

AGENDA

Regular Council Meeting
Tuesday, August 13, 2024, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care of, and teachings about, our earth and our relations. May we continue to honour these teachings."

3. ROLL CALL

4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

6.1 Marta Hughes-Bernard – Cat Bylaw

6.2 Danny Davis, Mike Heasman, Kelsey Ellis – Sportsplex Ballfield

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

7.1 Regular Council Meeting of July 16, 2024

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

10. STAFF REPORTS

10.1 Treasurer/Director of Corporate Services, B. Robinson – Fish Derby Financial Statement

10.2 Treasurer/Director of Corporate Services, B. Robinson – Playground Renovation Project Updates

10.3 Protective Services Official, B. Mousseau – Animal Control

10.4 Deputy Clerk, K. Bester – Planscape Planning Report, 18 McCharles Line

10.5 Deputy Clerk, K. Bester – Northern Ontario Heritage Fund Corporation, Community Enhancement Program funding application

10.6 Deputy Clerk, K. Bester – Ontario Trillium Foundation, Capital Program Funding for Municipal Pool

10.7 Clerk, A. Quinn – 2023 Council meeting attendance

10.8 Manager of Operations and Facilities, Fred Schmeltz – Facility Safety and Maintenance

11. BY-LAWS

11.1 Bylaw 2024-19 Zoning Bylaw Amendment (18 McCharles Line)

12. UNFINISHED BUSINESS

12.1 Renewal Agreement between the Municipality of Powassan and the Powassan Voodoo Hockey Club

13. NEW BUSINESS

13.1 Municipal Policing Bureau – 2025 Municipal Policing Costs

13.2 Ontario Clean Water Agency – Powassan Water and Wastewater Quarterly Operations Report (April 1 – June 30, 2024)

13.3 Council Memo, Councillor Hall – Buy Local Discussion

14. CORRESPONDENCE

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

18. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, July 16, 2024, at 6:30 pm
Powassan Council Chambers

Present: Peter McIsaac, Mayor
Randy Hall, Councillor
Dave Britton, Councillor

Staff: Brayden Robinson, Treasurer/Director of Corporate Services
Kim Bester, Deputy Clerk

Absent,
With regrets: Leo Patey, Councillor
Markus Wand, Deputy Mayor

Presentations: Powassan Lions' Club – Cheque Presentation

Disclosure of Monetary Interest and General Nature Thereof: None.

2024-213

Moved by: D. Britton Seconded by: R. Hall
That the agenda of the Regular Council Meeting of July 16, 2024, be approved with the following addendums:

15.1 – Planscape – Planning Report 532 Main Street
15.2 – Bylaw 2024-18 Zoning Bylaw Amendment (532 Main Street)
15.3 Powassan Maple Syrup Committee – Minutes of June 27, 2024
15.4 Ministry for Seniors and Accessibility – Seniors Community Grant Program 2024-25
15.5 District of Parry Sound Social Services Administration Board – Area 6 Vacancy
13.5 Discussion of Special Events Bylaw – Verbal, Councillor Britton **Carried**

2024-214

Moved by: D. Britton Seconded by: R. Hall
That the municipality waive the \$500.00 fee for Oshell's 70th Anniversary, as per the Special Events Bylaw. **Carried**

2024-215

Moved by: D. Britton Seconded by: R. Hall
That the minutes of the Regular meeting of Council of June 18, 2024, be adopted. **Carried**

2024-216

Moved by: R. Hall Seconded by: D. Britton
That the Powassan Maple Syrup Committee's 2024 Final Budget, 2024, be received. **Carried**

2024-217

Moved by: D. Britton Seconded by: R. Hall
That the minutes from the Municipal Emergency Management Committee meeting of June 20, 2024, be received. **Carried**

- 2024-218** Moved by: D. Britton Seconded by: R. Hall
That the minutes from the Powassan and District Union Public Library meeting of April 15, 2024, be received. **Carried**
- 2024-219** Moved by: D. Britton Seconded by: R. Hall
That the minutes from the Powassan and District Union Public Library meeting of May 13, 2024, be received. **Carried**
- 2024-220** Moved by: D. Britton Seconded by: R. Hall
That the District of Parry Sound Social Services Administration Board CAO's Report of June 2024, be received. **Carried**
- 2024-221** Moved by: R. Hall Seconded by: D. Britton
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation 2023 Annual General Meeting, be received. **Carried**
- 2024-222** Moved by: D. Britton Seconded by: R. Hall
That the Trout Creek Winter Carnival Statement of Revenues and Expenditures for the 2024 Season, be received. **Carried**
- 2024-223** Moved by: D. Britton Seconded by: R. Hall
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the Queene Street watermain replacement be received; and,

FURTHER THAT staff be directed to postpone the Queen Stret Watermain Replacement Project. **Carried**
- 2024-224** Moved by: D. Britton Seconded by: R. Hall
That the 2024 Q2 Budget Variance Report be received. **Carried**
- 2024-225** Moved by: R. Hall Seconded by: D. Britton
That the memo from Protective Services Official, B. Mousseau, regarding the enacting of an updated Bylaw for the regulation of on street parking be received; and,

FURTHER THAT a Bylaw by passed to regulate parking substantially in accordance with the draft Bylaw as set out in "appendix A" of the memo, to be effective at a future date, as approved by Council. **Carried**
- 2024-226** Moved by: D. Britton Seconded by: R. Hall
That the Building Inspection Reports from Tatham Engineering be received. **Carried**
- 2024-227** Moved by: R. Hall Seconded by: D. Britton
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding Groundskeeping Services, be received; and,

FURTHER THAT staff be directed to further explore Option C – Parks Division Creation for the 2025 fiscal year. **Carried**

- 2024-228** Moved by: D. Britton Seconded by: R. Hall
That the Agreement for Household Waste Pick-Up, between the Corporation of the Municipality of Powassan and the Corporation of the Township of Nipissing, be received; and,

FURTHER that staff be directed to execute the Agreement. **Carried**
- 2024-229** Moved by: D. Britton Seconded by: R. Hall
That the Traffic Numbers and Speed Reports from the digital speed sign located on Main Street, be received. **Carried**
- 2024-230** Moved by: R. Hall Seconded by: D. Britton
That the notice of a public meeting on Tuesday, July 30, 2024, at 6:00 p.m. for a Zoning Bylaw Amendment, be received. **Carried**
- 2024-231** Moved by: D. Britton Seconded by: R. Hall
That the Council Memo from Councillor R. Hall, regarding Animal Control in the Municipality of Powassan, be received. **Carried**
- 2024-232** Moved by: D. Britton Seconded by: R. Hall
That the Council Memo from Councillor R. Hall, regarding Parking and Sidewalks along Valley View East and Bridge Street to Main Street, be received. **Carried**
- 2024-233** Moved by: R. Hall Seconded by: D. Britton
That the correspondence dated July 8, 2024, from the Powassan and District Union Public Library, be received. **Carried**
- 2024-234** Moved by: D. Britton Seconded by: R. Hall
That the correspondence from the Ministry of Natural Resources, regarding streamlining of approvals under the Aggregate Resources Act and supporting policy, be received. **Carried**
- 2024-235** Moved by: D. Britton Seconded by: R. Hall
That the correspondence from the Association of Municipalities of Ontario, regarding Homelessness Encampments, be received. **Carried**
- 2024-236** Moved by: R. Hall Seconded by: D. Britton
That the Council of the Municipality of Powassan supports the request of the Municipality of Tweed calling upon the Province of Ontario to reabsorb the cost of the Ontario Provincial Police Force for small rural municipalities; and,

FURTHER THAT Council direct staff to circulate this resolution of support to Premier Doug Ford, Minister of Solicitor General, Minister of Finance, the Association of Municipalities of Ontario, and all municipalities in Ontario. **Carried**
- 2024-237** Moved by: D. Britton Seconded by: R. Hall
That the Council of the Municipality of Powassan supports the request of the Municipality of West Nipissing calling on the Province of Ontario to recognize the Champlain Bridge as critical provincial infrastructure and assume responsibility for its replacement; and,

FURTHER THAT Council direct staff to circulate this resolution of support to Premier Doug Ford, Ministry of Transportation, the Association of Municipalities of Ontario, and the Municipality of West Nipissing.

Carried

2024-238

Moved by: D. Britton

Seconded by: R. Hall

That the report dated June 6, 2024, from Planscape regarding Zoning Bylaw Amendment – 532 Main Street, be received.

Carried

2024-239

Moved by: R. Hall

Seconded by: D. Britton

That Bylaw 2024-18 being a Bylaw to amend Bylaw 2003-38, as amended, the Zoning bylaw for the Municipality of Powassan with respect to lands located in Part Lot 15, Concession 12, PT Lot 7 Station Grounds Block #, RP 42R22331 Part 1, Municipality of Powassan (532 Main Street Powassan),

Be READ a FIRST and SECOND time and considered READ a THIRD and FINAL time and passed as such in open council on this the 16th day of July 2024, for the immediate wellbeing of the Municipality.

Carried

2024-240

Moved by: D. Britton

Seconded by: R. Hall

That the minutes from the Powassan Maple Syrup Festival meeting of June 27, 2024, be received.

Carried

2024-241

Moved by: D. Britton

Seconded by: R. Hall

That the correspondence from the Ministry for Seniors and Accessibility regarding the Seniors Community Grant Program 2024-2025, be received.

Carried

2024-242

Moved by: R. Hall

Seconded by: D. Britton

That the correspondence from the District of Parry Sound Social Services Administration Board (DSSAB) regarding Area 6 Board Vacancy and Resolution No. 2024/06/225 from the Municipality of Callander, be received; and,

THAT, Council supports the appointment of Councillor Smit from the Municipality of Callander as the new DSSAB Area 6 representative; and,

FURTHER THAT staff send a copy of this resolution to DSSAB, the Municipality of Callander and the Township of Nipissing.

2024-243

Moved by: D. Britton

Seconded by: R. Hall

That Council now adjourns to closed session at 7:20 p.m. to discuss:

17.1 Adoption of Closed Session Minutes of June 18, 2024

17.2 Legal Matters – Section 239(2)(f) of the Municipal Act and under Section 9(4)(f) of the Procedural Bylaw – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

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

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

17.6 Contracts - Section 239(2)(k) of the Municipal Act and under Section 9(4)(k) of the Procedural Bylaw – matters regarding negotiations to be carried on by the Municipality.

Carried

2024-244

Moved by: R. Hall Seconded by: D. Britton
That Council now reconvenes to regular session at 8:55 p.m.

Carried

2024-245

Moved by: D. Britton Seconded by: R. Hall
That Council now adjourns at 8:56 p.m.

Carried

Mayor

Clerk

FISH DERBY
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE 2024 SEASON

Revenues

Entry Fees	210.00
------------	--------

Total Revenues	210.00
-----------------------	---------------

Expenditures

Prize Money	175.00
-------------	--------

Napkins & Condiments	12.63
----------------------	-------

Food Supplies	72.70
---------------	-------

Ice	10.00
-----	-------

Total Expenditures	270.33
---------------------------	---------------

Total Net Cost of Event	-60.33
--------------------------------	---------------

Entries: Adults- 14

Under 16- 10



STAFF REPORT

To: Council
From: Treasurer/Director of Corporate Services
Re: Playground Renovation Project Updates

RECOMMENDATION:

Received for information purposes.

ANALYSIS:

The purpose of this memo is to update Council on the status of our playground renovation projects. Per the 2024 Budget, the Municipality was scheduled both to replace the damaged equipment at the Powassan Lion's Park, and install some pieces of accessible playground equipment at the Trout Creek Community Centre Park.

At the meeting of June 18, 2024, a report was brought to Council to note that the RFP issued for playground equipment had closed with no bids received. Staff requested, and were granted, permission to forego reissuing the RFP and attempt to procure equipment directly from a chosen supplier.

Staff signed an agreement with New World Park Solutions for these projects. A mock-up of the structure to be installed at the Powassan Lion's Park is attached to this report; the colours will match that of the remaining equipment currently on site, but this is representative of the type of play structure being installed. This is scheduled to be delivered by the end of August.

At the Trout Creek Community Centre Park, the Municipality has procured an accessible swing, generational swing, and revolution spinner, and will be expanding the footprint of the playground to accommodate this equipment with accessible safety surfacing. Staff have also put forward a proposal to our funding agency to request that additional funding be allocated to this playground project. If approved, this would allow the Municipality to substantially increase the footprint of that playground and install an additional multi-functional, accessible play structure. We are waiting for approval from the funder to begin construction, but are hoping that the purchased pieces are installed no later than mid-September, with the remainder to be completed in 2025.

350-1973

350-1973

Equipment Manufacturer



STAFF REPORT

To: Council
From: Ben Mousseau, Protective Services
Re: Animal Control

RECOMMENDATION:

THAT Council receives this report;

AND FURTHER THAT Council directs staff to develop a new Animal Control Bylaw. The new bylaw shall, in addition to regulating dogs, regulate cats and exotic animals;

AND FURTHER THAT the municipality return to an annual licencing fee structure for dog (and cat) tags;

AND FURTHER THAT Council authorize staff to seek alternative animal control solutions with broader scope of services.

ANALYSIS:

Current Situation

A brief summary of animal control regulation in the municipality is as follows:

- Licencing and control of dogs is regulated through bylaw 2020-14
- Dog licences are a one-time fee, valid for the life of the dog
- Animal control services are contracted out. The current provider only provides capture and impoundment services for dogs.
- Large animals (livestock) are regulated through bylaw 2013-27
- There is no regulation for the licencing or control of cats
- There is no regulation for the licencing, control, or prohibition of exotic or dangerous animals.
- There are no provisions in place for the capture and impoundment of livestock or cats at large.

Typically, 30-50% of all bylaw complaints are dog related. Several years ago, the municipality transitioned to lifetime tags for dogs. This eliminated a major portion of funding that could be directed towards bylaw enforcement. Preliminary research shows that we appear to be unique as a municipality, offering only lifetime tags. Other municipalities that offer lifetime tags also offer yearly tags. Lifetime tags are offered at a much higher fee, as high as \$310.00. For a comparison, in 2020 we introduced annual campfire permits to our open burning bylaw, this increased permit revenue went from around \$2500 annually to over \$10,000.

Cat complaints seem to come in waves. Two have been received this year with none in the previous three years. When complaints are received, there is no available recourse we can take as a municipality – no charges can be laid, animal control won't pick up the cat, and there aren't many facilities that take feral or impounded cats. A licencing regime could inject funds into the municipality to help offset enforcement costs.

An average of 1-2 complaints relating to cattle at large are received annually. For recurring issues, charges are laid under the bylaw. There are currently no provisions for the capture and impoundment of livestock. Local producers have indicated that they would be hesitant to contract their services over fears of communicable diseases affecting their own stock.

There is nothing to regulate the keeping of exotic or dangerous animals in the municipality. Complaints of this nature are rare, but we do receive inquiries from people considering moving here, so the municipality may require regulating this in the future. Provincial legislation requires owners to obtain a licence to keep exotic or wild animals' captive but provides little regulation in terms of containment and control. The provincial legislation also provides that where municipalities have bylaws in place and the bylaw prohibits the keeping of exotic wildlife or is otherwise more restrictive than the provision of the regulation, the municipal bylaw prevails.

Submitted by:
Ben Mousseau, Protective Services Official

Reviewed By:
Allison Quinn, Clerk

Planning Report – LEWIS, 18 McCharles Line, PCL 10849 NS, Part Lot 15, Concession 15, (Himsworth) in the Municipality of Powassan

Introduction – Proposal Description

A zoning by-law amendment application has been submitted to permit a motorcycle repair shop as an additional permitted accessory use on the subject property. The public notice circulated for a reduced setback from the rear lot line in the Rural (RU) zone with the understanding the use may be considered a “Home Industrial Use” and would therefore require relief. The use will be permitted as an additional accessory use and not considered a “Home Industrial Use”; relief to the rear yard setback will not be a requirement.

The application will also recognize the existing undersized lot size, the existing sleeping shack use, and the existing setback of the dwelling. The property contains a dwelling, four sheds for various storage uses, an existing 1200 sq. ft. garage, a 1200 sq. ft. concrete pad abutting the garage and a 200 sq. ft. sleep shack. A proposed new garage of 1200 sq. ft. will be built on top of the existing concrete pad.

It is our understanding that the applicant is currently repairing motorcycles in the existing garage and this application is the result of an attempt to obtain a building permit for additional garage space. There are a few existing non-complying structures on the property that will appropriately be brought into conformity through this application.

This zoning by-law amendment will:

- Recognize an undersized RU lot of 0.7 ha (1.6 ac) where the by-law requires 1 ha,
- Recognize a reduced front yard setback to the dwelling of 22.3 m (73 ft),
- Recognize a reduced interior yard setback of 4.6 m where 15 m is required,
- Permit the use of the motorcycle repair shop, and
- Recognize the “sleep shack” as an accessory sleeping cabin.

Comments have been received by the North Bay Mattawa Conservation Authority and the Ministry of Transportation with no objections to the proposed application.

Figure 1 provides a site plan for the existing and proposed development.

McGARLIES DRIVE 1110 FEET

INDEX

HOUSE	39'00"	2188
1st Shed	" "	225
2nd Shed	" "	270
WOOD BURNER	" "	28
WOOD SHED	" "	225
GARAGE	" "	1200
PAD	" "	1200
SLEEP SHED	" "	200

FUTURE PROPOSAL

ADD A GARAGE ON PAD
WHERE THE SLEEP SHED IS
BUILT A GREEN HOUSE
WHEN BILL PASSES

GR TRUSS

177 Hwy 178, Suite 504, Irving, TX 75039
Tel: 754-444-4444 / Fax: 754-444-4444
info@grtruss.com

The property is designated as Rural Area in the Powassan Official Plan and is zoned Rural (RU) in the implementing Zoning By-law. The subject property is approximately 0.7 ha (1.6 ac) and has approximately 125 m (410'±) of road frontage along McCharles Line. The location of the subject property is shown in [Figure 2](#) and [Figure 3](#).

