

AGENDA

Regular Council Meeting
Tuesday, September 16, 2025, 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, under the terms of the Robinson-Huron Treaty of 1850 and the Williams Treaties of 1923. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude towards the Indigenous peoples for their past and present stewardship over these lands, waterways, and resources. May we continue to honour their history, culture, and teachings as we work towards reconciliation."

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 September 2, 2025

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 District of Parry Sound Social Services Administration Board – CAO's Report of September 2025

9.2 The Golden Sunshine Municipal Non-Profit Housing Corporation – Minutes of June 17, 2025

10. STAFF REPORTS

10.1 Manager of Operations, T. Keefe – Street Sweeping Contract

10.2 Manager of Operations, T. Keefe – Monthly Report, September 2025

10.3 Clerk, A. Quinn – Draft Retention Bylaw

10.4 Clerk, A. Quinn – Carpet replacement at Sportsplex

11. BYLAWS

11.1 Bylaw 2025-16 Zoning Bylaw Amendment (911 Highway 534)

11.2 Bylaw 2025-17 To Adopt the Official Plan

11.3 Bylaw 2025-18 To Appoint a Tile Drainage Inspector

12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 Planscape Planning Report - Consent Application B23/Powassan/2025

13.2 National Day for Truth and Reconciliation – September 30, 2025

13.3 Ministry of Municipal Affairs and Housing – Financial Information Return Award

13.4 Councillor Hall – Highway 534

14. CORRESPONDENCE

14.1 Municipality of West Nipissing – Resolution 2025-263 Moratorium on Aerial Spraying

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

17.1 Adoption of Closed Session Minutes of September 2, 2025

17.2 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.

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

18. MOTION TO ADJOURN



Regular Council Meeting
Tuesday, September 2, 2025, at 6:30 pm
Powassan Council Chambers

Present: Peter McIsaac, Mayor
Randy Hall, Councillor (Virtually)
Dave Britton, Councillor
Leo Patey, Councillor

Staff: Brayden Robinson, Treasurer/Director of Corporate Services
Allison Quinn, Clerk

Absent,
With Regrets: Markus Wand, Deputy Mayor

Presentations: None.

Disclosure of Monetary Interest and General Nature Thereof: None.

- 2025-264** Moved by: L. Patey Seconded by: D. Britton
That the agenda of the Regular Council Meeting of September 2, 2025, be approved. **Carried**
- 2025-265** Moved by: L. Patey Seconded by: D. Britton
That the minutes of the Regular Meeting of Council of August 19, 2025, be adopted. **Carried**
- 2025-266** Moved by: D. Britton Seconded by: L. Patey
That the District of Parry Sound Social Services Administration Board CAO's Report of July and August 2025, be received. **Carried**
- 2025-267** Moved by: D. Britton Seconded by: L. Patey
That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding the Record Retention Bylaw be received; and,

FURTHER that Council provides any comments to staff by September 10, 2025, for a final draft to be returned to the September 16, 2025, Regular Meeting of Council. **Carried**
- 2025-268** Moved by: L. Patey Seconded by: D. Britton
That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding the Procurement Bylaw be received; and,

FURTHER that staff provides any comments to staff by September 10, 2025, for a final draft to be returned to the September 16, 2025, Regular Meeting of Council. **Carried**
- 2025-269** Moved by: L. Patey Seconded by: D. Britton
That the report from Treasurer/Director of Corporate Services, B. Robinson, regarding the Street Sweeping contract, be received; and,

FURTHER that Council agrees to impose the contractual penalty of \$200.00 per calendar day's delay in the completion of work. **Deferred**

2025-270 Moved by: D. Britton Seconded by: L. Patey
That the report dated August 8, 2025, from Planscape regarding Zoning Bylaw Amendment for 911 Highway 534, be received. **Carried**

2025-271 Moved by: D. Britton Seconded by: L. Patey
That Bylaw 2025-16, being a By-law to amend Bylaw No. 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands described as 12 PCL 3083 SEC NS; LT 28 CON 12 HIMSWORTH EXCEPT LT16353, PT 4 PSR1819; POWASSAN, (911 Highway 534), in the Municipality of Powassan.

Be **READ** a **FIRST** and **SECOND** time on the 2nd day of September 2025 and to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council the 16th day of September 2025. **Carried**

2025-272 Moved by: L. Patey Seconded by: D. Britton
That the report dated August 29, 2025, from Tacoma Engineers regarding the Trout Creek Community Centre Condition Assessment Report No. 1, Phase 1: Temporary Wood Posts, be received; and,

FURTHER that staff be directed to follow the recommendations set forth in the report in order to open the arena for the 2025/2026 season. **Carried**

2025-273 Moved by: L. Patey Seconded by: D. Britton
That Council now adjourns to closed session at 6:53pm to discuss:

17.1 Adoption of Closed Session Minutes of August 19, 2025
17.2 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.
17.3 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. **Carried**

2025-274 Moved by: D. Britton Seconded by: L. Patey
That Council now reconvenes to regular session at 7:21pm. **Carried**

2025-275 Moved by: D. Britton Seconded by: L. Patey
That Council now adjourns at 7:21pm. **Carried**

Mayor

Clerk



Chief Administrative Officer's Report

September 2025

Mission Statement

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

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Association of Municipalities of Ontario Conference (Ottawa, Aug 17-20, 2025)

At the recent Association of Municipalities of Ontario (AMO) Conference, the Northern Ontario Service Deliverers Association (NOSDA) held several key meetings with provincial ministries to advocate for priorities affecting Northern communities, with our CAO Tammy MacKenzie joining the delegation to ensure a strong voice for the North.

NOSDA representatives met with Ontario's Minister of Infrastructure, Kinga Surma, to speak up for Northern Ontario. We had previously urged the Minister to continue the momentum by making the regulation changes needed so DSSABs can access the Infrastructure Ontario Loan Program - ensuring fair access to financing, with each project assessed on its merit and risk. This step is vital for building the infrastructure our Northern communities need to thrive. She reported to us that our advocacy was successful and that the regulation changes will be made in the fall.



Pictured: Fern Dominelli (NOSDA Executive Director), Brian Marks (CAO, Cochrane DSB), Lynn Watson (NOSDA Vice-Chair), Michelle Boileau (NOSDA Chair), Minister Kinga Surma (Minister of Infrastructure), Mike Nadeau (CEO, Sault Ste. Marie DSSAB), Tammy MacKenzie (CAO, Parry Sound DSSAB), Donna Stewart (CAO, Manitoulin-Sudbury DSB), and Ken Ranta (CEO, Thunder Bay DSSAB).

NOSDA also met with Associate Minister Graydon Smith (Municipal Affairs and Housing) to advocate for Northern Ontario. We pressed for urgent and targeted action to address soaring homelessness in the North. Northern Ontario has seen homelessness rates rise by an estimated 204% since 2016 - four times faster than the rest of the province. Indigenous people represent nearly 45% of those experiencing chronic homelessness, and in some communities up to 80% of housing stock needs major repairs. To read more about our asks please visit : <https://shorturl.at/mHUQg>



Pictured: Tammy MacKenzie (CAO, Parry Sound DSSAB), Michelle Boileau (NOSDA Chair), Fern Dominelli (NOSDA Executive Director), Mike Nadeau (CEO, Sault Ste. Marie DSSAB), Graydon Smith (Associate Minister MMAH), Ken Ranta (CEO, Thunder Bay DSSAB), Lynn Watson (NOSDA Vice-Chair), Mark King (NOSDA Vice-Chair), and Charene Gilles (CAO, Rainy River DSB)

Association of Municipalities of Ontario Conference (Ottawa, Aug 17-20, 2025)

NOSDA representatives met with Vijay Thanigasalam, Associate Minister of Mental Health and Addictions. We emphasized the urgent need for stronger mental health and addictions supports in Northern Ontario, where limited resources and unique regional challenges demand tailored solutions. Ensuring accessible, culturally appropriate, and effective services is critical to supporting individuals, families, and communities across the North. Read more in our resolution here <https://nosda.net/.../2025-10 oh supportive housing...>



Pictured: Sarah Stevenson (CEO, Kenora DSB), Mike Nadeau (CEO, Sault Ste. Marie DSSAB), Fern Dominelli (NOSDA Executive Director), Ken Ranta (CEO, Thunder Bay DSSAB), Michelle Boileau (NOSDA Chair), Associate Minister Vijay Thanigasalam (Mental Health & Addictions), Lynn Watson (NOSDA Vice-Chair), Tammy MacKenzie (CAO, Parry Sound DSSAB), and Donna Stewart (CAO, Manitoulin-Sudbury DSB),

We also met with the Minister of Education Paul Calandra. In this discussion, we highlighted the need for a fair and sustainable funding formula under the Canada-Wide Early Learning and Child Care (CWELCC) system, ensuring Northern Ontario families have access to affordable, high-quality child care that reflects the realities of our region. For more information, see NOSDA's background on this issue: <https://nosda.net/.../2025-08 cwelcc funding formula.pdf>



Pictured (L-R): Charene Gilles (CAO, Rainy River DSB), Kevin Holland (Associate Minister of Forestry and Forest Products), Minister Paul Calandra (Minister of Education), Michelle Boileau (NOSDA Chair), Lynn Watson (NOSDA Vice-Chair), Mark King (NOSDA Vice-Chair), Fern Dominelli (NOSDA Executive Director), and Tammy MacKenzie (CAO, Parry Sound DSSAB).

‘Everyday Impact’

The Human Side of Housing

In the Housing Department, we often say that our work is about more than bricks and mortar - it’s about people. A recent letter we received from a neighbour of one of our tenants is a powerful reminder of how the actions of our staff can make a lasting difference, even in the most unexpected moments.

When a tenant experienced a sudden medical emergency, several staff members immediately stepped in to provide comfort and care while awaiting emergency responders. **John McCormick**, Facility Maintenance Technician, did not hesitate to act. He provided a pillow and blanket, and sat with the tenant, offering words of reassurance.

While maintenance work is often thought of in terms of repairs and upkeep, John showed that it is also about human connection - being present, compassionate, and respectful to those who are often in vulnerable situations.

We recently received a heartfelt letter from a neighbour who witnessed the event. An excerpt is included below:

“Thank you, John, for your kindness in holding his hand, putting a pillow under his head and covering him with a blanket. All in all, thank you Housing for employing such good, kind people who reacted so perfectly today. Your love was on display this day.”

This touching story reminds us that the every day life of the Facility Maintenance Technician is not just about work orders and maintenance repairs - they are face to face with vulnerable people residing in community housing. Demonstrating compassion, humanity, and a genuine respect for dignity is a gift to the Housing Operations, and Service Management Department, and is very much appreciated.

We are grateful to John and of our staff who step up in these critical moments such as this, reminding us that our collective impact goes far beyond the physical walls of housing. It extends into the lives of the people who call our facilities home.



Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District July 2025

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubee ELCC	HCCP	Total
Infant (0-18M)	0	1	0	1	5	7
Toddler (18-30M)	11	6	4	16	31	68
Preschool (30M-4Y)	16	13	27	39	46	141
# of Active Children	27	20	31	56	82	216

The Home Child Care Program has approved a new home on the east side of the district offering an additional 6 spaces. Programming in all child care centres has pivoted to the outdoors taking advantage of the beautiful summer weather.

School Age Programs April 2025

Location	Enrollment
Mapleridge After School	N/A
Mapleridge Before School	N/A
Mapleridge Summer Program	13
Sundridge Centennial After School	Closed
Home Child Care	39
# of Active Children	52



The Mapleridge Summer Program is operating at capacity again this summer with a focus on active play exploring the community and the environment.

Inclusion Support Services July 2025

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	3	0	0	0
Toddler (18-30M)	5	11	16	24	0	0	0
Preschool (30M-4Y)	9	42	51	49	3	2	1
School Age (4Y+)	0	16	16	26	0	0	0
Monthly Total	14	70	84		3	2	1
YTD Total	21	79		102	22	33	13

EarlyON Child and Family Programs—July 2025

Activity	Apr 2025	May 2025	Jun 2025	Jul 2025	YTD
Number of Child Visits	961	1075	864	754	6115
Number of Unique Children Attending			184 YTD		
Number of Adult Visits	752	831	688	582	4823
Number of Unique Adults Attending			158 YTD		
Number of Professionals (NEW stat July 2025)				21	21
Number of Virtual Programming Events	8	6	10	8	54
Number of Engagements through Social Media	68	129	117	102	820
Number of Views through Social Media	8,175	11,253	14,644	21,627	128,886

On June 30, 2025, the EarlyON program implemented the Event Registration & Attendance Manager - ERAM system. This allows parents/caregivers an easier way to sign into programs through out the district and allows EarlyON staff to electronically create events and electronically collect attendance. As we transition to this new model, our statistics reported may take on a new look.

Funding Sources for District Wide Childcare Spaces - July 2025

Funding Source - Active	# of Children	# of Families
CWELCC*	33	32
CWELCC Full Fee	225	220
Extended Day Fee Subsidy	16	16
Fee Subsidy	71	53
Full Fee	10	10
Ontario Works	3	3
Total	358	334

Funding Source - New	# of Children	# of Families
CWELCC*	2	2
CWELCC Full Fee	12	12
Extended Day Fee Subsidy	16	16
Fee Subsidy	71	53
Full Fee	10	10
Ontario Works	3	3
Total	358	334

Exits	# of Children	# of Families
Fee Subsidy	1	1
CWELCC Full Fee	2	2
Extended Day Fee Subsidy	0	0
Fee Subsidy	0	0
Full Fee	0	0
Ontario Works	0	0
Total	3	3

The District of Parry Sound Child Care Application Portal was launched on July 24, 2024. Since implementation, operators and child care service management staff have been working to "clean" the Application Portal by removing duplicates, training staff and assisting families with updating their profiles.

Data for July 2025

Number of Unique Children on the Application Portal

690

Children who Identify as Indigenous

68

Children Identifying Francophone Relatives

48

Prenatal Children

88

Unique Children

- includes children waiting for care and those who are placed in care but have applied to other child care centres/programs. (ie: currently in an infant space and have also applied for JK/SK after school program) - Or - includes all children who have completed an application for child care

Unique Children Waiting for Care

641

Waiting for Care

- This number represents the unique children who are currently applied for care. This includes children who may already be placed in a program and have applied to another. This also includes the number of children pre-registered for future care.

Year, Month

Multiple selections

Month

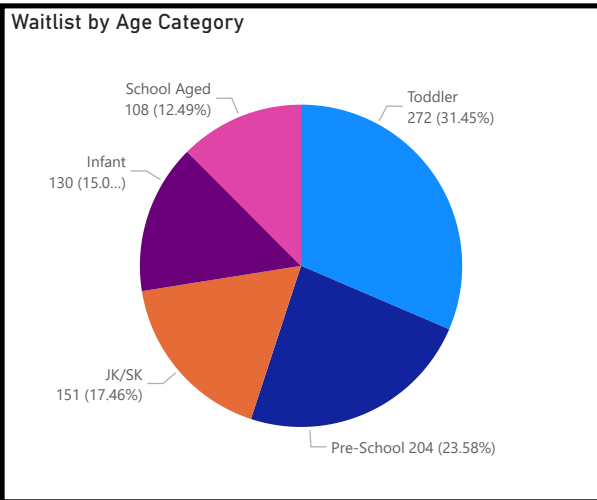
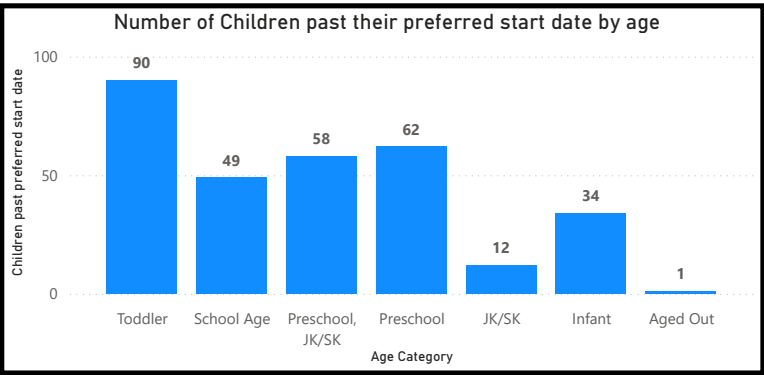
July

Additions to Application Portal

60

Total Number of Children past preferred start date (Unique)

310

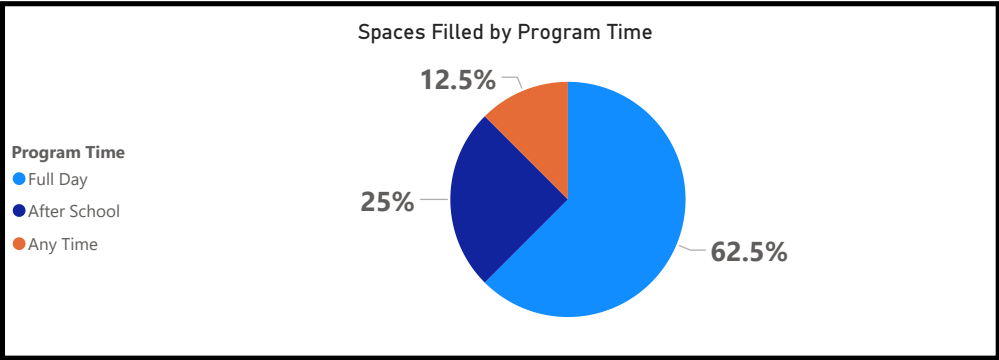
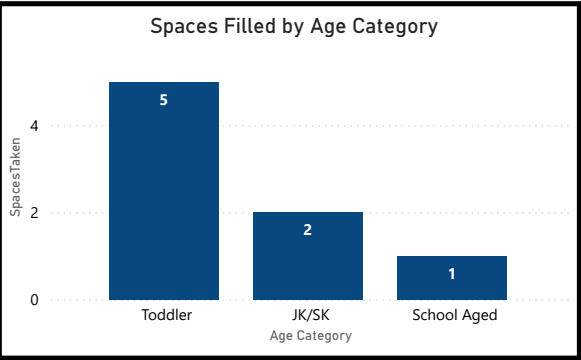


Year

2025

Month

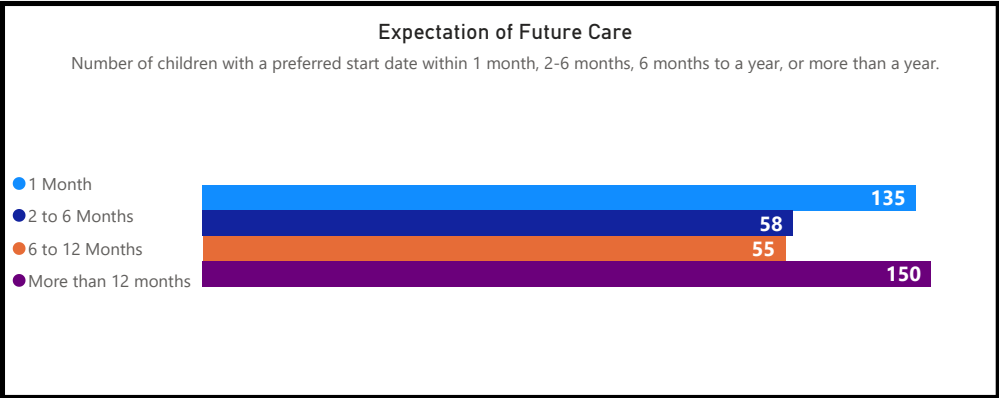
July

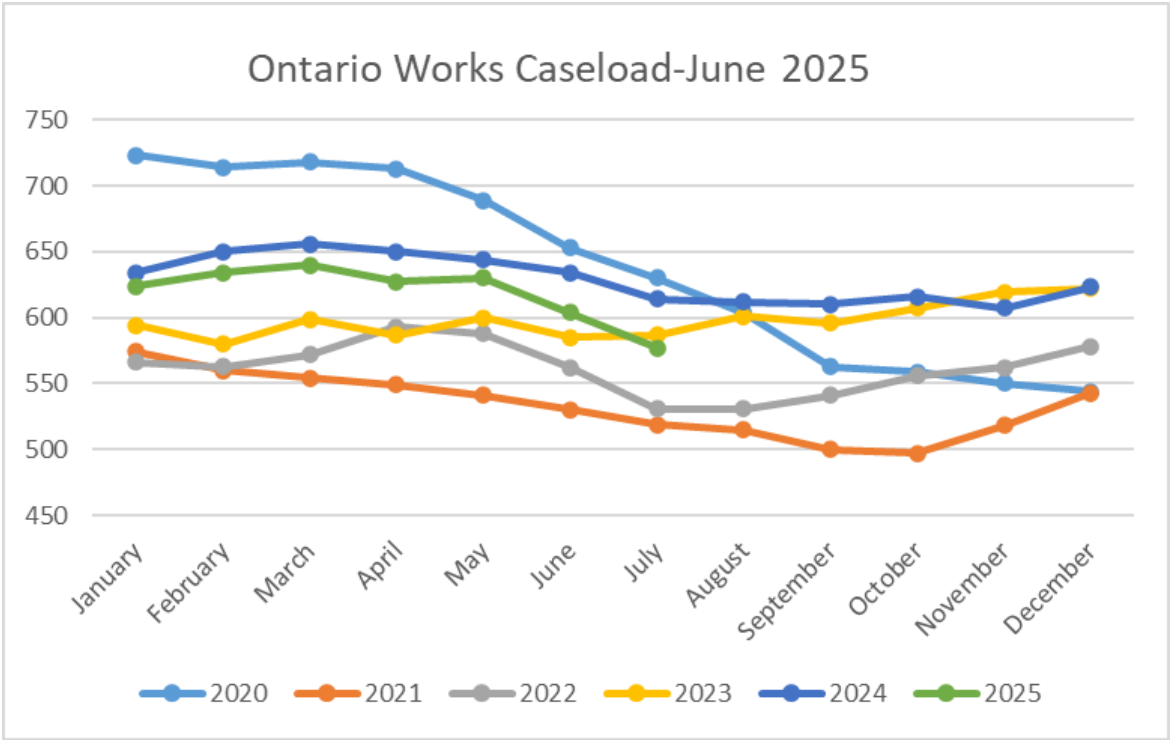


Children Placed	Spaces Filled
8	8

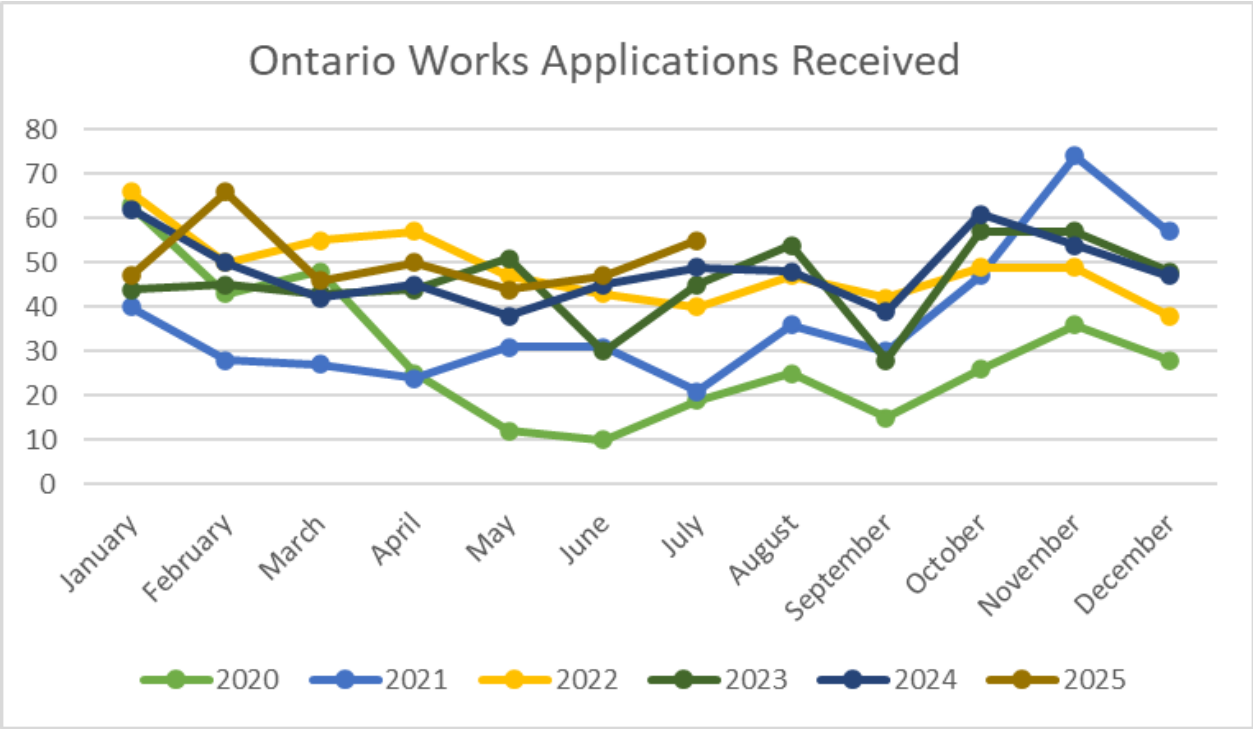
Children Placed - The number of unique children placed in a program.

Spaces Filled - The number of spaces filled by a child. A child may be placed in more than one space, ie: before school space and after school space.

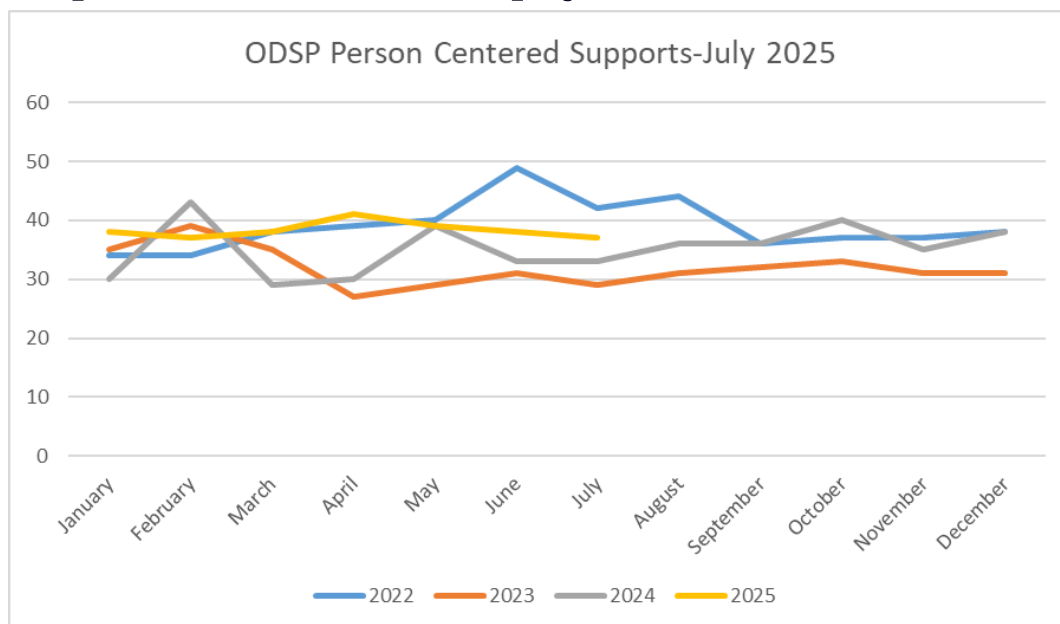




**Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office
Ontario Works Applications Received**



ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continue to hold steady at **577** cases(**867** beneficiaries). We are providing **37** ODSP participants Person-Centred Supports. We also have **61** Temporary Care Assistance cases. **55** applications were received through the province's Ontario Works Intake Unit (OWIU).

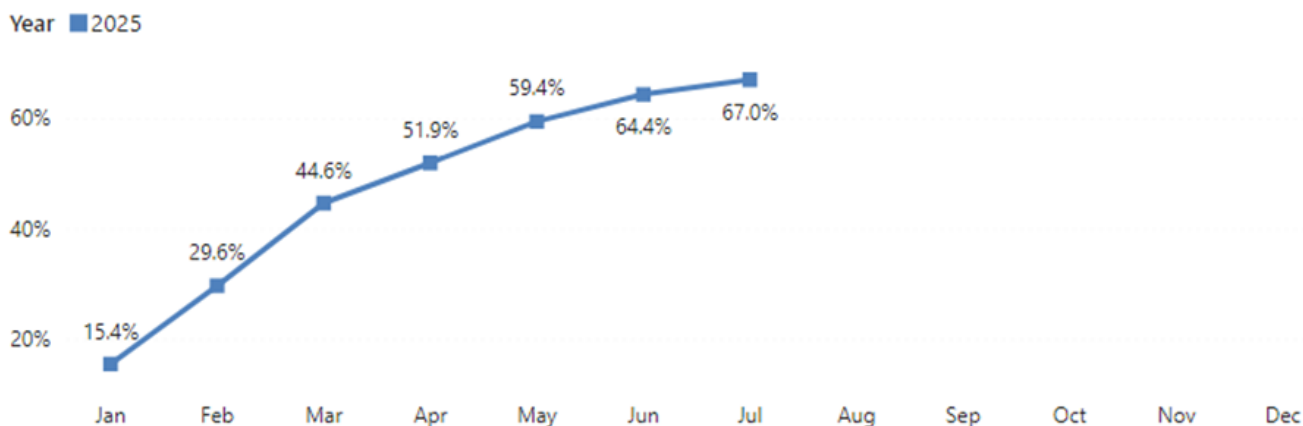
Employment Services Transformation & Performance Outcomes

On March 1st, 2025, as part of the province's Employment Services Transformation, we officially entered Integrated Employment Services model (IES) along with our Northeast DSSAB partners with our new Service System Manager College Boreal. This means that employment assistance for Social Assistance recipients now moves under the Employment Ontario umbrella. We are responsible for providing Person Centered Supports to SA Recipients in 4 Support Pillars.

