Employment Services Transformation and modernization initiatives, for information.

**5.2 CS07-21 EarlyON Child and Family Centres and Mobile Unit – Program Update** - information on a program update for EarlyOn and Family Centres and Mobile Unit.

**5.3 CS08-21 Child Care Policy Update Quality Assurance and Non-Compliance (for approval)**

THAT DNSSAB's Community Services Committee accept and endorse the updated policy related to Quality Assurance and Non-Compliance as described in briefing note CS08-21 and attached as Appendix A.



**5.4 CS09-21 Child Care Policy Update – General Operating Funding – (for approval)**

THAT DNSSAB's Community Services Committee accept and endorse the updated policy related to General Operating Funding as described in briefing note CS09-21 and attached as Appendix A.

**5.5 CS10-21 Skill Development Fund – Round 2: Pre-ECE Skills Building Program Application - information on Round 2 of the Pre-ECE Skills Building Program application.**

In answer to a question, Children's Services Director Lynn Demoré-Pitre confirmed mail outs will include students in South Algonquin.

*Carried.*

**6.0 MANAGERS' REPORTS – there were none.**

**7.0 OTHER BUSINESS**

There was no other business.

**8.0 NEXT MEETING DATE**

Wednesday, November 24, 2021

**9.0 ADJOURNMENT**

**RESOLUTION: #CSC31-2021**

Moved by: Bill Vrebosch

Seconded by: Chris Mayne

***Resolved That the Community Services Committee meeting be adjourned at 12:44 PM.***

*Carried.*

---

DAN ROVEDA  
CHAIR OF THE COMMITTEE

---

CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

4.27



# AFFORDABLE SENIOR HOUSING COMMITTEE

## MEETING AGENDA

**DATE:** WEDNESDAY, DECEMBER 1<sup>ST</sup>, 2021  
**TIME:** 4:00 P.M.  
**LOCATION:** S. F. Monestime Municipal Council Chambers  
Teleconference Number: 1-833-311-4101  
Access code: 2489 316 1545

1. Call to Order
2. Adoption of Minutes
3. Update from Descon Construction
4. Tenant Policy Handbook
5. New Business
6. Next Steps
7. Adjourn Meeting (Next Meeting Date Wednesday, January 5<sup>th</sup>, 2022)



# AFFORDABLE SENIOR HOUSING COMMITTEE

The minutes of the committee meeting of the Affordable Senior Housing Committee held Wednesday, November 3<sup>rd</sup>, 2021 at 4:00 p.m. in the Dr. S. F. Monestime Council Chambers. The meeting was also available via teleconference.

Members Present: Francine Desormeau, CAO/Treasurer  
Garry Thibert, Chair, Councillor of Town of Mattawa  
Loren Mick, Councillor of Town of Mattawa  
Vala Monestime Belter, Member at Large  
Noella Burke, Member at Large  
Brittany Belanger, Executive Assistant

Development Team: John Demeis, Descon Construction Ltd  
David Butler, Descon Construction Ltd  
Keith Harriman, Descon Construction Ltd

Members Absent: Laura Ross, Councillor of Town of Mattawa  
Kevin Bittner, Member at Large  
Amy Leclerc, Clerk/Revenue Services Clerk

1. Site Visit – 231 Tenth Street

The Affordable Senior Housing Committee along with Mayor Backer attended the site visit at 231 Tenth Street beginning at 4:00 p.m. Members of the Descon Construction Team provided a tour of the facility showing the progress in the construction of the units. The committee returned to Dr. S. F. Monestime Council Chambers for the remainder of the meeting.

2. Call to Order

Chair Thibert called the meeting to order at 4:53 p.m.

3. Adoption of Minutes

Resolution Number ASH21-23  
Moved by Councillor Loren Mick  
Seconded by Noella Burke

***BE IT RESOLVED THAT the minutes of the Affordable Senior Housing Meeting of Wednesday, October 6<sup>th</sup>, 2021 be adopted as circulated.***

Carried

4. Update from Descon Construction

Mr. Demeis of Descon Construction provided the committee with an update on the

construction to date. Interior framing nearing completion, drywall is underway, heating system and high efficiency boiler plant installation is nearing completion.

Plumbing is currently in the works for the shower inserts. The showers will also all be wheelchair accessible for the units that are considered accessibility units.

The Committee was provided samples of paint colours, flooring, and cabinets & counter tops. The Descon Construction Team had already reached out to the manufacture with the order.

Resolution Number ASH21-24

Moved by Noella Burke

Seconded by Councillor Loren Mick

**BE IT RESOLVED THAT** the Committee authorizes Descon Construction to select paint colours, flooring, cabinets and countertops and provide committee with selections.

Carried

Signage was provided to the committee for review. Changes will be made by the Team and will be provided to the committee for final review.

5. Tenant Listing Spreadsheet

A tenant listing spreadsheet was provided to the committee with entries included to date. A third party will handle all application as decided by the committee. Would like to see more entries on the listing.

6. Tenant Policy Handbook – Postponed Until November 17<sup>th</sup>.

7. Brochure/Advertising

Postcards will be created and provided to all residents located in the “POH” area code for more awareness of the project. A rendering of the postcards were provided to the committee for comment and will be updates as required.

An open house will be held at a future date. Applications will be available during that time for interested parties. Booths can be set up for individuals with further questions to provide one on one responses.

8. New Business

The on-site C-can still contains hospital beds for sale. Provide information to other parties if they require these.

