



## **AGENDA**

**Regular Council Meeting  
Tuesday, May 7, 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**

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

7.1 Regular Council Meeting of April 16, 2024

**8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**

8.1 Maple Syrup Festival Committee Meeting of April 17, 2024

**9. MINUTES AND REPORTS FROM APPOINTED BOARDS**

**10. STAFF REPORTS**

10.1 Treasurer/Director of Corporate Services, B. Robinson – Baker Tilly Contract Renewal

10.2 Clerk, A. Quinn – Municipal Fields

10.3 Treasurer/Director of Corporate Services, B. Robinson – Tender 2024-01- Quarried ‘A’

10.4 Treasurer/Director of Corporate Services, B. Robinson – Tender 2024-02- Winter Sand

10.5 Treasurer/Director of Corporate Services, B. Robinson – RFP 2024-03- Building Dept SUV

- 10.6 Treasurer/Director of Corporate Services, B. Robinson – Tender 2024-04- Demolition
- 10.7 Treasurer/Director of Corporate Services, B. Robinson – Council Remuneration Bylaw

**11. BY-LAWS**

- 11.1 Bylaw 2024-13 - To provide for a Loan from the Water and Sewer Reserve Fund

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

- 13.1 MPAC – 2023 Financial Report
- 13.2 Ontario Clean Water Agency – Powassan Water and Wastewater Quarterly Operations Report (Jan 1 – Mar 31, 2023)
- 13.3 Minister of Canadian Heritage – Celebrate Canada Funding
- 13.4 Employment and Social Development Canada - Canada Summer Jobs Application
- 13.5 Ministry of Tourism, Culture and Sport - Summer Employment Opportunities Program
- 13.6 Notice of Public Meeting for a Zoning Bylaw Amendment – 146 Osborne Street

**14. CORRESPONDENCE**

- 14.1 Trout Creek Seniors Club – 2024 Budget
- 14.2 T.C. & Area Pickleball Club – Funding for Pickleball Equipment
- 14.3 Town of Plympton-Wyoming – Support for the County of Renfrew regarding Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems
- 14.4 Township of Chisholm - 2024 PUDPL Budget

**15. ADDENDUM**

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

**17. CLOSED SESSION**

- 17.1 Adoption of Closed Session Minutes of April 16, 2024
- 17.2 Identifiable Individuals – 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.
- 17.3 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.
- 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 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.

**18. MOTION TO ADJOURN**

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

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

**Staff:** B. Robinson, Treasurer/Director of Corporate Services  
K. Bester, Deputy Clerk

**Presentations :** Marie Rosset - 2024 Draft Library Budget  
Jessica Dion, Baker Tilly – 2023 Auditor’s Report

**Disclosure of Monetary Interest and General Nature Thereof:**

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|-----------------|--|----------------|
| <b>2024-119</b> | Moved by: D. Britton      Seconded by: M. Wand<br>That the agenda of the Regular Council Meeting of April 16, 2024, be approved.   | <b>Carried</b> |
| <b>2024-120</b> | Moved by: L. Patey      Seconded by: R. Hall<br>That the Audited (Baker Tilly) Consolidated Financial Statements for the Municipality of Powassan for the year ending December 31, 2023 be received and approved.  | <b>Carried</b> |
| <b>2024-121</b> | Moved by: L. Patey      Seconded by: R. Hall<br>That the minutes of the Regular meeting of Council of April 2, 2024, be adopted.   | <b>Carried</b> |
| <b>2024-122</b> | Moved by: L. Patey      Seconded by: R. Hall<br>That the minutes from the Maple Syrup Festival Committee meeting of April 3, 2024, be received.  | <b>Carried</b> |
| <b>2024-123</b> | Moved by: D. Britton      Seconded by: M. Wand<br>That the District of Parry Sound Social Services Administration Board CAO’s Report of April 2024, be received.   | <b>Carried</b> |
| <b>2024-124</b> | Moved by: R. Hall      Seconded by: L. Patey<br>That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the tax sale at 96 Highway 522 in Trout Creek be received; and<br><br>FURTHER THAT Council decline to register a Notice of Vesting at this time. | <b>Carried</b> |

- 2024-125** Moved by: M. Wand Seconded by: R. Hall  
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the water loan repayment bylaw be received; and  
  
FURTHER THAT staff be directed to bring the bylaw back to the next regular meeting for adoption **Carried**
- 2024-126** Moved by: R. Hall Seconded by: D. Britton  
That the memo from Public Works Foreman, T. Tennant, regarding the Public Works spring workload be received for information purposes. **Carried**
- 2024-127** Moved by: L. Patey Seconded by: D. Britton  
That Bylaw 2024-11, being a by-law to close up highways for the purpose of safety while the fundraiser Maple Hill SAP run takes place,  
  
BE READ a FIRST and SECOND time and considered READ a THIRD and FINAL time and adopted as such in open Council the 16<sup>th</sup> day of April 2024. for the immediate wellbeing of the Municipality. **Carried**
- 2024-128** Moved by: R. Hall Seconded by: M. Wand  
That Bylaw 2024-11, being a by-law to close up highways for the purposes of the Powassan Maple Syrup Festival,  
  
Be READ a FIRST and SECOND time and considered READ a THIRD and FINAL time and adopted as such in open Council the 16<sup>th</sup> day of April 2024, for the immediate wellbeing of the municipality. **Carried**
- 2024-129** Moved by: M. Wand Seconded by: L. Patey  
That the Council of the Municipality of Powassan appoint Marta Hughes-Bernard as the Community Representative on the OPP Detachment Board – North Bay Board 3, as per the new Community Safety and Policing Act, 2019 regulations that came into effect on April 1, 2024 **Carried**
- 2024-130** Moved by: R. Hall Seconded by: L. Patey  
That the correspondence from the Recreation Committee regarding changing quorum for recreation committee meetings be received. **Carried**
- 2024-131** Moved by: D. Britton Seconded by: R. Hall  
That the correspondence from the North Bay Mattawa Conservation Authority regarding their 2024 budget and municipal levy be received. **Carried**
- 2024-132** Moved by: L. Patey Seconded by: M. Wand  
That the Council of the Municipality of Powassan supports resolution number RC-2024-23 from the Town of Lincoln, urging the Provincial Government to support increased funding to both public libraries and community museums; and,  
  
FURTHER that this resolution be circulated to the Province of Ontario, the Minister of Tourism, Culture and Sport, the Association of Municipalities of Ontario and our Local MPP. **Carried**

**2024-133**

Moved by: M. Wand

Seconded by: D. Britton

That the Council of the Municipality of Powassan supports resolution number CC2023-303 passed by the City of Sudbury regarding the amendment of the Occupational Health and Safety Act to clarify the definition of “Employer”, including that the definition of “Employer” excludes owners that have contracted with a constructor for a project.

FURTHER that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; and the Association of Municipalities of Ontario (AMO),

**Carried**

**2024-134**

Moved by: R. Hall

Seconded by: M. Wand

That council now adjourns to closed session at 8:28 pm to discuss:

17.1 Adoption of Closed Session Minutes of April 2, 2024

17.2 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.

**Carried**

**2024-135**

Moved by: L. Patey

Seconded by: D. Britton

That the minutes from the Closed Session of the Regular Meeting of Council of April 2, 2024, be adopted.

**Carried**

**2024-136**

Moved by: D. Britton

Seconded by: L. Patey

That Council now reconvenes to regular session at 8:42 p.m.

**Carried**

**2024-134**

Moved by: M. Wand

Seconded by: r. Hall

That Council now adjourns at 8:43 p.m.

**Carried**

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Mayor

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Clerk

**POWASSAN MAPLE SYRUP FESTIVAL  
COMMITTEE MEETING MINUTES  
APRIL 17, 2024**

**Call to order:**

Meeting called to order at 6:10 pm. with the following members in attendance:

Monika Gibbings / Christine Wendover/ Angela Ashford / Diane Cole / Leo Patey / Mary Heasman /  
Mike Odrowski / Lori Costello / Joanne Long / Diane Cole

Municipal staff in attendance: Kim Bester

Call to Order – Moved by Diane / Seconded by Lori – **Carried**

1. Review of the April 4 2024 minutes – Moved by Angela / Seconded by Christine - **Carried.**
2. **Maple Producers** – Lori advised that it was an average to a bit higher than average year for syrup production.
3. **New Business** –
  - a) The tents will be set up adjacent to the St. Joseph's church booth – either along Main St. or Clark St.
  - b) Sportsplex Vendors will be reallocated to 250 Clark if the Sportsplex isn't available. Hopefully some vendors will opt to go on Main Street as we cannot fit 56 vendor spaces inside 250 Clark (Gym and Maple room). Science North and Face painter can go outside in front of the fitness centre.
  - c) Diane has approximately ??? volunteers and will ensure that they are scheduled to cover all required locations.
  - d) Maple the Moose will be introduced to the attendees as part of the Opening Ceremonies.
  - e) Mike and Volunteers will coordinate the set up of the tent for the offsite parking area on Saturday morning. An accessible porta-potty will also be located there.
  - f) Our budget is pretty much on target. The only line item that is lower than budgeted is the Sponsor Revenue account. We still have a week before this festival though so this may change.
  - g) Moved by Lori, Seconded by Christine - That the committee provide \$100 for a business card sized ad in the OMSPA program. **Carried**

**Moved by Joanne, Seconded by Angela – That the committee meeting be adjourned at 7:10 pm**

Next committee to be held post Festival in June 2024. Date to be determined.

#### 4. **Other Updates –**

- a) Clarence Nadrofsky donation – we will revisit this at our post festival (June 2024) meeting. Kim to send out letters to vendors who's 2020 fees we still have in our bank account to determine where / if they would like their fee returned.
- b) Monika to determine whether or not chairs stored at the Sportsplex are safe/suitable for use. Alternatively, Leo suggested that chairs currently in the Maple Room at 250 Clark could be used.
- c) Kim to provide lanyards for volunteers and some committee members. Diane to provide the approximate number required. Volunteers will also be provided with high visibility vests.
- d) Kim to inquire whether or not a set of bleachers could be rented (for the Lumberjack Show area) and what cost would be.
- e) The tent at the offsite parking lot should be set up Saturday morning by Mike O. and the volunteers. The last shift of the day volunteers should assist in taking down and bringing back to 250 Clark for storage.

Motion to end the meeting at 7:25 pm – moved by Christine, seconded by Monika. **Carried**

Next meeting - Wednesday, April 18, 2024 – 6:10 – Elm meeting Room

Minutes approved by: \_\_\_\_\_  
Leo Patey – Co-Chair

Recorded by : \_\_\_\_\_  
Kimberly Bester, Secretary

To: Council  
From: Treasurer/Director of Corporate Services  
Re: External Audit Services Agreement

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**RECOMMENDATION:**

That the memo from Treasurer/Director of Corporate Services B. Robinson be received; and further that staff be directed to prepare a by-law appointing Baker Tilly LLP as the Municipal auditor for the 2024-2026 fiscal years.

**ANALYSIS:**

Commencing with the 2021 fiscal year, the Municipality of Powassan has been using the services of Baker Tilly LLP for external auditing. Our original agreement, signed for a three-year term, expired with the conclusion of the 2023 audit.

Staff have reached out to Baker Tilly to obtain a quote for a renewal, and the following financial terms were provided:

	2024	2025	2026
Municipality of Powassan	\$21,000	\$22,000	\$23,000
Financial Information Return	\$1,500	\$1,550	\$1,600
PUDPL	\$4,000	\$4,200	\$4,400

The current agreement is \$16,000 for the Municipal audit and \$2,500 for the PUDPL audit; the prices were fixed over the three-year period.

Although the proposed fees do represent a significant percentage increase, through research staff have concluded that they are representative of current market conditions. Staff have found the auditors at Baker Tilly to be professional, thorough, and responsive throughout the course of our engagement.

As permitted under Section 13 of the Procurement Bylaw, staff are recommending that we enter into negotiations directly with Baker Tilly LLP for a renewal agreement covering the 2024-2026 fiscal years.