- Crisis & Safety-homelessness, personal safety
- Health-medical, mental health counselling, addiction treatment
- Life Skills-Literacy and Basic Skills such as budgeting, time management
- Community Supports-Housing, transportation and legal support

% with an Action Plan created

Percentage of OW + NDA Members with mandatory participation requirements...



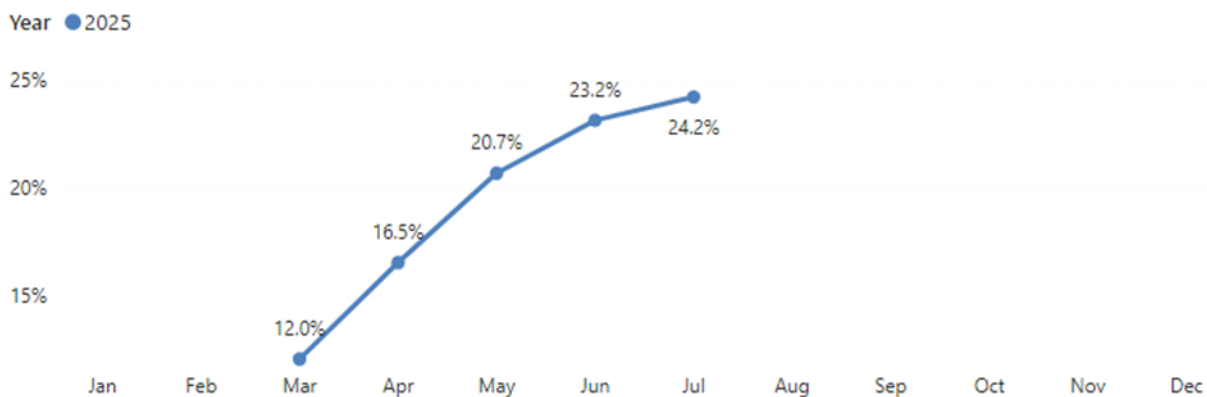
Provincial Average— 70.1%

Target-100%

**NDA refers to ODSP participants

Referrals to Employment Ontario

Percentage of OW + NDA Members with mandatory participation requirements...



Provincial Average 20.8%

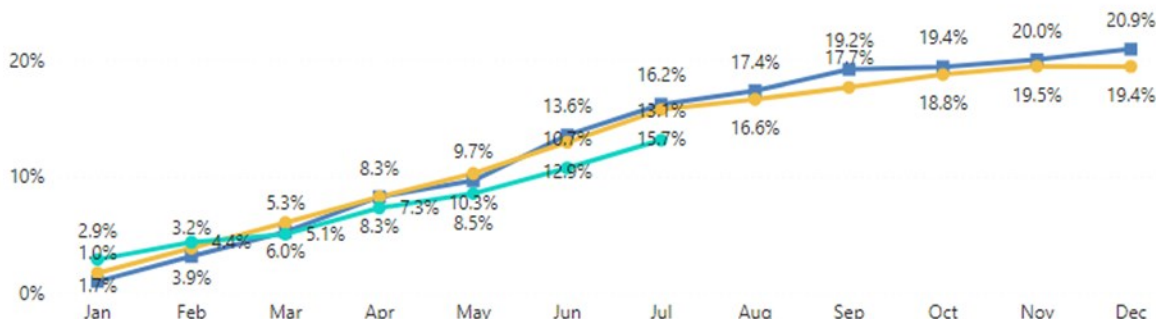
Target 32%

**NDA refers to ODSP participants

% Exiting to Employment

Percentage of Ontario Works cases exiting to employment (Cumulative Year-to-...)

Year ■ 2023 ■ 2024 ■ 2025



Provincial Average 6.6%

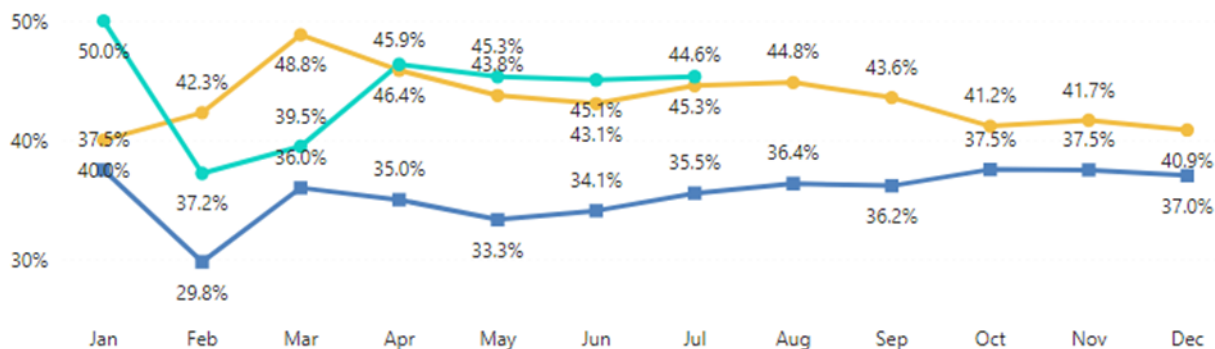
Target 22%

**NDA refers to ODSP participants

% of OW Cases Exit the Program and Return within One Year

Percentage of Ontario Works cases who exit the program and return within one...

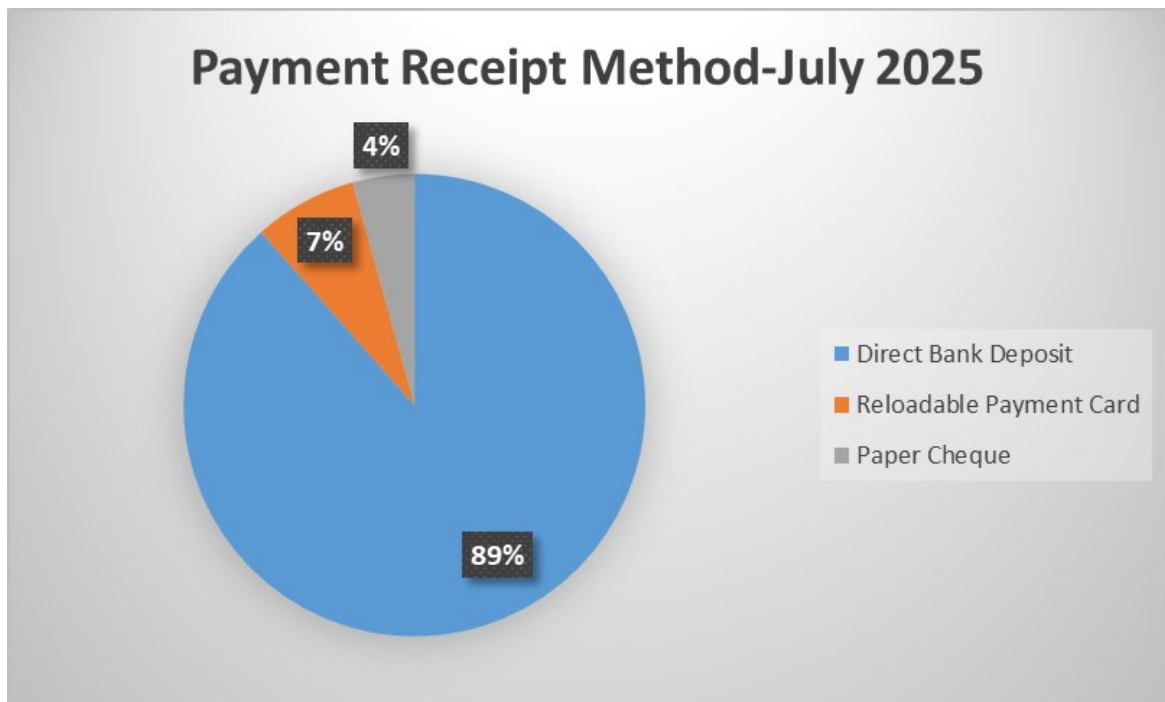
Year ■ 2023 ■ 2024 ■ 2025



Provincial Average: 32.1%

Target: 35%

DBD Enrollment

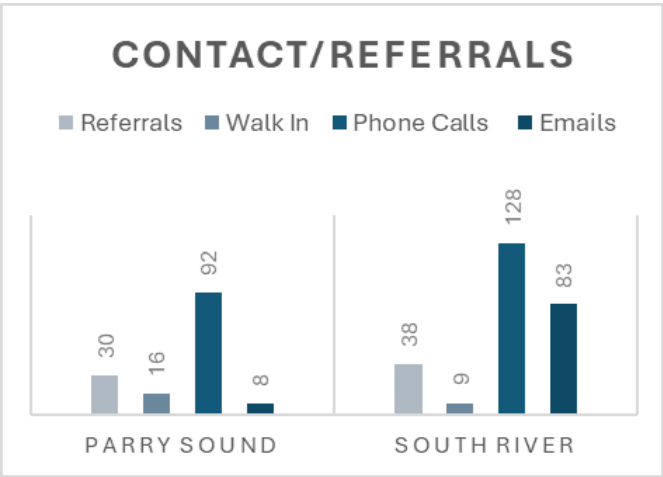


Income Support & Stability Update

Income Support and Stability Program Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly or bi-weekly supports, required by the individual to succeed in achieving and maintain life stabilization goals.

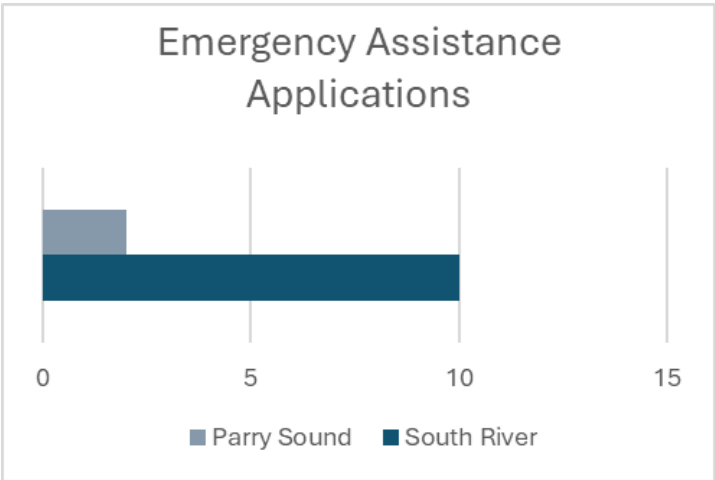
Contact / Referrals – July 2025

The data collected is initial contact made with a client to determine eligibility for on going support. This includes ongoing Housing Stability and Ontario Works cases.



Emergency Assistance Applications— July 2025

An application can be created when the applicant is not currently in receipt of social assistance, or not serving a period of ineligibility. Administrator also must be satisfied the applicant to the best of their ability made a reasonable effort to access other resources.



Client Referrals

Clients who identify as experiencing homelessness, or at immediate risk of homelessness

July 2025	East	West	YTD
Homeless	0	0	32
At Risk	2	3	123
Program Total (Esprit In Shelter Clients calculated in Homelessness Numbers)			
Esprit in Shelter	1		5

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
July	0	27

Household Income Sources and Issuance from Homelessness Prevention Programs Funding (HPP)

July 2025 Income Source	Total	HPP
Senior	4	\$3,688.87
ODSP	10	\$5,001.11
Ontario Works	21	\$13,765.37
Low Income	3	\$2,216.95
No Income		

July 2025 Reason for Issue	Total
Rental Arrears	\$9,716.76
Utilities/Firewood	\$8,692.87
Transportation	\$550.00
Food/Household/Misc.	\$5,712.67
Emergency Housing	
Total	\$24,672.30

By-Name List Data

September 1, 2021– July 31, 2025

The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access.

Item	Month	Total as of Previous Month	Percentage Change	Total	Percentage Housed Lifetime
New to BNL	2	88	2.2727273	90	
Returned from Inactive	1	3	33.333333	4	
Moved to Chronic Homelessness	1	40	2.5	41	
Moved to Housing Total	6	281	2.1352313	287	56.0546875
Moved to Housing Chronic-Total	1	85	1.1764706	86	29.96515679
Moved to Housing Chronic-YTD	1	5	20	6	6.976744186
Returned to BNL from Housing	0	7	0	7	
New to Inactive	3	121	2.4793388	124	
Total on BNL	12	89	13.483146	101	
Net new to BNL	-6			-6	
Net new to Chronic	0			0	
As of July 31, 2025					

Housing Programs

Social Housing Centralized Waitlist Report July 2025

	East Parry Sound	West Parry Sound	Total
Seniors	52	137	189
Families	170	487	657
Individuals	554	173	727
Total	776	797	1573
Total Waitlist Unduplicated			432



SPP = Special Priority Applicant

Social Housing Centralized Waitlist (CWL) 2024 - 2025 Comparison Applications and Households Housing from the CWL

Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2025	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	3		2	1		Jan	9	0	0	2	
Feb	5		11	1		Feb	8	0	2	3	
Mar	7		3	3		Mar	9	1	4	1	
Apr	10	1	7			Apr	6	1	10		
May	4	1	5	1		May	11		1	2	
June	1		15	3		June	12	2	1	2	
July	9	1	19			July	14		1	2	1
Aug	9	1	21			Aug					
Sept	6		16	2		Sept					
Oct	6		9	4		Oct					
Nov	10	1	17	3		Nov					
Dec	11		6	3	2	Dec					
Total	81	5	131	21	2	Total	69	4	19	12	1

Housing Programs saw fourteen approved applications to the centralized waitlist in the month of July. One application was cancelled due to the applicant requesting their application be cancelled. Two applicants were housed from the waitlist in June, one held Special Priority Status. Our team also received several special priority applications in July, which are still in progress of determining eligibility, or were already processed and were found ineligible.

Parry Sound District Housing Corporation**July 2025**Activity for Tenant Services

	Current	YTD
Move outs	2	14
Move in (centralized waitlist along with internal transfers)	2	17
L1/L2 hearings	1	13
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	0	5
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	0	5
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 Filed with the LTB – notice of eviction for willful damage to unit	0	0
Repayment agreements (formal & informal)	1	12
No Trespass Order	0	0
Tenant Home Visits	86	301
Mediation/Negotiation/Referrals	23	124
Tenant Engagements/Education	4	17

Property Maintenance

July 2025

Pest Control		3 Buildings are currently being monitored monthly for bedbugs. There are 2 active units.
Vacant Units	6	5 one-bedroom, 1- multiple bedrooms (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	8	4 market, 4 affordable units available
After Hours Calls	12	monitoring station offline, unit power loss, smoke alarm battery, flooded basement, refrigerator repair, elevator door sticking, lock out, leaking toilet, tenant dispute, hot water tank repair
Work Orders	174	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings
Purchase Orders	96	Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC properties
Fire Inspections	0	Annual fire suppression inspection completed on a 6-storey senior building
Annual Inspections	78	Annual inspections continue across the district
Incident Reports		

Capital Projects

July 2025

During the month of July, the Capital Program was busy with the following:

Completion Updates:

July Quick Summary:

- Unit remediations (multiple sites)
- Fencing removal
- Rekey
- Backflow valve & preventers
- Asbestos removal and security/door upgrades
- Electrical upgrades

Doors and Exterior Upgrades:

- Doors for apartment building are currently in production. Installation is expected for the end of summer (Doors arrive Aug. 1; installation to be scheduled after painting)
- In the process of receiving quotes for drainage repairs at a daycare
- District-wide repaving quotes extension granted into July
- In the process of determining the feasibility of an additional playground at a daycare.

HVAC, mechanical, and Duct Maintenance:

- Duct cleaning has been completed for the East Side (May 2025). West Side duct cleaning is scheduled for completion in August 2025
- In the process of assessing the remaining (45 units) HVAC repairs required an apartment building.
- In the process of receiving three quotes for the replacement of the backup domestic hot water tank at an apartment building.

Siding Projects:

- Siding work on a family duplex will commence August 13, 2025
- In the process of receiving siding replacement quotes for additional family duplexes
- Building siding project awarded. Work to commence at the end of summer 2025.

Electrical Maintenance/Upgrades:

- In the process of receiving quotes for a generator installation for a Daycare
- Generator repairs at two buildings have passed inspections.
- Building generator exhaust is being installed in the summer of 2025.

Hazardous Material Remediation:

- Four additional units containing asbestos and mold remediation were added in July and anticipated for August

Capital Projects

July 2025 continued...

Structural and Infrastructure Assessments:

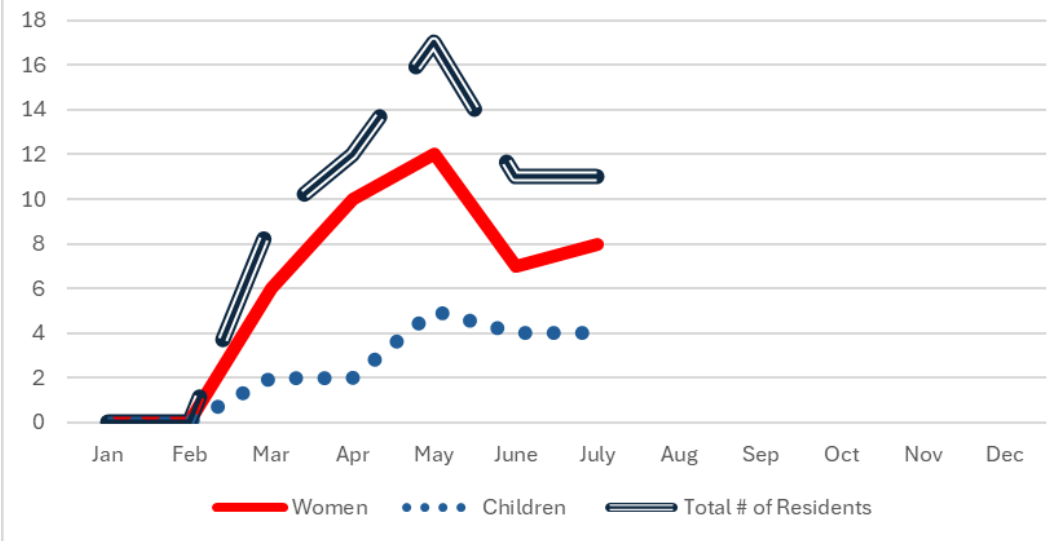
- Family Unit: Awaiting Pinchin's environmental report received; awaiting Environmental contractor quotes
- Family units: Foundation damage repair work commencing August 18th, 2025
- Building Unit - Structural repairs are ongoing with specialized contractors retained. Tentative completion anticipated for the end of 2025
- Building: Site meeting taking place August 14th, 2025, for the replacement of the main water shut-off valve, possible installation of a water meter, and backflow prevention equipment. Start date TBD
- Engineering inspections are conducted for structural components at Admin Office Work to be scheduled in conjunction with building repairs required.
- Engineering inspections have been conducted for structural components at a family unit.

Roofing and Eavestrough Projects:

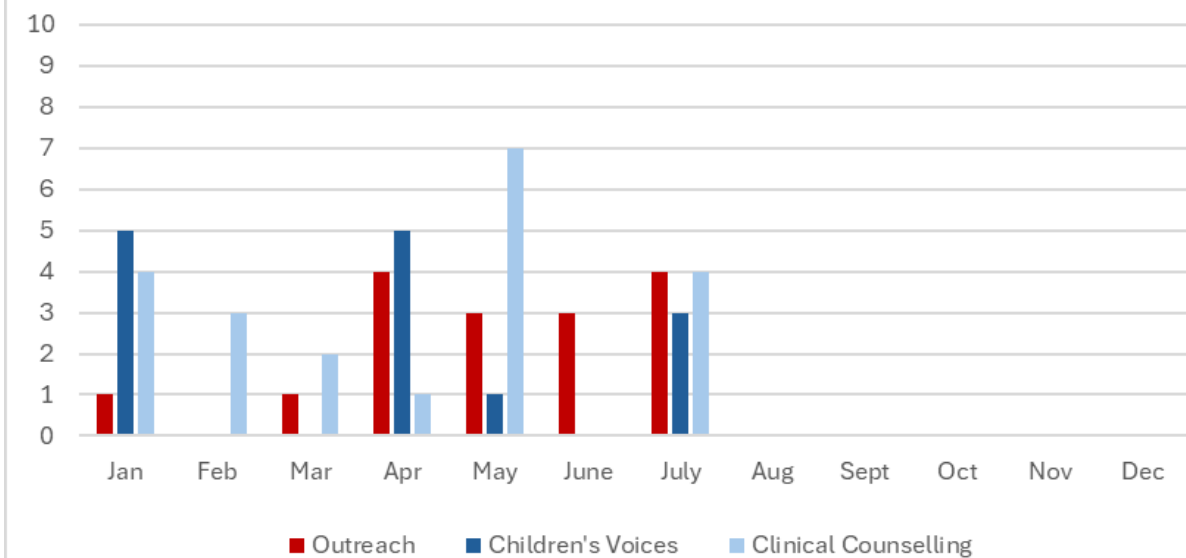
- District-wide roofing inspections and replacements progressed; budget adjustments were made for future projects (No change)
- The roof tender was awarded by the Board, work to commenced on August 18th and are anticipated to take 6-7 working days
- The Canopy roof serving the front entrance and vestibule area at an apartment building is scheduled to be replaced on August 25th and is anticipated to take 4-5 working days



Residential Program Participants



New Program Enrollments



Social Media Stats

Facebook –District of Parry Sound Social Services Administration Board	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Page Followers	713	721	731	738	749	749
Post Reach this Period (# of people who saw post)	4923	7739	3660	3159	11,121	11,941
Post Engagement this Period (# of reactions, comments, shares)	697	788	40	501	77	75

Facebook -Esprit Place Family Resource Centre	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Page Followers	214	217	220	225	225	225
Post Reach this Period (# of people who saw post)	608	998	1214	100	580	815
Post Engagement this Period (# of reactions, comments, shares)	12	65	94	22	10	0

DSSAB LinkedIN Stats https://bit.ly/2YyFHIE	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Followers	519	525	537	548	551	558
Search Appearances (in last 7 days)	72	131	187	371	205	132
Total Page Views	46	34	37	52	35	22
Post Impressions	1030	632	843	650	660	715
Total Unique Visitors	22	19	21	29	20	12

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025
Total Followers	101	103	104	104	105	107
# of accumulated posts	63	64	65	65	65	66

The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2025- 06

June 17, 2025

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation Board was held on Tuesday, June 17, 2025.

Present: Bernadette Kerr, Dave Britton, Mieke Markus, Dave Yemm, Calvin Young, Nancy McFadden, Amber McIsaac

Regrets: Leo Patey

1. Call to Order

Resolution No. 2025-36 – Moved by Nancy, seconded by Mieke, that the meeting was called to order at 9:50 a.m. *Carried*

2. Additions to Agenda – None

3. Approval of the Agenda

Resolution No. 2025-37 – Moved by Nancy, seconded by Mieke, that the agenda be adopted as presented. *Carried*

4. Conflict of Interest Disclosure – None

5. Approval of the Minutes from the May 21, 2025 Board Meeting

Resolution No. 2025-38 – Moved by Dave Yemm, seconded by Mieke, that the minutes from the Board meeting on May 21, 2025 be adopted as presented. *Carried*

6. Business Arising

a) Patio Project Update

A construction update was shared with the Board members, which included the following details: project start date, hours of work, changes to visitor parking, and the chain of communication. Additionally, a tenant complaint was brought to the Board's attention. Following this, the Board requested that a letter be sent to all tenants from Bernadette outlining The Pines' complaint process.

c) Winter Snow Removal

The Board requested that a resolution requiring tenants to maintain their own patios be drafted and presented at the next meeting.

d) Cost for Apartment Renovation

Amber reported that the estimated cost for the renovation is approximately \$6,000. At this time, she does not believe it is necessary to withdraw from capital reserve funds to complete the project.

7. Correspondence

a.2) Financials

Dave Britton requested that tenant names be redacted from the financial statements presented to the Board going forward.

Resolution No. 2025-39 – Moved by Dave Yemm, seconded by Nancy, that the Golden Sunshine Municipal Non-Profit Housing Corporation approves the May 2025 income statement and transaction report as presented. *Carried*

8. Next Board Meeting – August 19, 2025

Resolution No. 2025-40 – Moved by Calvin, seconded by Mieke, that the meeting be adjourned. *Carried*


President, Bernadette Kerr


Secretary, Amber McIsaac

To: Council
From: Manager of Operations – Trevor Keefe
Re: Street Sweeping Contract – Late Fee

RECOMMENDATION:

That the staff report regarding the street sweeping contract penalties be received; and that Council agrees to impose the contractual penalty of \$200.00 per calendar day's delay in the completion of work.

ANALYSIS: *Please see attached response from TZR Contracting regarding delayed street sweeping

The 2025 fiscal year represents the final year of our street sweeping contract. This year, there were substantial delays in the completion of the work. While the agreement specifies that street sweeping is to be concluded prior to the third week of April, work extended into the middle of June.

Per Section 4 of the contract, liquidated damages are to be imposed as follows:

If the agreed upon work is not completed by the above specified date, or by an amended date allowed by an approved extension of time, then the Municipality shall subtract a sum of \$200.00 per calendar day, for each day's delay in finishing the work, as liquidated damages

It is interpreted that the per-day penalty is to be applied to the pre-tax contract total of \$35,000.

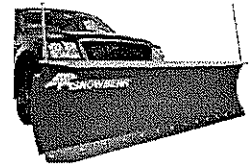
The contract sets the completion date as the third Saturday of April, which in 2025 is April 19. While the wording in the agreement is somewhat vague, it is understood that the sweeping program was to be completed by that date. With actual completion occurring on June 19, this results in a total of 55 days late. At \$200 per day, the applicable penalty amounts to \$11,000.00.

Council direction is required as to whether the penalty is to be imposed.

The contract is to be retendered in early 2026.



1670432 Ontario LTD
T.Z.R. Contracting
Mark Truchon
264 Birchs Road, North Bay, ON
P1A 4A6
705-494-0751
(fax) 705-472-0789



We checked with our Driver, and he did finish the Sweeping prior to the Maple Syrup Festival. We started April 22/25 working through to April 24/25 putting in an amazing amount of time 30.5 hours in two days to make sure the street was clean for a rainy Maple Syrup Festival. Taking into consideration that our Street Sweepers are high maintenance equipment, and they do not work in the rain, which we had a lot of in April not to mention snow at the beginning due to a late start. Some of our breakdowns were from loose or broken asphalt jamming up the fans in the sweeper. Also having to go around parked cars and having to come back later to sweep again. Our biggest setback was weather.

Our driver had people stopping the sweeper to complain about noise and the dust, also had a person stop at our driver's home to tell him when and how to work.

Total hours to sweep Powassan was 140.5.

Thank you

TZR Contracting

STAFF REPORT

To: Mayor and Members of Council
From: Trevor Keefe – Manager of Operations
Re: Monthly Report – September 2025
Date: September 16th, 2025

Operations

The Operations team has completed a variety of maintenance and service activities across the municipality to support public works, water/wastewater, roads, facilities, and parks. Key highlights include:

- Water/Wastewater
 - Responded to a major blowout on Edwards St in the 100 mm asbestos cement (AC) line. The crew quickly isolated the section, cordoned off the street, and worked diligently to create a safe environment for staff and the community. Parts were temporarily borrowed from the City of North Bay, and replacement parts have since been ordered along with additional critical water and sewer infrastructure components to strengthen our inventory.
 - Repaired 54” of 100mm water main at 393 Elm St (leak at coupler).
 - Installed 1” main stop and curb stop (live tap) at 503 Valley View Dr W; replaced 6” × 1” service saddle.
 - Installed 1” water services and curb stops at 48 Big Bend Ave and 250 South St, with sanitary cleanouts installed at 250 South St.
 - Completed two spot repairs on 10” sanitary sewer main near tennis court and playground at Genesee Creek; contractor (GFL) installed sleeves following CCTV inspection.
 - Annual sanitary sewer flushing (approx. 937 m).
- Roads & Drainage
 - Road grading and gravel stockpiling.
 - Cold patching completed in multiple areas.
 - Culvert replacements completed.
 - Completed annual calcium application for dust control.
 - Cleaned drainage ditch beside Powassan field.
 - Boundary Road ditching partnership with Chisholm Township (shared equipment/trucks).
- Parks, Facilities & Cemeteries
 - Grass cutting and cemetery maintenance.
 - Trimmed grass and cleaned boat ramps at lagoons.
 - Installed septic tank risers and pumped tanks at Glendale Hall, Trout Creek Fire Hall, and Trout Creek Friendship Centre.
 - 7 Glendale Facility: Repaired window on left front door. Three quotes were received from North Bay firms; the selected contractor has staff residing in Powassan and was able to complete the repair while commuting, resulting in cost savings on travel charges.
- Fleet & Equipment
 - Sent 2013 Freightliner to Redwoods for welding repairs.
 - Assisted with replacement of transmission/clutch on 2013 Freightliner.
 - Routine maintenance, annual safeties, undercoating of trucks.
 - Winter sand stockpiled by Miller.