9. Next Steps

The committee will be provided the changes to the postcards then mail outs can begin.

The Tenant Policy Handbook will be reviewed and changes will be provided to the committee.

Planning for an open house in near future.

10. Adjourn Meeting (Next Meeting Date Wednesday, December 1<sup>st</sup>, 2021)

Resolution Number ASH21-25

Moved by Vala Monestime Belter

Seconded by Noella Burke

***BE IT RESOLVED THAT the Affordable Senior Housing Committee adjourn the meeting at 6:03 p.m.***

Carried

---

Chair

---

**DATE:** December 1, 2021

**PROJECT:** 20054 Mattawa Seniors Affordable Housing

**LOCATION:** 231 Tenth Street, Mattawa, Ontario

---

## **PROGRESS UPDATE MEETING**

### **PLANS, PERMITS & DRAWINGS**

- Structural shoring design completed.
- Exterior landscaping plans and parking lot layout design completed.
- Millwork drawings have been received, final architectural review.

### **MATERIAL DELIVERY & ORDERING**

- Hollow Metal frames – Have been delivered
- Plumbing fixtures – Showers received
- New Windows - Manufacturing delay, original delivery was early October, new delivery date for mid December.

### **DEMOLITION PHASE**

- Demolition completed

### **SUITE FRAMING**

- Framing North, East and West walls completed, South wing walls mostly complete.

### **SUITE DRYWALLING**

- Drywall North, East and west installation almost complete, Drywall taping is underway.

### **HEATING AND ELECTRICAL**

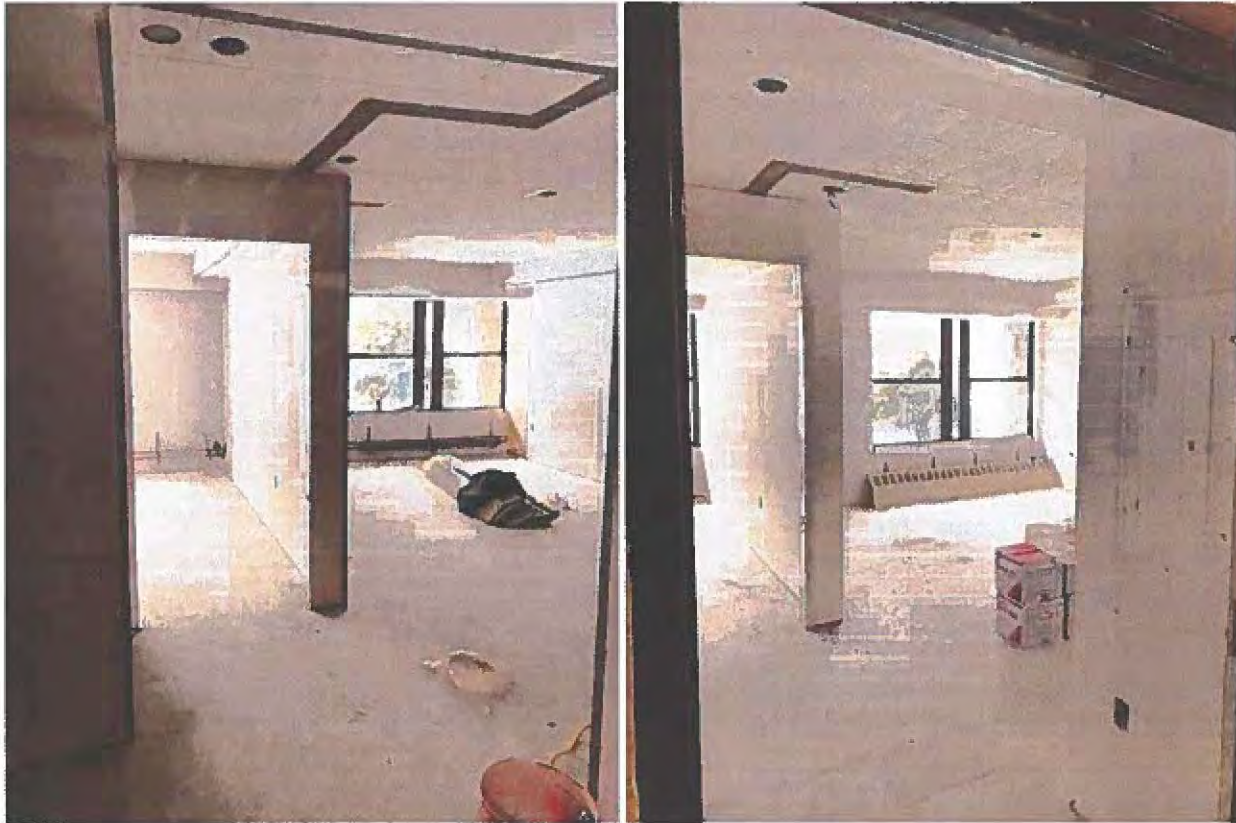
- Boiler is up and running, Heat in the building
- Electrical Switch gear is installed
- Electrical rough-in work in North, East, West wings completed and underway in South.

### **FLOORING & PAINT**

- Painting to start first week of December.
- LVT flooring material delayed to January 2022, sheet flooring to arrive before Christmas.
- Floor grinding, leveling and skimming underway as the work progresses.

## PROGRESS PHOTOS

- Interior drywall installation progressing in North, East, and West wings.

