

AGENDA

Regular Council Meeting
Tuesday, October 7, 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

6.1 June Keevil – The importance of working together for the preservation of beavers and their habitat

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

7.1 Regular Council Meeting of September 16, 2025

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

8.1 Municipality of Powassan Recreation Committee – Minutes of June 26, 2025

8.2 Powassan Nipissing Callander OPP Detachment Board - Minutes of June 23, 2025

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 Powassan and District Union Public Library – Minutes of May 26, 2025

9.2 Powassan and District Union Public Library – Minutes of June 7, 2025

10. STAFF REPORTS

10.1 Fire Chief, R. Giesler – Fire Department Dispatch Console Upgrade

11. BYLAWS

11.1 Bylaw 2025-19 Schedules of Retention and Disposition for all Records

11.2 Bylaw 2025-20 To Adopt Purchasing Policies and Procedures

12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 Municipality of Powassan Drinking Water System Financial Plan 2025-2030

13.2 Councillor Hall – Hummel Bridge Planning

13.3 Councillor Patey – Business Improvement Grant Initiative

13.4 Councillor Patey – Bottle Return Initiative

13.5 Mayor McIsaac – Resolution calling on the Canadian Government to provide aid to Palestine

14. CORRESPONDENCE

14.1 Office of the Solicitor General – Ontario Provincial Police Cost Recovery Model Amendments

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

17.1 Adoption of Closed Session Minutes of September 16, 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.

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

18. MOTION TO ADJOURN

June Keevil

RR #1

Powassan, ON

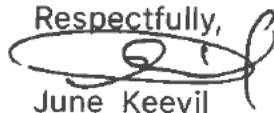
October 2nd, 2025

Mayor and Council
250 Clark St
Powassan, ON

To: Mayor and Council

I would like to speak about my neighbours of 50 years, easy-going, hard working, living simply within their means, but who, when they get a bad rap, are unable to speak for themselves. Our humble beaver neighbours have gained notoriety recently, but not as we might have predicted. They are being lauded worldwide for their importance as "eco-warriors" providing wetlands that create resilience to wildfire, drought and flooding. As we were developing a by-law at the same time as I was wrestling to find ways to live cooperatively with my beavers and still access my residence, who were wrestling with ways to live cooperatively with me and still access their food source, the challenge was, and continues to be provocative. What we are able to do here at the local level may be of interest globally. I look forward to speaking with you about our potential as a community to work together with our beavers, finding inventive ways to protect our wetlands. Thanks for the opportunity.

Respectfully,

A handwritten signature in black ink, appearing to be 'June Keevil', written over a horizontal line.

June Keevil



Regular Council Meeting
Tuesday, September 16, 2025, at 6:30 pm
Powassan Council Chambers

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

Staff: Allison Quinn, Clerk

Absent,
With Regrets: Markus Wand, Deputy Mayor

Presentations: None.

Disclosure of Monetary Interest and General Nature Thereof: None.

2025-276 Moved by: D. Britton Seconded by: R. Hall
That the agenda of the Regular Council Meeting of September 16, 2025,
be approved. **Carried**

2025-277 Moved by: L. Patey Seconded by: D. Britton
That the minutes of the Regular Meeting of Council of September 2, 2025,
be adopted. **Carried**

2025-278 Moved by: R. Hall Seconded by: L. Patey
That the District of Parry Sound Social Services Administration Board CAO's Report
of September 2025, be received. **Carried**

2025-279 Moved by: L. Patey Seconded by: D. Britton
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation
committee meeting of June 17, 2025, be received. **Carried**

2025-280 Moved by: D. Britton Seconded by: R. Hall
That the report from Manager of Operations, T. Keefe, 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. **Carried**

2025-281 Moved by: R. Hall Seconded by: L. Patey
That the memo from Manager of Operations, T. Keefe, regarding the September 2025 Public
Works Update be received, for information purposes. **Carried**

2025-282

Moved by: R. Hall Seconded by: L. Patey

That the report from Clerk, A. Quinn, regarding the Draft Records Retention Bylaw, be received; and,

FURTHER that staff be directed to bring back the draft Bylaw to the next Regular Meeting of Council on October 7, 2025, for adoption. **Carried**

2025-283

Moved by: L. Patey Seconded by: D. Britton

That the report from Clerk, A. Quinn, regarding carpet replacement in the Sportsplex dressing room, be received; and,

FURTHER that staff be directed to provide Council with a recommendation at the October 7, Regular Meeting of Council. **Carried**

2025-284

Moved by: D. Britton Seconded by: R. Hall

That Bylaw 2025-16, being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands described as 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**

2025-285

Moved by: R. Hall Seconded by: D. Britton

That Bylaw 2025-17, being a Bylaw to adopt the Official Plan for the Municipality of Powassan,

Be **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. **Carried**

2025-286

Moved by: D. Britton Seconded by: L. Patey

That Bylaw 2025-18, being a Bylaw to appoint a Municipal Tile Drainage Inspector for the Municipality of Powassan,

Be **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. **Carried**

2025-287

Moved by: L. Patey Seconded by: D. Britton

That the report dated September 16, 2025, from Planscape to Powassan Council recommending approval subject to standard conditions, be received; and,

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

2025-288

Moved by: D. Britton

Seconded by: R. Hall

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

2025-289

Moved by: R. Hall

Seconded by: L. Patey

That the correspondence from the Ministry of Municipal Affairs and Housing regarding the 2024 Financial Information Return Award, be received.

Carried

2025-290

Moved by: L. Patey

Seconded by: D. Britton

That the report from Councillor R. Hall regarding Hwy 534 surface treatment, be received; and,

FURTHER that staff communicate residents' concerns to the Ministry of Transportation.

Carried

2025-291

Moved by: D. Britton

Seconded by: R. Hall

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**

2025-292

Moved by: R. Hall

Seconded by: L. Patey

That Council now adjourns to closed session at 7:01 to discuss:

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. **Carried**

2025-293

Moved by: R. Hall

Seconded by: D. Britton

That Council now reconvenes to regular session at 7:32 p.m.

