

April 14, 2023

Mayor Jamie McGarvey
Town of Parry Sound
52 Seguin Street
Parry Sound, ON
P2A 1B4

Dear Mayor McGarvey and Members of Parry Sound Council:

I write in response to your correspondence of March 14, 2023. Thank you for extending your congratulations. The role of the trustee is the highest democratically elected position focused on public education, which my fellow trustees and I hold in the highest regard.

Near North District School Board (NND SB) was pleased to meet recently with Parry Sound-Muskoka MPP Graydon Smith. At this meeting, MPP Smith suggested Council had remaining questions about the JK-12 build. At his request, we are once again writing to share the compendium of resources available to the public regarding this project. Kindly find a list below for review:

- NND SB has a dedicated page on the website, which can be found [here](#)
- This area on the website includes the previous committee reports, minutes, and media releases.
- The ARC process was reviewed by an external consultant, Ms. Lydia Dallip. This report can be found on the website here ([Dallip Report](#)).
- The [Community Feedback Report](#) is a living document that rolls up questions submitted by staff and community members by theme. It has been updated several times and will be continually updated as new questions are received that aren't already addressed.
- As you know, the Board also presented to Parry Sound Town Council on June 1, 2021. The meeting was recorded and put on YouTube- it can be found [here](#). We thank you for including NND SB's presentation on the Town's website [here](#).
- The architects (+VG) hosted a public presentation where the drawings were shared on June 8, 2021. The media release can be found [here](#).
- The Parry Sound Build Committee reports to the Board after each meeting with reports and minutes.
 - [Minutes of June 3, 2021](#)

- [Minutes of August 3, 2021](#)
- [Minutes of November 2, 2021](#)
- [Minutes of November 10, 2021](#)
- [December 20, 2021](#)
- [April 4, 2022](#)
- [Minutes of May 4, 2022](#)
- [Minutes of December 14, 2022](#)
- [Minutes of January 12, 2023](#)
- [Minutes of February 6, 2023](#)
- In addition to the formal Build Committee, there was a separate sub-committee formed to lead the architect selection. Their work culminated in a recommendation to the Board on February 16, 2021. Please find the [media release here](#).
- The Board discussed public misinformation circulating about the project as noted in [this Motion](#). In response, a report was presented at the December 2022 meeting, which can be found [here](#).
- An updated site plan can be found [here](#).
- An updated floor plan can be found [here](#). The board has also included a narrated walkthrough in a presentation video that can be found [here](#).

It is recognized that the Board of Trustees has issued previous correspondence to Council with much of this information, as the queries have centred around similar themes. Please accept the following more focused direction to facilitate locating the responses to your queries specifically. Note that the response is structured to follow Council's Resolution 2023-014 to ensure there is no further confusion.

“Whereas the West Parry Sound community continues to have concerns regarding the under sizing of the new Mega School”

- For clarity, NNDSB is interpreting this as Council's assertion that a “mega school” is too small. Please note that the school will be sized according to the current population data. The Ministry of Education is particular in its approval of square footage.
- This is addressed as part of the Community Feedback Report. For ease of reference, please see Theme #6 and #7.
- It is also discussed more heavily in Ms. Dallip's report posted on the board's website via the link above. Specifically, please see the following quote located on page 3: *“The Ministry of Education requires that major capital projects such as new school construction be approved at every stage by Ministry staff. Throughout each stage, Ontario School Boards are required to provide any and all information and/or justification for a project”.*

“Whereas the incorporation of portables or "Pods" into the design heightens these concerns”

- Portables or in this case, hexpods, are used in years where enrolment exceeds the OTG capacity. Hexpods allow the flexibility of having additional space to accommodate students in years of higher enrolment; when enrolment dips, as expected through the enrolment projections, the students can be located within the main building and the hexpods can be closed and/or removed.
- The use of temporary educational space is the solution to the Ministry of Education not approving permanent square footage that data shows will be underutilized in 10 years.
- The six planned hexpods will provide an additional 4,500 square feet of temporary instructional space for 138 students. This is the only reasonable and allowable way to accommodate any temporary increased enrolment in anticipation of declining enrolment whereby permanent space would then be excessive.
- This is also addressed as part of the Community Feedback Report. For ease of reference, please see Theme #6.

“Whereas parity for students across the school district in addition to population growth are factors that should be utilized when determining school sizes”

- Spending per student capita and space per capita are not items NNDSB tracks, as administration does not look at these types of items by region/geography, since NNDSB is one board for the whole region.
- In addition to enrolment projections to determine school size (as noted above), part of the Ministry's funding calculation is the use of Geographic Area Factors (GAF). The GAF considers geography and unique location needs. The Ministry has calculated the GAF for the Parry Sound build at a lower rate than the GAF used to calculate capital projects constructed in other regions of NNDSB.
- NNDSB endeavours to provide parity for all its students where possible. Despite a lower GAF, the proposed JK-12 build will feature state-of-the-art spaces that incorporate award-winning designs.
- This is also addressed as part of the Community Feedback Report. For ease of reference, please see Theme #5.

“Whereas schools are an integral part of supporting more growth and the Province's priority to build more homes” and “Whereas the August 2022 Smart Prosperity Institute's report projects a need for 1.5M homes across the province over the next 10 years, 3,200 of which will be required in the Parry Sound District”

- During the Municipality’s council meeting on January 10, 2023, Councillor Janice Bray offered the following quote, *“If we’re going to have our economies growing, hopefully, that means that we will have our populations growing somewhat”*. It is recognized that council is not aligned on the certainty of this influx.
- As noted above, the Ministry only provides funding for new builds based on specific data available at the time of the funding request. One of the factors considered is the enrolment projections for the school. The enrolment projections are based on planning data from consecutive actual NNDSB grade enrolment figures, local municipalities and information obtained from the census, including population projections and birth data. School enrolment projections cannot be based on anticipated overall non-age-related population growth.
- Additionally, population increase does not directly correlate to increases in school enrolment and NNDSB's enrolment only increases when school-aged students register with the English public school board, and not with other available options.
- This is also addressed as part of the Community Feedback Report. For ease of reference, please see Theme #7.
- Additionally, [Statistics Canada](#) has noted:
 - Immigration trends show older immigrants form the vast majority of those immigrating.
 - Just over 1 in 10 recent immigrants were youth and young adults aged 15 to 24 (10.9%),
 - Children younger than 15 years of age, who may one day join the labour force, represented 17.1% of recent arrivals to Canada.

“Whereas parity in terms of space per student and spending per student should be equitable for all students across the Near North school district”

- As noted above, the Ministry has calculated the geographic area factor (GAF) for the Parry Sound build at a lower rate than the GAF used to calculate capital projects constructed in other regions of NNDSB. NNDSB endeavours to provide parity for all its students where possible.
- Despite a lower GAF, the proposed JK-12 build will feature state-of-the-art spaces that incorporate award-winning designs.
- This is also addressed as part of the Community Feedback Report. For ease of reference, please see Theme #5.
- It is further noted within Theme #3 that to date, there are still no offers of financial or in-kind support from any municipalities.

“Whereas, for example, the existing high school and schools in Nobel and McDougall have a total of five (5) gymnasiums, including four (4) standard and one (1) full size gymnasium; and “Whereas the new Mega School is planned to only have one gymnasium”

- The design for the new JK-12 school includes a triple gymnasium, with a square footage estimate of 10,900 sq. ft. Currently, elementary students at Nobel Public School and McDougall Public School have a gym space that is approximately 2,100 sq. ft.
- The triple gymnasium in the new JK-12 school will be split into a double gymnasium and a single gymnasium. The single gymnasium will be separated from the double gymnasium by a solid wall and will be dedicated to elementary students, with its own gym storage. A raised stage area for the music program will have retractable soundproof walls on either side which allows performances/assembly type activities to be viewed from either the student commons cafeteria side or the large double gymnasium, allowing elementary students the opportunity to stage presentations or performances, unlike in a normal elementary school design.
- It is also recognized that the number of gymnasiums has little or no influence on gym access. Gymnasium access is driven by curriculum/program and commensurate gym scheduling.
- This is also addressed as part of the Community Feedback Report. For ease of reference, please see Theme #2.

“NOW THEREFORE BE IT RESOLVED THAT the Town of Parry Sound requests the Board provide an analysis comparing space per capita and spending per capita for students in West Parry Sound and North Bay”

- NNDSB endeavours to provide parity for all its students where possible.
- As noted, the Ministry has calculated the GAF for the Parry Sound build at a lower rate than the GAF used to calculate capital projects constructed in other regions of NNDSB. Despite a lower GAF, the proposed JK-12 build will feature state-of-the-art spaces that incorporate award-winning designs.
- This is also addressed as part of the Community Feedback Report. For ease of reference, please see Theme #5.

“That the Board consider refurbishing the McDougall school for grades JK to 6; and That the new Mega School be used for grades 7 to 12”

- To renovate or make a new proposal for two new schools, an accommodation review (ARC) would need to be submitted to the Ministry of Education for consideration. However, in June 2018, the Ministry introduced a freeze (a moratorium) on the initiation of new ARCs, meaning that no new development projects can be considered until such time as the moratorium is lifted.

- Once the moratorium is lifted, it would take many years to revisit the situation, hold a new ARC (PARG) and secure a build, if the board were to be successful at securing a new build at all.
- NNDSB is fortunate that approval for the new JK-12 school was obtained prior to the moratorium and is thus permitted to proceed. If the Board terminates this project, there is no ability to pursue other options.
- As noted above, renovations to existing schools or constructing two buildings (an elementary and a secondary school) instead of the JK-12 school, would not be considered by the Ministry. The schools would remain underutilized, and funds would continue to go towards maintaining empty space, rather than being directed into student programming. Furthermore, future applications for funding would be looked upon negatively, based on our history of having declined funding that was previously offered for a new build.
- This is also addressed as part of the Community Feedback Report. For ease of reference, please see Theme #4.

“AND that a progress report is provided by the school board monthly”

- Council can refer as frequently as needed to the information posted on the board’s website.
- As a committee of the Board of Trustees, the Parry Sound Build Committee meets regularly and members of the public are welcome to attend as guests as their schedules permit. Information on attending is also posted on the board’s website.

We hope this correspondence has been helpful in demonstrating NNDSB’s compliance with the Ministry of Education’s stringent research and approval policies based on the data and needs of the students in the Parry Sound region. After reviewing the significant documentation above, should there still be remaining questions, NNDSB welcomes further correspondence to this effect. We are pleased to see how our students and their families in the Town of Parry Sound are well served by an engaged municipal government. We look forward to celebrating the opening of this wonderful educational facility with you.

Yours sincerely,

erika loughheed

Erika Loughheed,
Board Chair

CC: Craig Myles, Director of Education
NNSB Board of Trustees
Premier Doug Ford
Minister of Education Stephen Lecce
Minister of Municipal Affairs & Housing Steve Clark
Parry Sound Muskoka MPP Graydon Smith
Township of The Archipelago Reeve Bert Liverance
Township of Carling Mayor Susan Murphy
Municipality of McDougall Mayor Dale Robinson
Township of McKellar Mayor David Moore
Township of Seguin Mayor Ann MacDiarmid
Municipality of Whitestone Mayor George Comrie



Near North
District School Board

Parry Sound JK-12 Build Community Feedback Report

Originally published July 16, 2021

Updated:

October 25, 2021

April 20, 2022

June 7, 2022

April 14, 2023



July 16, 2021

To our valued community members,

At its heart, Near North District School Board (NNDSB) is a learning environment. This value underpins every activity within the board. By sharing the Board's plans to build a new JK-12 school in Parry Sound, we have learned about the critical importance of two-way communication between communities and Near North District School Board. By asking for and listening to people's needs, opinions, suggestions and complaints, the Board can adapt its response to provide information that supports their specific circumstances and concerns. Enabling our local communities to provide input during the Parry Sound family of schools accommodation review process, the development of the architectural plans for the new build and beyond is critical to the Board to support communication transparency while respecting the momentum of this project. Throughout the entirety of this engagement, the need for clear information was acknowledged by all parties. NNDSB is guided by data-informed decision-making. By providing insight into the substantive analysis that has guided the Board's actions contained in this report, our community can be assured that NNDSB is acting in the best interests of students within the parameters established by the Ministry of Education and the board's fiscal realities.

As the Chair of the Board of Trustees, and the Chair of the Parry Sound Build Committee, we are pleased to present this report to our community to recognize how important their voices are. We hope that this provides the information needed to spark excitement about our new school. Within the next two years, Near North District School Board anticipates opening our JK-12 state of the art education campus. It is our intent, through ongoing engagement, to continue to provide information and celebrate project milestones leading up to September 2023, to support positive and productive relationships with all stakeholders. We look forward to celebrating together.

Thank you,

A handwritten signature in black ink that reads 'Jay Aspin'.

Jay Aspin

A handwritten signature in black ink that reads 'John Cochrane'.

John Cochrane



October 25, 2021

Dear stakeholders:

Near North District School Board (NND SB) is committed to evolving this report as additional developments unfold. Given that further questions have been raised, we felt this was a good opportunity to provide updated information about the build's milestones, funding intricacies, and capital project prioritization. Please continue to refer to the NND SB website for updated information from administration, the Ministry, and the Parry Sound Build Committee.

The Board will continue to provide transparent communication on the journey towards welcoming students into the new JK-12 Parry Sound school, as part of NND SB's strategic commitment to excellence in communication.

We are thankful for our community's support and excitement about this project. This is a truly spirited example of the board's mission to provide opportunities that empower all learners.

Thank you,

A handwritten signature in black ink, appearing to read 'Craig Myles', written in a cursive style.

Craig Myles

Director of Education



April 20, 2022

To our valued community members,

We are pleased to share further developments in our Parry Sound Build. In keeping with the commitments the Board has made in the 2021-2026 Multi-Year Strategic Plan regarding Excellence in Communication, our Parry Sound JK-12 Build Community Feedback Report has been updated to reflect new information and developments in our project.

Thank you for continuing to stay engaged with our progress. We look forward to celebrating the opening of this wonderful educational facility with you.

Thank you,

A handwritten signature in black ink that reads 'Jay Aspin'.

Jay Aspin

A handwritten signature in black ink that reads 'John Cochrane'.

John Cochrane



June 7, 2022

To our valued community members,

We are pleased to share another update of the Feedback Report regarding developments in our Parry Sound Build in response to questions and comments received from the community.

The Board will continue to provide transparent communication on the journey towards welcoming students into the new JK-12 Parry Sound school, as part of NNDSB's strategic commitment to excellence in communication. The board remains committed to evolving this resource as additional developments unfold, as I outlined in the letter to you on October 25, 2021. In this iteration, a new theme has been added to respond to questions and comments about governance procedures.

Thank you for continuing to stay engaged with our progress. We look forward to celebrating the opening of this wonderful educational facility with you.

Thank you,

A handwritten signature in black ink, appearing to read 'Craig Myles', written in a cursive style.

Craig Myles
Director of Education



April 14, 2023

To our valued community members,

We are happy to present another update to our Feedback Report. In addition to NNDSB's ongoing commitment to excellence in communication, we are also committed to building positive relationships with all members of our community to foster an engaged and inclusive culture. In this regard, we thank you for sharing your questions and feedback with our trustees and staff. Your valuable input allows us the opportunity to reflect on the project from a community perspective, and ensures we are providing relevant and current information related to the new JK-12 Parry Sound school.

This report includes additional information about the separation between elementary and secondary students, enrolment trends, physical spaces including the gymnasium, hexpods, childcare, and EarlyON, an updated projection on the new school open date, and much more. We would encourage you to read through the report for full details.

We want to express our continued enthusiasm and excitement for this project as it moves closer to becoming a reality. We thank you again for your ongoing interest in this project as we continue to deliver superior educational experiences to all students.

Sincerely,

Parry Sound Build Committee

Parry Sound Build Committee Members:

Howard Wesley, Committee Chair

Shane Hall, Trustee

Jeanie Fuscaldo, Trustee

Seija Van Haesendonck, Superintendent of Business

Gay Smylie, Superintendent of Education

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Preamble:

This report provides an analysis and a response to the feedback received from NNDSB staff, stakeholders, and community members regarding the Parry Sound JK-12 build. Consideration was given to feedback received via the board's survey posted on the website, correspondence received directly by trustees, school and board level administration, as well as media inquiries. The board did not consider any statements voiced about the board that were not directed to the board (for example- public social media posts that were not directed to an NNDSB account). This decision was made to protect the integrity of the feedback that was received, with recognition that other social media comments represent an inequitable mode of gathering data. The quotes in this report are extracted from direct feedback received.

Upon review of all board-directed feedback, the Parry Sound Build Committee distilled it into central themes to ensure consistent and thorough responses while at the same time making best use of time and resources, in lieu of providing individual responses. A media release was issued on June 22, 2021, advising the public this report would be posted to the website. The themes are discussed in no particular order. Near North District School Board is guided by reliable and valid data-informed decision making throughout all its operations.

Definitions:

- **“ADE”** refers to “Average Daily Enrollment” which describes the enrolment calculated using the average of the October and March enrolment figures. This formula is used and expected by the Ministry of Education and all public school boards in the province.
- **“ARC”** refers to the “Accommodation Review Committee”. When school boards are considering decisions regarding the future of a school, that decision is made with the full involvement of an informed local community, and it is based on a broad range of criteria regarding the quality of the learning experience for students. An ARC assumes an advisory role and provides recommendations that inform the final decision made by the Board of Trustees. Each ARC must include membership drawn from the community.
 - In this case, the NNDSB Board of Trustees initiated an ARC regarding the Parry Sound family of schools in the fall of 2012.
- **“MOE”** refers to the “Ministry of Education”, the division of the provincial government that administers the system of publicly funded elementary and secondary school education in Ontario.
- **“OTG Capacity”** refers to “on-the-ground capacity” which describes student capacity, as approved by the Ministry and reflects all permanent teaching space available for instructional purposes. There are different capacities attributed to different types of instructional space – for example, a regular classroom, library, or a special education classroom. The OTG capacity is subject to increase or

decrease as it represents what is actually “on the ground” at a point in time. Temporary instructional spaces (such as edupods or hexpods) are not included in OTG capacity.

- **“NNDSB”** refers to “Near North District School Board”.
- **“PARG”** refers to the “Pupil Accommodation Review Guideline” which are the Ministry of Education’s requirements for school boards to share information with and seek feedback from their local municipalities and other community partners related to any pupil accommodation reviews a school board initiates.

Theme #1 Collaborating with Indigenous Partners

Stakeholders have expressed their interest in the opportunity to continue to make an impact in collaboration with Indigenous communities. Further consultation has occurred with First Nations leaders.

NNDSB has committed to learning from local Indigenous communities, to become culturally competent and to become more inclusive in the language we use regarding working with all youth throughout all regions. We understand the important impact of surrounding First Nations, knowledge keepers, and Elders who share and teach Anishinaabemowin and Indigenous ways in accessible, safe, and communal space where Indigenous youth see themselves in their school.

NNDSB consulted Indigenous partners throughout the ARC process and was pleased to have a representative as a voting member on the ARC to ensure the perspectives of First Nations Peoples were represented.

In terms of the physical site, NNDSB architects are aware of the need for the inclusion of an Indigenous hub, specific Indigenous classroom needs, communal sharing space, accommodation for smudging and the placement of the Learning Lodge where teaching and learning can continue to occur. Architects will determine a place of honour, accessibility and safe keeping for the school drum Bmaadzijig Dewaganwaa that was birthed 18 years ago at PSHS by Indigenous youth and supported by members of the First Nations communities. The capital planning team will meet with Indigenous teachers and other representatives to confirm the best fit for the physical site.

NNDSB is proud of the relationships with First Nations communities and remains grateful to the communities’ leaders for their support. As an example, please find an article [here](#) regarding how Shawanaga's Healing Centre offered its tipi to Parry Sound High School. Further engagement is planned to determine meaningful ways to honour Indigenous ways of being in the new school with external Indigenous stakeholders.

In August 2021, NNDSB staff, trustees and representatives of three First Nations met with the managing partner, principal architect and a technologist of +VG Architects to discuss priorities for learning spaces for the new school. This conversation focused on

methods for creating a space that would feel like a second home for the students. These design elements include locating space intentionally with proximity to the outside so Elders can easily access the classrooms, together with efforts to incorporate more language through signage, and meaningful symbols throughout the school. This meeting was an important part of the consultation process. The feedback, ideas, and new learning was evident, and participants left the meeting with a stronger sense of the needs required to support the achievement and well-being of all students. Further internal consultation continued, which included our Indigenous Education team, +VG, the PSHS Principal (who brought forward thoughts and considerations from the Indigenous Youth at PSHS), as well as central staff responsible for the build. Three meetings were held to gather input during the design phase in the spring of 2022.

Theme #2: Concerns About Student Population

Concerns regarding collocating students from Junior Kindergarten through Grade 12 were expressed. This included comments from parents of younger students concerned about the negative influences of older students as well as concerns from parents of older students about experiences being limited by the presence of younger students. Comments were shared about transition planning for shared spaces (restrooms and the library for example). Questions were raised about transportation and entrance/exit management, together with inquiries about dedicated outdoor learning spaces.

This concern was shared by members of the ARC Committee and echoed by community members during the four public ARC meetings in the early stages of this project. The NNDSB has been engaging in a wide variety of strategies and activities to improve the mental health and overall well-being of all students. Find out more about the board's Mental Health and Addiction Strategy [here](#).