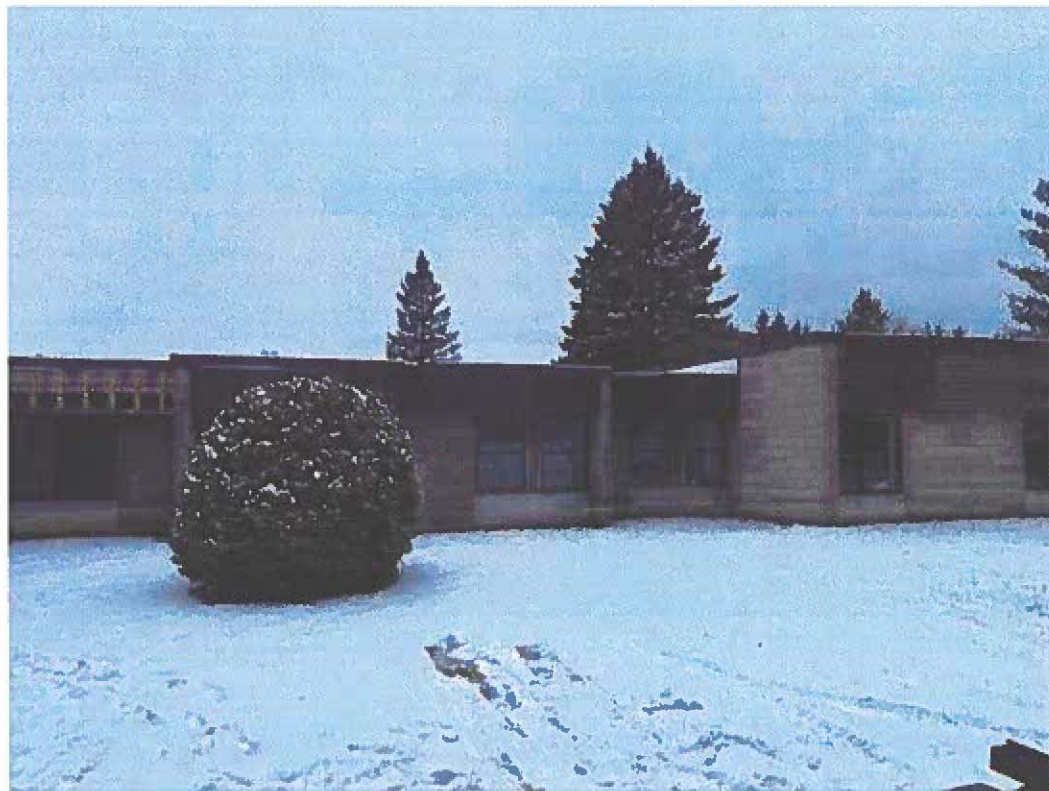
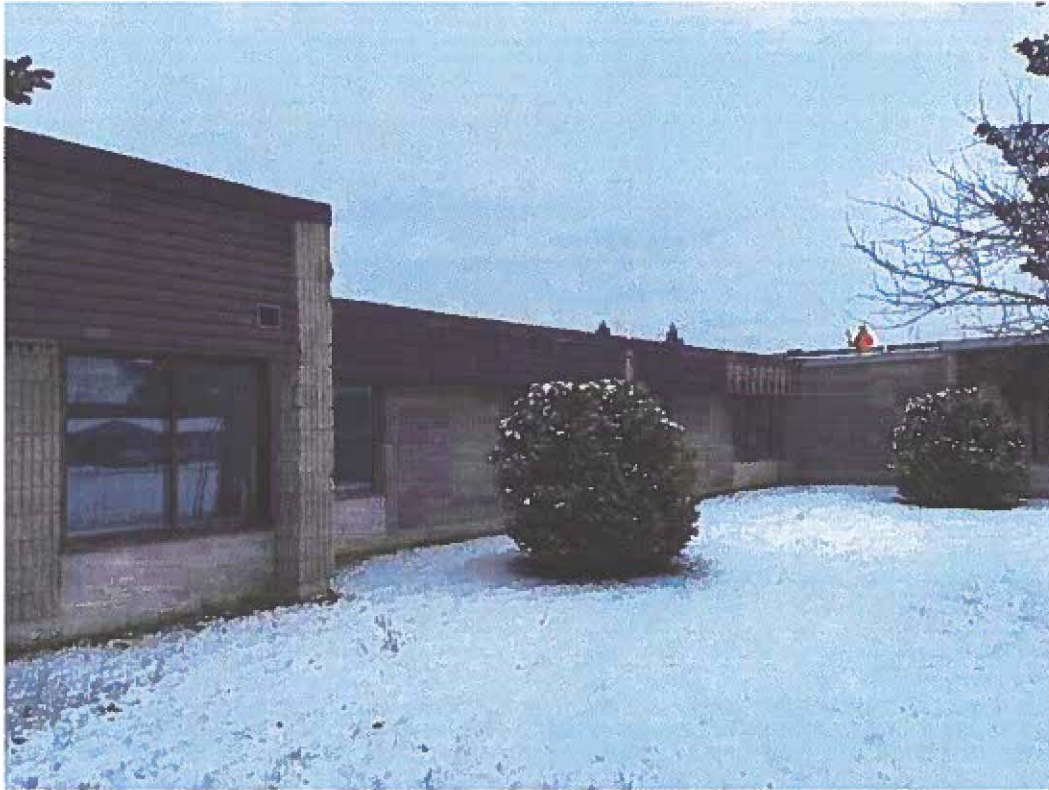




- Interior steel supporting beams completed in common room, shoring to be removed pending final engineer signoff.