Carried

2025-294

Moved by: D. Britton

Seconded by: L. Patey

That Council now adjourns at 7:32 p.m.

Carried

Mayor

Clerk

Recreation Committee Discussion Notes

June 26, 2025 - 7:00pm, 250 Clark Street, Maple Room

Attendees: Councillor Leo Patey, Jeff Eckensviller, Brian Eckensviller, Nathan Stewart

Staff: Erin Sawyer

Absent with Regrets: Mayor Peter McIsaac, Kim Lindsay, Jared Dupuis, Member of Booster Club

Guests: Kathie Hogan

1. Call to Order @ 7:18 p.m.

Moved by B. Eckensviller

Seconded by N. Stewart

Carried

2. Agenda

- Adoption of the Agenda of June 26, 2025

Moved by B. Eckensviller

Seconded by N. Stewart

Carried

3. Disclosure of Pecuniary Interest – None

4. Presentations

None

5. Minutes

- Approval of minutes of February 5, 2025

Carried

6. Event Updates

- No updates

7. Recreation Updates

- a) Soccer – no new updates
- b) Tball – no new updates
- c) Swimming –Pool passed inspection, July lessons are full
- d) Other - Raft at Hydro Pond will be installed this summer

8. New Business

- a) TCCC update/schedule – RFP Closes July 7th. A decision on the RFP should be made at the July 15th council meeting.
- b) New members – Kathie Hogan and Colin Byham have requested to join the Recreation Committee.

Motion to add new rec committee member Kathie Hogan

Moved by B. Eckensviller

Seconded by N. Stewart

Carried

Motion to add new rec committee member Colin Byham

Moved by N. Stewart Seconded by L. Patey

Carried

9. Outstanding Business

- a) Committee Mandate Review – councillor Patey put forth a draft version of a Recreation Committee Mandate for discussion
- Committee agreed to the formation of an informal email chain to discuss recreation mandate
 - Formal discussion of mandate to resume next meeting

10. Community Updates

- a) N. Stewart informed the committee that PMHA had held their executive meeting of the AGM and have adjourned until August. N. Stewart informed the committee that they have plans to hold two tournaments in the upcoming season but will need confirmation on ice time availability before booking the tournament. PMHA has funds they would like to commit to the fundraising efforts for the TCCC.
- b) K. Hogan is planning a run for the fall on the Powassan Mountain, tentatively titled “Mountain Mash”, in early planning stages

11. Next Meeting: August 21st at 7p.m. at 250 Clark

12. Adjournment: Meeting adjourned at 8:24 p.m.



NORTH BAY OPP DETACHMENT BOARD 3

PNC Police Services Board

MEETING MINUTES

Monday, June 23, 2025, at 6:00 p.m.

Powassan Municipal Office, 250 Clark Street, Powassan

Members Present:

Councillor Kirkey, Nipissing Municipal Representative

Shawn Mahoney, Nipissing Community Representative

Keri Tache, Callander Community Representative

Marta Hughes-Bernard, Powassan Community Representative

Councillor Carr, Callander Municipal Representative

Non-Members Present: Staff Sergeant A. Kraemer, North Bay OPP Representative

Staff: Director of Corporate Services, B. Robinson, Municipality of Powassan

Absent with regrets: Councillor Wand, Powassan Municipal Representative; Clerk, Allison Quinn, Municipality of Powassan

1. Call to Order

The meeting was called to order at 6:04 p.m.

2. Land Acknowledgement

3. Disclosure of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof
None.

4. Adoption of the Agenda - Resolution 2025-19

Moved by: S. Kirkey

Seconded by: J. Carr

That the agenda of the PNC Detachment Board meeting of June 23, 2025, be approved.

Carried

5. Approval of Past Minutes - Resolution 2025-20

Moved by: K. Tache

Seconded by: M. Hughes-Bernard

That the minutes of the PNC Detachment Board meeting of May 5, 2025, be adopted.

Carried



6. Presentations/Delegations

6.1 Inspector McMullen informed the group that he is working on developing a progress report for the three-year action plan that will begin in 2026; he will provide an overview to circulate. The current plan was from 2023-2025. He also mentioned that the board must present an annual report to Council under the Community Safety and Policing Act (CSPA).

6.2 Inspector McMullen provided a detachment update:

- This has been the busiest year since Covid for community events
- There is an influx of people looking to work at the Powassan detachment
- Marine unit runs fulltime in the summer
- The goal is to have officers be proactive in participating in community programs
- Auxiliaries to present options to the board in September

7. Business Arising from Previous Minutes

7.1 Update from Ontario Association of Police Service Boards Convention

- It was an intensive learning experience
- The board's role is to not interfere with police operations, business, oversight, but to focus on the communities and recognition events
- Distribute copies of the booklet from the event
- Board needs budget money for events
- It's recommended that the group attends the fall zone meeting
- The 2026 budget should be done before the end of the year (text for coming events with logo; banners; gift cards for recognition events (ride programs)
- Board members should do ride-alongs
- Members should never comment on on-going police matters
- OAPSB – all members should set up user access; access to information on their website (ex Rules of Engagement)
- The Board will be part of performance reviews for Detachment Commander
- The Municipalities should get fraud pamphlets to insert with tax bills or have at their reception desks

8. New Business

9. Reports - None.



**POWASSAN NIPISSING CALLANDER OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE POWASSAN NIPISSING
CALLANDER DE LA POLICE PROVINCIALE**

**NORTH BAY OPP DETACHMENT
DÉTACHEMENT DE NORTH BAY DE LA POLICE PROVINCIALE**

10. Correspondence - None.

11. Addendum - None.

12. Closed Session - None.

13. Next Meeting

The next meeting will be held Monday, September 29, 2025.

14. Adjournment – Resolution 2025-21

Moved by: M. Hughes-Bernard

Seconded by: K. Tache

That the PNC Detachment Board meeting of June 23, 2025, be adjourned at 7:36 pm.