To: Council  
From: Clerk, A. Quinn  
Re: Recreation Fields  
Date: May 1, 2024

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## **RECOMMENDATION:**

That the memo from Clerk A. Quinn be received; and further that staff be directed to proceed with the plan as outlined below.

## **ANALYSIS:**

This year, children's summer recreation programming includes soccer for age groups 4-6 and 6-9 at Glendale Heights Field and T-ball for 4-7-year-olds at the Trout Creek Community Centre Field.

While planning the above, a review of the recreation fields within the Municipality was conducted and staff would like to propose the following:

1. That Glendale Heights Field be turned back into the main baseball field. After consulting with staff, it was determined that it could be changed over quickly. It is a larger field that includes washrooms and a building that can be used during tournaments. The downside for the time being is that there are no lights for evening games; external funding could be sought for this.

Currently we are running the soccer program there. That can still be done for this year as the outfield will accommodate the appropriate space needed for both age groups.

2. That the Sportsplex Field be turned into the main soccer field. This would keep the entire area 'kid focused' with soccer, the playground, as well as the pool in the summer.

For now, this field will need to be used in the evenings for baseball until we can plan for lights at the Glendale Heights Field. The current netting around the field will be repaired for this season. If this area remains the main ballfield the current netting will need to be replaced and expanded. The cost for this is close to \$30,000.00.

Even with the netting repaired and/or replaced, there are still concerns of baseballs landing in the playground. Having games only being played there later in the evenings reduces the risk of someone in the playground area being injured, with the goal of eventually eliminating all baseball games from that area.

3. That the ballfield at the Trout Creek Community Centre be expanded by moving the fence back to make it a larger area, thus making it the second field. For this year the fencing will be fixed, the field dragged as needed and sand added as needed. It will be the main field for kids T-ball.

With these changes, I believe it would make it easier for our recreational programming to fully utilize the existing park space within the Municipality.

**To: Clerk, Council**  
**From: Treasurer/Director of Corporate Services**  
**Re: Tender 2024-01 Quarried 'A'**

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**ANALYSIS:**

Below please find the summary of the Quarried Granular 'A' tender that closed on May 2nd, 2024 at 2:00pm, and was opened at 250 Clark Street at 2:45pm. All submissions have been reviewed by staff, and Tender openings were witnessed by:

Brayden Robinson- Treasurer/Director of Corporate Services; Anne-Marie Lemelin, Administrative Assistant; Trevor Tennant, Public Works Foreman.

A total of 2 bids were received, as follows:

Company	Quote (Tax Included)
Miller Paving Limited	\$393,662.34
Evan Hughes Excavating	\$284,099.18

The Tenders received were checked for errors and omissions.

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**RECOMMENDATION:**

**That** Tender 2024-01: Quarried 'A' in the amount of \$284,099.18 including H.S.T. be awarded to Evan Hughes Excavating.

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The certified cheques shall be released to the unsuccessful bidders within the next 30 days. The Municipality shall retain the tender deposit of \$28,409.92 until the conditions are successfully met, and all work has been completed.

**To: Clerk, Council**  
**From: Treasurer/Director of Corporate Services**  
**Re: Tender 2024-02 Winter Sand**

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**ANALYSIS:**

Below please find the summary of the Winter Sand tender that closed on May 2nd, 2024 at 2:00pm, and was opened at 250 Clark Street at 2:35pm. All submissions have been reviewed by staff, and tender openings were witnessed by:

Brayden Robinson- Treasurer/Director of Corporate Services; Anne-Marie Lemelin, Administrative Assistant; Trevor Tennant, Public Works Foreman.

A total of 1 bid was received, as follows:

Company	Quote (Tax Included)
Miller Paving Limited	\$66,715.20

The Tenders received were checked for errors and omissions.

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**RECOMMENDATION:**

**That** Tender 2024-02: Winter Sand in the amount of \$66,715.20 including H.S.T. be awarded to Miller Paving Limited.

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The certified cheques shall be released to the unsuccessful bidders within the next 30 days. The Municipality shall retain the tender deposit of \$6,700.00 until the conditions are successfully met, and all work has been completed.

**To: Clerk, Council**  
**From: Treasurer/Director of Corporate Services**  
**Re: RFP 2024-03 Building Department SUV**

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**ANALYSIS:**

Below please find the summary of the SUV Request for Proposal that closed on April 30, 2024 at 12:00pm, and was opened at 250 Clark Street at 12:30pm. All submissions have been reviewed by staff, and tender openings were witnessed by:

Brayden Robinson- Treasurer/Director of Corporate Services; Allison Quinn- Clerk.

A total of 3 bids were received, and were reviewed and scored by staff according to Section 9 of the RFP document. The results of this evaluation are as follows:

Model	Quote (Tax Included)	Score (/100)
Chevrolet Equinox LS	\$39,287.23	81
Mitsubishi Eclipse SE	\$39,703.92	85
Jeep Compass	\$44,874.56	73

The Proposals received were checked for errors and omissions.

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**RECOMMENDATION:**

**That** RFP 2024-03: Building Department SUV in the amount of \$39,703.92 including H.S.T. be awarded to North Bay Mitsubishi, for the purchase of a Mitsubishi Eclipse SE.

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It should be noted that the primary drivers of the increased score for the Mitsubishi Eclipse Cross are the enhanced warranty (5 year, 100,000km basic and 10 year, 160,000km powertrain) and the higher trim level which has a few enhanced safety and comfort features.

If this recommendation is accepted, staff will begin the purchase process directly with the dealership. The vehicle is in stock and should be available immediately.

**To: Clerk, Council**  
**From: Treasurer/Director of Corporate Services**  
**Re: Tender 2024-04- Demolition**

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**ANALYSIS:**

Below please find the summary of the Demolition tender that closed on May 3rd, 2024 at 2:00pm, and was opened at 250 Clark Street at 2:35pm. All submissions have been reviewed by staff, and Tender openings were witnessed by:

Brayden Robinson- Treasurer/Director of Corporate Services; Anne-Marie Lemelin, Administrative Assistant.

A total of 5 bids were received, as follows:

<b>Company</b>	<b>Quote (Tax Included)</b>
Burns 5Star Construction	\$14,990.00
Canor	\$53,062.64
Evan Hughes Excavating	\$33,538.40
Complete Landscaping Inc	\$45,137.85
Classic Contracting	\$146,193.75

The Tenders received were checked for errors and omissions. The Tender from Complete Landscaping Inc. was disqualified as no tender deposit was received.

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**RECOMMENDATION:**

**That** Tender 2024-04: Demolition in the amount of \$14,990.00 including H.S.T. be awarded to Burns 5Star Construction Ltd.

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The certified cheques shall be released to the unsuccessful bidders within the next 30 days. The Municipality shall retain the tender deposit of Burns 5Star Construction until the conditions are successfully met, and all work has been completed.

To: Council  
From: Treasurer/Director of Corporate Services  
Re: Council Remuneration Survey

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## **RECOMMENDATION:**

Received for information purposes. Council direction required as outlined below.

## **BACKGROUND AND ANALYSIS:**

At the regular meeting of April 16, 2024, Council was directed to provide comments regarding the proposed Council Remuneration Bylaw to staff. This feedback was then to be incorporated into a new draft Bylaw.

It should first be noted that, as per Resolution 2024-78 passed on March 13, 2024, the updated 2024 remuneration rates for Councillors have been established. Therefore, this section of the draft Bylaw has remained as previously shown.

Consensus feedback has been incorporated into the revised draft in Sections 4(a), 4(b), and 5(b). These sections pertain to the committee structure, as well as amounts earned through external boards for the use of personal devices.

There were a variety of comments received regarding changes to Councillor remuneration post-2024, and therefore this has not been incorporated into the draft; it remains tied to the staff COLA as per Section 3. Most comments indicated a desire to increase the grid again by the same amount as in 2024, using a ratio-based approach, but the timeline for this differed in every response. If Council so chooses, a clause can be incorporated that states something to the effect of:

*Effective January 1, 202X, annual remuneration shall be set to \$13,800 for the Mayor; \$9,430 for the Deputy Mayor; and \$9,200.00 per Councillor.*

As well, there was one comment received regarding the \$500.00 mileage allowance; others were silent on this, and so it was also not incorporated. However, if Council wishes to revisit this clause, it is the recommendation of staff that this be calculated as 1000 x the CRA mileage rate for travel >5,000 km. This is the mileage rate used for all staff as per the updated Human Resources Policy Manual, and matches the manner by which the allowance was originally calculated.

A copy of the amended draft Bylaw is attached to this report. Staff are seeking feedback and direction on whether to return this draft for first and second reading at the next regular meeting.

# THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

## BYLAW 2024-05

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Being a Bylaw to set the annual remuneration to be paid to the  
Mayor, Deputy Mayor, and Councillors

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**WHEREAS** the Municipal Act 2001, Section 283 provides that a Council of a municipality may by by-law provide for remuneration and expenses and payment thereof for its members, officers and employees of the Corporation;

**AND WHEREAS** the Council of the Municipality of Powassan deems it necessary and expedient to replace Bylaw #2009-02 with a new Bylaw that sets out the annual remuneration and benefits for Council members;

**BE IT THEREFORE** the Council of the Corporation of the Municipality of Powassan hereby enacts as follows:

1. (a) That the Mayor be paid the annual amount of \$12,000.00.  
(b) That the Deputy Mayor be paid the annual amount of \$8,200.00.  
(c) That each Councillor be paid the annual amount of \$8,000.00.
2. That each Members of Council's remuneration be paid on a bi-weekly basis and is subject to source deductions.
3. The Municipal Treasurer shall adjust the annual remuneration paid to the Mayor, Deputy Mayor, and each Councillor to reflect the same cost of living percentage salary adjustments that may be granted to Municipal staff, with the same effective dates.
4. (a) That the Mayor, Deputy Mayor, or Councillors appointed to Agencies, Boards, or Commissions that pay a stipend be directed to include a report from the Agency, Board, or Commission showing the time commitment and responsibility of the position to Council on an annual basis.  
(b) All committee assignments are to be reviewed annually by Council at the second January meeting, and any changes to committee assignments approved by the end of March.  
(b) Any Member of Council who is appointed as a representative on a municipal committee, board, or organization and who wishes to sit on the executive board and/or a subcommittee of said organization, which will involve an additional cost to the municipality, must first obtain authorization from Council.  
(c) Any Member of Council who claims any costs, charges, or expenses, including travel, conference, or training fees to the Municipality, may not also claim that expense through an appointed Agency, Board, or Commission.



5. (a) Members of Council are issued Municipally owned and maintained cellphones for Council duties. The Municipality recognizes that members of Council may elect to use personal cellphones in carrying out their duties for the Municipality, in lieu of being provided a dedicated device, and in such circumstances shall be provided an allowance of \$20.00 per month as a contribution towards their personal expense, as per Section 3.15 of the Municipal Human Resource Policy Manual.  
  
(b) A member of Council using a Municipally owned cellphone or claiming reimbursement from the Municipality for use of a personal cellphone, is not entitled to a cellphone reimbursement from an appointed Agency, Board, or Commission. If a member is reimbursed, that reimbursement shall be redirected to the Municipality. A member of Council is not entitled to reimbursement from the Municipality if the costs of the cellphone are already paid for by a third party.
6. That the Mayor, Deputy Mayor, and each Councillor be paid \$500.00 annually to compensate for their mileage for civic business within the boundaries of the Municipality of Powassan, and that this amount be remitted at the beginning of each calendar year.
7. That discretionary constituency, conference, and training expenditure budgets for Members of Council be established as operational budget items for annual review. Attendance to any such event must be approved by Council resolution. All expenses related to any accompanying individual brought to the session by a Member of Council shall be paid personally.
8. All members of council will be provided expense sheets to record mileage and any other municipal-related expenses incurred for conference and/or training purposes. All expense claims shall be submitted as incurred, and payment remitted within thirty (30) days of submission.
9. That travel be paid at the current per-kilometre rate, as established by the Canada Revenue Agency for travel in excess of 5,000 km, to the driver of a vehicle for meetings attended outside the boundaries of the Municipality of Powassan. Members of Council may claim the mileage rate when travelling for authorized municipal business to a destination greater than 25 kilometres from their home address.
10. That where two (2) or more municipal officials are travelling to the same event, carpooling is encouraged, with the exception that the majority of Council is unauthorized to travel in one (1) vehicle.
11. That meal expenses will be paid as actually incurred and substantiated by receipts. No alcohol purchases will be the ultimate responsibility of the Municipality. A daily maximum of \$75.00, before HST, is set for meal expenses, with any additional costs incurred at the Member of Council's expense. The Municipality will pay for tips at a rate not to exceed 15 percent of the net amount shown on the receipt, with any additional tips paid by the Member of Council.
12. That a per diem rate of \$150.00 per day be paid to Members of Council attending various conferences, seminars, workshops, courses, forums, and meetings approved by resolution of Council for Municipal purposes.