FIGURE 2. GENERAL LOCATION MAP

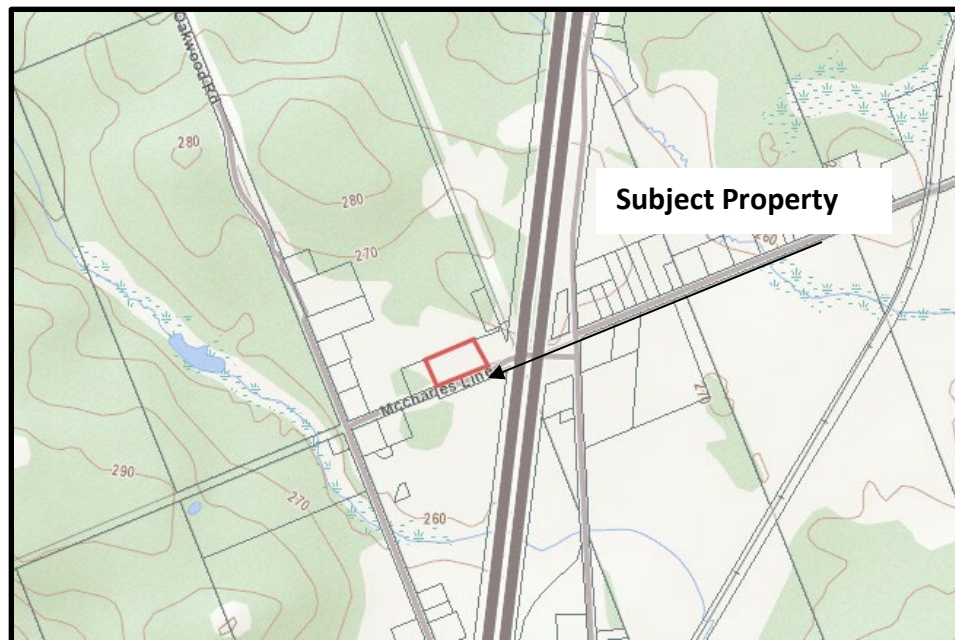
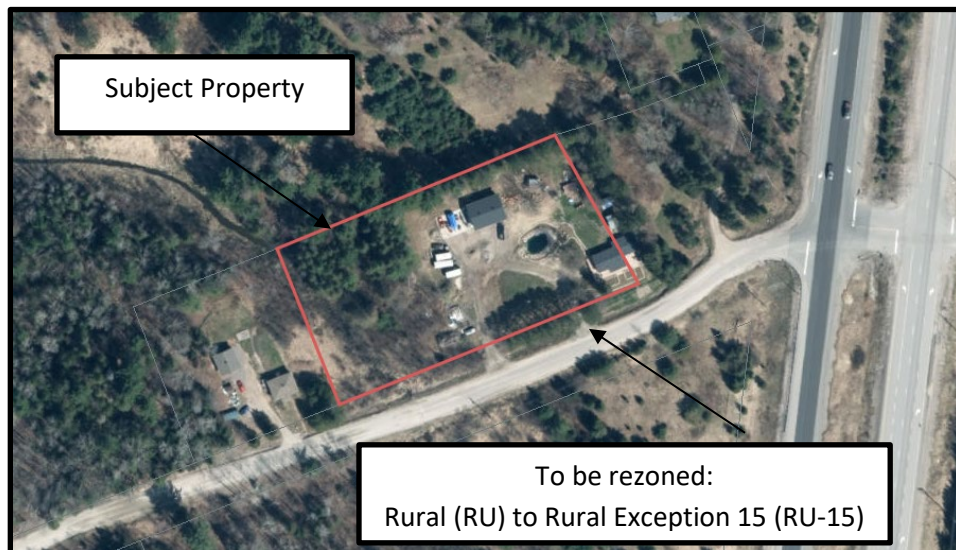


FIGURE 3. DETAILED AERIAL MAP



Land Use Planning Analysis

Provincial Policy Statement, 2020

The subject lands are considered Rural Lands and the policy of Section 1.1.5 Policy would apply. The PPS supports a range of uses that could include a motorcycle repair shop based on the permitted uses of Section 1.1.5.2:

- a) the management or use of resources;*
- b) resource-based recreational uses (including recreational dwellings);*
- c) residential development, including lot creation, that is locally appropriate;*
- d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*
- e) home occupations and home industries;*
- f) cemeteries; and*
- g) other rural land uses.*

Rural Lands should promote “recreational, tourism and other economic opportunities” provided the development is “compatible with the rural landscape.”

Section 1.2.6 Land Use Compatibility of the PPS states:

Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.

The scale and scope of the proposed motorcycle repair shop in our opinion does not constitute a “major facility” and potential risk is minimal.

The proposed zoning amendment is consistent with the intent and policies of the PPS.

Growth Plan for Northern Ontario, 2011

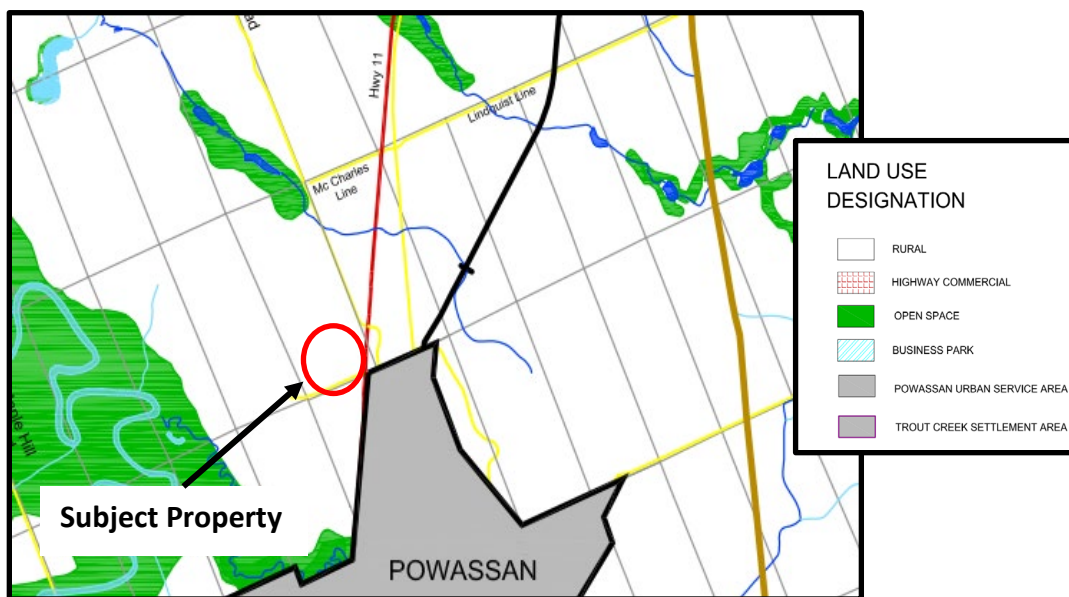
The Growth Plan for Northern Ontario is a 25-year plan that provides guidance to align provincial decision-making and investment for economic and population growth in Northern Ontario. The proposed amendment is consistent with the applicable policies of the Growth Plan.

Municipality of Powassan Official Plan, October 2003

The subject property is located in the “Rural Area” designation on Schedule A – Land Use Designations, shown in Figure 4. Section 5.7.1 of the Official Plan provides a wide range of permitted Rural Area uses that:

...include low density residential uses, tourist establishments, open space, resource management activities and agricultural uses. Small scale commercial and dry industrial uses servicing the rural community shall be permitted...

FIGURE 4. OFFICIAL PLAN RURAL DESIGNATION



Land Use Compatibility policies of Section 4.15 are relevant to the proposed use where:

4.15.1 Whenever a change in land use is proposed, through any application made under the Planning Act, consideration shall be given to the effect of the proposed use on existing land uses. Where there are potential compatibility concerns, Council will only approve the development when it is satisfied that compatibility issues have been adequately addressed.

4.15.2 Incompatible land uses are to be protected from one another. While buffers between incompatible land uses may be used to prevent or minimized adverse effects, distance is often the only effective buffer, and therefore adequate separation distance, based on a major facility's influence area, is the preferred method of mitigating adverse effects. The separation distance should be

sufficient to permit the functioning of the incompatible land uses without adverse effect occurring. Separation of incompatible land uses should not result in the sterilization of intervening land usage.

Neighbouring land uses are low-density residential properties that are illustrated in [Figure 5](#) below that serves to demonstrate distance between the uses. The lands directly behind the proposed development are vacant, which mitigates the impact of the request for rear yard setback relief for the new garage. The proposed motorcycle repair shop in our opinion is a small-scale commercial operation that is adequately mitigated by the vegetated nature of the area and the separation distances from neighboring dwellings.

FIGURE 5. SURROUNDING LAND USES



The subject property is located within proximity of Provincial Highway 11. Comments were received from the Ministry of Transportation with no objection to the proposed amendment. The Ministry advised that a land use permit will be required for any new structures within 395 metres of the centre point of an intersection of Highway 11 and within 45 metres of the property line along Highway 11.

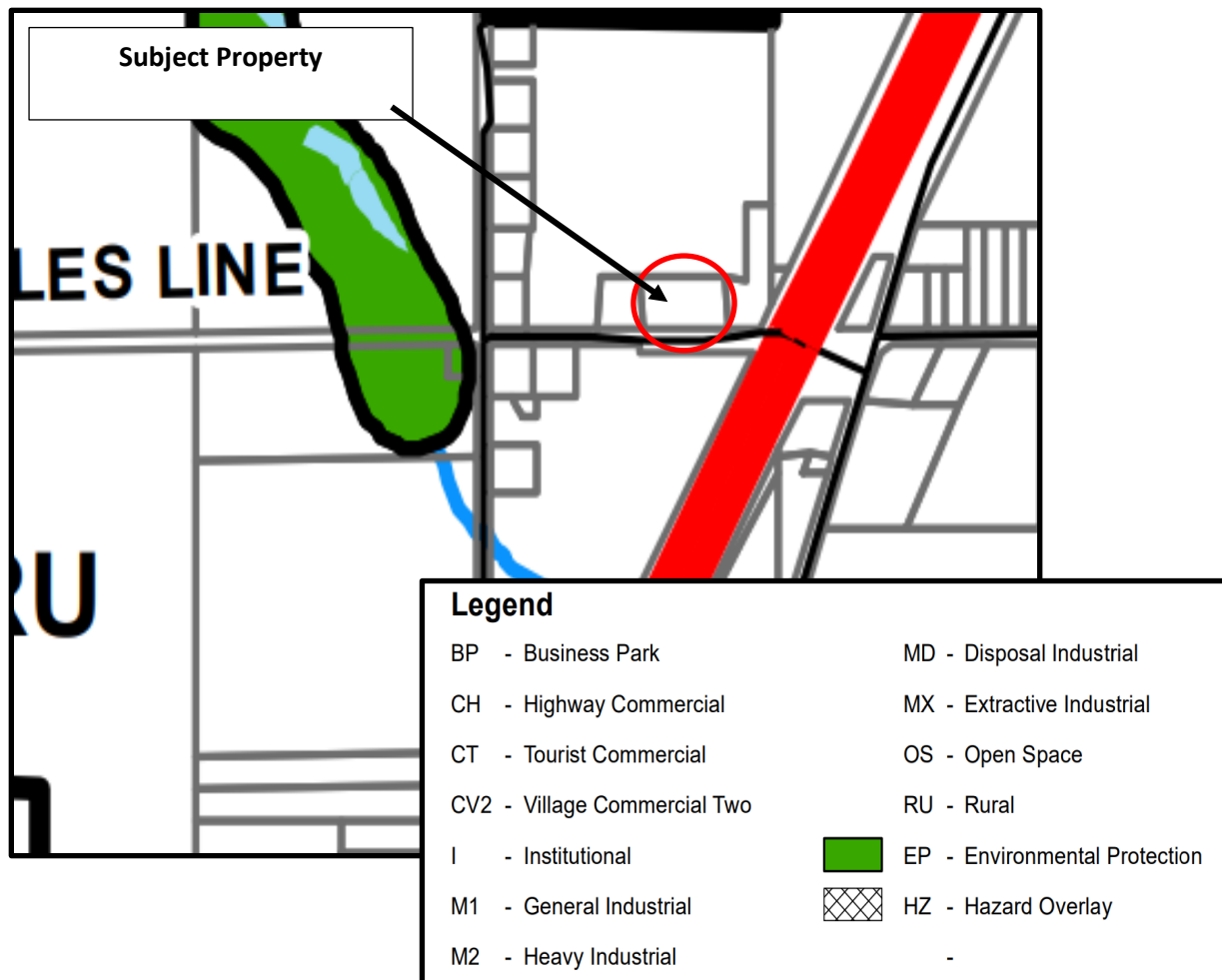
By-law 2020-08 is the Municipality of Powassan's Site Plan Control By-law which applies to lands located with the Powassan and Trout Creek Settlement Areas. The subject property is not within the Site Plan Control Area, and a Site Plan Agreement would not be required for the proposed use.

The proposed amendment has been reviewed against the applicable policies of the Official Plan and is found to conform to the overall policy direction.

Zoning By-law 2003-38

The subject lands are currently zoned Rural on Schedule A of the Zoning By-law (Figure 6).

FIGURE 6. ZONING BY-LAW MAP



The following uses and provisions are permitted in the RU zone. This property falls under the Column B uses.

Permitted Uses:

Column A Uses	Column B Uses
i) farm	i) single detached dwelling
ii) farm produce sales outlet	ii) duplex dwelling
iii) fire hall	iii) semi-detached dwelling
iv) hunt camp	iv) bed and breakfast
v) kennel	v) home occupation
vi) lodge or boarding house	vi) home industry
vii) municipal or provincial offices or works garage	vii) hobby farm
viii) resource management activities	viii) public park
ix) riding school or boarding stables	ix) veterinary hospital
x) an accessory farm dwelling on one lot of at least 30 hectares (75 acres)	x) observatory

Regulations for Permitted Uses	Column A Uses	Column B Uses	Subject Property Existing Condition
i) Minimum Lot Area	10 ha	1.0 ha	0.7 ha
ii) Minimum Lot Frontage	135 m	50 m	125 m
iii) Minimum Front Yard	30 m	30 m	22.3 m
iv) Minimum Interior Side Yard	15 m	15 m	4.6 m
v) Minimum Exterior Side Yard	15 m	15 m	n/a
vi) Minimum Rear Yard	15 m	15 m	Conforms
vii) Maximum Lot Coverage	25 %	25 %	Conforms
viii) Maximum Height	10.5 m	10.5 m	Conforms
No kennel shall be located within 120 m of a residential dwelling on another lot			
ix) Minimum lot area for a hobby farm	2 ha		

Additionally, the provisions of Section 2.1 Accessory Buildings, Structures and Uses apply to the motorcycle repair shop and storage sheds. The “sleeping shack” is considered an accessory structure as well, however it is used for habitable purposes. Emphasis has been added to provisions specifically needing to be recognized in the RU-exception zone provisions for this property.

a) Permitted Uses

Where this By-law provides that a lot may be used and a building or structure may be erected or used for a purpose, that purpose shall include any accessory building or structure or accessory use provided that a valid building permit for the principal use, if

required, is issued or that the principal building or structure or use has already been legally established on the lot.

Accessory buildings shall not be used for:

- i) any occupation for gain or profit conducted within or accessory to a dwelling unit or lot except as specifically permitted in accordance with this By-law; or***
- ii) human habitation except where specifically permitted by this By-law.***

b) Setback Requirements

Except as otherwise provided by this By-law, any accessory building or structure shall comply with the yard requirement of the zone within which it is located. This provision shall not apply to prevent the construction of docks, marine facilities, gazebos or pump houses as may otherwise be permitted in this By-law.

All detached structures shall maintain a minimum physical separation of 1.2 metres from any other detached structure.

f) Garages or Other Accessory Buildings or Structures

Notwithstanding the yard and setback provisions of this By-law to the contrary, a detached private garage or other accessory building or structure may be erected and used in an interior side or rear yard, provided that:

i) Interior Side Yard

Where such accessory building or structure is located in an interior side yard, it shall not be closer than 1.5 metres to the interior side lot line.

ii) Rear Yard

Where such accessory building or structure is located in a rear yard, it shall not be closer than 1.5 metres to the rear lot line except, where the rear lot line abuts a municipally maintained road, it shall not be closer than 10 metres to the rear lot line.

iii) Special Provisions

Notwithstanding the foregoing provisions, no building or structure accessory to a Commercial or Industrial use shall be erected closer than 3 metres to an interior side lot line.

iv) Habitable Space

Detached garages and accessory buildings may be utilized for habitable purposes in accordance with Section 3.37.

i) Sea Containers

Sea containers shall be a permitted accessory structure in the RU, BP, M1, M2 or MX Zones provided the sea container maintains a minimum 30 metre setback from the front lot line, is compliant with the rear and side yard setbacks for the respective zone and is located behind the rear wall of the principle dwelling or structure. Furthermore, sea containers shall not be stacked. A sea container is not permitted on a vacant lot. Further, only one (1) sea container will be permitted on any lot in the RU zone.

Section 4.4.1 of the Zoning By-law currently does not permit the use of the Motorcycle Repair Shop. A motorcycle is defined as a “Motor Vehicle” in Section 5.99:

MOTOR VEHICLE (definition)

An automobile, truck, motorcycle, and any other vehicle propelled or driven otherwise, than by human power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of The Highway Traffic Act, as amended.

As stated in the report’s introduction, approval of this development requires the following relief from the zoning by-law to:

- Recognize an undersized RU lot of 0.7 ha (1.6 ac) where the by-law requires 1 ha,
- Recognize a reduced front yard setback to the dwelling of 22.3 m (73 ft),
- Recognize a reduced interior yard setback to allow a 4.6 m setback where 15 m is required,
- Permit the use of the motorcycle repair shop,
- recognize the “sleep shack” as an accessory sleeping cabin.

It is further recommended that the zoning by-law amendment specifically limit the size of the motorcycle repair shop to a maximum of 2400 sq. ft. (the area of the existing garage plus proposed garage addition) and the sleeping cabin to 200 sq. ft. with the following definition to prevent the use of the building as a second dwelling “a recreational building or structure used for sleeping that does not contain a kitchen.”

These additional provisions will limit the scale of the commercial operation in the long term and also ensure that the sleeping cabin's use is limited to prevent the possible development of a secondary dwelling within this structure.

The zoning by-law permits the development of undersized lots as of right, however given that additional accessory uses (motorcycle repair shop and sleeping cabin), are proposed it is acceptable to recognize the existing lot size to comply.

The front yard setback of the existing dwelling is legal non-conforming because it is located within the 30m minimum setback. Recognizing the existing dwelling setback is appropriate.


Appendix A to this report contains the suggested Zoning By-law Amendment.

Conclusion

The Zoning By-Law amendment as presented in Appendix A is recommended for approval as it meets the intent of all provincial and local policy and represents good planning. The zoning by-law provisions and limitations have been recommended to limit the scale of the motorcycle repair shop to minimize impact to the surrounding neighbourhood.

Respectfully Submitted,

PLANSCAPE INC.



Ryan Lloyd B.E.S.
Planning Consultant



Debbie Vandenakker, MCIP, RPP, PMP
Planning Consultant

APPENDIX A: RECOMMENDED ZONING BY-LAW AMENDMENT

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

(LEWIS)

BY-LAW NO. 2024 - ____

Being a By-law to amend By-law No. 2003-38, as amended, the Zoning By-law for the Municipality of Powassan with respect to lands described as PCL 10849 NS, Part Lot 15, Concession 15, (18 McCharles Line) in the Municipality of Powassan.

WHEREAS the Council of the Corporation of the Municipality of Powassan is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the owners of the subject lands have filed an application with the Municipality of Powassan to amend By-law No. 2003-38, as amended;

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

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

1. Schedule 'B' to Zoning By-law No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as PCL 10849 NS, Part Lot 15, Concession 15, (18 McCharles Line), Municipality of Powassan from Rural (RU) to Rural Exception Fifteen (RU-15) as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.
2. Section 4.4.3 of Zoning By-law No. 2003-38 is hereby further amended by the addition of the following subsection:

4.4.3.15 Rural Exception Fifteen (RU -15) Zone

Notwithstanding the provisions of the Rural (RU) Zone, on lands described as PCL 10849 NS, Part Lot 15, Concession 15, (municipally known as 18 McCharles Line) in the Municipality of Powassan, the following accessory uses and provisions shall be permitted and apply:

- i) A 'Motorcycle Repair Shop' with a maximum floor area of 223 m² (2400 ft²)
- ii) A 'Sleeping Cabin' defined as "a recreational building or structure used for sleeping that does not contain a kitchen" with a maximum floor area of 19 m²
- iii) An interior side yard setback of 4.6 m for the single detached dwelling
- iv) A minimum lot area of 0.7 ha
- v) A minimum front yard setback of 22.3 m.