Carried

Powassan & District Union Public Library

Minutes for Monday, May 26, 2025 – 6:15 p.m.

Board Meeting @ Library

In-person: Tina Martin, Debbie Piper, Laurie Forth, Bernadette Kerr, Steve Kirkey, Pat Stephens,
Marie Rosset

Absent with regrets: Brenda Lennon, Valerie Morgan

Absent: Randy Hall

Item	Action	Responsibility
1. Call to order	6:15 pm	
2. Respect and Acknowledgement Declaration	<p>Declaration read by CEO</p> <p>We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and recognize their value going forward.</p>	
<p>3. General Consent Motion:</p> <p>Present the general Consent Motion for April 2025, which includes:</p> <p>a) Approval of May 26, 2025 Agenda</p> <p>b) Approval of Minutes from the April 23, 2025 meeting</p> <p>c) Approval of the April 2025 Financial Statements</p> <p>d) Library Report for April 2025 pending</p>	<p>Motion: 2025-22</p> <p>That the General Consent Motion for May 2025 be adopted as amended</p> <p>Moved by: Debbie Piper</p> <p>Seconded by: Pat Stephens</p> <p>Carried.</p>	
4. Disclosure of pecuniary interest	None	
<p>5. General Business</p> <p>a) Budget Update</p>	<ul style="list-style-type: none"> On June 6, at their budget Meeting, the Municipality of Powassan approved the 2025 PDUPL budget presented in early January. Invoices, and thank you letters were sent to each municipality. 	

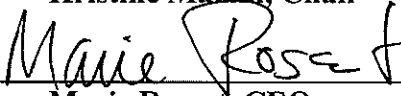
b) Patron Allegiance	<ul style="list-style-type: none"> • Nipissing and Chisholm paid their fees up till the end of May. The January to May payment from Powassan is still pending. • Reminder to be sent to Powassan in early June • Library will be open on Saturdays beginning June 7th. • Suggestion made to include the monthly payment schedule in the next agreement and that payments be made monthly following the previous year's fees. Adjustment will be made once the new budget is approved. • At the meeting with Powassan Mayor McIsaac and CAO, and Library Chair and CEO there was mention of recording the attendance of all patrons by having them sign in with name and address or, alternatively, using a fob to determine their provenance. CAO to research cost for FOB system at Municipalities expense. • CEO provided list to CAO of all patrons from Powassan with all identifying details deleted. Only the patron number will allow the library to identify the individual. Hopefully, this will be sufficient and no further tracking will be requested. • Library agreement was discussed and Chair reminded Mayor and CAO that the renewal date for said agreement is fall 2025. • At the council budget meeting request was made that all mayors be involved in forming agreement. 	CEO
c) Recording of minutes at Board Meeting	<ul style="list-style-type: none"> • Request for improved and more complete minutes, with relevant action required for each agenda entry. • Going forward, Board meetings will be audio recorded for better recalling of info. • Suggestion of having each board member be responsible for the minutes once a year. 	CEO and Board members
d) Library Board Meeting Schedule	<ul style="list-style-type: none"> • Request for schedule for Board Meetings from September 2025 to September 2026 <ul style="list-style-type: none"> - September 15, 2025 - October 20, 2025 - November 17, 2025 - December 15, 2025 - January 19, 2026 - February 23, 2026 - March 16, 2026 	<p>CEO and Board members</p> <p>Motion to approve schedule – June meeting</p>

	<ul style="list-style-type: none"> - April 20, 2026 - May 25, 2026 - June 15, 2026 	
e) Job Descriptions	<ul style="list-style-type: none"> • Job descriptions were presented. Request for highlighting changes to duties which occurred due to the rearranging of responsibilities. • Discussion on number of hours for full time versus part time 	CEO
f) Fundraising Opportunities	<ul style="list-style-type: none"> • Idea was submitted to sell packaged ice cream treats at the municipal pool during public swimming. Board decided the venture was not a good fit for the library. • Library is participating in an Urban Air Fundraiser, similar to ones being done in local schools. For every pass sold the library makes \$10. • Knitter Knatter event on June 26th at 10am. Knitters will knit a multitude of cotton dish rags for the Friends of the Library. 	Breya Market-Matthews
g) New Partnership with Municipalities	<ul style="list-style-type: none"> • Library forwarded email from Science North to the Powassan for their travelling summer program with an offer of sharing the cost. Answer still pending. • Requested information on availability of the municipal pool this summer so that a time may be scheduled for the Summer Reading Program kids. Waiting for answer. • Library agreed to supply books for a little library at Wasi Beach in Chisholm and made the same offer to Nipissing. Both Chisholm and Nipissing agreed to include library brochures in their small libraries. 	
h) Grants update	<ul style="list-style-type: none"> • Hired two students for the Canada Summer Jobs Program: <ul style="list-style-type: none"> - Miles Robbins of North Bay, graduate of the teaching program at Nipissing University. - Shannel Sison of Powassan high school will graduate this year from Almaguin Highschool. Volunteered many hours at library since September 	