13. That any alcohol purchases or other expenses incurred contrary to the provisions of this Bylaw shall first be recovered against any outstanding expense claims made. Where insufficient expense claims are available, the Member of Council shall be invoiced directly for the amount owing.
14. Bylaws 2006-33, 2009-02, and 2011-03, and any other Bylaws, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.
15. That this Bylaw shall come into full force and effect on June 10, 2024.

**READ** a **FIRST** and **SECOND** time on the 15<sup>th</sup> day of May 2024 and to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council on the 5<sup>th</sup> day of June 2024.

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Mayor

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Clerk

# THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

## BY-LAW NO. 2024-13

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### **Being a By-law to provide for a loan from the Water and Sewer Reserve Fund to the Corporation of the Municipality of Powassan**

WHEREAS By-law 2003-31 established a Water and Sewer Reserve Fund;

AND WHEREAS Section 290(4) of the Municipal Act, 2001, as amended, empowers Council to budget for reserves and reserve funds;

AND WHEREAS Section 417(4) of the Municipal Act, 2001, as amended prescribes that Municipalities may by by-law provide that the money raised for a reserve fund established under subsection (1) may be spent, pledged or applied to a purpose other than that for which the fund was established;

AND WHEREAS By-law 2023-21 allows for the temporary borrowing of reserve funds under prescribed circumstances, upon approval of Council by by-law for repayment terms in excess of two (2) years;

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

1. That Schedule "A" as attached, forms part of this By-law and describes the loan repayment schedule.
2. That the Mayor and Director of Corporate Services be authorized to sign a promissory note from the Corporation of the Municipality of Powassan to the Water and Sewer Reserve Fund.
3. That this Bylaw shall come into force and effect on the date of passing.

Read a FIRST and SECOND time May 7, 2024.

Read a THIRD and FINAL time and adopted May 21, 2024.

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Mayor

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Clerk

**CORPORATION OF THE MUNICIPALITY OF POWASSAN**  
**SCHEDULE "A" TO BY-LAW 2024-13**

LOAN AMOUNT: 1,024,903.12  
INTEREST RATE: 2.5% COMPOUNDED ANNUALLY

	Opening	Payment	Principal	Interest	Closing
2024	1,024,903.12	40,000.00	14,377.42	25,622.58	1,010,525.70
2025	1,010,525.70	75,000.00	49,736.86	25,263.14	960,788.84
2026	960,788.84	100,000.00	75,980.28	24,019.72	884,808.56
2027	884,808.56	100,000.00	77,879.79	22,120.21	806,928.77
2028	806,928.77	100,000.00	79,826.78	20,173.22	727,101.99
2029	727,101.99	100,000.00	81,822.45	18,177.55	645,279.54
2030	645,279.54	100,000.00	83,868.01	16,131.99	561,411.53
2031	561,411.53	100,000.00	85,964.71	14,035.29	475,446.82
2032	475,446.82	100,000.00	88,113.83	11,886.17	387,332.99
2033	387,332.99	100,000.00	90,316.68	9,683.32	297,016.31
2034	297,016.31	100,000.00	92,574.59	7,425.41	204,441.72
2035	204,441.72	100,000.00	94,888.96	5,111.04	109,552.76
2036	109,552.76	100,000.00	97,261.18	2,738.82	12,291.58
2037	12,291.58	12,598.87	12,291.58	307.29	0.00
<b>TOTAL</b>		<b>1,227,598.87</b>	<b>1,024,903.12</b>	<b>202,695.75</b>	

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# Financial statements of Municipal Property Assessment Corporation

December 31, 2023

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## Independent Auditor's Report

To the Board of Directors of  
Municipal Property Assessment Corporation

### Opinion

We have audited the financial statements of Municipal Property Assessment Corporation (the "Corporation"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Report is expected to be available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte LLP*

Chartered Professional Accountants  
Licensed Public Accountants  
March 27, 2024

**Municipal Property Assessment Corporation****Statement of financial position**

As at December 31, 2023


(In thousands of dollars)

	Notes	2023 \$	2022 \$
<b>Assets</b>			
Current assets			
Cash		<b>14,884</b>	12,160
Accounts receivable		<b>4,536</b>	4,113
Prepaid expenses		<b>2,906</b>	2,618
		<b>22,326</b>	18,891
Investments	3	<b>156,137</b>	149,449
Capital assets	4	<b>7,719</b>	8,450
Long-term prepaid expenses		<b>52</b>	170
Intangible assets	5	<b>11</b>	6
		<b>186,245</b>	176,966
<b>Liabilities</b>			
Current liabilities			
Accounts payable and accrued liabilities	14	<b>29,831</b>	30,171
Deferred revenue	6	<b>1,483</b>	2,669
Current portion of capital leases	10	<b>322</b>	641
		<b>31,636</b>	33,481
Employee future benefits	7	<b>40,451</b>	35,340
Deferred lease inducements		<b>1,120</b>	1,501
Long-term portion of capital leases	10	<b>706</b>	1,030
		<b>73,913</b>	71,352
Commitments and contingencies	9 and 11		
<b>Net assets</b>			
Unrestricted		<b>7,402</b>	7,174
Internally restricted	8	<b>98,228</b>	91,655
Invested in capital and intangible assets		<b>6,702</b>	6,785
		<b>112,332</b>	105,614
		<b>186,245</b>	176,966

The accompanying notes are an integral part of the financial statements.

Approved by the Board of Directors


\_\_\_\_\_, Director


\_\_\_\_\_, Director

**Municipal Property Assessment Corporation****Statement of operations**

Year ended December 31, 2023

(In thousands of dollars)

	<b>2023</b>	2022
	<b>\$</b>	<b>\$</b>
<b>Revenue</b>		
Municipal	<b>214,919</b>	214,919
Other	<b>26,117</b>	27,094
Interest and dividend income	<b>5,097</b>	4,297
	<b>246,133</b>	246,310
<b>Expenses</b>		
Salaries and benefits	<b>199,198</b>	193,095
Professional services	<b>10,978</b>	11,909
Information technology	<b>11,783</b>	11,732
Facilities	<b>8,567</b>	8,600
General and administrative	<b>8,203</b>	6,937
Royalties	<b>2,697</b>	4,290
Amortization of capital and intangible assets	<b>3,002</b>	3,171
Gain on disposal of capital assets	<b>(119)</b>	(618)
	<b>244,309</b>	239,116
Excess of revenue over expenses before change in fair value of investments	<b>1,824</b>	7,194
Change in fair value of investments	<b>7,998</b>	(13,711)
<b>Excess (deficiency) of revenue     over expenses for the year</b>	<b>9,822</b>	(6,517)

The accompanying notes are an integral part of the financial statements.

# Municipal Property Assessment Corporation

## Statement of changes in net assets

Year ended December 31, 2023

(In thousands of dollars)

			Invested in capital and intangible assets	2023 Total	2022 Total
	Unrestricted	Internally restricted			
	\$	\$	\$	\$	\$
Notes					
	(Note 8)				
<b>Net assets, beginning of year</b>	<b>7,174</b>	<b>91,655</b>	<b>6,785</b>	<b>105,614</b>	95,792
Excess (deficiency) of revenue over expenses for the year	<b>12,705</b>	—	<b>(2,883)</b>	<b>9,822</b>	(6,517)
Remeasurements and other items on employee future benefits	<b>(3,104)</b>	—	—	<b>(3,104)</b>	16,339
Acquisition of capital and intangible assets	<b>(2,287)</b>	—	<b>2,287</b>	—	—
Proceeds from disposal of capital and intangible assets	<b>130</b>	—	<b>(130)</b>	—	—
(Repayment) retirement of lease obligations for vehicles accounted for as capital leases	<b>(643)</b>	—	<b>643</b>	—	—
Interfund transfers to internally restricted reserves	<b>(6,573)</b>	<b>6,573</b>	—	—	—
<b>Net assets, end of year</b>	<b>7,402</b>	<b>98,228</b>	<b>6,702</b>	<b>112,332</b>	105,614

The accompanying notes are an integral part of the financial statements.

# Municipal Property Assessment Corporation

## Statement of cash flows

Year ended December 31, 2023

(In thousands of dollars)

	Notes	2023 \$	2022 \$
<b>Operating activities</b>			
Excess (deficiency) of revenue over expenses for the year		<b>9,822</b>	(6,517)
Employee future benefits payments	7	<b>(810)</b>	(607)
Add (deduct): Items not affecting cash			
Change in fair value of investments		<b>(7,998)</b>	13,711
Reinvested investment income		<b>(3,860)</b>	(3,470)
Employee future benefits expense	7	<b>2,817</b>	3,019
Amortization of capital assets		<b>2,998</b>	3,168
Amortization of intangible assets		<b>4</b>	3
Gain on disposal of capital assets		<b>(119)</b>	(618)
Amortization of deferred lease inducements		<b>(381)</b>	(400)
		<b>2,473</b>	8,289
Changes in non-cash working capital			
Accounts receivable		<b>(423)</b>	(778)
Prepaid expenses		<b>(170)</b>	(367)
Accounts payable and accrued liabilities		<b>(340)</b>	2,262
Deferred revenue		<b>(1,186)</b>	(92)
		<b>354</b>	9,314
<b>Investing activities</b>			
Purchase of investments		<b>(153,395)</b>	(12,500)
Proceeds from sale of investments, net of fees		<b>158,565</b>	500
Purchase of capital assets		<b>(2,278)</b>	(1,493)
Proceeds on disposal of capital assets		<b>130</b>	658
Purchase of intangible assets		<b>(9)</b>	—
		<b>3,013</b>	(12,835)
<b>Financing activity</b>			
Repayment of lease obligations		<b>(643)</b>	(838)
Increase (decrease) in cash during the year		<b>2,724</b>	(4,359)
Cash, beginning of year		<b>12,160</b>	16,519
<b>Cash, end of year</b>		<b>14,884</b>	12,160
<b>Supplementary cash flow information</b>			
Non-cash transactions			
Acquisition of leased vehicles		—	(1,361)
Incurrence of lease obligations		—	1,361

The accompanying notes are an integral part of the financial statements.

# **Municipal Property Assessment Corporation**

## **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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### **1. Description of business**

Municipal Property Assessment Corporation (the Corporation), formerly the Ontario Property Assessment Corporation, was incorporated effective January 1, 1998 and is a special act corporation under the Municipal Property Assessment Corporation Act, 1997 (Ontario). The Corporation is responsible for providing property assessment services for municipalities in the Province of Ontario, as well as providing other statutory duties and other activities consistent with such duties as approved by its board of directors. All municipalities in Ontario are members of the Corporation.

### **2. Summary of significant accounting policies**

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies are summarized as follows:

#### *Fund accounting*

The financial statements include the following funds:

- The unrestricted fund comprises mainly amounts available for immediate use for the general purpose of the Corporation.
- The reserve for board-appropriated working fund is set aside by the board of directors in accordance with the Corporation's reserve strategy for contingencies and funding for identified one-time expenditures.
- The reserve for employee future benefits is the portion of net assets consisting of internally restricted investments set aside to settle employee future benefits.
- The reserve for enumeration was established to fund the costs associated with the preparation of preliminary voters' lists for municipal and school board elections. This function will be transferred to the Elections Ontario in January 2024. MPAC will maintain the municipal and school board election support going forward, and the balance of this reserve will be used to pay for those activities.
- The reserve for assessment update was established to fund the costs associated with the assessment update. The Corporation contributes annually to the reserve but may vary the annual contribution with approval from the board of directors. The unspent reserve balance will be maintained to finance the next Assessment Update.
- Invested in capital and intangible assets represents assets that have been invested in long-lived capital and intangible assets which are not readily converted to cash, net of any liabilities related to the acquisition of those assets.