- Exterior siding installation nearing completion, HRV vents being installed



- New Pavilion installation completed



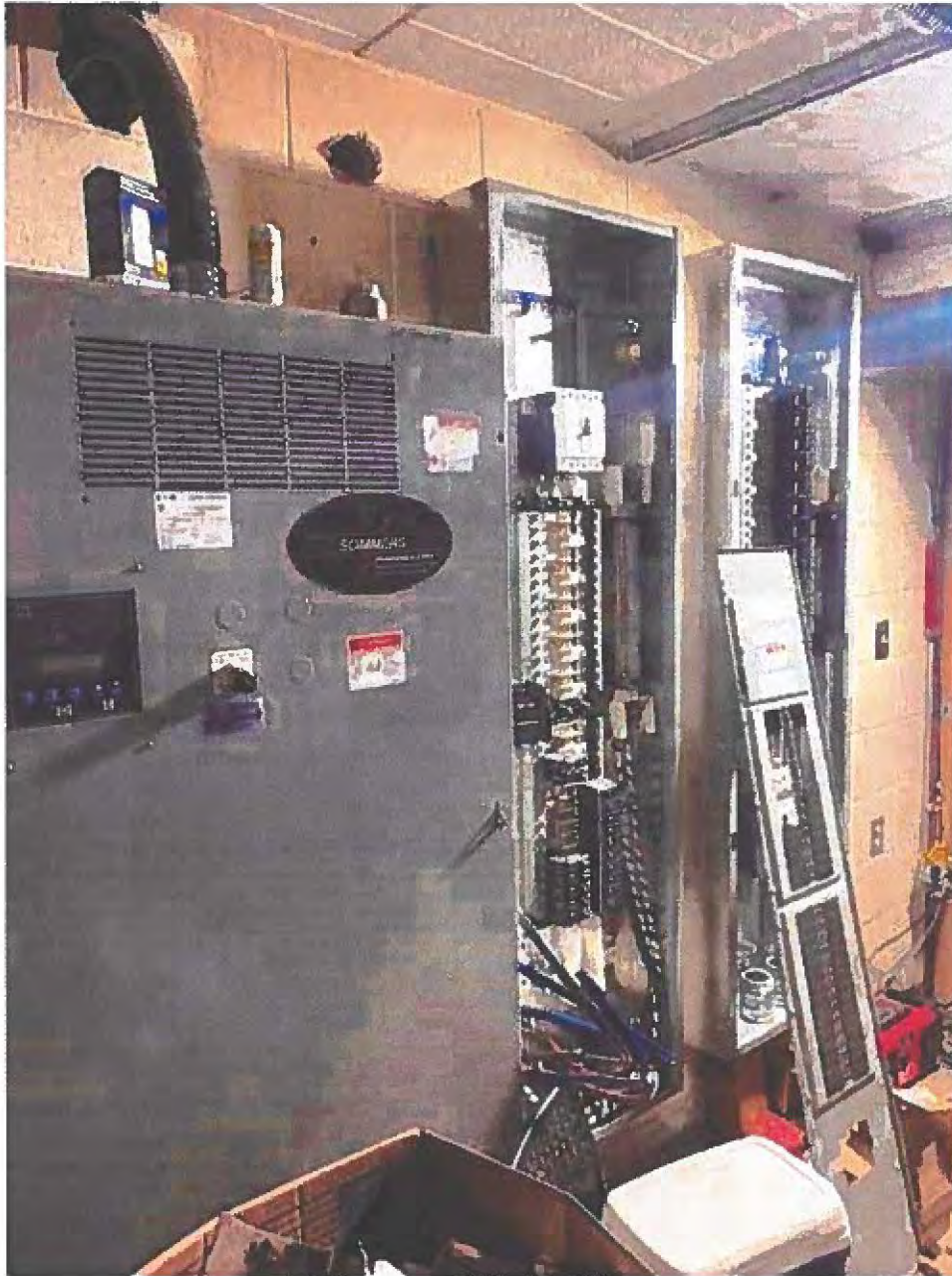
- Boiler plant installation completed and up and running providing heat to building.



- Main electrical switch gear has been installed and is operational.



- Main service panels, electrical and data cabling are being installed.