<p>i) Maple Syrup Festival Outcomes</p> <p>j) Fundraising initiatives</p> <p>k) Upcoming activities</p>	<p>2024. Shannel will also be working on Saturdays as part of our reopening.</p> <ul style="list-style-type: none"> • Applying for nine adult lifejackets through the Savinglives organization. • Total revenue for the day: \$205 • Taffy was generously donated by Bella Hill Maple Syrup • Jewelry exchange event in May raised \$510. Plan is to continue with it as an annual event. • Pride Flag Raising event on June 2nd at 2pm. • Nipissing Museum Board Game Night on June 19, at 5pm • Teen Night with VR set, Wii game and other games on June 25th from 4-6pm • Knit and Knatter Dish Cloth making fundraiser on June 27 at 10am 	
6. Correspondence	None	
7. Committee Reports		
a) Property Committee	The new light fixtures were installed by Lawrence Electric in early April and finally completed, and the Accessibility update is almost complete.	
b) Financial Committee	Library financial audit started on May 20 th . CEO will inquire if audit can be presented at the June Board meeting.	CEO
c) Policy Committee	<ul style="list-style-type: none"> • HR-01 Personnel Policy <ul style="list-style-type: none"> - completed policy with agreed modifications will be presented at the June 23rd Board Meeting. • GOV-04 Succession Planning Policy for CEO and Board Members. <ul style="list-style-type: none"> - Policies of various length were sent to Board members. The Chair offered to select pertinent passages and add them to our policy. 	<p>CEO</p> <p>Tina Martin</p>

d) Friends of the Library	May meeting did not have a quorum. CEO is making list of events or items needing funding.	CEO, Friends
8. Adjournment	Motion: 2025-23 That the May 26, 2025 meeting be adjourned at 7:57pm. Moved by: Pat Stephens	Next meeting: July 7, 2025 at 6:15 pm

Chairperson: 
Kristine Martin, Chair

Recorder: 
Marie Rosset, CEO

Powassan & District Union Public Library

Minutes for Monday, July 7, 2025 – 6:15 p.m.

Board Meeting @ Library

In-person: Tina Martin, Debbie Piper, Laurie Forth, Bernadette Kerr, Steve Kirkey, Jennie Leblond,
 ✓ Valerie Morgan, Pat Stephens, Marie Rosset ✓
Absent with regrets: Brenda Lennon, Randy Hall


Item	Action	Responsibility
1. Call to order	6:11 pm	
2. Respect and Acknowledgement Declaration	<p>Declaration read by CEO</p> <p>We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and recognize their value going forward.</p>	
3. General Consent Motion: Present the general Consent Motion for June 2025, which includes: <ul style="list-style-type: none"> a) Approval of July 7, 2025 Agenda b) Approval of Minutes from the May 26, 2025 meeting c) Approval of the May 2025 Financial Statements d) Library Report for April and May 2025 	<p><u>Motion: 2025-24</u></p> <p>That the General Consent Motion for June 2025 be adopted as amended</p> <p>Moved by: Steven Kirkey Seconded by: Debbie Piper</p> <p>Carried.</p>	
4. Disclosure of pecuniary interest	None	
5. General Business <ul style="list-style-type: none"> a) Audited Financial Statements Presentation by Jessica Dion, CPA, CA 	<ul style="list-style-type: none"> - Jessica Dion presented a summary of the Audit Findings Report and went over details of the audited year end statement. - She informed the Board that in accounting terms there is a small surplus when all is said and done. This is mostly due to all the budget cuts initiated by the Budget 	

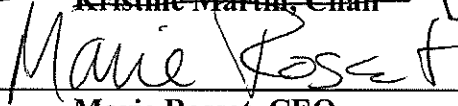
	<p>Committee and the many donations received from the public following the cuts.</p> <ul style="list-style-type: none"> - Board requested some modifications to the audited statements, namely transfer of \$1,200 to the maintenance reserve, and that programming amount, salaries and benefits, and utilities and maintenance be modified to be more reflective of actual figures. - Jessica Dion will make the changes and forward the new statements to CEO to distribute. <p><u>Motion: 2025-25</u></p> <p>That the 2024 Audited Financial Statements be adopted as amended RE: programming, salaries and benefits, and utilities and maintenance.</p> <p>Moved by: Debbie Piper Seconded by: Bernadette Kerr</p> <p>Carried</p> <p><u>Motion: 2025-26</u></p> <p>Motion to add \$1,200 to the Maintenance Reserve for 2024</p> <p>Moved by: Steven Kirkey Seconded by: Valerie Morgan</p> <p>Carried</p>	<p>Jessica Dion CEO</p>
<p>b) OLS Board Assembly Meeting Population 5,000-9,999 Report by Pat Stephens</p>	<p>Pat Stephens, Board representative to the OLS Board Assembly reported on annual meeting she attended in June 2025.</p> <ul style="list-style-type: none"> - Various customer service training courses are available to library staff - Library statistics from every Ontario libraries available to anyone - Samples of various library policies are available from OLS <p>Very good source of information.</p>	<p>Board Members Staff</p>
<p>c) New Board Member</p>	<p>Jenny Leblond - appointed by the Township of Chisholm as a member at large Board Member. Jenny has extensive experience as a Municipal CAO and Health Administrator.</p>	

d) Board Governance Session	<p>Board members are encouraged to sign up on OLS's LearnHQ for an annual Board Governance session on Nov 20, 2025 from 6 to 8pm.</p> <p>There will be a session for employees on Nov 19, which staff members will attend. Library will be closed for training on that day.</p>	<p>CEO and Board members</p> <p>CEO, staff</p>
e) Minute recording at Board Meetings	<p>Starting in September 2025 all Board meetings will be audio recorded for better recalling of info.</p>	
f) Library Board Meeting Schedule for September 2025 to June 2026	<p>Proposed schedule is as follows:</p> <ul style="list-style-type: none"> - September 15, 2025 - October 20, 2025 - November 17, 2025 - December 15, 2025 - January 19, 2026 - February 23, 2026 - March 16, 2026 - April 20, 2026 - May 25, 2026 - June 15, 2026 <p>All meetings will be on the third Monday of the month except for in February and May 2026 when they land on civic holidays.</p> <p><u>Motion: 2025-27</u></p> <p>That the Board meeting scheduled outlined in the July 7, 2025 Minutes be adopted as presented.</p> <p>Moved by: Steven Kirkey Seconded by: Jennie Leblond</p> <p>Carried</p>	<p>CEO</p>
g) Job Descriptions	<p>Delegated task list was presented to the Board, after going over the tasks, the CEO confirmed that ultimately she retains the responsibility of the tasks.</p>	