#### *Financial instruments*

The Corporation records cash, accounts receivable, accounts payable and accrued liabilities initially at fair value and subsequently at amortized cost. Financial assets are tested for impairment at the end of each reporting period when there are indications the assets may be impaired.

Investments are recorded at fair value. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

# Municipal Property Assessment Corporation

## Notes to the financial statements

December 31, 2023

(In thousands of dollars)

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## 2. Summary of significant accounting policies (continued)

### *Capital assets*

Capital assets are recorded at cost and are amortized using the straight-line method as follows:

Office equipment	5 years
Furniture and fixtures	5 to 10 years
Computer equipment	3 to 4 years
Small boats and vessels	3 to 8 years
Vehicles under capital lease	5 years

Leasehold improvements are also amortized on a straight-line basis over the term of the lease or ten years, whichever is less.

### *Impairment of long-lived assets*

The Corporation reviews the carrying amount, amortization and useful lives of its long-lived assets on an annual basis. If the long-lived asset no longer has any long-term service potential to the Corporation, the excess of the net carrying amount over any residual value is recognized as an expense in the statement of operations.

### *Intangible assets*

Intangible assets consist of computer software, which is recorded at cost and is amortized over three years.

The costs of developing in-house software are expensed as incurred.

### *Revenue recognition*

Municipal revenue relates to assessment services and is recognized in the year in which the services are provided, and collection is reasonably assured.

Other revenues are comprised of services sold and products delivered from business development. These revenues are recognized when the services have been provided and/or the product is delivered, and collection is reasonably assured.

Interest income is recognized when earned.

The Corporation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

### *Employee future benefits*

The Corporation has defined benefit plans that provide for post-retirement medical and dental coverage and special termination benefits for defined eligible employees. Certain investments have been internally restricted but not segregated to pay for post-retirement benefits.

## Municipal Property Assessment Corporation

### Notes to the financial statements

December 31, 2023

(In thousands of dollars)

## 2. Summary of significant accounting policies (continued)

### *Employee future benefits (continued)*

The Corporation has the following policies:

- The Corporation accrues its obligations under defined benefit plans and the related costs when the benefits are earned through current service using the accounting valuation method.
- The cost of post-employment benefits earned by employees is actuarially determined using the projected benefit method pro-rated on service and management's best estimates of retirement ages of employees, expected health-care costs and dental costs. The accrued benefit obligation related to employee future benefits is discounted using market rates on high-quality debt instruments.
- Remeasurements and other items are composed of actuarial gains (losses) on the accrued benefit obligation and arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation, past service costs and gains and losses arising from settlements and curtailments. Actuarial gains and losses arise when the accrued benefit obligations change during the year. The actuarial gains and losses and other remeasurements including plan amendments are recorded in the statement of changes in net assets when incurred.

In addition, all employees of the Corporation are part of a defined benefit multi-employer benefit plan providing both pension and other retirement benefits. Contributions made to this plan are expensed as paid as the plan is accounted for as a defined contribution plan.

### *Deferred lease inducements*

Lease liabilities include deferred lease inducements, which represent the free rent and improvement allowances received from landlords and are amortized over the term of the lease, and step-rent liability, which represents the difference between the average annual rent over the term of the lease agreement and actual rent paid in the year.

### *Use of estimates*

In preparing the Corporation's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates include accounts payable and accrued liabilities, useful lives of capital assets and employee future benefits.

## 3. Investments

Investments are held within third party managed accounts, which invest independently. The breakdown of total investments by category is outlined below:

	<b>2023</b>	2022
	<b>\$</b>	<b>\$</b>
Cash to be reinvested	<b>149</b>	—
Fixed income	<b>92,665</b>	88,827
Equity	<b>45,639</b>	40,585
Real assets	<b>17,684</b>	20,037
	<b>156,137</b>	149,449



**Municipal Property Assessment Corporation****Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

**3. Investments (continued)**

The Corporation internally restricts certain securities to fund employee future benefits. The breakdown of total investments by intended use is outlined below:

	<b>2023</b>	2022
	<b>\$</b>	<b>\$</b>
Working capital	<b>87,267</b>	85,861
Employee future benefits	<b>68,870</b>	63,588
	<b>156,137</b>	149,449

**4. Capital assets**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2023 Net book value</b>	2022 Net book value
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Office equipment	<b>398</b>	<b>398</b>	—	—
Furniture and fixtures	<b>8,642</b>	<b>7,526</b>	<b>1,116</b>	1,135
Computer equipment	<b>15,896</b>	<b>13,858</b>	<b>2,038</b>	2,196
Small boats and vessels	<b>387</b>	<b>362</b>	<b>25</b>	14
Leasehold improvements	<b>21,013</b>	<b>17,458</b>	<b>3,555</b>	3,445
Vehicles under capital lease	<b>4,112</b>	<b>3,136</b>	<b>976</b>	1,583
Assets under construction	<b>9</b>	—	<b>9</b>	77
	<b>50,457</b>	<b>42,738</b>	<b>7,719</b>	8,450

**5. Intangible assets**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2023 Net book value</b>	2022 Net book value
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Computer software	<b>3,031</b>	<b>3,020</b>	<b>11</b>	6

**6. Deferred revenue**

	<b>2023</b>	2022
	<b>\$</b>	<b>\$</b>
Business development unearned revenue and customer down payments	<b>1,290</b>	2,487
Other deferred amounts	<b>193</b>	182
	<b>1,483</b>	2,669

## Municipal Property Assessment Corporation

### Notes to the financial statements

December 31, 2023

(In thousands of dollars)

## 7. Employee future benefits

The Corporation has accrued an obligation for its post-employment benefits as follows:

*Employees who transferred to the Corporation from the Government of Ontario on December 31, 1998*

- Employees who transferred to the Corporation with less than ten years of service with the province will receive post-retirement group benefit coverage through the Corporation for themselves and for their dependents' lifetimes. The cost of these benefits is shared equally between the Corporation and the employee for those employees who retire after January 1, 2018.

The Government of Ontario continues to provide post-retirement benefits for employees who transferred to the Corporation with ten or more years of service with the province.

*Employees hired by the Corporation after December 31, 1998*

- These employees will receive post-retirement group benefit coverage for themselves and for their dependents through the Corporation until age 65.

*All employees*

- The Corporation is a Schedule II employer under the Workplace Safety and Insurance Act (Ontario), 1997 and follows a policy of self-insurance for all its employees. The obligation as at December 31, 2023 is \$617 (\$473 in 2022) and is included in the total obligations below.

Information about the Corporation's accrued benefit obligations and accrued benefit liabilities is as follows:

	<b>2023</b>	2022
	<b>\$</b>	\$
Accrued benefit obligations, beginning of year	<b>35,340</b>	49,267
Current service costs	<b>1,049</b>	1,455
Interest on accrued obligations	<b>1,768</b>	1,564
Actuarial loss (gain)	<b>3,104</b>	(16,339)
Contributions	<b>(810)</b>	(607)
Accrued benefit obligations, end of year	<b>40,451</b>	35,340

The employee future benefits expense recorded in the statement of operations during the year is as follows:

	<b>2023</b>	2022
	<b>\$</b>	\$
Current service costs	<b>1,049</b>	1,455
Interest on accrued obligations	<b>1,768</b>	1,564
	<b>2,817</b>	3,019

Remeasurements and other items, consisting of curtailments, settlements, past service costs and actuarial loss of \$3,104 (gain of \$16,339 in 2022), have been recognized directly in net assets.

## Municipal Property Assessment Corporation

### Notes to the financial statements

December 31, 2023

(In thousands of dollars)

#### 7. Employee future benefits (continued)

*All employees (continued)*

The significant actuarial assumptions adopted in measuring the Corporation's accrued benefit obligations are as follows:

	<b>2023</b>	2022
	<b>\$</b>	<b>\$</b>
Discount rate	<b>4.65%</b>	5.05%
Health care inflation	<b>5.2% grading down to 4% by 2040</b>	5.2% grading down to 4% by 2040
Vision and dental care inflation	<b>5.1% grading down to 4% by 2040</b>	5.1% grading down to 4% by 2040

The date of the most recent actuarial valuation of the accrued benefit obligations was December 31, 2022.

The Corporation paid \$30,133 (\$28,694 in 2022) of employer and employee contributions to the defined benefit multi-employer benefit plan.

#### 8. Internally restricted net assets

	<b>2023</b>	2022
	<b>\$</b>	<b>\$</b>
Reserve for board-appropriated working fund	<b>55,199</b>	50,595
Reserve for employee future benefits	<b>28,419</b>	28,248
Reserve for enumeration	<b>1,141</b>	1,343
Reserve for assessment update	<b>13,469</b>	11,469
	<b>98,228</b>	91,655

Interfund transfers are approved by the board of directors. During the year, the board of directors approved the transfers between the unrestricted fund and the internally restricted net assets as follows: \$4,604 to (\$3,312 to in 2022) the board-appropriated working fund reserve to pay for future one-time expenditures; \$2,000 to (\$1,361 to in 2022) the assessment update reserve to set aside funds for the property assessment process, and \$202 from (\$857 from in 2022) the enumeration reserve.

The purpose and use of the employee future benefit reserve was approved by the board of directors at initial setup, and an annual approval for transfers is not required. A transfer of \$171 to (\$6,670 to in 2022) the employee future benefit reserve was made during the year.

Refer to note 2 for a description of the reserves.

## Municipal Property Assessment Corporation

### Notes to the financial statements

December 31, 2023

(In thousands of dollars)

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#### 9. Commitments

The Corporation has commitments under various operating leases for properties. Minimum lease payments due in each of the next five years and thereafter are as follows:

	\$
2024	3,933
2025	2,997
2026	1,918
2027	611
2028	227
Thereafter	81
	<u>9,767</u>

The Corporation is also committed to paying operating costs and property taxes on its various property leases.

#### 10. Capital leases

The Corporation entered into several vehicle leases with an interest rate of between 2.51% and 4.34%, with lease terms up to 60 months. On termination of the lease, the Corporation has guaranteed a certain residual value of the vehicle to the lessor, depending on the ultimate lease term.

As at December 31, 2023 the current portion of the capital leases is \$322 (\$641 in 2022) and the long-term portion is \$706 (\$1,030 in 2022).

Future minimum annual lease payments required under capital lease arrangements are as follows:

	\$
2024	358
2025	308
2026	301
2027	135
2028	—
Total lease payments	<u>1,102</u>
Less: amount representing interest	<u>(74)</u>
	1,028
Less: current portion	<u>322</u>
	<u>706</u>

#### 11. Contingent liabilities and guarantees

The Corporation has been named as a defendant in certain legal actions in which damages have either been sought or, through subsequent pleadings, could be sought. The outcome of these actions is not determinable or is considered insignificant as at December 31, 2023 and, accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year the related litigation is settled.

## **Municipal Property Assessment Corporation**

### **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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#### **11. Contingent liabilities and guarantees (continued)**

In the normal course of business, the Corporation enters into agreements that meet the definition of a guarantee, as outlined in the Chartered Professional Accountants of Canada Handbook. The Corporation's primary guarantee subject to disclosure requirements is as follows:

- The Corporation enters into agreements that include indemnities in favor of third parties, such as purchase agreements, confidentiality agreements, leasing contracts, information technology agreements and service agreements. These indemnification agreements may require the Corporation to compensate counterparties for losses incurred by the counterparties as a result of breaches of contractual obligations, including representations and regulations, or as a result of litigation claims or statutory sanctions that may be suffered by the counterparty as a consequence of the transaction. The terms of these indemnities are not explicitly defined, and the maximum amount of any potential reimbursement cannot be reasonably estimated.