- Programs & Other Items
 - Training courses completed by staff.
 - Students and arena attendant trained on lawn maintenance.
 - Contractor began landfill refuse pushing (cost savings vs. rental/operator model).
 - Swept Butterfield Bridge.
 - Repaired end treatment on steel beam guide rail on Main St near Knowlton Ridge.
 - Recycling Transition: Emterra will assume residential recycling collection on September 16th, under the province's new system managed by Circular Materials. I have been reviewing the transition process with Reverse Logistics Group, who are managing implementation. Discussions are ongoing regarding the management of the recycling bin at the landfill transfer station. Council will be updated as more information becomes available.
 - Contract Review: Current contracts are under review, including those up for renewal or retendering such as the street sweeping contract. I am also reviewing the 2024 facility assessment and confirming whether agreements are in place or needed, for overhead door inspections, HVAC inspections, and generator load testing.
 - Staffing: We are currently in the process of hiring one new arena attendant and one new public works assistant.
-

Capital Projects (Currently Reviewed)

Summary

Current capital priorities are focused on maintaining safe access, addressing immediate structural needs, and advancing planning for future infrastructure projects:

- Hunt Line Culvert: Temporary crossing installation mid-September, full replacement scheduled for mid-October.
- Trout Creek Community Centre: Phase 1 temporary supports in place, Phase 2 report expected within the month.
- Curling Club: Work underway to correct lateral support of exterior steel beam.
- Lagoon Upgrades: Dillon Consulting kickoff held, data collection and operational review ongoing.
- ICIP Green Stream II: Reviewing scope, pricing, and funding extension to meet Fall 2026 completion requirement.

Hunt Line Culvert Replacement

I have been in contact with the engineer overseeing the rehabilitation of the Hunt Line culvert. To maintain access for residents and municipal services in the interim:

- Temporary Crossing: Steel plates (each 10' × 20') are scheduled for installation on Monday, September 15th in the afternoon. When staged, these will form a 20' × 20' crossing support section, creating a safe passage for residents with heavy loads as well as for recycling and refuse collection vehicles.
 - Traffic Control: The crossing will be one-way with a speed bump and yield signage installed. Vehicles travelling downhill will be given the right of way. Myself and operations staff will be onsite during installation to place signage and provide minimal backfill if needed.
 - Permanent Rehabilitation: Weather permitting, culvert replacement work is planned for the week of October 13th, with an anticipated duration of less than one week. The current plan is to maintain single-lane traffic with full access for emergency services throughout the project.
-

Trout Creek Community Centre – Phase 1 Temporary Supports

Tacoma Engineers have provided their Phase 1 structural assessment report (August 29, 2025) for the Trout Creek Community Centre. The Phase 1 assessment allows the facility to operate for the 2025–2026 winter season with temporary supports in place.

- I will be meeting with the Tacoma team to review the details of their report.
- I am working on an operation plan to monitor the guidelines Tacoma presented in the Phase 1 report

- A Phase 2 report is expected within the next month, which will provide further recommendations.

Curling Club Beam Support

We are working on correcting the lateral support of an existing steel beam at the exterior of the Curling Club. This will ensure the structural integrity of the building is maintained and the facility remains safe for public use.

Lagoon Upgrades

The lagoon upgrade options proposal from Dillon Consulting has been approved, with a kickoff meeting held the week of September 1st. This meeting provided a detailed overview of the scope of work and expected outcomes.

- I have begun working with OCWA to collect the necessary documentation for Dillon's review of the lagoon system.
- My focus is to ensure that recommendations align with municipal operational realities and future maintenance capacity.
- Updates will be provided as Dillon's assessment progresses.

ICIP Green Stream II (2021)

This Federal/Provincial/Municipal cost-shared program is structured as follows: Federal 40%, Provincial 33.33%, Municipal 26.67%. Funding is restricted to safe drinking water projects (wastewater is ineligible).

- The original scope earmarked for Powassan was Queen St. rehabilitation, specifically removal and replacement of approximately 370 m of watermain between Valley View Dr and the south end of Queen St.
- Pricing came in higher than the allocated funding. Under the program, substantial completion must occur by Fall 2026.
- I am currently working with the ICIP program team to apply for a project extension and discuss options for utilizing the funds.
- I will review the pricing submissions and report back to Council with options to best leverage this funding stream, whether on Queen St. or another eligible water project.

3. Policy & Procedure Review

As part of my onboarding, I am reviewing current policies, SOPs, and procedures across public works, water/wastewater, landfill, and facility operations. This includes:

- Reviewing the municipality's asset management plan to prioritize future shovel-ready infrastructure project needs.
- Reviewing the 2025 budget variance to identify operational and capital considerations for the remainder of the year.
- Updating the CGIS platform to support accurate mapping of water valves and hydrants.
- Seeking pricing for asphalt repairs by a third party before winter. Unrepaired areas could present challenges for snow clearing and increase the risk of further road damage.
- Ensuring operational policies are up to date and in line with current practices.
- Identifying areas where standardized procedures could improve efficiency, compliance, and staff training.
- Reviewing existing contracts tied to facility maintenance and operational services.

This review is intended to provide clarity and consistency in operations while supporting long-term planning.

Closing Remarks

This first report reflects my first week in the role. My immediate focus has been on gaining familiarity with Powassan's infrastructure, operations, and staff. The above captures operational work completed by the team over the last couple months, along with priority capital projects and areas of policy review. Going forward, I will provide more detailed updates on capital projects and emerging operational needs.

To: Council
From: Clerk, A. Quinn
Re: Draft Records Retention Bylaw

RECOMMENDATION:

That the staff report regarding the draft Records Retention Bylaw be received; and that staff be directed to bring back the draft Bylaw to the next Regular Meeting of Council on October 7, 2025, for adoption.

ANALYSIS:

At the Regular Council meeting of September 2, 2025, Director of Corporate Services, B. Robinson, presented the attached draft Retention Bylaw for review, requesting comments be returned to staff by September 10, 2025. The attached draft includes any requested changes and is ready to be adopted at the next meeting of Council.

**THE MUNICIPAL CORPORATION OF THE MUNICIPALITY OF
POWASSAN**

BY-LAW #2025-XX

Being a by-law to establish schedules of retention and disposition for
all records maintained by the Municipality of Powassan.

WHEREAS Section 254 of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255 (2) of the *Municipal Act*, S.O. 2001, as amended, provides that a record of a municipality or local board may be destroyed in a retention period has been established and the retention period has expired, or the record is a copy of the original record;

AND WHEREAS Section 255 (3) of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

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

1. DEFINITIONS

“Clerk” means the person appointed by Council, or their delegate, to perform the duties of the Clerk.

“Destroy” means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists.

“Disposition” means the stage where records and information have been identified as having reached the end of their retention period and may be transferred to archival storage, destroyed, or returned to the control of the originating third party in an authorized manner.

“Files” has the same meaning as “records” and may be used interchangeably.

“FOI Designation” means the designation of a record in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

“Official Records” means recorded information in any format or medium that documents the Municipality’s business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the company in compliance with a legal obligation.

“Open Access” means records for which there are no restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*.

“Records” means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, architectural drawings, photographs, film, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.

“Retention Period” means the period of time during which records must be kept by the Municipality before they may be disposed of.

“Retention Schedule” means a control document that describes the Municipality’s records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the Municipality’s records.

“Review Access” means records for which there may be restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*. Additional review is required before access can be granted.

“Superseded” means a record that is kept for an indefinite period until it is replaced by an updated record.

“Transitory Records” means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Municipal policy or programs, such as:

- a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
- d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- e) Voicemail messages;
- f) Records that do not relate to Municipal business;
- g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- h) Duplicate stocks of obsolete publications, pamphlets or blank forms; and
- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

2. INTERPRETATION RULES

- a. For the purposes of this by-law and Schedule “A” attached hereto, “year” shall mean a full calendar year commencing January 1st and terminating December 31st, and the retention period commences on the later of the date the document has been created or authorized.
- b. That the Clerk of the Municipality shall have the authority to approve destruction of all records, provided they have been retained until the expiration of the retention period of this by-law.

3. RETENTION SCHEDULE

- a. The records retention schedule attached hereto as Schedule “A”, forms part of this by-law.
- b. The Clerk shall administer this by-law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.

4. EMPLOYEE RESPONSIBILITIES

- a. All Municipal employees who create, work with or manage records, shall:
 - a) Comply with the retention periods as specified in Schedule “A” attached hereto;
 - b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage;
 - c) Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference; and

- d) Ensure that Schedule “A” attached hereto is followed.

5. CLERK RESPONSIBILITIES

- a. To develop and administer policies and establish and administer procedures for managing records;
- b. Delegated authority to establish Classes of Records and retention periods for the Classes of Records, and to amend any Classes of Records and retention periods set out in Schedule “A”;
- c. Periodically review and make recommendations with respect to this by-law;
- d. Ensure that records are preserved and disposed of in accordance with the retention schedule; and
- e. To ensure that a record is kept of all records that are destroyed, with the exception of transitory records.

6. DISPOSITION OF RECORDS

The following principles shall govern the destruction of records:

- a. When there are no further business or legal reasons for retaining records, they shall be destroyed or expunged as appropriate;
- b. Records pertaining to pending or actual investigation or litigation shall not be destroyed;
- c. Records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain; and
- d. Copies of records may be destroyed at any time if the original records are being retained in accordance with Schedule “A”, attached hereto and forming part of this by-law.

7. IMPLEMENTATION

- a. This by-law rescinds By-law 2001-41.
- b. This by-law shall come into force and effect on the date of passing.

Read a First, Second and Third time, signed and the seal of the Corporation affixed thereto, and Finally passed in Council this 16th day of September, 2025.

MAYOR

CLERK

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THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE “A” TO BY-LAW 2025-XX
RECORDS RETENTION SCHEDULE

ADMINISTRATION - A

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A00	ADMINISTRATION- GENERAL Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available. Specifically includes general photos, logos, contact information, and fax covers.	6 years	Review Access
A01	ACCESS CONTROL AND PASSWORDS Includes records relating to login information for software, websites, databases, and all other tools used by Municipality employees.	Superseded	Review Access
A02	ACCESSIBILITY Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons.	10 years	Review Access
A03	ANNEXATION AND AMALGAMATION Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities.	Permanent	Review Access
A04	ASSOCIATIONS AND ORGANIZATIONS Includes correspondence, minutes, agendas, notices, and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, Good Roads, etc. Excludes: Membership Fees- see F01	6 years	Review Access
A05	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of the municipality's buildings and properties, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, groundskeeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Excludes: Parks Management - see R06 Recreational Facilities - see R07	6 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A06	COMPUTER SYSTEMS AND SOFTWARE Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: Acquisitions and Tenders- see F16	Superseded	Review Access
A07	FREEDOM OF INFORMATION Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act.	10 years	Review Access
A08	INFORMATION SYSTEMS Includes records relating to computer system operations and backup tapes. Includes activity logs, system changes, and server access data.	6 years	Review Access
A09	INTERGOVERNMENTAL RELATIONS Includes general records relating to the relationship between the Municipality and all other levels of government, including contact information.	5 years	Review Access
A10	MPAC- OWNERSHIP/TITLE CHANGES Includes email or Excel spreadsheet correspondence to MPAC regarding mailing address revisions, civic address updates, property sale notifications, etc.	1 year	Review Access
A11	OFFICE EQUIPMENT AND FURNITURE Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, etc. Excludes: Computer Systems and Software- see A06 Service Agreements- see L04	Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A12	OFFICE SERVICES Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding internal printing and shredding services.	6 years	Open Access
A13	POLICIES Includes policy and procedure manuals, guidelines and directives.	Superseded	Open Access
A14	RECORDS DISPOSITION Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Permanent	Review Access
A15	RECORDS MANAGEMENT Includes records detailing proper management for Municipality records, regardless of medium. Excludes: Retention By-Law- see C02 Policies and Procedures- see A13 Records Disposition- see A14	Superseded	Review Access
A16	SECURITY Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as control of keys. Excludes: Vandalism Reports - see P09 Computer Security - see A01	5 years	Review Access
A17	STANDARD OPERATING PROCEDURES Includes guides for operating procedures and employee best practices. Also includes task lists and general information regarding annual reporting requirements and timelines,	Superseded	Review Access
A18	STAFF COMMITTEES & MEETINGS Includes records regarding the activities of staff meetings. Includes agendas and staff activity reports.	6 years	Review Access
A19	TELECOMMUNICATION SYSTEMS Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems. Excludes: Licenses- see P11 Assets- see F04 Agreements- see L04	Superseded	Review Access

	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A20	TRAINING AND CONFERENCES Includes records regarding employee attendance at training events and major conferences. Also includes conference itineraries, registration forms, presentation documents, and requests for delegation. Includes skill development workshops and guidance documents. Excludes: Training and conference expenses- see F01 Employee training certificates- see H05	6 years	Review Access
A21	TRAVEL AND ACCOMODATION Includes records related to travel arrangements, itineraries, maps, authorizations, reservations, and rented vehicles. Excludes: Employee and Council expenses- see F01	6 years	Open Access
A22	VENDORS AND SUPPLIERS Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidder's information sheets. Excludes: Purchase Orders and Requisitions - see F15 Quotations and Tenders- see F16 Office Equipment - see A11 Fleet Management - see V01	2 years	Open Access

COUNCIL, BOARDS AND BY-LAWS - C

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
C00	COUNCIL, BOARDS AND BY-LAWS – GENERAL Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
C01	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments by Council of staff and council members.	Term of Council + 2 years	Review Access
C02	BY-LAWS- MUNICIPALITY OF POWASSAN Includes signed final versions of the Municipality's by-laws, along with all amendments and attachments that are legally part of the by-laws. Excludes: Background information - file by subject	Permanent	Open Access
C03	BY-LAWS- OTHER MUNICIPALITIES Includes final versions of by-laws passed by other municipalities which are of interest to the Municipality.	Transitory	Open Access
C04	CLOSED MEETINGS Includes notes from Closed Council sessions and meeting minutes.	Permanent	Review Access
C05	CONFLICT OF INTEREST Includes the conflict-of-interest register, declaration of pecuniary interest forms, and other documents regarding real or perceived conflicts of interest.	Permanent	Review Access
C06	COUNCIL AGENDA Includes agenda of Council meetings as well as working notes used in agenda preparation.	6 years	Open Access
C07	COUNCIL MEETINGS Includes notices of meetings, correspondence registers, action lists, attendance sheets, and delegation forms.	Permanent	Open Access
C08	COUNCIL MINUTES Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. Encompasses minutes for regular, special, public, and tri-council meetings. Excludes: Closed meetings –see C04	Permanent; rough notes 6 years	Review Access
C09	COUNCIL COMMITTEE AGENDA & MINUTES Includes notices of meetings and agenda for committees of Council as well as working notes used in agenda preparation. Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	6 years	Review Access
C10	ELECTIONS Includes returned notices, lists of officials, voters' list, nominations, election results, and preliminary voters lists. Also includes advertising.	As per Elections Act	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
C11	ELECTIONS - COUNCILLORS & CANDIDATES Includes financial forms, nomination records, and oaths taken by council members.	Permanent	Review Access
C12	RECORDINGS OF COUNCIL MEETINGS Includes audio and/or visual recordings of meetings of Council.	Term of Council + 1 year	Open Access
C13	REPORTS TO COUNCIL Includes all reports to Council.	Permanent	Review Access
C14	RESOLUTIONS AND MOTIONS- MUNICIPALITY OF POWASSAN Includes final signed versions and rough notes of motions and resolutions of Council.	Term of Council + 1 year	Review Access
C15	RESOLUTIONS- OTHER MUNICIPALITIES AND BOARDS Includes final signed versions of resolution passed by other municipalities which are of interest to the Municipality. Also includes resolutions passed by joint boards administered outside of the municipality.	6 years	Open Access
C16	TRAINING AND ORIENTATION Includes records relating to the orientation and training of members of Council.	6 years	Review Access

DEVELOPMENT AND PLANNING - D

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
D00	DEVELOPMENT AND PLANNING - GENERAL Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
D01	AGRICULTURE DEVELOPMENT Includes all records regarding agricultural growth and development.	Permanent	Review Access
D02	COMMUNITY IMPROVEMENT PROJECTS Includes records, studies, statistics, and any other required background information with respect to community improvement projects. Includes applications and related records.	Permanent	Review Access
D03	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: Vital Statistics - see L13	10 years	Open Access
D04	DIGITAL MAPPING - CGIS Includes all records used to produce maps and updates in a digital format.	Permanent	Open Access
D05	EASEMENTS Includes all records on Rights of Way and Easements concerning municipal ownership of private lands. Excludes: Original Agreements - see L05	Permanent	Review Access
D06	ECONOMIC DEVELOPMENT/COMMUNITY DEVELOPMENT OFFICER Includes records regarding the growth of the economy. Includes studies, statistics, projections, community development programs. Examples include neighbourhood improvement programs, BIA, etc. Excludes: Demographic Studies - see D03 Residential Development - see D17 Tourism Development - see D22 Industrial/Commercial Development - see D10	10 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
D07	ENCROACHMENTS Includes all records regarding private properties encroaching on municipal lands, including encroachment permits, surveys, and any other related documentation. Excludes: Original Agreements - see L04 Original Encroachment By-laws - see C02	Permanent	Review Access
D08	ENVIRONMENT PLANNING Includes records regarding general types of environmental studies with a long-range planning emphasis, such as flood control planning, parks and open spaces planning and waste management planning.	Permanent	Review Access
D09	HAZARD LANDS Includes records regarding flood plains, slope stability, quick clay and karst.	Permanent	Review Access
D10	INDUSTRIAL/COMMERCIAL DEVELOPMENT Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Permanent	Review Access
D11	MINOR VARIANCES Includes records related to the granting of minor variance to the zoning by-law by the committee of adjustment.	Permanent	Review Access
D12	MUNICIPAL ADDRESSING / CIVIC NUMBERS Includes records regarding requests for and assignment of new subdivision, road dedications, and other street names and numbers. May include correspondence, reports, drawing and copies of related by-laws.	Permanent	Open Access
D13	NATURAL RESOURCES Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. Also includes aggregate reports for Municipality quarries.	Permanent	Review Access
D14	OFFICIAL PLANS Includes the official plan and amendments to the official plan, background reports, notes and research. Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development and specific redevelopment.	Permanent	Open Access
D15	OFFICIAL PLAN AMENDMENT APPLICATIONS Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions. Excludes: OMB hearings and decisions- see L01	Permanent	Review Access
D16	REFERENCE PLANS Includes Registered Deposit Plans (RP), site plans, and property survey plans as received from Registry Office. May include correspondence.	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
D17	RESIDENTIAL DEVELOPMENT Includes records regarding the availability of housing, general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Permanent	Review Access
D18	SEVERANCES Includes records regarding the granting of severances to parcels of land, including applications for severance.	Permanent	Review Access
D19	SHORE ROAD/ROAD ALLOWANCES Includes all records regarding the sale or granting of municipal shore road or road allowances.	Permanent	Review Access
D20	SITE PLAN APPROVAL/CONTROL Includes records relating to the provision of services to individual land sites, including site plan agreements, water, sewage, utility approvals, comments, and correspondence.	Permanent	Review Access
D21	SUBDIVISION AND CONDOMINIUM PLANS Includes records regarding the approval of plans of subdivisions and condominiums. Includes drawings, technical reports, correspondence, written comments, working notes background information and applications.	Permanent	Review Access
D22	TOURISM DEVELOPMENT Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Permanent	Review Access
D23	ZONING BY-LAW Includes records and standards regarding the designation of zones for land use planning purposes.	Permanent	Open Access
D24	ZONING BY-LAW AMENDMENT APPLICATIONS Includes records regarding the granting of amendments to the zoning by-law.	Permanent	Review Access

ENVIRONMENTAL – E

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
E00	ENVIRONMENT AND PUBLIC SAFETY – GENERAL Includes records which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
E01	ENVIRONMENTAL ASSESSMENTS Includes: Records relating to Municipal Class Environmental Assessments, including Master Plans and Individual Environmental Assessments. Documents include studies and reports, environmental planning records, engineering plans, records of stakeholder consultations and correspondence.	Permanent	Review Access
E02	FUEL PIPELINES Includes: Records relating to oil/multiproduct and natural gas pipelines such as environmental and safety plans, notifications inspection results. Correspondence and project updates for pipeline upgrades, changes, integrity digs, flow reversals and new pipeline locations/routes from distributors. May also include copies of Council reports, National Energy Board submissions and decisions. Excludes: Utilities – see O09	15 Years	Review Access
E03	HAZARDOUS MATERIALS /WASTE Includes records on the disposal of hazardous waste, copies of manifests, and the Municipality's agreements for HWIN disposal. Excludes: Waste Management – see O11	6 Years	Review Access
E04	MUNICIPAL WELLS Includes: Records include geodetic surveys of Municipal wells, GUDI (Groundwater Under Direct Influence) studies, municipal well complaints, Hydrogeologic reports, maintenance and de-commissioning records. Also includes any other studies or reports relating to the Municipal Water Supply Wells.	15 Years	Review Access

FINANCE AND ACCOUNTING - F

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
F00	FINANCE AND ACCOUNTING - GENERAL Includes all general correspondence and records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	7 years	Review Access
F01	ACCOUNTS PAYABLE Includes records documenting funds payable by the municipality, such as paid invoices, cheque stubs, rebates, levies payable, payment register reports, online banking payments and EFT payments. Includes all employee and Council expenses including travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. Also includes credit card information. Excludes: Cancelled Cheques - see F05	7 years	Review Access
F02	ACCOUNTS RECEIVABLE Includes records documenting funds owing to the municipality, such as invoices and billing listings. Excludes: Write-offs - see F26 Tax Assessments, Rolls and Tax Arrears - see F23 Tax Collection- see F22	7 years	Review Access
F03	ASSESSMENT REVIEW BOARD Includes records relating to Requests for Reconsideration, Tax Credit Records, Assessment Review Board decisions, etc.	Permanent	Review Access
F04	AUDITS Includes records regarding internal and external financial audits of accounts, and the municipal asset registers. Excludes: Audited Financial Statements - see F08	Permanent	Review Access
F05	BANKING & CHEQUES Includes records regarding banking transactions and relationships with banks. Includes bank statements, reconciliations, and deposit records. Includes all cancelled cheques issued and NSF cheques.	10 years	Review Access
F06	BUDGETS AND ESTIMATES Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes budget variance reports and control files.	7 years	Review Access
F07	CORRESPONDENCE Includes miscellaneous correspondence applicable to the Treasury Department.	7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
F08	FINANCIAL STATEMENTS Includes the Balance Sheet, Income Statement, Annual Financial Reports, and Statement of Source and Application of Funds. Also includes audited financial statements and FIRs. Excludes: All working notes, calculations and background documentation - see F25	Permanent	Review Access
F09	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry.	Permanent	Review Access
F10	GRANTS AND LOANS Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, and subsidies. Also includes submissions, acknowledgements, and reports.	7 years	Review Access
F11	HST REBATES Includes quarterly HST rebate applications and supporting documentation.	7 years	Review Access
F12	INVESTMENTS Includes records regarding the Municipality's investments, term deposits, and promissory notes.	6 years	Review Access
F13	JOURNAL VOUCHERS Includes completed journal voucher forms, input forms and all background documentation used to substantiate journal entries.	Permanent	Review Access
F14	PSAB Includes records relating to the implementation of PSAB standards and guidelines.	Permanent	Review Access
F15	PREAUTHORIZED PAYMENTS Includes records relating to the Municipality's Tax, Utility, and other Preauthorized Payment Plans. Includes application forms, receipt summaries, and banking submission reports.	Permanent	Review Access
F16	PURCHASE ORDERS AND REQUISITIONS Includes purchase order and requisition forms and all supporting documentation.	7 years	Review Access
F17	QUOTATIONS AND TENDERS Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, and all documentation regarding the selection process.	7 years	Review Access
F18	RECEIPTS Includes General and Tax Receipts issued for payment of items.	7 years	Review Access
F19	RESERVE FUNDS Includes records documenting obligatory and or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects and information systems.	7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
F20	REVENUES Includes records regarding the generation of revenues other than taxes such as development charges.	10 years	Review Access
F21	SCHOOL BOARD LEVIES Includes files on annual school board and education levies paid by the Municipality of Powassan	6 years	Review Access
F22	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, cash books and Receipt Journals, Tax Logs, Payroll Journals, Cheque Registers and Debenture Registers. Excludes: Documents and vouchers used to support entries - see F13	Permanent	Review Access
F23	TAX BILLINGS Includes records relating to the billing of property taxes, including assessment downloads from MPAC, supplemental, interim and final billings, property assessment data files and MuniSoft or software documentation.	10 years	Review Access
F24	TAX ROLLS AND RECORDS Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards, tax ledger cards, MPAC correspondence, property owner correspondence, and tax collector's rolls.	Permanent	Review Access
F25	TRUST FUNDS Includes records regarding funds established by the municipality for money held in trust.	Permanent	Review Access
F26	UTILITY BILLING Includes correspondence, meter readings, account charges, adjustments, lawyers' letters, new account files, water/sewer applications, and water meter installation order and collection reports	10 years	Review Access
F27	WORKING PAPERS Includes all working notes, calculations and background documentation used to calculate financial statements.	7 years	Review Access
F28	WRITE-OFFS Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	7 years	Review Access

HUMAN RESOURCES - H

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
H00	HUMAN RESOURCES – GENERAL Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
H01	ATTENDANCE AND SCHEDULING Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, sick leave, etc. Excludes: Individual Time Sheets - see H10	7 years	Review Access
H02	BENEFITS Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information.	7 years	Review Access
H03	CLAIMS Includes records regarding claims to WSIB or Insurance carriers for lost time incidents, accidents, or LTD.	Permanent	Review Access
H04	DISABILITY MANAGEMENT – AODA Includes all records related to AODA, accessibility standards, complying with standards, municipal accessibility and Human Rights Code.	Permanent	Review Access
H05	EMPLOYEE RECORDS Includes records regarding the employment history of municipal employees. Includes initiation resumes and applications, criminal background checks, oaths of office, performance evaluations, drivers' abstracts, correspondence with the employee, training and professional development, return to work plans, and employee assistance. Includes full time, part-time, student employees and volunteers.	Permanent	Review Access
H06	GRIEVANCES / HARASSMENT / VIOLENCE Includes records detailing with grievance, harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the complaint, investigation, reports and final resolution.	Permanent	Review Access
H07	HEALTH AND SAFETY Includes records regarding the occupational health and safety of staff. Includes accident reports, WSIB reports, first aid training, and information on health and safety programs for staff.	Permanent	Review Access
H08	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.	7 years	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
H09	ORGANIZATION Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Permanent	Review Access
H10	PAYROLL Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, OMERS, EHT, source deductions, T4 Slips, payroll registers, remuneration records and Statistics Canada reports. Includes annual earning summaries for municipal employees. Also includes honoraria and fees to Council.	Permanent; time sheets 7 years	Review Access
H11	PENSION RECORDS – OMERS Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. Excludes: Deductions for pensions - see H10 Payments made to OMERS - see H10	Permanent	Review Access
H12	RECRUITMENT Includes records regarding the recruitment of staff. Includes internal and external job postings, copies of advertisements, resumes received, interview records, orientation documents, rejection letters, etc. Excludes: Applications for hired staff- see H05	5 years	Review Access
H13	RECOGNITION AND LONG SERVICE AWARDS Includes records regarding employee recognition programs, including long service awards, appreciation dinners, and service time reports.	7 years	Review Access
H14	RECORD OF EARNINGS Includes annual earning summaries for municipal employees.	Permanent	Review Access
H15	SALARY PLANNING Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary grids, salary surveys, and schedules. Also includes any reference material retained regarding issues related to pay equity.	Permanent	Review Access

LEGAL AFFAIRS - L

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
L00	LEGAL AFFAIRS – GENERAL Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Permanent	Review Access
L01	APPEALS AND HEARINGS Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by Ontario Municipal Board (OMB), regulatory bodies and boards. Excludes: Litigation - see L02 or L03	Permanent	Review Access
L02	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation made by other parties against the municipality.	Permanent	Review Access
L03	CLAIMS BY THE MUNICIPALITY Includes all litigation made against other parties by the municipality. Includes insurance claims and by-law enforcement and prosecutions.	Permanent	Review Access
L04	CONTRACTS AND AGREEMENTS – SIMPLE Includes contracts and agreements which do not require by-law approval, such as equipment rental/service contracts and vehicle lease/purchase agreements.	10 years	Review Access
L05	CONTRACTS AND AGREEMENTS - UNDER BY-LAW Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, original agreements, collective agreements, writs, and third party agreements. Also includes agreements regarding easements, encroachments, area way, laneways and municipal property rentals. Excludes: Office Equipment Maintenance Agreements - see L04 Contracts regarding Land Sales - see L08 Fire Agreement with MNRF- see E04 Tenders - see F16 Insurance Policies - see L07	Permanent	Review Access
L06	FEDERAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which impacts or of interest to the municipality.	Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
L07	INSURANCE APPRAISALS AND POLICIES Includes appraisals of municipal property for insurance purposes. Also includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L05	15 years after expiry	Review Access
L08	LAND ACQUISITION AND SALE Includes records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	Permanent or Superseded +10 Years	Review Access
L09	MOE LICENCES & PERMITS All licences and permits issued by the Ministry of Environment and the Ministry of Natural Resources, including HWIN and manifests.	Permanent	Review Access
L10	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Permanent or Superseded	Review Access
L11	PRECEDENTS Includes records regarding judgments and decisions which may impact the municipality's position in actual or potential legal matters.	Superseded	Review Access
L12	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which impacts or are of interest to the municipality.	Superseded	Open Access
L13	VITAL STATISTICS Includes registers of births, deaths and marriages within the municipality.	Permanent	Review Access

MEDIA AND PUBLIC RELATIONS - M

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
M00	MEDIA AND PUBLIC RELATIONS – GENERAL Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
M01	ADVERTISING / NEWS RELEASES Includes records regarding public advertising in magazines, newspapers, radio, television and transit. Excludes: Recruitment - see H12 Elections - see C10	6 years	Open Access
M02	COMPLAINTS, COMMENDATIONS & PETITIONS Includes records regarding commendations, requests for information, petitions and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. Excludes: Accessibility of Records (FOI) - see A07	6 years	Review Access
M03	NEWS CLIPPINGS Includes clippings from newspapers, information from journals and other printed media.	6 years	Open Access
M04	PUBLICATIONS Includes typed manuscripts, artwork, history books, newsletters, trade shows, current events, business directories, maps, etc.	Superseded	Open Access
M05	SPEECHES AND PRESENTATIONS Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	6 years	Open Access
M06	WEBSITE AND SOCIAL MEDIA CONTENT Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	Superseded	Open Access