<p>h) Fundraising Opportunities 2025</p>	<ul style="list-style-type: none"> - Library will host a Music Festival on August 22, 2025 from 5 to 10pm, in the backyard. - The musicians' line up include Paul Wilson, Sam Depatie, Bernie Kerr, Steve Morrin, Andy McClelland, Davey Meloy, Jesse Thomas, and Ron Nigrini. - Tickets price \$25, Teen & Kids \$5 - Board members are encouraged to attend and support the library, and our local musicians. 	<p>Breya Market-Matthews</p>
<p>i) Grants update</p>	<p>Canada Summer Job Program:</p> <ul style="list-style-type: none"> - Both students hired for the CSJ Program had to resign for personal reasons. - Hired two new students: Nayomi Nicholls from Powassan and Angel Godwin from North Bay. <p>Lifejackets Program</p> <ul style="list-style-type: none"> - Application for nine adult lifejackets through the Savinglives organization was successful. Giesler Marine donated the other nine kid's lifejackets. - suggestion made to post sign at the hydro pond, will also post at Wasi Beach <p>Local Donations for Summer Program totaling \$2,012</p> <ul style="list-style-type: none"> - Lions Club: \$320 - OBSC: \$1,000 - Arborworks: \$250 - Jennifer Taun: \$142 - Friends of the Library: \$300 <p>OTF Resilience Grant and Capital Grant are completed. Both grants need their Acknowledgement Event to be scheduled. September date being considered for both.</p>	
<p>j) Upcoming activities</p>	<p>Summer Program continues until August 22.</p> <p>Art Gallery: Dana Thomas exhibiting for the month of July and August. Many of her paintings already sold.</p>	
<p>6. Correspondence</p>	<p>Email sent from Chisholm Township – appointing Jenny Leblond to the Library Board as a member at large.</p>	

<p>d) Friends of the Library</p>	<ul style="list-style-type: none"> - At their June meeting, the Friends agreed to fund some of the TD Summer Program (\$300), the plexiglass in the elevator and the newly installed pot lights (\$450), totaling \$750. - Their next big fundraising event is the annual Gloria Brown Crafting Items Sale scheduled for September 26th and 27th. 	<p>CEO, Friends</p>
<p>8. Adjournment</p>	<p>Motion: 2025-29 That the July 7, 2025 meeting be adjourned at 8:20 pm. Moved by: Debbie Piper</p>	<p>Next meeting: September 15, at 6:15 pm</p>

Chairperson: 
~~Kristine Martin, Chair~~ Debbie Piper

Recorder: 
Marie Rosset, CEO



STAFF REPORT

To: Council
From: Fire Chief Robert Giesler
Re: West Parry Sound Dispatch

RECOMMENDATION: To replace our dial-over phone system and onboard with Eastside Fire Departments Dispatch Console and align with Burk's Falls, Magnetawan, Perry, Kearny, McMurrich and Monteith.

ANALYSIS:

An opportunity has come up with our neighbors to the south, that allows us to join them on their consol at Parry Sound Dispatch. The consol is the property of the above-mentioned departments. These consols allows dispatch to have direct internet access to our radios, thus providing clear communication with us. At the present time we are using a phone line dial over system that is extremely antiquated. The old system does not work as intended as we can not respond to dispatch and notify them that we have received the call. This initiates a second alert being sent, tying up our radios, (we can't talk among ourselves with them tying up our radio channel). Two-way communication is essential as we must acknowledge the call, confirm we have the correct address or location and receive any further details regarding the emergency.

As a side note the line we call into is the same line, they use to activate our radios.

I understand the five departments paid approximately \$50,000.00 for this consol. A new estimate from North Bay Dispatch is in the range of \$80,000.00 to \$100,000.00 for the same consol in 2025.

Our cost would be \$7,555.40 for hardware and connection fees; plus, approximately \$10,000.00 to buy in to our share of Console. Annual cost would be roughly be the same as current costs.

132 Imperial Rd,
NorthBay, ON, P1A 4M5
Phone: 705-474-6368 , Fax:

Quote Prepared For:

TOWN OF POWASSAN

Date: 2025-09-30
Quote No.: QUO-05223-D1G8
Prepared by: Tim Corbeil
Quote valid for days

QTY	Part No.	Description	Unit Price	Extended
1	S261815	GATEWAY KIT RADIOPRO	\$2,557.80	\$2,557.80
1	S261431	CABLE, VOICE XPR550/4550	\$117.60	\$117.60
2	S161771002	DISPATCH VOICE OPTION	\$750.00	\$1,500.00
4	LAB102	LABOUR TRAVEL	\$130.00	\$520.00
2	TRUCKRAD	TRUCK CHARGE	\$30.00	\$60.00
1	LAB101	LABOUR OUT OF SHOP	\$2,500.00	\$2,500.00
1	MISC	MISCELLANEOUS ITEM ALLOWANCE	\$300.00	\$300.00

SUB TOTAL \$7,555.40

*Taxes are not included in pricing
*All prices are in Canadian dollars
*FOB NorthBay Ontario
*Terms: Net 30

Comments

Please let me know if you have any questions.

Thank you for the opportunity,

Tim Corbeil
Sales Representative
Spectrum Telecom Group Ltd.
132 Imperial Rd,
NorthBay, ON, P1A 4M5
timcorbeil@spectrumtelecom.ca
705-474-6368 x403

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW 2025-19

Being a Bylaw 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 Bylaw 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 bylaw.

3. RETENTION SCHEDULE

- a. The records retention schedule attached hereto as Schedule “A”, forms part of this Bylaw.
- b. The Clerk shall administer this bylaw 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 Bylaw;
- 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 bylaw.

7.IMPLEMENTATION

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

READ a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and passed as such in open Council this 7th day of October 2025 for the immediate wellbeing of the municipality.