The nature of the above indemnifications prevents the Corporation from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability, which stems from the unpredictability of future events and the unlimited coverage offered to counterparties. Historically, the Corporation has not made any significant payments under such or similar indemnification agreements and, therefore, no amount has been accrued in the statement of financial position with respect to these agreements.

#### **12. Risk management**

##### *Market risk*

The Corporation's investments are susceptible to market risk, which is defined as the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Corporation's market risk is affected by changes in the level or volatility of market rates or prices, such as interest rates, foreign currency exchange rates and equity prices. The Corporation is subject to cash flow interest rate risk due to fluctuations in the prevailing levels of market interest rate sensitive investments. The risk is mitigated through the Corporation's investment policy, which requires investments to be held in high grade, low risk investments.

##### *Credit risk*

Credit risk arises from the potential a counterparty will fail to perform its obligations. The Corporation is exposed to credit risk from banks and debtors. The risk is mitigated in that the Corporation conducts business with reputable financial institutions and its debtors are mainly entities within a level of the provincial government.

##### *Liquidity risk*

Liquidity risk is the risk the Corporation will not be able to meet its financial obligations as they come due. The Corporation manages liquidity through regular monitoring of forecasted and actual cash flows.

#### **13. Credit facility**

The Corporation has an unsecured credit facility of \$10,000 to be used for its operations, which is renewable annually.

## **Municipal Property Assessment Corporation**

### **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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#### **14. Government remittances**

Government remittances consist of workplace safety insurance costs, sales taxes and payroll withholding taxes required to be paid to government authorities when the amounts come due. In respect of government remittances, \$2,001 (\$3,381 in 2022) is included in accounts payable and accrued liabilities.

### SYSTEM OVERVIEW

January 1<sup>st</sup> to March 31<sup>st</sup>, 2024

### OPERATIONAL HIGHLIGHTS

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#### *Drinking Water System*

- The water treatment system operated well during the first quarter.
- Service break at 138 Edward. Difficulty finding valve to close. Plumber performed the repair live to stop water from flooding basement.

#### *Wastewater Treatment*

- The wastewater treatment system performed well during the first quarter.
- Replaced AMP and RPM meters on the generator.

### CAPITAL PLAN PROGRESS

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#### *Drinking Water System*

- New spare free chlorine residual analyzer installed complete with alarming.
- Removed a mess of electrical wires that served no use.

#### *Wastewater Treatment System*

- N/A

### ASSET MANAGEMENT

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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

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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 first quarter of 2024 and all results fell within regulatory limits.
- 2023 annual report completed January 5, 2024.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed January 8, 2024.
- Schedule 23/24 and Fluoride sampling completed January 17, 2024.
- Permit to take Water (PTTW) reporting completed January 30, 2024.
- No Ministry of Labour (MOL) inspections conducted this quarter.
- Ministry of the Environment Conservation and Parks (MECP) inspection completed on January 30, 2024. Two non-compliance identified during the review period, both resolved. Final inspection rating 92.53%.
- All required sewage samples required under the system's Environmental Compliance Approval (ECA) were collected and tested in the first quarter of 2024.
- 2023 annual sewage report completed February 2, 2024.
- Annual WSER reporting completed February 2, 2024.
- Municipality approved OCWA to undertake the completion of their Municipal Sewage Collection System CLI-ECA and Municipal Storm Water Management System CLI-ECA applications.

### INCIDENTS AND COMPLAINTS

#### *Powassan Drinking Water System*

<b>Incident</b>	N/A
<b>Date</b>	
<b>Details</b>	

#### *Powassan Wastewater System*

<b>Incident</b>	Manhole Spill at end of Edward St. N.
<b>Date</b>	February 12, 2024
<b>Details</b>	<p>SAC Ref No.: 1-4NFUYT6</p> <p>Date &amp; Time: February 12, 2024 @ 1500 hrs (estimated)</p> <p>Termination: February 12, 2024 @ 1723 hrs</p> <p>Duration: 2 hours and 23 minutes</p> <p>Approximate volume: 3.61 m<sup>3</sup> (estimated)</p> <p>Details/Cause of Incident: A member of the public spotted sewage coming from a manhole near a park at the far end of Edward Street North in Powassan. Public works was advised at approximately 15:45 who in turned notified the OCWA operator and ORO. Operator suggested public works check the upstream and downstream manholes and immediately request a sewage pump truck and Hydro Vac truck / flusher. Gravity sanitary line was plugged with debris and</p>



	<p>grease buildup leading to a complete blockage in the sanitary line. A manhole subsequently began overflowing with the waste stream flowing into Genesee Creek in Powassan (waste stream was super chlorinated with pucks).</p> <p>Corrective &amp; Preventative Actions: Super Chlorination pucks placed in path of waste stream, septic truck onsite to suck down sewage level from manholes and Flusher / Vac Truck was onsite to flush sanitary collection line and remove grease / debris buildup.</p> <p>Reporting: Incident was reported to appropriate authorities as required.</p> <p>Reporting: Verbal report to MOH and SAC, written reports to MOH, SAC, EC, local MECP and Owner.</p>
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### HEALTH AND SAFETY

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- Staff training completed on WHMIS.
- Staff training completed on Respiratory Protection.
- Staff training completed on Workplace Hazard Inspections.
- Annual certifications for confined space lifting rigs and gas meters completed.

### POWASSAN DRINKING WATER SYSTEM PERFORMANCE

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See Appendix E – Performance Assessment Report Water

### POWASSAN WASTEWATER TREATMENT LAGOON – WASTEWATER FLOW SUMMARY

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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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3708248</a>	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	1/1/24 12:00 AM	1/23/24 02:56 PM	1/23/24 02:56 PM	Critical Building Intrusion Alarm Testing (1m) 6033 -January 17, 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
<a href="#">3719559</a>	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	1/1/24 12:00 AM	1/10/24 02:15 PM	1/10/24 02:15 PM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -December 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. 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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3727610</a>	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	COMP	1/1/24 12:00 AM	1/23/24 03:07 PM	1/23/24 03:07 PM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on January 17, 2024. The Cl2 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 Cl2 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 Cl2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3728703</a>			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	1/1/24 12:00 AM	1/23/24 02:54 PM	1/23/24 02:54 PM	Health And Safety Inspection (1m) 6033 - The monthly H&S Inspection was conducted on January 17, 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)

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3728931</a>			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	1/1/24 12:00 AM	1/23/24 03:09 PM	1/23/24 03:09 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 - January 17, 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. A new membrane cap was installed. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 3.18 mg/L Free Cl2 Handheld analyzer: 1.90 mg/L Free Cl2 The online analyzer required adjustment. The new slope after calibration was 2.59 mA/ppm (within spec).
<a href="#">3731071</a>			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	1/1/24 12:00 AM	1/23/24 02:58 PM	1/23/24 02:58 PM	TPM Inspection/Maintenance (1m) 6033 -January 17, 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.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3731076</a>	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	1/1/24 12:00 AM	1/23/24 03:01 PM	1/23/24 03:01 PM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -January 17, 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= 13.8V Oil Pressure 62 psi Fuel level = approximately 5.0 inches Hrs at start: 6915 hr 06 min Hrs at stop: 6915 hr 54 min Exhaust Temp = 590 Deg. F
<a href="#">3732318</a>			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	CLOSE	1/1/24 12:00 AM	1/3/24 02:45 PM	1/3/24 02:45 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of December 2023 was completed on January 03, 2024 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3742958</a>	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	1/1/24 12:00 AM	1/10/24 02:18 PM	1/10/24 02:18 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 - Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on December 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. Online = 1.81 mg/L Tested = 1.65 mg/L The new slope after calibration was 2.25 mA/ppm (within spec).
<a href="#">3766093</a>	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	2/1/24 12:00 AM	2/15/24 03:15 PM	2/15/24 03:15 PM	Critical Building Intrusion Alarm Testing (1m) 6033 -February 08, 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



Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3774405</a>	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	2/1/24 12:00 AM	2/27/24 08:35 AM	2/27/24 08:35 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -February 23, 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.
<a href="#">3779866</a>	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	COMP	2/1/24 12:00 AM	2/20/24 03:24 PM	2/20/24 03:24 PM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on February 13, 2024. The Cl2 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 Cl2 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 Cl2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3780346</a>			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	2/1/24 12:00 AM	2/15/24 03:10 PM	2/15/24 03:10 PM	Health And Safety Inspection (1m) 6033 - The monthly H&S Inspection was conducted on February 08, 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)
<a href="#">3780569</a>			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	2/1/24 12:00 AM	2/20/24 03:31 PM	2/20/24 03:31 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 - February 13, 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: 2.01 mg/L Free Cl2 Handheld analyzer: 1.91 mg/L Free Cl2 The online analyzer required adjustment. The new slope after calibration was 86% (within spec).
<a href="#">3782143</a>			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	2/1/24 12:00 AM	2/15/24 03:12 PM	2/15/24 03:12 PM	

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3782148</a>	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	2/1/24 12:00 AM	2/20/24 03:58 PM	2/20/24 03:58 PM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - February 13, 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 = 1773 Oil Level = Full Coolant Temp=179 Deg.F Battery Voltage= 13.8V Oil Pressure 65 psi Fuel level = approximately 5.0 inches Hrs at start: 6969 hr 19 min Hrs at stop: 6970 hr 44 min Exhaust Temp = 600 Deg. F
<a href="#">3782979</a>			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	2/1/24 12:00 AM	2/12/24 01:05 PM	2/12/24 01:05 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of January 2024 was completed on February 07, 2024 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
<a href="#">3790810</a>	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	2/1/24 12:00 AM	2/27/24 08:38 AM	2/27/24 08:38 AM	
<a href="#">3803498</a>			6033, Powassan WTP, Facility	CAP	Predictive Maintenance	0		Powassan Well House Electrical Cleanup & new Chlorine Analyzer Installation	COMP		3/5/24 02:32 PM	3/5/24 02:32 PM	

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3805960</a>			6033, Powassan WTP, Facility, Power Generation	CAP	Refurbish/ Replace/Repair	0		Powassan Reservoir Generator: replace broken engine throttle body.	COMP		2/20/24 03:15 PM	2/20/24 03:15 PM	Powassan Reservoir Generator: replace broken engine throttle body. - Powassan Reservoir Generator: Generator technician replaced the broken engine throttle body.
<a href="#">3807789</a>	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	3/1/24 12:00 AM	3/20/24 07:50 AM	3/20/24 07:50 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -March 12, 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
<a href="#">3816874</a>	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	3/1/24 12:00 AM	3/20/24 07:56 AM	3/20/24 07:56 AM	

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3823294</a>	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	COMP	3/1/24 12:00 AM	3/20/24 08:02 AM	3/20/24 08:02 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on March 12, 2024. The Cl2 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 Cl2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. A new membrane cap was installed. 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 Cl2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3823559</a>			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	3/1/24 12:00 AM	3/20/24 07:48 AM	3/20/24 07:48 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on March 12, 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)
<a href="#">3823661</a>			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	3/1/24 12:00 AM	3/20/24 08:05 AM	3/20/24 08:05 AM	
<a href="#">3825408</a>			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	3/1/24 12:00 AM	3/20/24 07:49 AM	3/20/24 07:49 AM	TPM Inspection/Maintenance (1m) 6033 -March 12, 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.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3825413</a>	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	3/1/24 12:00 AM	3/20/24 07:53 AM	3/20/24 07:53 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - March 12, 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 = 1767 Oil Level = Full Coolant Temp=181 Deg.F Battery Voltage= 13.8V Oil Pressure 63 psi Fuel level = approximately 4.5 inches Hrs at start: 6971 hr 19 min Hrs at stop: 6973 hr 33 min Exhaust Temp = 650 Deg. F
<a href="#">3826466</a>			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	3/1/24 12:00 AM	3/20/24 05:32 PM	3/20/24 05:32 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of February 2024 was completed on March 20, 2024 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3834150</a>	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	3/1/24 12:00 AM	3/20/24 07:59 AM	3/20/24 07:59 AM	Analyzer Chlorine Inspection/ Service (1m) 6033  - March 12, 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 = 1.88 mg/L Tested = 1.50 mg/L The new slope after calibration was 2.07 mA/ppm (within spec).