Research into the effect of having multi-grade or mixed panel students in one facility was undertaken. Educational research does not find consistent or compelling negative trends or impacts to student well-being or achievement when operating JK-12 schools. This is a growing trend and many schools throughout North America have leveraged the positive potentials that arise from this configuration, including student mentoring, tutoring, and collaboration. In Ontario, there are more than twenty JK-12 schools operating across the province, with approximately 25% of those schools opened in the last decade, and several more planned or currently under construction.

The Near North District School Board has established school emergency procedures to manage emergency situations, including hold & secure and lockdowns. The recently enhanced procedures ensure that all students respond safely and efficiently in the event of an emergency. These same procedures will apply in the JK-12 school. The Safe

Schools team meets regularly with police services across the district to ensure that the NNDSB's emergency response policies and practices are effective, efficient and maintain the highest level of student safety possible.

The design of the school provides students with a balance between separate spaces that reflect their age and developmental stages alongside shared spaces that promote community and cooperation. The resources and connections of a larger school support a welcoming environment and greater opportunity for all students. Younger students have access to shared spaces such as a large gymnasium, and playing fields that are not typically available at an elementary school. The design intentionally maintains separation between the elementary and secondary students, with separate wings, and the triple gymnasium is split into a double gymnasium separated by a solid wall from a single gymnasium, which is directly accessible from the elementary wing, and contains its own gym storage space. A raised stage area for the music program will have retractable soundproof walls on either side which allows performances/assembly type activities to be viewed from either the student commons cafetorium side or the large double gymnasium, allowing elementary students the opportunity to stage presentations or performances, unlike in a normal elementary school design.

The EarlyON space has been included in the elementary wing of the design, between the childcare space and the elementary classrooms, and the kitchen space will be available for use by the elementary panel for breakfast programs, hot lunches and special events.

Another strength of the collocation model is the reduced impact of student transitions, which do have a negative effect on student achievement. Current JK-12 schools have shared there is a thoughtful spiraling of curriculum where common language is introduced early and built upon as students move through their JK-12 program. Horizontal and vertical alignment of curriculum and social-emotional development is evident throughout all 14 years, providing unparalleled continuity and strength of experience. Students do not have to transition from one physical building to another as their entire elementary and high school experience occurs in the same building. Transitioning from school to school to school can be very stressful for students. Additionally, parents may choose to send their children to the childcare at this JK-12 school, further reducing transitions during their educational journey. Please see a media release [here](#) as an example of how secondary students act as role models for elementary students.

Further information from a provincial perspective was outlined in a report prepared by independent consultant, L. Dallip, to demonstrate the success of this integrative model. L. Dallip noted this model provides for better overall performance by students; stronger extra-curricular programs in the primary, junior, senior and secondary divisions while providing stronger program opportunities for Grade 7 and 8 in specialized secondary school program spaces.

NNDSB values outdoor learning and it will continue. The JK-12 build will allow for ample outdoor spaces suited to the needs of all students. This includes intentionally structured and individualized play yards for our child-care operators, kindergarten learners and elementary students and physed and sports spaces for intermediate senior students. All students will continue to benefit from the green spaces located on the 10-hectare property, which will be maintained as part of the design.

Through the construction of a more efficient design, there is expected to be more outdoor recreation space that is currently utilized on the property. NNDSB was pleased to have received approval from the Town of Parry Sound to reduce the number and size of required parking spaces. As a result of this reduction approval, further property space can be used for outdoor recreation and learning.

Further information on how the board supports the equity and well-being of students can be found [here](#) on the board's website.

Theme #3: Questions About Historical Decision-Making and Community Engagement

Inquiries were submitted regarding the Accommodation Review Committee (ARC) process, time lapse and recommendation age. Our community had questions about the location selection, community partnership opportunities explored, and creative use of existing facilities. Questions were raised on the Board of Trustees' approval and decision-making process.

Public school boards in Ontario are mandated to consider school consolidations and/or closures when educational spaces are underutilized. Based on a funding model that only provides boards with dollars "per-student," schools lose funding as their enrolment decreases, resulting in deficit operating costs. NNDSB understands the importance of spending money on improving the educational experience of all students, but when buildings are underutilized, NNDSB must then use those funds to maintain empty spaces, not on the students who are in the classrooms.

Utilization rates for October 2022 at Nobel Public School, McDougall Public Schools, and Parry Sound High will sit at 56%, 56% and 58% respectively. Generally, any schools under 60% utilization are deemed to be "underutilized." NNDSB is paying to operate those empty spaces, spending dollars that should go towards student programming.

Boards of Trustees, through information received by staff and the ARC, make decisions on school closures and consolidations based on student needs. Diverse programming

and specialized supports abound when students can be brought together through school consolidation. Often, these specialized spaces, and the qualified staff to operate them, would be unavailable at smaller schools with low enrolment. In this way, school consolidation benefits all students.

Some community members continue to express desires for the existing elementary schools and the high school to be renovated, while others would like for a new elementary and high school to be built. In order to renovate or make a new proposal for two new schools, an accommodation review (ARC) would need to be submitted to the Ministry of Education for consideration. However, in June 2018, the Ministry introduced a freeze (a moratorium) on the initiation of new ARCs, meaning that no new renovation or development projects can be considered until such a time as the moratorium is lifted. NNDSB is fortunate that approval for the new JK-12 school was obtained prior to the moratorium and is thus permitted to proceed. If the Board terminates this project, there is no ability to pursue other options. As noted above, renovations to existing schools or constructing two buildings (an elementary and a secondary school) instead of the JK-12 school, would not be considered by the Ministry. The schools would remain underutilized, and funds would continue to go towards maintaining empty space, rather than being directed into student programming. Furthermore, future applications for funding would be looked upon negatively, based on our history of having declined funding that was previously offered for a new build.

The following outlines the accommodation review process for the Parry Sound family of schools:

Initial Project Funding: Spring 2013 – Fall 2013:

The new JK – 12 Parry Sound project began with Board motions in October and November of 2012, to conduct a pupil accommodation review to consider closure and/or consolidation options for schools *William Beatty, Nobel, McDougall, and Parry Sound High. This accommodation review took place in the Winter and Spring of 2013 and included four public meetings to gather parent, staff and community input.

**William Beatty and Victory were involved in an ARC several years earlier resulting in a successful business case to build a new school on the Tudhope site (now the Parry Sound Public School). Due to funding issues, PSPS originally designated as a JK-8, was changed to a JK-6. William Beatty was clustered in this series of motions to seek approval from the board to move the Grade 7 and 8 students to Parry Sound High School to become Parry Sound “Intermediate” School.*

As per the Accommodation Review process and the Board’s policy at the time, public consultation meetings were held at the locations and dates listed below:

- ✓ Parry Sound HS: February 21, 2013
- ✓ McDougall PS: March 20, 2013
- ✓ Nobel PS: April 18, 2013
- ✓ Parry Sound HS: May 16, 2013

Following public consultation, the ARC recommended that NNDSB seek Ministry of Education (MOE) funding to build a new K-8 elementary and 9-12 secondary school on one campus, resulting in the closure of Nobel PS, McDougall PS and Parry Sound High. This new facility set out to house K-8 students in a separate but attached space to the space accommodating 9-12 students to allow program integration and the use of shared facility amenities. The final report from the Parry Sound Family of Schools ARC (dated June 25, 2013) was shared with local town councils for review prior to being reviewed by the NNDSB Board of Trustees. Resolutions from the Corporation of the Township of Seguin (dated September 9, 2013- resolution 2013-300), and the Council for the Town of Parry Sound (dated September 17, 2013- resolution no. 2013-199) expressed support for the ARC's recommendations.

In October 2013, NNDSB Trustees passed a motion at the public session of the regular Board meeting to file a capital funding submission under the Capital Priorities initiative with the Ministry of Education. This submission was based on the recommendation of the ARC to build one facility that would house separate elementary and secondary learning areas with shared use of common facilities such as the gymnasium, library and office spaces.

In March 2014, the Ministry of Education denied the Capital Priorities submission, as presented at the Public Session Board meeting by then Director of Education Geoff Botting. At the same meeting, the Board put forth a motion to resubmit the Capital Priorities funding submission in the Fall of 2014.

On March 5, 2015, the Ministry announced that funding would be approved for a JK-12 Parry Sound build and the Parry Sound Building Committee was struck.

Site Selection:

Site selection was the first order of business brought forward by the newly established Parry Sound Building Committee in the Spring of 2015. The original funding was \$27.6 million. However, the Ministry funding is provided for the building only and not the purchase of a building site.

The ARC, with the support of trustees, formed a Site Selection Committee whose members included elected municipal representatives, Parent Advisory Council members, members of the community and senior staff involved with capital projects. Stakeholder consultation was broad reaching and included community employers, staff at the three consolidating schools, students, NNDSB Plant Department, and representatives of the five First Nations in the Parry Sound area. Simultaneously, several site studies and environmental investigations were being conducted, including subsurface conditions, surface topography and traffic studies.

A site consultant was contracted and approximately 20 sites were investigated, with each township requesting consideration. Despite the desire to house the new facility, none of the communities were able to contribute financially to the redevelopment of a site, which would be needed to support the build. To honour the requests of all

townships to investigate sites on their behalf, this process took just over 2 years to complete (April 2015 – June 2017). To date there are still no offers of financial or in-kind support from any municipalities.

During the site consultation period, the MOE announced the approval of funding for the inclusion of a childcare centre at the site and allocated \$1.5 million more towards the project (October 2015).

Senior staff of NNDSB, in consultation with the MOE's analyst at the time, concluded that the selection of the current high school site would be the preferred option, as it was sizeable and serviced, there was no purchase required, with the potential to build around the existing school, allowing students and staff to remain on site during the build. The Board passed a motion in June 2017 to select the Parry Sound High School site as the location for the new JK-12 build and proceed with the project.

Initial Building and Design:

From October 2017, through February 2018, the Parry Sound Building Committee met to discuss design and programming for the JK-12 facility. During that time, it met with representatives from the five First Nations whose youth attend Parry Sound High, along with community employers who wanted to prepare students for employment in the region. These stakeholders spoke about the youth migration out of the community and the need for increased work fields related to trades, hospitality, and healthcare. The Committee consulted with school staff and students, collecting data that significantly informed the programming needs of the area. Moving ahead in tandem, consultants were initiating several site studies and environmental investigations in anticipation of demolition of the existing facility, as well as subsurface conditions, surface topography and the possible requirement for blasting and dewatering, traffic studies, etc.

On June 28, 2017, the Ministry of Education introduced a moratorium on school closures. Additionally, with the changing of the provincial government in June 2018, boards could not initiate a new accommodation review. ARCs completed prior to this date were not subject to the moratorium and could continue the planning and construction of their new builds. The Accommodation Review Process remains on pause, and as of February 2023, has yet to be revised for use by public school boards.

In summer of 2021, the board engaged an external consultant to review the information and conclusions of the ARC. Ms. Lygia Dallip was selected as an independent consultant given her significant experience with the ministerial capital planning process. Ms. Dallip was provided with extensive information to form her opinion. This included the notices from several municipalities, that previously supported the ARC Recommendations in 2013, which adopted resolutions calling to establish a new ARC to review the accommodation needs within the Parry Sound Family of schools. When reviewing this information, the consultant recognized that if the Board were to consider the municipalities' resolutions to establish a new ARC for the Parry Sound area, such an action would continue to delay addressing the accommodation needs within Parry Sound. In fact, the build may be in jeopardy of being shelved indefinitely as there is a

ministerial moratorium on PARGs. In the development of her report, the consultant concluded that based on the information available through the NNDSB and available publicly, the Board has consistently followed its required process. Ms. Dallip's full report is available to the public and posted on the board's website [here](#).

Theme #4: School Building Concerns and Timelines

Stakeholders questioned sustainability features as well as longer term sustainability plans. Questions arose regarding the size of the building and placement of equipment and dedicated spaces within. A great number of suggestions were provided on items for inclusion, with some specifically noted as gym construction and size parameters, specialty program placement (technical shops, music program and instrument needs). Questions were raised regarding timelines for construction work on the demolition stage of the project.

The Ministry has approved the built environment at 105,345 sq. ft. Based on enrolment, a double gym and a single gym have been approved, in essence creating three functional gym spaces including the single gym dedicated to the elementary students. Regarding energy efficient design practices, the architects and professional consultants will implement as many elements as the budget will allow.

NNDSB was approached by the Canadian Wood Council for a partnership opportunity under the Wood WORKS! Program that provides technical assistance on codes, standards, design, material sourcing and field related issues. Wood WORKS! advocates and celebrates the use of wood products that are as strong as steel and as durable as concrete as well as being the only renewable, sustainable and carbon sequestering construction product to help the environment for today and future generations. This is an example of potential opportunities NNDSB will consider exploring.

The first phase included a partial demolition summer/fall 2021 to ensure students have a functional school to attend in September 2021 while preparing for construction. Plans included the demolition of the north side of the current building (library area), while maintaining the cafeteria and shop areas. The two-storey school features two wings forming an L-shape: a childcare/elementary wing and a secondary wing. Main elements will be located on the first floor (cafeteria, lobby, gym, administration offices). The second floor will be academic wings, with seven additional elementary classrooms and private study areas. The rear wing will house technology areas, and science and technology wings are being overlaid to make the best use of ventilation systems. The L-shape will allow construction around the existing building while placing the new build prominently on the site between the two main streets.

As with all schools, programming is driven by student interest. At the working drawing stage, the project architect met with staff representatives about the unique needs of their space. The PSHS administrator as well as the Superintendent attended each individual meeting. NNDSB created a Programming Sub-Committee with a specific focus on programming that continues to oversee these developments. Membership is comprised of NNDSB staff involved with capital projects management, the PSHS principal, and Superintendent. Additional staff resources are invited to attend as needed.

Over the winter months of 2022, in order to ensure that the JK-12 building design fit within the parameters set by the Ministry, the Board paused progress on the working drawings, and collaborated with the Ministry and its architects to review the floor plan and square footage of the design. Following confirmation from the Ministry that the design continues to meet the appropriate benchmarks, the Board requested that +VG resume work on the building design and working drawings. The building design and site plans are now complete and can be viewed on the board's website [here](#). Additionally, a video walkthrough of the site plans, floor plans and building renderings can be seen [here](#). This walkthrough will give you a sense of what the building will look like, and the general layout of the school spaces. A revised project schedule is projecting a September 2025 planned opening for the new school, which extends the expected timeframe for the project's other milestones as well.

Theme #5: Budget Constraints:

Questions regarding the age of the funding, how the budget would adapt to rising costs of construction, other revenue streams that should be considered, and comparative analysis to other NNDSB capital projects.

The total funding provided by the province is \$27,372,629. This amount was confirmed in a press release issued on August 5, 2021. It is posted on the board's website [here](#).

Costs are part of the approval process. NNDSB is bound by Ministry allocations for new builds. Up to this point, there have been no offers from individuals or organizations for financial or in-kind support. Therefore, our budget remains fixed. We are expected to design this project within the approved funding allotment.

NNDSB continues to seek out further funding opportunities to further enhance design possibilities. We are thankful for the continued partnership with First Nations communities and their further consideration of support to allow additional design features reflecting First Nations cultures. These possibilities continue to be explored under the leadership of the Board's First Nations Trustee and our executive council.

Building upon the information shared in theme 3 that articulates factors affecting the Ministry's funding formula, it is noted that further information would be helpful to expand our community's understanding. To arrive at the funding calculation, the Ministry has recognized geography and unique location needs as one element, referred to as "Geographic Area Factors" (GAF). The Ministry had calculated the GAF for the Parry Sound build at a lower rate than the GAF used to calculate capital projects constructed in other regions of NNDSB. This results in a lower funding allocation for the Parry Sound capital project in this category. Despite a lower GAF and an overall lower funding allocation, the proposed JK-12 build will feature a state of the art gymnasium and cafetorium with a raised stage area, a special needs hub which includes a barrier free kitchen area for life skills training and food preparation, a dedicated Indigenous Classroom with attached seminar room that will include appropriate ventilation for smudging ceremonies, award winning hexpod-design educational space with a large outdoor deck for outdoor collaboration, and an untouched greenspace area of approximately 2 acres that could be developed for student use. The finished product will be a welcoming space where all students can grow and thrive.

Similarly, funding approval age is another element drawn from construction benchmarks. Currently, NNDSB has plans for the use of temporary instructional space in two capital projects. It is noted that the temporary instructional space funding for the Parry Sound project was approved at a higher rate than other capital builds given the approval was received more recently (in 2020). As part of the independent report prepared, Ms. Dallip reviewed the concerns of some members of the Parry Sound community that schools in the community are at a disadvantage when compared to NNDSB schools in North Bay and determined these are opinions only.

Additional funding related to site specific costs forms part of the total build budget. To date, the Ministry has provided supplementary funding related to the additional costs for the Parry Sound Build for demolition. This is not related to enrollment, but entirely related to engineering requirements for the unique site.

There are variances between capital projects regarding childcare spaces and funding given the unique needs of each community. It is noted that the design and approval process for childcare and EarlyOn centres are approved separately from the costs for the school building capital project application. Opportunities for new childcare or EarlyOn spaces are opened by the Ministry through a "Call for Proposals" approach. In the case of the Parry Sound capital project, NNDSB was proud to be identified as the successful applicant. Approval for this project was received in 2015. Please reference information shared in Theme #3 for a review of the funding approval timeline.

As part of the design consultation, NNDSB met with childcare operators at the District of Parry Sound Social Services Administration Board (DPSSAB) who determined the size and scope of the space request. The childcare space in the new JK-12 building will

occupy 3 rooms, including one infant room (10 spaces), one toddler room (15 spaces), and one preschool room (24 spaces), which is based entirely on the childcare operator's identified needs. The childcare center is designed to meet all licensing requirements, including the unobstructed floor space measurement required per child, the amount of window space required (as a percentage of the square footage of the room), the appropriate number of washroom spaces, unobstructed space measurement per child in the outdoor play area, kitchen requirements (including commercial equipment), and appropriate office and other spaces for the staff.

Further information can be found by reviewing the Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline 2023, found [here](#).

Theme #6: Use of Edupods/ Hexpods:

Comments were received regarding the use, integrity and quality of the hexpods. Questions emerged from the community on where they would be located on the property, and from educators on what programs they would support. Educators questioned how the pods would be properly secured during lockdown drills. Parents and community partners queried what amenities would be available in the pods, and how students would access the spaces from the main building. Questions were raised on their use/ sustainability in general and the cost. Educators raised concerns with equipment storage challenges due to the unique shapes and the impact on the learning environment.

It is an established practice for the Ministry of Education to consider the region's declining enrollment. In doing so, the approved square footage of the built environment will see appropriate utilization of space as we move into the future.

School boards are not permitted to build permanent square footage that data shows will be underutilized in 10 years. This is the reality across the province for all new school builds in areas experiencing declining enrolment. In the Fall of 2018 senior staff began to rethink solutions that might address the new provincial funding challenges and low enrollment projections. Utilization at Parry Sound Public School was another consideration, given that by 2027-28 when this school would be only 12 years old, the projected utilization at this school would be 58%. Considering that there will be two schools in Parry Sound proper, fiscally appropriate solutions for the future included building a JK-12 school with a smaller footprint and the use of temporary instructional space so that the structure and student population could shift with enrollment shifts.

In response to this challenge, our architects have created a uniquely designed hex-pod that is attractive, innovative and creates an inspiring learning space. This new approach to transitional classrooms was designed by the Ventin Group and was featured in

Building Magazine in August 2020. The benefits of this new design, which includes 120-degree corners, allow pods to be clustered in a honey-comb shape. The hexagonal space feels more spacious and fosters a sense of collaboration, very much in line with the 21st Century collaboration spaces that will be featured throughout the school. These pods also offer increased natural light, fresh air and eco-friendly designs. Each side is 17 feet long and 12 feet high, for a perimeter of 102 feet and surface area of 750 square feet, the size of a regular classroom.

The hexpod incorporates recycled, reusable and ethically sourced materials. This attribute reinforces the sustainability philosophy valued by the board and expected by the community. A traditional portable is constructed as a stick frame wood assembly with insulation in the wall. By contrast, the hexpod uses structural insulated panels (SIPs), a high-performance building system for residential and commercial construction. The lightweight panels comprise an insulating foam core sandwiched between two structural facings, typically oriented strand board fabricated with timber from sustainable sources. SIPs use less timber than the portable's stick frame and are one of the most economical and eco-friendly forms of construction. SIP buildings are also more energy efficient, strong, quiet and airtight. Less air leakage means fewer drafts, fewer noise penetrations and significantly lower energy bills with a consequent reduction in CO₂ emissions. The continuity of the rigid insulation within the system enhances thermal reliability and inhibits the passage of water vapour, reducing susceptibility to mould-causing condensation.

Hexpods provide at least 50 percent more windows than a typical portable. Washable finishes on all surfaces allow for increased ease of sanitization and feature an integrated HVAC (heating, ventilation, air-conditioning) and air purification system that includes a HEPA (high-efficiency particulate air) filter to remove airborne viruses and other contaminants such as dust and allergens. Pod materials are certified to be nontoxic and free of off-gassing from formaldehyde and other volatile organic compounds.

Six hexpods are planned to complement the built environment of the JK-12 school that will provide an additional 138 spaces for Parry Sound students. The hexpods will provide an additional 4,500 square feet of temporary instructional space. Four pods will be dedicated for secondary use, and two will be reserved for elementary use. The Parry Sound Build Committee has echoed the comments from the community on the preference for hexpods to be constructed adjacent to the school building. The four secondary hexpods will be adjacent to the secondary wing of the building, creating direct access to the main building, and a large deck has been designed to tie the four units together creating another pocket of space for outdoor collaboration. The two elementary hexpods will be directly adjacent to the elementary wing for access to the elementary washrooms and the gymnasium.