MAYOR

CLERK

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THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

SCHEDULE “A” TO BYLAW 2025-19

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	<p>COMPUTER SYSTEMS AND SOFTWARE</p> <p>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.</p> <p>Excludes: Acquisitions and Tenders- see F16</p>	Superseded	Review Access
A07	<p>FREEDOM OF INFORMATION</p> <p>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.</p>	10 years	Review Access
A08	<p>INFORMATION SYSTEMS</p> <p>Includes records relating to computer system operations and backup tapes. Includes activity logs, system changes, and server access data.</p>	6 years	Review Access
A09	<p>INTERGOVERNMENTAL RELATIONS</p> <p>Includes general records relating to the relationship between the Municipality and all other levels of government, including contact information.</p>	5 years	Review Access
A10	<p>MPAC- OWNERSHIP/TITLE CHANGES</p> <p>Includes email or Excel spreadsheet correspondence to MPAC regarding mailing address revisions, civic address updates, property sale notifications, etc.</p>	1 year	Review Access
A11	<p>OFFICE EQUIPMENT AND FURNITURE</p> <p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, etc.</p> <p>Excludes: Computer Systems and Software- see A06 Service Agreements- see L04</p>	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 F 13		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 F 16 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	<p>UTILITIES – LOCATES Includes forms, which are required prior to digging, which show where any public service is located.</p> <p>Excludes: Utility Applications and Plans – see F26 Water/Wastewater Maintenance – see O15</p>	7 Years	Review Access
O11	<p>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.</p> <p>Excludes: Waste reduction programs – see O12</p>	10 years	Review Access
O12	<p>WASTE REDUCTION PROGRAMS Includes information on grass cycling, bag limits, recycling, re-use, organics, etc. Also includes correspondence and program documentation.</p> <p>Excludes: Waste Management Operations – see O11</p>	5 years	Review Access
O13	<p>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</p>	Permanent	Review Access
O14	<p>WATER FACILITIES Includes records regarding the operation of pumping stations and storage facilities. Includes correspondence, reports, plant flows, log sheets and calibration records.</p>	10 Years	Review Access
O15	<p>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.</p>	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 health 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

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2025-20

Being a Bylaw to adopt Purchasing Policies and Procedures
for The Municipality of Powassan

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

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

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

1. That council adopts Purchasing Policies and Procedures for the Municipality of Powassan identified as Schedule “A”, hereto attached and forming part of this Bylaw.
2. That this Bylaw shall come into force and take effect on the date of its final passing.
3. That Bylaws 2005-19, 2009-49, and 2013-35 are now repealed.

READ a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council meeting this the 7th day of October 2025, for the immediate wellbeing of the Municipality.

MAYOR

CLERK

SCHEDULE “A” TO BYLAW NO. 2025-20

PURCHASING POLICIES AND PROCEDURES

FOR THE

MUNICIPALITY OF POWASSAN

SEPTEMBER 2025

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SECTION 1

DEFINITIONS & INTERPRETATION

Defined Terms: Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this section. Where any word is ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts. For example, the noun “Disposal” is defined. If it appears in its verb form, “Dispose”, with its initial letter capitalized, the definition applies with the appropriate amendment understood.

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

“Administrator” means the head of the Municipal Administration.

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

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

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

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

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

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

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

“Department Head” means a Municipal employee with administrative responsibilities for a Municipal department.

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

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

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

“Goods” means moveable property including:

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

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

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

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

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

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

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

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

“Purchasing Policy” means the policy adopted by Bylaw of Council and amended from time to time by bylaw amendments by council.

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

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

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

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

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

“Security Deposit” means a deposit of securities by a supplier that the Municipality may convert under defined conditions to complete the supplier’s contractual obligation, which may take the form of a certified cheque, money order, bank draft, irrevocable letter of credit, or Bid Bond.

“Services” means all professional, consulting, construction or maintenance services.

“Sole Source” means the procurement of goods, services, and/or construction that are unique to a particular supplier and cannot be obtained from another source.

“Supplier” means the vendor, individual, partnership, firm, corporation, or any entity that is carrying out business of providing goods and/or services to the Municipality.

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

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

“Treasurer” means the statutorily appointed Treasurer for the Municipality.

SECTION 2 PURPOSE, APPLICATION AND SCOPE

- 2.1** This Policy establishes the authority and sets out the methods by which Goods and/or Services will be purchased, and the process of how to dispose of Surplus Goods for the Municipality.
- 2.2** This Policy applies to all departments of the Municipality and may be adopted in principle, and at their discretion, by affiliate boards and commissions of the Municipality.
- 2.3** This Policy applies to the procurement of all Goods and/or Services, except for those items specifically identified in Section 7.1, and excluding the acquisition and disposition of real property.

SECTION 3 PURCHASING OBJECTIVES

- 3.1** To obtain the best value for the Municipality when procuring Goods and/or Services.
- 3.2** To encourage competitive procurement and ensure the principles of fairness, objectivity, transparency, and accountability are reflected in the Municipality’s procurement processes.
- 3.3** To adhere to the highest standards of ethical conduct and maintain appropriate controls over procurement processes reflective of the Municipality’s status as a public sector institution.
- 3.4** To ensure that Goods and/or Services acquired by the Municipality will comply with the Municipality’s requirements and with all standards, codes, and regulations prescribed by law, for maximum benefit to and to protect the health and safety of the Municipality, its employees, and the public.
- 3.5** To ensure compliance with all applicable trade agreements, laws, and regulations.
- 3.6** To ensure that both purchasing needs assessments and purchasing planning will consider alternatives, timing and supply strategies, and the effective and economical management of goods and services throughout their useful life.
- 3.7** To encourage the Procurement of Goods and/or Services with due regard to the preservation of the natural environment and the promotion of human rights and fair labour practices.
- 3.8** To encourage innovation and the use of technology which meet Municipal specifications and industry standards in order to ensure the utilization of the most efficient and effective processes and practices.
- 3.9** To have regard for the accessibility for persons with disabilities to the Goods and/or Services Purchased by the Municipality of Powassan, as well as to the Procurement Process itself.
- 3.10** With consideration to Appendix “D”, allow procurement decisions to consider the economic benefit to municipal, provincial, and Canadian economies.