OPERATIONS - O

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
O00	OPERATIONS – GENERAL Includes records relating to Municipal Operations which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
O01	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of regional buildings, leased and owned such as correspondence and copies of work orders. Also includes records on renovations and Property Damage Reports Excludes: Inspection Reports – Building and Structural - see O03	6 years	Review Access
O02	FACILITY DESIGN AND CONSTRUCTION Includes records for the planning and construction of municipal facilities such as fire stations, pools, community centres, and office buildings. Includes site meetings, geotechnical testing, surveys, consultant's reports, and cost reports. Also includes architectural and engineering drawing, operator manuals, and warranty information.	Permanent	Review Access
O03	INSPECTION REPORTS – BUILDING AND STRUCTURAL Includes inspection reports for Municipal facilities such as building, plumbing, fire prevention, and other structural inspections. Also includes monthly facilities/premises inspections.	6 years	Review Access
O04	OPERATIONAL INSPECTIONS Includes flooding reports, catch basin cleaning records, CCTV sanitary sewer inspection report, Dye testing, hydrant inspection and maintenance record, hydrant/water flushing, sewer cleaning reports, mainline valve inspection, sewer maintenance hole inspection, water service box inspection, temporary service connections.	6 years	Review Access
O05	SANITARY/STORM SEWER MAINTENANCE Includes records relating to the inspection and maintenance of sanitary/storm sewers and drains such as sewer cards, history of dip ups and drawings.	Permanent	Review Access
O06	SEWAGE FACILITIES Includes records regarding the operation of pumping stations and lagoons. Also includes sludge management.	10 Years	Review Access
O07	SITE PLAN APPLICATIONS/SERVICING Includes requests for entrances to municipal roads for properties abutting municipal roads, water, and sanitary sewer services and storm sewer services when located within a road allowance or easement usually for commercial and industrial land.	Permanent	Review Access
O08	SOIL REPORTS Includes Soil Reports for Material Testing.	Permanent	Review Access
O09	UTILITIES Includes records regarding electrical power, water, and gas consumption such as monthly summary sheets. Excludes: Utility Locates – see O10 Green Energy Plan – see A13	6 Years	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
O10	UTILITIES – LOCATES Includes forms, which are required prior to digging, which show where any public service is located. Excludes: Utility Applications and Plans – see F26 Water/Wastewater Maintenance – see O15	7 Years	Review Access
O11	WASTE MANAGEMENT OPERATIONS Includes records regarding the day-to-day operations and monitoring of activities for the Landfill, Commercial Garbage Collection, and Recycling program. Includes shift reports, site records, monthly summary reports, material records, weigh and lift tickets and scale house reports. Also includes customer lists and records regarding landfill passes and credit agreements. Excludes: Waste reduction programs – see O12	10 years	Review Access
O12	WASTE REDUCTION PROGRAMS Includes information on grass cycling, bag limits, recycling, re-use, organics, etc. Also includes correspondence and program documentation. Excludes: Waste Management Operations – see O11	5 years	Review Access
O13	WATER/SEWER REPAIRS OR NEW INSTALLATION Includes hydrant installation (damaged, broken or new), Mainline Valve Repairs, Sanitary/Lateral Relines, Sewer Maintenance Hole Repairs and Water Service Box Repairs	Permanent	Review Access
O14	WATER FACILITIES Includes records regarding the operation of pumping stations and storage facilities. Includes correspondence, reports, plant flows, log sheets and calibration records.	10 Years	Review Access
O15	WATER/WASTEWATER MAINTENANCE Includes records regarding the maintenance of watermains, water meters, tanks, pipelines and related facilities and equipment. Also includes watermain breaks and repairs and fire flow tests for hydrants.	6 Years	Review Access

PROTECTION AND ENFORCEMENT SERVICES - P

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
P00	PROTECTION AND ENFORCEMENT SERVICES – GENERAL Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
P01	BUILDING AND STRUCTURAL INSPECTIONS Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Excludes: By-law Enforcement - see P03 Playground Equipment - see R07	Permanent	Review Access
P02	BUILDING PERMITS Includes permits issued to builders, contractors and residents giving them permission to build, renovate or demolish. Original permits to be filed with the tax roll file. Plans/Drawings may be filed separately with Code P02.	Permanent	Review Access
P03	BY-LAW ENFORCEMENT Includes records of municipal efforts to enforce by-laws such as orders to comply, stop work orders, working notes, correspondence, exhibits, photographs, etc. Also includes animal control orders such as dogs running at large and barking dogs. Excludes: Prosecution and claims by the municipality - see L03	Permanent	Review Access
P04	CBO Includes CBO agreements, compliance letters, inspection reports, and other documents relating to duties performed by the Chief Building Official.	6 years	Review Access
P05	EMERGENCY PLANNING Includes records regarding the planning and rehearsal of emergency measures. Includes emergency plans, mutual aid plans, training records, CEMC records, business contingency planning, and subject correspondence.	6 years	Review Access
P06	EMS INCIDENT, ACCIDENT, STATISTICS REPORTS Records associated with EMS incidents, accidents and statistical reporting.	6 years	Review Access
P07	HAZARDOUS MATERIALS Includes information and reports on chemical and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. May include HAZMAT information. Excludes: Staff Safety Training - see H07	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
P08	HEALTH AND SAFETY INSPECTIONS Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's inspections.	Superseded Minimum 1 year	Review Access
P09	INCIDENT/ACCIDENT REPORTS Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: Security - see A16 Accidents of Staff - see H03 Vehicle Accidents - see L02 or L03	6 years	Review Access
P10	INVESTIGATIONS Includes records and reports of investigation pertaining to law enforcement (OPP), traffic accidents, ambulance, and firefighting activities.	Permanent	Review Access
P11	LICENCES AND PERMITS Includes records regarding licences administered by or required by the municipality or required by the province, such as licensing for dog kennels, dog tags, businesses, lotteries, and trailers. Also includes applications and copies of other permits administered by or required by the municipality, including special event permits, entrance permits, etc. Excludes: Burial permits- see S01 Building permits- see P02	7 years	Review Access
P12	WILDLIFE DAMAGE COMPENSATION PROGRAM Includes records regarding claims made by residents under the WDCP, including application forms, supporting documentation, photographs, program guidelines, T4002 forms, and government correspondence.	Permanent	Review Access
P13	FIRE CALLS Includes all records relating to fire calls, including OEFM incident reports, call records, structure fire damage summary reports, and termination reports.	Permanent	Review Access
P14	FIRE DEPARTMENT REVIEW Includes records regarding OFMEM reviews of the fire department operations.	Permanent	Review Access
P15	MOTOR VEHICLE COLLISIONS Includes records regarding MTO claim forms, damage estimates, collision reports, and payment remittance receipts.	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
P16	MNRF AGREEMENT Includes records relating to the Forest Fire Management agreement with MNRF.	Superseded + 1 year	Review Access
P17	NOTICES Includes records regarding internal and external notices, including public safety orders, fire rating signs and explanations, carbon monoxide warnings, and burning rules.	7 years	Open Access
P18	OCCUPATIONAL HEALTH AND SAFETY Includes records relating to the health and safety of fire department employees, including the PTSD prevention plan, aerial inspections, safety plans, and MTO inspection requirements.	Superseded	Review Access
P19	SET FINE ORDERS Includes records relating to the issuance of set fine orders.	7 years	Review Access
P20	COMMUNITY SAFETY AND WELL BEING Includes records relating to the planning, development, and implementation of the Municipality's Community Safety and Wellbeing Plan	Superseded + 1 year	Review Access

RECREATION AND CULTURE - R

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
R00	RECREATION AND CULTURE - GENERAL Includes records regarding recreation and cultural services, which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
R01	CEREMONIES AND EVENTS Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day, Maple Syrup Festival, Parades and Fall Fairs. Also includes records regarding the set up and running of special events.	6 years	Review Access
R02	FACILITIES BOOKINGS Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	6 years	Review Access
R03	HERITAGE PRESERVATION Includes records regarding the preservation and management of heritage and historical resources. Includes photographs and designations of buildings, districts, and cemeteries.	Permanent	Open Access
R04	LIBRARY SERVICES Includes records regarding the operation of libraries.	6 years	Review Access
R05	MUSEUM AND ARCHIVAL SERVICES Includes museum programming, activity reports, archival operations, conservation information and related records.	6 years	Review Access
R06	PARKS MANAGEMENT Includes correspondence, description, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. May include maps and plans.	6 years	Review Access
R07	RECREATIONAL FACILITIES Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres.	6 years	Review Access
R08	RECREATIONAL PROGRAMMING Includes applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	6 years	Review Access

SOCIAL AND HEALTHCARE SERVICES - S

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
S00	SOCIAL AND HEALTH CARE SERVICES - GENERAL Includes records regarding social and health care services which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
S01	CEMETERY RECORDS Includes burial permits, maps, plot ownership records, interment registers, indexes, cemetery board documentation and related records to the property.	Permanent	Review Access
S02	EASTHOLME (HOMES FOR THE AGED) Includes records regarding individual residents of homes for the aged.	20 years	Review Access
S03	HEALTH UNIT Includes correspondence, applications, general information, reports, and related records to the local healthcare facility. Also includes public heath stickers and water testing results.	6 years	Review Access
S04	SOCIAL ASSISTANCE PROGRAMS Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing.	10 years	Open Access

TRANSPORTATION SERVICES - T

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
T00	TRANSPORTATION SERVICES - GENERAL Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	7 years	Review Access
T01	BRIDGES Includes estimates, studies and other records regarding projects specifically for bridge construction, repairs, maintenance and replacement.	Permanent	Review Access
T02	CVOR (Ministry of Transportation) Includes records and documentation regarding commercial vehicle operators' registration. Includes level 1 (Public) and Level 2 (Carrier).	10 years	Review Access
T03	DRIVER'S LOG BOOKS Includes driver's log books and related documentation.	7 years	Review Access
T04	PATROL RECORDS Includes records and documentation relating to road patrols within the Municipality of Powassan.	7 years	Review Access
T05	PITS AND QUARRIES Includes records relating to the pits and quarries operated by or in the Municipality. Also includes documentation related to the Aggregate Resources Act, including licensing and extraction records. Excludes: Aggregate Reports- see D13	Permanent	Review Access
T06	ROAD COMPLAINTS Includes records and reports regarding road complaints and public works incident reports.	7 years	Review Access
T07	ROAD CONSTRUCTION Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, permanent closures, road studies, etc. Excludes: Design and Planning - see T08 Minor improvements, road maintenance - see T09	Permanent	Review Access
T08	ROAD DESIGN AND PLANNING Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes MTO and Highway 11 expansion records.	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATIO
T09	ROAD MAINTENANCE Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to road surfaces, road need studies, calcium application, curbs and sidewalks, cycle ways, footpaths, etc. Also includes grading, plowing and sanding of roads and snow removal and cleaning.	7 years	Review Access
T10	SIGNS AND SIGNALS Includes records and studies regarding the manufacture, installation, and maintenance of signs and signals.	Permanent	Review Access
T11	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, traffic counts, accident statistics and related records. Also includes temporary road closure and load restriction notices.	7 years	Review Access
T12	WEATHER REPORTS Radar returns and internet-based weather reports for road maintenance purposes. Also includes MNR water level advisories.	7 years	Review Access

VEHICLES AND EQUIPMENT - V

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
V00	VEHICLES AND EQUIPMENT - GENERAL Includes records regarding vehicle and equipment which cannot be classified elsewhere. Use only if no other heading is available.	7 years	Review Access
V01	FLEET MANAGEMENT Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, registration and disposal. Also includes fuel summary reports. Excludes: Insurance policies - see L07 Accident claims - see L02, L03 Leases/Contracts - see L04	Termination of lease/disposition of vehicle + 1 year	Review Access
V02	MOBILE EQUIPMENT Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, steamers, snow blowers, sanders, etc.	Disposition of equipment + 1 year	Review Access
V03	PROTECTIVE EQUIPMENT Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as safety goggles, welding masks, safety boots, etc.	Disposition of equipment + 1 year	Review Access
V04	TRANSPORTABLE EQUIPMENT Includes records regarding equipment such as lawnmowers, hoses, weed-eaters, drills, and other small shop tools.	Disposition of equipment + 1 year	Review Access
V05	TRUCK HIRE REPORTS Includes records and related correspondence regarding the hiring of trucks and contractors to assist the Roads Department.	7 years	Review Access
V06	TRUCK INSPECTION REPORTS- NO WORK ORDER Includes all records regarding truck inspection reports where there is no work order.	6 months	Review Access
V07	TRUCK INSPECTION REPORTS- WORK ORDERS Includes all records regarding truck inspection reports which resulted in a work order.	Disposition of equipment + 1 year	Review Access

To: Council
From: Clerk, A. Quinn
Re: Carpet replacement in Sportsplex dressing room

RECOMMENDATION:

That the staff report regarding carpet repairs to the Powassan Voodoos' dressing room at the Sportsplex be received for information purposes.

ANALYSIS:

Staff have received a request to replace the carpet in the Powassan Voodoos dressing room at the Powassan Sportsplex.

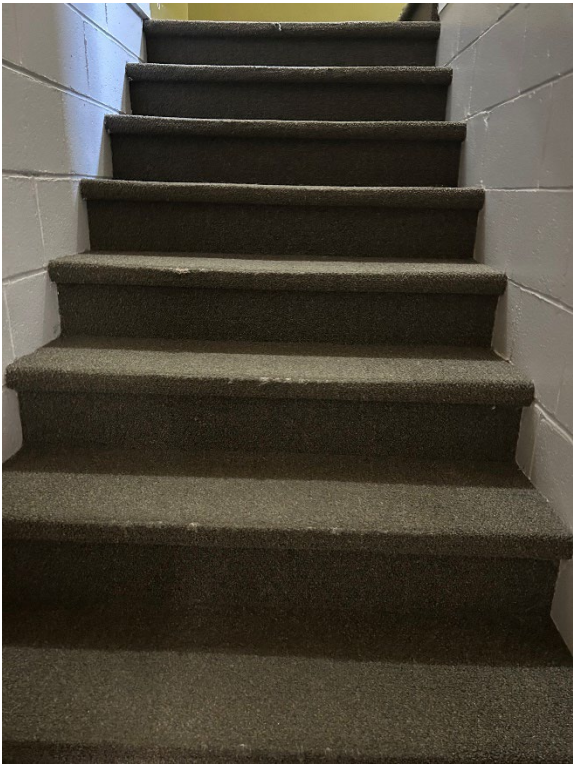
As per the contract under Municipality of Powassan Obligations, Section 6, the Municipality would be obliged to repair the carpet if it is an unusable state.

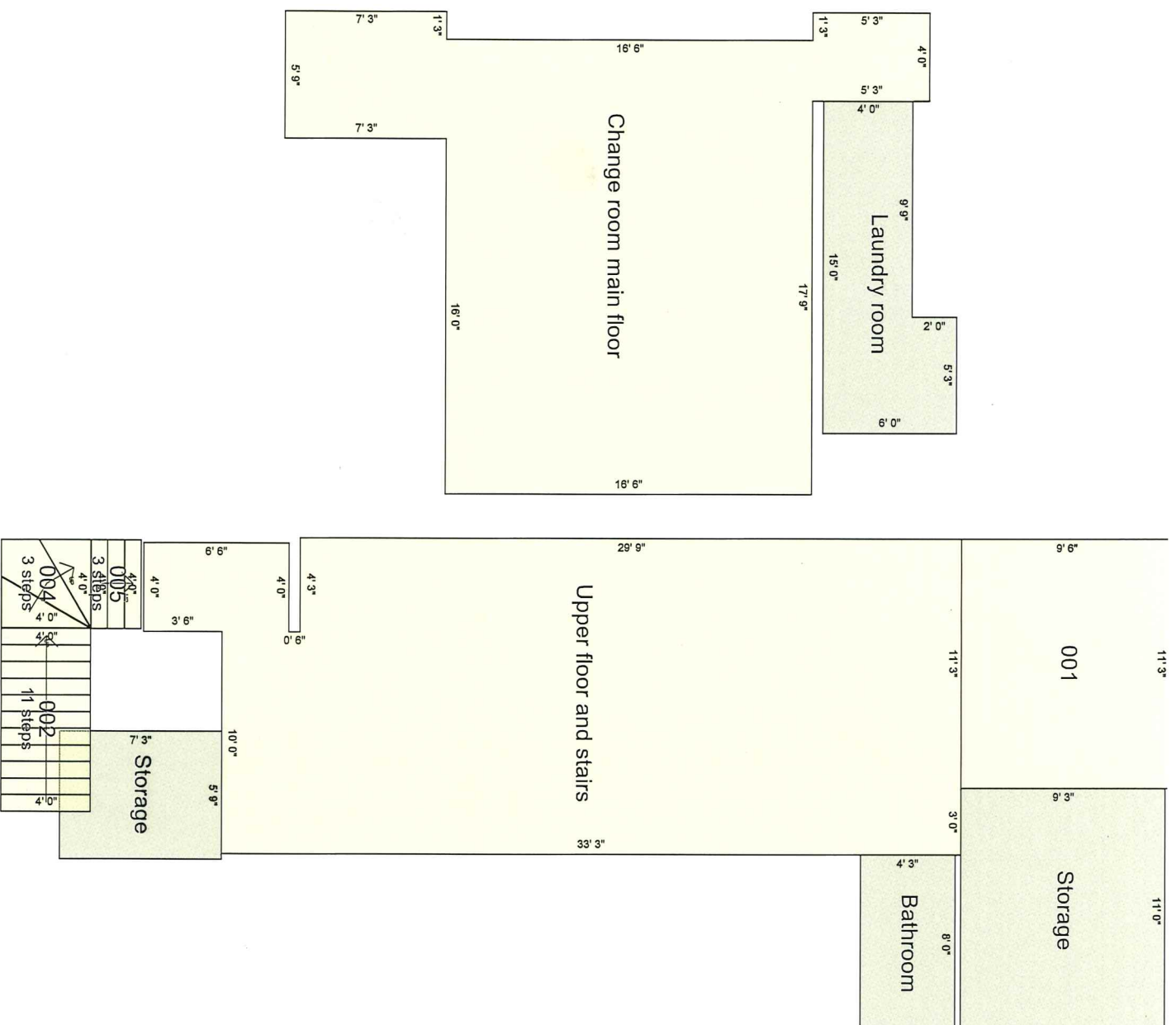
"The Municipality of Powassan agrees to maintain the dressing room, inside storage area and an office in a useable state. Useable state shall include repairs to locks, water leaks, electrical repairs, flooring, heating repairs and any other repairs and maintenance, that if not done, would make it unfit for the use by the Voodoos."

Two quotes are attached as well as images of the carpet are attached for your review.

Staff request additional time to investigate further options and provide Council with a recommendation.







12' Carpet Solid A: BeigeStone213

12' Carpet Solid C: LightOlive237

ES502501

QUOTE

Sold To	Ship To
POWASSAN SPORTS PLEX	16 STAIRS LANDINGS & 2ND FLOOR COMMON AREAS

Quote Date	Phone	PO Number	Quote Number
09/11/25			ES502501

Inventory	Style/Item	Color/Description	Extension
00300	PROFUSION	STACKS	2,020.20
MISCVCB4	MISC VINYL COVE 4"	VARIOUS COLORS	381.60
1751	PIN TRACK BASE	FOR T/E CAP	54.96
CM1121	E CAP - LARGE	TO BE DETERMINED	40.56
7200RB852	7200 ADH TUBE	COVE BASE ADH	45.56
LIFTGD	LIFT GLUE DOWN CPT		446.40
CPTGLUCOM	CPT - GLUE DOWN COMMERCIAL		1,227.60
STAIRONLY	CPT TO STAIRS ONLY NO STRINGER		495.00
3030RB020	3030 ADH 18.9L	3030RB020	119.29
TRIPPOW	TRIP CHG - POWASSAN		180.00

— 09/11/25 — 3:54PM —

Sales Representative(s):

JASON CIESLA

Material: 2,662.17

Service: 2,349.00

Misc. Charges: 0.00

HST: 651.45

Thank you for shopping at Stradwicks Carpet One.
 We truly appreciate your business!
 HST# R106264757
 Special orders (anything not from our stock)
 and cut materials are non-returnable.

QUOTE TOTAL: \$5,662.62

ES502504

QUOTE

Sold To	Ship To
POWASSAN SPORTSPLEX	CHANGE ROOM MAIN FLOOR

Quote Date	Phone	PO Number	Quote Number
09/11/25			ES502504

Inventory	Style/Item	Color/Description	Extension
PROFUSION	PROFUSION	STACKS	1,468.53
3030RB020	3030 ADH 18.9L	3030RB020	89.47
CPTGLUCOM	CPT - GLUE DOWN COMMERCIAL		935.55
LIFTGD	LIFT GLUE DOWN CPT		340.20
CBXX-4-R	VINYL COVE 4"	1 NOT CHOSEN	190.80
VCBCOMM	VCB INSTALL COMMERCIAL		202.80
7200RB852	7200 ADH TUBE	COVE BASE ADH	22.78
TRIPPOW	TRIP CHG - POWASSAN		120.00

— 09/11/25 — 3:54PM —

Sales Representative(s): JASON CIESLA

Material: 1,771.58

Service: 1,598.55

Misc. Charges: 0.00

HST: 438.12

Thank you for shopping at Stradwicks Carpet One.
 We truly appreciate your business!
 HST# R106264757
 Special orders (anything not from our stock)
 and cut materials are non-returnable.

QUOTE TOTAL: \$3,808.25

ES502505

QUOTE**Sold To**

POWASSAN SPORTSPLEX

Ship To

LAUNDRY ROOM INSTALL ONLY

Quote Date

09/11/25

Phone**PO Number****Quote Number**

ES502505

Inventory	Style/Item	Color/Description	Extension
ECO811-15	ECO 811 UNIVERSAL CARPET TILE ADH 15L	15L	67.55
CPTILE	CARPET TILE INSTALL		119.00

— 09/11/25 —

3:54PM —

Sales Representative(s):

JASON CIESLA

Material: 67.55

Service: 119.00

Misc. Charges: 0.00

HST: 24.25

Thank you for shopping at Stradwicks Carpet One.
 We truly appreciate your business!
 HST# R106264757
 Special orders (anything not from our stock)
 and cut materials are non-returnable.

QUOTE TOTAL: \$210.80

ES502506

QUOTE

Sold To

POWASSAN SPORTSPLEX

Ship To

RUBBER TILES IN CHANGE ROOM

Quote Date

09/11/25

Phone

PO Number

Quote Number

ES502506

Inventory	Style/Item	Color/Description	Extension
LIFTGD	LIFT GLUE DOWN CPT		340.20
SKIM	SKIM FLOOR		419.58
J965-15	965 STAIR TREAD ADH 4 GAL	STAIR TREAD ADH	440.39
ROUNDEL	RUBBER TILES	TO BE SELECTED	8,400.00
RUBBER			
RUBBER	INSTALL RUBBER TILE		960.00
CBXX-4-R	VINYL COVE 4"	1 NOT CHOSEN	190.80
VCBCOMM	VCB INSTALL COMMERCIAL		202.80
7200RB852	7200 ADH TUBE	COVE BASE ADH	22.78
TRIPPOW	TRIP CHG - POWASSAN		180.00

— 09/11/25 —

3:54PM —

Sales Representative(s):

JASON CIESLA

Material: 9,053.97

Service: 2,102.58

Misc. Charges: 0.00

HST: 1,450.35

Thank you for shopping at Stradwicks Carpet One.
 We truly appreciate your business!
 HST# R106264757
 Special orders (anything not from our stock)
 and cut materials are non-returnable.

QUOTE TOTAL: **\$12,606.90**

From: [Info Rug-A-Roo](#)
To: [Allison Quinn](#)
Subject: Re: FW: Carpet
Date: September 12, 2025 10:38:29 AM

Good Morning Allison, The following quote is priced for budget purposes on the Main dressing area and stairs. I just picked a colour and design that can be adjusted.

Carpet Tile- Fuzion Bala Bay 3000 Champlain - Hall and dressing area to stairs.
Mohawk Rule Breaker- Charcoal -Stairs and top landing.

Supplied and Installed, Includes removal and minimal prep if needed. (We won't know condition of floor under the existing until it's removed)

	\$ 6,041.03
Hst	<u>785.34</u>
	\$ 6,826.37

Additionally the laundry side room can be added but was not included- \$ 1,337.05 includes hst

As a separate quote, I did take measurements for the upper level lounge area that might be considered in the future.

Carpet Tile Lounge and Side Room-
Upper Shower Room- Sheet Vinyl-

Supply and Install Includes Removal and Minimal Prep if needed.

	\$8,030.41
Hst-	<u>1,043.96</u>
	\$9,074.37

Let me know if there's anything else you need from me:)

Haili

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
(NESBITT)
BYLAW NO. 2025-16

Being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning By-law for the Municipality of Powassan with respect to lands described as 12 PCL 3083 SEC NS; LT 28 CON 12 HIMSWORTH EXCEPT LT16353, PT 4 PSR1819; POWASSAN, (911 Highway 534), in the Municipality of Powassan.

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

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

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

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

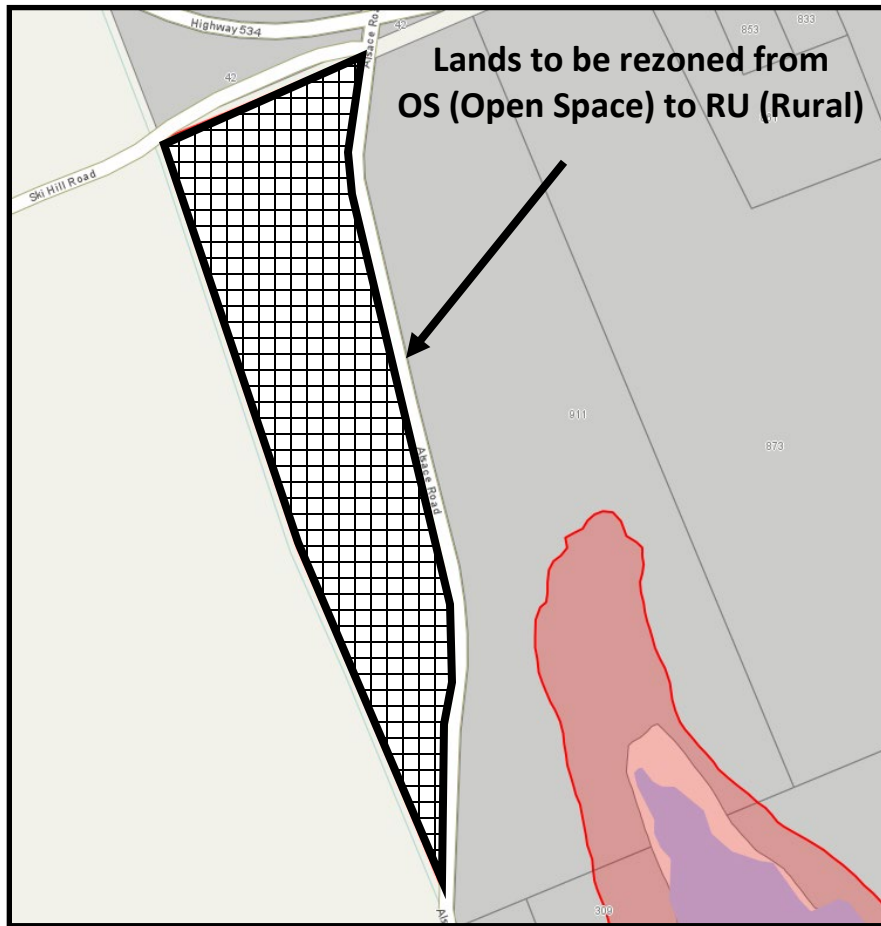
1. Schedule 'B' to Zoning Bylaw No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as 12 PCL 3083 SEC NS; LT 28 CON 12 HIMSWORTH EXCEPT LT16353, PT 4 PSR1819; POWASSAN, (911 Highway 534), in the Municipality of Powassan from Open Space (OS) to Rural (RU) as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.
2. This Bylaw shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

READ a **FIRST** and **SECOND** time on the 2nd day of September 2025 and to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council the 16th day of September 2025.

Mayor

Clerk

Schedule 'A-1'



THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2025-17

Being a Bylaw to adopt the Official Plan for the Municipality of Powassan

THE Council of the Corporation of the Municipality of Powassan in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13, c.1, as amended, hereby enacts as follows:

1. THAT the Official Plan for the Municipality of Powassan, being the attached text and Schedules 'A', 'B1', 'B2', 'C', 'D', 'E', and 'F' including Appendix '1' is hereby adopted.
2. THAT the Clerk is hereby authorized and directed to make application to the Minister of Municipal Affairs for the approval of the aforementioned Official Plan for the Municipality of Powassan and to provide such information as required by Section 17 (7) of The Planning Act, R.S.O. 1990, Chapter 13, c.1, as amended.
3. THAT upon approval of this Plan by the Minister of Municipal Affairs and Housing, the Official Plan for the Municipality of Powassan is hereby rescinded.
4. THIS Bylaw shall come into force and take effect on the day of passing thereof subject to receiving the approval of the Minister of Municipal Affairs.

READ a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and passed as such in open Council this 16th day of September 2025 for the immediate wellbeing of the Municipality.

Mayor

Clerk



OFFICIAL PLAN

September 16, 2025

Prepared by:





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Schedule A – Land Use

Schedule B1 – Environmental Features

Schedule B2 – Environmental Features

Schedule C – Development Constraints

Schedule D – Powassan Urban Service Area

Schedule E – Trout Creek Area

Schedule F – Powassan Wellhead Protection Area

MINISTERS APPROVAL

OFFICIAL PLAN FOR THE MUNICIPALITY OF POWASSAN

The Official Plan for the Municipality of Powassan, which was adopted by the Council of the Corporation of the Municipality of Powassan, on the _____ day of _____ 2025, by By-law No. _____, is hereby approved in accordance with Section 17 of the Planning Act, R.S.O. 1990, c.p. 13, as amended, as the Official Plan for the Municipality of Powassan.