Theme #7: Enrollment Clarifications

Detailed questions were received on disparities in the board’s enrollment projections, the external factors used to make the calculations, and how adaptable the predictions would be in response to an increase in student registrations due to COVID-19 relocations out of larger cities and into Parry Sound and surrounding communities. Questions were raised on the board’s boundary lines and how registration to the new school would be determined.

NNDSB has consistently demonstrated a plus or minus of 2% in the accuracy of projected enrollments. This information is calculated using planning data from consecutive actual NNDSB grade enrolment figures, local municipalities and information obtained from the census, including population projections and birth data. The current Ontario population projections are based on the 2016 Census and run from 2017 to 2041. When considered all together, the collective data points to aging populations in the communities served by NNDSB, which is reflected in the school board’s trend towards declining enrolment. When School-Aged Census Population data from 2011 is compared to 2016, for example, it shows that our district’s school-age population continues to decline, affecting both elementary and secondary panels.

**from November 2022 Enrolment Projections*

School Name	Projected Enrollment		
	October 2022	September 2023	September 2025
McDougall	168	160	138
Nobel	188	192	184
Parry Sound Intermediate	93	108	96
Parry Sound High	604	640	645
Total:	1,053	1,100	1,063

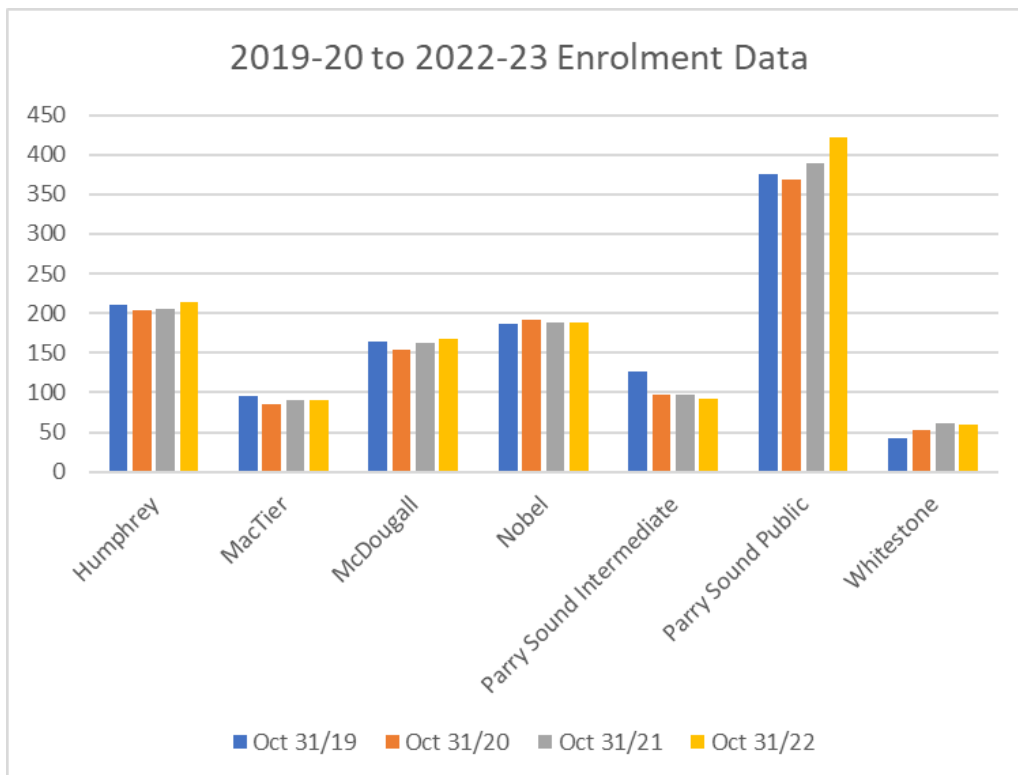
The Near North District School Board recalculates enrollment projections annually to ensure that they reflect the most current municipal trends. This ensures that any unforeseen changes, such as the impact of COVID-19, are reflected in our annual updates. This is also why enrollment numbers contained in documents from previous years may not reflect the most up-to-date projections.

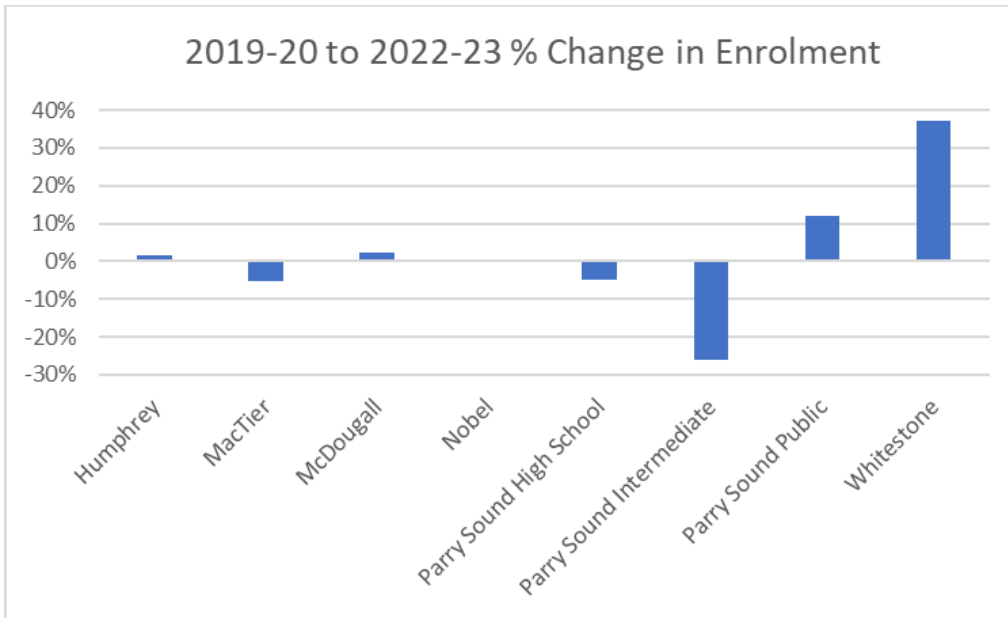
At the December 13, 2022, Board of Trustees meeting, an enrollment report was presented that noted student enrolment at the Near North District School Board has returned to a level consistent with pre-pandemic school years. As of October 31, 2022, the board’s overall enrolment was 10,010 students. Preliminary enrolment projections for the 2023-24 school year currently sit at 10,086 students, based on October 31, 2022, enrolment.

Community members have questioned how the build will adapt to the influx of newcomers to the community. NNDSB considers other trends, such as new

employment opportunities or increased post-secondary programs, that may also affect the population of school aged children in any given area. It is important to note that population increases do not directly correlate to increases in school enrollment; the population of young families moving into or out of an area, for example, has a greater impact than raw population scores. While the area has a strong real estate market, this does not necessarily result in younger families with school aged children. Additionally, the impact to NNDSB schools only occur with school aged students being registered at our schools. Despite accounts from a variety of local Parry Sound contributors, no scientific, reliable or valid data has been presented to support the anecdotal claims of increased population as it relates to enrollment; therefore, NNDSB is compelled to remain within the context of scientific data and not base decisions on speculation. It would be irresponsible of NNDSB to use speculation to inform data-based decisions. Further, it is not expected that the ministry would allocate additional funding based on speculative input. No data has emerged to demonstrate NNDSB must recast enrolment projections.

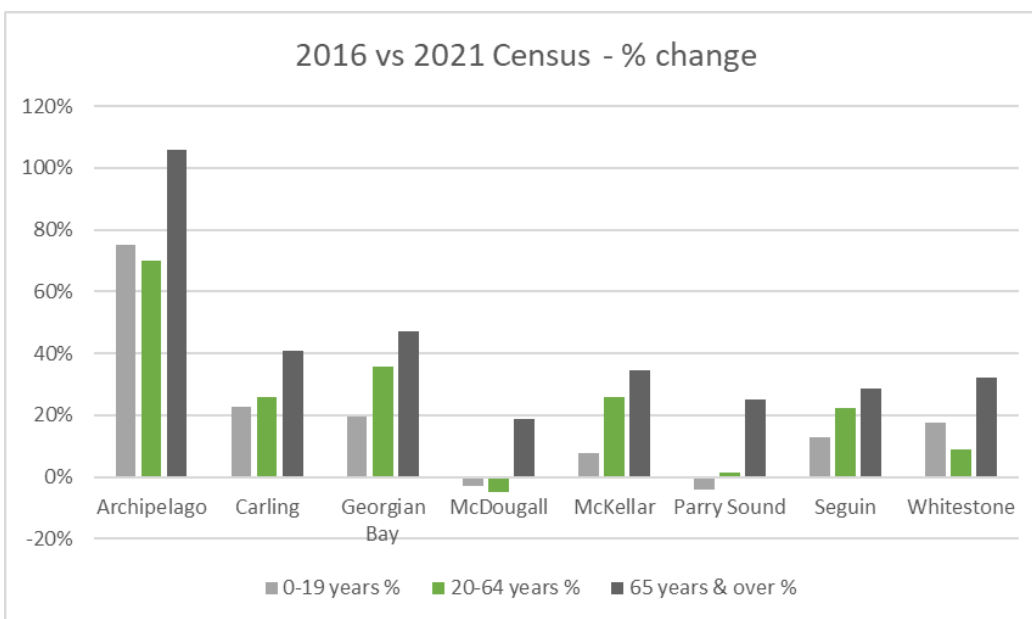
In reviewing the board’s enrolment data from October 2019 through October 2022, the following enrolment trends were identified in the elementary schools within the catchment:





Over the last 4 years, the largest enrolment increases occurred in Whitestone Lake Public School, which has a small enrolment (59 students as of October 31, 2022), so a small increase in students results in a larger percentage increase. McDougall and Nobel, which are slated to consolidate into the new JK-12 build, have experienced minimal or no enrolment increases since 2019, and Parry Sound High School and Parry Sound Intermediate have experienced a decrease in enrolment since 2019-20. The enrolment trends have not necessarily followed in the same direction as the overall census data.

When reviewing the 2021 census data by age, the following trends were noted:



In all of the communities, the largest percentage increases were identified in the 65 years and over demographic category. The communities with large percentage increases in all age categories were usually the communities with smaller populations, so the increase shown as a percentage is higher (for example, although Parry Sound and The Archipelago increased by a similar number overall, the percentage increase for the Archipelago was 84%, while it was only 7% for Parry Sound). Also of note is that Parry Sound, the largest of the 8 communities identified above, experienced a slight decrease in population in the 0-19 years category, and only a 1.6% increase in the 20-64 years category, but a 25% increase in the 65 years and over category.

As indicated in the independent consultant's report, the Board uses local municipal and regional development forecasts as a component of the development of their enrolment projections. The Board then applies its historical apportionment share of the total projected number of the school-aged population to determine the need for additional school space. The apportionment share is a board's share of the total school-aged population for the area when considering the four/five other service providers. As with school boards of a similar size, NNDSB's enrolment projection process considers its student retention rates by assessing a two-year, a three-year, a four-year and a five-year weighted and unweighted average when applying progression factors to the projections. Any development is captured through this process.

Like all boards in Ontario, Near North makes adjustments to resource allocations based on student enrollment annually. Every year at pre-determined points, NNDSB engages in an exercise to verify projected enrollment against actual enrollment and then adjusts accordingly. This may include allocation of resources, increasing or decreasing the number of regular classrooms and allocating the correct number of staff to serve each classroom, considering the grade, program and needs of the students. This process utilizes projected enrollments to plan, while maintaining a mechanism in which to right-size each school within the first month of each school year to ensure the best learning experience for each child, at each school.

Theme #8: Consultation and Communication

Our community wondered about previous communications to parents, as well as future communication planning across the whole school community. Website navigation suggestions were raised to share perspectives on how and where the board has shared material throughout the project on the NNDSB website. Specific questions on stakeholder engagement and board communication protocols were raised.

NNDSB has collected information in several sessions that included teaching staff, operational staff, students, and First Nations representatives. All the information collected has remained relevant, and further meetings occurred with selected staff

where design details were required to support programming needs - i.e., Special Education, science labs, tech labs etc., as well as again with First Nations representatives when preliminary plans were prepared by the architect.

This project has a dedicated place on the board's website that contains media releases, reports from the Parry Sound Build Committee, as well as meeting minutes. All information shared with the public through the board's communication protocol will be added to the Parry Sound JK-12 section of the website. The board was pleased to be invited to present a deputation to Parry Sound Town Council on June 1, 2021. This event was recorded and is viewable on the town's YouTube channel. On June 8, 2021, the board hosted a community review event with the project leads and principal architect from +VG. An additional meeting was hosted for internal stakeholders from the Parry Sound family of schools to ask specific questions. At each of the events, participants were able to ask questions regarding the build. As a further courtesy, not required by the ARC process but in consideration of further opinion, participants were also invited to provide feedback through a website survey.

NNDSB has a communication protocol in place to support effective communication. Communication protocols are in place to facilitate communication to and from inform the board. In January 2020, NNDSB strengthened its communications practices, building on the administrative guidelines that address how inquiries and communication are to take place by employees and members of the public.

On August 19, 2021, a consultation was held with First Nation representatives, where Paul Sapounzi of +VG presented themes and designs for the new build. There was significant discussion about various aspects of the build including the space dedicated to Indigenous education, and the importance of continuing consultation with the Indigenous students attending the schools.

In consideration of the feedback received in this meeting, internal consultation continued which included our Indigenous Education team, +VG, the PSHS Principal (who brought forward thoughts and considerations from the Indigenous Youth at PSHS), as well as central staff responsible for the build. Three meetings were held to gather input at the design phase in the spring of 2022.

While completing the designs of the building, and developing the working drawings, +VG has worked with the Capital Projects Manager to ensure staff input has been obtained into various aspects of the building, especially with regard to the specialized technical spaces.

At the February 6, 2023, PS Build Committee meeting, Manager Speirs presented a walkthrough of the site plan and floor plans for both levels. These plans have been posted on the website, and a video of Manager Speirs' presentation will accompany those plans for members of the public who did not attend the committee meeting.

As part of its commitment to more frequent, timely and transparent communication, NNDSB developed a protocol for written documents that includes stakeholders. Written communication has a process to be followed that allows the executive team, trustees, principals and managers, union partners and staff to see the information before it is sent to families, posted to the website, shared on social media, and distributed to media.

The intent of this protocol is to provide community stakeholders with relevant news while giving NNDSB staff advance notice wherever possible, as well as to ensure consistent, clear and accurate information.

These protocols supplement the long-standing administrative guidelines that lay out the process for communicating with NNDSB. The objective of the process is to deal with questions and concerns at the grassroots level and move questions and concerns through an ascending communication flow until the question or concern is addressed. For example, a teacher would speak to their principal; if the principal did not have an answer, they would speak to their superintendent, etc. A parent would address a concern with a teacher first, then the principal, then the superintendent, then the Director of Education, then the trustee who would then bring it to the Chair of the Board. A member of the public (who does not have a child affiliated with a school) could still reach out to the local school for information or contact their elected trustee for advice on the process. Members of school advisory councils should communicate with the principal of the school.

The purpose of an ascending communication flow is to ensure that NNDSB messaging is timely, consistent, clear and correct. More detailed information regarding the protocols is posted on the board's website.

Theme #9: Programming Concerns:

Educators expressed concern about shared space scheduling and wondered how programming would be affected. Parents sought answers regarding administration planning (specifically if the school would have a separate elementary and secondary principal and related administrative support). Many voices spoke about the importance of community use of schools (largely focused on gymnasium use) and access by community partners. Feelings of inequity between opportunities in Parry Sound and North Bay were expressed.

While it is anticipated that the school will open in September 2025 to students, the final construction is expected to be completed in spring 2025 to allow educators ample time to move in and collaborate on routine planning and shared space accommodations.

All principals in publicly funded boards are qualified in elementary and secondary schools as per The Education Act. It is the responsibility of the school principal to ensure equity amongst elementary and secondary school administration, planning and programming.

Community Use of Schools is a Ministry of Education initiative that supports access to school space outside of school hours for not-for-profit and for-profit groups. It is the policy of the Near North District School Board to make available to the community the Board's school buildings, facilities and grounds provided use does not conflict with regular school use and is economically feasible. Throughout the design phase, community use of the school has been intentionally prioritized. Spaces that would see the highest community use (for example- the gymnasiums, and cafetorium) are located proximal to the main entrance to support the public navigating quickly and easily to these areas.

NNDSB administers public education to approximately 10,000 students across the Parry Sound District, a portion of Muskoka District and the Nipissing District. This unique makeup of distinct communities contributes to many rich opportunities within the school community. The Ministry of Education establishes the budget framework to guide how NNDSB allocates resources to support students. Often, this framework is enrollment-driven, with additional funding provided in special circumstances for outlying areas. NNDSB will endeavor to continue to offer unique programming options, based on student demand. Through collaboration with local community partners, NNDSB students have enrolled in the Specialist High School Major (SHSM) program that provided opportunity to gain industry experience while completing high school.

Theme 10: Governance Procedures

Questions came forward regarding Board of Trustee policies and governance processes. The community requested information about how private sessions were conducted, and how this relates to the Board's commitments to accountability and transparency.

A key responsibility of any board of trustees is to develop and adopt policies that are based on the board's vision and that provide a framework for implementation of the vision. The *Education Act* requires boards to develop and maintain policies and organizational structures that promote the school board's goals. It is the responsibility of the Board of Trustees to monitor and evaluate how efficiently the board's policies are implemented and how effective they are in achieving the board's goals. Through By-Law the Board provides direction and guidance to the trustees (and the public) with respect to their behaviour as publicly elected officials. The Bylaws for the Board of Trustees of Near North District School Board are posted on the board's website, linked [here](#) for ease of reference.

The *Education Act* identifies the items eligible for private session discussion by trustees. In accordance with section 207, a meeting in Private Session may only be closed to the public when discussions relate to the security of the property of the board; the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the board; or litigation affecting the board.

Private sessions may also be referred to as In-Camera Sessions. The decision-making process followed by the NNDSB Board of Trustees is outlined in Bylaw 106- Meetings in Private Session. If a private session will be held, it is identified on the Board or Committee meeting agenda. The session is limited to matters that meet the criteria discussion above and attendance is restricted to trustees and the resources they require. To the extent possible, report back publicly occurs in open session about what occurred during the private session.

In Conclusion:

In addition to the major themes discussed above, the Board received many positive comments from community members regarding their excitement for this project. NNDSB heard from community members expressing their support for the initial drawings, satisfaction with the consultation process, and appreciation for the board and architect's careful considerations on the project. NNDSB will continue engaging with community stakeholders regarding build milestones. It is NNDSB's intent, through ongoing engagement, to continue refining our communication strategies, to ensure it supports positive and productive relationships with the community.

District of Parry Sound



Social Services
Administration Board

Chief Administrative Officer's Report

April 2023

Mission Statement

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

HSC Board of Directors

The Housing Services Corporation (HSC) is a non-profit organization committed to ensuring that Ontario residents have access to safe and affordable housing that improves their quality of life. They support this vision by focusing on the long-term health and sustainability of Ontario's social housing properties.

HSC (formerly Social Housing Services Corporation) was created by the province under the Social Housing Reform Act (2000); this act was later replaced by the *Housing Services Act* (2011). Since opening its doors in 2002, they have worked with Ontario's 1,400+ community housing providers and 47 Service Managers to help them make the best use of their resources and manage their buildings more effectively. HSC is governed by a Board of Directors that is made up of key stakeholders in the housing community, including Service Managers, housing providers and provincial representatives.

HSC issued a call for nominations for Service Manager representatives to serve on the Board for a term beginning April 1, 2023 and ending March 31, 2027. The HSC Board of Directors met and considered the recommendations of the HSC Executive Committee, acting as the Nominating Committee, to make these selections. I am very pleased to share that I have been selected to fill one of these positions.

Human Resources Update

In continuing our commitment to support ongoing development and training of staff, and to better support the people we serve, we recently required all staff to complete Human Rights training through the Ontario Human Rights Commission. The training provides a basic understanding of rights and responsibilities under the Ontario Human Rights code and includes topics such as harassment, duty to accommodate, discrimination and the human rights system. For your information, the training can be found here: <https://www.ohrc.on.ca/en/learning/elearning/hr101-3rd-edition>

To further support our staff, and in agreement with the union, we have extended the increased mileage rate of \$0.55 (from \$0.52) until the end of the year.

In March, our Human Resources team attended the YMCA job fair at the Bobby Orr Community Centre in Parry Sound. The event was well attended, and we are hopeful it will result in some quality applicants to our job postings. We are investigating similar opportunities on the east side of the district. We have also revitalized our student co-op/placement program to assist people in our district who are interested in working in Social Services and childcare. We currently have 4 placements in our organization. One in Housing Stability and three in childcare. In addition, we have entered into an agreement with Northern College where two pre-ECE students are hired for a two-week job experience. We are hopeful that these programs will lead to future DSSAB employees.

Effective June 1, 2023, Ontario's *Occupational Health and Safety Act* will require certain workplaces to have a Naloxone kit in the workplace. In a workplace in which the employer becomes aware, or ought reasonably to be aware, there may be a risk of a worker having an opioid overdose at the workplace, there must be a naloxone kit onsite and staff must be trained appropriately. Fortunately, we have trained all of our staff prior to this requirement. We believe the safest course of action is to set up a Naloxone program where we have kits available at all worksites in case there is a need. The Ontario government has committed to providing free naloxone kits for at least the first two years of the program.