SECTION 4 ACCESSIBILITY OBLIGATIONS IN PROCUREMENT

The Municipality is committed to meeting its obligations under the *Human Rights Code*, the *Ontarians with Disabilities Act (ODA)*, 2001, and the regulations established under the *Accessibility for Ontarians with Disabilities Act (AODA)*, 2005).

To this end, Department Heads or their designates will consider accessibility during all phases of the Procurement Process, taking the following into consideration:

- a) The barriers (structural or technical) that people with disabilities might face in attempting to use the Goods and/or Services being acquired.
- b) Who the Goods and/or Services will be used by, for example members of the public or Municipal employees.
- c) The appropriate accessibility criteria and how it can be incorporated into the procurement process.

In cases where the Municipality is contemplating the acquisition of a service to be provided to the public by an external source, the procurement document will specify that the Supplier ensure that their staff receive customer service training, that is acceptable and approved by the Municipality, on interacting with people with disabilities and delivering the service appropriately.

During the Procurement Process, documentation will be kept acknowledging the Municipality's efforts to ensure compliance with the ODA and AODA. In cases where incorporating accessibility criteria and features into the acquisition are not practical, an explanation will be provided, upon request, and documented.

SECTION 5 RESPONSIBILITIES AND PROHIBITIONS

5.1 General Responsibilities

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

5.2 Separation of Roles

5.2.1 In accordance with best practices in municipal procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to the Municipality's procurement operations. It is the role of Council to establish policy and to approve expenditures through the Municipality's budget approval process. Through this Bylaw, Council delegates to the Municipality's officers and employees the authority to incur expenditures in accordance with approved budgets through the procurement of Goods and/or Services in accordance with the rules and processes set out in this Bylaw.

5.2.2 To avoid the potential appearance of bias or political influence in procurement contract award decisions, members of Council will have no involvement in competitive procurement processes from the time those procurement process have been initiated through the advertisement or issuance of the solicitation document until a contract has been entered into with the successful bidder, except where Council is required to approve the contract award in accordance with Section 5.7 of this Bylaw.

5.3 Administration Responsibilities

The Treasurer and/or Administrator shall be responsible to make purchases on behalf of the Municipality in accordance with this Purchasing Bylaw. They may appoint designated officials to act on their behalf and on behalf of the Municipality to enter into contracts with third parties. The Administrator may

limit the purchasing authority of the designated officials, as deemed appropriate. The following are administration responsibilities:

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

5.3 Department Head Responsibilities

5.3.1 Department Heads will acquire Goods and Services for the purposes of their departments and are accountable for achieving the specific objectives of the procurement project.

5.3.2 In acquiring Goods and Services, Department Heads shall:

- a) Ensure that approved budgetary allowances are not exceeded without the approval, obtained in advance, of the Administrator, Treasurer, or Municipal Council.
- b) Have the authority to award contracts in the circumstances specified in this Bylaw, provided that the delegated power is exercised within the limits prescribed in this Bylaw and the requirements of this Bylaw are met.
- c) Use no other form of procurement unless prior approval is obtained by resolution of Council.

5.4 Requirement for Approved Funds

5.4.1 The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council-approved Budget. It shall be the responsibility of the Department Head to ensure sufficient funds remain prior to commencement of the Procurement Process. This shall include verifying budgeted funds and those already committed with the Treasurer to ensure funds are available.

5.4.2 Prior to budgetary estimates receiving Council approval, regular operational expenditures shall be considered authorized, and all capital purchases shall require a resolution of Council prior to purchase.

5.4.3 Where Goods and/or Services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:

- (i) the identification and availability of sufficient funds in appropriate accounts for the current year within the Council-approved budget; and

- (ii) the identification that the requirement for the requested goods and/or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available.

5.4.4 All purchase requests for contracts for which sufficient funds are not available and identified shall be rejected unless the deficiency is minimal and alternative funding has been identified.

5.5 Restrictions

The following activities are expressly prohibited:

- a) The division of a Contract for Goods and/or Services into two or more parts to avoid the application of the provisions of this Bylaw.
- b) The award of a Contract for Services where the services would result in the establishment of an employee-employer relationship.
- c) The purchase of any Goods, Services, or Construction by an employee, except in accordance with this Bylaw.
- d) The purchase by the Municipality of any goods or services for personal use by any member of Council, appointed officers, employees of the Municipality, or their immediate families.
- e) The acceptance of gifts, benefits, money, discounts, favours, or other assistance by elected officials, officers and employees, and their families.

5.6 Total Project Cost

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

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

5.7 Prescribed Council Approval and Emergency Authority

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

- a) any Contract requiring approval from the Ontario Municipal Board.
- b) any Contract where the Total Acquisition Cost is greater than the amount allocated in the Council Approved Budget.
- c) in any case where the applicable Procurement Procedures set out in Section 6 have not been followed, or where the Treasurer and/or Department Head considers they cannot reasonably be followed.
- d) any Contract where a Good, Service, or Construction has a Total Acquisition Cost which exceeds \$50,000.00.
- e) any procurement from a Sole Source which exceeds \$25,000.00.

5.8 Confidentiality

The Municipality will make every reasonable effort to protect the privacy of those involved in a Procurement Process as per the *Municipal Freedom of Information and Protection of Privacy Act*.

SECTION 6 EXCEPTIONS & EXEMPTIONS TO METHODS OF ACQUISITION

6.1 Volatile Market Conditions

Notwithstanding the provisions of this Policy, where market conditions are such that long-term price protection cannot be obtained for a Good and/or Service, such as in the case of a fluctuating Canadian dollar, the Department Head will obtain competitive prices for short-term commitments until such time as reasonable price protection and firm market pricing is restored.