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# **POWASSAN WATER & WASTEWATER SYSTEMS**

## **QUARTERLY OPERATIONS REPORT**

### **Appendix B - Work Order Summary for WWTL**

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3719543</a>	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	1/1/24 12:00 AM	1/29/24 10:01 AM	1/29/24 10:01 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 - January 09 and 26, 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: RPM's= 1805 Oil Level = Full Coolant Temp=175 Deg.F Battery Voltage= 12.0 V Oil Pressure 59 psi Hrs at start: 537.9 Hrs at stop: 538.3
<a href="#">3727278</a>	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	1/1/24 12:00 AM	1/10/24 02:33 PM	1/10/24 02:33 PM	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon on December 08, 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.
<a href="#">3727295</a>	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	1/1/24 12:00 AM	1/10/24 02:34 PM	1/10/24 02:34 PM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon on December 08, 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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3727329</a>	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	1/1/24 12:00 AM	1/10/24 02:36 PM	1/10/24 02:36 PM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon on December 08, 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.
<a href="#">3727469</a>			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	1/1/24 12:00 AM	1/29/24 09:44 AM	1/29/24 09:44 AM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on January 26, 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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3727533</a>			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	1/1/24 12:00 AM	1/29/24 09:39 AM	1/29/24 09:39 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Curtis Green on January 19, 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. Pump #1 Output at Clark Street was about half of 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.
<a href="#">3727543</a>			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	1/1/24 12:00 AM	1/29/24 10:03 AM	1/29/24 10:03 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on January 26, 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.
<a href="#">3732323</a>			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	1/1/24 12:00 AM	1/10/24 11:23 AM	1/10/24 11:23 AM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of December 2023 was completed on January 10, 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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3765571</a>			5747, Clark SPS, Facility	CAP	Refurbish/ Replace/Repair	0		Powassan Clark St. Generator Gauges	COMP		3/20/24 09:15 AM	3/20/24 09:15 AM	Generator Amp meter and RPM gauge -Parts for this generator are getting harder to find due to the age of the unit. Val's Equipment is in contact with suppliers and trying to track down correct gauges or direct replacement gauges. PO#3765571 will be used if replacements can be procured and installed. If the parts are not able to be sourced, this PO will be cancelled.  Powassan Clark St. Generator Gauges -On March 05, 2024 Gary from Val's Equipment replaced the generator gauges at the Clark Street Lift Station with new ones.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3774389</a>	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	2/1/24 12:00 AM	2/29/24 01:52 PM	2/29/24 01:52 PM	Diesel Generator Inspection/ Functional Test (1m) 5747 - February 28, 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: RPM's= 1830 Oil Level = Full Coolant Temp=170 Deg.F Battery Voltage= 12.2 V Oil Pressure 59 psi Hrs at start: 542.3 Hrs at stop: 542.3
<a href="#">3779741</a>	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	2/1/24 12:00 AM	2/12/24 01:11 PM	2/12/24 01:11 PM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on February 06, 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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3779751</a>	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	2/1/24 12:00 AM	2/12/24 01:12 PM	2/12/24 01:12 PM	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 February 06, 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.
<a href="#">3779773</a>	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	2/1/24 12:00 AM	2/12/24 01:13 PM	2/12/24 01:13 PM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on February 06, 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.
<a href="#">3779791</a>			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	2/1/24 12:00 AM	2/29/24 01:53 PM	2/29/24 01:53 PM	
<a href="#">3779802</a>			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	2/1/24 12:00 AM	2/29/24 01:55 PM	2/29/24 01:55 PM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on February 28, 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.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3779812</a>			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	2/1/24 12:00 AM	2/29/24 01:58 PM	2/29/24 01:58 PM	Critical Alarm/Dialer Testing (1m) 5747 - February 12, 2024 This was an actual event that triggered the High Wet Well Level alarm when a flusher truck unplugged a sanitary service line. The resulting inrush of a high volume of water caused an immediate rise in the wet well level to alarm conditions. Both pumps engaged to bring down the level within minutes and the alarm condition was restored.
<a href="#">3782984</a>			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	2/1/24 12:00 AM	2/12/24 01:07 PM	2/12/24 01:07 PM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of January 2024 was completed on February 07, 2024 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, and this Work Order closed off
<a href="#">3816858</a>	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	3/1/24 12:00 AM	3/20/24 09:05 AM	3/20/24 09:05 AM	
<a href="#">3823156</a>	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	3/1/24 12:00 AM	3/20/24 02:30 PM	3/20/24 02:30 PM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on March 04 and March 15, 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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3823166</a>	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	3/1/24 12:00 AM	3/20/24 02:30 PM	3/20/24 02:30 PM	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 March 04 and March 15, 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.
<a href="#">3823188</a>	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	3/1/24 12:00 AM	3/20/24 02:32 PM	3/20/24 02:32 PM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on March 04 and March 15, 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.
<a href="#">3823206</a>			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	3/1/24 12:00 AM	3/20/24 09:08 AM	3/20/24 09:08 AM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on March 19, 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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3823217</a>			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	3/1/24 12:00 AM	3/20/24 09:10 AM	3/20/24 09:10 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on March 19, 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.
<a href="#">3823224</a>			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	3/1/24 12:00 AM	3/20/24 09:21 AM	3/20/24 09:21 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on March 19, 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.
<a href="#">3826471</a>			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	3/1/24 12:00 AM	3/20/24 05:30 PM	3/20/24 05:30 PM	



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# **POWASSAN WATER & WASTEWATER SYSTEMS**

## **QUARTERLY OPERATIONS REPORT**

### **Appendix C – Call-out Report for WTP**

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3759316</a>			6033, Powassan WTP	CALL	Compliance	0		Powassan Well House Low Chlorine Alarm / Lockout	CLOSE		1/2/24 04:18 PM	1/2/24 07:00 PM	Powassan Well House Low Chlorine Alarm / Lockout - 16:18--Received an acknowledged alarm from True Steel for low chlorine at Wellhouse 16 :35--Arrived at Wellhouse to find online analyzer reading, 0.04 mg/L. Confirmed low residual with handheld. Hypo pump appears to be frozen in off mode. Unplugged and restarted hypo pump. reviewed trending on data logger. Well pumps shut off as soon as residual reached alarm setpoint. 16:40--Opened up wasting valve and began to backflush contact chamber at approximately 16 to 22 L per second 16:58--Received and acknowledged alarm from True Steel for low reservoir level. 17:00--Compared online analyzer to handheld: online analyzer is reading 1.80 mg/L, tested reading was 1.77 mg/L. Stopped wasting and returned all valves back to normal operations. 17:05--Cleared low chlorine alarm from HMI, and allowed well pump number two to start in auto. Confirmed pump is now working normally. 17:10--Cleared and adjusted low reservoir alarm set point down to 4.35 m.
<a href="#">3805260</a>			6033, Powassan WTP, Process	CALL	Inspection	0		6033 Powassan Well House Power Failure and Chlorine Lockout Alarm	COMP		2/9/24 07:30 PM	2/9/24 08:30 PM	Powassan Well House Power Failure and Chlorine Lockout Alarm -Received Power Failure and Low Chlorine Alarm following area utility outage. Reset Low Chlorine and Well Pump Interlock Alarming. Equipment inspection.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3805261</a>			6033, Powassan WTP, Process, Storage	CALL	Inspection	0		6033 Powassan Well House Auxiliary 1 Low Reservoir Level Alarm	COMP		2/9/24 11:30 PM	2/10/24 12:00 AM	Powassan Well House Auxiliary 1 Low Reservoir Level Alarm - Received Auxiliary 1 Low Reservoir Level Alarm following loss of communication. Reset Low Reservoir Level Alarm and Well Pump Interlock.



**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: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3762809</a>			5747, Clark SPS	CALL	Inspection	0		5747 Powassan Clark Street SPS Communication Lost Alarm	COMP		1/13/24 09:30 PM	1/14/24 12:45 AM	Powassan Clark Street SPS Communication Lost Alarm -Received WIN911 Communications Lost Alarm. Inspected station and assessed Outpost Panel with normal function. Reviewed Wonderware trending for Clark Street SPS with data interruption occurring @ 2126 hours restoring @ 2201 hours. No further issues.
<a href="#">3805255</a>			5747, Clark SPS	CALL	Inspection	0		5947 Powassan Clark Street SPS Communication Lost Alarm	COMP		2/9/24 07:45 PM	2/9/24 08:15 PM	Powassan Clark Street SPS Communication Lost Alarm - Received WIN911 Communications Lost Alarm due to Control Power Alarming following area utility outage. Observed Generator Fault. Following repeated attempts to activate Generator in Auto unit powered station. Received TELUS and WIN911 High Level Alarm. Station Level shown as 8.87 metres verified with visual inspection Wetwell.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Mar 31, 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 Finsh	WorkLog Detail
<a href="#">3805780</a>			5747, Powassan WWTL	CALL	Compliance	0		Powassan Sanitary Overflow / Spill response	COMP		2/12/24 03:35 PM	2/13/24 04:00 PM	<div>Powassan Sanitary Overflow / Spill response</div> <div>-</div> <div>Monday February 12, 2024</div> <div>15:35--Notified by Powassan Public Works of possible spill from overflowing manhole. Leaving North Bay for Powassan</div> <div>16:30--Put out chlorine pucks in path of overflowing manhole sewage (draining into Genesee Creek)</div> <div>16:45--Collected sample from manhole spill</div> <div>17:08--Notified SAC (Incident No.# 1-4NFUT6) about spill</div> <div>17:17--Called MOH and left message with answering service</div> <div>17:20--Truck onsite to pump down upstream manhole. Overflowing manhole stopped within 3 minutes of pumping.</div> <div>17:23--Spoke with James Mlotshwa (MOH) about spill and response</div> <div>18:20--Muskoka Hydrovac truck onsite to begin flushing sanitary lines, etc.</div> <div>19:05--Received and acknowledged Clark Street high level alarm (followed by restoral) following flushing of upstream sanitary lines and debris / grease blockage removal.</div> <div>20:19--Called back SAC as per instructions to give an update on manhole spill</div> <div>Tuesday February 13, 2024</div> <div>15:55--emailed completed Incident Response form to all interested parties</div>





**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

Northeastern Ontario Region

# **POWASSAN WATER & WASTEWATER SYSTEMS**

## **QUARTERLY OPERATIONS REPORT**

### **Appendix E - Performance Assessment Report Water**

**Powassan Drinking Water System  
Performance Assessment Report Water**

Report extracted 04/08/2024 12:42

From: 01/01/2024 to 31/03/2024

Facility: [6033] POWASSAN DRINKING WATER SYSTEM

Works: [220000576]