Information Technology Update

The I.T. Department has been busy this first quarter with preparation for a major network shift across the district. The team has been working to swap out wireless and network equipment at all our sites starting with our housing buildings and moving to our childcare and primary office buildings through the spring. The goal is to perform the upgrade with little to no disruption to the day-to-day operations of each site.

Additionally, we completed the implementation and a portion of the move to our new virtual server environment. Currently we have transferred 90% of our internal servers and will have the remainder fully transitioned by the end of April. This move provides us with a more secure and efficient platform for all our local services and servers, cutting down the management time and costs associated with these systems.

As always, these projects have been taking place in parallel to our daily support.

The I.T. department has continued to run the cyber security campaigns behind the scenes, consistently testing staff on general cyber security awareness and email security.

These campaigns are leading up to a training plan that will be rolled out in early May to all staff. This will cover a refresher course on email and cyber security, as well as targeted training around Credit Card security and best practices. The goal is to increase our **Security Awareness Proficiency** across the organization. Our latest scores have been positive, however there is always room for improvement.

Ticket Stats

January to March 2023

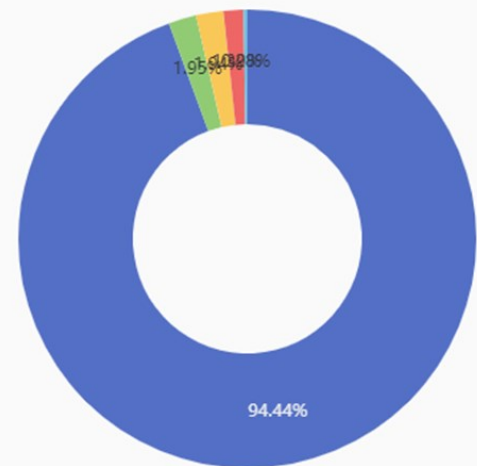
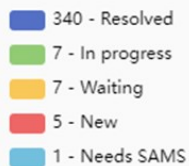
Tickets created during period: 360

Of them closed: 340

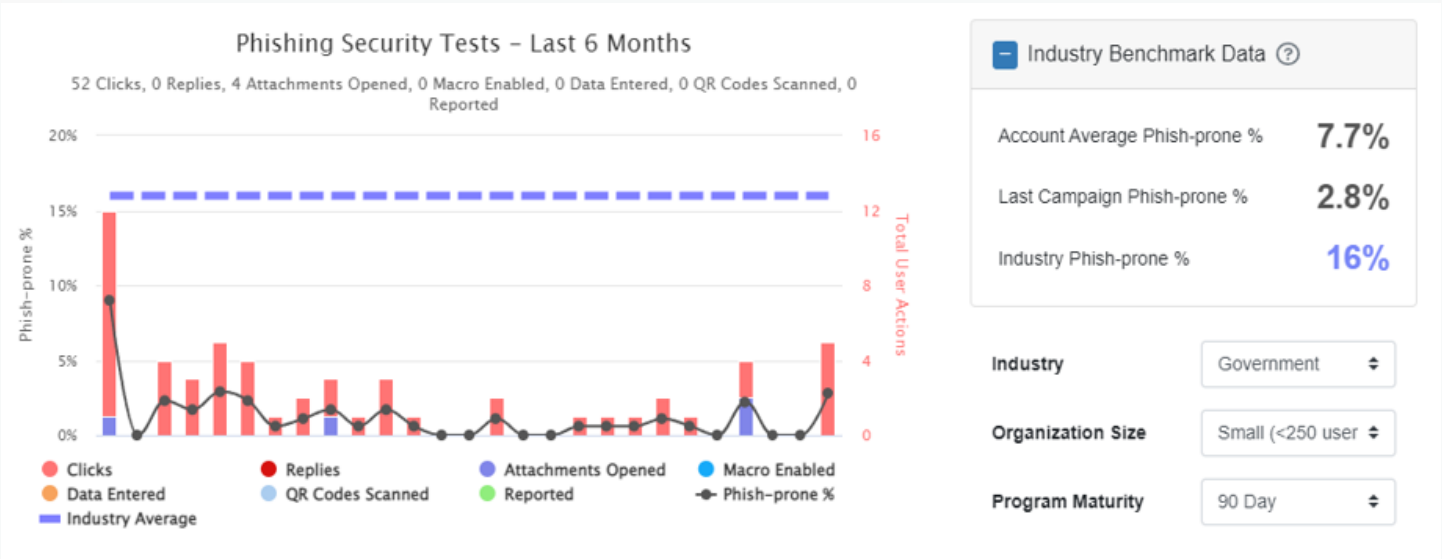
Still open: 20

Tickets that were reopened: 4

Average response time: 2h 49m 12s



Phishing



Facebook Pages



A friendly reminder to follow our Facebook pages!

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

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Page Followers	400	409	410	428	446	462
Post Reach this Period (# of people who saw post)	3,827	6,431	4,180	8,907	4,645	7,891
Post Engagement this Period (# of reactions, comments, shares)	406	437	59	234	565	757

Esprit Place Family Resource Centre	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Page Followers	121	127	127	128	128	132
Post Reach this Period (# of people who saw post)	32	1,155	353	103	75	124
Post Engagement this Period (# of reactions, comments, shares)	1	46	36	1	3	7

The Meadow View	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Page Followers	479	487	488	493	496	498
Post Reach this Period (# of people who saw post)	260	8,588	750	480	251	220
Post Engagement this Period (# of reactions, comments, shares)	31	101	70	4	36	57

Twitter Stats

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

	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Tweets	3	8	1	3	7	13
Total Impressions	63	50	13	178	158	300
Total Profile Visits	11	18	24	66	57	217
Total Followers	23	25	26	27	28	28

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

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

	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Followers	297	377	377	382	395	399
Search Appearances (in last 7 days)	338	225	176	239	318	308
Total Page Views	150	73	45	46	31	31
Post Impressions	397	767	374	266	828	929
Total Unique Visitors	47	29	15	15	16	17

Out and About in the Community

On April 6th, 2023 members of our Housing Stability Team and Esprit Place Family Resource Centre (Children's Voices program) attended a mental health and wellness initiative hosted by the Student Senators at Parry Sound High School called **Mind Frame Education and Resource Fair**. This purpose of this event was to bring awareness to the students at Parry Sound High School (grades 9-12) of the support available to them.



Licensed Child Care Programs

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

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	2	8	13
Toddler (18-30M)	16	8	13	17	31	85
Preschool (30M-4Y)	20	15	19	39	45	138
# of Active Children	36	23	35	58	84	236

The Become an ECE marketing campaign has rolled out to all Directly Operated Child Care Programs, and we have welcomed 4 Early Childhood Education placement students into our Early Learning and Child Care Centres.

Some programs were able to continue the Seeds of Empathy program where preschool children are exposed to and follow the development of a community infant through visits, discussions, and stories. Our hope is that we can expand this program to other locations as staff become trained in the delivery model.

The Directly Operated Child Care Programs have been consulting with the Child Care Service Management team to revise the Child Care 5-Year Plan and identify gaps in service and where possible expansion can occur, mainly within the Home Child Care Program. With this in mind, the HCCP Supervisor has begun working with the Communications Officer to create a targeted marketing plan.

School Age Programs

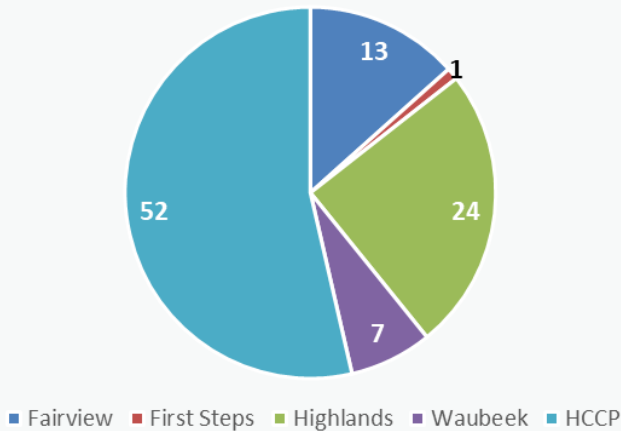
February 2023

Location	Enrollment	Waitlist
Mapleridge After School	21	10
Mapleridge Before School	8	
St. Gregory's After School	14	1
Sundridge Centennial After School	14	5
Land of Lakes After School	15	4
Home Child Care	38	10
# of Active Children	110	30

The move from St. Gregory’s Before School Program to Mapleridge has now been completed. The School Age Program has now been transitioned to the HiMama App billing and fee paying module where families are billed in advance of care and payments are automatically collected through ‘autopay’ within the application settings.

The School Age Program is partnering once again with the Near North District School Board to analyze the annual viability surveys which will assist with the decision making process for operations in September.

**Directly Operated Child Care Waitlist by Program
February 2023**



All Directly Operated Child Care licensed programs are experiencing an increase in parent inquiries for care needing both immediate care as well as pre-booking for care 6 – 12 months in the future. Inquiries are coming from most communities in the District of Parry Sound, with Burk’s Falls, Town of Parry Sound, Seguin, and Emsdale leading the way. Ten requests have come from out of district families that are working in the District of Parry Sound and would like to have their children close to their place of employment.

Inclusion Support Services

February 2023

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	0	0
Toddler (18-30M)	2	3	5	6	2	2	0
Preschool (30M-4Y)	6	38	44	44	3	5	0
School Age (4Y+)	2	15	17	17	0	0	0
Monthly Total	10	56	66	-	5	7	0
YTD Total	10	56	-	79	6	9	1

The ISS Program has been experiencing an increase in referrals, especially in the preschool age group. The Resource Consultants are busy supporting the School Age Program and we have families that have relocated to the Parry Sound area from the Ukraine and have reached out to receive assistance with English as a second language for their children.

Within the 2023 ISS transformation project, the Supervisor and Director have been making connections with counterparts in other regions of the province to network and gain insight into models of practice that support the Ministry of Education's delivery guidelines while building capacity of the Resource Consultants, program educators, EarlyON facilitators, and HCCP providers in enhancing inclusive programming for all children regardless of their individual abilities.

EarlyON Child and Family Programs

February 2023

Activity	February	YTD
Number of Children Attending	817	1,706
Number of New Children Attending	47	86
Number of Adults Attending	536	1,112
Number of Virtual Programming Events	4	8
Number of Engagements through Social Media	386	460
Number of Views through Social Media	5,006	10,857

Statistical information being now reported on aligns with the new Ministry of Education EarlyON Program Guidelines. While social media continues to be a great venue for sharing information, families are showing a strong preference to in-person programming. Attendance continues to increase in all programs, particularly Port Loring. We are hoping to add the communities of Kearney and Trout Creek to our list of programs re-opening in the near future.

The Early Literacy Facilitator collaborated with the South River Machar Library to offer Toddlers for Tales in early February and Family Literacy events were held in Parry Sound and Burk's Falls. These special events were offered through collaboration with the public libraries, child care programs, and community partners. In total 70 participants were recorded in Parry Sound and 10 families participated in Burk's Falls.

**Funding Sources for District Wide Childcare Spaces
February 2023**

Active	# of Children	# of Families
CWELCC*	134	130
CWELCC Full Fee	194	191
Afterschool Fee Subsidy	4	4
Fee Subsidy	29	26
Full Fee	32	27
Ontario Works	7	7
Total	400	384

Funding Source - New	# of Children	# of Families
CWELCC	2	2
CWELCC Full Fee	2	2
Total	4	4

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

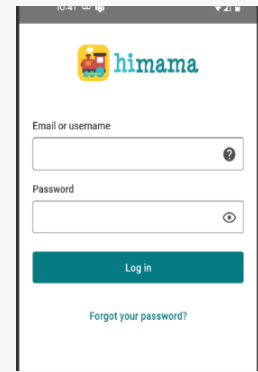
Funding Source - Exits	# of Children	# of Families
CWELCC	3	3
Full Fee	1	1
Total	4	4

Child Care Service Management Update

The Child Care Service Management team has worked diligently to successfully implement invoicing and fee collection practices using the HiMama platform with support from the directly operated child care programs, the HiMama team and our CFO. The implementation strategy began in the fall of 2022 and was completed in March 2023. The HiMama platform is a direct, efficient way to manage a child care program in terms of classroom management, attendance, communication, documentation, invoicing and fee collection.

Transitional Milestones:

- July 2022 – Preliminary conversation with HiMama and CFO
- August 2022 – Entered into a Purchase of Service Agreement
- September & October 2022 – CCSM team engaged in training and system preparation.
- October 2022 – Test transactions made to ensure payment efficiency.
- November 2022 – Fairview – HiMama billing process implemented.
- January 2023 – First Steps, Highlands & Waubeek – HiMama billing process implemented.
- March 2023 – School Age Programs & Home Child Care – HiMama billing process implemented.



HiMama is a great resource for parents and has both desktop and mobile applications; it allows an increased connection of the child to parents, as well as keeping recorded pedagogical documentation, photos, and messages regarding children’s development based on entries of the educators and supervisor. For the CCSM team, the invoicing and fee collection functions better supports the ability to adhere to the policies and procedure in place and eliminates the risk of revenue loss due to unpaid fees.

Quality Assurance Update

On February 23, 2023, a professional development workshop was offered to all Supervisors of child care programs in the district of Parry Sound. In attendance were 11 Child Care Supervisors and Child Care Service Management staff. The Lego Serious Play full day workshop was hosted by L & F Mahon Consulting and funded by the Workforce Development Strategy to support Supervisors in setting a vision and creating a Team Charter for their team. During the session the group used Lego building activities to identify team values and goals they felt were important. The exercises and discussions throughout the day were designed to assist Supervisors in completing similar exercises with their own teams to help create a Team Charter for each individual program. The day was highly successful in supporting Supervisors and assisting in creating new partnerships for future networking. A similar session will be offered to all educators in the district of Parry Sound in April. These two upcoming sessions are designed to help re-ignite the passion in their work. The focus will be on the importance of building relationships, self-care and the value an early childhood educator brings to the lives of families.



Recognizing the importance of early learning and childcare and showing the value in the role early childhood educators have and the impact they have on children and families in our community is key for retention and recruitment of high-quality childcare. Through the support of the Workforce Development Strategy funding, programs have been offered an array of continuous professional learning opportunities to both enhance and support both program and self-growth & development. All programs were provided with a variety of educational learning kits for use in both the indoors and outdoors, Indigenous storytelling kits and educational resources to assist in increasing the quality of not only the environment, but also creating new resources for educators to promote new learning experiences for children in the early years setting.

Educational equipment was purchased for each childcare program to promote sensory play and enhance learning opportunities for the children, as well as provide a new resource to ignite new inspiration for the educators. All educators will receive appreciation of their hard work at the upcoming staff training sessions by means of a storytelling apron and a journal to assist in supporting the importance of mental health and well-being. Support is being provided to the Inclusion Support Staff attending the Early Childhood Resource Teacher Network conferences in the upcoming months. This training will support the importance of inclusive practices and how best we can support families and children in our district.

Income Support & Stability Update

Various program staff attended presentations in North Bay and Parry Sound on the Icelandic Prevention Model. The model is based on the collaboration of numerous parties, e.g., parents, teachers, community centers, sports clubs and more in the immediate vicinity of children and young people as means of Drug Abuse prevention.

Staff have also been attending many training opportunities such as Human Rights Training, Violence Against Women Training, Bereavement 101 training to individuals who work in the public sector. Some staff are wrapping up their George Brown Life Skills Coaching Program and will be starting to hand in proposals for workshops to facilitate with our clients throughout 2023.

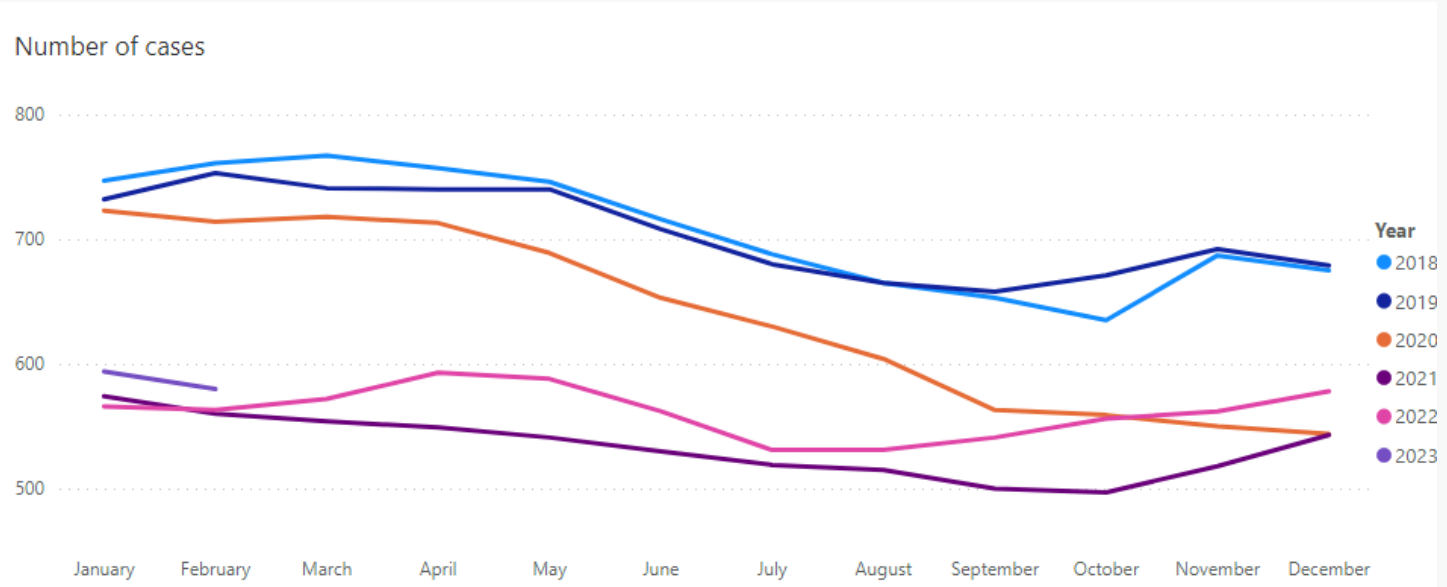
As we enhance our collaboration with Esprit, Income Support and Stability staff are completing VAW Training via OAHIT. Our goal is to improve our knowledge and understanding so we can work with the Esprit team in a more meaningful way.

We hosted the Almaguin Highlands Community Partners meeting in our South River office in March. The Director of Income Support and Stability and Supervisor of Income Support attended.

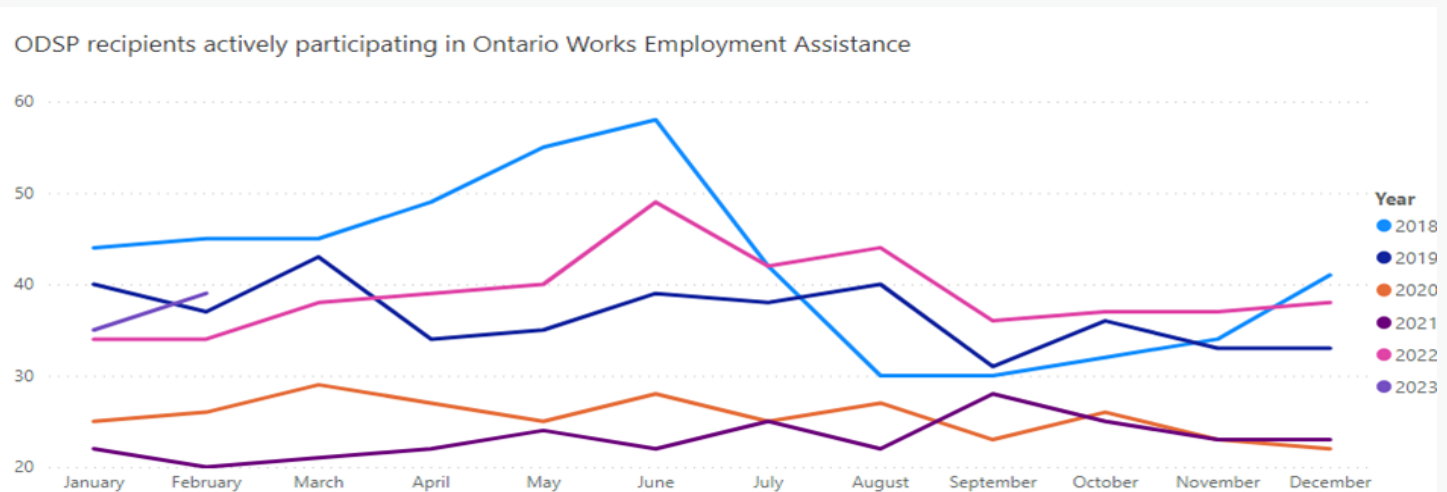
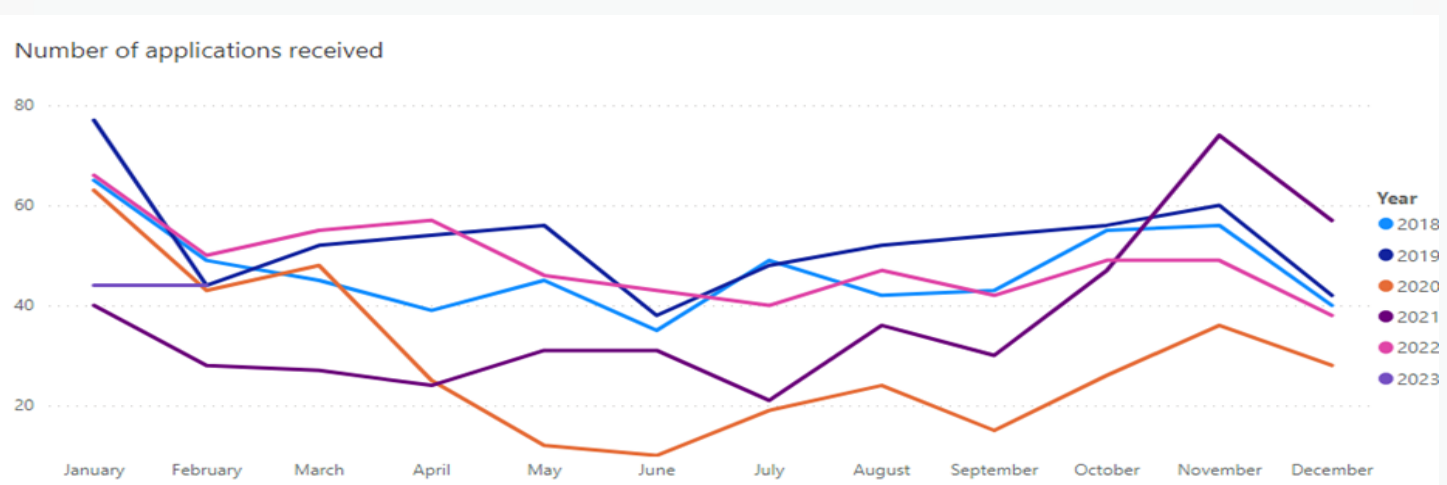
The Director of Income Support and Stability attended the Directly Operated Child Care Programs Operations meeting to discuss OW and Housing Stability and how to support families that may need our support.