In all other respects, the provisions of By-Law 2003-38 shall apply.

3. This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

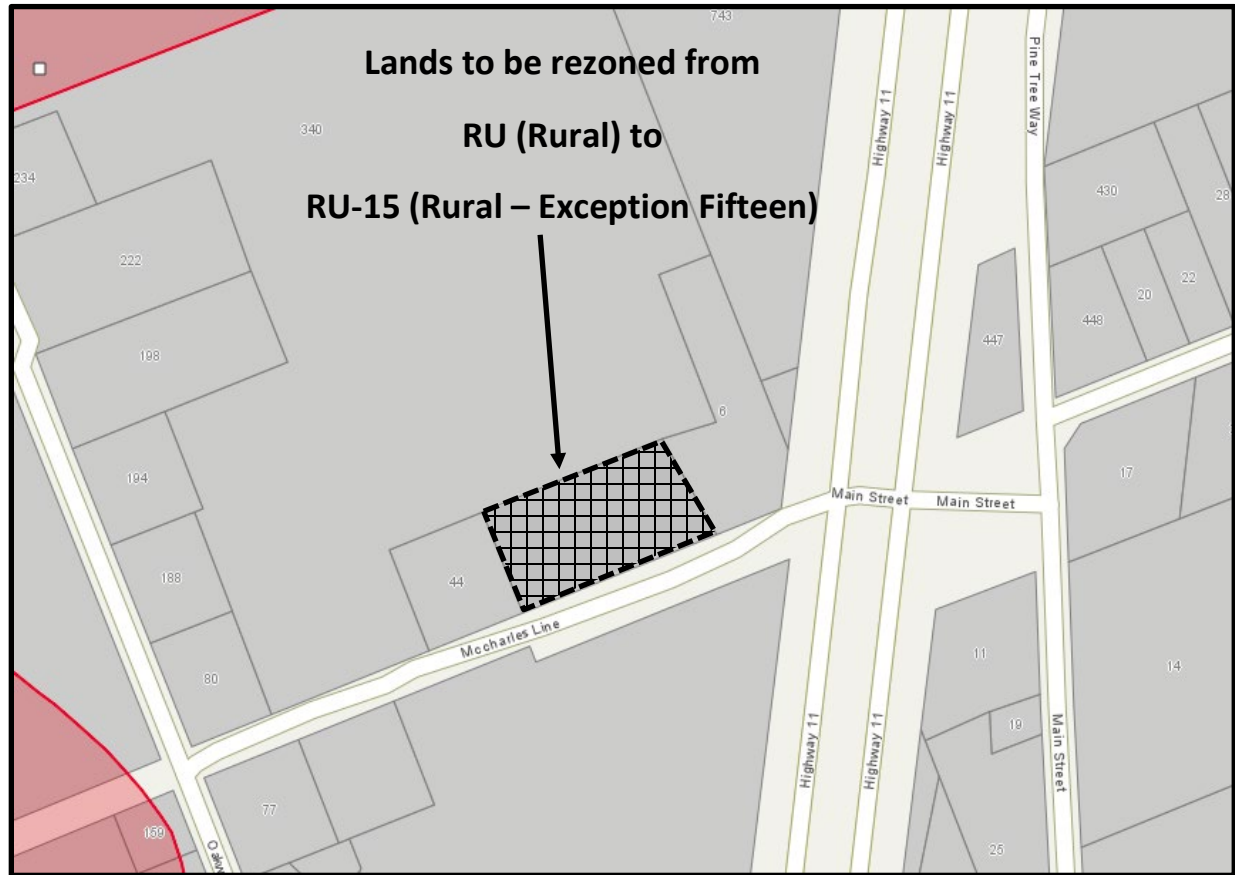
READ A FIRST AND SECOND TIME on the ____ of August, 2024

READ A THIRD TIME and finally passed this ____ of August, 2024

Mayor

Clerk

Schedule 'A-1'



From: Geauvreau, Jamie (MTO)
Sent: July 25, 2024 10:41 AM
To: Kim Bester
Cc: Villneff, Diane (MTO)
Subject: Zoning By-law Amendment - File 2024-02

Hello Kim

Thank you for the opportunity to comment on the proposed Zoning By-law Amendment. It is understood that the amendment is to amend the Restricted Area Zoning By-law for lands described as PCL 10849NS, Part Lot 15, Con. 15, known as 18 McCharles Line, to rezone the subject land from Rural to Rural Exception 15 to permit a motorcycle repair use and a reduced rear yard setback of 10.5m for proposed garage. The Ministry of Transportation of Ontario (MTO) would have no objection to the proposed amendment and setback reduction.

Please note, the subject lands are within the permit control area of the MTO and development activities on the property would be subject for review under the Public Transportation and Highway Improvement Act. MTO building and land use permit will be required for any new buildings and structures or site alterations including grading or paving, septic systems, and wells, etc. located within 395 metres of the centre point of an intersection of Highway 11 and within 45 metres of the property limit along Highway 11. New buildings and structures must maintain a minimum setback of 14 metres from the highway property line, and wells must maintain a minimum setback of 30 metres from the highway property line.

Further information on MTO permit requirements and applications is available at www.hcms.mto.gov.on.ca.

Regards,
Jamie

Jamie Geauvreau

A/Corridor Management Planner | Corridor Management/Operations Division
North Region – Area East
Ministry of Transportation | Ontario Public Service
705-492-6410 | jamie.geauvreau2@ontario.ca



Taking pride in strengthening Ontario, its places and its people



COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: NOHFC – Community Enhancement Program – Rural Enhancement – Phase 2 Application
Date: August 9, 2024

RECOMMENDATION:

That the Municipality pass a resolution supporting the funding application and committing to cover any cost overruns if required.

BACKGROUND:

A Phase 2 application will be submitted for the following:

Engineering (drawing and tender document) -	\$ 18,000.00
Construction/ repair of wall and installation of hands free door mechanism -	\$ 99,000.00
Installation of new incline lift at 250 Clark -	\$ 73,974.00
15% Contingency -	<u>\$ 24,646.10</u>
Total:	\$219,620.10

Note – an application to the Federal Enabling Accessibility Fund was also submitted to provide up to the following for the incline lift at 250 Clark - \$ 56,418.00

Total funding applied to NOHFC is then : \$163,202.10



Resolution no. 2024 - _____

Date: August 13, 2024

Moved by:

Seconded by:

That the Municipality of Powassan supports the NOHFC Application under the Community Enhancement team for the Glendale Hall Remediation (Repair of Exterior Wall and installation of 'hands free' door elements) and the installation of an incline lift at the 250 Clark community hub. The Municipality commits to cover any cost overruns which might arise for this project, which will be funded through the 2025 budget.

Carried Defeated Deferred Lost

Mayor

Recorded Vote: Requested by _____

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



COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: Ontario Trillium Foundation – Capital Program Funding – Municipal Pool
Date: August 9, 2024

RECOMMENDATION:

That the Municipality move forward with the necessary repairs to the municipal pool, further to confirmation that our funding application to the Ontario Trillium Foundation – Capital Program funding was successful, in the amount of \$170,500.00

BACKGROUND:

An application was submitted to the Ontario Trillium Foundation – Capital program in March of this year for the following:

Repair of Pool Bottom -	\$ 72,200.00
Repair of pool concrete deck -	\$ 78,000.00
Rework of all plumbing and connections in pool mechanical room -	\$ 6,000.00
Purchase of new pool pump -	\$ 5,300.00
Purchase of two (2) sand media filters -	\$ 7,800.00
Purchase of 3 step stainless steel ladder -	\$ <u>1,200.00</u>

Total project budget: \$170,500.00

STAFF REPORT

To: Council
From: A. Quinn, Clerk
Re: Council Meeting Attendance, 2023

RECOMMENDATION:

For information purposes.

ANALYSIS:

At a previous Council Meeting, Mayor McIsaac asked that this report be done for the year 2023. As in previous years, the report outlines members attendance at Committee and Council meetings.

Council Meetings – includes Regular and Special Meetings of Council

Total Meetings:		22
Total Attended:	Mayor McIsaac	19
	Deputy Mayor Wand	17
	Councillor Hall	20
	Councillor Britton	17
	Councillor Patey	22

Public Works Committee

Total Meetings:		2
Total Attended:	Mayor McIsaac	1
	Deputy Mayor Wand	2
	Councillor Hall	2
	Councillor Britton	2
	Councillor Patey	2

Police Services Board

Total Meetings:		4
Total Attended:	Deputy Mayor Wand	4

Powassan and District Union Public Library Board

Total Meetings:		10
Total Attended:	Councillor Patey	10

Golden Sunshine Housing Corporation

Total Meetings		9
Total Attended:	Councillor Patey	8
	Councillor Britton	6

Maple Syrup Festival Committee**Total Meetings:** 7

Total Attended: Councillor Patey 7

North Almaguin Planning Board**Total Meetings:** 10

Total Attended: Councillor Hall 9

Councillor Britton 10

North Bay Mattawa Conservation Authority Board**Total Meetings:** 11

Total Attended: Councillor Britton 9

North Bay Mattawa Source Protection Authority**Total Meetings:** 3

Total Attended: Councillor Britton 3

Recreation Committee**Total Meetings:** 7

Total Attended: Mayor McIsaac 5

Councillor Hall 6

District of Parry Sound Social Services Administration Board**Total Meetings:** 10

Total Attended: Mayor McIsaac 7

Committee of Adjustment**Total Meetings:** 2

Total Attended: Councillor Hall 1

Council Meeting Attendance 2023 (PW Committee included)

2023	Meetings Attended	Meetings Absent	Attendance %
Peter McIsaac	20	4	83%
Dave Britton	19	5	79%
Leo Patey	22	2	91.67%
Markus Wand	19	5	79.17%
Randy Hall	22	2	91.67%
Total Meetings:	24	18	

Committee Meeting Attendance
2023

2023	Total Committees	Total Meetings Held	Meetings Attended	Meetings Absent	Attendance %
Peter McIsaac	3	18	13	5	72%
Dave Britton	4	33	28	5	85%
Leo Patey	3	26	25	1	96%
Markus Wand	2	5	5	0	100%
Randy Hall	3	17	16	1	94%
Total Meetings:	15	99	87	12	

STAFF REPORT

To: Council
From: Operations and Facilities
Re: Safety and Maintenance

RECOMMENDATION:

The Operations department would ask council to consider the following:

- An immediate structural investigation of the Trout Creek Community Center.
- An immediate structural study of the Public Works Building.
- Expedited repairs of all (immediate) safety concerns listed within the Tatham Engineering report.
- Diversion of budgeted funds to make needed repairs.

ANALYSIS:

An engineering building assessment was completed by Tatham Engineering. The report's scope included all buildings owned by the Municipality of Powassan. Deficiencies ranged from minor to severe in nature. Attached are the repair recommendation pages from the engineering report (most repairs marked "immediate" pose significant risk to personnel and represent exposure to liability for the municipality or failure to meet current codes).

Trout Creek Community Center:

Following an "invasive" structural study, it is recommended all (immediate) safety concerns listed within the report be repaired as soon as reasonably possible. The estimated costs of 15 "immediate" repairs and the structural study are \$147,700.

Public Works Building:

The engineering study recommends an immediate structural study of the Public Works building. Additionally, the building requires 19 "immediate" safety and critical maintenance repairs estimated to be \$53,050.

250 Clark Street

250 Clark is a central building in the municipal inventory. Staff, several businesses and recreational activities use the building daily. The engineering report did not express any structural concerns however they do recommend a building code study. Due to the nature of the 250 Clark building, we recommend immediate attention to all eight safety concerns and a prioritized strategy for the noncritical repair recommendations. Immediate costs totaling \$17,000 were identified.

Glendale Hall:

The Tatham report identified significant damage to an exterior wall caused by frost heave. Engineers have inspected the damage as of July 19/2024. Cost estimates to repair the exterior wall are \$113,700. Including the wall repairs there are nine immediate repairs needed for the Lions Den totaling \$121,950. Additionally, Carbon Monoxide detectors should be installed. There is the possibility of a grant to assist with the cost to repair the exterior wall. (application has been sent)

Powassan Legion:

The Legion building report did not list any structural issues at this time; however, a building code concern was listed. The canopies over the entrance doors should be inspected to ensure they will support snow loads. Safety and critical maintenance issues totaling \$6,250 were identified.

Fire Station 1:

Although Fire Station 1 is a moderately new building, a safety issue was identified totaling \$2,000 to install an exhaust fan in the “Janitor’s” closet.

Fire Station 2:

A structural review of the Fire House openings was recommended. Immediate issues totaling \$29,300 were identified.

Powassan Public Library:

The Public Library report did not show any structural concerns at this time. Five safety and critical maintenance issue were present totaling \$6,000.

Trout Creek Friendship Club:

The Friendship Club did not show any structural deficiencies at this time. Three safety concerns that require attention totaling \$2,500 were identified.

Landfill Site:

The Landfill site requires a new eyewash station and toxic gas detector totaling \$21,000.

Conclusion:

The object of this report is to express the urgent need for the Municipality of Powassan to get ahead of any safety concerns. Once immediate issues have been addressed Operations and Facilities will ask Council to develop a direction for Facilities that will allow for a significantly higher level of maintenance to be achieved.

Non-public buildings were omitted from this staff report as the urgency is less at this time.

The total commitment recommended for this report is \$302,050 to meet estimated costs.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Structural Review & Intrusive Testing	Immediate	\$35,000
3.1.2	Structural Alterations Review	Immediate	\$3,500
3.1.3	Block wall repairs and Lintel	Within 1 year	\$7,500
3.1.4	Chimney Repairs	Within 1 year	\$8,500
3.1.5	Slab-on-grade repairs	Within 1 year	\$20,000
3.1.6	Block wall repairs	2-3 years	\$5,000
3.1.7	Roof replacement	2-3 years	\$250,000
3.1.8	Building envelope replacement	2-3 years	\$750,000
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	\$1,000
3.2.3	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	\$1,000
3.2.4	Upgrade fuse panels to breaker panels	Immediately	\$5,000
3.2.5	Install disconnect for walk-in refrigerator units	Immediately	\$750
3.3.1	Replace furnaces	5-10 years	\$17,000
3.3.2	Replace electric heaters	5-10 years	\$10,000
3.3.3	Replace roof top cooling units	5-10 years	\$24,000
3.3.4	Replace ice rink dehumidifier	5-10 years	\$70,000
3.3.5	Replace change room 1 exhaust fan	Immediately	\$2,000
3.3.6	Replace air grilles in poor condition	Within 1 year	\$1,000
3.3.7	Replace damaged ductwork	Immediately	\$2,000



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.8	Replace remaining change room exhaust fans	5-10 years	\$5,000
3.3.9	Replace kitchen exhaust hood	5-10 years	\$25,000
3.3.10	Replace kitchen exhaust fan	Immediately	\$21,000
3.3.11	Replace kitchen exhaust fire suppression system	5-10 years	\$7,000
3.3.12	Replace natural gas hot water tanks in electrical room	5-10 years	\$12,000
3.3.13	Replace hot water tank in separate room	5-10 years	\$4,000
3.3.14	Replace electric hot water tanks in ice plant	5-10 years	\$5,000
3.3.15	Replace combination eyewash and shower unit	5-10 years	\$5,000
3.3.18	Replace motorized intake damper in ice plant	Immediately	\$3,000
3.3.19	Replace Chiller	5-10 years	\$40,000
3.3.20	Replace condenser and brine pumps	5-10 years	\$100,000
3.3.21	Replace MYCOM compressors	2-3 years	\$100,000
3.3.22	Replace evaporative condenser	5-10 years	\$25,000
3.3.23	Install toxic gas ventilation system in Zamboni room (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	\$20,000
3.3.25	Insulate domestic hot water piping	Immediately	\$2,000
3.3.26	Install thermostatic mixing valves	Immediately	\$1,500
3.3.27	Install exhaust fan for referee changeroom	Immediately	\$750
3.3.28	Install make-up air unit in kitchen	Immediately	\$50,000



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.29	Install backflow preventor and expansion tank	Immediately	\$2,000
3.3.30	Insulate kitchen exhaust vent piping	Immediately	\$2,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.5	Concrete pier review	Immediately	\$1,200
3.1.1.6	Localized cladding Repair	Within 1 year	\$8,000
3.1.1.7	Back façade new cladding	5-10 years	\$20,000
3.1.1.8	soffit & flashing repairs, eavestroughs & rainwater leaders	Within 1 year	\$10,000
3.2.1.1	Localized cladding repairs	Optional	\$7,500
3.3.1.1	Lateral load structural review	Immediately	\$1,600
3.3.1.2	Cladding replacement	5-10 years	\$11,000
3.3.2.3	Eavestrough and rainwater leaders	2 to 3 years	\$4,500
3.1.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	\$1,000
3.1.2.2	Install carbon monoxide detectors	Immediately	\$500
3.2.2.1	Install carbon monoxide detectors	Immediately	\$500
3.1.3.1	Replace radiant tube heaters	5-10 years	\$6,000
3.1.3.2	Replace natural gas unit heater	5-10 years	\$3,000
3.1.3.3	Replace hot water tank	5-10 years	\$1,000
3.1.3.4	Install Combustion Air Venting for Gas Unit Heater	Immediately	\$1,000
3.1.3.5	Install Toxic Gas Monitoring System (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	\$20,000
3.1.3.6	Install Bathroom Exhaust Fan	Immediately	\$750
3.1.3.7	Install Thermostatic Mixing Valve	Immediately	\$750
3.1.3.8	Install Insulation for Plumbing Piping	Immediately	\$500



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.3.9	Terminate vent outdoors or install air admittance valve	Immediately	\$1,000
3.1.3.10	Install trap for laundry sink	Immediately	\$500
3.2.3.1	Replace radiant tube heater	5-10 years	\$3,000
3.2.3.2	Replace gas unit heater	5-10 years	\$3,000
3.2.3.3	Replace electric baseboard heater	Immediately	\$750
3.2.3.4	Replace unit heater flue vent cap	Immediately	\$500
3.2.3.5	Replace bathroom exhaust fan	5-10 years	\$750
3.2.3.6	Replace hot water tank	5-10 years	\$4,000
3.2.3.7	Replace corroded p-trap	Immediately	\$500
3.2.3.8	Install toxic gas monitoring system (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	\$20,000
3.2.3.9	Install combustion air venting for gas unit heater	Immediately	\$1,000
3.2.3.10	Install thermostatic mixing valve	Immediately	\$750
3.2.3.11	Install insulation for plumbing piping	Immediately	\$750