	01/2024	02/2024	03/2024	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
<b>Flows:</b>							
Raw Flow: Monthly Total - Raw Well 1 (m³)	7153.77	6762.56	7494.96	21411.29			
Raw Flow: Monthly Total - Raw Well 2 (m³)	7317.07	6793.81	7552.97	21663.85			
Raw Flow: Monthly Avg - Raw Well 1 (m³/d)	230.77	233.19	241.77		235.24		
Raw Flow: Monthly Avg - Raw Well 2 (m³/d)	236.03	234.27	243.64		237.98		
Raw Flow: Monthly Max - Raw Well 1 (m³/d)	302.07	340.23	375.5			375.5	
Raw Flow: Monthly Max - Raw Well 2 (m³/d)	342.33	331.25	282.17			342.33	
Raw Flow: Monthly Total - Raw Water - Total (m³)	14470.84	13556.37	15047.93	43075.14			
Raw Flow: Monthly Avg - Raw Water - Total (m³/d)	466.8	467.46	485.42		473.23		
Raw Flow: Monthly Max - Raw Water - Total (m³/d)	526.64	538.82	586.84			586.84	
<b>Turbidity:</b>							
Raw: Max Turbidity - Raw Well 1 (NTU)	0.16	0.1	0.11			0.16	
Raw: Max Turbidity - Raw Well 2 (NTU)	0.12	0.13	0.1			0.13	
<b>Chemical Parameters:</b>							
Treated: Max Nitrite - TW1 (mg/L)	< 0.003				<	0.003	
Treated: Max Nitrate - TW1 (mg/L)	0.873					0.873	
Distribution: Max THM - Distribution (µg/l)	1.7					1.7	
<b>Chlorine Residuals:</b>							
Treated: Min Free Cl2 Resid - Treated Water (mg/L)	1.067	1.052	0.886				0.886
Treated: Max Free Cl2 Resid - Treated Water (mg/L)	3.726	2.932	2.548			3.726	
Dist: Min Free Cl2 Resid - Distribution (mg/L)	1.48	1.56	1.39				1.39
Dist: Max Free Cl2 Resid - Distribution (mg/L)	2.19	1.94	2.03			2.19	
<b>Bacti Samples Collected:</b>							
Raw Bacti: # of samples - Raw Well 1	5	4	4	13			
Raw Bacti: # of samples - Raw Well 2	5	4	4	13			
Treated Bacti: # of samples - TW1	3	2	1	6			
Treated Bacti: # of samples - TW2	2	2	3	7			
Dist Bacti: # of samples - Distribution	15	12	12	39			
Treated Bacti: # of TC exceedances - TW1	0	0	0	0			
Treated Bacti: # of TC exceedances - TW2	0	0	0	0			
Treated Bacti: # of EC exceedances - TW1	0	0	0	0			
Treated Bacti: # of EC exceedances - TW2	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution	0	0	0	0			
Dist Bacti: # of EC exceedances - 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**

## Performance Assessment Report

From: 01/01/2024 to 31/03/2024

### 5747 POWASSAN WASTEWATER TREATMENT LAGOON 110000613

	1 / 2024	2/ 2024	3/ 2024	<--Total-->	<--Avg-->	<--Max-->
<b>Flows</b>						
Raw Flow: Total - Raw m³/d	13,512.50	14,373.50	18,234.80	46,120.80		
Raw Flow: Total - St Gregory m³/d	463.30	495.50	475.70	1,434.50		
Raw Flow: Total - Clark Street m³/d	13,049.20	13,878.00	17,759.10	44,686.30		
Raw Flow: Avg - Raw m³/d	435.89	495.64	588.22		506.82	
Raw Flow: Avg - St Gregory m³/d	14.95	17.09	15.35		15.76	
Raw Flow: Avg - Clark Street m³/d	420.94	478.55	572.87		491.06	
Raw Flow: Max - Raw m³/d	523.90	900.50	869.90			900.50
Raw Flow: Max - St Gregory m³/d	19.60	25.50	19.90			25.50
Raw Flow: Max - Clark Street m³/d	510.30	880.00	852.20			880.00
Raw Flow: Count - Raw m³/d	31.00	29.00	31.00	91.00		
Raw Flow: Count - St Gregory m³/d	31.00	29.00	31.00	91.00		
Raw Flow: Count - Clark Street m³/d	31.00	29.00	31.00	91.00		
<b>Biochemical Oxygen Demand: BOD5</b>						
Raw: Avg BOD5 - Raw mg/L	134.00	119.50	149.00		134.17	149.00
Raw: # of samples of BOD5 - Raw	1.00	2.00	1.00	4.00		
<b>Total Suspended Solids: TSS</b>						
Raw: Avg TSS - Raw mg/L	195.00	110.00	120.00		141.67	195.00
Raw: # of samples of TSS - Raw	1.00	2.00	1.00	4.00		
<b>Total Phosphorus: TP</b>						
Raw: Avg TP - Raw mg/L	1.35	3.19	2.08		2.21	3.19
Raw: # of samples of TP - Raw	1.00	2.00	1.00	4.00		
<b>Nitrogen Series</b>						
Raw: Avg TKN - Raw mg/L	13.50	30.70	25.90		23.37	30.70
Raw: # of samples of TKN - Raw	1.00	2.00	1.00	4.00		



March 26, 2024

Brayden Robinson  
Director of Corporate Services  
CORPORATION OF THE MUNICIPALITY OF POWASSAN  
250 Clark Street  
Powassan, ON  
P0H 1Z0

Title: Powassan's Canada Day Celebrations

Dear Brayden Robinson:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$5,000.00 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2024-2025 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may contact you in the near future to review the terms and conditions and answer any questions you may have related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Jaime Burke  
Acting Regional Director General  
Ontario Region

## Brayden Robinson

---

**From:** SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>  
**Sent:** April 19, 2024 11:49 PM  
**To:** Brayden Robinson  
**Subject:** Canada Summer Jobs Application / Agreement  
**Attachments:** Entente\_Agreement.pdf; Participant Contact Sheet.pdf

**\*\*\*This is a system generated email. Please do not reply to this address. Contact information can be found in the email below.\*\*\***

2024/04/19

Braydon Robinson  
Corporation of the Municipality of Powassan  
250 CLARK ST.  
POWASSAN ON P0H 1Z0

**Project Number:** # 019610930

**Constituency:** Nipissing-Timiskaming

**Subject:** Canada Summer Jobs Application/Agreement

We are pleased to inform you that your Canada Summer Jobs application for funding has been approved.

You will find additional details on the approved job(s), duration of work and funding by consulting the signed "Calculation of Approved Canada Summer Jobs Contribution" document below. If any of the information you provided on your application has changed, or if changes occur during the period of your Agreement, **you must advise us immediately**. If you are unable to hire a youth, or if you intend to withdraw from the Canada Summer Jobs agreement, **you must advise us as soon as possible**.

The following are details about the documents that are required as part of your agreement.

### For Employers:

1. The signed "Calculation of Approved Canada Summer Jobs Contribution" document: this document indicates the maximum amount of contribution funds available for this agreement. Only costs incurred during the job period specified in the agreement may be eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates. Please note that the amount of approved funding may differ from the amount you requested in your application.
2. You must complete the [Employer and Employee Declaration online](#) within seven days of the beginning of the Canada Summer Jobs funded employment. This form enables Service Canada to validate your compliance with the Articles of Agreement. No advance or payment will be sent

until Service Canada has received the Employer and Employee Declaration and confirmed the youth's eligibility. Please contact us to receive mailing instructions if you cannot complete this form online.

3. If you wish to have your payments made with direct deposit, please fill out the [Grants and Contributions Direct Deposit Request form](#). Direct deposit forms can be submitted in person or mailed to [Service Canada](#) at your earliest convenience. This form should **never be submitted to us by fax** as it contains your financial information.
4. As part of the close-out of your agreement, you will need to complete a [mandatory questionnaire](#) to improve program administration. When you complete the questionnaire, you will receive a **confirmation number** that you will need to **provide when submitting your final payment claim**.
5. Once the project has ended, you must complete the [Payment Claim and Activity Report](#). This document is used to request payments and report on your project activities. You must return the completed and signed form to Service Canada no later than 30 days after the last Canada Summer Jobs funded employee completes their employment. If your report is not received within 30 days after the last Canada Summer Jobs funded employee completes their employment, **we may not reimburse you**. We may also consider any advances we have issued as overpayments. Please contact us to receive mailing instructions if you cannot complete this form online.

### For Youth:

You must provide all Canada Summer Jobs funded employees with the following documents or links:

1. The [Young Workers website](#) provides important information concerning health and safety, employee rights, employment laws and more. Please also discuss it with them as part of their initial orientation. This discussion will be in addition to your workplace-specific health and safety orientation and training.
2. The [Job Bank Career Planning site](#) is an easy-to-use online tool that provides information about the benefits of working in different occupations and helps determine the education and training needed to get a quality job.
3. The attached Participant Contact Sheet provides youth with contact information for Service Canada to address questions and concerns.
4. The [Youth Participant Questionnaire](#) is to be provided to all Canada Summer Jobs funded employees 2 weeks before the end of their employment.

If you indicated in your application that you intend to employ a youth who self-identifies as being part of groups which are underrepresented or have additional barriers to the labour market, you are expected to make all reasonable efforts to do so. Your recruitment and hiring plans may be monitored to determine if they reflect what was indicated in your application.

You will be expected to comply with the Articles of Agreement. You will be expected to employ your Canada Summer Jobs funded employee(s) in the job(s) described in the agreement, for at least the number of hours and weeks indicated in the agreement. You will be expected to pay them, at a minimum, the hourly wage specified in your agreement. Failure to meet the conditions of the agreement may lead to its termination. Please carefully review the [Articles of Agreement](#) included with the Application/Agreement you originally completed as they are legally binding.

Information about approved projects will be posted on the [Canada Summer Jobs web page](#). The information posted will include your organization's name and email address. As well, all positions approved by Canada Summer Jobs will be advertised on the [Job Bank: Youth](#) site. If there are errors in your Job Bank posting, please contact us.

To make it easier to manage your contribution agreement and to submit any future applications for funding, we strongly recommend the use of Grants and Contributions Online Services (GCOS).

Please note that you can sign up for GCOS at any time and we strongly encourage you to initiate or continue with the creation of your GCOS account to gain access to all the features and manage the remainder of your agreement online. Take note of your Organization ID and User number for future reference.

GCOS is an online system that provides a secure environment to submit documents such as:

- Application for funding
- Employer and Employee Declaration form
- Payment Claim and Activity Report
- Direct Deposit form

If you have not yet registered for a GCOS account, you may visit the [Register for Grants and Contributions Online Services](#) site to start the process.

If you are not sure whether you or your organization already has a registered GCOS account, please contact the [Employer Contact Centre](#) or the GCOS team at: [na-gcos-selsc-gd@hrsdc-rhdcc.gc.ca](mailto:na-gcos-selsc-gd@hrsdc-rhdcc.gc.ca).

**Please include your project number in all future correspondence.**

If you have any questions, please contact us at (647) 446-4898.

Sincerely,

Tiwana, Prabhjeet  
Service Canada  
STN DON MILLS, P.O. BOX 538  
NORTH YORK ON CA

Enclosures



**Ministry of Tourism,  
Culture and Sport**

Sport, Recreation and  
Recognition Division

400 University Avenue,  
2nd floor  
Toronto, Ontario M7A 2R9

Tel.: 416 326-4371  
www.mtc.gov.on.ca

**Ministère du Tourisme, de la  
Culture et du Sport**

Division des sports, des loisirs et  
des programmes de  
reconnaissance

400, avenue Université, 2e étage  
Toronto, Ontario M7A 2R9

Tél. : 416 326-4371  
www.mtc.gov.on.ca



April 19, 2024

Kimberly Bester  
Deputy Clerk  
The Municipality of Powassan  
250 Clark Street  
Powassan, ON P0H1Z0

Dear Ms. Kimberly Bester:

Re: **Case Number: 2023-11-1-2345706249**  
**Summer Employment Opportunities Program 2024**

I am pleased to inform you that your organization has been approved for a Summer Summer Employment Opportunities Program grant to hire one GAP Program Coordinator for the summer of 2024. You will be receiving a grant in the amount of \$3,816 in one instalment.

By signing and submitting the Ministry's application form, you agreed to the general terms and conditions of this grant. As an employer, you are required to adhere to the *Employment Standards Act, 2000*, including paying no less than the minimum wage. For requirements around hiring your summer student(s) and reporting on the grant, please refer to the Summer Summer Employment Opportunities Program Guidelines.

Jacqueline Belanger is the Regional Development Advisor assigned to your file. If you have any questions regarding your case, Jacqueline can be reached at [REDACTED] or by e-mail at [REDACTED].

Congratulations and best wishes for success.

With kind regards,

Tyler Currie  
Assistant Deputy Minister  
Sport, Recreation and Recognition Division



**NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING  
TO INFORM THE PUBLIC OF A ZONING BY-LAW AMENDMENT**

**TAKE NOTICE** that the Council for The Corporation of the Municipality of Powassan has received a complete application under Sections 34 and 36 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to inform the public of a proposed Zoning By-law Amendment.

The public meeting is being held for the application described below to enable interested members of the public to understand and comment on a proposed Zoning By-law Amendment.