# CLIENT DISCUSSION POINTS

1. Approve permanent entrance sign for the complex.
2. Approve information session post card and set distribution date.

## ROSEMOUNT PERMANENT SIGN FOR APPROVAL

48 in

Rosemount Valley  
SUITES

231 Tenth St.

96 in

Produced for : Descon

Designed by : Kyana Nytech Date: Nov 29, 2021

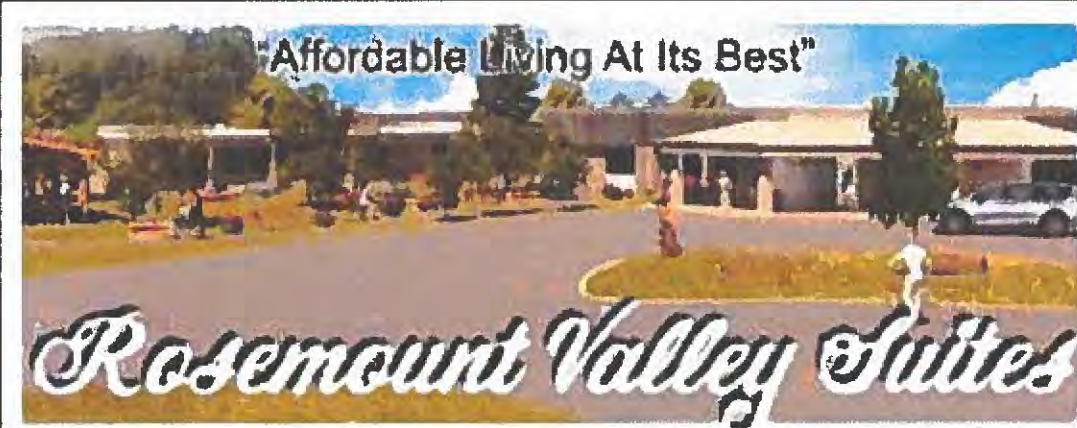
**PLEASE PROVIDE APPROVAL BY EMAIL CONFIRMATION**

Please note: Once artwork is generated, a minimum of 21 business days is needed to complete city and letter. For all other, we need at least a week notice of approval. For all other, only a few hours notice is needed.

**SEE MORE!**  
*Graphics*  
708.476.7704

MARKETING POST CARD FOR APPROVAL

# OPENING SPRING 2022



231 TENTH ST, MATTAWA, ON

## ROSEMOUNT VALLEY SUITES

Ahhh...retirement. So many of us have a dream for what life will be like when we leave the working world behind. While it's fantastic to dream, it's also important to have the right place to accommodate your lifestyle.

Contact us for more information!  
Start your application today!

Phone : 1-(705)-744-5611

Email: [info@mattawa.ca](mailto:info@mattawa.ca)

Web Page: <https://mattawa.ca>

## Affordable Seniors Housing

- \* Keep your independence
  - \* Meet new friends
  - \* Ages 55 and over
- \* Enhanced accessibility features
- \* No more worrying about maintenance

Let us answer your questions and show you what our new building has to offer

Join us for an information session.

Saturday January 15, 2022

Location: Mattawa Arena

Time: 7:00 pm

copy to agenda

4.28

Dec 8, 2021

Mayor Dean Backer  
Town of Mattawa  
PO Box 390  
160 Water Street  
Mattawa, ON P0H 1V0

Dear Mayor Backer and Councillors,

Re: Cassellholme Renovation Project Financing Update

Good day, I hope this message finds you all staying well.

I just wanted to ensure that you had heard that Cassellholme received approval to proceed to construction from the MLTC on Monday, November 29<sup>th</sup>, 2021. I have attached the correspondence that we received for your information (Appendix A).

Additionally, the Board at a special meeting on Monday afternoon directed the CEO, Jamie Lowery, to execute the contract with Percon as soon as possible. Motion #117-21 is attached for your reference (Appendix B).

As you will recall, on November 10, 2021 I sent you two letters regarding the East Nipissing District Home for the Aged ("Cassellholme") renovation project.

One letter provided three financing options available to the Member Municipalities, which included the Municipalities passing the required motions to allow Cassellholme to borrow the full amount or the provincial portion from IO or Cassellholme levying. The letter set out that levying would occur if the borrowing options did not occur by no later than November 24, 2021.

The other letter notified you that Cassellholme is levying for renovations, alternations, or additions to Cassellholme pursuant to Section 127(1) of the *Long-Term Care Home Act, 2007*, SO 2007, c. 8 ("Levy Letter"). The 2022 Levy Letter and Levy Apportionment Schedule A are attached (Appendix C and Appendix D).

I am confirming that the Member Municipalities have elected to not pass a motion to allow Cassellholme to borrow any amount from IO and therefore the levy communicated to you by the Levy Letter is in full force and effect.

Having identified that the Levy is now in force, I would continue to offer to meet with Municipalities to discuss other financing options outlined in our November 10, 2021 letter.

Yours truly,

  
Chris Mayne  
Cassellholme Board Chair



Ministry of Long-Term Care  
Assistant Deputy Minister  
Long-Term Care Capital Development

8<sup>th</sup> Floor, 438 University Ave.  
Toronto ON M5G 2K8  
Tel.: (416) 327-7461  
Fax: (416) 327-7603

Ministère des Soins de longue durée  
Sous-ministre adjointe  
Optimisation des immobilisations dans le secteur des soins de  
longue durée

438, avenue de University, 8<sup>e</sup> étage  
Toronto ON M5G 2K8  
Téléphone: (416) 327-7461  
Télécopieur: (416) 327-7603

November 29, 2021

Mr. Jamie Lowery  
Chief Executive Officer  
The Board of Management for the District of Nipissing East  
400 Olive Street  
North Bay ON P1B 6J4

Dear Mr. Lowery:

Re: Approval to Construct for Cassellholme (PROJ- 479)

In accordance with the Development Agreement dated October 13, 2020, I am pleased to approve the selection of Percon Construction Inc. as general contractor for the Construction (the "Contractor") for the Cassellholme project. I am also pleased to approve the Final Estimate of Costs (FEC) received September 27, 2021, and acknowledge receipt of some of the required accompanying documentation. You may commence Construction once the following outstanding documents that are the responsibility of Cassellholme to provide have been submitted:

- Certificates for the following:
  - 50% performance bond and labour and material bond.
  - Builder's risk insurance
  - Wrap up liability
- Building permit from the local municipality
- A letter of confirmation of financing from your lender

In accordance with section 4.3 of the Development Agreement, funding is provided, subject to the requirements set out in that Development Agreement, based on approval of the Final Estimate of Cost form until such time as the Operator provides a Statement of Disbursements for the Project, and satisfactory proof of costs expended by the Operator on the project.