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Waterproofing and Drainage Study	2-3 years	\$12,000
3.1.2	Brick Repairs – phased repairs	2-3 years	\$80,000
3.1.3	Monitor Roof Performance	ongoing	Warranty
3.1.4	Window Replacement – phased installation (includes interior repairs)	2-3 years	\$300,000
3.1.5	Building Code Study	Immediate	\$10,000
3.2.2	Replace life safety pictogram signs with standard exit signs to match the rest of the building	Immediate	\$1,500
3.2.3	Install carbon monoxide detectors	Immediate	\$500
3.2.4	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediate	\$1,000
3.2.6	Install GFCI receptacle	Immediate	\$500
3.3.1	Replace boilers	5-10 years	\$24,000
3.3.2	Replace boiler pumps	1-2 years	\$9,000
3.3.3	Replace radiators	Immediately	\$20,000
3.3.4	Replace ceiling cassette units	5-10 years	\$17,000
3.3.5	Replace fitness room split unit	5-10 years	\$2,500
3.3.6	Replace IT room split unit	5-10 years	\$2,500
3.3.7	Replace HRV	5-10 years	\$5,000
3.3.8	Replace electric duct heater	5-10 years	\$2,000
3.3.9	Replace Gymnasium RTUs	5-10 years	\$14,000
3.3.10	Replace Maple Room RTU	5-10 years	\$5,000



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.11	Replace Venmar energy recovery ventilator	5-10 years	\$22,000
3.3.12	Replace kitchen exhaust hood	5-10 years	\$25,000
3.3.13	Replace kitchen exhaust fan	5-10 years	\$21,000
3.3.14	Replace kitchen exhaust fire suppression system	5-10 years	\$7,000
3.3.15	Replace electric hot water tank	10+ years	\$2,000
3.3.16	Replace electric hot water tank	5-10 years	\$2,000
3.3.17	Replace natural gas hot water tank	5-10 years	\$4,000
3.3.18	Replace backflow preventer	Immediately	\$1,000
3.3.21	Install combustion air ducting	Immediately	\$2,500

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Block wall replacement	Immediate	\$30,000
3.1.2	Block wall repairs	Within 1 year	\$6,000
3.1.3	Block wall joint sealant	Within 1 year	\$1,200
3.1.4	New eavestroughs and downspouts throughout	Within 1 year	\$4,600
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	\$500
3.2.2	Relocate furnace switch	Immediately	\$500
3.2.3	Install GFCI receptacle	Immediately	\$500
3.2.4	Repair damaged lighting	Within 1 year	\$1,000
3.2.5	Install carbon monoxide detector	Immediately	\$500
3.3.1	Replace furnace	5-10 years	\$8,500
3.3.3	Interlink bathroom exhaust fan controls with women's washroom	Immediately	\$750
3.3.4	Replace hot water tank	5-10 years	\$4,000
3.3.5	Replace corroded domestic water piping	Immediately	\$1,000
3.3.8	Install thermostatic mixing valve	Immediately	\$750
3.3.9	Install insulation on domestic hot water piping	Immediately	\$750
3.3.10	Remove obsolete flue gas vent and combustion air intakes and fill ceiling openings.	Immediately	\$2,500

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a



guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Basement Waterproofing and Drainage system	2-3 years	\$60,000
3.1.2	New eavestroughs and downspouts and pressure washing of cladding	Within 1 year	\$8,000
3.1.3	Fascia and soffit repairs	Within 1 year	\$3,000
3.1.4	Joint sealant	Immediately	\$1,500
3.1.5	Maintenance repairs	Within 1 year	\$2,400
3.1.6	Timber platform, canopies, stair and railings	Within 1 year	\$18,000
3.1.7	Door hardware replacement	Immediately	\$2,500
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	\$1,000
3.2.2	Replace damaged lighting fixtures	Within 1 year	\$1,000
3.2.3	Review exposed wiring for code compliance	Immediately	\$1,500
3.2.4	Replace malfunctioning lights	Immediately	\$500
3.2.5	Install weatherproof exterior light	Within 1 year	\$500
3.2.6	Replace exterior receptacle cover plate	Within 1 year	\$500
3.2.8	Replace malfunctioning lights	Immediately	\$500
3.3.1	Replace furnace	10+ years	\$8,500
3.3.2	Replace furnaces	5-10 years	\$17,000
3.3.3	Replace electric baseboard heater	Immediately	\$750
3.3.4	Replace air conditioning units	5-10 years	\$12,000
3.3.5	Replace air distribution grilles	Within 1 year	\$500
3.3.6	Replace bathroom exhaust system	5-10 years	\$1,500



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.7	Replace kitchen exhaust hood	5-10 years	\$25,000
3.3.8	Replace kitchen exhaust fan	5-10 years	\$21,000
3.3.9	Replace kitchen exhaust fire suppression system	5-10 years	\$7,000
3.3.10	Replace make-up air system	5-10 years	\$20,000
3.3.11	Replace hot water tank	2-3 years	\$4,000
3.3.12	Replace backflow preventor	Immediately	\$1,000
3.3.13	Replace basement plumbing fixtures	Within 1 year	\$5,000
3.3.14	Install condensate neutralizer	Immediately	\$500
3.3.15	Cap sanitary drainage piping	Immediately	\$500
3.3.16	Insulate domestic water piping	Immediately	\$1,500
3.3.17	Replace electric baseboard heater	5-10 years	\$750
3.3.18	Replace motorized dampers	5-10 years	\$6,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Interior slab-on-grade cracking	5 years	\$2,000
3.1.2	Exterior concrete apron cracking	5 years	\$3,500
3.3.1	Replace administration area furnace	10+ years	\$8,500
3.3.2	Replace vehicle bay section boiler	10+ years	\$12,000
3.3.3	Replace Boiler Pumps	10+ years	\$4,000
3.3.4	Replace administration area Air Conditioner	10+ years	\$5,000



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.6	Replace administration area HRV	5-10 years	\$5,000
3.3.7	Replace vehicle bay section HRV	5-10 years	\$5,000
3.3.8	Replace exhaust fan for toxic gas ventilation system and add ducting	10+ years	\$3,000
3.3.9	Replace motorized damper for toxic gas ventilation system	10+ years	\$3,000
3.3.10	Replace administration area hot water tank	5-10 years	\$4,000
3.3.11	Replace vehicle bay section hot water tank	5-10 years	\$4,000
3.3.13	Install pre and post heaters for administration area HRV	Immediate	\$4,000
3.3.14	Install pre and post heaters for vehicle bay section HRV	Immediate	\$4,000
3.3.15	Install Exhaust Fan and ductwork in Janitor's Closet	Immediate	\$2,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Interior slab-on-grade repairs	5-10 years	\$7,500
3.1.2	Structural review of openings	Immediate	\$1,800
3.1.3	Exterior concrete and asphalt repairs	5-10 years	\$12,000
3.1.4	Seal treatment of exterior timber stairs	2-3 years	\$2,000
3.1.5	Replace vinyl siding	5-10 years	\$40,000
3.1.6	Eavestrough and rainwater leaders	2-3 years	\$4,000
3.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	\$1,000
3.2.2	Install GFCI receptacle	Immediately	\$500
3.2.3	Install carbon monoxide detectors	Immediately	\$500
3.3.1	Replace natural gas unit heater	2-3 years	\$3,000
3.3.2	Replace natural gas cabinet heaters	5-10 years	\$3,000
3.3.3	Replace electric baseboard heater	Immediately	\$750
3.3.4	Replace remaining electric baseboard heaters	5-10 years	\$1,500
3.3.5	Replace bathroom exhaust fan	5-10 years	\$500
3.3.8	Replace electric hot water tank	5-10 years	\$2,000
3.3.10	Replace corroded domestic water piping	Immediately	\$1,000
3.3.11	Install toxic gas monitoring system (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	\$20,000
3.3.12	Install exhaust fan in upstairs bathroom	Immediately	\$750



FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.13	Direct vent combustion air to natural gas unit heater	Within 1 year	\$1,000
3.3.14	Install thermostatic mixing valve	Immediately	\$750
3.3.15	Install drip pan and T&P relief valve	Immediately	\$750
3.3.16	Install backflow preventor and expansion tank	Immediately	\$2,000
3.3.17	Insulate domestic hot water piping	Immediately	\$1,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Localized asphalt roof repairs	Immediate	\$2,000
3.1.2	New eavestroughs throughout	Within 1 year	\$6,000
3.1.3	Brick veneer sealant	Within 1 year	\$1,500
3.1.4	Exterior basement door repairs	2-3 years	\$8,000
3.1.5	Parging and handrail repairs at basement stairs	2-3 years	\$5,000
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	\$500
3.2.2	Replace Exterior GFCI receptacles and cover plates	Immediate	\$500
3.3.1	Replace furnace	5-10 years	\$8,500
3.3.2	Replace electric forced fan heater	5-10 years	\$1,500
3.3.3	Replace electric baseboard heaters	5-10 years	\$1,500
3.3.4	Replace electric convection heater	5-10 years	\$1,500
3.3.5	Replace air conditioner	5-10 years	\$6,000
3.3.6	Replace HRV	2-3 years	\$5,000
3.3.7	Replace electric hot water tank	5-10 years	\$1,000
3.3.8	Replace plumbing fixtures	5-10 years	\$5,000
3.3.9	Install pre-heater on HRV	Immediate	\$2,000
3.3.11	Install expansion tank and backflow preventor	Immediate	\$2,000
3.3.12	Install Insulation on domestic hot water piping	Immediate	\$1,500

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence,



there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Localized asphalt roof repairs	Immediate	\$2,000
3.1.2	New eavestroughs throughout	Within 1 year	\$6,000
3.1.3	Brick veneer sealant	Within 1 year	\$1,500
3.1.4	Exterior basement door repairs	2-3 years	\$8,000
3.1.5	Parging and handrail repairs at basement stairs	2-3 years	\$5,000
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	\$500
3.2.2	Replace Exterior GFCI receptacles and cover plates	Immediate	\$500
3.3.1	Replace furnace	5-10 years	\$8,500
3.3.2	Replace electric forced fan heater	5-10 years	\$1,500
3.3.3	Replace electric baseboard heaters	5-10 years	\$1,500
3.3.4	Replace electric convection heater	5-10 years	\$1,500
3.3.5	Replace air conditioner	5-10 years	\$6,000
3.3.6	Replace HRV	2-3 years	\$5,000
3.3.7	Replace electric hot water tank	5-10 years	\$1,000
3.3.8	Replace plumbing fixtures	5-10 years	\$5,000
3.3.9	Install pre-heater on HRV	Immediate	\$2,000
3.3.11	Install expansion tank and backflow preventor	Immediate	\$2,000
3.3.12	Install Insulation on domestic hot water piping	Immediate	\$1,500

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence,



there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.1	Siding replacement	10+ years	\$10,000
3.2.1.1	Fascia repairs and pest protection	Within 1 year	\$800
3.3.1.1	Fascia and soffit repairs	Within 1 year	\$1,200
3.3.1.2	Siding replacement	10+ years	\$3,500
3.1.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	\$1,000
3.1.2.2	Install carbon monoxide detector	Immediately	\$500
3.1.3.1	Replace furnace	5-10 years	\$8,500
3.1.3.2	Replace electric convection heater #6	Immediately	\$1,000
3.1.3.3	Replace remaining convection heaters	5-10 years	\$7,000
3.1.3.4	Replace bathroom exhaust fans	5-10 years	\$1,000
3.1.3.6	Replace cooling system	5-10 years	\$3,000
3.1.3.7	Replace hot water heater	5-10 years	\$3,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.1	Timber blocking support replacement	Within 1 year	\$2,000
3.1.1.2	Localized metal siding repairs	Within 1 year	\$1,500
3.1.1.3	Metal closure and interior finishes	Within 1 year	\$800
3.1.2.1-4	Repair impacts on metal siding	Within 1 year	\$5,000
3.1.2.5	Replace metal fascia	Within 1 year	\$2,500
3.1.3.1	Replace Electric Wall Heater	5-10 years	\$1,500
3.1.3.2	Replace Portable Eyewash Unit	Immediately	\$1,000
3.2.3.1	Replace Electric Baseboard Heaters	5-10 years	\$1,000
3.2.3.2	Install Toxic Gas Monitoring System (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	\$20,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.



THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2024 -19

(LEWIS)

Being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands described as PCL 10849 NS, Part Lot 15, Concession 15, (18 McCharles Line) in the Municipality of Powassan.

WHEREAS the Council of the Corporation of the Municipality of Powassan is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the owners of the subject lands have filed an application with the Municipality of Powassan to amend Bylaw No. 2003-38, as amended;

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

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

1. Schedule 'B' to Zoning By-law No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as PCL 10849 NS, Part Lot 15, Concession 15, (18 McCharles Line), Municipality of Powassan from Rural (RU) to Rural Exception Fifteen (RU-15) as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.
2. Section 4.4.3 of Zoning By-law No. 2003-38 is hereby further amended by the addition of the following subsection:

4.4.3.15 Rural Exception Fifteen (RU -15) Zone

Notwithstanding the provisions of the Rural (RU) Zone, on lands described as PCL 10849 NS, Part Lot 15, Concession 15, (municipally known as 18 McCharles Line) in the Municipality of Powassan, the following accessory uses and provisions shall be permitted and apply:

- i) A 'Motorcycle Repair Shop' with a maximum floor area of 223 m² (2400 ft²)
- ii) A 'Sleeping Cabin' defined as "a recreational building or structure used for sleeping that does not contain a kitchen" with a maximum floor area of 19 m²
- iii) An interior side yard setback of 4.6 m for the single detached dwelling
- iv) A minimum lot area of 0.7 ha
- v) A minimum front yard setback of 22.3 m.

In all other respects, the provisions of Bylaw 2003-38 shall apply.

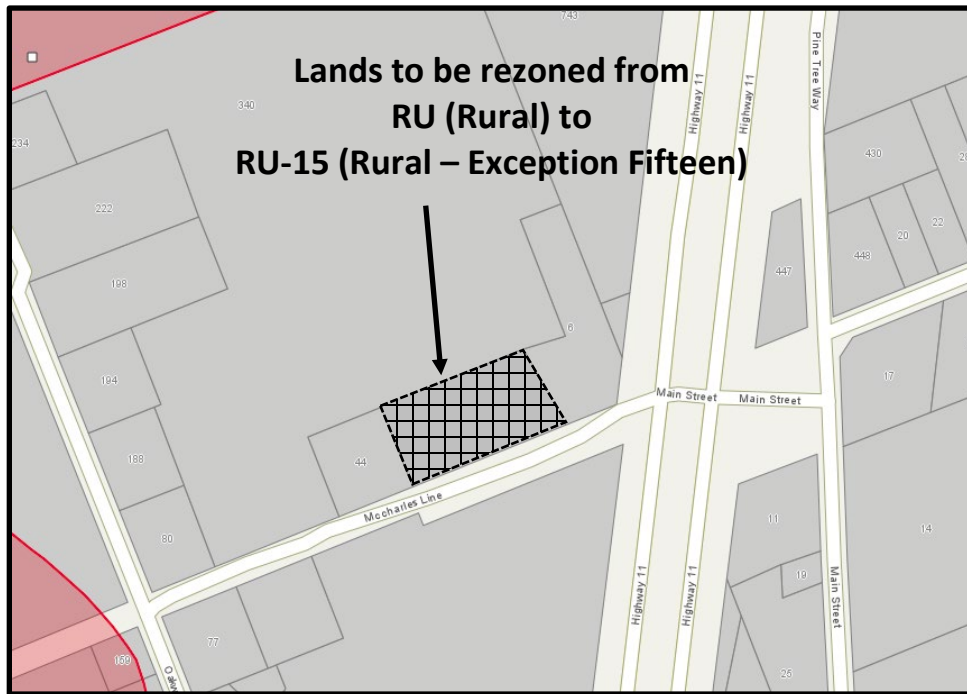
3. This Bylaw shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

READ a **FIRST** and **SECOND** time on the 13th day of August 2024 and to be **READ** a **THIRD** and **FINAL** time and considered passed in open Council on the 3rd day of September 2024.

Mayor

Clerk

Schedule 'A-1'



This Agreement made the 01st day of June 2024

BETWEEN

The Corporation of the Municipality of Powassan

(the "Municipality")

-and-

The Powassan Voodoo Hockey Club

(the "Voodoos")

Intent

WHEREAS the Municipality of Powassan is the owner of the Sportsplex Community Recreation Centre, hereinafter referred to as "the Sportsplex".

WHEREAS the Powassan Voodoos, a hockey club in the Northern Ontario Junior Hockey League (NOJHL), desires the Sportsplex to house the club.

Witnessed that the Municipality of Powassan and the Powassan Voodoos in consideration of housing the Voodoos at the Sportsplex agree as follows:

Terms of Agreement

That this agreement shall be in effect for a period of 5 years, effective from the date signed by the Municipality of Powassan. Terminating after the last home game, including playoffs, of the 2028-2029 Voodoos hockey season.

Municipality of Powassan Obligations

1. The Municipality of Powassan agrees to provide use of the ice surface at the Sportsplex for all Powassan Voodoos sanctioned league, league playoff and exhibition games and practices as agreed to with the Municipal Clerk. The ice rate as determined in Schedule "L" of this agreement shall be applied as the same rate as Powassan Minor Hockey Association. All rescheduling of any game or practice will be dictated by availability of ice time by the Municipal Clerk.
2. The Municipality of Powassan agrees to ensure the Sportsplex will be prepared for the Voodoos main fall training camp each year unless there are equipment failures beyond our control.
3. The Municipality of Powassan agrees to provide ice in good playing condition as per the requirements of the NOJHL and to provide staff to flood ice before warm-ups before games, and between each period.
4. The Municipality of Powassan agrees to make ice available to the Voodoos upon written request, for hockey camps, tournaments, 4-on-4 leagues, and other fundraising efforts of the Voodoos, during the off-season, and shall be paid as per Schedule "L".
5. The Municipality of Powassan agrees to supply the use of the lower back dressing room available for the Voodoos for the duration of the Agreement at no charge to the Voodoos.

The Voodoos may, at their expense, erect on the door of the back dressing room a sign stating, "Home of the Powassan Voodoos Jr. "A" Hockey Club, Unauthorized Personnel Not Admitted Without Consent".

The Sportsplex will make available for exclusive use the storage room (beside the shower-Trainers Room) in the back dressing room. If requested, the Voodoos will be responsible to re-key the lock on this room and two copies of this key will be made available to the Recreation Facility Manager.

The Voodoos will be responsible for the day-to-day cleaning of these areas which includes, but is not limited to, emptying garbage, vacuuming and cleaning of washrooms. The Municipality of Powassan shall supply at their expense toilet paper, hand towel paper, soap for the dispenser's and garbage bags.

6. The Municipality of Powassan agrees to maintain the dressing room, inside storage area and an office in a useable state. Useable state shall include repairs to locks, water leaks, electrical repairs, flooring, heating repairs and any other repairs and maintenance, that if not done, would make it unfit for the use by the Voodoos.
7. The Municipality of Powassan agrees to provide exclusive use of the second floor over the back dressing room to the Powassan Voodoos.
8. The Municipality of Powassan agrees that no hall rentals will be booked during Voodoo home games without twenty-one (21) days notice and at the discretion of the Operations Manager. The hall space will be donated to the Voodoos for the duration of each home game provided there are no conflicting events. All other licensing and insurance requirements for hall rentals will still apply.