**DATE AND LOCATION OF PUBLIC MEETING**

File #: 2024-01  
Date: Tuesday, June 4, 2024  
Time: 6:00 pm  
Location: Municipality of Powassan – 252 Clark Street (Fire Station)

**DETAILS OF THE ZONING BY-LAW AMENDMENT**

The purpose and effect of the proposed Zoning By-Law Amendment is to amend the Restricted Area (Zoning) By-Law No. 2003-38, as amended, for the lands described as Concession 13, Part Lot 15 (Himsworth), LT23897 (Civic Address: 146 Osborne Street, Powassan), in the Municipality of Powassan.

The application, if approved, would remove the Holding (-H) symbol from the subject lands. The Holding (-H) symbol was applied as part of a previous amendment to the Zoning By-law (By-law 2016-39) to rezone the subject lands Multiple Residential (RM). The Holding (-H) symbol shall be removed once Council is provided: i) A site plan agreement prepared by the Municipality and signed by the Owner; ii) Any security required by the site plan agreement; and, iii) Municipal costs incurred in the review and preparation of items a) and b) have been reimbursed to the Municipality.

On November 28th, 2022, Bill 23, *More Homes Built Faster Act*, 2022 was passed by the province and received Royal Assent. The Bill made extensive changes to several Acts and regulations. One of the changes has eliminated the need for site plan agreements for buildings on a property containing no more than ten residential units. In the case of the subject property, a building containing six residential units is proposed, and a site plan agreement cannot be approved to lift the Holding (-H) symbol. Building permits cannot be issued with the Hold in place.

**ADDITIONAL INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION**

A key map showing the land to which the proposed amendment applies is provided with this notice. The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the applicant's proposed Zoning By-law Amendment. Any person who participates in the meeting shall be afforded an opportunity to make representations in respect of the application. A conceptual site plan is available for review at the Municipal Office.

If a person or public body does not make written submissions to the Municipality of Powassan before the proposed By-law is passed, the person or public body is not entitled to appeal the decision of the Municipality of Powassan to the Ontario Land Tribunal.

If a person or public body does not make written submissions to the Municipality of Powassan before the proposed By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Council for the Corporation of the Municipality of Powassan in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Municipality of Powassan at P.O. Box 250, 250 Clark Street, Powassan, Ontario, P0H 1Z0.

Additional information regarding the proposed amendment is available to the public for inspection at the Municipality of Powassan Municipal Office located at 250 Clark Street on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m. please call (705) 724-2813.

Mailing Date of this Notice: May 6, 2024

Kimberly Bester, Deputy-Clerk  
Municipality of Powassan  
[kbester@powassan.net](mailto:kbester@powassan.net)

### Location Map



---

**From:** TCFC <[tcfc5606@gmail.com](mailto:tcfc5606@gmail.com)>

**Date:** April 11, 2024 at 7:16:45 PM EDT

**To:** Peter McIsaac <[pmcisaac@powassan.net](mailto:pmcisaac@powassan.net)>

**Subject: Est budget Trout Creek Friendship Club**

Hi Peter,

Thank you for attending our Club's meeting yesterday. Your support is greatly appreciated.

Please find attached 2 documents outlining out estimated budget for 2024.

Regards, Sue

WALKING GROUP.....NOW FREE

DONATIONS..... ???

CHRISTMAS LUNCH..... cancelled

TOTAL..... \$3585.00

SHORTFALL FOR 2024..... \$ 850.00

**ESTIMATED EXPENSES FOR 2024 ...TROUT CREEK SENIORS**

GAS.....	\$1200.00
HYDRO.....	1300.00
CLEANING.....	750.00
SNOW REMOVAL.....	200.00
GARDENING.....	cancelled
50th ANNIVERSARY BUDGET.....	500.00
CLUB SUPPLIES.....	400.00
CHRISTMAS LUNCH.....	cancelled
UNITED SENIORS DUES.....	50.00
<b>TOTAL EXPENSES.....</b>	<b>\$4400.00</b>

**MONEY COLLECTED**

FUNDRAISING.....	\$1500.00
COFFEE HR.....	350.00
MON CRAFTS.....	300.00
YOGA & SIT & FIT.....	400.00
RENTALS.....	120.00
MEMBERSHIPS.....	750.00
GAMES.....	85.00
MEETINGS.....	80.00



Kim Bester

Deputy Clerk,

Municipality of Powassan

250 Clark St., Powassan ON

April 22, 2024

Dear Kim,

We are writing on behalf of the Trout Creek and Area Pickleball (PB) Group. This group is affiliated with the Trout Creek Friendship Club (TCFC). PB was introduced by the TCFC as one of its activities to help seniors keep active.

We appreciate that the Municipality has applied for funding that will enhance activities, social events and more for seniors.

We also recognize that the government often requires short "turn arounds" for applying.

It is however, very surprising and greatly disappointing that the only established PB group in the Municipality was not consulted regarding needed equipment. It is our understanding that identifying the equipment was part of the application.

The Trout Creek Lion's Courts serves our group well for our outdoor play. We are thankful for all that they and the Municipality do to keep the courts in shape.

The PB group have members who have played for 10 or more years. These members have offered beginner clinics over the years as well as participated in purchasing equipment. All equipment is not equal. It would be of great benefit to you to access their knowledge and expertise if the funding is awarded.

Best Regards,

*Kathy*

Kathy Straughan

705-477-7532

*Sue*

Sue Linklater

705-723-5731



The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)  
(sent via e-mail)

March 4<sup>th</sup>, 2024

Re: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on February 28<sup>th</sup>, 2024, passed the following motion supporting the resolution from the County of Renfrew regarding Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems.

**Motion #12**

Moved by Councillor Kristen Rodrigues

Seconded by Councillor John van Klaveren

That Council support correspondence item 'q' from the County of Renfrew regarding water and wastewater.

***Carried.***

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

Sincerely,

Ella Flynn  
Executive Assistant – Deputy Clerk  
Town of Plympton-Wyoming

Cc: Honourable Kinga Surma, Minister of Infrastructure (Ontario)  
Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada)  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario),  
Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke  
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the  
Minister of the Environment, Conservation and Parks  
AMO; ROMA; FCM;  
All Municipalities in Ontario



Office of the  
County Warden



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-7288  
FAX: 613-735-2081  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

January 31, 2024

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

DELIVERED VIA EMAIL

**RE: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems**

Dear Premier Ford,  
Please be advised that at the Regular Council Meeting on January 31, 2024, The County of Renfrew passed the following resolution:

**WHEREAS** the Provincial Policy Statement (PPS) (Section 1.6.6.2) states that municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety and that intensification and redevelopment within these settlement areas should be promoted; and

**WHEREAS** the PPS (Section 2.2.1 (f)) states that planning authorities shall protect, improve, or restore the quality and quantity of water by implementing the necessary restrictions on development and site alternation to protect all drinking supplies and designated vulnerable areas, and protect, improve, or restore vulnerable surface and ground water, sensitive surface water features and sensitive groundwater features, and their hydrologic functions; and

**WHEREAS** the PPS (Sections 2.2.1(h) and (i)) states that there is consideration of environmental lake capacity as well as stormwater management practices; and

**WHEREAS** the Ministry of the Environment, Protection and Conservation (MECP) Procedural Guideline B-1-5 Policy 2 provision states that water quality which presently does not meet the Provincial Water Quality Objectives shall not be further degraded and all practical measures shall be undertaken to upgrade the water quality to the Objectives; and

**WHEREAS** in 2014 the Township of Whitewater Region authorized Jp2gConsultants Inc. to undertake a Municipal Class Environmental Assessment (EA) for the purpose of evaluating viable options to upgrade the 1979 Cobden Wastewater Treatment Plant. This plant did not meet guidelines for effluent flow into Muskrat Lake and Cobden Wetland being highly sensitive, at-capacity, inland lake, and Provincial Significant Wetland (PSW) and acknowledged as one of

the most eutrophic in the province. The plant had ongoing seasonal overflow events, and was operating at maximum capacity; and

**WHEREAS** in 2018 the Council of the Township of Whitewater Region approved the construction of a new parallel mechanical system that would meet all provincial environmental and regulatory requirements including accommodating future growth. Federal and provincial contributions only covered 50% of the final construction costs, as there was no ability to renegotiate with federal and provincial partners once real costs were known. As a result, the balance of costs (\$6M) was debentured over 30 years at interest rates that are slightly punitive to rural and small urban municipalities; and

**WHEREAS** in 2019 the Council of the Township of Whitewater Region conducted a Water and Wastewater Rate Study that demonstrated the need for rate increases of over 100% to fund the new wastewater treatment plant construction debenture and the significantly increased operating costs for a parallel mechanical system. Rural and small urban municipalities experience very limited growth as federal and provincial policies heavily support growth in urban centers. As there are no other sources of available operational funding, rural and small urban municipalities are expected to fund the construction and operation of these state-of-the-art systems from existing property owners and nominal forecasted growth; and

**WHEREAS** in 2023 the Township of Whitewater Region combined water and wastewater rates have risen to almost \$3,000/year for its five hundred and eleven (511) users and are among the highest in the County of Renfrew and across the Province of Ontario. There are similarly high user rates in the Township of Madawaska Valley as a result of Provincial regulations and a small number of users. Other examples of rapidly increasing rates include the Towns of Deep River, Renfrew, Arnprior, Laurentian Hills, and Petawawa, and the Townships of Bonnechere Valley, Laurentian Valley and Killaloe, Hagarty and Richards, where significant upgrades in short periods of time are making rates unaffordable even with an increased number of users.

**NOW, THEREFORE BE IT RESOLVED THAT** the Council of the County of Renfrew:

Advocate to the provincial and federal levels of government to make them aware that rural and small urban water and wastewater systems are financially unsustainable; and Advocate to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipalities Association (ROMA) and the Federation of Canadian Municipalities (FCM) to examine if the unaffordability of water and wastewater system operational costs is systemic provincially and nationally.

**AND THAT** a copy of this resolution be circulated to The Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure (Ontario); the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada); the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks; AMO; ROMA; FCM; and all Municipalities in Ontario.

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Emon', with a long horizontal flourish extending to the right.

Peter Emon, Warden

County of Renfrew

[warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)

cc: Honourable Kinga Surma, Minister of Infrastructure (Ontario)  
Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada)  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke  
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks  
AMO; ROMA; FCM; and all Municipalities in Ontario.



**THE CORPORATION OF THE  
TOWNSHIP OF CHISHOLM**

2847 Chiswick Line, R.R. # 4, Powassan, Ontario, P0H 1Z0

**MOVED BY:**

☒ Paul Sharp  
☐ Claire Riley  
☐ Nunzio Scarfone  
☐ Bernadette Kerr

**SECONDED BY:**

☐ Paul Sharp  
☐ Claire Riley  
☒ Nunzio Scarfone  
☐ Bernadette Kerr

**RESOLUTION #: 2024-81**

**Date: April 23, 2024**

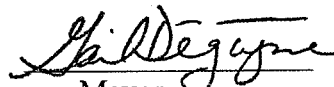
Be it resolved that the Council of the Township of Chisholm received the Powassan and District Union Public Library (PDUPL) Budget 2024;

And further Council is not in agreement with the 2024 PDUPL budget estimates;

And further will provide a copy of this resolution to the other members of the PDUPL.

**I declare this Resolution**

☒ Carried  
☐ Defeated  
☐ Deferred

  
Mayor

**RECORDED VOTE**

	For	Against
Paul Sharp	___	___
Claire Riley	___	___
Nunzio Scarfone	___	___
Bernadette Kerr	___	___
Gail Degagne	___	___

**DECLARATION OF PECUNIARY INTEREST\***

Name: \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Removed from discussion and vote.

# May 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1	2	3	4
5	6	7 Council	8	9 DSSAB	10	11
12	13	14	15 Eastholme Board	16	17	18
19	20 Victoria Day - Office Closed	21 Council GSMNP	22 NBMCA	23	24	25 Lion's Club event at Sportsplex for pool
26	27 Library Board Meeting	28	29	30	31	Jun 1