Your scheduled Total Completion date for Phase 1 of this project is November 30, 2023. Once the pre-occupancy review is satisfactorily completed and the first resident has been admitted, the construction funding will be initiated subject to the terms of the Development Agreement.

In accordance with Schedule B, section 5, prior approval is required for all change orders during the Construction that:

- (a) affect the Construction Plans in any material respect, or
- (b) once implemented, would either materially increase or decrease the total cost of the Project set out in the Final Estimate of Cost form approved for the Construction or render it difficult to meet the timelines set out in the Project Schedule.

Mr. Jamie Lowery:

In addition, please submit monthly construction progress reports to your Project Manager, Benedict Menachery in accordance with Section 7.1 of the Development Agreement. A standardized monthly construction reporting form is attached.

Should you have any questions, please contact Benedict Menachery, Project Manager at (437) 338-6454 or via email at [Benedict.Menachery@ontario.ca](mailto:Benedict.Menachery@ontario.ca).

Sincerely,



Brian Pollard  
Assistant Deputy Minister

Enclosure

c: Bill Hatanaka, Board Chair, Ontario Health  
Matthew Anderson, President and Chief Executive Officer, Ontario Health  
Brian Kytlor, Chief Regional Office (North Region), Ontario Health

Mr. Jamie Lowery

Author: Benedict Menachery, (437) 338-6454, Capital Program Management Branch

bc: Wendy Ren, Director, Capital Program Management, MLTC  
Hindy Ross, Director (Acting), Capital Planning Branch, MLTC  
Neil VanderKooy, Manager, Long-Term Care Capital Development Division, MLTC  
Rashmi Sharma, Manager, Long-Term Care Capital Development Division, MLTC  
Jim Yuill, Director, Financial Management Branch, MoH  
Chandike Tennakoon, Manager, Financial Management Branch, MoH  
Margaret Allore, Manager, Long-Term Care Operations Division, MLTC  
Dorothy Ginther, A/Manager, Sudbury Service Area Office, LTC Inspections Branch, MLTC  
Vivian Lo, Technical Specialist, Long-Term Care Capital Development Division, MLTC  
Agnes Briones, Licencing Coordinator, Long-Term Care Operations Division,  
MLTC  
Michael Orr, Senior Counsel, Legal Services Branch, MAG  
William Georgas, Counsel, Legal Services Branch, MAG  
Benedict Menachery, Project Manager, Long-Term Care Capital Development Division,  
MLTC

# CASSELLHOLME

*Compassionate care for life's journey.*

EAST NIPISSING DISTRICT HOME FOR THE AGED

SPECIAL REDEVELOPMENT BOARD MEETING

## RESOLUTION

---

**RESOLUTION NUMBER**     117 - 21

November 29, 2021

**MOVED BY:**             Sherry Culling

**SECONDED BY:**        Claire Campbell

---

**"That the Board approve the motion below, as agreed to in-camera."**

**"That the Board, by unanimous vote, directs the CEO to utilize the services of the Procurement Office to execute the necessary agreements with Percon as soon as practical."**

**Record Vote:**

Sherry Culling	YES
Claire Campbell	YES
Mark King	YES
Chris Mayne	YES

Carried /  Defeated

  
\_\_\_\_\_  
Chairman

December 8<sup>th</sup>, 2021

Ms. Francine Desormeau  
Clerk/Deputy-Treasurer  
Town of Mattawa  
PO Box 390  
160 Water Street  
Mattawa, ON POH 1V0

Dear Ms. Francine Desormeau

Re: Cassellholme 2022 Municipal Levy

On November 25<sup>th</sup>, 2021, the Cassellholme Board of Management approved (a) 2022 Operating Budget and (b) the 2022 apportionment statistics which will apply to both operating and capital levies for Cassellholme East Nipissing District Home for the Aged.

This operating budget includes a 0% increase to the municipal levy over the amount levied for 2021. Note, that while the overall operating levy has not changed, your municipality's apportionment will fluctuate based on its apportionment statistics.

*Resolution No. 114-21*

*"That the Board approve Cassellholme's Proposed 2022 Operating Budget, as presented"*

*Moved by Mark King (City of North Bay)*

*Seconded by Claire Campbell (Province of Ontario Appointee)*

*Resolution No. 115-21*

*"That the Board approve the 2022 apportionment statistics for calculating the Cassellholme municipal levy"*

*Moved by Sherry Culling (Province of Ontario Appointee)*

*Seconded by Claire Campbell (Province of Ontario Appointee)*

Attached is Schedule A - Levy Apportionment noting each municipality's portion.