9. The Municipality of Powassan agrees to provide other recreational facilities such as the baseball fields and pool, to the Voodoos based on availability and at the standard fee as determined in the User Fee By-law as amended from time to time.
10. The Municipality of Powassan agrees to waive the rental fees for recreation facilities (other than the Sportsplex) annually for two (2) major fundraising events for the Voodoos. This does not include the South Himsworth Hall, Legion, Curling Club and or the Trout Creek Community Centre.
11. The Municipality of Powassan agrees to permit the licensing and service of alcohol in the Sportsplex and at ice level during games, team functions and fundraising events held throughout the life of this agreement provided all safety and liability measures required under Provincial Legislation and Municipal Alcohol Policy are met. The Voodoos must agree to remove all material from the immediate hall and bar area if a Special Occasions Permit is obtained by a third party with a hall rental. The Sportsplex Manager and/or the Recreation Committee will give the Voodoos fourteen (14) days written notice of this request.
12. The Municipality of Powassan agrees to maintain an adequate sound system in the rink and lobby.
13. The Municipality of Powassan agrees to maintain the announcing area, time clocks, lights, and nets.
14. The Municipality of Powassan agrees to provide exclusive advertising space within ice surface area including walls, bleacher area, ice surface, Zamboni, score clock and the fence(s) of the Powassan Lions sports field. The Municipality of Powassan will add and remove any rink boards or wall signs as requested by the Voodoos at The Municipality of Powassan expense.

The Municipality of Powassan will make available one 4'x8' (32 sq ft) area on the front of the Sportsplex for an exclusive advertisement space.

The Municipality of Powassan reserves the right to remove any unsafe and/or offensive advertising.

In consultation with the Voodoos on placement, size, etc, The Municipality of Powassan reserves the right to erect advertising acknowledging donations received from community organizations supporting sports and/or recreation programming in the municipality **at the absolute discretion of the Powassan Voodoos.**

15. The Municipality of Powassan agrees that the Voodoos have exclusive rights of selling merchandise (excluding canteen), souvenirs and such during home games. Other groups may sell items with the written permission from the Voodoos ownership.
16. The Municipality of Powassan agrees to make available dressing room(s) to the visiting teams for all home games.
17. The Municipality of Powassan will operate a bar at Voodoos Home Games. The profits from the bar shall be split 70% to the Municipality and 30% to the Powassan Voodoos. The Municipality of Powassan shall supply security at their expense as required by law.

18. The Municipality of Powassan agrees to have a detailed invoice for ice rentals by the fifteen of the month following issued by email to the Powassan Voodoos.
19. The Municipality of Powassan agrees to advertise on the two electronic signs all Voodoos home games and billet information. (scheduled/billet information to be supplied by the Voodoos)
20. The Municipality of Powassan agrees to steam clean carpet and shower area of lower dressing room in July of each new season.

Voodoos Obligations

1. The Powassan Voodoos agree to payment of facilities as stipulated in Schedules "J and L" of this agreement.
2. The Powassan Voodoos agree to submit NOJHL schedule within one (1) week of its release to the Municipal Clerk.
3. The Powassan Voodoos agree to maintain the dressing room, storage area and office to a good standard and pay all costs associated with any extraneous wear and tear beyond regular cleaning and upkeep.
4. The Powassan Voodoos agree all improvements to the Sportsplex required by the Voodoos will be discussed and agreed upon in writing with the Operations Manager. The Voodoos will be responsible for all associated costs for any agreed improvements unless otherwise agreed in writing with the Clerk. Any improvements made to the Sportsplex will remain with the facility upon termination of this agreement unless prior written agreements have been otherwise made.
5. The Powassan Voodoos agree to be responsible for providing ticket sellers and ticket takers for each home game.
6. The Powassan Voodoos agree to pay all costs to have certified security at home games as requested by the NOJHL (with the municipality of Powassan providing base security needs, as outlined by the Alcohol License held by the Municipality **at the Municipalities expense**)
7. The Powassan Voodoos agree to pay all costs to obtain game officials, timekeepers, official scorer, goal judges. and public address announcer and any other game officials.
8. The Powassan Voodoos agree to pay all costs associated with NOJHL participation, all government fees and obtaining all required licenses.
9. The Powassan Voodoos agree to follow the Municipal Alcohol Policy and obtain insurance that involves coverage for liquor events.
10. The Powassan Voodoos agree to utilize advertising space with respect to the family environment and understanding when another major event occurs at the Sportsplex,

Voodoos advertising may be covered-up/removed for the other events' advertising opportunities.

11. The Powassan Voodoos agree that Voodoo advertising in the upstairs hall will only be on display during Voodoo sanctioned events.
12. The Powassan Voodoos agree to make the back dressing room available from time to time for events as agreed upon by the Clerk. It is agreed that the requested use of the back room cannot impact the day-to-day operation of the Voodoos. Any damages associated with this request are the responsibility of The Municipality of Powassan.
13. The Powassan Voodoos agree that the municipality may book ice time until one (1) hour before the start time of any home Voodoos game. The Voodoos agree to pay for 0.5 hours of ice time prior to game start, known as warm up ice. in addition to the 2.5 hours booked and invoiced to the Voodoos per game.
14. The Powassan Voodoos agree to reimburse the Municipality of Powassan for all acts of vandalism or damage to the Sportsplex that occur during Voodoo home games, practices, or any other sanctioned event, caused by players, coaches, or anyone directly associated with the NOJHL.

General Intention / Liability Each Party

(Municipality of Powassan and The Powassan Voodoos)

1. Each party shall provide the other with fourteen (14) days written notice of change or cancellation of ice scheduling without penalty. No charges will occur to the Voodoos if the Municipality of Powassan is able to rent the cancelled ice that has been cancelled without fourteen (14) days notice.
2. Each party agrees that if the Sportsplex should be destroyed to such extent so as to render the same, unfit for the purpose of the Voodoos, then this agreement shall terminate forthwith.
3. Each party agrees that if the Voodoos deem, they cannot operate in a financially responsible or professional manner, due to unforeseen circumstances, then this agreement shall terminate forthwith.
4. Each party agrees that should either party wish to cancel this agreement, a sixty (60) day written notice shall be provided to the other party. The agreement is terminated immediately should either party cease operation and/or obligations under this agreement are not met.
5. Each party agrees that the Voodoos shall indemnify the Municipality, its officers, employees, and agents from all claims, demands, actions, or other proceedings initiated by others arising out of or attributable to anything done or omitted to be done by the Voodoos, its officers, employees or agents in connection with this contract.
6. Each party agrees that the Voodoos shall maintain a policy of general liability insurance having limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death, and damage to property. The general liability policy shall include the Municipality as an additional insured. A copy of this policy is to be forwarded to the Municipality of Powassan

within thirty (30) days of the Municipality of Powassan signing this agreement. Additional insurance certificates may be requested for licensed events as well as events outside of the Sportsplex Facility and must be provided no less than seven (7) business days prior to an event.

Authorized Signatures:

The Municipality of Powassan

The Powassan Voodoos

Appendix "A"

SCHEDULE "L"

- 1. The rate per hour of ice time at the Sportsplex shall be defined in the Municipality of Powassan Users Fee By-law, Schedule L— Sportsplex. This By Law is amended from time to time by the Municipality of Powassan.

Daytime	Monday - Friday; 7 a.m. - 4 p.m.
All other Ice	Powassan Minor Hockey Association Rates

Appendix "B"

SCHEDULE "J"

- 1. Fitness Centre-Monthly Membership shall be defined in the Municipality of Powassan Users Fee By-law, Schedule J— 250 Clark Fees. This By Law is amended from time to time by the Municipality of Powassan

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6200
Fax: 705 330-4191

Tél. : 705 329-6200
Télec.: 705 330-4191

File Reference:600

July 23, 2024

Dear Mayor/Reeve/CAO/Treasurer,

The Ontario Provincial Police Association and the Provincial Government have ratified new uniform and civilian collective agreements in effect for the term January 1, 2023, through December 31, 2026 (four-year term agreements).

The new agreements include general salary year-over-year rate increases of 4.75% (2023), 4.5% (2024), and 2.75% (2025 and 2026). Additionally, effective September 1, 2024, many OPP detachment front-line constables and sergeants will be receiving an additional 3% front-line patrol premium.

Included in the new collective agreements were other compensation adjustments, which, for the most part, will take effect in the 2025 calendar year.

Further analysis is required before the OPP Municipal Policing Bureau communicates the full impact of the new agreements on municipal policing cost.

The OPP Municipal Policing Bureau will issue the 2025 annual billing statements in the fall of 2024 based on the estimates of the impact of the new collective agreement terms.

If you have any questions or concerns, please contact the OPP Municipal Policing Bureau at OPP.MunicipalPolicing@opp.ca

I would like to thank you for your support and look forward to our continued collaboration.

Yours truly,

Superintendent Steve Ridout
Municipal Policing Bureau Commander

Cc: OPP Regional and Detachment Commanders

SYSTEM OVERVIEW

April 1st to June 30th , 2024

OPERATIONAL HIGHLIGHTS

Drinking Water System

- The water treatment system operated well during the second quarter.
- Category One watermain break at Main St. and Valley View Dr. W. An old saddle joining asbestos cement (AC) pipe to polyvinyl chloride (PVC) blew out and was repaired.
- New live tap service connection installed at 128 Memorial West.
- Distribution flushing complete.

Wastewater Treatment

- The wastewater treatment system performed well during the second quarter.
- North cell lagoon treated with 3410 imperial gallons (IMPG) of ferric sulphate on April 11, 2024
- South cell lagoon treated with 3410 IMPG of ferric sulphate on April 11, 2024.
- Spring discharge completed from April 23 to May 24. Effluent samples below limits stated in Environmental Compliance Approval (ECA).

CAPITAL PLAN PROGRESS

Drinking Water System

- N/A

Wastewater Treatment

- Fabricated new guide rails for the discharge chamber valves at the North and South lagoons. Also fabricated grates to prevent turtles from plugging the discharge pipes.
- Performed CCTV inspection of the Genesee Creek sanitary run.

ASSET MANAGEMENT

See Appendix A - Work Order summary for water treatment plant (WTP)
See Appendix B - Work Order summary for wastewater treatment lagoon (WWTL)

CALL-OUT SUMMARY

See Appendix C – Call-out Report for WTP
 See Appendix D – Call-out Report for WWTL

REGULATORY

- All drinking water samples required under O. Regulation 170/03 were collected and tested in the second quarter of 2024 and all results fell within regulatory limits.
- Winter term pH and alkalinity sampling completed April 15, 2024.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed April 9, 2024.
- Reviewed the Capacity Study authored in December 2021 with Powassan’s staff and councilors.
- The Municipality of Powassan requested proposal for a Master Plan of water, wastewater and storm water to be prepared by OCWA Engineers.
- Off-site external S2 audit completed May 7, 2024, there was one opportunity for improvement (OFI) identified and resolved.
- No Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections were conducted this quarter.
- All required sewage samples required under the system’s ECA collected and tested in the second quarter of 2024.

INCIDENTS AND COMPLAINTS

Powassan Drinking Water System

Incident	N/A
Date	
Details	

Powassan Wastewater System

Incident	N/A
Date	
Details	

HEALTH AND SAFETY

- Staff training completed on Hoisting and Rigging.
- Staff training completed on FEP Binder.
- Staff training completed on Seasonal Environmental Hazards (Summer).

POWASSAN DRINKING WATER SYSTEM PERFORMANCE

See Appendix E – Performance Assessment Report Water

POWASSAN WASTEWATER TREATMENT LAGOON – WASTEWATER FLOW SUMMARY

See Appendix F – Performance Assessment Report Wastewater



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix A - Work Order Summary for WTP

Workorder Summary Report

Report Start Date:		Apr 1, 2024 12:00 AM	
Report End Date:		Jun 30, 2024 11:59 PM	
Location:		6033*	
Work Order Type:		CAP,CORR,OPER,PM	
Work Order Class:			

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3852276	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 08:59 AM	4/15/24 08:59 AM	

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3862181	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 09:12 AM	4/15/24 09:12 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 - April 09, 2024 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1788 Oil Level = Full Coolant Temp=179 Deg.F Battery Voltage= 13.7V Oil Pressure 61 psi Fuel level = approximately 4.0 inches Hrs at start: 6978 hr 43 min Hrs at stop: 6980 hr 53 min Exhaust Temp = 600 Deg. F

Workorder Summary Report

Report Start Date:	Apr 1, 2024 12:00 AM
Report End Date:	Jun 30, 2024 11:59 PM
Location:	6033*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details				WorkLog Detail		
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status		Schedule Start	Actual Start
												Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 - *NOTE: previous work log entered my mistake April 09, 2024 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues on the third attempt. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.
3869590	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 09:28 AM	4/15/24 09:28 AM
Critical Alarm/Dialer Testing (1m) 6033 - Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on April 09, 2024. The CI2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. Telus Alarms called to advise they had received an alarm notification re the low chlorine alarm. The CI2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low CI2/instrument alarm, alarm dialer and well pump interlock.												

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				Workorder Details										
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3870064			6033, Powassan WTP	PM	Health and Safety		1	MONTHS	Health And Safety Inspection (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 08:56 AM	4/15/24 08:56 AM	Health And Safety Inspection (1m) 6033 The monthly H&S Inspection was conducted on April 09, 2024 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)
3870211		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration		1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 09:30 AM	4/15/24 09:30 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 - April 09, 2024 by Dan Finnigan. During the monthly low chlorine critical alarm / lockout test the analyzer housing was flushed and inspected for damage and wear, and the electrolyte solution level was checked and topped up. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 1.97 mg/L Free Cl2 Handheld analyzer: 1.54 mg/L Free Cl2 The online analyzer required adjustment. The new slope after calibration was 72% (within spec).

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3871968			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 08:57 AM	4/15/24 08:57 AM	TPM Inspection/Maintenance (1m) 6033 -April 09, 2024 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3871973	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 09:15 AM	4/15/24 09:15 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - April 09, 2024 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1788 Oil Level = Full Coolant Temp=179 Deg.F Battery Voltage= 13.7V Oil Pressure 61 psi Fuel level = approximately 4.0 inches Hrs at start: 6978 hr 43 min Hrs at stop: 6980 hr 53 min Exhaust Temp = 600 Deg. F

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3873886			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	CLOSE	4/1/24 12:00 AM	4/3/24 08:37 PM	4/3/24 08:37 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of March 2024 was completed on April 3, 2024 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
3883664	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	CLOSE	4/1/24 12:00 AM	4/15/24 09:21 AM	4/15/24 09:21 AM	Analyzer Chlorine Inspection/Service (1m) 6033 - Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on April 09, 2024. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The online analyzer did not need calibration. Online = 1.42 mg/L Tested = 1.41 mg/L
3902215			6033, Powassan WTP	CAP	Refurbish/ Replace/Repair	0		Live Tap at 128 Memorial Park Dr West	COMP	5/22/24 02:19 PM	5/22/24 02:19 PM	5/22/24 02:19 PM	Live Tap at 128 Memorial Park Dr West - 2" Live Tap at 128 Memorial Park Dr West

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

			Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	
3915283	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1 MONTHS	
				Work Order Description			
				COMP	5/1/24 12:00 AM	6/3/24 11:27 AM	6/3/24 11:27 AM
				Status			
				Schedule Start			
				Actual Start			
				Actual Finish			
				WorkLog Detail			
				Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -May 30, 2024 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues on the third attempt. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.			
3922007	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1 MONTHS	
				Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on May 28 2024. The CI2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. Telus Alarms called to advise they had received an alarm notification re the low chlorine alarm. The CI2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low CI2/instrument alarm, alarm dialer and well pump interlock.			

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3922361		6033, Powassan WTP		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	5/1/24 12:00 AM	6/3/24 11:07 AM	6/3/24 11:07 AM	Health And Safety Inspection (1m) 6033 - The monthly H&S Inspection was conducted on May 28, 2024 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)
3922463		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	5/1/24 12:00 AM	6/3/24 11:18 AM	6/3/24 11:18 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 - May 28, 2024 by Dan Finnigan. During the monthly low chlorine critical alarm / lockout test the analyzer housing was flushed and inspected for damage and wear, and the electrolyte solution level was checked and topped up. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 2.51 mg/L Free Cl2 Handheld analyzer: 1.82 mg/L Free Cl2 The online analyzer was adjusted accordingly.

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3923717			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	5/1/24 12:00 AM	6/3/24 11:09 AM	6/3/24 11:09 AM	TPM Inspection/Maintenance (1m) 6033 -May 28, 2024 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3923722	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	5/1/24 12:00 AM	6/3/24 11:12 AM	6/3/24 11:12 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - May 28, 2024 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1794 Oil Level = Full Coolant Temp=170 Deg.F Battery Voltage= 13.7V Oil Pressure 60 psi Fuel level = approximately 4.0 inches Hrs at start: 7116 hr 27 min Hrs at stop: 7117 hr 51 min Exhaust Temp = 530 Deg. F

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3924894			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	5/1/24 12:00 AM	5/8/24 09:51 AM	5/8/24 09:51 AM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of April 2024 was completed on May 08, 2024 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
3933151	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	5/1/24 12:00 AM	6/3/24 11:21 AM	6/3/24 11:21 AM	
3948361			6033, Powassan WTP	CAP	Refurbish/ Replace/Repair	0		Powassan Live Tap and Service Connection: 128 Memorial Street West	COMP		5/13/24 10:07 AM	5/13/24 10:07 AM	Powassan Live Tap and Service Connection: 128 Memorial Street West - Messaged by Trevor at 0736 to see when i was coming to Powassan. advised i was headed to Callander and would touch base to see how they were making out. prepped tapping tool. confirmed with manufacturer which bit to use on ac pipe. Trevor sent pics of offset joint. advised we needed to be 3' from joint. arrived onsite 0945. vac truck still cleaning main. disinfected main and saddle with 6% sodium hypochlorite. tapping saddle to small. not the right od range for ac pipe. od 7.43". public works found a 2 bolt saddle in the right range. tapped 2" service. public works installed 2" poly and curbstop. flushed and took residual. 0.71free. suggested replacing firehydrant as it was on the deficiency list and within dig area. clean tapping tool. TF May 8/24
3952444			Powassan Ground Water Well System	PM	Refurbish/ Replace/Repair	0		Powassan spring flush 2024	COMP		5/28/24 10:42 AM	6/7/24 01:58 PM	

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3953578	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	6/1/24 12:00 AM	6/3/24 11:14 AM	6/3/24 11:14 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -May 28, 2024. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on- call operator. This confirms that the building door intrusion alarm is working. DF
3962813	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	6/1/24 12:00 AM	7/3/24 08:32 AM	7/3/24 08:32 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -June 28, 2024 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool- down period the generator shut down.