Date

CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. _____-2025

Being a By-law to adopt an Official Plan for The Municipality of Powassan

WHEREAS Section 17 of the Planning Act, R.S.O. 1990, as amended, authorizes the Council of Corporation of the Municipality of Powassan to adopt an Official Plan;

AND WHEREAS Section 21 of the Planning Act, R.S.O. 1990, as amended, provides for the repeal of an existing official plan;

AND WHEREAS the Council of the Municipality of Powassan deems it expedient to adopt such a by-law;

NOW THEREFORE the Council of the Municipality of Powassan hereby enacts the following:

1. The Official Plan for the Corporation of the Municipality of Powassan, dated _____ 2025, consisting of attached maps and explanatory text is hereby adopted.
2. The Official Plan for the Corporation of the Municipality of Powassan, adopted on October 16, 2005, by By-law No. _____, is hereby repealed effective the day the Official Plan adopted by this By-law comes into effect in accordance with the provisions of Section 17 of the Planning Act, R.S.O. 1990, as amended.
3. The Clerk is hereby authorized and directed to make application to the Ministry of Municipal Affairs and Housing for the approval of this repeal and the approval of the attached Official Plan for the Corporation of the Municipality of Powassan.
4. This By-law shall come into force and take effect the date of passage in accordance with Section 17 of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this _____ day September, 2025

THE CORPORATION OF THE
MUNICIPALITY OF POWASSAN

MAYOR

CLERK

Certified that the above is a true copy of By-law No. _____ as enacted and passed by the Council of the Corporation of the Municipality of Powassan on the _____ day of _____, 2025.

1.0 INTRODUCTION

1.1 Community Profile

Located in the Almaguin Highland region of the Canadian Shield the Municipality of Powassan is defined by the beauty of its natural heritage, its relationship to transportation networks and agricultural strength. The current boundaries of the Municipality of Powassan are within the traditional area of the Anishinaabe peoples and are part of the Robinson Huron and Williams Treaties areas. As of the 2021 census, the municipality has a population of 3,346 residents and encompasses an area of approximately 3,346 km², including two settlement areas: the fully serviced former Town of Powassan and the privately serviced settlement area of Trout Creek.

Both the Town of Powassan and Trout Creek were founded with sawmills and dams forming their historic cores. The name “Powassan” finds its roots from the Ojibway word meaning “bend, or bend in the river” as the original community was located near South River at what is now Bingham Chute. As rail construction moved north towards Powassan the community relocated eastwards, away from Bingham Chute towards the new rail line and the prosperity it promised. To the south, Trout Creek was founded where the newly constructed Northern and Pacific Junction Railway line intersected with the Trout Creek and lumber industry it sustained.

Over the course of the 20th century, new north/south transportation links connecting Southern Ontario with Northern Ontario emerged and grew in importance. Highway 11 emerged as one of the principal north-south provincial corridors, bisecting the Municipality and connecting both Trout Creek and Powassan.

In the late 1990s, the province moved forward with a decision to twin Highway 11 to improve connections between urban centres in the north with ones in the south. As a result of this construction, both communities have experienced a long-term decline in the commercial viability of main street businesses that were associated with the highway traffic.

Today, the Municipality of Powassan is emerging from this period with an ability to harness emerging trends of remote work, more attention to work/life balance and a growing interest in outdoor recreation. With its access to an extensive recreational trail network, proximity to Algonquin Park, opportunities for hunting and fishing and stunning rivers and lakes the Municipality offers both residents and

visitors a high quality of rural life while offering rapid connections to nearby major urban centres.

1.2 Intent

This plan seeks to identify opportunities for new growth in rural areas of the municipality while protecting identified agricultural areas. It also will support urban service areas to adapt to limited growth conditions while creating new transportation linkages and improving urban design.

This Official Plan is intended to form the foundation for decisions that are to be made by Council, members of the public and government agencies, with respect to future land use and economic development in the Municipality of Powassan. It is intended to guide future development to areas where it is most suited and to protect the physical and natural resources of the Municipality to provide sustainability and allow for its continued enjoyment.

This new Official Plan is an update to the 2003 Official Plan. The updated plan provides new policies and direction to assist the Municipality in meeting the rules and regulations set out by the Province of Ontario and various Ministries. This Plan establishes policies that will be considered throughout the development approval process and when considering public works and other municipal services and is informed by the following policies:

1.3 Title and Components

The text of this Plan, Schedules 'A', 'B', 'C', 'D' and 'E' as well as Appendix '1' shall constitute the Official Plan for the Municipality of Powassan.

This Official Plan and its implementing Zoning By-law will replace the existing regulatory framework to guide future land use decisions in the Municipality.

1.4 Provincial Policy

In preparing this Plan, regard has been had for Section 2 of the Planning Act, and the Provincial Policy Statement ("PPS"), issued under Section 3 of the Planning Act. This Plan does not replicate the wording of that document. However, it is consistent with the policies of the PPS as they relate to the Municipality of Powassan.

This Plan has also had regard to the relevant provisions of the Growth Plan for Northern Ontario.

2.0 BASIS

This Section of the Plan identifies the primary factors that have been considered in the preparation of this Plan. Should any of these factors change significantly, the Plan should be reviewed to determine whether major policy or land use designation changes are warranted.

- 2.1 The Powassan Urban Area is the only fully serviced community in the Municipality, and as such, it represents an opportunity for sustainable growth which makes wise use of existing public infrastructure. However, to accommodate growth in the community, improvements to the sewage treatment systems are necessary.

Population data used to project and determine future household and lot creation demands are based on population, housing and lot creation trends over the past 15 years. Since the last census the Powassan Urban Area has experienced a population decline of 7.6% from 1,343 (2016) to 1,241 (2021). The population decline is a concern for the community and this Plan offers a number of tools to encourage new economic and population growth.

Core to the long-term economic health of the Municipality and its residents, is that new development should be encouraged to locate appropriately within the fully serviced Powassan Urban Service Area, so as to take advantage of existing hard and soft services as they best align with the goals of the Strategic Asset Management Plan

In recent years, the pandemic has contributed to accelerated technological transformations that allow an increasing number of individuals to work and live remotely. As a result, the Municipality has experienced an increased interest in surrounding rural severances outside of the designated urban areas. This plan seeks to facilitate additional rural severances, where appropriate, and in a manner that protects future residents from the increasing risk of natural hazards.

The natural beauty of the Municipality of Powassan is a draw for residents and tourists alike, but the area is under increasing stress because of climate change. The Municipality is susceptible to the effects of climate change from increased variability of temperature and precipitation, leading to a higher risk of flooding and fires. This plan will provide the Municipality and its residents with tools to take proactive steps to mitigate and adapt to the increasing threat of climate change.

In the face of the risks associated with climate change and municipal fiscal responsibility, the Municipality has developed an Asset Management Plan to guide

future investment. These principles provide for a forward-looking community-focused approach that is fiscally prudent and prioritizes sustainable economic development while respecting and maintaining ecological and biological diversity. The principles of the Asset Management Plan have been integrated into this plan.

- 2.2 This Plan designates sufficient lands to meet the residential and commercial growth of the community over the next 20 years and to make the most efficient use of the existing municipal services in the Urban Service Area. Population data used to project population and determine future household and lot creation demands, are based on population, housing and lot creation trends over the past 15 years. It is anticipated that residential growth will occur at an average rate of 25 persons per annum.
- 2.3 Outside of the Powassan Urban Service Area, the Trout Creek Settlement Area will remain as a privately serviced area.
- 2.4 There are waterfront sites that front onto rivers, streams and larger bodies of water throughout the Municipality that could be developed to accommodate additional seasonal/recreational growth.
- 2.5 There are areas of the Municipality of Powassan that contain non-renewable resources including aggregates and tertiary resources. These resources will continue to be important for future use and economic development in the Municipality.
- 2.6 There are significant areas in the Municipality of Powassan that are environmentally sensitive and need to be protected from incompatible land uses and activities. There is sufficient land in the Municipality available to meet the needs for development without needing to develop lands that are environmentally sensitive.
- 2.7 Council shall promote the sustainable economic development of the Municipality by:
 - i) Supporting growth in the permanent and seasonal residential sectors;
 - ii) Supporting the continued development of the Fairview Industrial Park;
 - iii) Providing support for local business and community events;
 - iv) Supporting the development of additional high-visibility commercial and industrial opportunities along Highway 11, consistent with MTO requirements;
 - v) Pursuing and Promoting new Business Opportunities throughout the Municipality; and

- vi) Developing recreation and leisure opportunities.
- 2.8 Council shall preserve agricultural lands, protect ongoing agricultural operations and encouragement of on-farm diversified uses as they are important to the economy of the area and the well-being of its residents.
- 2.9 New tourism development that is compatible with the environment and surrounding land uses are to be encouraged as a means of improving employment opportunities within the Municipality and supporting the economic well-being of the residents.

3.0 OBJECTIVES

This section of the Plan establishes the principles that will guide future development in the Municipality of Powassan. The policies and land use designations contained in the Plan are based on achieving these objectives. If clarification of the intent of the Official Plan policies is required, Council should refer to the objectives listed in this section.

The **Objectives** of this Plan are as follows:

- 3.1 To create a sense of community and develop a clear strategy for the physical development of the Municipality as a single entity;
- 3.2 To encourage the creation of a full range of housing options, including affordability needs, by encouraging, permitting and facilitating;
 - i) a variety of housing options required to meet the social, health, economic and well-being requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
 - ii) all types of residential intensification, including the conversion of existing commercial and institutional buildings for residential use, development and introduction of new housing options within previously developed areas, and redevelopment which results in a net increase in residential and additional/secondary residential units.
- 3.3 To direct new residential development primarily to the Urban Service Area, to the extent that it can be accommodated on full municipal services, and secondarily to the Trout Creek Settlement Area. Rural severances are to be permitted where it will not negatively affect the rural character of the community or impact agricultural viability.
- 3.4 To ensure that natural resource activities, including agriculture, forestry, hunting, fishing and other recreational activities can continue in a manner that is sustainable.
- 3.5 To encourage diversified economic growth and promote tourism that is compatible with the character and environment of the Municipality.
- 3.6 To ensure that agricultural activities can continue and expand in order to adapt to changing market conditions.

- 3.7 To maintain or enhance the rural character and natural features of the Municipality.
- 3.8 To encourage sustainable growth in the Trout Creek Settlement Area on private services that will provide a more complete range of services and opportunities in that community.
- 3.9 To avoid land use conflicts and premature development that may limit the appropriate and desirable development of the Municipality in the future.
- 3.10 To establish a level of service in the Municipality that recognizes the limited financial resources of the community.

4.0 GENERAL DEVELOPMENT POLICIES

These policies apply to all development in the Municipality. When considering proposals for development, Official Plan Amendments, Zoning By-law Amendments, Consents, Subdivision or any other form of development requiring approval from the appropriate approval authority, the following policies should be considered.

4.1 Aggregate and Mineral Resources

4.1.1 Areas having high mineral potential are identified as Bedrock Resources, Primary Sand and Gravel Resources and Tertiary Resources on Schedule 'B2'. These areas shall be protected for long-term use for resource extraction, except when they are located within a settlement area or an area that would normally include sensitive land uses (e.g. seasonal residential uses along lakes and rivers, etc.). Development of these areas for purposes other than resource extraction will not be permitted except where it can be demonstrated that the proposed development has a greater long-term public interest than the extraction of the resource and will not hinder or preclude the establishment of future extractive activities and that issues of public health, public safety and environmental impact are addressed, or that the extraction of the resource is not feasible due to surrounding land uses or other physical or human-made features. Proponents of non-extractive land uses in these areas will be required to provide a justification to the satisfaction of the appropriate approval authority to support alternate land use proposals. Technical reports may be required as part of the justification for existing residential uses and environmentally sensitive lands. New aggregate extraction uses, except for wayside pits and quarries, portable asphalt plants and related uses, will require an amendment to the Zoning By-law.

4.1.2 Wayside pits, wayside quarries and portable asphalt plants are permitted without an amendment to this Plan or the implementing Zoning By-law except in areas within 300 metres of an existing residential use and environmentally sensitive lands. New aggregate extraction uses, except for wayside pits and quarries, portable asphalt plants and related uses, will require an amendment to the Zoning By-law.

4.1.3 When considering applications for re-zoning to permit new or expanded extractive activities Council will require:

- i) a feasibility study and financial impact statement;
- ii) the submission of an environmental impact study;
- iii) a site and extractive staging plan;

- iv) a report on the haul routes and potential impact on municipal roads;
- v) a rehabilitation plan, and,
- vi) that applicants consider the requirements of the Ministry of Natural Resources and Forestry under the Aggregate Resources Act.

4.1.4 New or expanding mineral resource operations should be well removed from sensitive land uses, including residences. When applications are made under the Planning Act for a new or expanding mineral resource operation, the appropriate approval authority shall consider the Ministry of Environment, Conservation and Parks Guideline D-6, "Compatibility between Industrial Facilities" in determining the minimum separation distance separation of a Class III industrial facility as set out in applicable Sections.

New or expanding operations may also be subject to Site Plan Control agreements as per Section 41 of the Planning Act.

4.1.5 Where development is proposed in proximity to existing mineral resource operations, the development shall be set back and buffered sufficiently to ensure that the development is not adversely affected by noise, dust or other health and safety issues related to the mineral resource operation.

Where the development proposal is for a sensitive land use, including a residence, the development proponent shall demonstrate to the satisfaction of the appropriate approval authority that there will be no adverse effects from noise, odor or other contaminants on the proposed development from the existing mineral resource operation. The appropriate approval authority will consider the Ministry of Environment Guideline D-6, "Compatibility between Industrial Facilities" in determining the minimum separation distance separation of a Class III industrial facility as set out in the applicable Sections.

4.1.6 Best-practice rehabilitation to accommodate subsequent land uses will be required for new or expanding mineral resource operations. The implementation of best-practice rehabilitation requirements will be considered by the Municipality at the time an application is made under the Planning Act.

4.1.7 For development applications within 1000 metres of an Abandoned Mines Information System (AMIS) site, it is required that Northern Development and Mines be contacted for an assessment of the AMIS features.

4.2 Establishing Influence Areas for Aggregate Extractive Land Uses

The Ministry of Environment recommends that influence areas for aggregate land uses will always need to be assessed individually. Where new aggregate extractive

land uses are proposed in proximity to sensitive land uses, technical studies prepared by a qualified professional in keeping with the Ministry of Environment's D-Series Guidelines on Land Use Compatibility will need to demonstrate the actual influence area of the proposed aggregate land use. Similarly, where new sensitive land uses are proposed within proximity to existing aggregate extractive land uses, technical studies which determine the actual influence area of the aggregate land use will need to be prepared by qualified professionals in keeping with the Ministry of Environment's D-Series Guidelines on Land Use Compatibility. In both circumstances, technical studies must demonstrate that land use compatibility is feasible, and the mitigative measures recommended in the studies, if any, will need to be carried out through a planning process. Where technical studies identify irreconcilable incompatibilities where impacts from discharges and other compatibility problems cannot be reasonably mitigated, the proposed new development shall not proceed.

4.3 Agricultural Uses

- 4.3.1 All agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices shall be used in accordance with appropriate rural zoning.
- 4.3.2 Any development occurring in the vicinity of livestock operations and new or expanding livestock operations shall meet the requirements of the Minimum Distance Separation (MDS) Formulae. The MDS formulae will be incorporated into the Municipality's comprehensive Zoning By-law.
- 4.3.3 Where intensive livestock operations are proposed, Council may pass a by-law requiring the preparation of a nutrient management plan as a condition of issuing a building permit. The nutrient management plan shall demonstrate that there is sufficient land available to the livestock farm operator to dispose of the nutrients generated on the site in an environmentally sound manner.
- 4.3.4 When considering applications for new lots and other developments that may restrict the use of land for agricultural purposes, Council shall consult with the agricultural community to ensure that the development proposed will not adversely affect the ability of the agricultural uses to operate and expand to meet changing economic conditions.
- 4.3.5 As a condition of approval for non-agricultural land uses in areas formerly used for agricultural purposes Council may require proof that groundwater meets Provincial guidelines for potable drinking water.

4.4 Archaeological Resources

- 4.4.1 To protect areas of archaeological potential a 300-metre development buffer zone shall be established from any water source.
- i) If new development is proposed within the 30-metre buffer zone and the area has been previously developed, Council may require the submission of a Stage One Archaeological Assessment.
- 4.4.2 If any development is proposed in proximity to any registered archaeological site, and/or areas of archaeological potential, Council may require the submission of a Stage One Archaeological Study. If there is a likelihood that an archaeological site exists, further studies will be required to determine the nature and extent of the feature.
- 4.4.3 Archaeological assessment reports shall be conducted by a licensed archaeologist in compliance with guidelines set out by the Ministry of Tourism, Culture and Sport. Where assessments identify previously unknown archaeological resources, the Municipality shall archive the information as part of a heritage resource information base.
- 4.4.4 Where archaeological sites are found in the Municipality they shall be reported to the appropriate Provincial agency. Based on the extent and significance of the findings, Council may:
- i) require the site to be preserved in its natural state;
 - ii) require that portions of the site remain preserved through the development process; or
 - iii) require that artifacts found on the site be removed and preserved for public education.
- 4.4.5 Council shall consult appropriate government agencies, including the Ministry of Tourism, Culture and Sport and the Ministry of Consumer and Commercial Relations when an identified human cemetery, marked or unmarked human burial is affected by land use development. The provisions under The Heritage Act and The Cemeteries Act shall apply.
- 4.4.6 Council shall consult with Indigenous communities to ensure their interests are considered when identifying, protecting and managing archaeological resources, built heritage resources and cultural heritage landscapes.

4.5 Crown Lands

- 4.5.1 This Plan recognizes that the Province has the ultimate jurisdiction for determining the use of Crown land. Council encourages the preservation of Crown lands in the Municipality for the use and enjoyment of residents and tourists, as well as resource management activities.
- 4.5.2 Resource management activities shall be conducted in accordance with the standards and guidelines established by the Ministry of Natural Resources and the Ministry of Northern Development and Mines.
- 4.5.3 Resource extraction activities on Crown lands are under the jurisdiction of the Province.

4.6 Cultural Heritage Resources

- 4.6.1 The municipality shall use the authority and tools provided by legislation, policies, and programs, including the Ontario Heritage Act, the Planning Act, the Provincial Policy Statement, the Environmental Assessment Act and the Municipal Act;
- 4.6.2 The Municipality shall protect and conserve cultural heritage resources in accordance with applicable legislation and recognized heritage protocols. In this regard, the Municipality:
 - i) Shall maintain a Register of Cultural Heritage Resources in accordance with the Ontario Heritage Act;
 - ii) May designate cultural heritage resources, under the Ontario Heritage Act;
 - iii) May establish heritage conservation districts and adopt heritage conservation district plans for each district;
 - iv) May establish guidelines on the management of cultural heritage resources under the Ontario Heritage Act;
 - v) May establish policies and/or urban design guidelines to recognize the importance of an area's cultural heritage context and identity; and
 - vi) May impose conditions on development, providing for:
 - i) The provision of easements or covenants for the conservation of cultural heritage resources; and
 - ii) The implementation of appropriate conservation, restoration, or mitigation measures to ensure the conservation of any affected cultural heritage resources.

- 4.6.3 The Register of Cultural Heritage Resources shall be periodically updated to determine if additional properties warrant inclusion or if additional information is required in respect to the heritage attributes of designated cultural heritage resources including cultural heritage landscapes to conserve cultural heritage resources on an ongoing basis.
- 4.6.4 Development shall be designed to conserve designated cultural heritage resources including cultural heritage landscapes.
- 4.6.5 Development and site alteration adjacent to a property with a protected cultural heritage resource shall ensure that the heritage attributes of that property are conserved.
- 4.6.6 Development shall be encouraged to retain, rehabilitate, and adaptively reuse cultural heritage resources identified on the Register as an integral part of the development in order to maintain and enhance the identity and character of the Municipality.
- 4.6.7 The Municipality may require a Cultural Heritage Impact Assessment or a Cultural Heritage Conservation Plan, prepared by a qualified professional where development is proposed:
- i) Adjacent to, or in the immediate vicinity of, a building, structure or landscape designated or on the register under the Ontario Heritage Act; or
 - ii) Within or adjacent to, or in the immediate vicinity of, a Heritage Conservation District.

4.7 Earth and Life Scientific Areas

- 4.7.1 The following Earth Science Areas and Life Science Areas have been identified within the Municipality and spanning into adjacent municipalities:
- South River Conservation Reserve; and
 - Graham Hill Earth Science Area.
- 4.7.2 New development shall not be permitted on these lands. Council will encourage the maintenance and preservation of these areas to promote the history of the Municipality and attract additional investment in tourism. Development that does not negatively impact the natural features or ecological function, for which the area has been identified, may be permitted on adjacent lands.

4.8 Economic Development

Employment lands are designated in both Powassan Urban Service Area and Trout Creek Settlement Area and may be permitted in appropriate locations in the Rural areas. Opportunities for additional highway commercial and tourism commercial activities are encouraged throughout the Municipality in appropriate locations.

- 4.8.1 The Municipality is encouraged to prepare an Economic Development Strategic Plan to identify areas of economic growth potential and update this plan as required.
- 4.8.2 The Municipality is encouraged to seek opportunities for collaboration and cost-sharing for economic development with other neighbouring municipalities as well as governmental and non-governmental bodies.

4.9 Dark Sky Lighting and Design Policies

- 4.9.1 Dark sky lighting policies shall be implemented by By-law and will apply to all development, including residential, commercial, industrial and institutional uses, and are implemented primarily through Site Plan Control or other development agreements.
- 4.9.2 New and existing development is encouraged to provide exterior lighting that avoids light trespass and does not impose glare on neighbouring properties. In all cases, lighting must be designed to direct downwards rather than outwards.
- 4.9.3 Exterior lighting shall not interfere with water navigation.
- 4.9.4 The intensity of light on both existing and new development should be reduced where possible to minimize the impact on surrounding properties. Exterior floodlights are not permitted.
- 4.9.5 Full cut-off dark sky compliant lighting will be required for all new development and, where appropriate, redevelopment. Low level lighting is encouraged.
- 4.9.6 In the case of major development, a detailed lighting plan will be required.

4.10 Environmental Impact Assessments

- 4.10.1 Where this Plan makes reference to Environmental Impact Assessment Reports the report shall include the following:
 - i) The proposed development;
 - ii) The significant features within the surrounding area;

- iii) The potential impacts of the development on the natural feature;
- iv) Options for locating the development in a less sensitive area;
- v) Techniques that should be used to mitigate potential impacts;
- vi) Means to implement the mitigation measures, and
- vii) Potential impacts that cannot be mitigated through known measures.

4.10.2 Any development that has satisfied the provisions of the Environmental Assessment Act will not require further study to satisfy this policy.

4.11 Environmental Protection

4.11.1 No development shall be permitted that results in the degradation of the quality and integrity of the ecosystem, including air, water, land and plant, animal and human life. The Municipality of Powassan will encourage the restoration or remediation of any lands where the quality and integrity of an ecosystem has been impacted.

4.12 Fish Habitat

4.12.1 Water resources and vegetation abutting watercourses will be maintained in a clean and healthy condition in order to protect aquatic life, habitat, and functions.

4.12.2 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

4.12.3 A Fish Habitat Assessment will not generally be required for inland development provided the setback, vegetation buffer, stormwater management and slope-related policies of this Plan are satisfied and the proposal involves the following:

- i) Single or two-lot severance;
- ii) Construction of a single-detached dwelling and/or accessory buildings on an existing lot;
- iii) Minor site alterations;
- iv) Minor changes in existing land use; or,
- v) Other types of development or site alteration occurring over 100 metres away from the natural features, which will not produce offsite impacts on the feature through servicing requirements or other related activities.

4.12.4 A Fish Habitat Assessment shall generally be required where the development would not meet applicable provincial and federal requirements or exemptions listed in 4.11.3 and where:

- i) Shoreline structures are proposed within identified Unknown or Type 1 Fish Habitat;
- ii) Development is proposed on adjacent lands to identified Unknown or Type 1 Fish Habitat; or,
- iii) Confirmation of the actual location, extent and classification of the fish habitat is requested based on a site inspection of the property.

4.13 Forestry

4.13.1 Where forestry activities occur on private lands within the Municipality, buffer areas should be provided between clear-cut areas and municipal roadways, shoreline areas and environmentally sensitive areas. Reforestation in areas where forest resources have been depleted is encouraged.

4.13.2 The maintenance of forest cover within 30 meters of rivers and stream banks is encouraged. A minimum buffer of 60 meters adjacent to public roadways and areas of high visibility should be left in a natural state.

4.14 Housing Policy

4.14.1 Council shall work with all available partners to facilitate the construction of a full range of housing options including affordable housing by permitting and facilitating:

- i) All housing options required to meet the social, health, economic and well-being requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
- ii) All types of residential intensification, including the conversion of existing commercial and institutional buildings for residential use, development and introduction of new housing options within previously developed areas, and redevelopment which results in a net increase in residential and additional/secondary residential units.

4.14.2 Council shall promote densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation.

4.14.3 Council may use a Community Improvement Plan (CIP) to incentivize the creation of affordable housing units through the provision of the following incentives:

- i) Fee and permit reductions or exemptions;
- ii) Tax increment equivalent grants and deferrals;
- iii) Other charges and fee reductions and waivers; and
- iv) Grants and loans for specific initiatives.

4.15 Additional Residential Units and Converted Dwellings

- 4.15.1 Additional Residential Unit (ARU) means a separate, self-contained dwelling unit located within a single detached, semi-detached dwelling or street townhouse dwelling, or within a detached building ancillary to such dwelling, and which is located on the same lot as, and is clearly subordinate to the principal dwelling.
- 4.15.2 The development of additional residential units within the Municipality is encouraged, where appropriate, with the objective of increasing the range and availability of housing options while maintaining the residential character of the dwellings in the area.
- 4.15.3 The general intent is to allow for the establishment of such units in existing and newly developing residential areas, subject to complying with applicable zone provisions and development standards, where the Municipality has deemed it to be appropriate based on such considerations as the location, parking, nature and character of existing development, existing level and capacity of municipal or private services and presence of natural hazards and/or other constraints (e.g. fire safety, etc.).
- 4.15.4 To this end, the Municipality shall establish the appropriate zones and zoning provisions to permit the establishment of up to three additional residential unit(s) within a single detached, semi-detached, townhouse and/or in an accessory structure to the main dwelling.
- 4.15.5 One (1) additional dwelling may be considered within the Rural Areas Designation provided the property is larger than the minimum lot size contained in the Zoning By-law, can be properly serviced, does not impact any identified natural features of functions and follows other municipal by-laws and permissions (e.g. entrance permits, etc.).
- 4.15.6 Severing two existing dwellings on a lot within the Rural Area Designation shall not be permitted unless the severed and retained lots meet the minimum lot size and frontage requirements contained in the Zoning By-law.

4.16 Human Made Hazards

- 4.16.1 Human-made hazards consist of mine hazards or former mineral resource operations, contaminated sites, and rail lines. Known contaminated sites are depicted on Schedule 'B' of this Plan.
- 4.16.2 Where development is proposed on lands which include, or are abutting, or adjacent to lands affected by mine hazards or former mineral resource operations, the development will be permitted only if rehabilitation measures to address and mitigate known or suspected hazards are under way or have been completed. The approval authority will require documentation from a development proponent to this effect. Approvals are not to be conditional upon the future rehabilitation of mine hazard or former mineral resource operation. Where rehabilitation has not occurred or is not underway, the development shall not proceed.
- 4.16.3 Where development is proposed on lands impacted by a contaminated site, the contaminated site will be restored as necessary prior to any activity occurring on the site associated with the proposed use such that there will be no adverse effect. Contaminated sites include lands where contaminants may be present due to previous uses.
- 4.16.4 Prior to development occurring, the appropriate approval authority shall ensure the proper decommissioning and clean-up of contaminated sites. Applications for the development or redevelopment of a contaminated site or a potentially contaminated site shall be accompanied by a Record of Site Condition acknowledged by the Ministry of Environment, and if necessary, a site remediation plan prepared in accordance with the Ministry of Environment's guidelines. Where the Record of Site Condition indicates that remediation is necessary, the approval authority shall require that such remediation occurs through the planning process, such as through the imposition of conditions of land division approval. Where development is proposed adjacent to a rail line, Council shall ensure that it does not impede the continued viability of the rail line. Potential locations for grade separated crossings may be identified and, as a condition of development approval, Council may require a rail crossing to be funded entirely by the developer.

Residential and other sensitive land uses proposed within 300.0 metres of a railway right-of-way may be required to undertake noise studies, to the satisfaction of the Municipality and authority having jurisdiction in consultation with the appropriate railway, and shall undertake appropriate measures to mitigate any adverse effects from noise that were identified. A 30.0 metre railway setback will generally be required for all buildings.

Residential and other sensitive land uses proposed within 75.0 metres of a railway right-of-way may be required to undertake vibration studies, to the satisfaction of the Municipality and the authority having jurisdiction in consultation with the appropriate railway, and shall undertake appropriate measures recommended in those studies to mitigate any adverse effects from vibration that were identified.

All proposed development located adjacent to railways shall ensure that appropriate safety measures such as increased setbacks, berms, security fencing, and sightline requirements of Transport Canada are provided, to the satisfaction of the Municipality in consultation with the appropriate railway.