The Director also attended the HSSN meeting with various health care, mental health and community service partners.

Ontario Works Caseload February 2023



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office February 2023



Ontario Works applications

2 ▲
Average received per business day

45
Received Feb 2023

Emergency Assistance applications

1 ▼
Average received per business day

29
Received Feb 2023

Average number of business days from screening to grant

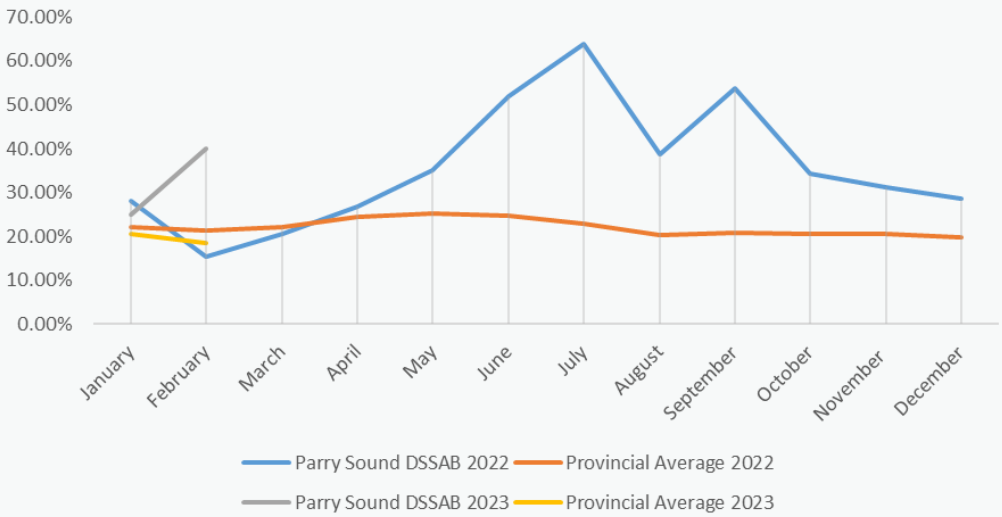
1.0 ▼
Ontario Works

0.4 ▼
Emergency Assistance

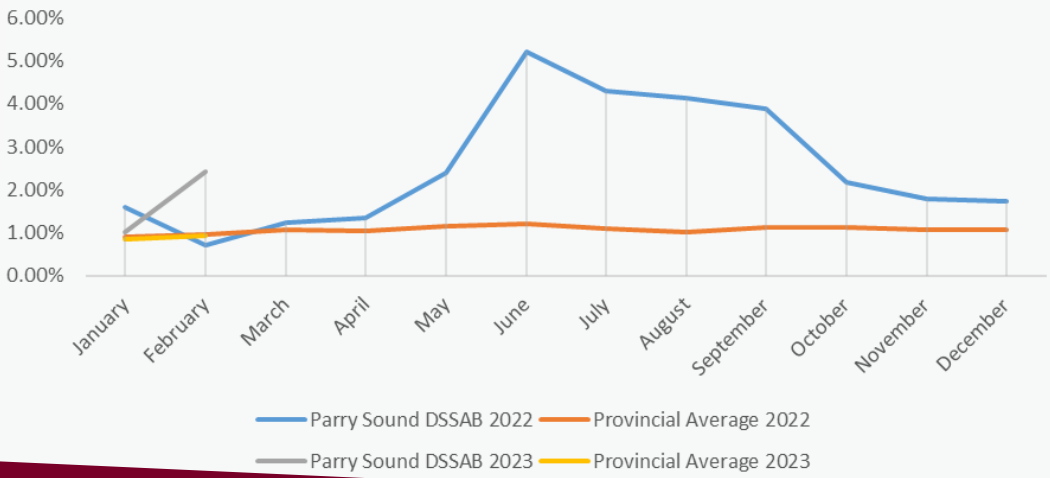
The OW Caseload for February was **580**. We are supporting 39 ODSP participants in our Employment Assistance program. We also have 52 Temporary Care Assistance cases. We also had 45 Ontario Works Applications and 29 applications for Emergency Assistance which is up from January.

Employment Assistance & Performance Outcomes

% of Closures Exiting to Employment

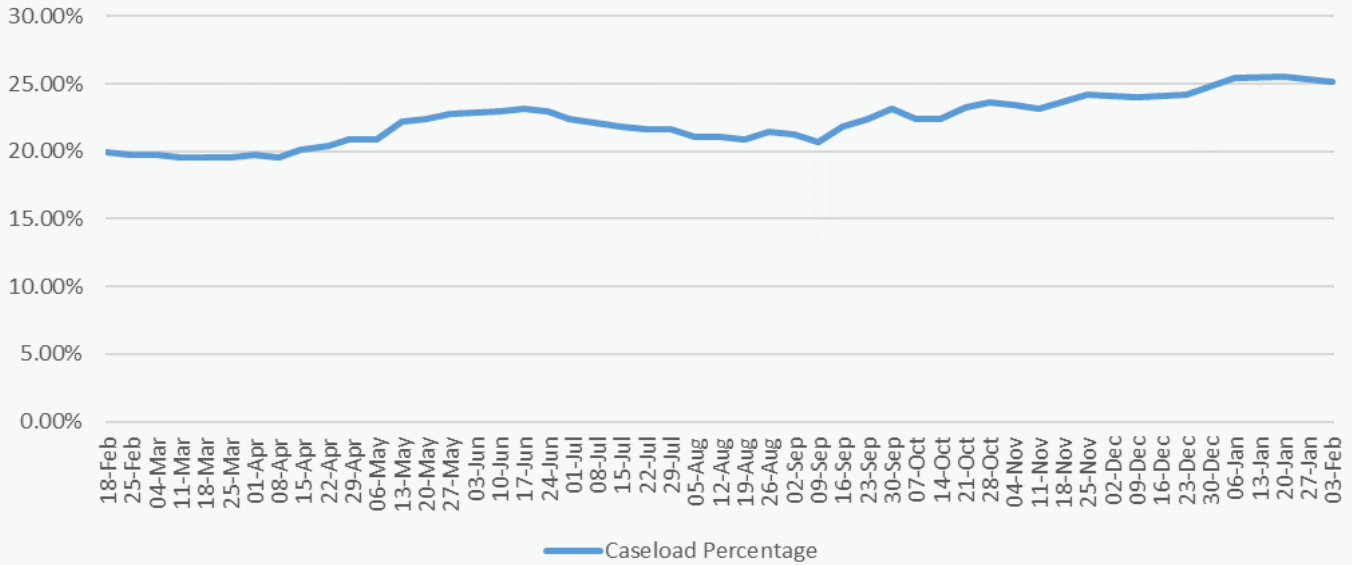


% of Caseload Exiting to Employment



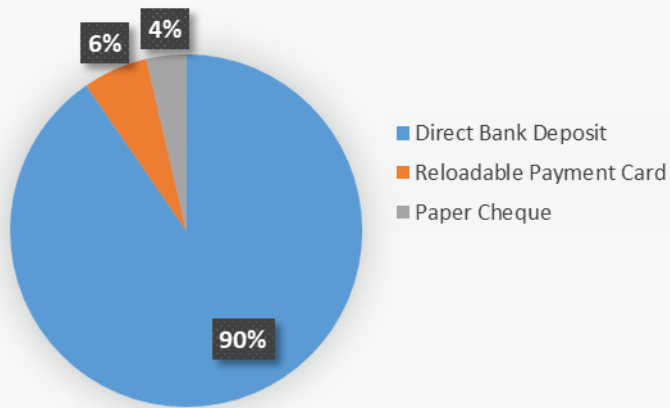
MyBenefits Enrollment 2022/2023

MyBenefits Enrollment by Week

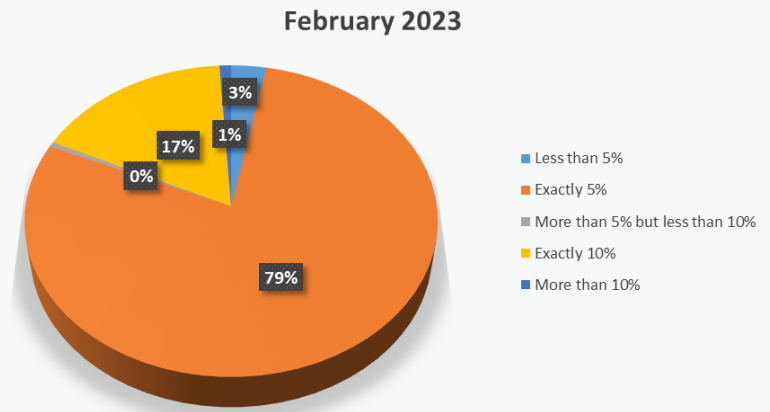


DBD Enrollment

Payment Receipt Method February 2023



Overpayment Recovery Rate February 2023



Ontario Works Update

In January, Community Paramedicine staff attended the OW west staff meeting and gave an overview of their services.

In February, CMHA staff attended the OW West staff meeting to review their programs and new initiatives. Our Income Support Supervisor in the West and a Case Worker met with their Addiction team to talk about the services and supports OW provides.

All Case Workers and Case Support Workers attended a training by TESS on Interpreting Third Party Information. OW uses various third-party information from sources like Equifax, MTO and Revenue Canada to verify eligibility for Social Assistance.

We are very excited to offer an online payment option to those that may have a historical overpayment and are looking to make repayments.

On March 2nd, the YMCA hosted the first in-person Job Fair in 2 years at the Bobby Orr Community Centre. We provided some Wellness and Job Readiness materials and supplies for this event. Many staff attended the event as well to support clients that were in attendance.

We have also provided support to Women's Own Resource Centre for their Life Skills Training by providing incentives for those that attended the program.

We have extended our Service Agreements with the Community Counselling Centre of Nipissing and with our Registered Social Worker to provide Mental Health support and access to psychological assessments with Dr. Jeffrey Phillips.

Ontario Works has become a Paperless by Default site. Any client that is registered with MyBenefits will receive letters and their Statement of Assistance through that platform. We also utilize a SAMS Data Extract provided by the Ministry that is uploaded into the system our Dental Program Adjudicator, Accerta, uses to eliminate manual letters. We are also using the extract in FiiT to reduce duplication for staff by utilizing SAMS information.

We attended the Labour Market Groups Job Data events, reviewing local data, census data and regional employment and labour market information. This information was valuable in the development of the 2023 OW Service Plan Addendum that was completed for MCCSS.

Employment North, our vendor for Employment Placement, has so far secured 2 placements with local employers. Employment Placement provides funding for training and other support to employers to help Ontario Works participants secure fulltime employment.

Staff continue with their informal outreach to our Municipal offices and Food Banks. Ontario Works staff have been working diligently on building relationships with community partners and offering outreach. One of the significant challenges for Ontario Works clients is food instability due to their limited income. Ontario Works & Housing Stability have partnered up to attend local food banks on the days they distribute food to the community and to offer any supports and suggestions on how to get the most amount of food into the community as possible. Staff and Supervisors have attended food bank meetings in order to educate food bank staff on our services. We will continue to maintain this collaborative approach to ensure that clients receive the resources they need to thrive.

The Labour Market Group Jobs Report for February saw 175 job postings in February which is up 20 from the previous month, but slightly below the same time last year. Nearly 10% of those postings were minimum wage jobs.

Housing Stability Program - Community Relations Workers

Support

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

February 2023		
Income Source	East	West
Senior	6	16
ODSP	11	36
Ontario Works	4	12
Low Income	17	22

Intense Case Management

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

February 2023		
Income Source	East	West
Senior	13	22
ODSP	11	25
Ontario Works	9	13
Low Income	10	37

Contact/Referrals

February 2023	East	West	YTD
Homeless	0	1	10
At Risk	0	2	14
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	2	5
Esprit in Shelter		1	3
Program Total			32

Short Term Housing Allowance

	Active	YTD
February 2023	14	20

Housing Stability: Household Income Sources and Issuance from HPP & CHPI:

February 2023 Income Source	Total	CHPI
ODSP	7	\$1,135.90
Ontario Works	3	\$1,480.41
Low Income	4	\$2,527.34

February 2023 Reason for Issue	Total
Rental Arrears	\$2,579.29
Transportation	\$36.00
Food/Household/Misc.	\$1,545.45
Emergency Housing	\$982.91
Total	\$5,143.65

Ontario Works: Household Income Sources and Issuance from HPP

February 2023 Income Source	Total	HPP
Senior	1	\$118.00
ODSP	12	\$7,871.86
Ontario Works	6	\$5,101.23
Low Income	10	\$5,393.56

February 2023 Reason for Issue	Total
Rental Arrears	\$7,679.41
Utilities/Firewood	\$4,037.55
Transportation	\$147.75
Food/Household/Misc.	\$5,369.94
Emergency Housing	\$1,250.00
Total	\$18,484.65

Housing Stability Update

We are very excited that in March, we implemented the Digital HPP Funding Application in OW and Housing Stability. This process change streamlines and reduces many manual and paper-based processes and allows us to issue HPP funding through SAMS. Our Program Leads worked very closely with the Finance Team to develop the process and implement it with the staff.

The Supervisor of Housing Stability and Supervisor of Income Support attended the NPLC (Nurse Practitioner Led Clinic) Team meeting and provided info on OW and HSP. Staff also have begun utilizing space in the clinics to meet with clients that may not be able to access our offices.

The Supervisor of Housing Stability is participating in a Focus Group on Coordinated Access in Rural Communities. This group is hosted by the National Alliance to End Rural and Remote Homelessness.

The Housing Stability Program is hosting a placement student from Northern College until the end of April.

Members of the Housing Stability team attended the Muskoka DART (Domestic Abuse Review Team) Conference March 23rd - 24th. The Director of Income Support and Stability now sits on the DPSVAW Coordinating Committee.

Our Northern College student's time is coming to an end with us, during his time with us he was able to learn about the agency, the services the district has to offer and gain experience in interacting with the referrals our programs receive. Our team provided him with valuable lessons in case management, time management and client burn out. We wish him all the best in his upcoming endeavors and appreciate the opportunity to work with him.

The referrals this quarter aligned with previous years, however the referrals received are very complex and the needs of the clients are high, which require more time to build the relationships, bring in suitable community partners, and create a sustainability plan to support the client.

The team continues to do outreach with agencies that serve the individuals of the district. Including but not limited too food banks, libraries, Municipality offices, Nursing Stations, etc.

The Mental Health & Addiction Worker has had 34 cases over the last quarter and 11 of those have been discharged and has had 177 client contacts in that period. Clients have received support and referrals for CMHA, the Safe Justice Bed at WPSHC, the Parry Sound Family Health Team and Home & Community Care.

Staff embraced the following training opportunities that enhanced their knowledge:

- Icelandic Homelessness model
- Leadership training
- OAITH Training in Violence Against Women
- Program staff completed Human Rights training
- Attended the Canada Home Share presentation
- Staff attended the high school in February providing a presentation on services provided by our agency
- Attended the Wellness Fair in Point-Au-Brail
- By-Name List refresher
- Grand Rounds calls hosted by the West Parry Sound Health Centre
- Community Practice calls hosted by the Canadian Alliance to End Homelessness

Housing Programs

Social Housing Centralized Waitlist Report February 2023			
	East Parry Sound	West Parry Sound	Total
Seniors	37	110	147
Families	131	434	565
Individuals	474	208	682
Total	642	752	1,394
Total Waitlist Unduplicated			474

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

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb	5	1	10		
Mar	12		5	2	1	Mar					
Apr	12	1	1			Apr					
May	11	1		3		May					
June	15		3	2		June					
July	13	2	10	1		July					
Aug	5		17	2	1	Aug					
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	10	2	23		

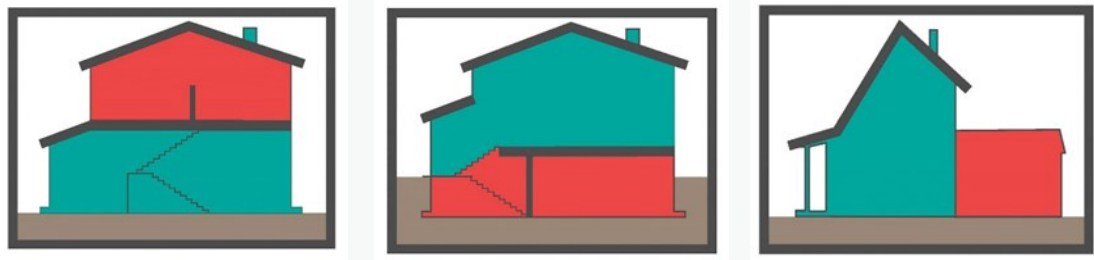
SPP = Special Priority Applicant

Housing Programs Update

Housing Programs had a great start to 2023. We have continued to receive applications for Canada Ontario Housing Benefit (COHB) and have received approval from the Ministry of Municipal Affairs and Housing to begin submitting applications for the next fiscal year. We were fortunate that applications were not halted as we have seen in previous years, and staff were able to continue helping clients find affordable housing.

Over the last few months, staff have been busy developing the Secondary Suites program and we are happy to finally be introducing it to the district as an additional funding opportunity to create affordable housing.

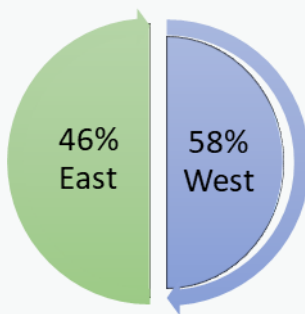
What is a Secondary Suite?



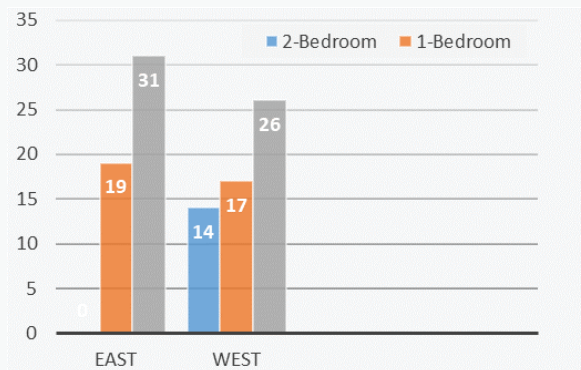
A secondary suite is a private, self-contained unit within an existing home. It has its own bathroom, kitchen, living area and sleeping area. Secondary suites offer several benefits to homeowners at all stages of life. They can act as a mortgage helper, increase the value of your home, facilitate aging in place, and provide affordable housing options for the community. While most homeowners live in the main part of the house, you can also choose to live in the secondary suite and rent the main area to boost your earnings. A secondary suite can also add resale value to your home.

Homeowners who are eligible will have access to funding in the form of a forgivable loan. The unit rent must be at or below the average market rent for the District for a specified period. The Secondary Suites program is intended to increase the supply of affordable rental housing for low-income households in the District of Parry Sound.

Each year, Housing Programs reports on the affordable units within our District. These units have been made possible by several landlords, along with various funding allocations from the Ministry of Municipal Affairs and Housing. Below is a recent update on the affordable housing stock in the District of Parry Sound.