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3970064	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Low/lift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	6/1/24 12:00 AM	7/3/24 08:28 AM	7/3/24 08:28 AM	Critical Alarm/Dialer Testing (1m) 6033 -June 28, 2024. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF Critical Alarm/Dialer Testing (1m) 6033 - Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on June 24 2024. The CI2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. WIN911 Alarming provided notification to the on call operator. The CI2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low CI2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3970390			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	6/1/24 12:00 AM	7/3/24 08:25 AM	7/3/24 08:25 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on June 24, 2024 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)
3970563		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	6/1/24 12:00 AM	7/3/24 08:41 AM	7/3/24 08:41 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -June 24, 2024 by Dan Finnigan. During the monthly low chlorine critical alarm / lockout test the analyzer housing was flushed and inspected for damage and wear, and the electrolyte solution level was checked and topped up. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 2.16 mg/L Free Cl2 Handheld analyzer: 1.66 mg/L Free Cl2 The online analyzer was adjusted accordingly. The new slope after calibration was 74% (within spec).

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule				Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3972068			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	6/1/24 12:00 AM	7/3/24 08:26 AM	7/3/24 08:26 AM	TPM Inspection/Maintenance (1m) 6033 -June 24, 2024 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3972082	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	6/1/24 12:00 AM	7/3/24 08:31 AM	7/3/24 08:31 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - June 24, 2024 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1785 Oil Level = Full Coolant Temp=172 Deg.F Battery Voltage= 13.7V Oil Pressure 57 psi Fuel level = approximately 3.5 inches Hrs at start: 7120 hr 36 min Hrs at stop: 7121 hr 30 min Exhaust Temp = 590 Deg. F

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3973269			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	6/1/24 12:00 AM	6/13/24 11:43 AM	6/13/24 11:43 AM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of May 2024 was completed on June 11, 2024 by Dan Finnigan. Correction were made for chlorine residuals from testing, etc.. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
3983094	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	6/1/24 12:00 AM	7/3/24 08:35 AM	7/3/24 08:35 AM	Analyzer Chlorine Inspection/Service (1m) 6033 -Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on June 28, 2024. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. Online = 1.21 mg/L Tested = 1.30 mg/L The new slope after calibration was 2.07 mA/ppm (within spec).



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix B - Work Order Summary for WWTL

Workorder Summary Report

Report Start Date:	Apr 1, 2024 12:00 AM
Report End Date:	Jun 30, 2024 11:59 PM
Location:	5747*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3862165	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	CLOSE	4/1/24 12:00 AM	4/15/24 09:47 AM	4/15/24 09:47 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 - April 09, 2024. Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator only started on the 5th attempt. RPM's= 1800 Oil Level = Full Coolant Temp=180 Deg.F Battery Voltage= 11.7 V Oil Pressure 61 psi Hrs at start: 544.0 Hrs at stop: 544.4
3869291	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	CLOSE	4/1/24 12:00 AM	4/15/24 09:38 AM	4/15/24 09:38 AM	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on April 09, 2024. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

			Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	
3869308	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1 MONTHS	
				Work Order Description			
				Status			
				Schedule Start			
				Actual Start			
				Actual Finish			
				WorkLog Detail			
				Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on April 09, 2024. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.			
3869353	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1 MONTHS	
				Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on April 09, 2024. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.			
3869476		5747, Powassan WWTL		PM	Health and Safety	1 MONTHS	
				Health And Safety Inspection (1m) 5747			
				CLOSE			
				4/1/24 12:00 AM			
				4/15/24 09:42 AM			
				4/15/24 09:42 AM			
				Health And Safety Inspection (1m) 5747			
				Dan Finnigan conducted the monthly H&S Inspection on April 09, 2024which consisted of checking/verifying the following items:			
				1. Spill Kit: all items were available			
				2. Safety Signage (all intact and visible)			
				3. First aid kit			
				4. Hearing protection earmuffs			
				5. Emergency lighting (tested and working)			
				6. Emergency Eyewash (bottles are within use before date)			
				7. Fire Extinguisher			
				8. CO Monitor			

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3869525			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	CLOSE	4/1/24 12:00 AM	4/15/24 09:43 AM	4/15/24 09:43 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on April 09, 2024. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
3869530			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	CLOSE	4/1/24 12:00 AM	4/15/24 09:49 AM	4/15/24 09:49 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on April 09, 2024. Both sewage pumps were turned off in "hand" and the wet well level was allowed to rise until the High Level alarm setpoint was reached. The Telus alarm was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal.
3873891			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	CLOSE	4/1/24 12:00 AM	4/15/24 09:58 AM	4/15/24 09:58 AM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of March 2024 was completed on April 10, 2024 by Dan Finnigan. All values were checked and entered. lab data entries were reviewed, and this Work Order closed off.
3900048			Powassan Wastewater Treatment Lagoon	OPER	Predictive Maintenance	0		Powassan Spring 2024 Lagoon Treatment	COMP		6/6/24 08:03 AM	6/6/24 08:03 AM	- treat north cell with 10 loads of ferric, treat south cell with 8 loads of ferric. TF april 11/24

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3915267	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	5/1/24 12:00 AM	5/13/24 10:16 AM	5/13/24 10:16 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 -May 09, 2024. Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator only started on the 7th attempt. RPM's= 1790 Oil Level = Full Coolant Temp=178 Deg.F Battery Voltage= 11.9 V Oil Pressure 60 psi Hrs at start: 544.5 Hrs at stop: 544.9
3921872	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	5/1/24 12:00 AM	5/13/24 10:07 AM	5/13/24 10:07 AM	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon with multiple visits while the Spring Release was ongoing. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3921897	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	5/1/24 12:00 AM	5/13/24 10:08 AM	5/13/24 10:08 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon with multiple visits while the Spring Release was ongoing. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3921919	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	5/1/24 12:00 AM	5/13/24 10:09 AM	5/13/24 10:09 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon with multiple visits while the Spring Release was ongoing. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3921937			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	5/1/24 12:00 AM	5/13/24 10:10 AM	5/13/24 10:10 AM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on May 09, 2024which consisted of checking/ verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (tested and working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3921960			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	5/1/24 12:00 AM	5/13/24 10:12 AM	5/13/24 10:12 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on May 09, 2024. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
3921965			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	5/1/24 12:00 AM	5/13/24 10:17 AM	5/13/24 10:17 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on May 09, 2024. Both sewage pumps were turned off in "hand" and the wet well level was allowed to rise until the High Level alarm setpoint was reached. The Telus alarm was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal.
3924899			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	5/1/24 12:00 AM	5/8/24 09:53 AM	5/8/24 09:53 AM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of April 2024 was completed on May 08, 2024 by Dan Finnigan. All values were checked and entered. Lab data entries were reviewed, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3962797	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	6/1/24 12:00 AM	7/23/24 08:09 AM	7/23/24 08:09 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 -Curtis Green conducted the monthly generator test / work order on June 17, 2024. He noted the generator had a hard time starting and would contact Val's Equipment for further diagnosis. Gauge reading and fluid levels, betls, etc. were observed and found to be in proper condition and/or levels.
3969951	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	6/1/24 12:00 AM	7/23/24 08:26 AM	7/23/24 08:26 AM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on June 24, 2024. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3969961	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	6/1/24 12:00 AM	7/23/24 08:27 AM	7/23/24 08:27 AM	
3969983	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	6/1/24 12:00 AM	7/23/24 08:28 AM	7/23/24 08:28 AM	Lagoon Cell 03 Powassan Inspection/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on June 24, 2024. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3970002			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	6/1/24 12:00 AM	7/30/24 01:38 PM	7/30/24 01:38 PM	Health And Safety Inspection (1m) 5747 -Curtis Green conducted the monthly H&S Inspection on Monday June 17, 2024. He reported all equipment to be in good working order

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3970013			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	6/1/24 12:00 AM	7/23/24 08:11 AM	7/23/24 08:11 AM	TPM Inspection/Maintenance (1m) 5747 -Curtis Green conducted the monthly TPM work order on June 17, 2024. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
3970022			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	6/1/24 12:00 AM	7/23/24 08:23 AM	7/23/24 08:23 AM	Critical Alarm/Dialer Testing (1m) 5747 -An actual high wet level event on June 23, 2024 triggered the Telus alarm and WIN911 notification. Starting at 02:26 on July 23, a significant rain event caused the wet well level to rise to both the Telus and the WIN911 alarm setpoints multiple time. There was no overflow as both sewage pumps kept the level to below overflow. This confirmed the alarm system and notification was working.
3997524			5747, Powassan WWTL, Process	CAP	Refurbish/ Replace/Repair	0		Powassan Lagoon Discharge Chamber Valve Repairs	COMP		6/13/24 10:34 AM	6/13/24 10:34 AM	



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix C - Call-out Report for WTP

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3901502			6033, Powassan WTP	CALL	Compliance	0		Powassan Aux 2 (Power Loss) Alarm et. al.	CLOSE	4/11/24 09:03 PM	4/11/24 10:45 PM		Powassan Aux 3 (Power Loss) Alarm et. al. 21:03--Received an acknowledged notification from Telus alarms for auxiliary #2 alarm (power outage) 21:16--Logged onto wonder where remotely: no data available due to calm loss and power outage. A site visit will be required. 21:51--Received an acknowledged notification from Telus alarms for Wellhouse auxiliary #1 and auxiliary #3 (reservoir high/low level, and well pump failure) 22:30--Arrived at Wellhouse to find HMI logged off due to power loss. 22:33--Logged back in and acknowledged lockout of system due to low reservoir alarm. Well pump one immediately started an auto (reservoir level currently at 4.40 m). No further action required at this time.
3902848			6033, Powassan WTP	CALL	Inspection	0		6033 Powassan Well House Auxiliary 3 Well Pump Failure Alarm	COMP	4/19/24 08:00 PM	4/19/24 09:00 PM		Powassan Well House Auxiliary 3 Well Pump Failure Alarm - Received Auxiliary 3 Well Pump Failure Alarm. Inspected equipment with Well 1 in Alarm Fault 50 Control Power Alarm following erratic utility fluctuations. Reset Well Pump 1 with Automatic activation.
3950708			6033, Powassan WTP, Process	CALL	Inspection	0		6033 Powassan Well House Auxilliary 1 Low Reservoir Level Alarm	COMP	5/13/24 08:00 PM	5/13/24 11:00 PM		Powassan Well House Auxilliary 1 Low Reservoir Level Alarm - Received Auxiliary 1 Low Reservoir Level Alarm following Fire Department training exercise. Reviewed HMI with Reservoir Level @ 4.67 metres. No further issues.

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 6033*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3950709		6033, Powassan WTP, Process, Disinfection	6033, Powassan WTP, Process, Disinfection	CALL	Inspection	0		6033 Powassan Well House Low POE Chlorine Alarm	COMP		5/18/24 04:45 AM	5/18/24 11:00 AM	Powassan Well House Low POE Chlorine Alarm - Received POE Low Chlorine Alarm. Received Auxiliary 1 Low Reservoir Level Alarm. Reviewed HMI with Reservoir Level @ 4.22 metres. Trending reviews shows POE Chlorine drip to 0.92 mg/L following Well 2 activation. Back-flushed with Sodium Sulfite for dechlorination. Adjusted HMI Low Reservoir Level Alarm Setpoint to 3.75 metres with Low Low @ 3.7. Flushed Chlorine injection with no issues observed.
3951909		6033, Powassan WTP	6033, Powassan WTP	CALL	Compliance	0		Powassan WS Aux 3 Alarm (Well Pump Failure)	COMP		5/23/24 04:46 PM	5/24/24 09:00 AM	Powassan WS Aux 3 Alarm (Well Pump Failure) - Thursday May 23, 2024 16:46-Received Telus Alarms notification for Auxiliary 3 alarm (well pump failure) 17:00-Logged onto AVEVA app to check trending and operations: Well pump #2 tripped out and Well Pump #1 has continued to fill the Reservoir. Will monitor remotely. 18:00-Logged onto AVEVA app to check trending and operations: Well Pump #1 is operating normally. No site visit is required tonight. Friday May 24, 2024 08:40-Arrived at Well House and Reviewed online data logger back to Thursday May 23, 2024 at 07:00 Hrs. 08:45--Reset Well Pump #2 (was in alarm for phase loss)



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix D - Call-out Report for WWTL

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3901505			5747, Clark SPS, Facility	CALL	Compliance	0		Powassan Clark St. Stn Comm Loss & High Wet Well Alarms	CLOSE	4/11/24 09:15 PM	4/11/24 11:59 PM		Powassan Clark St. Stn Comm Loss & High Wet Well Alarms 21:15--Received an acknowledged win 911 alarm for loss of communication at 250 Clark St. 21:16--Logged onto Wonderware remotely: no data available due to communication loss and power outage. A site visit will be required. Suspect back up generator did not start. 21:51 --Received and acknowledged Telus alarms for Clark Street, wet well high-level 22:12--Received an acknowledged, when 911 alarm for Clark Street high wet, well level alarm. Suspect power has been restored, including win 911 alarming. 22:15--Arrived at Clark Street station. Checked wet well level: wet, well level is approximately 7 feet below overflow. Both sewage pumps are running, and power has been restored to the building. Generator is an alarm for failed to start. There is no evidence that the wet well level reached the overflow level. Will monitor remotely through Wonderware 22:46--Received an acknowledged win 911 alarm for Clark Street high Wet well level 22:56--Confirmed wet well is back to normal operating levels. Both pumps have shut off in auto. No further action is required.
3901660			5747, Clark SPS	CALL	Compliance	0		Powassan Clark Street High Wet Well Level Alarm	COMP	4/12/24 07:06 PM	4/12/24 11:00 PM		

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3901661			5747, Clark SPS	CALL	Compliance	0		Powassan Clark Street High Wet Well Level Alarm	COMP		4/13/24 11:40 AM	4/13/24 02:00 PM	Powassan Clark Street High Wet Well Level Alarm - 11:40--Received notification from Telus alarms for Clark Street High Wet Well Level alarm 12:15--Logged onto Wonderware to check trending and operations; both pumps running with good output (1670 L/min). Wet well level rising very slowly (currently at approximately 5.13 meters). Will monitor remotely. 14:00--Logged onto Wonderware to check trending, etc. Wet Well Level back down to normal operations and all alarms have reset. No further action required
3902847			5747, Clark SPS	CALL	Inspection	0		5747 Powassan Clark Street SPS Communication Lost Alarm	COMP		4/18/24 06:30 PM	4/18/24 07:30 PM	Powassan Clark Street SPS Communication Lost Alarm - Received WIN911 Communication Lost Alarm. Inspection of Clark Street SPS with equipment functional. No further issues.
3947662			5747, Clark SPS	CALL	Inspection	0		5747 Powassan Clark Street SPS Communication Loss Alarm	COMP		5/2/24 05:15 AM	5/2/24 06:00 AM	Powassan Clark Street SPS Communication Loss Alarm - Received WIN911 Communication Loss Alarm for Clark Street SPS. Received WIN911 Communication Loss Alarm for Clark Street SPS. Station inspection observing equipment functional.
4001184	0000235352	PANEL BREAKER 02 600v POWASSAN WWTL:FAIRVIEW PS	5747, Powassan WWTL, Facility	CALL	Compliance	0		Powassan Sewage Clark Street High Wet Well Level Alarm	COMP		6/23/24 02:26 AM	6/23/24 09:15 AM	

Workorder Summary Report

Report Start Date: Apr 1, 2024 12:00 AM	
Report End Date: Jun 30, 2024 11:59 PM	
Location: 5747*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
4001315		5747, Clark SPS		CALL	Inspection	0		5747 Powassan Clark Street SPS High Level Alarm	COMP		6/23/24 09:15 AM	6/23/24 11:15 AM	Powassan Clark Street SPS High Level Alarm - Contacted by Dan Finnigan regarding repeat Telus and WIN911 High Wet Well Level Alarming with eventual restoration due to precipitation event. Inspection of Wet Well observing level approximately 1.5 metres below Overflow with no indication of station Bypassing.
4001321		5747, Clark SPS		CALL	Inspection	0		5747 Powassan Clark Street SPS High Level Alarm	COMP		6/23/24 11:30 AM	6/23/24 03:30 PM	Powassan Clark Street SPS High Level Alarm - Received WIN911 High Wet Well Level Alarm followed by system restore. Received repeat WIN911 High Wet Well Level Alarm followed by system restore. Inspection of Wet Well observing Level approximately 1.0 metre from Overflow with no indication of Bypassing. Precipitation event subsided shortly after with system restoration.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix E - Performance Assessment Report Water

Performance Assessment Report

From 01/04/2024 to 30/06/2024

6033 POWASSAN DRINKING WATER SYSTEM 220000576

	4 / 2024	5 / 2024	6 / 2024	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
--	----------	----------	----------	-------------	-----------	-----------	-----------

Flows

Raw Flow: Monthly Total - RW1 - Raw Well 1 (m³)	8,211.85	7,177.13	6,775.87	22,164.85			
Raw Flow: Monthly Total - RW2 - Raw Well 2 (m³)	6,748.79	5,816.80	6,564.07	19,129.66			
Raw Flow: Monthly Avg - RW1 - Raw Well 1 (m³)	273.73	231.52	225.86		243.70		
Raw Flow: Monthly Avg - RW2 - Raw Well 2 (m³)	224.96	187.64	218.80		210.47		
Raw Flow: Monthly Max - RW1 - Raw Well 1 (m³)	366.89	411.25	368.58			411.250	
Raw Flow: Monthly Max - RW2 - Raw Well 2 (m³)	306.76	252.01	296.04			306.760	
Raw Flow: Monthly Total - RW - Raw Water - Total (m³)	14,960.64	12,993.93	13,339.94	41,294.51			
Raw Flow: Monthly Avg - RW - Raw Water - Total (m³)	498.69	419.16	444.66		454.17		
Raw Flow: Monthly Max - RW - Raw Water - Total (m³)	631.38	558.19	640.85			640.850	

Turbidity

Raw: Max Turbidity - RW1 - Raw Well 1 (NTU)	0.110	0.120	0.110			0.120	
Raw: Max Turbidity - RW2 - Raw Well 2 (NTU)	0.120	0.110	0.140			0.140	

Chemical Parameters

Treated: Max Nitrite - TW2 - TW2 (mg/L)	0.003				<	0.003	<
Treated: Max Nitrate - TW2 - TW2 (mg/L)	1.080					1.080	
Distribution: Max THM - DW - Distribution (µg/l)	0.990					0.990	
Distribution: Max HAA - DW - Distribution (µg/l)	5.300				<	5.300	<

Chlorine Residuals

Treated: Min Free Cl2 Resid - TW - Treated Water (mg/L)	1.174	0.887	1.052				0.887
Treated: Max Free Cl2 Resid - TW - Treated Water (mg/L)	2.292	2.572	2.154			2.572	
Dist: Min Free Cl2 Resid - DW - Distribution (mg/L)	1.490	1.570	1.510				1.300
Dist: Max Free Cl2 Resid - DW - Distribution (mg/L)	1.950	1.910	1.860			1.910	

Bacti Samples Collected

Raw Bacti: # of samples - RW1 - Raw Well 1	5	4	4	13			
Raw Bacti: # of samples - RW2 - Raw Well 2	5	4	4	13			
Treated Bacti: # of samples - TW1 - TW1	3	3	2	8			
Treated Bacti: # of samples - TW2 - TW2	2	1	2	5			