Implementation and maintenance of any required rail noise, vibration and safety impact mitigation measures, along with any required notices on title, such as warning clauses and/or environmental easements, will be secured through appropriate legal mechanisms to the satisfaction of the Municipality and the appropriate railway.

4.17 Land Use Compatibility

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

4.17.2 Incompatible land uses are to be protected from one another. While buffers between incompatible land uses may be used to prevent or minimize adverse effects, distance is often the only effective buffer, and therefore adequate separation distance, based on a major facility's influence area, is the preferred method of mitigating adverse effects. The separation distance should be sufficient to permit the functioning of the incompatible land uses without adverse effect occurring.

4.17.3 Establishing Influence Areas for Industrial Land Uses

In absence of establishing actual areas of influence for industrial land uses, the following separation distances between industrial and sensitive land uses should be used:

- a) 1000 metres between Class 3 industrial uses and sensitive land uses;
- b) 300 metres between Class 2 industrial uses and sensitive land uses; and
- c) 70 metres between Class 1 industrial uses and sensitive land uses.

Where new industrial uses are proposed to be located in proximity to sensitive land uses at distances less than those prescribed above, technical studies will first need to be produced to establish the actual influence area of the industrial land use. Where new sensitive land uses are proposed to be located in proximity to industrial land uses at distances less than those prescribed above, technical studies will first need to be produced to establish the actual influence area of the industrial facility. At no time will the actual influence area of the industrial land use or facility be less than the following:

- a) 300 metres for Class 3 industrial land uses and facilities;
- b) 70 metres for Class 2 industrial land uses and facilities; and
- c) 20 metres for Class 1 industrial land uses and facilities.

The actual influence area of a particular class of industrial land use will be established through technical studies by qualified professionals, prepared in keeping with the Ministry of Environment, Conservation and Parks D-Series Guidelines on Land Use Compatibility. Once the actual influence area is known, and mitigation techniques have been identified, a proposal for a change in land use can proceed, subject to its appropriateness as demonstrated by the technical studies, and subject to the implementation of the findings of the technical studies through the planning process. Where technical studies identify irreconcilable incompatibilities where impacts from discharges and other compatibility problems cannot be reasonably mitigated, the proposed new development shall not proceed.

4.17.4 Development in Proximity to Sewage Treatment Plants

Where development is proposed between 100 and 150 metres of the sewage treatment plants and waste stabilization ponds, the appropriate technical studies should be carried out by qualified professionals in keeping with the Ministry of Environment, Conservation and Parks D-Series Guidelines. Mitigative measures recommended in the studies, if any, will need to be carried out through a planning process. Where technical studies identify irreconcilable incompatibilities where impacts from discharges and other compatibility problems cannot be reasonably mitigated, the proposed new development shall not proceed.

Development will not be permitted within 100 metres of a sewage treatment plant or waste stabilization ponds.

Should plant capacity exceed 25,000 cubic metres per day, new policies will be developed by Council and added as an amendment to this plan.

4.17.5 Development in Proximity to Operating or Closed Waste Disposal Sites

Where new development is proposed within 500 metres of the boundary of an operating or closed waste disposal site, a feasibility study in keeping with the Ministry of Environment's D-Series Guidelines will need to be prepared by a qualified professional to ensure that there will be no adverse effects from methane gas, leachate, ground water discharge, odour, noise, dust or other contaminants from the waste disposal site on the proposed use. Mitigative measures recommended in the feasibility study, if any, will need to be carried out through a planning process. Where the feasibility study identifies irreconcilable incompatibilities where impacts from discharges and other compatibility problems cannot be reasonably mitigated, the proposed new development shall not proceed.

Where development is proposed within 30 metres of a waste disposal site's fill area, the proposal should not proceed.

4.17.6 Development in Proximity to Provincial Highways and Rail Lines

Where the development of a sensitive land use is proposed within proximity to provincial highways and rail lines, compatibility may need to be demonstrated, depending on the type of provincial highway and rail line, and depending on distance.

Where such development is proposed within 100 metres of a limited access freeway or principal main railway line, or within 50 metres of other provincial highways or secondary main railway lines, a noise feasibility study in keeping with the Ministry of Environment's D-Series Guidelines should be prepared by a qualified professional to first determine if mitigative measures can be feasible to bring noise levels down to Ministry of Environment standards at the site of the proposed development. If the feasibility study is not favourable, the development proposal should not proceed. If the feasibility study is favourable, the development proponent should then provide an acoustical study to show how noise levels will be reduced to provincial standards. The recommendations of the acoustical study should be implemented through the planning process.

Where the development of sensitive land uses is proposed at distances between 100 metres and 300 metres of all provincial highways and principal or secondary railway mainlines or principal branch railway lines, a noise study in keeping with the Ministry of Environment's D-Series Guidelines prepared by a qualified professional may be required if noise levels are anticipated to be above provincial standards. The use of the Ministry of Environment's Predictive Noise Model will

assist in determining anticipated noise levels. The recommendations of the noise study, if any, should be implemented through the planning process.

Where development of some sensitive land use in proximity to railway lines within the Powassan Urban Service Area as depicted on Schedule 'D' of this Plan, and within the Trout Creek Settlement Area as depicted on Schedule 'E' of this Plan, the requirement for the production of technical studies referenced in this Section of the Plan may be waived by Council due to historical or site-specific development circumstances. Requirements shall not be waived where new institutional sensitive land uses are proposed, such as daycare facilities and seniors' homes.

4.17.7 Development in Proximity to Other Stationary Noise Sources

Where the development of a sensitive land use is proposed within 300 metres of a stationary noise source not associated with the industry, such as a hydro transformer or gas compressor station, the development proponent shall determine through the production of appropriate technical studies prepared by a qualified professional whether or not the noise is expected to exceed the Ministry of Environment's general noise standards at the location of the proposed development. If the standards cannot be met, an acoustical study should be prepared by a qualified professional in keeping with the Ministry of Environment's D-Series Guidelines and the recommendations of that study should be carried out through the planning processes.

4.17.8 These policies shall also be applied where sensitive land uses are proposed in the vicinity of existing industrial uses.

4.18 Mobile Homes

4.18.1 Mobile homes are permitted dwellings in the Rural and Class III Agricultural designation where the units are double wide units located on a permanent foundation in accordance with the Ontario Building Code.

4.19 Natural Hazards

4.19.1 Development will generally be directed to areas outside of hazardous land adjacent to river and stream systems which are impacted by flooding and/or erosion hazards, and hazardous sites. Hazardous sites may consist of steep slopes, unstable soils, organic soils, and unstable bedrock. Where development is proposed within or partly within these features, the development proponent shall submit a technical study prepared by a qualified professional to the satisfaction of the appropriate approval authority which demonstrates the following:

- i) The hazard can be safely addressed, and the development and site alteration is carried out in accordance with established standards and procedures;
- ii) New hazards are not created, and existing hazards are not aggravated;
- iii) No adverse environmental impacts will result;
- iv) Vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies; and
- v) The development does not include institutional uses or essential emergency services or the disposal, manufacture, treatment or storage of hazardous substances.

Recommendations made in the technical report(s) will be implemented through the planning process. Where the technical report indicates that development within a particular hazard is not feasible, the development shall not proceed.

4.19.2 Development and site alteration will not be permitted within a floodplain. Floodplains and wetland features are identified on Schedule 'B1' to this Plan. Where development is proposed within a floodplain, the development shall not proceed, unless the development proposal is for a use or structure which, by its very nature, needs to be located within the floodplain, such as floodproofing features.

4.19.3 Flood levels on the South River and its tributaries are regulated by the dam operated by Ontario Power Corporation. Alteration of the operation of this facility could affect flood levels in the Municipality. In the event that Ontario Power Corporation alters the operation of the dam in a manner that would affect flood levels, the Municipality will request a public consultation process to ensure that residents are informed of the impact of the altered flood levels on their lands.

4.20 Noise and Vibration

4.20.1 Where residential development in form of multiple residential units or subdivision is proposed within 100 metres of Highway 11 or the Canadian Pacific Railway, the proponent will be required to submit a feasibility report to confirm that the development can proceed while meeting Provincial noise and/or vibration regulations. Based on this report, impact studies assessing the impacts on the proposed use and the mitigation measures that would be required in the building construction to meet provincial guidelines and standards shall also be required.

- 4.20.2 The above-noted studies shall not be required for development on existing lots or for development through minor infilling between existing houses in accordance with the Zoning By-law.

4.21 Private Sewage Disposal and Water Systems

- 4.21.1 No development shall be permitted unless it can be shown to the satisfaction of the Municipality that there is an adequate water supply and sewage disposal system to service the development. In addition, no development shall be permitted unless Council is satisfied that the development will not have an adverse impact on neighbouring wells and sewage disposal systems.
- 4.21.2 In considering impacts on groundwater quality and quantity, the Municipality shall consider the cumulative impacts of development on the sustainability of ground water resources. Where the Municipality is aware of potential problems related to water supply or sewage disposal in an area, developers may be required to submit reports from a qualified engineer providing evidence that site conditions are suitable for development.
- 4.21.3 Where a new development of more than five residential units is proposed to include either private or communal services, the applicant shall proceed through a Plan of Subdivision.
- 4.21.4 Where a new residential development of more than five units, or commercial, industrial or institutional development generating more than 10,000 litres of effluent per day is proposed, the applicant shall be required to undertake a report in keeping with the Ministry of Environment, Conservation and Parks D-Series Guidelines and addressing the following:
- (i) groundwater quantity and quality;
 - (ii) potential interference with other wells;
 - (iii) site and soil suitability for sewage disposal; and,
 - (iv) the most appropriate type of sewage disposal system for the project.

4.22 Recreational Facilities

Council encourages the continued development and improvement to the recreational facilities in the Municipality, provided that the development is in harmony with the open landscape character and is sensitive to the natural environment. Council will encourage the maintenance and preservation of recreational facilities and natural areas to promote eco-tourism and attract new residents to the area.

4.23 Source Water Protection

4.23.1 The Municipality is reliant on groundwater resources to supply the Powassan Urban Service Area. Protecting existing and future sources of drinking water from incompatible land uses and contamination that could hinder groundwater recharge is essential to maintaining human health, economic prosperity and a high quality of life. The Municipality will maintain, and wherever feasible, enhance the quality and quantity of water infiltration and recharge to groundwater aquifers. The Municipality will implement land use planning decisions to protect the quality and quantity of drinking water resources, and limit development and site alteration that could adversely affect drinking water supplies drawn from groundwater resources.

4.23.2 Source Water Protection Areas:

- i) The Wellhead Protection Area is included in Schedule 'F' of this Plan. This designation contains various Sensitivity Areas allowing for varying degrees of land use management relative to the vulnerability of the underlying groundwater to contamination, the importance of the well to the capacity of the municipal water services, and the length of time groundwater within the area will take to reach the municipal water service well.
- ii) The Municipality may require additional studies to be submitted by an applicant that demonstrate how a proposed use will not negatively impact the quantity and/or quality of drinking water resources in Source Water Protection Areas for the development application to be deemed complete.
- iii) The Municipality will review and update its Zoning By-law to prohibit land uses that may pose a risk to Wellhead Protection Area in accordance with Schedule 'F' of this Plan.
- iv) Development applications within Source Water Protection Areas will be reviewed in accordance with the wellhead protection provisions outlined in the Zoning By-law.
- v) The Municipality, in consultation with the Province and the North Bay-Mattawa Conservation Authority will provide advice to landowners to promote good stewardship practices for lands and water within the Wellhead Protection Area.
- vi) The Municipality will, in collaboration with other public agencies having jurisdiction, provide input into and implement the Province's Source Water Protection Plan.

4.24 Surface Water Quality

- 4.24.1 Preservation of water quality is a significant consideration in reviewing any development proposal adjacent to and in proximity to a watercourse or lake. In order to preserve water quality, development should be set back 30 metres from the top of bank adjacent to cold water or unclassified rivers and streams and 15 metres from other minor water features. Unless it is impractical to do so, septic systems shall be located at least 30 metres from a watercourse or water body. As a condition of development approval, the natural shoreline vegetation shall be preserved or re-established where vegetation has been removed within 30 metres of all significant watercourses and water bodies, wherever possible.
- 4.24.2 No development shall be permitted which would interfere with any natural watercourse or where the watercourse represents a hazard to the proposed development. Where development would result in a significant increase in stormwater run-off, the Municipality shall require the proponent to complete stormwater management works that will ensure that off-site surface water quality and quantity are not adversely impacted by the development. Direct discharges to surface waters should be avoided wherever possible.
- 4.24.3 Where development is proposed within 300 metres of a lake, the development shall be refused if the lake's assimilative capacity has already been exceeded or will be exceeded by all or part of the development proposal.

4.25 Urban Forestry

- 4.23.1 Site design and planning will consider the existing topography and the preservation and enhancement of vegetation, natural features and areas, open space, and naturalized areas. This includes:
- a) Ensuring that existing naturalized open space on lands proposed for development/redevelopment is retained to the maximum extent possible, and where retained, is allowed to regenerate with minimum intervention;
 - b) Enhancing ecological stability by supporting the use of low-maintenance landscape features and materials;
 - c) Supporting the use of native plant species when creating new plant communities or when adding to existing native plant communities; and
 - d) Applying development standards designed to maximize retention of all woodlots and other natural features and areas.

- 4.23.2 Where they remain, the tree-lined streets will be protected and where trees must be removed, they will be replaced as part of the development process.
- 4.23.3 A program of tree planting, preservation, and landscaping will be undertaken so that all areas are provided with trees and other vegetation to maintain a high standard of amenity and appearance, with specific emphasis given to the designated Powassan Urban Service Area and Trout Creek Settlement Area at the time of infrastructure renewal and reinvestment.
- 4.23.4 In all public works, trees should be retained and when trees must be lost to accommodate the works, they will be replaced as soon as possible by other trees of sufficient maturity and in sufficient numbers to enhance the appearance of the public works.
- 4.23.5 Where development or redevelopment may necessitate the loss of existing trees or vegetative planting on a public right-of-way, they will be replaced and relocated on the public right-of-way in the immediate vicinity of the affected lands, to the satisfaction of the Municipality and at the cost of the proponent.

4.26 Waste Disposal Sites

- 4.26.1 New waste disposal sites or expansions to existing waste disposal sites should:
- a) avoid areas of high groundwater and water features;
 - b) be at least 500 metres from any residential development;
 - c) provide adequate buffers from existing development;
 - d) require an amendment to this Plan;
 - e) require an amendment to the Zoning By-law; and
 - f) be approved by the Ministry of the Environment, Conservation and Parks.

4.27 Wetlands

- 4.27.1 This Plan strives to protect wetlands whether Provincially significant or locally significant. Wetlands shall be protected and maintained in a natural state. Wetland re-establishment at the expense of those responsible for the loss of wetland will be encouraged if loss or degradation occurs.
- 4.27.2 An Environmental Impact Statement may be required where development or site alteration is proposed within any wetland. Development and site alteration shall only be permitted if it can be demonstrated that it will not result in a negative impact on the wetland.

- 4.27.3 An Environmental Impact Statement shall be required where development or site alteration is proposed within 120 metres of any Provincially Significant Wetland or within 30.0 metres of any other wetland, as identified on Schedule 'B1'. Development and site alteration adjacent to wetlands shall only be permitted if it can be demonstrated that it will not result in a negative impact on the wetland.
- 4.27.4 Existing agricultural uses are permitted within wetlands except identified Provincially Significant Wetlands. Where agricultural uses are permitted, best management practices should be employed to protect and enhance the wetland features.

4.28 Wildlife Habitat

- 4.28.1 Development in the Wildlife Activity Areas identified on Schedule 'B1' must be sensitive to the impact of the development on habitat areas. The protection of natural links and corridors used for wildlife migration is encouraged. Within the Wildlife Activity Areas, the creation of new lots is generally discouraged.
- 4.28.2 Where any development is proposed adjacent to the Wildlife Activity Areas, Council shall require the submission of an Environmental Impact Assessment Report prepared by a qualified biologist. This report should demonstrate that there will be no negative impacts on wildlife habitat or function from the development proposal. The recommendations of this report, if any, will be implemented through planning processes, including zoning, site plan control or conditions of land division approval. Where the report concludes that regardless of mitigative measures, the development will negatively impact wildlife habitat, the development proposal will not proceed.
- 4.28.3 Where new lots are created in Wildlife Activity Areas, the lots shall be at least 1.0 hectare in size and have a minimum frontage of 90 metres. In addition, the lots shall have sufficient area to build a dwelling, septic system, and driveway outside of dense conifer cover on the lot.
- 4.28.4 Where new development is proposed it shall have regard for and minimize impacts on animal migration routes using best management practices, these may include:
- a) Elimination of fencing;
 - b) Installation of wildlife-friendly fencing in areas where fencing is required;
 - c) Installation of open bottom box tunnels or arch culverts where wildlife crossings may occur; and
 - d) Elimination of excessive lighting.

4.29 Wildland Fire

- 4.29.1 The Provincial Policy Statement defines hazardous forest types for Wildland Fire as, forest types assessed as being associated with the risk of high to extreme wildland fire using risk assessment tools established by the Ministry of Natural Resources and Forestry, as amended yearly. Development may be permitted in lands with hazardous forest types where the risk is mitigated in accordance with Wildland Fire assessment and mitigation standards as identified by the Ministry of Natural Resources and Forestry.
- 4.29.2 Proponents submitting a planning application for lands that contain forested areas may be required to undertake a site review to assess for the risk of high to extreme wildland fire behavior on the subject lands and adjacent lands (to the extent possible). A sample of what a Wildland Fire hazard map looks like is included in Appendix 1 of this Plan. If development is proceeding where high to extreme risk for wildland fire is present, proponents are required to identify measures that outline how the risk will be mitigated.
- 4.29.3 In order to implement any mitigation measures that may be required, conditions for approval may be required.

5.0 LAND USE DESIGNATIONS

Several land use designations have been established to achieve the objectives of this Plan. All development within the Municipality will occur in accordance with these land use policies. Schedule 'A' identifies the land use designations and should be read in conjunction with Schedules 'B', 'C', 'D' & 'E'.

5.1 Powassan Urban Service Area

This section of the Plan provides general policies to guide development where full urban services are available, including opportunities for intensification and revitalization in areas that have sufficient existing or planned infrastructure. Policies here will also provide direction for staging development proposed adjacent to existing serviced areas within the defined Urban Service Area. More specific policies are found in the sections of the Plan dealing with Residential, Downtown, Business Park and Open Space designations.

5.1.1 Full Services

Development within the Powassan Urban Service Area will be undertaken on the basis of full municipal services. The Zoning By-law will specify a minimum lot size depending on the use.

5.1.2 Permitted Uses

A large range of residential, commercial, mixed-use, governmental, and institutional uses shall be permitted in the Urban Service Area. In considering these uses Council shall ensure that the primary residential character of any neighbourhood is maintained and that the impacts associated with a non-residential development are compatible with surrounding land uses.

5.1.3 Housing

A full range of housing types and tenures should be encouraged and developed in the Urban Service Area. While low-density is the standard, medium-density housing in the form of townhouses, row houses, duplexes, and triplexes should be encouraged and shall be located and designed in a way to have minimal impact on low-density housing. Increased setbacks and buffering will be required for higher density uses.

5.1.4 Lot Creation

The Urban Service Area will develop based on full municipal sewage and water services. In considering new development, Council shall be satisfied that there is sufficient capacity in the existing municipal system for the proposed development. New development should occur as infilling by consent or by Plan of Subdivision.

New lots shall only occur on roads that are municipally maintained year-round. Wherever possible roads and services should follow a grid system, which aligns with the original lot configuration of the Municipality. Additionally, a variety of pedestrian, active transportation and vehicular routes shall be provided.

- 5.1.5 Two areas in the Powassan Urban Service Area have been identified and set aside for residential development, in anticipation of the further build-out of the Powassan Urban Service Area when the demand for new fully serviced urban development lots is realized. It is not anticipated that either of these two areas will be developed throughout the lifetime of this Plan, as the existence of vacant lots currently addresses anticipated housing needs.

New development in either of these two areas should not take place until there is a demonstrated need within the municipality for additional lands for residential development. When the need has been determined, new development should take place in a comprehensive manner which considers traffic, stormwater management, and the efficient use of municipal and community services, among other matters. The development of compact built forms will be encouraged.

Development will also proceed in a logical manner and may be phased if necessary. The inefficient and uneconomical extension of municipal services will be discouraged.

Existing uses in these areas are permitted to continue.

5.2 Trout Creek Settlement Area

Trout Creek is a historic settlement node that has developed along Trout Creek and the railway line that does not have municipal water and sewage services. This Plan encourages the revitalization of the community through infill residential development and commercial development that supports the community and surrounding seasonal and rural uses. The Trout Creek Settlement Area is a secondary area for development and will develop according to the following policies:

5.2.1 Permitted Uses

A large range of residential, commercial, mixed-use, light industrial, institutional, and open space uses shall be permitted in the Trout Creek Settlement Area.

5.2.2 Servicing

The Trout Creek Settlement Area will develop based on private sewage and water services. In considering applications to permit new uses, Council shall be satisfied that the proposed use will not adversely affect adjacent private sewage or water systems.

Where five or more lots are proposed to be created, the application for land division shall be accompanied by a Servicing Options Report and a hydrogeology report which describes the feasibility of using either private communal sewage and water services or private sewage and water services. Should it be feasible to use communal services, the development should be considered on the basis of that form of servicing and subject to an amendment to this Official Plan.

New development shall only occur on roads that are municipally maintained year-round.

Areas where extraction has occurred within the Trout Creek Settlement Area will be rehabilitated as a condition of redevelopment.

5.2.3 Lot Creation

Residential development shall occur primarily as infilling by consent or Plan of Subdivision within the rural settlement area of Trout Creek. While lot sizes are encouraged to be compatible and complementary with the size of surrounding existing lots, lots which propose to use on-site services must be sufficiently sized to minimize the potential for both on and off-site contamination from weeping bed infiltration. To determine the appropriate size for development lots, hydrogeological investigations may be necessary for new lots being created through the consent or subdivision processes. In some cases, it may be necessary to merge existing lots of record to achieve the necessary minimum sizes for new development proposals. Where new development is proposed, the Zoning By-law will need to be amended to establish appropriate minimum lot sizes based on the findings of hydrogeological investigations. Hydrogeological investigations will be carried out by qualified professionals and may be subject to peer review as determined by the approval authority, with any additional costs borne by the developer.

5.3 Residential

The following provisions apply within the Powassan Urban Service Area and Trout Creek Settlement Area. The Powassan Residential Area and Trout Creek Residential Area are intended to provide for stable residential development, which will encourage continuous improvements in property standards and housing conditions. This Plan encourages the maintenance and enhancement of the Residential Areas while providing for growth that is compatible with the existing residential development.

5.3.1 Permitted Uses

A mix of residential and institutional community uses are encouraged within the residential area in both the urban serviced and settlement areas. A range of housing types and tenures should be developed to meet the needs of present and future inhabitants while being compatible in scale and density with the existing residential uses.

5.3.2 Housing Form

5.3.3 New housing should reflect a range of housing sizes, including smaller affordable secondary units that would be suitable for seniors and smaller families. Where smaller forms of housing and/or smaller lots occur adjacent to older housing on larger lots, the new development should be designed and landscape to be compatible with the character of the surrounding neighbourhood.

5.3.4 In considering applications to permit multi-unit residential development, Council shall be satisfied that the proposed density is compatible with existing residential uses and will not adversely affect adjacent private sewage or water systems.

5.3.5 Non-Compatible Uses

The Zoning By-law will identify appropriate setbacks between sensitive uses and existing non-compatible uses. Mitigation measures such as setbacks, fences and landscaping may be required to minimize impacts. The By-law will also establish lot size requirements and identify separate zones for low and medium-density residential development.

5.3.6 Servicing

In keeping with Sections 4.19 and 5.1.1, prior to approving new residential uses, Council shall be satisfied that the development can be adequately serviced with septic, water, fire protection and utilities. Provisions for stormwater management

shall be provided on-site to ensure that the predevelopment run-off rates are maintained or improved. Council shall also be satisfied that there is safe access to the development area for existing and future traffic.

5.3.7 Home Based Businesses

Small-scale home-based businesses will be permitted in the Residential Areas but will be limited in size to avoid conflicts with adjacent land uses. The Zoning By-law will specify standards for home-based businesses.

5.4 Downtown Designation

The downtowns of Powassan and Trout Creek provide important services to the residents of the municipality. As such, the downtown should focus on developing new opportunities for commercial retail development with residential apartments on upper levels while supporting existing institutional, medical, business, retail services and facilities. This Plan encourages the maintenance and enhancement of the Downtown while providing for change and adaptation to the changing demands.

5.4.1 Permitted Uses

A wide range of commercial, institutional, residential and mixed uses shall be encouraged within the Downtown Designation. These uses can occur as a single use in a single building or as mixed uses within a building.

All scales of commercial uses that service the Community are encouraged to locate in the Downtown designation. New commercial uses may be established through the redevelopment of existing residential uses.

Commercial uses should develop on the ground level. Residential uses, including special need uses and multi-unit residences will be encouraged to located on the upper floors or at the rear of the property provided that adequate access and parking can be provided.

5.4.2 Façade Treatment

New buildings and buildings undergoing significant renovations should be designed in harmony with each other to develop an attractive commercial area. The use of natural exterior materials such as wood and stone will be encouraged. The Zoning By-law will provide reduced requirements for parking in the Downtown Areas. Wherever possible adjacent parking areas should be joined internally. Facilities for safe and convenient pedestrian access shall also be provided.

5.5 Highway Commercial Designation

The Highway Commercial Designation provides lands for the development of commercial uses that cater primarily to tourists and the traveling public.

5.5.1 Permitted Uses

Permitted uses in this area include gas stations, automotive and marine-related sales and services, food services, accommodation facilities and mixed-use residential development. Limited light industrial development that is compatible with commercial uses shall also be permitted.

These uses shall use existing entrances to Highway 11, provided approvals are granted by the Ministry of Transportation and include parking areas suited to accommodate a large seasonal population. This area shall be designed as an attractive entrance feature to the Downtown designations.

Accessory residential uses, small-scale commercial uses and business uses related to professional or personal services will be encouraged to be located in the Residential and Downtown areas rather than in the Highway Commercial Designation.

5.5.2 Servicing

In the Powassan Urban Service Area, new development within the Highway Commercial Designation shall be on the basis of full municipal services.

Outside of the Powassan Urban Service Area, applications for new development proposals will be in keeping with Section 4.18 of this Plan. Where new development will likely generate more than 10,000 litres of wastewater per day, the application will be supported by a servicing options report and hydrogeological investigation, prepared by a qualified professional, to determine the most appropriate form of sewage disposal and appropriate lot size for the development.

Where private services are determined to be appropriate for new uses outside of the Powassan Urban Service Area, the approval authority shall ensure that lots are sufficiently sized to minimize the potential for both on-and off-site contamination from sewage disposal run-off.

5.5.3 Access

Commercial uses shall have internal links between parking areas wherever possible. Development adjacent to Highway 11 shall meet all requirements of the Ministry of Transportation.

5.5.4 Site Plan Approval

When considering applications for development Council will review signage, landscaping, lighting and building massing as part of the Site Plan Approval process.

5.6 Business Park

The Business Park Designation includes lands for large-scale commercial and industrial development. Future economic development opportunities in the Municipality will be focused in this area.

5.6.1 Permitted Uses

Permitted uses in the Business Park Area include building contractor's yards, lumber yards, auto repair shops, transport terminals, processing, and fabrication plants. Small-scale retail uses shall be permitted to provide retail outlets for goods produced on-site. Commercial uses in the Business Park Area may also include restaurants and service-related commercial uses and large-scale commercial uses that rely on tourist traffic and highway access or provide goods and services to the travelling public and population at a regional scale. Existing residential uses are permitted to continue within the Business Park Area and new residential uses are generally not encouraged.

5.6.2 Servicing

Within the Powassan Urban Service Area, all uses shall be on municipal sewage and water services.

Due to servicing constraints in the Trout Creek Settlement Area, applications for new development proposals will be in keeping with Section 4.19 of this Plan. New industrial development will be limited to dry industrial uses only. Dry industrial uses are those industrial uses which do not use water for processing, and which generate only wastewater from employee uses on site.

Where private services are determined to be appropriate for new uses in the Trout Creek Settlement Area, the approval authority shall ensure that lots are sufficiently

sized to minimize the potential for both on- and off-site contamination from sewage disposal run-off.

5.6.3 Stormwater Management

Where development would result in a significant increase in stormwater run-off, the Municipality shall require the proponent to complete stormwater management studies and works that will ensure that off-site surface water quality and quantity is not adversely impacted by the development.

5.6.4 Access

Adjacent uses shall have interconnected parking and loading areas located at the rear of buildings. Access onto Provincial highways must meet the requirements of the Ministry of Transportation.

5.6.5 Compatible Uses

All new uses in the Business Park designation will be considered in keeping with Section 4.15.3 of this Plan. Further, industrial uses shall screen areas of open storage from view and shall be compatible with adjacent land uses. This may require site plan control agreements with the Municipality.

5.7 Agricultural Area

The Agricultural Land designation includes lands that are identified as Class 1-3 under the Canada Land Inventory as well as lands that are currently used for agricultural purposes. The Municipality contains primarily Class 3 soils which have moderately severe limitations but are fair to moderately high in productivity for a wide range of common crops and is a foundational element to local agricultural systems.

5.7.1 Permitted Uses

Permitted uses in the Agricultural Area include: agricultural uses, agriculture-related uses and on-farm diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural use operations.

In agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

New land uses in agricultural areas, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation (MDS) formulae.

5.7.2 Development within Agricultural Areas

When considering development proposals in the vicinity of agricultural uses, the Minimum Distance Separation formulae as developed by the Province will be used. The Zoning By-law will implement the Minimum Distance Separation requirements.