Percentage of affordable units in the east compared to the west in the District of Parry Sound



Illustrates the amount and unit size throughout the district

**Parry Sound District Housing Corporation
February 2023**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	1	3
Move in	4	7
L1/L2 forms	0	0
N4 - notice of eviction for non payment of rent	0	0
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	0	1
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	1	1
Repayment agreements	1	21 (18 carried from 2022)
Tenant Home Visits	10	29
Mediation/Negotiation/Referrals	8	8
Tenant Engagements/Education	6	15

Note: statistical information is based on the east side; west side will be included next report

Tenant Services Update

Tenant Services department completed a program plan for the year starting in January, which included items like tenant meetings and educationals (quarterly), collaboration meetings with Ontario Works, Housing Stability, and Housing Programs (quarterly), and regular day-to-day activities associated to target dates in order to keep on track and progressing as a team. One of the main objectives for this department for the year is to work very hard at rebuilding and strengthening relationships with our tenants. The past few years have been very difficult on the relationships and rapport that Community Relations Workers would very much like to have with their tenants, and disruption has occurred due to Covid as well as department changes and turnover. Our goal this year is to work diligently to try and correct this and move toward a relationship built on honesty, trust, collaboration, and a keen desire to provide the best quality service and advocacy for tenants residing in our buildings.

As such we have completed 2 rounds of tenant meetings and educationals, with positive results. Common themes relayed to us during these meetings are the desire to re-group again and do things as a “building community” such as BBQs and summer gardening. We have made some plans to incorporate these ideas into our plans for future gatherings.

Another initiative introduced are *positive feedback forms* that go along with our longstanding complaints form and maintenance request form. Our department receives many complaints, often about issues that there is little we can do to rectify as they are neighbour issues related to living in a shared building. What we were not receiving was anything stating things that people liked about where they live or what’s involved or including in their tenancy. We were pleasantly surprised at what we received when this was implemented, and it goes a long way in relationship building and also staff morale! Examples of things written are:

“I’m especially grateful for how quickly I receive a response back from anyone in your office when I email”

“I am very happy with my apartment it is bright and comfortable. All of the tenants are friendly and helpful. The staff are very nice and easy to deal with. Any of the housing staff that I have dealt with are kind, helpful and understanding. It is really quiet here at night. I love it.”

“I like that you are visiting more often and that you listen when I ask about things. The common room is lovely now, clean, and bright.”

“The new windows are a much-needed improvement. Thank you.”

“This is a great place to live. The staff are kind and respectful.”



Educational engagement at Sundridge Building
February 2023

Property Maintenance and Capital Projects February 2023

Pest Control	8	8 buildings monitored monthly
Vacant Units	12	one-bedroom (8); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	8	one-bedroom market units (8)
After Hours Calls	5	Leak from window, no hot water, toilet plugged
Work Orders	176	Created for maintenance work, and related materials for the month of February
Fire Inspections		A total of 15 units were inspected for fire safety in the month of February

We are continually working with Orkin to remove bedbugs within 2 of the buildings. We have removed the infested areas and are monitoring them bi-monthly to ensure the infestation has been eliminated.

The window replacement on 66 Church Street has been completed. We have received reports of improved unit heat retention and minimal air movement through the wall system.

The Housing team is currently meeting with consultants to update our software and procedures where needed. We are excited for this to be implemented as we believe this will streamline the processes, foster better communication, and therefore provide improved service to the people we serve.

After many months of research, building analysis, and quote requests, the building condition assessments (BCA) are underway. We are looking forward to the summary, as this will outline priority projects and provide an idea of the remaining life span of our systems.

In collaborating with Tenant services, the Maintenance team provided services in order to complete the common room finishes in all of the PSDHC buildings. Together Tenant Services and Property Maintenance and Capital Projects have provided a welcoming atmosphere.

Two additional Facility Maintenance Technicians are currently being recruited for the east side of the district. These positions will minimize the travel time currently accrued from west side to east side, along with provide Toronto Ave office with a full-time custodian/maintenance staff (was previously contracted).

We were proud to have partnered with Tenant Services in efforts to rehouse a current tenant due to fire damage done to their unit. The tenant's belongings were sorted, packed, and moved while Tenant Services worked with community partners to ensure the required household items were replaced.

Retirement notice has been provided by a long-term employee within the position of Property Management Clerk, Program Support Worker. We are sad to say goodbye, but excited for her next chapter. The recruitment process has been initiated.

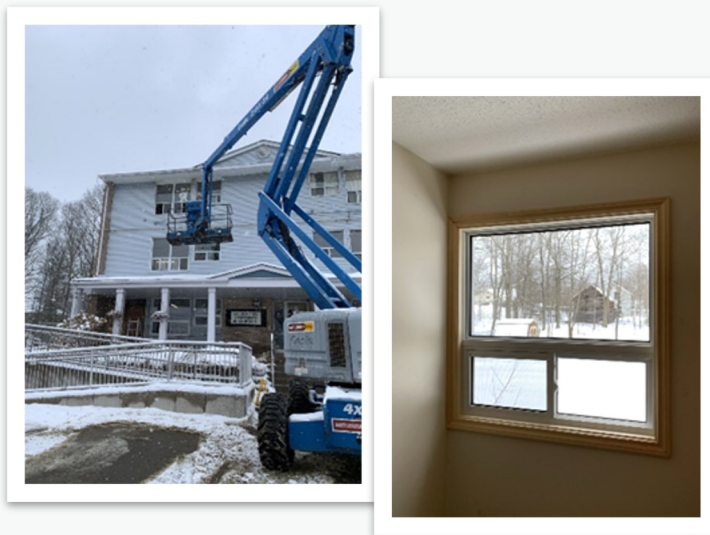
Local Housing Corporation and DSSAB Buildings

- BCA approval received and assessment is underway
- Looking at various options for replacing the retaining wall at Belvedere
- We have received 3 quotes for the replacement of the HVAC systems at Waubeck Daycare; we will be awarding this contract in April
- Asbestos abatement is underway on a unit located at 66 Church St.; the renovation of this unit should be complete before the end of April.]
- 3A Dublin mould remediation is underway and should be completed in April
- In the process of requesting an RFP for the Belvedere window replacement consultant contract
- In the process of removing large antennas that pose as climbing hazards at some of the family units
- In the process of retaining an engineer to assess the stair railings within 173 Main St. Sundridge

Challenges:

Difficulty securing contractors/labourers as well as materials are often backordered. Obtaining quotes, as per our Procurement Policy, from contractors is presenting a challenge.

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



Window replacements at 66 Church Street, Parry Sound

Esprit Place Family Resource Centre

February 2023

Emergency Shelter Services	February 2023	YTD
Number of women who stayed in shelter this month	8	17
Number of children who stayed in the shelter this month	6	16
Number of hours of direct service to women (shelter and counselling)	89	196
Number of days at capacity	26	36
Number of days over capacity	18	25
Overall capacity %	105%	89%
Resident bed nights (women & children)	295	526
Phone interactions (crisis/support)	26	60

Outreach Services	February 2023	YTD
Number of women served this month	2	7
Number of NEW women registered in the program	0	0
Number of public ed/groups offered	0	0

Transitional Support	February 2023	YTD
Number of women served this month	9	15
Number of NEW women registered in the program	0	0
Number of public ed/groups offered	0	0

Child Witness Program	February 2023	YTD
Number of children/women served this month	6	10
Number of NEW clients (mothers and children) registered in the program	2	3
Number of public ed/groups offered	0	0

Women’s Services Update

Esprit Place has been operating at greater than 100% capacity since the end of January. During the period of January to March we were required to deny access to a shelter bed to 44 women and children, either because the shelter was over capacity or because a women did not meet our Ministry directed mandate. In all cases, we worked to support women in accessing other accommodations or supports to ensure their immediate safety.

Staff illness and ongoing challenges with recruitment have created challenges with scheduling and appropriate shelter coverage. COVID continues to have an impact. Staff, clients, and visitors continue to wear masks while in shelter and must complete routine Rapid Antigen Tests. Our capacity continues to be reduced by 3 beds as a result of continued physical distancing requirements mandated by MCCSS.

Outreach and shelter client circumstances continue to be complex and challenging. This creates difficult and stressful situations for staff and requires significant advocacy and system navigation to ensure that our clients receive the support they need. Women’s Services is working diligently in cooperation with Income Support and Stability in order to provide or advocate for comprehensive services for our clients. This effort consists of strengthening the existing relationships between DSSAB programs and improving lines of communication related to shared clients. It also involves a direct and coordinated effort to develop and grow our network of community partners.



Old signage (red stop sign)



New signage



THIS LETTER OF UNDERSTANDING (“LOU”) is made as of the _____ day of May 2023 (the “Effective Date”).

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

(hereafter, “McKellar”)

AND:

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

(hereinafter, “Magnetawan”)

WHEREAS Magnetawan did not renew the Mutual and Automatic Aid Plan and Program with the South-West Parry Sound District in April 2020; and

WHEREAS McKellar and Magnetawan share a substantial Municipal border and have no current agreement for mutual aid; and

WHEREAS both Municipalities are replacing bridges in 2023 that require a full road closure of arterial roads that could dramatically impact emergency response vehicle times; and

WHEREAS both Municipalities are entering into this LOU to ensure standard response times are within the allowable limits, in addition to outlining the details of the responsibility and liability of the Municipalities;

NOW THEREFORE, in consideration of the previous mutual covenants and agreements contained herein, hereby acknowledged by the parties, the parties hereto agree as follows:

1. **THAT** this LOU shall commence on the effective date and expire on December 31, 2023 with the understanding that a new agreement shall be executed in the future;
2. **THAT** the responsibility and liability of each Municipality are outlined in the attached Schedule ‘A’ “Mutual and Automatic Aid Plan and Program for the South-West Parry Sound District Issued: 2015” that forms a part of this LOU.

IN WITNESS WHEREOF, the parties have entered into this LOU as of the Effective Date.

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Per: _____
Ina Watkinson
Clerk/Administrator

Per: _____
David Moore
Mayor

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Per: _____
Kerstin Vroom
CAO/Clerk

Per: _____
Sam Dunnett
Mayor



**Schedule "A" to the LOU between
McKellar and Magnetawan**

**Mutual and Automatic Aid Plan and Program for the South-West Parry Sound District
Issued: 2015**

DRAFT



Office of the Fire Marshal

Mutual and Automatic Aid Plan and Program

for the

South-West Parry Sound District

Fire Co-ordinator Brian Leduc
McDougall Fire Department

Assistant Fire Co-ordinator Dave Thompson
Parry Sound Fire Department

Issue Date: 2015

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Foreword

This attached mutual aid plan and program and accompanying appendices were developed by the Office of the Fire Marshal in consultation with fire co-ordinators appointed by the Fire Marshal for the Province of Ontario to develop and coordinate county, district and region plans appropriate to local needs and circumstances.

Local county, district and region mutual aid systems will adopt the content of the plan as presented here. It will, however, be necessary for the participants to determine locally if the county, district or region mutual aid plan will include the automatic aid, hazardous materials and/or extrication program in the base document. In such cases it will be necessary to identify, within the plan, the participants in the various programs.

The local fire co-ordinator will be responsible for completing the running assignments, summary of contact information and list of local resources portions of the plan and submitting them to the Office of the Fire Marshal annually or as significant changes to the plan occur. Examples of significant changes include additions and deletions of major apparatus and equipment, staffing changes with the potential to affect emergency response, changes in senior officers and changes to emergency, business and personal telephone numbers of senior officers. The Office of the Fire Marshal will maintain a central inventory of all current mutual aid plans.

Local county, district and region mutual aid plans may adopt any or all of the appendices attached to this document based on local needs and circumstances. The appendices are intended to provide a local county, district or region with the ability to attach additional information to the base document that they will assist local participants in the day-to-day application and use of the plan. There is no requirement to submit the appendices to the Office of the Fire Marshal.

Mutual Aid Associations may be in place in county, district and regions. It is clearly understood that they do not have any authority relating to the operation of municipal fire departments or the mutual aid plan.

Purpose of the Mutual Aid Plan

- To provide authority and general direction to *fire co-ordinators* for the co-ordination of *mutual aid systems* and associated *fire protection services* activated within the local county, district or region, as well as with neighbouring counties, districts or regions, inter-provincially and internationally.
- To provide clarification to municipalities of the roles and responsibilities of *fire co-ordinators* within the *mutual aid system*.
- To provide other emergency management agencies with an understanding of the *fire co-ordinators* role within the *mutual aid system*.

Authority

Fire department personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (Fire Protection and Prevention Act 1997, Section 7).

Fire co-ordinators

7. (1) *The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).*

Duties

(2) *A fire co-ordinator shall, subject to the instructions of the Fire Marshal,*

(a) establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and

(b) perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1

Definitions

In this document,

Acceptable - means acceptable to the *fire co-ordinator* and participating *fire chiefs* in consultation with the Office of the Fire Marshal.

Alternate Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to act in absence of the *fire co-ordinator*.

Automatic Aid - means any agreement under which a *municipality* agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of responding more quickly than any *fire department* situated in the other *municipality*; or a *municipality* agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another *municipality*

Company – means a complement of personnel operating one or more pieces of apparatus under the control of a supervisor.

Council - means the *council* of a *municipality* participating in the *mutual aid plan*.

Cover - means the *fire department* that is available to provide back-up coverage to another *fire department* that is providing *help* to another *fire department* in the event of a *mutual aid plan* activation

Fire Chief - means the person appointed by a *participant* in the *mutual aid plan* as the head of the *fire department*

Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to co-ordinate the *mutual aid plan*, or the person appointed by the Fire Marshal to act in absence of the *fire co-ordinator*

Fire Department - means a group of firefighters authorized to provide *fire protection services* by a *municipality*, group of municipalities or by an agreement made under section 3 of the Fire Protection and Prevention Act.

Fire Protection Adviser - means a person employed by the Office of the Fire Marshal, Field Fire Protection Services section, to provide advice and assistance to municipalities and *fire departments*

Fire Protection Services - includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in provision of *fire protection services*, rescue and emergency services and the delivery of all those services

First Nation Community - means a band as defined in the *Indian Act* (Canada)

Help Call - means the *fire department* that is called to assist another *fire department* in the event of a *mutual aid plan* activation

Home Fire Chief - means the *fire chief* of the *municipality*, community or area experiencing a *major emergency*

Home Fire Department - means the *fire department* of the *municipality*, community or area experiencing a *major emergency*

Incident Management System – means the program used by the county/district/region to establish a standard approach to incident management, priorities, action planning, and resource utilisation.

Major Emergency - means a situation that, in the opinion of the local *fire chief*, constitutes a danger of major proportions to life, property and/or the environment and that exceeds the capability of the local *fire department*.

Municipality – means local municipality as defined in the Municipal Act

Mutual Aid - means a program to provide/receive assistance in the case of a *major emergency* in a *municipality*, community or area.

Mutual Aid Plan or System - means the *mutual aid plan* developed under the authority of the Fire Protection and Prevention Act, 1997 and direction of the Fire Marshal to facilitate provision of *fire protection services* to the residents of a county, district or region under a co-ordinated and co-operative system.

Participant - means an organization, approved by the Fire Marshal, or a *municipality* which operates or manages a *fire department* that meets and maintains the requirements for participation in the *mutual aid plan*

Regional Operations Manager – means the person appointed by the Office of the Fire Marshal to manage a defined region within the Fire Protection Services Section under the direction of the Assistant Deputy Fire Marshal

Significant Event – means a *mutual aid activation requiring the assistance of two or more fire departments*.

Unorganized Territory - means a geographic area without municipal organization

Zone Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to co-ordinate a geographic portion of the county, district or region *mutual aid plan* under the direction of the county, district or region *fire coordinator*.

The Principles of Operation of Mutual Aid Plans in Ontario

- To promote adequate and coordinated efforts to minimize loss of life and property and damage to the environment through efficient utilization of fire department and other resources in the event of a *mutual aid* activation during times of natural or man-made emergencies.
- To provide the organizational framework necessary to effectively manage *mutual aid* resources within a unified *incident management system*.

Mutual Aid System Components

This *mutual aid plan* embodies the action to be taken by *participants* to engage in the following program components.

1. Activate *mutual aid* during a *major emergency* where the *home fire department* is committed and/or the situation cannot be contained or controlled with available resources.
2. Activate the provincial CBRN or HUSAR response system.
3. (Optional) Activate a county, district or region *automatic aid* program.
4. (Optional) Activate a county, district or region hazardous materials support response.
5. (Optional) Activate a county, district or region extrication support response.
6. (Optional) Activate a county, district or region specialized rescue support response.

Mutual Conditions for Participation in Programs

1. Mutual Aid

- A. A request for *help* or *cover* by any other *participant* in the *mutual aid plan* takes priority over any other agreements entered into by another *participant*.
- B. The *fire chief*, or designate, may refuse to supply the requested response to occurrences if such response personnel, apparatus or equipment are required to provide *fire protection services* in the local *municipality*. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to, or is at, the scene of a *mutual aid* activation if it is required to provide *fire protection services* in the local *municipality*. In such cases the *fire chief* must notify the *fire co-ordinator* or designate of his/her actions.
- C. The participating *fire department* must be established and regulated by a municipal by-law.

Note: Where unorganized territories, First Nation communities, or federal properties form part of the mutual aid plan, alternative authorization may be accepted.

- D. Council must confirm the *fire chief* of a municipal *fire department*, by by-law or a similar method of authorization. The Office of the Fire Marshal must appoint the *fire chief* of a *fire department* established for an *unorganized territory*.
- E. A by-law must be passed by *council* authorizing its *fire department's* participation in the *mutual aid plan*. *Fire departments* serving *unorganized territories* must be authorized to participate through an agreement signed by the Office of the Fire Marshal.
- F. A participating *fire department* must have adequate resources to handle day-to-day emergencies in its own jurisdiction.
- G. A participating *fire department* must be *acceptable* to:
- the *fire chief(s)* of the *fire department(s)* to be its first response for *mutual aid* assistance;
 - the *fire chief(s)* of the *fire department(s)* it will be first response to for *mutual aid* assistance; and,
 - the *fire co-ordinator*
- H. Triple combination pumpers and water tank trucks are the basic vehicles intended to be used for response. Where the *fire co-ordinator* and the *participating fire chiefs* agree rescue vehicles, aerial ladder trucks, and other specialized vehicles and/or services may be included.
- Note: This does not mean a municipality with an aerial ladder truck is obligated to make it available to a municipality that does not have one to reciprocate the service.*
- I. Home fire department personnel will be in overall command of the *mutual aid* activation and will be responsible for co-ordination of local resources and those of the responding *fire department(s)*.
- J. *Participants* in the *mutual aid* system will have adopted and implement an approved *incident management system*.
- K. *Fire chiefs* shall notify the *fire co-ordinator* of all significant changes as they occur, regarding stations, personnel, apparatus and/or equipment.
- L. Radio communication procedures shall be in accordance with principles and policies agreed upon by the participating *fire chiefs*.
- M. Minimum requirements of the Occupational Health and Safety Act must be met as it pertains to *fire departments*.
- N. *Fire chiefs* shall provide copies of agreements for fire protection to the *fire co-ordinator*, if requested by the *fire co-ordinator*.

- O. An applicant to participate in *mutual aid* that fails to meet the criteria as agreed to by the participating *fire chiefs* of the area, in conjunction with the *fire co-ordinator* and approved by the OFM *regional operations manager*, will not be accepted as a member of the *mutual aid plan*.
- P. The *fire co-ordinator* will consult with the OFM *regional operations manager* when a *participant* fails to maintain the established criteria for participation in the *mutual aid plan*. The *participant* will be given a written notice by the *fire co-ordinator* to have the deficiencies corrected. Failure to maintain the established criteria to the satisfaction of the *fire co-ordinator* and the *regional operations manager* shall result in removal from the system.
- Q. *Mutual aid* assistance is to be provided to *participants* on a reciprocal basis i.e. no costs involved.
- R. *Mutual aid* is not immediately available for areas that receive fire protection under a fire protection agreement. The *municipality, unorganized territory* or *First Nations community* purchasing fire protection is responsible for arranging an *acceptable* response for back-up¹ *fire protection services*. In those cases where the emergency requirements exceed those available through the purchase agreement **and** the back-up service provider the *mutual aid plan* can be activated for the agreement area.

2. Provincial CBRN and HUSAR Resources

The Province operates a system to provide response support for chemical, biological, radiological, nuclear and explosion (CBRNE) and heavy urban search and rescue (HUSAR) incidents, to local communities. The system operates under the following conditions.

- Initial response to CBRNE and HUSAR emergencies are a local responsibility. More advanced support may be available locally through the *mutual aid* system or a contracted service provider, which includes contracted support from another *municipality* through a fire protection services agreement or an *automatic aid* agreement and contracted support from a commercial provider.
- It is intended that CBRNE teams and a HUSAR team strategically located in designated cities, and operating under a memorandum of understanding with the Province of Ontario will also be available to support local responders.
- The expectations and capabilities of responding CBRNE Teams shall be based on the National Fire Protection Association Standard 472: Professional Competence of Responders to Hazardous Materials Incidents. That standard provides for the following levels.
 - Level 1: Awareness of what constitutes a hazardous materials incident
 - Level 2: Capacity to carry out limited response activities

¹ Back-up fire protection service could be in the form of a first response agreement or automatic aid.