Sincerely,



Chris Mayne  
Cassellholme Board Chair

CC: Mayor Dean Backer

**Levy Apportionment**  
Budget Period

2022

**CASELLHOLME**

*Compassionate care for life's journey.*

Total Levy - 2022 3,444,516

Municipality	Apportionment Rate	2022 Operating Levy	Monthly Payment - Jan Nov 15th, 2022	Monthly Payment - December 15th, 2022	Total Levy Requested
North Bay	79.293%	2,731,251	227,604	227,607	2,731,251
East Ferris	7.659%	263,810	21,984	21,986	263,810
South Algonquin	3.305%	113,849	9,487	9,492	113,849
Bonfield	3.216%	110,770	9,231	9,229	110,770
Papineau/Cameron	1.728%	59,525	4,960	4,965	59,525
Chisholm	1.620%	55,787	4,649	4,648	55,787
Calvin	1.488%	51,270	4,273	4,267	51,270
Mattawa	1.363%	46,932	3,911	3,911	46,932
Mattawan	0.329%	11,322	944	938	11,322
<b>Total</b>	<b>100.000%</b>	<b>3,444,516</b>	<b>287,043</b>	<b>287,043</b>	<b>3,444,516</b>
Check		-	3,157,473	287,043	3,444,516

FIR Information Used

Municipality	2020 Phased-In Taxable Assesment (Wtd. & Disc CVA)	Phased-In PIL Assesment (Wtd. & Disc CVA)	Total	Apportionment	Share of Operating Levy
North Bay	6,576,762,075	243,304,949	6,820,067,024	79.293%	2,731,251
East Ferris	657,646,160	1,101,000	658,747,160	7.659%	263,810
South Algonquin	274,077,750	10,208,752	284,286,502	3.305%	113,849
Bonfield	275,478,787	1,119,093	276,597,880	3.216%	110,770
Papineau/Cameron	147,577,568	1,058,855	148,636,424	1.728%	59,525
Chisholm	139,256,528	45,204	139,301,732	1.620%	55,787
Calvin	125,031,277	2,993,201	128,024,478	1.488%	51,270
Mattawa	116,207,758	983,757	117,191,515	1.363%	46,932
Mattawan	27,375,061	895,904	28,270,965	0.329%	11,322
	<b>8,339,412,965</b>	<b>\$ 261,710,714</b>	<b>\$ 8,601,123,679</b>	<b>100.000%</b>	<b>\$ 3,444,516</b>



The Corporation of the  
City of North Bay  
200 McIntyre St. East  
P.O. Box 360  
North Bay, Ontario  
Canada P1B 8H8  
Tel: 705 474-0400

OFFICE OF THE CITY CLERK  
Direct Line: (705) 474-0626, ext. 2510  
E-mail: [karen.mcisaac@northbay.ca](mailto:karen.mcisaac@northbay.ca)

Copy to agenda  
4.29

via email only

December 9, 2021

Cassellholme-East Nipissing Home for the Aged  
400 Olive Street  
North Bay, ON P21B 6J4  
Attn: Jamie Lowery

Dear Mr. Lowery:

This is Resolution No. 2021-499 which was passed at Council as its Special Meeting of Council held Wednesday, December 8, 2021.

Resolution No. 2021-499:

"WHEREAS the Board of Management for the District of Nipissing East has selected a general contractor for the redevelopment of Cassellholme;

AND WHEREAS the Province of Ontario will guarantee the Provincial Construction Fund Subsidy thereby removing this obligation of the member municipalities;

AND WHEREAS the Ministry of Long-Term Care, on November 29, 2021 provided conditional approval for the Board of Management for the District of Nipissing East to secure a general contractor and proceed with construction;

AND WHEREAS section 127(3) of the *Long-Term Care Homes Act, 2007*, S.O. 2007, c.8 (the "Act") provides as follows:

"Power of district homes to borrow for capital costs 127(3) In circumstances prescribed by regulation and subject to any restrictions or requirements that may be prescribed by regulation, a board that meets the prescribed requirements may borrow such sums as the board considers necessary to meet the capital costs it estimates under subsection (1).

AND WHEREAS subsection 294.2 of O.Reg 79/10 to the Act provides as follows:

"Capital Costs 294.2 For the purposes of subsection 127(3) of the Act, a board may borrow such sums as the board considers necessary to meet the capital costs it estimates under subsection (1) of that section in either of the following circumstances:

1. Every supporting municipality of the board has passed a resolution that,
  - (i) supports such borrowing by the board, and
  - (ii) acknowledges that any repayments on the borrowed sums that the board is required to make that are not covered by the available current revenues of the board are subject to apportionment to supporting municipalities under subsection 126(1) of the Act.
2. The board is refinancing existing debt."

AND WHEREAS The Corporation of the City of North Bay wishes to pass a resolution that supports the borrowing by the Board of Management for the District of Nipissing East;

The Corporation of the City of North Bay hereby resolves as follows:


1. Provided that and conditional upon the Board of Management for the District of Nipissing East irrevocably and unconditionally resolving, covenanting and agreeing in writing to execute and deliver such further and other agreements, assurances, undertakings, acknowledgements or documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence and do and perform and cause to be done and performed any further and other acts and things as may be necessary or desirable in order for the review and transition of Cassellholme from a territorial district home established and maintained under a board of management to a municipal home to be maintained by The Corporation of the City of North Bay, then:
  - (a) In accordance with subsection 294.2 of O.Reg 79/10 to the Act, The Corporation of the City of North Bay shall resolve to:
    - (i) support the Board of Management for the District of Nipissing East borrowing such sums as the board considers necessary to meet the capital costs it estimates under subsection 127(1) of the Act for the redevelopment of Cassellholme; and



- (ii) acknowledge that any repayments on the borrowed sums that the board is required to make that are not covered by the available current revenues of the board are subject to apportionment to supporting municipalities under subsection 126(1) of the Act.
- (b) The Corporation of the City of North Bay shall resolve to enter into a guarantee with Ontario Infrastructure and Lands Corporation, on terms and conditions satisfactory to The Corporation of the City of North Bay in its sole and absolute discretion, to undertake and agree to guarantee The Corporation of the City of North Bay's proportionate contribution of the Board of Management for the District of Nipissing East's debts, liabilities and obligations, present, or future, direct or indirect, absolute or contingent, at any time or from time to time due or accruing, due and owing by, or otherwise payable by, the Board of Management for the District of Nipissing East to Ontario Infrastructure and Lands Corporation that relate to the redevelopment of Cassellholme.