Non-agricultural development of Agricultural lands shall only occur where the following criteria have been satisfied through the submission of an Agricultural Impact Assessment, submitted by a qualified consultant:

- i) The lands do not contain farm buildings that are in good condition;
- ii) New dwellings and non-agricultural development comply with the Minimum Distance Separation (MDS) Formulae;
- iii) The development will not adversely affect neighbouring farming operations; and
- iv) The least productive portion of the lands are proposed for development.

5.7.3 Servicing

When new residential lots are permitted, they will be of a size which is appropriate to sustain private sewage and water systems which will have no on- or off-site impacts. To determine the appropriate size for development lots, hydrogeological investigations may be necessary to demonstrate the appropriateness of the development proposal. Outside of existing residential clusters, hydrogeological investigations will be required for new lots which are proposed to be smaller than 1 hectare. Hydrogeological investigations will be carried out by qualified professionals and may be subject to peer review as determined by the approval authority, with any additional costs borne by the developer.

5.7.4 New Lots

- i) New lots developed for residential purposes will be limited as follows:
 - a) A principal dwelling associated with an agricultural operation may be permitted in agricultural areas;

- b) Subordinate to the principal dwelling, up to two additional residential units may be permitted in agricultural areas, provided that one unit is located within or attached to the principal dwelling, and any additional residential units:
- Are of limited scale and in close proximity to the principal dwelling or within a cluster of farm buildings;
 - Comply with the Minimum Distance Separation formulae;
 - Is compatible with, and would not hinder, surrounding agricultural operations;
 - Have appropriate sewage and water services.
 - Address any public health and safety concerns; and
 - Minimize land taken out of agricultural production.

5.7.5 Non-Agricultural Uses in Agricultural Areas

1. Council may only permit non-agricultural uses in agricultural areas for:
 - a) Extraction of minerals, petroleum resources and mineral aggregate resources; or
 - b) Limited non-residential uses, provided that all of the following are demonstrated:
 1. The proposed use complies with the minimum distance separation formulae;
 2. Alternative locations have been evaluated, and;
 - i. There are no reasonable alternative locations which avoid agricultural areas; and
 - ii. There are no reasonable alternative locations in lower productive value agricultural lands.
2. Impacts from any new or expanding non-agricultural uses on surrounding agricultural lands and operations are to be avoided, or where avoidance is not possible, minimized and mitigated as determined through an agricultural impact assessment or equivalent analysis, based on provincial guidance.

5.8 Rural Area

Rural Areas include a variety of residential, industrial and open space uses. Over the lifetime of this Plan, the Rural Area will experience some growth and maintain its natural environment and rural character.

5.8.1 Permitted Uses

Permitted uses in the Rural Areas include low-density residential which can include single-detached, semi-detached and linked houses, tiny homes, accessory residential units, tourist establishments, open space, resource management activities and agricultural uses. Small-scale commercial and dry industrial uses servicing the rural community shall be permitted, provided that those uses are in keeping with Section 4.16 of this Plan and are compatible with surrounding uses. Resource extraction, pits and quarries, may be permitted on agricultural lands provided that the site is rehabilitated, and the soil quality is restored.

5.8.2 Servicing

New residential lots will be of a size which is appropriate to sustain private sewage and water systems which will have no on- or off-site impacts. To determine the appropriate size for development lots, hydrogeological investigations may be necessary to demonstrate the appropriateness of the development proposal. Outside of existing residential clusters, hydrogeological investigations will be required for new lots which are proposed to be smaller than 1 hectare. Hydrogeological investigations will be carried out by qualified professionals and may be subject to peer review as determined by the approval authority, with any additional costs borne by the developer.

Small-scale commercial and dry industrial uses will be limited to uses which do not use or process water in industrial processes and which generate only limited wastewater from employee uses on site.

5.8.3 Lot Creation / Severances

- i) Lot creation by severance/consent is permitted in the Rural Area, in accordance with the applicable general development policies in Section 4 and the land division policies in Section 8 of this Plan.
- ii) Seasonal residential uses fronting on the lakes in the Municipality is permitted subject to satisfying the applicable general development policies in Section 4 and the land division policies in Section 8 of this Plan.

5.9 Open Space Designation

Lands within the Open Space Designation are those lands in the Municipality with recreational capabilities, significant natural feature values and areas that are not physically suited for development. These lands include wetlands, steep slopes, wildlife and fish habitat, organic soils, flood plains or earth science areas. These areas are identified on Schedule 'A'. The Open Space designation also includes recreational lands and community facilities.

5.9.1 Permitted Uses

Permitted uses in the Open Space Designation include conservation, forestry, wildlife areas, fishery resource management, existing agricultural activities, parks, snowmobile trails, hiking trails and other passive recreation, and resource management activities that do not require alteration to the existing land or vegetation.

5.9.2 Alternative Lands

There is sufficient land designated for development in the Municipality of Powassan without requiring environmentally sensitive lands to be altered from their present state. Any proposal to develop lands identified on Schedule 'B1' as having natural feature values or as an area not physically suited for development shall require justification based on land use requirements, location requirements and environmental impact.

No buildings or structures shall be permitted in any area Open Space designation. An exception to this may occur where such buildings, structures or fill are to be used in flood or erosion control and have been approved by Council. Development shall generally be prohibited in these areas without an amendment to this Plan. Development of lands having existing recreational facilities may be permitted without amendment to this Plan.

5.9.3 Trail System

Council will encourage the development of a contiguous parkland and trail system through the Municipality.

5.9.4 Non-Conforming Uses

The expansion of existing non-conforming uses located within areas designated as Open Space shall generally not be permitted. However, Council may consider allowing the expansion or replacement of buildings or structures if it is

demonstrated that this would not result in adverse environmental impacts. In such circumstances, Council may require an Environmental Impact Assessment prepared by a qualified biologist recommending mitigation measures to be undertaken to preclude adverse environmental impacts.

5.9.5 Mapping

Where there is doubt that the Open Space mapping on Schedule 'A' and environmental features mapping on Schedule 'B1' and 'B2' adequately reflects the hazard or environmental feature, an applicant for new development may be required to obtain a detailed engineering or environmental study to more accurately determine the extent of the area. Such a study must be acceptable to Council. Where such studies result in changes to the mapping, an Official Plan Amendment may not be required.

6.0 MUNICIPAL SERVICES

The policies of this Section are intended to provide guidance to Council and the public when determining the extent of municipal services that will be provided in the Municipality.

- 6.1 It is the intent of this Plan to maintain the current level of service. It is a policy of this Plan to provide adequate servicing while recognizing the Municipality's financial constraints.
- 6.2 Development will be encouraged to make efficient use of the water and sewage treatment systems in the Powassan Urban Service Area.
- 6.3 Development based on communal services will require an amendment to this Plan. Such an amendment shall be supported by engineering and economic studies that satisfy Council that the costs and of communal services can be supported by the development utilizing the services and that potential municipal liabilities have been adequately assessed.
- 6.4 Development shall not be permitted where there is a potential for that development to adversely impact private wells or the municipal water supply. In considering any development proposal, Council may require the proponent to provide confirmation that the development will not adversely affect neighbouring wells.
- 6.5 Private individual septic tank and tile field systems are the primary means of sewage disposal outside the Powassan Urban Service Area.
- 6.6 The Municipality will monitor the impact of future development in Trout Creek on the sustainability of the ground water supply in that community. Care will be taken to ensure that municipal services are not required to ensure that the water supply is potable and continues to be available to existing residents and businesses.

7.0 TRANSPORTATION & UTILITIES

The policies of this section outline the requirements of the planned road network for the Municipality and provide policies for future development of the transportation system.

7.1 General

7.1.1 The transportation system is an essential part of the Municipality of Powassan's overall structure and has a direct influence on the quality of life in the Municipality. A range of choices in the transportation system is required to balance the needs of users, promote less automobile use and enhance connections. The transportation system allows for the movement of people and goods including public transit, streets, rail, sidewalks, linkages, trails and pedestrian and cycling infrastructure. It is the policy of the Council that:

- i) The Municipality shall promote a safe, balanced, efficient, accessible and well-connected transportation system in accordance with the Transportation System as shown in Schedule 'A', 'D' and 'E'.
- ii) The Municipality's transportation planning efforts shall be coordinated with Provincial priorities.

7.2 Provincial Highways

7.2.1 New land uses and access onto any Provincial Highway will require approval from the Ministry of Transportation and will be subject to the Ministry's geometric standards and minimum spacing requirements for entry permits.

7.2.2 Highway 11 is a Controlled access highway, as such no proposed new land uses are permitted to access this road.

7.2.3 Proposed new land uses, development, signage installation and entrances located adjacent to Highway 11 may require a Ministry of Transportation Land Use Permit.

7.3 Municipal Roads

7.3.1 Schedule 'A' shows roads that are maintained on a permanent or seasonal basis. It is not a policy of Council to maintain those roads that are not presently maintained municipal roads, nor will they be assumed by the Municipality.

- 7.3.2 Where the Municipality maintains roadways on a seasonal basis, only uses which are occupied during the season on which the municipal road is maintained will be permitted.
- 7.3.3 Hunt camps and fishing camps may be used where the access is over an unmaintained road allowance. Council may permit this form of development where the owner enters into an agreement and acknowledges that the municipality assumes no liability to provide services to the development.
- 7.3.4 The Municipality will not expand the level of service on any municipal road unless the development resulting from that increased level of service off-sets the cost of increasing the service level or provides a public benefit such as improved emergency service delivery.
- 7.3.5 New permanent development shall only be permitted where there is frontage and adequate access onto a year-round maintained municipal roadway.
- 7.3.6 Local roads shall be constructed on a 20-metre road allowance. These roads should be logical extensions of existing streets and wherever possible, utilize a grid design.
- 7.3.7 Where an existing road does not have a 20-metre right-of-way, the Municipality may acquire lands adjacent to the roadway to provide for a wider right-of-way as a condition of consent, plan of subdivision or site plan approval.
- 7.3.8 Where development is proposed on a roadway that is not currently built to municipal standards, the Municipality will require the roadway to be improved to a standard approved by Council, as a condition of development approval. Development will only occur if the roadway has already been assumed by the Municipality or will be assumed by the Municipality prior to the finalization of the development proposal. Development where access is proposed on roads which are not municipally owned and maintained shall not be permitted.

7.4 Multi-use Recreational Trails

- 7.4.1 Multi-use Recreational trails, including snowmobile routes, form an important component of the Municipality's transportation system. The location of these routes may change from time to time. The Municipality encourages the preservation and expansion of public routes and trails into a broader network.

7.5 Rail Lines

- 7.5.1 The Municipality will encourage the continued use of rail lines. Rail lines are shown on Schedule 'A' (or 'D'). When considering applications for development, Council shall ensure that future development does not impede the continued viability of

the rail line. Development that requires the construction of a rail crossing or increases the quantity of traffic over the rail line will be considered having regard for the safety of the crossing. As a condition of development approval, Council may require a rail crossing to be funded by the developer.

- 7.5.2 Outside of the Powassan Urban Service Area and the Trout Creek Settlement Area, development in proximity to rail lines will be in keeping with policies found in Section 4.16 of this Plan.
- 7.5.3 Development proposals within 75 metres of rail lines throughout the Municipality may be required to undertake vibration studies to the satisfaction of the Municipality in consultation with the appropriate railway. Mitigative measures identified in the vibration study will be implemented through conditions of development approval.
- 7.5.4 All proposed development adjacent to railways shall ensure that appropriate safety measures such as setbacks, berms and security fencing are provided, to the satisfaction of the Municipality in consultation with the appropriate railway.

7.6 Utility Corridors

- 7.6.1 All development in the Municipality shall recognize the importance of the high-pressure natural gas pipelines and hydro transmission lines identified on Schedule 'A', 'D' and 'E' of this Plan. Any development within 200 metres of a utility corridor may affect the safety and integrity of the line. The Municipality shall require early consultation with TransCanada for any development proposed within 200 metres of a gas pipeline.
- 7.6.2 A setback of 10 metres shall be maintained from the limits of the utility right-of-way for all permanent structures and excavations. In the case of a natural gas pipeline, a reduction in the 10 metre setback will only be considered if it can be demonstrated to the satisfaction of the pipeline corporation, that it will not compromise the safety and integrity of the pipeline and if all necessary municipal approvals are obtained.
- 7.6.3 Activities on or within 30 metres of the TransCanada pipeline such as excavation, blasting and any movement of heavy equipment requires approval from the National Energy Board.
- 7.6.4 Within the Urban Service Area and the Trout Creek Settlement Area, the Municipality will encourage the development of TransCanada's right-of-way for passive parkland or open space purposes subject to TransCanada's easement rights.

7.7 Communication Towers

- 7.7.1 While recognizing the authority of the Federal government with respect to communication facilities, Council will require public consultation and consideration of the visual impacts of communication towers prior to such facilities being located in the Municipality. Communication towers should avoid locations that are visually prominent or that have historic or cultural significance.

8.0 LAND DIVISION

8.1 Severances

Applications for land division through the consent process shall only be considered if the proposal is minor in nature, does not result in the unnecessary expansion of the present level of municipal services and follows the Objectives and General Development policies of this Plan.

8.1.1 Criteria

Every severance application received by Council and Planning Board for the purpose of creating a new lot shall meet the following applicable criteria:

- i) The creation of lots may be permitted by severance (consent) if it has been established that the development would not more appropriately proceed by way of plan of subdivision or plan of condominium.
- ii) Severances (consents) that would contribute to ribbon or strip development or unplanned or uneconomical extension of infrastructure between Settlement Areas shall not be approved.
- iii) Applications for severances (consent) that would result in a parcel being landlocked shall not be approved.
- iv) The proposed severed and retained lots:
 - a. Front onto an open, improved public road that is maintained on a year-round basis by the Municipality, unless a recreational property fronting onto a lake can be accessed via a private road leading to a public road that is maintained year-round.
- v) If the intent and purpose of this plan is maintained:
 - a. Satisfy the minimum lot area requirements established for any land use/land use designation of this Plan, and in accordance with the Zoning By-law.
 - b. Achieve an appropriate lot configuration that is compatible with the surrounding community character and does not restrict the development of other parcels of land.

- c. Can be serviced by the Municipality's infrastructure without adversely affecting the Municipality's finances, or by private well and wastewater disposal system where municipal services are not planned or existing.
- d. Can be supplied with other municipal services such as fire protection and road maintenance, without adversely affecting the Municipality's finances.
- vi) The Municipality shall consider the impact of a new residential lots created by severance (consent) with the potential to expand the agricultural activity of any adjacent agricultural operation when assessing the required Minimum Distance Separation (MDS) Formulae and the need to potentially increase it in the future.
- vii) Applicants of a proposed severance (consent) may be required to prepare studies in accordance with the requirements of this Plan to assess the impacts of the proposal and any mitigation strategies.
- viii) The Municipality may require as a condition of approval that an applicant enter into an agreement with the Municipality regarding such conditions as it deems appropriate, including but not limited to financial requirements, the provision of on and off-site services, strategies to mitigate environmental impacts, sustainable building and site design features, and any other site planning requirements to protect health and safety, and promote compatibility with the surrounding community character.
- ix) Lots for hunt camps, fishing camps or similar uses may be permitted in keeping with policies 7.3 and 7.4 of this Plan.

8.1.2 Technical Consents

Notwithstanding the policies of this section, consents may be granted for the following technical purposes, provided that the retained and severed portions conform with the Zoning By-law:

- i) boundary corrections or adjustments.
- ii) lot enlargements.
- iii) re-creation of original 40 ha (100 acre lots).
- iv) discharge of mortgage.
- v) road widening and road allowances.
- vi) easements.

8.1.3 Aggregate Areas

Land division applications proposed for uses other than mineral extraction in and adjacent to areas identified as Bedrock Resources and/or Primary Sand and Gravel Resources shall be in keeping with Section 4.1.1 of this Plan.

8.1.4 Open Space Areas and Hazard Lands

Consents shall not be permitted in areas designated as Open Space or in any area that could be unsafe as a result of naturally occurring or man-made hazards.

Notwithstanding, a consent may be granted for the creation of a lot that encompasses lands designated Open Space, provided that there are sufficient lands not designated Open Space for the purpose for which the lot is being proposed.

8.2 Subdivisions and Condominiums

8.2.1 Where five or more lots or units in a vacant land condominium are created on a single parcel of land, a plan of Subdivision or Vacant Land Condominium shall generally be required. Exceptions to this policy may be considered where there are no residual lands resulting from the development, and there is no need to extend municipal services and/or build or extend a municipal road.

8.2.2 In considering a proposed plan of subdivision or vacant land condominium, Council shall ensure that all costs associated with the development of the land are borne by the developer.

8.2.3 All roads within a plan of subdivision shall be constructed to Municipal standard and shall be dedicated to the Municipality. Road standards for land-based condominium developments may be less than those required for municipal roads.

8.2.4 Prior to considering a plan of subdivision or condominium, the appropriate approval authority shall require the applicant to submit professional reports addressing the Development Criteria in Section 4 of this Plan.

8.3 Parkland Dedication

8.3.1 The minimum parkland dedication as part of a plan of subdivision or consent shall not include lands which are unsuitable for parkland development.

8.3.2 Where possible, parkland shall be taken on lands adjacent to a watercourse or existing recreational features such as trails or facilities.

- 8.3.3 Where the Municipality takes cash in lieu of parkland, the Municipality shall base the amount of cash taken on 5 per cent of the value of the land immediately prior to draft plan approval. Alternatively, the Municipality may pass a By-law to establish standard parkland dedication fees that represent a reasonable estimate of 5 per cent of the value of certain lands prior to the date of draft approval.

9.0 COMMUNITY IMPROVEMENT

9.1 Community Improvement Policies

These policies are intended to provide a basis and mechanism for the Municipality to utilize the provisions of Section 28 of the Planning Act to support and stimulate growth in local industries, businesses, tourism, agri-tourism and value-added agricultural facilities in both the urban and rural areas of the Municipality. These policies provide a basis for the Municipality to enter into agreements with the private and public sectors to create partnerships for the enhancement of the community.

The policies in this section can be viewed as a long-term approach to the revitalization of the Municipality of Powassan. Revitalization will take time, and is best accomplished through incremental, small improvements and interventions that will collectively add up to more significant changes over time.

9.2 Community Improvement Areas

The approach is to provide the Municipality of Powassan with the tools to create both an Urban and Rural CIP to operationalize additional tools available under the Planning Act to assist with community redevelopment.

9.3 Community Improvement Projects

Community Improvement projects shall include but not be limited to:

- i) Enhance and promote local businesses within settlement areas:
 - a) Promote upgrades to business signage and commercial building facades to enhance the overall streetscape.
 - b) Promote upgrades to and reuse of underutilized buildings within the Urban Areas.
 - c) Promote the development of roofed accommodation (i.e. bed and breakfasts) in Powassan's Urban Settlement Areas to provide accommodation for local tourists.
 - d) Promote the development of affordable housing within the Municipality.

- ii) Promote agricultural diversification, tourism and local recreation:
 - a) Encourage the development and enhancement of value-added agricultural uses, agri-tourism and on-farm diversified facilities, such as roofed accommodation (i.e. bed and breakfasts), as permitted in the Official Plan.
 - b) Continue to promote local festivals and events in Powassan.
 - c) Promote active recreation and the continued development of the trail network within the municipality.
- iii) Encourage job creation and local employment:
 - a) Promote the use of local resources and materials for improvements.
 - b) Encourage redevelopment or adaptive reuse of under-utilized employment areas and buildings.
 - c) Promote Powassan as a community to live, work and play.
- iv) Enhance and promote community character and local heritage:
 - a) Encourage redevelopment or adaptive reuse of older buildings in a manner that contributes to the community character.
 - b) Support the revitalization of historical buildings and sites.
 - c) Identify and promote Powassan's identity and unique community offerings.
- v) Engage the landowners and stakeholders, and the local community in the revitalization of Powassan:
 - a) Encourage continued involvement with the local business community.
 - b) Encourage investment in privately owned property that will enhance the public realm.
 - c) Encourage residents, business owners and service groups to participate in tree planting and street beautification programs and improvements to private buildings and properties.
 - d) Encourage involvement by the Regional partners and other public agencies.
- vi) Improve local infrastructure to support community revitalization:
 - a) Improvements to sidewalks and road surfaces to enable safe and comfortable travel by pedestrians, bicycles and vehicles.

- b) Improvements to the water system to provide for sufficient fire flows.

9.4 Community Improvement Incentives

In order to encourage improvements to private and public lands, the Municipality may offer the following incentives to private landowners:

- i) reduction or elimination of planning or building application fees.
- ii) increased densities for residential development.
- iii) providing specific grants to property owners to improve the appearance of private lands and buildings.
- iv) Providing specific grants to property owners to create development opportunities that combine commercial and affordable (apartment) housing.

Specific incentives will be approved by a Community Improvement Plan adopted by the Council.

10.0 IMPLEMENTATION

The following policies are intended to provide direction for the decisions of Council, for the use of By-laws, Regulations, Site Plan Control and Development Agreements that will implement policies outlined in this Plan.

10.1 Amendments To the Plan

An amendment to any and all Schedules or the text of this Plan is required to permit the establishment of uses other than those permitted in this Plan. In considering an amendment to all Schedules with a view of designating additional areas for a particular use, or changing the designated uses of a particular area, or changing the policies of this Plan, Council shall have regard to the following criteria:

- i) The need for the proposed use;
- ii) The extent to which the existing areas that are designated for the use have been developed and the nature and adequacy of such existing development;
- iii) The physical suitability of the lands for such proposed use;
- iv) The comments of any affected agency that has been consulted with respect to the application; and
- v) The location of the areas under consideration with respect to:
 - a) The adequacy of the existing and proposed roadway system;
 - b) The convenience and accessibility of the site for vehicular and pedestrian traffic and traffic safety;
 - c) The adequacy of the water supply, sewage disposal facilities, and other municipal services in view of the policies contained in this Plan and in accordance with technical reports which Council shall request from the developer and subject to the approval of the Ministry of the Environment and Energy, the Medical Officer of Health and any other appropriate authority deemed advisable;
 - d) The compatibility of such proposed use with uses in the surrounding area;
 - e) The potential effect of the proposed use on the financial position of the Municipality; and
 - f) The impact of the proposed use on the natural environment.

10.2 Strategies For Adapting To Climate Change

10.2.1 In response to climate change, the Municipality shall consider identifying adaptation and mitigation measures through the development and implementation of a Climate Change Action Plan aimed at improving municipal resilience to changing environmental stresses.

10.2.2 The Municipality shall endeavor to engage in public education regarding the minimization of greenhouse gas emissions, improving air quality and conservation of water, soil and energy.

10.2.3 In preparing planning applications for Draft Plan of Subdivision/Condominium approval and Site Plan Control, applicants are to incorporate climate change measures where appropriate, including but not limited to:

- i) Selection of building and infrastructure materials that minimize waste;
- ii) Incorporate energy and water conservation designs;
- iii) Appropriate street, lot and building orientation to the south to realize solar energy gain;
- iv) Use of green infrastructure and tree planting;
- v) Compact and contiguous built urban form;
- vi) Designs for active transportation and the efficient co-location of live/work/play land uses; and
- vii) Application of intelligent building systems.

10.2.4 Climate change policies constitute part of the Municipality's sustainability planning efforts.

10.3 Public Meetings

Council shall hold public meetings for planning applications in accordance with the requirements of the Planning Act. However, technical amendments to this Official Plan are permitted without a public process to:

- i) change section numbers or the order of text but does not add or delete sections;
- ii) consolidates amendments, which have previously been approved;
- iii) corrects typographic, grammatical or mapping errors which do not affect the intent or application of the policies or provisions of this Plan; or
- iv) rewords policies or re-illustrates mapping for the purpose of clarification only without changing the intent or purpose of the policies or mapping.

10.4 Site Plan Control

- 10.4.1** The Municipality may utilize Site Plan Control to ensure that Plans of Subdivision, commercial, institutional and industrial development in the Municipality are attractive and compatible with adjacent uses and the environment. Site Plan Control may be applied to all commercial, mineral resource extractive and industrial development in the Municipality. The entire Municipality shall be designated as a Site Plan Control Area and the By-law will include applicable exceptions to specified development.
- 10.4.2** Where residential development is proposed adjacent to Wildlife Activity Areas, wilderness reserve, waterbody or an identified natural heritage feature such as a wetland or significant habitat area, Council shall use buffering as defined in the zoning by-law to ensure that the development proceeds in a manner that would have the least impact possible on these natural features.
- 10.4.3** Council may delegate Site Plan Approval to municipal staff in order to ensure that the process does not create undue delay or additional costs in the development process.

10.5 Technical Reports

Where this Plan requires that technical reports be completed in support of any development proposal, those reports shall be completed by a qualified professional approved by the Municipality. The Municipality may retain independent experts to peer review technical reports submitted in support of any application. The costs of a peer review shall be paid by the developer.

10.6 Zoning By-law

This Plan will be implemented through a new comprehensive Zoning By-law adopted under Section 34 of the Planning Act. The implementing By-law shall implement the policies of this Plan.

10.6.1 Non-Conforming Uses

Legally existing uses that do not comply with the Land Use designations outlined in this Plan may be zoned to permit the continuation of the use and may provide for limited expansion provided that the development policies of this Plan are met.

Where a non-conforming use changes, the new use shall be in keeping with the intent of this Plan.

10.6.2 Temporary Uses

Council may pass a By-law pursuant to section 39 of the Planning Act to allow the temporary use of lands that do not comply with the Land Use designations in this Plan provided that:

- i) The objectives of this Plan are met;
- ii) The temporary use does not require major capital investment or alteration to the existing landscape;
- iii) The proposed use is compatible with surrounding land uses;
- iv) The proposed use does not require the extension of municipal services;
- v) The developer has entered into an agreement with the Municipality specifying The conditions under which the use may be permitted; and,
- vi) The By-law shall specify a maximum time period for which the use may be permitted.

10.6.3 Holding Provisions

Council may utilize Holding provisions as provided for under Section 36 of the Planning Act in order to establish zoning provisions prior to completing technical, administrative, or financial aspects of the development. Where Council uses a Holding provision, the use of land may be restricted to existing uses until one or more of the following conditions have been fulfilled:

- i) a Site Plan Agreement or Subdivision Agreement as may be required has been completed between the Municipality and the developer;
- ii) all engineering plans and approvals for sewage and water services have been completed;
- iii) other technical reports (e.g. environmental assessment, floodplain study, etc.) are submitted by a qualified consultant, to the satisfaction of the Municipality;
- iv) the financial requirements of the Municipality have been satisfied; and
- v) a record of site conditions has been completed to the satisfaction of the Ministry of Environment.

11.0 INTERPRETATION

11.1 Land Use Designations

It is intended that the boundaries of the Land Use categories shown on Schedule 'A', 'C' or 'D' of this Plan, shall be considered as general only, and are not intended to define the exact limits of such areas except in the case of roads, railways, and other physical barriers that provide definitive boundaries. Minor adjustments may be made to these boundaries for the purpose of any Zoning By-law without necessitating an amendment to this Plan. Other than minor adjustments, no areas or zones, except as provided in this Plan, shall be created that do not conform with this Plan.

11.2 Uses

Examples of permitted uses as included in this Plan are intended to illustrate a range of activities in each respective land use designation. Specific uses and related regulations shall be defined for land use designations by the implementing Zoning By-law.

11.3 Accessory Uses

Wherever a use is permitted in a land use classification, it is intended that uses, buildings or structures normally incidental, accessory and essential to that use shall also be permitted.

11.4 Numerical Values

Where numerical quantities are identified in this Plan, such quantities shall be interpreted as guidelines and minor variances to specific requirements may be permitted provided that the intent of the Plan is maintained, unless the Plan states otherwise.

File # B23/POWASSAN/2025

September 9, 2025

Planning Report: Municipality of Powassan, Consent Application: B23/POWASSAN/2025

Background

Jerry Newell (Hallstead Farms) has submitted an Application for Consent to the North Almaguin Planning Board. The Application has been circulated to the Municipality of Powassan for comment. The Application for Consent proposes to create one (1) new lot and retain one (1) lot on the subject property.

Location and Lot Description

The subject lands are legally described as Part of Lot 35, Concession 2 (Himsworth) PIN 52212-0383, in the Municipality of Powassan, District of Parry Sound. The property currently has no civic address with frontage on Provincial Highway 522. The location of the subject lands is shown in Figure 1. The property is vacant. A desktop review shows the subject property is generally treed lands with two small creeks and a small access point in the southeast corner to the South River. The proposed severed lot is intended to be used for a future rural residential use. The retained lot will remain vacant as indicated by the submitted application.

Proposal Description

The subject property is approximately 30.0 hectares in size (75.0 ac), with approximately 402 m of frontage on Provincial Highway 522. The proposed severed lot would have an area of approximately 5.0 ha (12.4 ac) and 188.4 m (± 618 ft) of frontage. The retained lot would maintain approximately 25.0 ha (± 62.6 ac) and an approximate frontage of 214.0 m (± 702 ft) on Highway 522 shown in Figure 2, as provided by the applicant.

The Municipality of Powassan has an existing Official Plan (2003) and has recently undertaken an Official Plan review and update that is expected to be adopted with no major changes at the September 2025 meeting of Council. This application has been reviewed against both documents for conformity. The subject property is designated as Rural Area in both Official Plans as shown on Schedule A. The property is zoned Rural (RU). The 2003 Official Plan schedules identify the property with cold-water streams, and associated wetlands on Schedule B. The 2025 Official Plan

identifies the property with cold-water streams, flood plains and unevaluated wetlands on Schedule B1, and Appendix A illustrates the property as generally a “moderate” wildland fire hazard area with a small portion of “extreme” wildland hazard area along the frontage of Highway 522.