- Level 3: Capacity to mitigate hazardous materials incidents
- The expectations and capabilities of the responding HUSAR team shall be based on the National Fire Protection Association Standard 1670: Operations and Training for Technical Rescue Incidents. That standard provides for the following levels.
 - Level 1: Awareness of what constitutes a technical rescue incident
 - Level 2: Capacity to carry out limited response activities
 - Level 3: Capacity to mitigate technical rescue incidents

Activation of resources:

- A. It is anticipated that a *municipality* requiring the assistance of a CBRNE or HUSAR team will have initiated, or be in the process of declaring, an emergency, pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.
- B. All requests for assistance from a CBRNE or HUSAR team will be received and co-ordinated through the Emergency Management Ontario Provincial Emergency Operations Centre (PEOC). 1-866-314-0472
- C. Should an emergency occur in a locality that in the opinion of the *fire co-ordinator*, or his/her designate, cannot be addressed through the resources of the local *fire department*, the *mutual aid* system or contracted service providers, he/she shall consider requests from local communities and contact the PEOC to request the response of a CBRNE or HUSAR team.
- D. The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- E. The PEOC, in conjunction with the Office of the Fire Marshal (Fire Protection Services – Emergency Planning & Strategic Development) will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- G. Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding *fire department(s)*.
- H. The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- I. The CBRNE response teams are not intended to fight fires involving hazardous materials. When *fire departments* respond to hazardous material fires, the normal method of activating *mutual aid* is to be followed for additional fire suppression assistance.
- J. The CBRNE or HUSAR team will not respond outside its home *municipality* as part of the memorandum of understanding unless deployed by the PEOC, in consultation with the OFM. When the CBRNE or HUSAR team is mistakenly

called directly by agencies or persons other than the *fire co-ordinator*, the CBRNE or HUSAR team will immediately notify the local *fire department* to respond and shall stand by to respond if required.

- K. Nothing in the memorandums of understanding with the province prevents the CBRNE or HUSAR teams from responding outside their home municipalities under a fire protection services agreement or *automatic aid* agreement or like agreement or arrangement between the team's *municipality* and another *participant*.

3. Automatic Aid

Improvements may be made to the overall effectiveness of the *mutual aid* system by implementing an *automatic aid* program within the *mutual aid* system. Potential improvements include:

- The quickest available fire station immediately responds to a call for service, regardless of municipal boundaries;
- The assembly time of an adequate fire attack team may be reduced (the fire attack team may be made up of personnel and equipment from more than one *fire department*);
- Equipment and personnel may be made available, particularly at the outer extremities of municipalities, which are neither practical nor reasonable for municipalities to provide for themselves due to the financial demands inherent with their provision.

Program Participation

- A. A *participant* in an *automatic aid* program that forms part of the *mutual aid plan* must meet and maintain the requirements for participation in the *mutual aid plan*.
- B. *Fire departments* entering into *automatic aid agreements* must notify the affected *fire co-ordinator(s)*.
- C. Supplying *fire departments* must ensure sufficient resources remain available in their own *municipality* or area to provide initial responses to emergency calls.
- D. Communications systems should be in place to support the simultaneous and coordinated response of required *fire departments*.
- E. First arriving companies will initiate an *incident management system* in accordance with those agreed to in the *mutual aid plan*. The *home fire department* shall assume command of the incident after arrival at the scene.
- F. Activation of additional apparatus, equipment and personnel in the home *municipality* is not *automatic aid*. Such a response is expected and should be ordered into action whenever necessary.

- G. Where a *municipality* purchases *fire protection services*, for a fee or any other consideration, for its jurisdiction or any part of it, *automatic aid* may be activated. In the event that the first call for additional assistance is required in an area where *fire protection services* are usually purchased from a neighbouring *municipality*, the responding *fire department* may charge for its service; these are not *mutual aid plan* responses.
- H. A request for *mutual aid plan* response has priority over any requests such as *automatic aid*. *Automatic aid* responses are secondary to *mutual aid* obligations.
- I. *Automatic aid*, unlike mutual aid, is not intended to be provided to the receiving *municipality* at no charge. A request for day-to-day assistance, as opposed to a request for help at a major fire or other emergency, should be on a cost recovery basis.

4. South-West Parry Sound District Extrication Response Support

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing an auto extrication response support program within the *mutual aid system*. Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The Britt; Seguin; Carling; and McDougall *Fire Departments* are trained and equipped to provide auto extrication response support and has/have agreed to respond and provide assistance throughout the county, district or region when requested by participating *fire departments*

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic extrication and additional support for the extrication support team, as required.
- D. When the *home fire department* arrives at the scene first, it will:
- contact the extrication support team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,

- identify the sector (or person) the support team should report to upon arrival.
- E. Responses by the extrication support units to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

5. South-West Parry Sound District Specialized High Angle Rescue Support Program

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing a specialized rescue support program within the *mutual aid system*. Services provided within the program include High Angle Rescue Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The High Angle Rescue Team Members are trained and equipped to provide High Angle Rescue response support and have agreed to respond and provide assistance throughout the South-West Parry Sound District when requested by participating *fire departments*.

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic support for the High Angle Rescue Team, as required.
- D. When the *home fire department* arrives at the scene first, it will:
- contact the High Angle Rescue Team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,
 - identify the sector (or person) the support team should report to upon arrival.
- E. Responses by the High Angle Rescue Team to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

6. South West Parry Sound District Specialized Rescue Support Program

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing a specialized rescue support program within the *mutual aid system*. Services provided within the program include Ice Water Rescue and Snowmobile Response Units

Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The Seguin, McDougall and Britt Fire Departments are trained and equipped to provide Ice Water Rescue and Snowmobile Response support and have agreed to respond and provide assistance throughout the district when requested by participating *fire departments*

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic support for the Ice Water Rescue or Snowmobile Response team, as required.
- D. When the *home fire department* arrives at the scene first, it will:
 - contact the Ice Water Rescue or Snowmobile Response team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,
 - identify the sector (or person) the support team should report to upon arrival.
- E. Responses by the Ice Water Rescue or Snowmobile Response units to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

Activation of Mutual Aid Plan

Requesting Fire Department

The incident commander, or the communications facility currently serving the incident commander, will communicate directly with the first *help* call.

- A. Identify who you are and give any code word required.
- B. Briefly describe the nature of the incident.
- C. Give the location of the incident.
- D. Provide information on any Automatic Aid activations initiated.
- E. Be specific about resources required.
- F. Provide directions and travel route to the scene as required.
- G. Advise who, and on what radio frequency or talk group, to contact for assignment and/or staging location. If common radio frequencies or talk groups are not available direct the responding *mutual aid* companies to a specific location and advise them whom to contact on arrival.

First Help Call Fire Department

- A. Dispatch required assistance.
- B. Notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, of the incident and your response and the information provided regarding Automatic Aid responses if any.
- C. Notify appropriate *fire co-ordinator(s)*, or their communications facility, where the response involves cross county/region/district activation.

Fire Co-ordinator

- A. Arrange for cover for home and assisting departments as required.
- B. Receive all additional calls for assistance after the *first help call*.

Note: Inter-county (or district, or region) mutual aid is treated as any other activation. There should be no boundaries when considering mutual aid assistance.

Termination of the Incident

- A. The incident commander will determine when assisting resources are no longer required.
- B. The incident commander will release resources as soon as possible.
- C. The incident commander will notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, that assisting resources are no longer required and are being released.
- D. Assisting *fire department(s)* will notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, when they have returned to their station(s)

and are in service. Assisting includes response to the emergency scene and providing cover at other *fire departments*.

Criteria for Appointment as Fire Co-ordinator or Alternate

- A. *Fire chief*, deputy fire chief or senior officer with the necessary training and experience to co-ordinate the system
- B. Willingness of proposed *fire co-ordinator* or *alternate(s)* to fill the role.
- C. Agreement of employer for *fire co-ordinator* or *alternate(s)* to fill the role
- D. Capability to monitor, receive and transfer radio communications within the county, district or region and between other counties, districts and/or regions.
- E. Familiarity and continuity within the system.
- F. Where possible and where practicable of attainment the *fire co-ordinator* and *alternate* come from the same department.
- G. Agreeable to the roles and responsibilities as defined in the *mutual aid plan*.

Appointment Process for Coordinators and Alternates

- A. At his/her earliest convenience, the *fire co-ordinator* notifies the local *fire protection adviser* or the *regional operations manager* of pending resignation or vacating of position and completes Appendix “F” – Request for Replacement.
- B. The *fire co-ordinator* makes a recommendation for replacement, based on selection criteria. If possible the *fire co-ordinator* obtains a letter from the candidate’s CAO or *council* approving the recommended person for the position.
- C. The *regional operations manager* reviews the recommendation in consultation with the local *fire protection adviser*
- D. Local *fire protection adviser* confirms with CAO and/or *council* approval of the recommended person if not submitted by the *fire co-ordinator* in the original application.
- E. *Regional operations manager* forwards the recommendation to the Fire Marshal, or designate, for appointment.
- F. Fire Marshal (or designate) makes appointment.
- G. Access is provided to the OFM *fire co-ordinators* website
- H. Local *fire protection adviser* delivers the appointment letter, identification card and wallet badge.
- I. *Fire protection adviser* reviews the roles and responsibilities with the newly appointed *fire co-ordinator*

- J. *Fire protection adviser* provides latest copy of the *fire co-ordinators' Mutual Aid Plan and Program* manual and accompanying Appendices
- K. *Fire protection adviser (s)* inform local *fire departments* of the appointment (where required).

Roles and Responsibilities

1. Office of the Fire Marshal

- A. Develop and approve the *mutual and automatic aid plan* and appendices in consultation with *fire co-ordinators*
- B. Review and approve *mutual aid plans*
- C. Maintain a centralized inventory of current *mutual aid plans*
- D. Provide support through specialized resources and equipment, as available
- E. Appoint the *fire chief* of a *fire department* established for an unincorporated area that is to participate in the *mutual aid plan*.
- F. Authorize *fire departments* serving unincorporated areas to participate in the *mutual aid plan* through an agreement signed by the Office of the Fire Marshal.
- G. Monitor activations of the *mutual aid system*.
- H. Maintain the *fire co-ordinators* website and provide regular communications and updates to the *fire co-ordinators*.
- I. Organize and conduct the annual *fire co-ordinators' conference*.
- J. Review the operations and performance of the *mutual aid system*.

2. Participants

Participants in the *mutual aid plan* are responsible for passing a by-law, agreement or alternative *acceptable* authorization to:

- A. Establish and regulate a *fire department*,
- B. Appoint the *fire chief* of the *fire department*, and,
- C. Authorize participation in the *mutual aid plan*.

3. Fire Co-ordinator

Fire department personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (Fire Protection and Prevention Act 1997, Section 7).

Roles and responsibilities of the fire co-ordinator and in the absence of the fire co-ordinator the alternate co-ordinator for the purposes of this *mutual aid plan* include:

- A. Develop, review and maintain an up-to-date *mutual aid plan*, under the instructions of the Fire Marshal of Ontario, and in cooperation with the area *fire chiefs*.
- B. Submit the plan to the Office of the Fire Marshal (OFM) *regional operations manager* for approval
- C. Review the *mutual aid plan* annually, or more often if required, with the participating *fire chiefs* and the local *fire protection adviser(s)*.
- D. Coordinate activations of the *mutual aid plan*.
- E. Consider requests and recommend to the PEOC the deployment of provincial CBRNE and HUSAR teams.
- F. Provide advice and assistance to the Fire Marshal upon request.
- G. May assist and support *participants* by providing information and guidance during *mutual aid* activations.
- H. Within 7 days forward by email to FPSDAR@ontario.ca a synopsis of any significant events within their area.
- I. In cooperation with the local *fire protection adviser*, review equipment and apparatus covered by the plan when deemed necessary by the *fire co-ordinator* or the *fire protection adviser*.
- J. Attend the annual *fire co-ordinators'* conferences and such other meetings as may be convened from time to time by the OFM.
- K. Submit expense accounts to the OFM *regional operations manager* for approval twice yearly, and more frequently if required, and before March 31st of each year.
- L. Encourage county, district or regional training, and submit requests to the Office of the Fire Marshal for specialized courses.
- M. Other duties as may be assigned by the Fire Marshal.

Roles and responsibilities of the *fire co-ordinator* for the purposes of this *mutual aid plan* do not include:

- A. In an *unorganized territory* where there are no agreements made pursuant to the Fire Protection and Prevention Act, 1997 to provide *fire protection services*, there is ordinarily no role for the *fire co-ordinator* to play. The role of the *fire co-ordinator* is to coordinate *mutual aid plans* and to perform related duties. *Mutual*

aid plans are plans developed between *fire departments*. *Fire departments* exist only in municipalities, or pursuant to an agreement in an *unorganized territory*.

4. Participating Fire Chiefs

- A. Familiarize members of the *fire department* with contents of the *mutual aid plan*.
- B. Implement the local components of the *mutual aid plan*.
- C. Submit the relevant Standard Incident or Casualty Reports for all incidents directly to the Office of the Fire Marshal.
- D. Notify the *fire co-ordinator* of all significant changes as they occur, regarding stations, personnel, apparatus and/or equipment and contact information.
- E. Provide copies of agreements for fire protection to the *fire co-ordinator*, if requested by the *fire co-ordinator*.
- F. Attend *mutual aid system* meetings as called by the *fire co-ordinator*.
- G. Advise the *fire co-ordinator* of any municipal re-alignments or amalgamations.
- H. Provide a copy of the *mutual aid plan* to the municipal *council*.

Fire Co-ordinator's Protection from Personal Liability and Indemnification

The Fire Protection and Prevention Act, 1997 addresses the issue of protection from personal liability and indemnification for *fire co-ordinators*.

74. (1) No action or other proceeding for damages shall be instituted against a firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal, or a person acting under his or her authority, for any act done in good faith in the execution or intended execution of his or her power or duty for any alleged neglect or default in the execution in good faith of his or her power or duty.

75. (1) A firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal or a person acting under his or her authority shall be indemnified for reasonable legal costs incurred,

(a) in the defence of a civil action, if the person is not found to be liable;

(b) in the defence of a criminal prosecution, if the person is found not guilty;

- (c) *in respect of any other proceeding in which the person's execution of his or her duties is an issue, if the person acted in good faith.*

Municipal Liability and Immunity

The Municipal Act addresses the issues of immunity protection for *councils* and members of *fire departments* participating in the *mutual aid plan*.

Liability re: fire service

467. *Despite the repeal of the old Act, clause (e) of paragraph 31 of section 210 and paragraph 32 of section 210 of that Act continue to apply for the purpose of protecting a municipality from liability with respect to agreements entered into and emergency fire service plans adopted prior to January 1, 2003. 2001, c. 25, s. 467.*

Immunity

448. (1) *No proceeding for damages or otherwise shall be commenced against a member of council or an officer, employee or agent of a municipality or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this Act or a by-law passed under it or for any alleged neglect or default in the performance in good faith of the duty or authority. 2001, c. 25, s. 448 (1).*

Policy decisions

450. *No proceeding based on negligence in connection with the exercise or non-exercise of a discretionary power or the performance or non-performance of a discretionary function, if the action or inaction results from a policy decision of a municipality or local board made in a good faith exercise of the discretion, shall be commenced against,*

- (a) *a municipality or local board;*
- (b) *a member of a municipal council or of a local board; or*
- (c) *an officer, employee or agent of a municipality or local board. 2001, c. 25, s. 450.*

Related Programs

Fire Co-ordinators' Conferences and Meetings

Each year a *fire co-ordinators'* conference is organized and conducted by the Office of the Fire Marshal. New developments in *mutual aid* are discussed, as well as current issues or problems in *mutual aid* operations. From time to time exercises will be conducted at the *fire co-ordinators'* conferences. *Fire co-ordinators* in regional areas of the province may meet from time to time to discuss local issues with OFM staff and others. In addition, *fire co-ordinators* are expected to convene regular meetings with *fire chiefs*, or their representatives, within their jurisdictions.

Contacting the Office of the Fire Marshal:

The Regional Operations Managers are the point of contact for Fire Co-ordinators to forward:

- current copies of mutual aid plans
- updates to mutual aid plan resources and contact lists, and
- original copies of expense claims – faxed copies not acceptable for approved government procedures

Original copies of the above are to be mailed to:

Office of the Fire Marshal
(Southwest or Southeast Regional Manager)
2284 Nursery Road
Midhurst, ON
LOL 1X0

Office of the Fire Marshal
(Northwest or Northeast Regional Manager)
3767 Highway 69 South, Suite 6
Sudbury, ON
P3E 4N1

In those instances when a *fire co-ordinator* or *alternate fire co-ordinator* has a question about the expected roles and responsibilities he/she may contact the local *fire protection adviser* or the appropriate *regional operations manager* of the Office of the Fire Marshal.

During non-business hours contact may be arranged through the Provincial Emergency Operations Centre by calling 1-866-314-0472 and asking to be put in contact with the on-call manager for Fire Protection Services who will address the concern directly and/or put you in contact with the appropriate *regional operations manager*.

During major emergencies with provincial interests OFM staff members will typically be assigned to the Provincial Emergency Operations Centre (PEOC) and/or at the Ministry Emergency Operations Group (MEOG). These staff members may be in contact with *fire co-ordinators* dependent on the location and type of situation. *Fire co-ordinators* will be

provided with an appropriate contact number(s) for continued contact throughout the emergency.

Running Card Assignments

Requests for Assistance and Cover:

The location of *participants* identified as “*help*” or “*cover*” is not limited to the local South-West Parry Sound District. However, in those instances when the identified “*help*” or “*cover*” comes from another district, or from another province or state, the affected *fire co-ordinator* and *fire chief(s)* shall be informed of the *participant’s* inclusion in the local *mutual aid plan*.

The order of activation will be determining by selecting the department with the quickest ability to provide the requested assistance.

Britt Fire Department

Help call	Carling Township	Argyle	Alban-French River
Cover	McDougall Township	Not Required	Noelville

Carling Fire Department

Help Call	McDougall Township	Parry Sound	Seguin Township
Cover	Not Required	Not Required	Not Required

Whitestone Fire Department

Help Call	McKellar Twp	Magnetewan Township	McDougall Township
Cover	McDougall Twp	Parry Sound	Not Required

Seguin Fire Department

Help call	(North West) Parry Sound	(North East – Blackwater) McKellar Twp. (North East – Hwy. 518) McMurrich/ Montieth	(South East) (Mutual-Aid) Muskoka Lakes (Minett)	(South West) (Mutual-Aid) Muskoka Lakes (Footes Bay)	Extrication (North) McDougall (South) Footes Bay
Cover	Not Required	Not Required	Not Required	Not Required	Not Required

McKellar Fire Department

Help Call	McDougall Township	Whitestone	Seguin
Cover	Parry Sound	Magnetawan	Not Required

Parry Sound Fire Department

Help Call	McDougall Township	Seguin Township	McDougall Township
Cover	Not Required	Not Required	McKellar Township

McDougall Fire Department (Station #1)

Help Call	McDougall Township (Station 2)	Parry Sound	Carling Township
Cover	Seguin Township	McKellar Township	Not Required

McDougall Fire Department (Station #2)

Help Call	McDougall Township (Station 1)	McKellar Township (Station 1 or 2)	McKellar Township (Station 1 or 2)
Cover	McKellar Township	Whitestone	Whitestone

Magnetawan Fire Department

Help Call	Whitestone Twp. or Sundridge/Strong Or Burks Falls	Sundridge/Strong Twp. Or Whitestone Or Burks Falls	Burks Falls or Whitestone Twp or South River/Machar
Cover	McKellar Twp or South River/Machar or Perry Twp.	South River/Machar or McKellar Twp. Or Perry Twp	Perry Twp. Or McKellar Twp. Or South River/Machar

Emergency Contact Information
South-West Parry Sound District

Fire Department	Contact Position/ Name	Phone Numbers		Radio Call Sign & Frequency(s)
Britt Fire Department	Fire Chief Larry Olds	Emerg	383-2411	Call sign OFM freq 154.070 C/D/R freq 165.930
		Cell	(705) 773-2570	
		Pager		
		Fax	(705) 383-0177	
		Email	brittfd@personainternet.com	
Carling Fire Department	Fire Chief Gord Harrison	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XJL 813 OFM freq 154.070 C/D/R freq 154.710 160.005
		Cell	705-938-1491	
		Pager		
		Fax	(705) 342-9527	
		Email	fire@carlingtownship.ca	
McDougall Fire Department	Fire Chief Brian Leduc Fire Co-ordinator	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XLQ 326 OFM freq 154.070 C/D/R freq 167.325 168.120
		Cell	(705) 746-1857	
		Pager		
		Fax	(705) 342-5573	
		Email	bleduc@mcdougall.ca	
McKellar Fire Department	Fire Chief Ed Biers	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XJO 620 OFM freq 154.070 C/D/R freq 154.460 155.520
		Cell		
		Pager		
		Fax	(705) 389-9633	
		Email	fire@township.mckellar.on.ca	
Parry Sound Fire Department	Fire Chief Dave Thompson Also Fire Co-ordinator Assistant	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XLQ 714 OFM freq 154.070 C/D/R freq 155.055 159.435
		Cell	(705) 774-0600	
		Pager		
		Fax	(705) 746-2377	
		Email	dthompson@townofparrysound.com	
Seguin Fire Department	Fire Chief Don Hood	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XJI 992 OFM freq 154.070 C/D/R freq 154.070 159.855
		Cell	(705) 746-3261	
		Pager		
		Fax	(705) 732-6347	
		Email	dhood@seguin.ca	

Whitestone Fire Department	Fire Chief Bob Whitman	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XLQ 879 OFM freq 154.070 C/D/R freq 154.920 158.475
		Cell	(705) 774-1967	
		Pager		
		Fax	(705) 389-3824	
		Email	fire.department@whitestone.ca	
Georgian Bay Fire Department	Fire Chief Tony Vandamn	Emerg	9-1-1 (Dispatch 645-5000)	Call sign OFM freq 154.070 C/D/R freq
		Cell		
		Pager		
		Fax	(705) 538-1328	
		Email	tvandamn@gbtownship.ca	
Magnetawan Fire Department	Fire Chief Dean Butticci	Emerg	9-1-1 (Dispatch 746-7416)	Call sign OFM freq 154.070 C/D/R freq
		Cell	(705) 773-8477	
		Pager		
		Fax	(705) 387-0148	
		Email	hindlek@vianet.ca	

Summary of Equipment

In addition to the identified resources *participants* in the plan may add other pages that provide more detail about locally available equipment and specialized resources not normally included in the plan that could be used in other areas of the county/ district/ region or province during a *major emergency*, ex. a mobile command post. Any additional cost for using this specialized equipment outside the local county, district or region should be identified. (electronic copies of these forms are available on the fire coordinators website in Excel format.)