Performance Assessment Report

From 01/04/2024 to 30/06/2024

Dist Bacti.: # of samples - DW - Distribution		15	12	12	39		
Dist HPC.: # of samples - DW - Distribution		5	4	4	13		
Treated Bacti.: # of TC exceedances - TW1 - TW1		0	0	0	0		
Treated Bacti.: # of TC exceedances - TW2 - TW2		0	0	0	0		
Treated Bacti.: # of EC exceedances - TW1 - TW1		0	0	0	0		
Treated Bacti.: # of EC exceedances - TW2 - TW2		0	0	0	0		
Dist Bacti.: # of TC exceedances - DW - Distribution		0	0	0	0		
Dist Bacti.: # of EC exceedances - DW - Distribution		0	0	0	0		



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix F - Performance Assessment Report Wastewater

5747 POWASSAN WASTEWATER TREATMENT LAGOON 110000613

	4 / 2024	5/ 2024	6/ 2024	<--Total-->	<--Avg-->	<--Max-->
--	----------	---------	---------	-------------	-----------	-----------

Flows

Raw Flow: Total - Raw m³/d	23,622.50	15,760.80	14,627.42	54,010.72		
Raw Flow: Total - St Gregory m³/d	604.90	512.60	477.90	1,595.40		
Raw Flow: Total - Clark Street m³/d	23,017.60	15,248.20	14,149.52	52,415.32		
Raw Flow: Avg - Raw m³/d	787.42	508.41	487.58	593.52		
Raw Flow: Avg - St Gregory m³/d	20.16	16.54	15.93	17.53		
Raw Flow: Avg - Clark Street m³/d	767.25	491.88	471.65	575.99		
Raw Flow: Max - Raw m³/d	1,988.70	633.30	1,553.52			1,988.70
Raw Flow: Max - St Gregory m³/d	44.00	22.50	35.40			44.00
Raw Flow: Max - Clark Street m³/d	1,956.30	610.80	1,518.12			1,956.30
Raw Flow: Count - Raw m³/d	30.00	31.00	30.00	91.00		
Raw Flow: Count - St Gregory m³/d	30.00	31.00	30.00	91.00		
Raw Flow: Count - Clark Street m³/d	30.00	31.00	30.00	91.00		

Carbonaceous Biochemical Oxygen Demand: CBOD

Eff: Avg cBOD5 - Eff North mg/L	0.00	6.80	0.00		6.80	6.80
Eff: Avg cBOD5 - Eff South mg/L	<	7.00	0.00		<	7.00
Eff: # of samples of cBOD5 - Eff North	0.00	5.00	0.00	5.00		
Eff: # of samples of cBOD5 - Eff South	2.00	3.00	0.00	5.00		

Biochemical Oxygen Demand: BOD5

Raw: Avg BOD5 - Raw mg/L	475.00	143.00	146.00		254.67	475.00
Raw: # of samples of BOD5 - Raw	1.00	1.00	1.00	3.00		

Total Suspended Solids: TSS

Raw: Avg TSS - Raw mg/L	340.00	195.00	70.00		201.67	340.00
Raw: # of samples of TSS - Raw	1.00	1.00	1.00	3.00		
Eff: Avg TSS - Eff North mg/L	0.00	13.00	0.00		13.00	13.00
Eff: Avg TSS - Eff South mg/L	18.50	26.67	0.00		23.40	26.67
Eff: # of samples of TSS - Eff North	0.00	5.00	0.00	5.00		
Eff: # of samples of TSS - Eff South	2.00	3.00	0.00	5.00		

Performance Assessment Report

From: 01/04/2024 to 30/06/2024

Percent Removal: TSS - Eff North %

Percent Removal: TSS - Eff South %

	0.00		93.33						93.33
	94.56		86.32						94.56

Total Phosphorus: TP

Raw: Avg TP - Raw mg/L

Raw: # of samples of TP - Raw

Eff: Avg TP - Eff North mg/L

Eff: Avg TP - Eff South mg/L

Eff: # of samples of TP - Eff North

Eff: # of samples of TP - Eff South

Percent Removal: TP - Eff North %

Percent Removal: TP - Eff South %

	4.68		2.32		1.21			2.74		4.68
	1.00		1.00		1.00		3.00			
	0.00		0.31		0.00			0.31		0.31
	0.07		0.16		0.00			0.12		0.16
	0.00		5.00		0.00		5.00			
	2.00		3.00		0.00		5.00			
	0.00		86.64		0.00					86.64
	98.50		93.10		0.00					98.50

Nitrogen Series

Raw: Avg TKN - Raw mg/L

Raw: # of samples of TKN - Raw

Eff: Avg TAN - Eff North mg/L

Eff: Avg TAN - Eff South mg/L

Eff: # of samples of TAN - Eff North

Eff: # of samples of TAN - Eff South

	37.00		23.80		10.40			23.73		37.00
	1.00		1.00		1.00		3.00			
	0.00		15.24		0.00			15.24		15.24
	9.80		9.60		0.00			9.68		9.80
	0.00		5.00		0.00		5.00			
	2.00		3.00		0.00		5.00			

Disinfection

Eff: GMD E. Coli - Eff North cfu/100mL

Eff: GMD E. Coli - Eff South cfu/100mL

Eff: # of samples of E. Coli - Eff North

Eff: # of samples of E. Coli - Eff South

	0.00		2.00		0.00					
	2.00		2.00		0.00					
	0.00		5.00		0.00		5.00			
	2.00		3.00		0.00		5.00			



COUNCIL MEMO

To: Council
From: Randy Hall
Re: Buy Local Discussion
Date: August 8, 2024

RECOMMENDATION:

Discussion around shopping local and what should be considered before shopping at a vendor outside of the Municipality.

BACKGROUND:

Our local businesses support our community by paying taxes, other fees and provide employment to our community.

Currently there are no guidelines on purchasing which has led to buying products outside the Municipality. The concern is that so often we reach out to local businesses for the support of donations for our functions and often the Municipality of Powassan will purchase product by driving to other Municipalities to save a few dollars.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2013-35

**BEING A BY-LAW TO AMEND PURCHASING POLICIES AND
PROCEDURES FOR THE MUNICIPALITY OF POWASSAN**

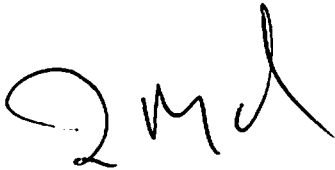
WHEREAS in accordance with Section 270 (1),3 of the Municipal Act, S.O. 2001, c.25, imposes on municipalities the obligations to adopt policies with respect to the procurement of Goods and Services; and

WHEREAS the Council of The Corporation of the Municipality of Powassan deems it expedient to adopt Purchasing Policies and Procedures for the Municipality of Powassan.

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

1. That By-law 2005-19 be amended as follows:
To include under section 4 "Policy for Disposal of Surplus Goods" as item no. 6 and that the subsequent sections be renumbered.
2. That this By-Law shall come into force and take effect upon adoption.

Adopted June 18th, 2013



MAYOR



CLERK-TREASURER

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2009-49

**BEING A BY-LAW TO AMEND PURCHASING POLICIES AND
PROCEDURES FOR THE MUNICIPALITY OF POWASSAN**

WHEREAS in accordance with Section 270 (1),3 of the Municipal Act, S.O. 2001, c.25, imposes on municipalities the obligations to adopt policies with respect to the procurement of Goods and Services; and

WHEREAS the Council of The Corporation of the Municipality of Powassan deems it expedient to adopt Purchasing Policies and Procedures for the Municipality of Powassan.

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

1. That By-law 2005-19 be amended as follows:

“That Sections 6, 7, 8 where references the amount of \$10,000 be amended to the amount of \$20,000.”

2. That this By-Law shall come into force and take effect upon adoption.

Adopted October 6, 2009.

MAYOR

CAO/CLERK

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2005- 19

**BEING A BY-LAW TO ADOPT PURCHASING POLICIES AND PROCEDURES
FOR THE MUNICIPALITY OF POWASSAN**

WHEREAS in accordance with Section 271 of the Municipal Act, S.O. 2001, c.25, imposes on municipalities the obligations to adopt policies with respect to the procurement of Goods and Services;

AND WHEREAS the Council of The Corporation of the Municipality of Powassan deems it expedient to adopt Purchasing Policies and Procedures for the Municipality of Powassan.

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

1. That council adopts Purchasing Policies and Procedures for the Municipality of Powassan identified as Schedule "A", hereto attached and forming part of this by-law.
2. That this By-Law shall come into force and take effect on the date of its final passing.
3. That By-Law 2001-38 is now repealed.

READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD
TIME AND ADOPTED AS SUCH IN OPEN COUNCIL THIS 19th DAY OF
JULY, 2005.

MAYOR

CAO/CLERK

SCHEDULE “A” TO BY-LAW NO. 2005-19

PURCHASING POLICIES AND PROCEDURES

FOR THE

MUNICIPALITY OF POWASSAN

PURCHASING POLICY INDEX

	Page
Section 1 Definitions	4
Section 2 Purchasing Objectives	7
Section 3 Defining the Responsibilities & Prohibitions of Procuring Goods and Services	8
1. General Responsibilities	8
2. Administration Responsibilities	8
3. Department Head Responsibilities	9
4. Requirement for approved funds	9
5. Restrictions	10
6. Total Project Cost	10
7. Prescribed Council Approval and Emergency Authority	10
8. Cancellation of Bid Solicitation	11
Section 4 Procurement Procedures	12
1. General	12
2. Policy for Specifications	13
3. Policy for Approval Authority	13
4. Policy for Petty Cash Purchase of \$200 or less	13
5. Policy for Low Dollar Value Purchase (up to \$1000)	13
6. Policy for Disposal of Surplus Goods	14
7. Policy for Request for Quotations (\$1000 to \$10000)	14
8. Policy for Request for Proposal	14
9. Policy for Request for Tender	15
10. Policy for In House Procurement	16
11. Policy for Joint Tenders	16
12. Policy for Emergency Purchasing	16
13. Policy for Negotiations	16
14. Policy for Credit Cards	17
15. Policy for Pre-Qualification of Acceptable Bidders	17
Section 5 Bid and Contract Administration	19
Section 6 Other	21
Schedule "A" Guidelines regarding irregularities in tenders	22

Section 1

DEFINITIONS

“Acquisition Method” means the process by which goods or services are procured. The acquisition method applied must correspond with the Acquisition Process provided herein.

“Award”, “Awarded”, and “Awarding” mean authorization to proceed with the purchase of goods and services and construction from a chosen supplier.

“Bid” means an offer or submission from a vendor in response to a request for quotation, tender or proposal, which is subject to acceptance or rejection.

“Bid Bond” means the form of security required by the terms and conditions of Bid Solicitation documentation to guarantee that the successful bidder enters into a Contract with the Municipality of Powassan.

“Bid Solicitation” means a formal request for bids that may be in the form of a Request for Quotation, Request for Proposal or Request for Tender.

“Construction” means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional services related to the construction contract unless they are included in the procurement.

“Consulting and Professional Services” include architects, engineers, designers, surveyors, planners, accountants, auditors, lawyers, management, software and financial consultants, brokers, soil consultants, and any other consulting and professional services rendered on behalf of the Municipality. These professionals should possess current member status/accreditation in their appropriate professional body.

“Contract” means a formal legal agreement between two or more parties, usually written, or a purchase order with binding legal and moral implications; usually exchanging goods and /or services for money or other consideration.

“Council” means the Council of the Corporation of the Municipality of Powassan.

“Department” means each division within the scope of the Corporation of the Municipality of Powassan including the office of the Chief Administrative Officer.

“Designate” means the authorized designate or such official as may be appointed to act on behalf of the authorized authority.

“Emergency” means a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of the residents of the Municipality, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.

“Expanded works” means approved construction projects in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary in order to deliver the original approved work.

“Goods” means moveable property including:

- a) the costs of installing, operations, maintaining or manufacturing such moveable property, and
- b) raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a construction project.

“Highest Technical Bid” means the bid that would provide the Municipality with the best product or service as measured by the evaluation criteria.

“Holdback” means an amount withheld under the terms of the contract to ensure the complete performance of the contract and to avoid overpayment in relation to progress of work.

“Lowest Acceptable Bid” means the most cost efficient and effective bid and shall be the sum of all costs, including but not limited to, purchase price, all taxes, delivery, installation, warranty, life cycle cost, operating and disposal costs incurred for determining the lowest acceptable bid meeting the specifications.

“Municipality” means the Corporation of the Municipality of Powassan.

“Pre-Qualified Supplier” means a supplier of specific Goods or Services who is listed in Schedule “B” attached to and forming part of this by-law.

“Progress Payment” means a payment made under the terms of a contract after the performance of the part of the contract in respect of which payment is made but before the performance of the whole contract.

“Purchase Order” means a legally binding contract between the Corporation of the Municipality of Powassan and a supplier to supply a specific quantity of goods or services confirming such things as time period, delivery, destination and price in a form acceptable to the Chief Administrative Officer and Department Head.

“Purchasing Policy” means the policy adopted by by-law by council and amended from time to time by by-law amendments by council.

“Quotation” means a request for prices on specific goods and/or services from selected vendors, which is submitted in writing or transmitted by facsimile or email as specified in the Request for Quotation.

“Request for Information” means a process where information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace to determine if there are enough suppliers to justify a Request for Proposal.

“Request for Proposal” means a formal request for details on the supply of goods or the provision of services or construction, which cannot be fully defined or specified at the time of the request. The suitability of any resulting proposal may be dependant upon non-price factors and which may result in further negotiation between the parties.

“Request for Quotation” means a request in which the Municipality approaches three or more suppliers directly and obtains a written fixed price from at least three of them at which each supplier will provide specific goods, services or construction.

“Request for Tender” means a formal request for sealed bids for the supply of goods, services or construction in response to a publicly advertised request for bids. Used when the Municipality can specify its exact needs and price or qualifications of the supplier. The acceptance of a tender should result in a firm contract.

“Security Deposit” means a deposit of securities by a supplier that the Municipality may convert under defined conditions to complete the supplier’s contractual obligation.

“Services” means all professional, consulting, construction or maintenance services, including the Recurring or Non-Competitive Expenditures set out in Schedule “B”.

“Sole Source” means there is only one known source of supply of particular goods or services.

“Time-Sensitive” means a situation for which the timing to initiate and/or complete the purchase is paramount but the time available to follow normal procedures is insufficient.

“Total Purchase Price” means the total final cost including all related expenses and taxes, and inclusive of any rebates or shared costs by a third party to the agreement.

NOTE: Where dollar limits are specified, costs are to include, but not be limited to, Federal Goods and Services Tax, Provincial Sales Tax, freight, installation, etc.

Section 2

PURCHASING OBJECTIVES

1. Procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution, in accordance with the Purchasing Policies as approved by Council.
2. Encourage the most open, competitive bidding process practicable for the acquisition and disposal of goods and/or services, and the objective and equitable treatment of all vendors.
3. Acquire goods and services in a manner that complies with this policy and appropriate purchasing principles for the public sector, reflecting a high standard of business ethics without favour or discrimination, and which is cost effective and results in the best value for the Municipality.
4. Ensure that Goods and Services acquired by the municipality will comply with the Municipality's requirements and with all standards, codes and regulations prescribed by law, for maximum benefit to and to protect the health and safety of the Municipality, its employees and the public.
5. Ensure that in calling for tenders, proposals or quotations, the Municipality shall incur no obligation to accept any bid, tender, proposal or quotation.
6. Ensure that both purchasing needs assessments and purchasing planning will consider alternatives, timing and supply strategies, and the effective and economical management of goods and services throughout their useful life.

Section 3 Defining the Responsibilities and Prohibitions of Procuring Goods and Services

1. General Responsibilities

The procedures prescribed in this by-law shall be followed to make a contract award or to make a recommendation of a contract award to Council.

2. Administration Responsibilities

The Treasurer and/or CAO/Clerk shall be responsible to make purchases on behalf of the Municipality in accordance to this Purchasing By-Law. They may appoint designated officials to act on their behalf and on behalf of the Municipality to enter into contracts with third parties. The CAO/Clerk may limit the purchasing authority of the designated officials, as he/she deems appropriate. The following are the administration responsibilities:

- ☐ To be responsible for the administration of the Corporate Purchasing Policies, Guidelines and Procedures, and will continually review the corporate use of goods and/or services to ensure the Municipality is receiving the best quality, quantity, service, price, etc.
- ☐ To ensure that business transactions are conducted ethically and professionally.
- ☐ To advise on the practicability of specifications to ensure a maximum number of competitive bids and vendor's ability to supply.
- ☐ To ensure that qualified vendors receive requests for Tenders, Proposals, and Quotations.
- ☐ To advise and assist in the preparation of agreements when requested.
- ☐ To supply copies of the policies and procedures to all staff that have been delegated purchasing authority and training as required ensuring clear understanding of the corporate expectations.
- ☐ To maintain records of business transactions as required.

3. Department Head Responsibilities

1. The Department Heads will acquire goods and services for the purpose of their departments and are accountable for achieving the specific objectives of the procurement project.
2. In acquiring goods and services, the Department Head shall:
 - a) Ensure that approved budgetary allowances are not exceeded without the approval, obtained in advance wherever possible, of the CAO/Clerk or the Municipal Council;
 - b) Have the authority to award contracts in the circumstances specified in this by-law provided that the delegated power is exercised within the limits prescribed in this by-law, and the requirements of this by-law are met.
 - c) Use of no other forms of procurement shall be permitted, unless prior approval is obtained by Council resolution.

4. Requirement for approved funds:

- a) The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within Council approved Budget.
- b) Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
 - (i) the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved budget.
 - (ii) the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Department Head, the required funding can reasonably be expected to be made available.
- c) All purchase request for contracts for which sufficient funds are not available and identified shall be rejected unless the deficiency is minimal and alternative funding has been identified.

5. Restrictions:

The following activities are prohibited, unless specifically approved by Council:

- a) No Contract for Goods, Services or Construction may be divided into two or more parts to avoid the application of the provisions of this By-Law.
- b) No Contract for Services shall be awarded where the services would result in the establishment of an employee-employer relationship.
- c) No employee shall purchase any Goods, Services or Construction, except in accordance with this By-Law.
- d) The purchase by the Municipality from any member of Council, appointed officers, employees of the Municipality or their immediate families or from any other source that would result in a conflict of interest (i.e. monetary gain), unless such interest has been declared pursuant to the Municipal Conflict of Interest Act.
- e) The purchase by the Municipality of any goods or services for personal use by any member of Council, appointed officers, employees of the Municipality or their immediate families.
- f) The acceptance of gifts, benefits, money, discounts, favours or other assistance by elected officials, officers and employees, and their families. The image and integrity of the employees and Council must be preserved at all times.

6. Total Project Cost:

Where this by-law prescribes financial limits on contracts that may be awarded on the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the aggregate or sum of:

- all costs to be paid to the supplier under the contract; and
- all taxes, and
- less any rebates, and
- the extra cost, taxes, etc. resulting from any amendment after the initial contract has been made.