The application has also indicated that area properties do have minimal livestock (cows), but no permanent structures exist that would house livestock. Comments from the applicant’s consultant (Tulloch Consulting) is included in the application confirming an MDS calculation would not be required for the proposed lot creation.

Figure 1: Location Map

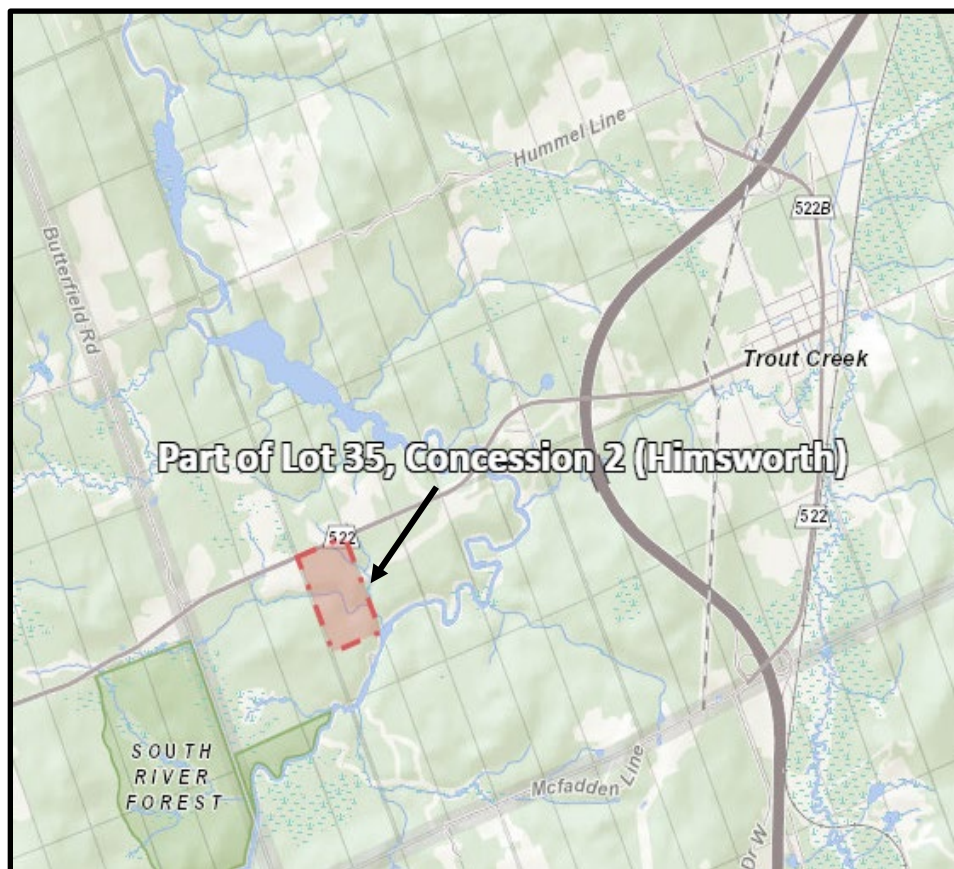
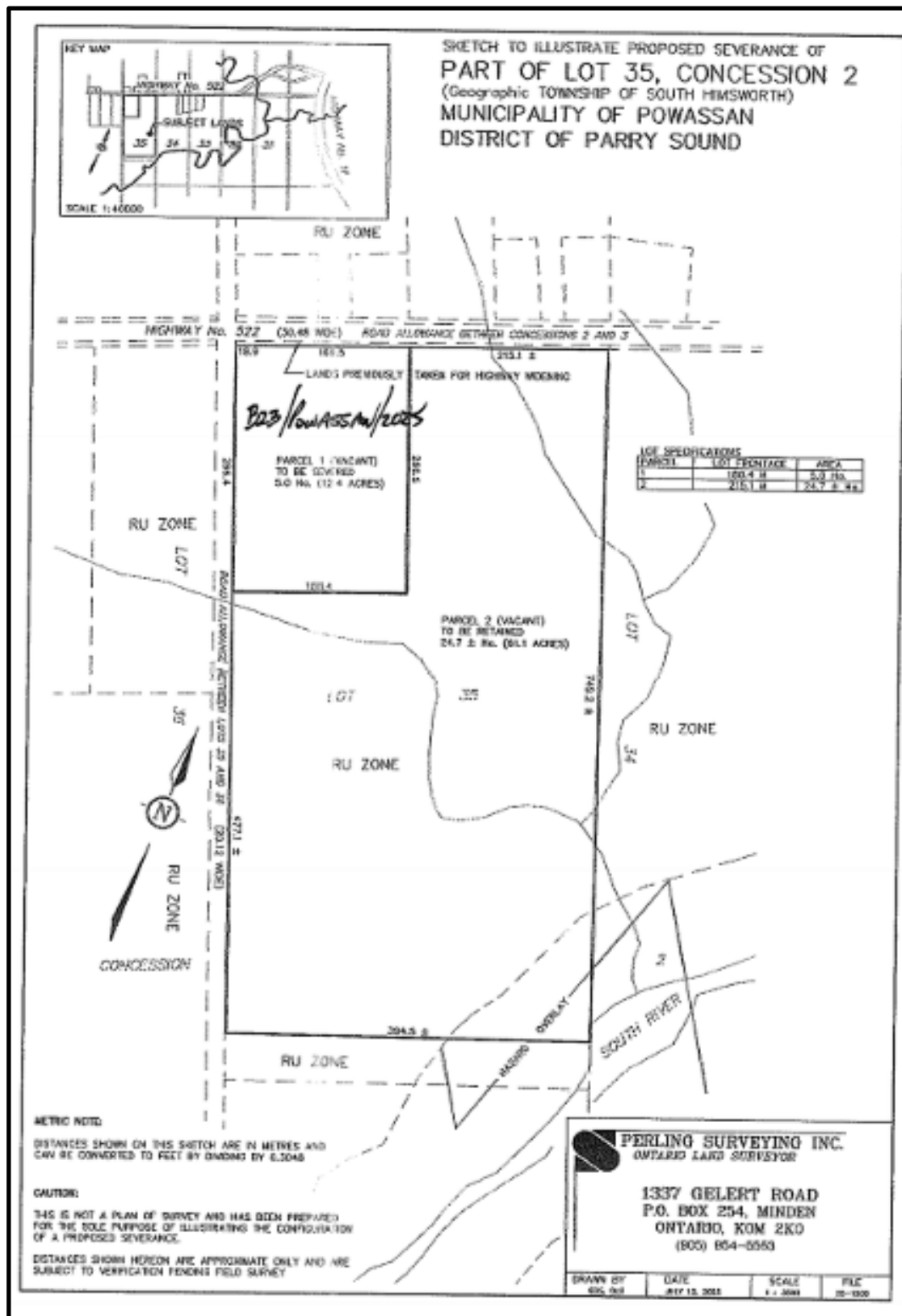


Figure 2: Proposed Severance



Policy Analysis

Provincial Planning Statement, 2024

The subject property is located in the Rural Area and on Rural Lands according to the PPS. The relevant policies have been provided.

Lot creation in the Rural Lands is permitted and Section 2.6.1 states:

c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services...

The following policies also apply:

2.6.2. Development that can be sustained by rural service levels should be promoted.

2.6.3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.

2.6.4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

2.6.5. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

Section 4.1 of the PPS refers to Natural Heritage policies where:

1. Natural features and areas shall be protected for the long term.

2. The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.

3. Natural heritage systems shall be identified in Ecoregions 6E & 7E1, recognizing that natural heritage systems will vary in size and form in settlement areas, rural areas, and prime agricultural areas.

...

8. Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been

demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

Section 5.2 of the PPS outline policies relating to Natural Hazards where the property has been identified with areas of potential flooding and potential wildland fire risk.

2. Development shall generally be directed to areas outside of:

- a) hazardous lands adjacent to the shorelines of the Great Lakes -St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards;*
- b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and*
- c) hazardous sites*

...

9. Development shall generally be directed to areas outside of lands that are unsafe for development due to the presence of hazardous forest types for wildland fire.

Development may however be permitted in lands with hazardous forest types for wildland fire where the risk is mitigated in accordance with wildland fire assessment and mitigation standards.

The proposed new lot creation is not proposed in the areas of potential flooding, and the retained lot has substantial land outside of any potential flooding areas. The 2025 Official Plan generally shows the property as moderate wildland fire risk with a small pocket of extreme wildland fire risk. Both the retained and severed lots will predominately be of moderate risk and both have substantial building envelopes outside of the potential risk. A desktop review shows this area in small pocket along Highway 522 and the existing zoning provisions would generally prohibit development based on existing building setbacks from the highway.

MDS calculations will not be required as previously mentioned as no livestock buildings or manure storage is within proximity to the new lot creation. The natural heritage features on the property will remain entirely on the retained lot and appear to maintain substantial lands outside of the features for appropriate future uses. The new lot creation is not proposed near the property creeks or other natural features.

The proposed severance has been reviewed against the relevant policies of the PPS, and the proposed severance application is found to be consistent with the PPS.

Growth Plan for Northern Ontario, 2011

The Municipality of Powassan is located within the Growth Plan for Northern Ontario Area and thus decisions are required to conform with this Plan. The purpose and guiding principles of the plan provide a 25-year vision of growth for the northern economy, people, communities, infrastructure, environment, and aboriginal peoples. The application has been reviewed against the applicable policies of this document and has been found to conform to the intent and purpose.

Municipality of Powassan Official Plan, October 2003

The subject property is designated Rural Area in the 2003 Official Plan on Schedule A and cold-water streams and wetlands are identified on Schedule B. The following policies apply to the proposed severance.

Section 4.18 relates to Private Sewage Disposal and Water Systems where:

4.18.1 No development shall be permitted unless it can be shown to the satisfaction of the Municipality that there is an adequate water supply, sewage disposal system to service the development. In addition, no development shall be permitted unless Council is satisfied that the development will not have an adverse impact on neighbouring wells and sewage disposal systems.

4.18.2 In considering impacts on ground water quality and quantity, the Municipality shall consider the cumulative impacts of development on the sustainability of ground water resources. Where the Municipality is aware of potential problems related to water supply or sewage disposal in an area, developers may be required to submit reports from a qualified engineer providing evidence that site conditions are suitable for development.

A letter dated July 14, 2025, from the North Bay Mattawa Conservation Authority (NBMCA) was submitted with the application reflecting the creation of 4 new lots. The letter concluded that there were multiple suitable locations to accommodate sewage systems. Given this application is for the creation of one new larger lot and one retained it is our understanding that both the severed lot and retained would continue to have multiple suitable locations for sewage systems.

Section 4.22 is policy relevant to area wetlands, where:

4.22.1 Locally significant wetlands are shown on Schedule B. Wherever possible these areas should be left in their natural state. Where it can be demonstrated to the satisfaction of Council that there is no reasonable alternative for the logical development of lands, other than to develop a portion of a locally significant wetland, the Municipality may

permit the development and may impose site plan control to ensure that the appropriate mitigation measures are employed to minimize the impact on the wetland.

4.22.2 Areas that are subject to flooding under regional flooding conditions or are covered with water during significant portions of the year shall be considered as Environmental Protection Areas despite being otherwise designated on Schedule A. When lands within the Municipality are developed, additional Environmental Protection Areas may be identified in the Zoning By-law without amending this Plan.

4.22.3 Prior to approving any development that is within 60 metres of a wetland feature, the proponent shall submit an Environmental Impact Assessment to the satisfaction of the Municipality in consultation with the Ministry of Natural Resources. Any development permitted in these areas shall incorporate the recommendations of the Environmental Impact Assessment.

A desktop review shows the proposed new lot creation is over 60 metres from any identified wetland and an Environmental Impact Assessment would not be required.

Section 5.7 are Rural Area policies in the Official Plan that apply the proposed application. Low-density residential uses are permitted uses of Section 5.7.1. The proposed retained and severed lots meet the minimum lot size outlined in Section 5.7.2 for servicing and is supported by the letter from the NBMCA.

Under Section 5.7 Rural Area, limited new lot creation is permitted, provided (Section 5.7.3):

i) New lots developed for residential purposes will be limited as follows:

*a) a maximum of two lots from any parcel of land that existed on January 1, 1996;
or*

b) infilling where the proposed lot would be located within an area where six or more residential dwellings exist within 400 metres of each other measured along a municipal roadway. When reviewing planning applications submitted in neighboring municipalities the impact of the proposed development on the Municipality of Powassan is the primary consideration.

ii) The total number of lots created in Rural area should not exceed 15 per year;

iii) New residential lots may only be created on municipal roads-maintained year round in areas where the Municipality and School Boards are presently providing services; and,

iv) The density of development in any residential cluster where development is permitted under section 5.7.3 (i)(b) above, shall not be less than 1.0 unit per hectare;

v) In addition, new lots may be created for seasonal residential purposes on the lakes in the Municipality subject to satisfying the general development policies in section 4 and the land division policies in Section 8 of this Plan.

The proposed meets the intent of Section 5.7.3, the proposed lot will be the second severed lot from the original parcel, less than 15 new lots were created in Powassan this year, the lots will front on a municipally maintained year-round road and will meet the minimum 1.0 ha size.

Section 8.0 of the Official Plan refers to the policies of Land Division. The Applications are generally supported by the policies provided they meet the specific criteria of Section 8.1.1:

ii) the lot size and setback requirements will satisfy specific requirements of this Plan and meet the implementing zoning by-law requirements;

vi) the lot size, soil and drainage conditions must allow for an adequate building site and to allow for the provision of an adequate means of sewage disposal and water supply, which meets the requirements of the Building Code. New lots in Rural areas shall have a minimum lot size of 1.0 ha or be in keeping with policy 5.7.3 iv) of this Plan. Smaller lots may be considered subject to the applicant providing a hydrogeological study to the satisfaction of Council demonstrating that the smaller lot is sustainable; and

ix) any lot created by severance in the vicinity of livestock operations shall meet the Minimum Distance Separation formulae.

The application meets the minimum lot size requirements for rural areas. A MDS calculation is not required and comments received from the North Bay Mattawa Conservation Authority note the proposed lots contain sufficient area to accommodate an appropriate sewage system.

The application has been reviewed against the 2003 Official Plan and generally meets the intentions of the applicable policies.

Municipality of Powassan Official Plan, August 2025

As the Official Plan review and update will be adopted by Powassan Council, with no significant changes, the application has been additionally reviewed against the proposed 2025 Official Plan. The subject lands continue to be designated as Rural on Schedule A of the plan and proposed Schedule B1 illustrates cold-water streams, floodplains and unevaluated wetlands.

New schedules now show potential areas of flooding along the property's creeks and Section 4.19 would apply. As mentioned, the new lot is not in proximity to the potential hazard and both

the retained and severed lots will be of significant size that create multiple locations for appropriate building envelopes.

Section 4.24.1 is policy relating to development in proximity to water courses where:

Preservation of water quality is a significant consideration in reviewing any development proposal adjacent to and in proximity to a watercourse or lake. In order to preserve water quality, development should be set back 30 metres from the top of bank adjacent to cold water or unclassified rivers and streams and 15 metres from other minor water features. Unless it is impractical to do so, septic systems shall be located at least 30 metres from a watercourse or water body. As a condition of development approval, the natural shoreline vegetation shall be preserved or re-established where vegetation has been removed within 30 metres of all significant watercourses and water bodies, wherever possible.

Section 4.27 is updated policy relating to Wetlands where:

An Environmental Impact Statement shall be required where development or site alteration is proposed within 120 metres of any Provincially Significant Wetland or within 30.0 metres of any other wetland, as identified on Schedule 'B1'. Development and site alteration adjacent to wetlands shall only be permitted if it can be demonstrated that it will not result in a negative impact on the wetland.

Both the retained and severed lots are of substantial size and allow for a minimum of a 30.0 metre setback from the property's watercourses and identified wetlands. All natural heritage features on the subject lands will remain on the retained lot.

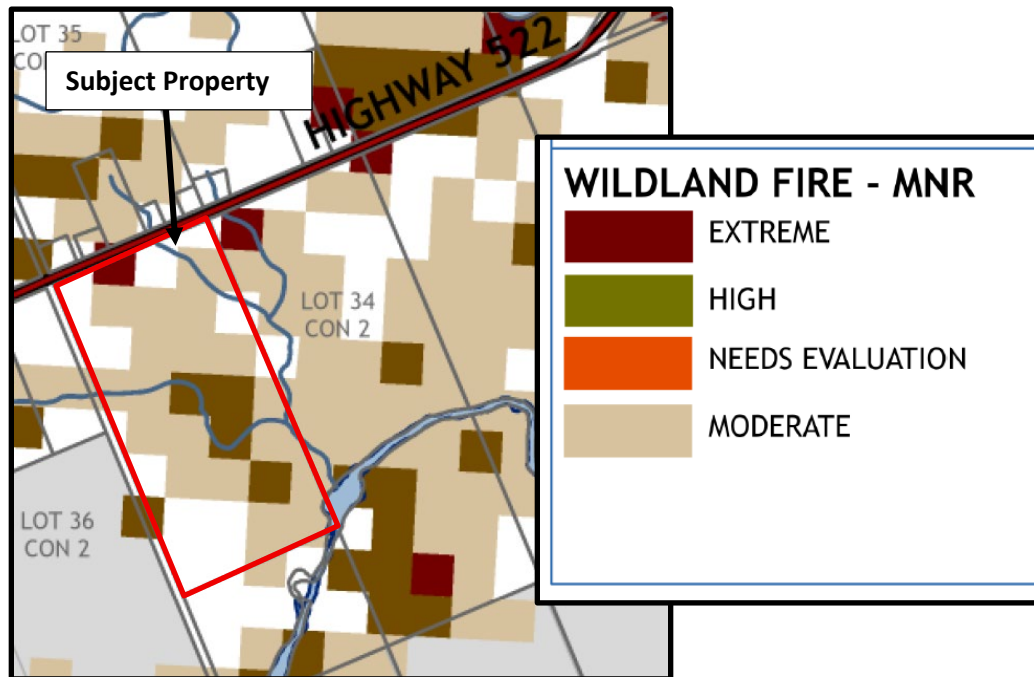
New policy of the 2025 Official Plan includes policies pertaining to wildland fire risk. As a small area of "extreme" wildland fire risk does exist on the property. If future development were to occur in the area of "extreme" wildland fire risk the following would apply:

4.29.2 Proponents submitting a planning application for lands that contain forested areas may be required to undertake a site review to assess for the risk of high to extreme wildland fire behavior on the subject lands and adjacent lands (to the extent possible). A sample of what a Wildland Fire hazard map looks like is included in Appendix 1 of this Plan. If development is proceeding where high to extreme risk for wildland fire is present, proponents are required to identify measures that outline how the risk will be mitigated .

Given the proposed size of the lots and the very minimal area of extreme wildland fire risk located adjacent to the highway, an assessment is not necessary. [Figure 3](#) below shows the property as illustrated on Appendix 1 of the 2025 Official Plan.

Section 5.8 is the updated policies for Rural Areas where low-density residential uses continue to be permitted. The NBMCA letter submitted with the application also satisfies servicing requirements for new residential lots as described in Section 5.8.2 and Section 4.21.

Figure 3: Wildland Fire Risk (Appendix 1: Official Plan, 2025)



Section 8.1 of the plan refers to Land Division by severance where new lots need to meet the criteria of Section 8.1.1:

8.1.1 Criteria

Every severance application received by Council and Planning Board for the purpose of creating a new lot shall meet the following applicable criteria:

- i) The creation of lots may be permitted by severance (consent) if it has been established that the development would not more appropriately proceed by way of plan of subdivision or plan of condominium.*
- ii) Severances (consents) that would contribute to ribbon or strip development or unplanned or uneconomical extension of infrastructure between Settlement Areas shall not be approved.*
- iii) Applications for severances (consent) that would result in a parcel being landlocked shall not be approved.*

iv) the proposed severed and retained lots:

a. Front onto an open, improved public road that is maintained on a year-round basis by the Municipality, unless a recreational property fronting onto a lake can be accessed via a private road leading to a public road that is maintained year-round.

(vi) If the intent and purpose of this plan is maintained:

b. Satisfy the minimum lot area requirements established for any land use/land use designation of this Plan, and in accordance with the Zoning By-law.

c. Achieve an appropriate lot configuration that is compatible with the surrounding community character and does not restrict the development of other parcels of land.

d. Can be serviced by the Municipality's infrastructure without adversely affecting the Municipality's finances, or by private well and wastewater disposal system where municipal services are not planned or existing.

e. Can be supplied with other municipal services such as fire protection and road maintenance, without adversely affecting the Municipality's finances.

v) The Municipality shall consider the impact of a new residential lots created by severance (consent) with the potential to expand the agricultural activity of any adjacent agricultural operation when assessing the required Minimum Distance Separation (MDS) Formulae and the need to potentially increase it in the future.

vi) Applicants of a proposed severance (consent) may be required to prepare studies in accordance with the requirements of this Plan to assess the impacts of the proposal and any mitigation strategies.

vii) The Municipality may require as a condition of approval that an applicant enter into an agreement with the Municipality regarding such conditions as it deems appropriate, including but not limited to financial requirements, the provision of on and off-site services, strategies to mitigate environmental impacts, sustainable building and site design features, and any other site planning requirements to protect health and safety, and promote compatibility with the surrounding community character.

viii) Lots for hunt camps, fishing camps or similar uses may be permitted in keeping with policies 7.3 and 7.4 of this Plan.

The application has been reviewed against the 2025 Official Plan as adopted and generally meets the intentions of the applicable policies.

Municipality of Powassan Zoning By-law No. 2003-38

The proposed severance would be considered Rural Zone (RU) in the municipal Zoning By-law No. 2003-38. The Applications identify the future proposed use of a single detached dwelling, considered a “Column B Use”, and would need to meet the requirements shown in [Figure 4](#). The proposed severance would comply with the minimum requirements of “Column B Uses” for 1.0 ha of lot area of 1.0 ha and 50 m of frontage.

Figure 3: Zoning Uses and Regulations

4.4	RURAL (RU) ZONE		
	No person shall within any Rural (RU) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:		
4.4.1	Permitted Uses		
	Column A Uses	Column B Uses	
	i) farm	i) single detached dwelling	
	ii) farm produce sales outlet	ii) duplex dwelling	
	iii) fire hall	iii) semi-detached dwelling	
	iv) hunt camp	iv) bed and breakfast	
	v) kennel	v) home occupation	
	vi) lodge or boarding house	vi) home industry	
	vii) municipal or provincial offices or works garage	vii) hobby farm	
	viii) resource management activities	viii) group home	
	ix) riding school or boarding stables	ix) public park	
	x) an accessory farm dwelling on one lot of at least 30 hectares (75 acres)	x) veterinary hospital	
		xi) observatory	
4.4.2	Regulations for Permitted Uses	Column A Uses	Column B Uses
	i) Minimum Lot Area	10 ha	1.0 ha
	ii) Minimum Lot Frontage	135 m	50 m
	iii) Minimum Front Yard	30.0 m	30 m
	iv) Minimum Interior Side Yard	15.0 m	15.0 m
	v) Minimum Exterior Side Yard	15.0 m	15.0 m
	vi) Minimum Rear Yard	15.0 m	15.0 m
	vii) Maximum Lot Coverage	25%	25%
	viii) Maximum Height	10.5 m	10.5 m
	ix) No kennel shall be located within 120 metres (400 ft) of a residential dwelling on another lot.		
	Minimum Lot Area for a hobby farm		2.0 ha

Recommendation

The proposed lots comply with the minimum lot size requirements and have frontage on a public road. The NBMCA states that the new lots can adequately be serviced by on-site sewage systems. The natural heritage features on the site will be completely maintained on the retained lot and both the retained and severed lot are of significant size to maintain appropriate setbacks from wetlands, floodplains and cold-water streams.

The proposed Consent Applications are consistent with the 2024 Provincial Planning Statement and the Growth Plan for Northern Ontario, conforms to both the current and updated Municipal Official Plans, will comply with the applicable zoning standards, and represents good planning. It is our recommendation that Council provide comments of no objections to B23/POWASSAN/2025, provided the standard conditions of consent are met.

Respectfully Submitted,

PLANSCAPE INC.



Stefan Szczerbak, M.Sc, MCIP, RPP
Planning Consultant



Ryan Lloyd B.E.S.
Planning Consultant



Resolution no. 2025 - _____

Date: September 16, 2025

Moved by:

Seconded by:

That the Report September 9, 2025, from Planscape to Powassan Council recommending approval subject to standard conditions, be received.

THAT the Municipality of Powassan Council supports the requested Consent and asks that the following conditions be applied by the North Almaguin Planning Board (NAPBoard) in rendering its approval of Consent Application B23/Powassan/2025:

- a) That a driveway entrance permit for a new lot fronting on Highway 522 be obtained from the Municipality of Powassan.
- b) Confirmation from local school boards that school bus service is available at the subject location.

Carried Defeated Deferred Lost

Mayor

Recorded Vote: Requested by _____

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

Date: September 16, 2025

Moved by:

Seconded by:

Whereas the Truth and Reconciliation Commission (TRC) released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

And Whereas the discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

And Whereas all Canadians and all orders of government have a role to play in reconciliation;

And Whereas Recommendation #80 of the Truth and Reconciliation Commission called upon the Federal Government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

And Whereas the Federal Government announced on September 30th, 2021, the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

Therefore, be it resolved that the Council of the Municipality of Powassan does hereby commit to recognizing September 30th, 2025, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

Carried

Defeated

Deferred

Lost

Mayor

Recorded Vote: Requested by _____

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

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2025-4359

September 11, 2025

Mr. Brayden Robinson
Treasurer/Director of Corporate Services
Municipality of Powassan
250 Clark Street
P.O. Box 250
Powassan, ON, P0H 1Z0
brobinson@powassan.net

Dear Mr. Robinson:

I am very pleased to inform you that your municipality has won a 2024 Financial Information Return (FIR) Recognition Award. Thank you for your efforts and contribution in ensuring that timely, reliable and accurate financial information was submitted for the Municipality of Powassan's 2024 Financial Information Return. Your municipality will be identified on the FIR website (<https://efis.fma.csc.gov.on.ca/fir/index.php/en/financial-information-return-en/>) as one of the winners of this award.

As you know, the FIR reports capture important financial and statistical information for each municipality in the province. This assists the Ministry of Municipal Affairs and Housing in providing the most current information to the growing number of users of our municipal database and provides important information to inform government decision making.

Thank you for the leadership and diligence your municipality has demonstrated in this important area.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Mayor Peter McIsaac pmcisaac@powassan.net
Hon. Victor Fedeli, MPP – Nipissing Vic.Fedeli@pc.ola.org

COUNCIL MEMORANDUM

Date: September 16, 2025
To: Council and Staff
From: Councillor Randy Hall
Re: Hwy 534

Recommendation:

That resident concerns regarding the double surface treatment of Hwy 534 be communicated to the Ministry of Transportation.

Background / Rationale:

Highway 534 was recently resurfaced and residents have concerns regarding the method of resurfacing and the resulting increased traffic noise.



Council - Committee of the Whole

Resolution # 2025-263
Title: Approve Resolution Requesting a Moratorium on Aerial Spraying of Glyphosate in the Nipissing Forest
Date: August 12, 2025

Moved by: Councillor Fern Pellerin
Seconded by: Councillor Kaitlynn Nicol

WHEREAS the Province of Ontario, through the Ministry of Natural Resources and Forestry, is planning to begin aerial spraying of glyphosate-based herbicides in late August 2025 in the Nipissing Forest; and

WHEREAS the Nipissing Forest covers a significant portion, if not all, of the Municipality of West Nipissing, and residents and ecosystems may be impacted by this activity; and

WHEREAS new scientific evidence published since Health Canada's last assessment of glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and neurological diseases, reproductive toxicity, and ecosystem harm; and

WHEREAS the Province of Quebec banned the use of glyphosate for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method; and

WHEREAS many residents have expressed concern regarding the potential environmental and public health risks associated with aerial spraying of glyphosate-based herbicides;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of West Nipissing formally request that the Honourable Mike Harris Jr., Minister of Natural Resources and Forestry, reconsider the planned use of glyphosate-based herbicides in the Nipissing Forest and suspend the aerial spraying initiative until further independent research and updated risk assessments are completed and reviewed; and

BE IT FURTHER RESOLVED THAT this resolution be forwarded to:

The Honourable Mike Harris Jr., Minister of Natural Resources and Forestry

The Honourable Sylvia Jones, Minister of Health

MPP John Vanthof, Timiskaming–Cochrane

AMO (Association of Municipalities of Ontario)

FONOM (Federation of Northern Ontario Municipalities)

All municipalities within Northeastern Ontario

CARRIED



Resolution no. 2025 - _____

Date: September 16, 2025

Moved by:

Seconded by:

That the Council of the Municipality of Powassan supports the Corporation of the Municipality of West Nipissing in calling on the Province of Ontario to reconsider the planned use of glyphosate-based herbicides in the Nipissing Forest and suspend the aerial spraying initiative until further independent research and updated risk assessments are completed and reviewed; and,

FURTHER THAT Council direct staff to circulate this resolution of support to the Minister of Natural Resources and Forestry, Minister of Health, MPP Fedeli, Association of Municipalities of Ontario, Federation of Northern Ontario Municipalities, and municipalities within Northeastern Ontario.

Carried Defeated Deferred Lost

Mayor

Recorded Vote: Requested by _____

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

September 2025

September 2025							October 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	
28	29	30											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31	Sep 1 Labour Day - Office Closed	2 Council	3	4	5	6
7	8	9	10 NBMCA	11 DSSAB	12	13 Community Yard Sale at TCCC
14	15 Library Board	16 Council Golden Sunshine Housing Corp.	17 Eastholme	18 Maple Syrup Festival	19	20
21	22	23	24	25	26	27
28	29 OPP Detachment Board	30 National Day for Truth and Reconciliation - Office Closed	Oct 1	2	3	4