2. That a copy of this resolution be sent to the Board of Management for the District of Nipissing East and all member municipalities listed in Schedule 4 on O.Reg. 79/10, Minister of Long-Term Care, Rod Phillips, Minister of Health, Christine Elliott, MPP Victor Fedeli, and MPP John Yakabuski."

Yours truly,



Karen McIsaac  
City Clerk

- ec. Cassellholme-East Nipissing Board of Management  
Member Municipalities  
Hon. Rod Phillips, Minister of Long-Term Care  
Hon. Christine Elliott, Minister of Health  
Hon. Victor Fedeli, MPP Nipissing  
Hon. John Yababuski, MPP Renfrew-Nipissing-Pembroke

**From:** Municipal <municipal@agco.ca>  
**Sent:** December 2, 2021 2:10 PM  
**To:** Francine Desormeau  
**Subject:** Government of Ontario Announces a New Progressive Jackpot Raffle Offering and a new Social Gaming Licence



AGCO

Alcohol

Alcohol and Gaming  
 Commission of Ontario  
 90 Sheppard Avenue East  
 Suite 200  
 Toronto ON M2N 0A4

December 2, 2021

## Government of Ontario Announces a New Progressive Jackpot Raffle Offering and a new Social Gaming Licence

As part of the Ontario government's efforts to support community initiatives, two new gaming opportunities are being introduced:

- A new Social Gaming Licence issued exclusively by the AGCO (Licence application available December 2, 2021).
- A Progressive Jackpot Raffle opportunity under the Blanket Raffle Licence issued by municipalities and First Nations with an Order in Council (OIC).

Details about these new initiatives are outlined in the following December 2, 2021 AGCO Information Bulletins and attached Question and Answer resource document

- [Information Bulletin: Government of Ontario Announces Progressive Jackpot Raffle Opportunity for Legions and other Service Clubs](#)
- [Information Bulletin: Government of Ontario Announces a New Social Gaming Licence for Casual Game Play](#)

*Please consider sending the bulletins above to your colleagues and/or the service clubs you licence.*

While there are some similarities, there are several important distinctions between these two initiatives. **Most importantly, the progressive jackpot raffle is a charitable fundraising opportunity, whereas the social gaming licence primary purpose is social gaming.** Please see the chart below for a summary of the differences.

Topic	Progressive Jackpot Raffle	Social Gaming Licence
What is it?	A new kind of progressive raffle (sometimes called "loonie-toonie")	A new licence for a wide variety of social, small stakes, commonly played games (e.g. cribbage, bridge, bingo)

<b>Licensing Authority</b>	Issued by municipalities and First Nations with an OIC	Issued exclusively by the AGCO
<b>Availability</b>	Applicants may start to contact their municipal licensing office or First Nations with and OIC for information about application requirements and the process for approvals.	Available in iAGCO as of December 2, 2021
<b>Application</b>	Uses existing Blanket Raffle Licence application or amendments to existing Blanket Raffle Licences	Uses a new online application process in iAGCO.
<b>Eligibility</b>	Available to eligible service clubs only (as defined by the LLPM section 2.7.4(f)(i) and determined by the licensing authority)	Available to service clubs, individuals, charities or other organizations seeking to host casual social gaming events. * This licence is not intended for private homes or liquor licensed establishments except Legions and service clubs
<b>Fees</b>	Up to 3% licensing fee as per the Blanket Raffle Licence	No fee applies. This licence is free.
<b>Charitable Purpose</b>	Fundraising opportunity (50% of proceeds up to a maximum of \$50K prize board per licence)	NOT a fundraising opportunity for applicants
<b>Expenses</b>	Allowable expenses as established in LLPM	Up to \$50 per day can be allocated for event costs only
<b>Prizes</b>	Progressive raffle (must-go at \$2500)	Single day gaming limit is \$500
<b>Ticket Limits</b>	Per ticket price limit is \$1 for daily or \$2 for weekly draw	Bet limit is \$2 per person
<b>Compliance Documents</b>	Existing Terms & Conditions and Lottery Report Form for blanket raffle licence apply with some modifications	New Terms and Conditions published

Please note that these activities are subject to provincial public health restrictions under the Reopening Ontario Act, including gathering limits, as well as any additional local public restrictions implemented by municipalities and/or Medical Officers of Health.

## For more information:

- See the Attached [Progressive Jackpot Raffle Q&A Document](#)
- See the Attached [Social Gaming Licence Q&A Document](#)
- See [Social Gaming Licence Terms and Conditions](#)
- See the December 2, 2021 Ontario Government [News Release](#) on these announcements
- Submit your questions online at [www.agco.ca/iAGCO](http://www.agco.ca/iAGCO). You do not need an iAGCO account to do so.
- Email AGCO at [municipal@agco.ca](mailto:municipal@agco.ca)
- Call AGCO Customer Service at 416-326-8700 or toll-free in Ontario at 1-800-522-2876 Monday to Friday from 8:30 a.m. to 5 p.m. ET