See attached Fire Dept. Asset Reports

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2023-35

**Being a by-law to adopt the estimates of all sums
required during the year 2023 (Yearly Budget)**

WHEREAS the Municipal Act, C.25, S.O. 2001, as amended, Section 290, (Yearly Budget, Local Municipalities) provides that the council of a local municipality shall, in each year, prepare and adopt estimates of all sums required during the year for the purposes of the municipality including any amounts required for any board, commission or other body;

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

1. That the estimates of sums for all purposes as set out in Schedule 'A' attached hereto, are hereby adopted.
2. That this by-law shall come into force and take effect upon passage by Council.

READ a **FIRST** and **SECOND** time this 2nd day of May, 2023.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 16th day of May, 2023.

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

Schedule 'A' to By-law 2023-35

2023 Budget Year Department	Budget	
	REVENUE	EXPENDITURE
General Government	- \$ 844,394.00	\$ 1,113,201.29
Fire Department	- \$ 2,160.00	\$ 291,159.90
Building Department	- \$ 168,500.00	\$ 165,545.98
Protection to Persons & Property	- \$ 6,700.00	\$ 424,742.00
Transportation	- \$ 350.00	\$ 1,210,679.41
Environmental	- \$ 42,468.00	\$ 265,110.00
Health Care	\$ -	\$ 280,559.94
Social Service	\$ -	\$ 377,645.00
Recreation	- \$ 6,550.00	\$ 17,850.00
Parks and Facilities	- \$ 3,000.00	\$ 74,000.00
Community Centre	- \$ 1,500.00	\$ 60,350.00
Cultural Services	\$ -	\$ 1,000.00
Sesquicentennial Ad Hoc Committee	- \$ 63,950.00	\$ 63,950.00
West Parry Sound Recreation & Cultural Centre	- \$ 561,539.65	\$ 658,218.19
Public Library	- \$ 7,800.00	\$ 62,300.00
Historical Committee	- \$ 300.00	\$ 5,500.00
Planning Department	- \$ 13,600.00	\$ 78,500.00
Business Development	- \$ 13,200.00	\$ 18,250.00
McKellar Market	- \$ 17,000.00	\$ 31,955.92
TOTAL OPERATING	- \$ 1,753,011.65	\$ 5,200,517.63
TOTAL CAPITAL	- \$ 1,291,419.00	\$ 1,736,586.96

SCHEDULE OF RESERVES	Budget	
	Transfer From	Transfer To
Total	\$ 1,341,839.65	\$ 356,653.03

MUNICIPAL LEVY for OPERATING Budget	\$ 3,447,505.98
MUNICIPAL LEVY for CAPITAL Projects	\$ 445,167.96
INVESTMENT IN INFRASTRUCTURE & ASSETS .5% of Municipal Levy from Operations as per Adopted Asset Management Plan (rounded up to nearest dollar)	\$ 17,265.03
TOTAL MUNICIPAL LEVY (includes amounts billed at Interim)	\$ 3,909,938.97
2022 Tax Levy	\$ 3,696,060.44
2022 Growth Related Tax	\$ 46,342.69
4.476% Tax Increase	\$ 167,535.84
Total Levy	\$ 3,909,938.97



22. Unfinished Business

Date	Res. No.	Item & Description	Assigned to	Status
Sept. 13/22	22-353	Agreement with Cogeco Cable	Deputy Clerk	<p>Most recent follow up email sent on April 6, 2023.</p> <p>Cogeco has been through a reorganization and requests were not being reviewed for 90+ days. No response was received from previous follow ups.</p>
Feb. 21/23	23-166	Amend By-law 2019-53 Council Remuneration By-law to Remove October CPI		
Mar. 7/23	23-204	By-law 2023-23 Being a By-law to Regulate Dogs in the Township	By-law Enforcement Officer	<p>To be discussed at a future Committee of the Whole Meeting.</p> <p>The BLEO has been working with a contact from the Ministry of the Attorney General who has provided recommended changes to the draft By-law.</p>

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April 13, 2023

In This Issue

- Next steps for Conservation Authorities and municipalities.
- Register for Regional Energy Planning webinar - April 17.
- Call for nominations for 2023 OSUM Executive Committee.
- Submit your entry for the 2023 PJ Marshal Awards.
- Justice of the Peace vacancies.
- NG9-1-1 Transfer Payment Program.
- Summer employment opportunities with Ontario Parks for students.
- Applications now open for 2023-24 Inclusive Community Grants.
- Drainage advocacy to Minister of Transport and CN.
- OSUM Conference: Registration and program.
- Register for AMO's Ending Homelessness Symposium May 3-4.
- Register for the AMO 2023 Annual General Meeting and Conference.
- AMO Conference 2023: Exhibitor and sponsorship information.
- AMO's Land Use Planning training: fall dates.
- Navigating Conflict for Elected Officials and Human Rights & Equity - new dates.
- Public procurement and ESGs - Do they matter?
- ORFA's Spring 2023 Professional Development Program, Mississauga.
- Ontario Bike Summit returns April 30.
- Careers: Wilmot, Durham, Brampton, and Windsor.

AMO Matters

On April 19 at 1pm, Conservation Ontario and AMO are hosting a [joint webinar](#) that will provide information regarding implementation of the changes to the *Conservation Authorities Act*.

Municipal elected officials and staff are invited to AMO's webinar, April 17, on regional energy planning, featuring the Ontario Energy Board and utilities. [Register here](#).

The [Call for Nominations for the 2023 Ontario Small Urban Municipalities \(OSUM\) Executive Committee](#) is open. Those interested in running for the OSUM election are required to fill out the [nomination form](#) by 4 pm April 14.

The [PJ Marshall Award](#) recognizes municipal governments demonstrating excellence in the use of innovative approaches in the areas of capital, service delivery showing examples where Ontario municipalities have implemented and can point to tangible outcomes from new, more cost-effective ways of providing public services and facilities. The deadline to submit is May 26.

Provincial Matters

At the request of the [Attorney General](#) and in accordance with the [Justices of the Peace Act](#), the Justices of the Peace Appointments Advisory Committee invites applications for [vacant Justice of the Peace positions](#) in the Province of Ontario. The

Committee is accepting applications for vacancies until May 31.

Public Safety Answering Points will be notified on applications for NG-911 transition funding for 2022-2023. The funding program has been implemented to help support the transition CRTC deadline of March 4, 2025.

There are between 1500-2000 summer student positions at Ontario Parks across the province. Municipalities may share opportunities with students in their communities. Students can contact ontarioparksjobs@ontario.ca with any questions.

Applications for the 2023-24 Inclusive Community Grants are open until April 20. Municipalities and other organizations can apply for up to \$60,000 for projects that help older residents and people with disabilities participate in community life.

Federal Matters

The Drainage Superintendents Association of Ontario and AMO have prepared a template letter for Councils to send to the Minister of Transport. Councils are also encouraged to support Warwick's resolution.

Eye on Events

Springtime in Paris is hosted by the County of Brant, April 26 - 28, inviting municipal leaders from small urban municipalities to this important event. Register for the Ontario Small Urban Municipalities Conference and view the program here.

AMO understands action is required and is holding an Ending Homelessness Symposium May 3-4. This important event will offer perspectives on the root causes of homelessness including income insecurity, insufficient supply of deeply affordable housing, insufficient responses to mental health and addictions challenges and the policy responses required. The one and a half-day event is open to elected officials; municipal staff; social, health, and economic partners; and all interested sector associations. Register today - space is limited.

AMO is excited about this year's Conference hosted by the City of London at RBC Place London and DoubleTree by Hilton, August 20-23. Register now for this important event.

Don't miss out on the opportunity to exhibit or sponsor at the 2023 AMO Conference - the largest municipal conference in Ontario. Full details on how your organization can participate is located here here.

AMO's Foundations in Planning and Deeper Dive training prepares elected officials in understanding planning concepts and requirements as well making strategic decisions on the complex issues you will face over the coming term. Register here and here.

AMO has designed its training to support members in your leadership roles. Our training offers skills to navigate the many relationships you encounter as an elected official. Navigating Conflict Relationships for Elected Officials is a top-rated course you shouldn't miss. New dates available for our Human Rights & Equity training offering insights, understanding and skills to support your role as an employer in these complex areas.

LAS

Environmental, Social, and Governance (ESG) goals have become common when talking about sustainable organizations. Canoe and CivicInfoBC are hosting a webinar

on April 27 at 1PM EST focused on ESG goals and how they relate to local governments. [Register here](#) for this informative discussion.

Municipal Wire*

Registration now open for [ORFA's Spring 2023 Professional Development Program](#), May 1-5. Take advantage of sessions on emerging issues, trends, and challenges, training courses, and a recreation industry focused tradeshow. Join in-person or connect virtually!

Canada's premier [Cycling Planning and Policy](#) conference will run April 30 to May 2 in Hamilton, Ontario.

Careers

[Manager of Communications and Strategic Initiatives - Township of Wilmot](#). Responsible for public relations, engagement, and communications support for the township and Council strategic initiatives, programs, and services. [Apply online](#) by April 23.

[Project Engineer, Rapid Transit - Regional Municipality of Durham](#). Support the coordination and delivery of Regional road and/or rapid transit projects in a manner that achieves a safe and efficient Regional Road system that balances mobility requirements with the needs of the Regional community. [Apply online](#) by May 8.

[Program Leader, Zero Emission Mobility - City of Brampton](#). Responsible for overall planning, design, construction, operation and performance, warranty and maintenance considerations under the zero emission mobility program. [Apply online](#) by April 28.

[Chief Financial Officer/City Treasurer - City of Windsor](#). Responsible for all matters of financial significance, ensuring optimal fiscal and budgetary management of resources and assets, formulates the financial policies and practices of the municipality. [Apply online](#) by April 18.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

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[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

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[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

AMO's Partners



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**Ministry of the Environment,
Conservation and Parks**

Environmental Assessment
Modernization Branch

135 St. Clair Avenue West
4th Floor
Toronto ON M4V 1P5

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

Direction de la modernisation des processus
d'évaluation environnementale

135, avenue St. Clair Ouest
4^e étage
Toronto ON M4V 1P5



March 3, 2023

Good morning/afternoon,

Ontario is taking action to streamline and modernize its almost 50-year-old environmental assessment process that is too slow, unnecessarily burdensome and costly, to build Ontario while continuing to protect the environment. As part of this plan, we are making practical changes that would ensure strong environmental oversight while reducing delays to get shovels in the ground on projects that matter most to Ontario communities.

Today, on behalf of the Ministry of the Environment, Conservation and Parks, I am writing to let you know that the Municipal Class Environmental Assessment (EA) has been amended as part of the ministry's work on EA modernization.

Over the last three years, our modernization efforts have focused on ensuring strong environmental oversight while reducing delays on infrastructure projects that matter most to Ontario communities. This process includes considering input from stakeholders and Indigenous communities and streamlining requirements for low-risk municipal infrastructure projects, while maintaining strong environmental oversight and protection.

In 2019, the Ministry of the Environment, Conservation and Parks invited the proponents of class environmental assessments to review their assessment process and to propose changes to reduce duplication and better align assessment requirements with risk. We started consulting with municipalities, government agencies and Indigenous communities on the proposed amendments to the Municipal Class EA in 2020. I want to thank all who have offered feedback on the proposed amendments, through submitting comments, participating in webinars and correspondence. We have considered all comments received during the consultation, in addition to conducting our own analysis before the minister decided on the proposed amendments to the Municipal Class EA.

After careful consideration, the decision was made to approve many of the proposed amendments to the Municipal Class EA, including amendments proposed by the ministry. Various changes were made to the Municipal Class EA to update project schedules to better align the level of assessment with the environmental impact of the project. By looking at smarter, more modern ways of doing business, we're making sure important public services and infrastructure projects can get off the ground faster without unnecessary costs and delays.

Based on input received from Indigenous communities and Ministry of Citizenship and Multiculturalism (formerly the Ministry of Tourism, Culture and Sport) regarding the need to ensure the protection of archaeological resources and burial sites, an archaeological screening process will be required for various project types that are now eligible for exemption. The exemption will be conditional on the completion and outcome of the screening. The archaeological screening process consists of three questions with links to various tools and criteria developed under the *Ontario Heritage Act*. Proponents must carry out the specified research and consultation to accurately respond to each question, including consultation with Indigenous Communities, municipal governments, and Ministry of Citizenship and Multiculturalism, and may require the assistance of a licensed archaeologist. A project that the screening process applies to would not be exempt unless the archaeological screening process is completed as required, project documentation maintained and all mitigation measures that are identified through the screening process are implemented.

Please see Appendix 1 of the Municipal Class EA for more information on the new archaeological screening process.

Detailed information on the approved amendments to the Municipal Class EA, including the Minister of the Environment, Conservation and Parks' reasons for making the amendments, can be found at: <https://ero.ontario.ca/notice/019-5069>. The changes are effective as of the date of posting on the Environmental Registry of Ontario, March 3, 2023.

Proponents authorized to proceed with projects through the Municipal Class EA are required to proceed in accordance with the transition provisions set out in the amended Municipal Class EA, as it came into effect on March 3, 2023. Municipalities should review the amended Municipal Class EA to determine the impact on their project.

If you have any questions, please contact Stephen Deneault, Project Officer, by e-mail at: Stephen.Deneault@ontario.ca and the Environmental Assessment Modernization Team at: EAModernization.MECP@ontario.ca.

Sincerely,



Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks

**THE CORPORATION OF THE TOWNSHIP OF HOWICK**

44816 Harriston Road, RR 1, Gorrie ON N0G 1X0

Tel: 519-335-3208 Fax: 519-335-6208

Email: clerk@howick.caWebsite: www.howick.ca

March 8, 2023

Via: Email

The Honourable Stephen Lecce, Minister of Education

Re: Ontario School Board Elections

Dear Honourable Stephen Lecce,

Please be advised that at the Regular Meeting of Council on Tuesday, February 21, 2023, Council of the Township of Howick adopted the following resolution:

Resolution No. 58/23**Moved by: Councillor Grimes****Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick receive the correspondence from the Town of Petrolia, regarding School Board Elections; and

Confirms that the 2022-2026 Howick Municipal Council was acclaimed in its entirety to their positions and that the expenses incurred for the 2022 Howick Municipal Election were only for facilitating the election of the School Board Trustees; and

That Council supports the Resolution passed by the Township of Petrolia Council to request that School Boards become responsible for conducting their own Trustee elections, or at a minimum, municipalities be compensated by the School Boards for overseeing such Trustee elections; and

That Staff forward this Resolution to the Honourable Stephen Lecce, Minister of Education, and to all Ontario Municipal Councils.

CARRIED

Thank you for your consideration.

Best Regards,

A handwritten signature in black ink, appearing to read "C. Gillis", is written over a horizontal yellow line.

Caitlin Gillis
Clerk-Administrator
Township of Howick

Attorney General
 McMurtry-Scott Building
 720 Bay Street
 11th Floor
 Toronto ON M7A 2S9
 Tel: 416-326-4000
 Fax: 416-326-4007

Procureur général
 Édifice McMurtry-Scott
 720, rue Bay
 11^e étage
 Toronto ON M7A 2S9
 Tél.: 416-326-4000
 Téléc.: 416-326-4007



Our Reference #: M-2023-2275

March 24, 2023

Dear Heads of Council, Municipal Chief Administrative Officers, and Clerks:

I am pleased to write to you today to provide an update on modernization initiatives in Ontario's *Provincial Offences Act* (POA) courts.

On November 23, 2022, proposed amendments to the POA aimed at modernizing and streamlining processes in POA courts were introduced in the Ontario Legislature as Schedule 8 under Bill 46, the *Less Red Tape, Stronger Ontario Act, 2023*. I am happy to advise that Bill 46 received Royal Assent on March 22, 2023.

As a result, the following changes to the POA have been approved:

Implementation of Amendments to Allow for Clerk Review of Reopening Applications

Currently, the POA allows a defendant convicted of either failing to respond to a charge laid by certificate of offence or of failing to appear for a hearing or early resolution meeting, to apply to have the conviction struck and the matter reopened. Such applications are currently reviewed by a justice of the peace and may be granted if the justice of the peace is satisfied that, through no fault of their own, the defendant was unable to appear for a hearing or an early resolution meeting or did not receive a notice or document relating to the offence.

Effective September 22, 2023, clerks of the court will grant, but not deny, applications to strike a conviction on a ticket, if satisfied that the defendant, through no fault of their own, missed a notice or was unable to attend a meeting or hearing related to the ticket. If the clerk is not able to grant the application and strike the conviction, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for a reopening.

These amendments will assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to address the backlog of cases more quickly.

Repeal of the Bill 177 Early Resolution Reforms

Effective March 22, 2023, amendments to section 5.1 of the POA, together with previously proposed sections 5.2 to 5.5 are repealed, although they had not yet come into force. These previously proposed amendments would have changed the "early resolution" process in ways that are no longer desired by stakeholders.

The Ministry of the Attorney General looks forward to continuing engagement with partners and stakeholders on new opportunities for modernizing the early resolution process.

If you have any questions, or if you would like more information about these initiatives, please contact Ms. Wendy Chen, Manager of the POA Unit, either by email at JUS.G.MAG.POASupport@ontario.ca or by telephone at (437) 244-8733.

Thank you for your continued commitment to the administration of justice and for supporting access to justice services for all Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is written in a cursive style with a long horizontal flourish at the end of the name.

Doug Downey
Attorney General

c: Wendy Chen, Manager, POA Unit, Court Services Division, Ministry of the Attorney General

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April 20, 2023

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- AMO Conference 2023: Exhibitor and sponsorship information.
- Navigating Conflict for Elected Officials - new dates.
- Human Rights and Equity - new dates
- Take advantage of Energy Analysis Coaching through Save on Energy.
- Canoe vendor spotlight: Coast Wholesale Appliances.
- Ontario Bike Summit returns April 30.
- Careers: Oshawa, Simcoe, Ottawa, and Parry Sound DSSAB.

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Join us May 16 for our [Human Rights & Equity](#) training offering insights, understanding and skills to support your role as an employer in these complex areas.

LAS

Save on Energy is offering three online workshops in May and June to help municipal facility and energy staff save energy in their buildings. Learn how to benchmark and analyze your energy use. Space is limited. Email trainingandsupport@ieso.ca for more info or to participate.

We're pleased to welcome Coast Wholesale Appliances to the [Canoe Procurement Group](#). They supply, deliver and service many of the residential-type appliances used in municipal housing and other facilities. Save time and money with this new cooperative purchasing contract. Contact [Sarah](#) to learn more.

Municipal Wire*

Canada's premier [Cycling Planning and Policy](#) conference will run April 30 to May 2 in [Hamilton](#), Ontario.

Careers

[Regular Full-Time Grant Administrator - City of Oshawa](#). Co-ordinate an interdepartmental approach to well prepared, compelling and effective grant proposals resulting in securing grant funding. [Apply online](#) by April 21.

[Project Coordinator, Solid Waste Management - County of Simcoe](#). Co-ordinates the development, implementation and monitoring of various waste management projects. [Apply online](#) by April 26

[Site Supervisor - County of Simcoe](#). Directs and oversees the operation, remediation and development of multiple County waste management facilities. [Apply online](#) by

April 27.

General Manager, Community and Social Services - City of Ottawa. Accountable for providing vision, leadership and strategic direction to the CSS department. Apply online by May 15.

Financial Officer - District of Parry Sound Social Services Administration Board. Responsible for maintaining a variety of accounting, financial and administrative services. Apply to jobs@psdssab.org by April 27.

About AMO

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AMO Contacts

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Karlee Britton

From: Clerk Administrator <clerk@mckellar.ca> on behalf of Clerk Administrator
Sent: April 21, 2023 9:10 AM
To: Karlee Britton
Subject: FW: Winter Maintenance

[Consent Agenda](#)

From: Barry Bell <belltransportation@live.com>
Sent: April 21, 2023 8:26 AM
To: clerk@mckellar.ca
Subject: Winter Maintenance

Hello.

I just wanted to pass on an official 'thank you' to the Roads Department and by extension, the Municipality for the level of standard that was upheld this year for the winter maintenance of our roads.

I realize my industry has become the butt of many jokes for the amount of cancelations that seem to occur during these winter months, and although there are a litany of justifications for them that I won't go into here, I want to make sure that in your eyes and those of Council, the level of service afforded our area's roads was NEVER a cause for a cancelation.

In talking with other operators in other regions, it is readily apparent that we all benefit from a competent and dedicated road crew. There were other areas within this Board that did in fact have to have bus service cancelled because of the condition of their roads and lack of proper or timely maintenance.

I consider myself very fortunate to not count myself a member of that unfortunate group, I do not take that luxury for granted and I sincerely appreciate their efforts and wish to thank them for such, as well as Council's commitment to supporting them in those endeavours.

With humble gratitude- thank you all.

In relentless pursuit

Barry Bell, Bell Transportation