7. Prescribed Council Approval and Emergency Authority:

Despite any other provisions of this By-Law, the following Contracts are subject to Council approval:

- a) any Contract requiring approval from the Ontario Municipal Board;
- b) any Contract where the Total Acquisition Cost is greater than the Council Approved Budget;
- c) in any case where the applicable Procurement Procedures set out in Section 4 have not been followed; the Department Head considers they cannot reasonably be followed; or a proposed procurement is from a Sole Source;

- d) any Contract where a Good, Service or Construction has a total Acquisition Cost which exceeds \$10,000.00;
- e) in the event of an "Emergency" where Council is unable to meet immediately, the Mayor (or in the Mayor's absence, the Deputy Mayor), in consultation with the CAO-Clerk and/or Department Head, may authorize a total Acquisition Cost to deal with the Emergency, up to a maximum of \$10,000.00. Council shall be advised of any Emergency Procurement at its next meeting;
- f) any procurement from a Sole Source.

8. Cancellation of Bid Solicitation:

A Department Head, with the concurrence of Council, may cancel a bid solicitation at any time up to contract award, and shall ensure that the confidentiality of any bid submitted is maintained in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended, Section 10.

Section 4

Procurement Procedures

1. General

- a) Except as listed in (b) immediately below, no procurement of any good, service or construction shall be made unless it is made by a method or procedure authorize in this part.
- b) The purchasing methods and procedures described in this Section do not apply to the following Goods and Services and must be within a pre-approved budget estimate:
 - i) Employers general expenses which may include the following, but are not limited to:
Salaries, wages and benefits;
Payroll deductions remittances;
Licenses;
Banking Fees;
Debenture Payments;
Grants and Donations;
Petty Cash replenishment;
Tax remittances;
Debt and bank charges;
Utilities;
Insurance;
On going roads maintenance;
Office supplies and maintenance;
Office equipment;
Postage;
Equipment maintenance.
 - ii) Training and Education expenses which may include the following, but are not limited to: Memberships; Registration fees for conferences, conventions, courses and seminars.
 - iii) Refundable Employee/councillor Expenses such as meal allowances and travel.
 - iv) Professional Services
 - v) Emergency procurements authorized under Section 3, 6 (e) of this by-law.
 - vi) Any procurement by any other method expressly authorized by Council in a written resolution or by-law.
 - vii) Committee/Board expenses.

2. Policy for Specifications

The Department whose budget provides for the acquisition of goods and/or services shall be responsible for the preparation of the specifications for a quotation, tender or proposal call. The Clerk and/or Treasury Departments shall have the authority to review and recommend improvements to the specifications when deemed necessary. Changes to specifications shall be made with the cooperation of the Department concerned.

3. Policy for Approval Authority

Anyone given Acquisition authority under this policy is accountable and responsible to ensure that proper budget exists, purchases do not violate any municipal, legal or statutory policy, and they have met the audit requirements of the Municipality. Those responsible for requisitioning and purchasing goods and/or services will be held accountable for their decisions.

4. Policy for Petty Cash Purchases of \$200 or less

- 1) The Treasurer shall have authority to establish a Petty Cash fund in such an amount to meet the requirements of the municipality for the acquisition of goods, services or construction having a value of \$200.00 or less.
- 2) Purchases shall be made from the competitive marketplace wherever possible.
- 3) All petty cash disbursements shall be evidenced by vouchers or receipts detailing the item(s) and the Total Acquisition Cost.

5. Policy for Low Dollar Value Purchase (up to \$1000.00)

The purpose of this policy is to provide guidelines for Low Dollar Purchases (up to \$1000.00) in accordance with the Purchasing Policies with intent to;

1. To obtain the highest quality of goods and/or services at the lowest possible price, available at the right time and in the right quantities.
2. To acquire goods and/or services required from qualified suppliers in a manner which promotes fair and equitable relationships with all suppliers;
3. Purchase within the limits of approved budgets;
4. Utilize all division and corporate contacts. Chief Administrative Officer/Clerk and/or the Treasurer or designates are authorized to approve purchases up to \$1,000. Treasurer or designate may require a three price comparison for purchases over \$100.00.

Department Managers are authorized to approve purchases up to \$1,000. The Department managers may delegate approval authority to their staff at the levels they deem appropriate.

The Department Managers may appoint staff who will have the delegated authority to purchase goods and /or services directly up to \$1000.00 in accordance with the Procedures for Low Dollar Value Purchases. It is the responsibility of the users to adhere to the Purchasing Policies.

6. Policy for Disposal of Surplus Goods

1. Where any goods are surplus, obsolete or not repairable, they shall be declared surplus by the Department Manager and approved by the Clerk-Treasurer.
2. When no other use can be found for these items in other Departments, they shall be disposed of, at the discretion of the Clerk-Treasurer, through public auction, tender or quotation, sealed bid, or whichever is in the best interest of the Municipality.
3. Where the item declared as surplus has a value of \$500 or less, the Clerk-Treasurer (or designate) may, to the benefit of the Municipality, dispose of the item in a manner other than the ones listed above.
4. Council members, Municipal staff and their spouses are prohibited from submitting bids on any Municipal surplus goods.
5. In the event of a tie bid, the Clerk-Treasurer may break the tie by:
 - 1) Whichever bid was received first (date and time stamped)
 - 2) Coin toss
6. That a separate policy will govern the disposal of vehicles deemed to be surplus.
7. The Municipality has the right to refuse all bids.

7. Policy for Request for Quotations (\$1000 to \$20000)

For acquisition of goods and/or services with a total purchase price greater than \$1000 but not exceeding a total purchase price of \$20,000

- a) A minimum of three quotations shall be obtained by any method of written communication and the results will be analyzed and tabulated to determine the award. The quote shall be awarded based on the "lowest acceptable bid" as defined in Section 1 of this By-Law.
- b) Quotes may be requested from those suppliers who appear best qualified to meet the provisions of the quotation.
- c) The Department Head will obtain the quotes, review the quotes to ensure compliance with the related procedures and established terms or conditions;
- d) Final acceptance of Quotations must be approved by the CAO/Clerk or Treasurer or the Department Head when the item is within the approved budget limits.

8. Policy for Requests for Proposal

- a) A request for Proposal shall be used for procurements exceeding \$10,000.00
Where one or more of the criteria for issuing a Request for Tender cannot be met, such as:
 - (i) owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone.
 - (ii) it is expected that negotiation with one or more bidders may be required with respect to any aspect of the requirement.
- b) A Request for Proposal shall be issued by:
 - (i) advertising in a publication with large commercial circulation and/or
 - (ii) an advertisement, at least once, in the local newspaper.
- c) The Department Head with a Committee of Council will review all proposals against the established criteria and reach consensus on the final rating results;
- d) A report will be presented to Council recommending award of contract to the supplier meeting all mandatory requirements and providing best value as stipulated in the Request for Proposal;
- e) Final acceptance of Proposals must be by resolution of Council.

9. Policy for Request for Tender

- a) A Request for Tender shall be used for procurements exceeding \$10,000.00 where all of the following criteria apply:
 - (i) two or more sources are considered capable of supplying the requirement;
 - (ii) the requirement is adequately defined to permit the evaluation of tenders against clearly stated criteria;
 - (iii) the market conditions are such that tenders can be submitted on a common pricing basis;
 - (iv) it is intended to accept the lowest priced responsive tender without negotiations;
 - (v) sufficient funds are available and identified in appropriate accounts within Council Approved budgets; except in an emergency situation;
 - (vi) the provisions of the By-Law are complied with.
- b) A tender has to be advertised at least once in a local newspaper, or you may require invitation tenders. All tenders are to be received in sealed envelopes within the specified time and opened in public at the advertised time in the presence of the applicable Department Head, the Treasurer, and/or the CAO/Clerk and one (1) member of council or their designate.

- c) The Department Head with the CAO/Clerk or Treasurer shall review all tenders against the established criteria and reach consensus on the final rating results.
- d) A report to Council recommending award of tender or proposal is required for all purchases over \$10,000.
- e) Final acceptance of Tenders must be made by resolution of Council.

10. Policy for in House Procurement

Prior to initiating and before completing a procurement, a Department Head shall consider whether or not it is possible to obtain the required good, service or construction "in house" using its own employees; and whether or not such in house procurement would provide Best Value to the Municipality.

11. Policy for Joint Tenders

Council may authorize a Department Head to participate in a joint tendering process along with other municipalities. The procurement procedures should be consistent with municipal policy. Final acceptance of Proposals must be by resolution of Council.

12. Policy for Emergency Purchasing

The purpose of this policy is to set out guidelines for acquiring goods and/or services when an emergency arises.

When the Mayor or designate has declared an Emergency, goods and/or services shall be acquired by the most expedient and economical means. The Treasurer will provide cooperative assistance when requested to expedite any purchasing documents necessary to deal with the Emergency. Any purchase acquisition document issued under such conditions shall be justified and approved by the Mayor and C.E.M.C. and/or CAO/Clerk or Department Head of the municipality. For amounts exceeding \$10,000, the CAO/Clerk shall issue an information report to the Council at its next scheduled meeting.

Subsequent to the resolution of the Emergency, the C.E.M.C. shall complete an Emergency Report and forward it to the Council, CAO/Clerk and Treasurer .

13. Policy for Negotiations

The purpose of this policy is to set out guidelines for acquiring goods and/or services through the negotiation process. Occasionally when conditions dictate,

negotiations for goods or services may be conducted. This process may be adopted when any of the following conditions apply:

- a. goods or services are judged to be in short supply due to market conditions;
- b. where there is only one known source for the goods or services (sole source);
- c. where 2 or more identical bids have been received;
- d. where the lowest bid received meeting specifications is excessive in total cost or substantially exceeds the estimated costs;
- e. when all bids received fail to meet the specifications or tender terms & conditions and it is impractical to recall tenders or quotations;
- f. when a single source is being recommended because it is more cost effective or beneficial for the Municipality.
- g. for the extension of a contract where extension provisions were built into them as part of their original terms of reference, provided the value of the amendment plus the value of any previous amendments to the same contract does not exceed the value of the original contract by the lesser of \$10,000 or 10% of the original contract value;
- h. an emergency or time-sensitive situation as defined in Section 1 of this By-Law, or
- i. for expanded or coordinated works as defined in Section 1 of this By-Law.

14. Policy for Credit Cards

The purpose of this policy is to set out guidelines for acquiring goods and/or services through the use of Municipal Credit Cards. The Chief Administrative Officer or Department Heads may appoint employees who will be authorized to use a Credit Card to procure goods and/or services following sound business practices.

1. All Credit Cards issued will have a predetermined "Credit Limit" as determined and authorized by the Treasurer in conjunction with the CAO/Clerk. All Credit Cards will be blocked from obtaining cash advances.
2. The Program will be administered and audited by the Treasurer or designate, who will maintain a master file of all Credit Cards and card limits.
4. The Credit Card shall not be used for personal purchases of any nature.

15. Policy for Pre-Qualification of Acceptable Bidders

1. The purpose of this policy is to set out guidelines for pre-qualification to select a number of bidders prior to the competitive sealed bid process. The purpose of

pre-qualification is to ensure that each bidder can demonstrate they have the ability to provide the necessary expertise and resources to satisfactorily complete the work required. Pre-qualification would only be considered in the following circumstances:

- 1.1 The work is considered “high risk” with respect to Regulations governed under the “Occupational Health and Safety Act”;
 - 1.2 The work is such that contract administration costs (work inspection, follow-up, extra fee negotiations) could result in a substantial cost the Municipality if the work is not satisfactorily performed the first time;
 - 1.3 The goods or equipment to be purchased must meet national safety standards, or if no standard has been established, has demonstrated an acceptable level of performance; or
 - 1.4 The work involves complex, multi-disciplinary activities; specialized expertise, equipment, materials, or financial requirements.
2. This is a two-step process, where either a competitive sealed bid or a proposal call will follow. Pre-qualification is the first step and would set out criteria requiring bidders to provide information such as, but not limited to:
 - 2.1 Experience on similar work;
 - 2.2 References provided from other customers for similar work;
 - 2.3 Verification of applicable licenses and certificates;
 - 2.4 Health and safety policies and staff training; and
 - 2.5 Financial capability.
3. Appropriate staff will evaluate and rank the submissions and then recommend a short list of acceptable bidders to participate in the subsequent competitive sealed bid.
4. If a pre-qualification is the first step to a proposal process, the approach for the first step can also be called a “Request for Information”. A Request for Information can be used to build supplier interest and to see if there are enough suppliers to justify a full Request for Proposal competition. The Request for Information would request detailed information such as, but not limited to, company background, who the interested parties are, what they can offer and what they can do for the Municipality.

Section 5 Bid and Contract Administration

1. Submission of Bids

Sealed Bids, clearly marked as to contents, shall be accepted. Bids by FAX or in electronic form (email) will not be accepted.

2. No Acceptable Bid or Equal Bids Received

- a) Where bids are received in response to a bid solicitation but exceed budget, are not responsive to the requirements or do not represent fair market value, a revised solicitation shall be issued in an effort to obtain an acceptable bid unless Subsection (b) applies.
- b) The Council may waive the need for a revised bid solicitation and instruct the CAO/Clerk to enter into negotiations with the lowest compliant bidder.
- c) The method of negotiation shall be those accepted as ethical practices.
- d) If two equal bids are received, a means of breaking the tie consistent with the provisions of the solicitation shall be employed.
- e) Factors to be considered in breaking the tie include:
 - i) prompt payment discount
 - ii) when delivery is an important factor, the bidder offering the best delivery date may be given preference,
 - iii) a bidder in a position to offer better after sales service, with a good record in this regard, may be given preference,
 - iv) a bidder with an overall satisfactory performance record may be given preference over a bidder known to have an unsatisfactory performance record.

3. Guarantees of Contract Execution and Performance

- a) The Council may require that a bid be accompanied by a Bid Bond or other similar security to guarantee entry into a contract.
- b) In addition to the security referred to in Subsection (a) above, the successful supplier may be required to provide:
 - i) a Performance Bond to guarantee the faithful performance of the contract, and/or
 - ii) a Payment Bond to guarantee the payment for labour and materials to be supplied in connection with the contract.
- c) The Council and Department Head shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and holdbacks.
- d) Prior to commencement of work and where deemed appropriate, evidence of Liability Insurance Coverage satisfactory to the Department Head must be obtained, ensuring indemnification of the Municipality of Powassan from any and all claims, demands, losses, costs or damages resulting from the performance of a supplier's obligations under the contract.

- e) Prior to final payment to a supplier, a Certificate of Clearance from the Workplace Safety and Insurance Board shall be obtained, when appropriate, ensuring all premiums or levies have been paid to the Board to date.
- f) The Department Head shall ensure that the guarantee means selected will:
 - i) not be excessive but sufficient to cover financial risks to the Municipality.
 - ii) provide flexibility in applying leverage on a supplier so that the penalty is proportional to the deficiencies, and
 - iii) comply with provincial statutes and regulations.
- g) Financial bonds for contract performance shall only be required where the Municipality will be exposed to costs if the contractor does not complete the requirements of the contract.
- h) If the risk to the Municipality is not adequately limited by the progress payment provisions of the contract, a minimum payment holdback of 10% shall be mandatory on all contracts exceeding \$30,000.00.

4. Irregularities Contained in Bids

- a) The process for administering irregularities contained in bids pertaining to all contracts shall be as set out in Schedule "A".
- b) For an irregularity listed in the first column of Schedule "A", the response applicable to it is set out opposite to it in the second column.

5. Contractual Agreement

A formal agreement is to be used when the resulting contract is complex and will contain terms and conditions.

6. Contract Amendments and Revisions

- a) No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Municipality.
- b) No amendment that increases the Total Acquisition Cost of a contract shall be agreed to without a corresponding change in requirements or scope of work.
- c) Amendments and revisions to contracts shall be treated as an entirely new contract for purposes of compliance with
 - * the identification and availability of sufficient funds in appropriate accounts within the Council approved budget; and
 - * whether Council approval is required pursuant to 4-6 of this by-law.

7. Execution and Custody of Documents

The CAO/Clerk or Treasurer is authorized to execute all agreements in the name of the Municipality and shall be responsible for the safeguarding of original purchasing and contract documentation for the contracting of goods, services and construction for which the award is made.

8. Term of Council

Where a contract may extend beyond the term of Council, the contract shall contain provisions to minimize the financial liability of the Municipality should the subsequent Council not approve such sufficient funds to complete the contract and the contract must be terminated by the Municipality.

Section 6- Other

1. Freedom of Information

Disclosure of information received that is relevant to the issue of a bid or tender process are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

2. By-Law Review

This by-law shall be reviewed by Council as soon as possible following a municipal election, to evaluate effectiveness of the procurement process and any other prescribed matter.

SCHEDULE "A" Guidelines regarding irregularities in tenders

NUMBER	IRREGULARITY	RESPONSE
1	Late bids	Automatic rejection and not read publicly
2	Unsealed envelopes	Automatic rejection
3	Insufficient Financial Security (No deposit or bid bond or agreement to bond or insufficient deposit or bid bond or agreement to bond)	Automatic rejection unless, in the opinion of the Council and Department Head, the insufficiency in the financial security is trivial or insignificant
4	Bids not completed in non-erasable medium and signed in ink	Automatic rejection.
5	Incomplete Bids (Part bids-all items not bid)	Automatic rejection unless, in the opinion of the Council and Department Head, the incomplete nature is trivial or insignificant.
6	Qualified Bids (Bids qualified or restricted by an attached statement)	Automatic rejection unless, in the opinion of the Council and Department Head, the qualification or restriction is trivial or not significant.
7	Bids received on documents other than those provided by the Municipality of Powassan	Automatic rejection unless, in the opinion of the Council and Department Head, the matter is trivial or insignificant.
8	Bids containing minor clerical errors	48 hours to correct and initial errors
9	Execution of Agreement to Bond (Performance Security). Bonding company corporate seal or signature missing from agreement to bond.	Automatic rejection.
10	Execution of Bid Bonds (Financial Security): a) Corporate seal or signature of the bidder, or both, is missing b) Corporate seal or signature of bonding company is missing	48 hours to correct Automatic rejection.
11	Other Bid Security-Uncertified Cheques	Automatic rejection.
12	Documents –Execution a) Corporate seal and/or signature missing	48 hours to correct
13	Erasures, overwriting or strike-outs which are not initialed:	

	<p>a) Uninitialled changes to the tender documents which are minor (example-the tenderer's address is amended by over writing but not initialed).</p> <p>b) Units prices in the Schedule of Prices have been changed but not initialed and the contract totals are consistant</p>	48 hours to initial
--	---	---------------------

SCHEDULE "B" LIST OF PRE-QUALIFIED SUPPLIERS

August 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 28	29	30	31	Aug 1	2	3
4	5 Civic Holiday - Office closed	6	7	8 DSSAB	9	10
11	12	13 Council	14 NBMCA TC Friendship Club 50th Anniversary	15	16	17
18	19 Library Board Meeting	20 GSMNP	21 Eastholme Board	22	23	24 Event for Betty Leblanc - 20 yrs with the Foodbank and her 85th birthday - 2-4 at Legion
25	26	27	28	29	30	31