6.2 Sole Source Procurement

Purchase by Negotiation may be adopted if, in the judgment of the Treasurer and in consultation with the requisitioning Department Head, one or more of the following conditions apply:

- a) Goods and/or Services are in short supply due to market conditions.
- b) The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. Components or replacement parts for which there is no substitute.
 - b. There is only one Supplier who can provide the Commodity by the specified date required.
 - c. Specific standards are adopted by Council.
- c) Where compatibility with an existing product, facility, or service is required.
- d) Where a specific Supplier is deemed to have unique skills, abilities, or knowledge relating to the Good and/or Service requested.
- e) Where a Supplier has been secured through a competitive procurement process and it is deemed appropriate, for reasons of expedience and/or cost effectiveness, to use the same Supplier for other work incidental to that of their awarded Bid.
- f) After the procurement process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the internally defined requirements of the call for Quotations/Proposals/Tenders.
- g) When only one Bid is received through the Procurement Process, and it is impractical to reissue the Bid Solicitation or amend the Bid requirements.
- h) Where the Lowest Acceptable Bid is excessive in total cost or substantially exceeds the estimated costs.
- i) There is documented evidence that the extension or reinstatement of an existing Contract would prove most cost effective or beneficial.

The Department Head requesting Sole Source Procurement must obtain written approval by the Treasurer before making a purchase. Upon approval from the Treasurer, further approval shall be required from Council for purchases over \$25,000.00.

6.3 Service Contract Renewal

Prior to the expiration of an existing Contract for Services, the Department Head shall prepare a report for Council summarizing the performance of the Supplier over the term of the Contract. Upon review of the report, Council may extend the term of the Contract provided that:

- a) The Supplier's performance in supplying the Goods and/or Services is considered to have met the requirements of the Contract; and
- b) Council and the Department Head agree that the exercise of the option is in the best interests of the Municipality.

6.4 Emergency Procurement

Notwithstanding any other provisions of this Bylaw, Goods and/or Services may be purchased on an emergency basis where they are required as a result of an unforeseen situation or event where time does not permit the use of a standard procurement procedure, and that is a threat to any of the following:

- Public health and/or safety.
- The maintenance of essential municipal services or to prevent the disruption of essential municipal services.
- The welfare of persons or of public property.
- The security of the Municipality's interests.

The objective of the Emergency Procurement process is for the Municipality to immediately procure a Good and/or Service that is required, using the most expedient method available. Wherever possible, economy will be taken into consideration.

In the situation where an emergency purchase must be completed, the emergency purchase must be documented and delivered, by the respective Department Head, to the Administrator or Treasurer.

For emergency purchases over \$10,000.00, the Department Head shall obtain the prior written approval of the Administrator or Treasurer. An information report shall subsequently be submitted to Council explaining the actions taken and the reason(s) therefore.

SECTION 7 PROCUREMENT PROCEDURES

7.1 General

- a) Except as listed in (b) immediately below, no procurement of any Good and/or Service shall be made unless it is made by a method or procedure authorized in this part.
- b) The purchasing methods and procedures described in this Section do not apply to the following Goods and/or Services:
 - i) Employer's general expenses which may include, but are not limited to:
 - Salaries, wages and benefits
 - Payroll deductions remittances
 - Licenses
 - Banking Fees
 - Debenture Payments
 - Council approved Grants and Donations
 - Petty Cash replenishment
 - Tax remittances
 - Debt and bank charges
 - Utilities
 - Insurance premiums
 - Routine roads maintenance
 - Office supplies and maintenance
 - Office equipment
 - Postage
 - Equipment maintenance
 - Refunds, such as property tax refunds, building permit refunds, and refunds for cancelled services, programs or events.
 - ii) Training and Education expenses which may include, but are not limited to professional memberships and registration fees for conferences, conventions, courses, and seminars.

- iii) Refundable employee/councillor expenses such as meal allowances and travel.
- iv) Professional services of a lawyer, medical doctor, nurse, or notary.
- v) Recreation programming facilitators and/or hosts.
- vi) Financial services respecting the management of financial assets and liabilities, including ancillary advisory and information services, whether or not delivered by a financial institution.
- vii) Emergency procurements authorized under Section 6.4 of this Bylaw.
- viii) Committee/Board expenses.
- ix) Any procurement by any other method expressly authorized by Council in a written resolution or bylaw.

7.2 Policy for Specifications

The Department Head whose budget provides for the acquisition of Goods and/or Services shall be responsible for the preparation of the specifications for a quotation, tender, or proposal call. The Administrator and/or Treasurer shall have the authority to review and recommend improvements to the specifications when deemed necessary. Changes to specifications shall be made with the cooperation of the Department Head concerned.

7.3 Petty Cash Purchase: \$200.00 or Less

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

7.4 Low Dollar-Value Purchase: \$200.01 to \$5,000.00

- a) Goods and/or Services to be procured with an estimated value of \$5,000.00 or less will follow the guidelines that are described in the low dollar-value purchasing process.
- b) The goal of the low dollar-value purchasing process is for the Municipality to procure budgeted Goods and/or Services which are not of great monetary value but are essential to the daily operation of the Municipality.
- c) Department Heads are authorized to solely approve purchases up to \$5,000.00.
- d) A Department Head may delegate approval authority to their staff for low dollar-value purchases, and it is their responsibility to ensure that this process is adhered to.
- e) Low dollar-value purchases do not require an RFQ, RFP, or RFT.
- f) Obtaining competitive quotes is considered a good business practice and should be attempted, but is not required.
- g) Purchases must demonstrate good value for the Municipality.

7.5 Informal Quotation Purchase: \$5,000.01 to \$25,000.00

- a) Purchases greater than \$5,000.00 but not exceeding \$25,000.00 are to be completed through the Informal Quotation process.
- b) A Department Head or other employee exercising delegated authority shall be authorized to make purchases of Goods and/or Services for budgeted expenditures. Informal bids shall be obtained in the following manner:
 - a) Three (3) written bids shall be obtained from three (3) different vendors.
 - b) All vendors shall receive the same information to provide their quotations.
 - c) The informal quotation shall be awarded to the lowest responsive bid.

- d) Documentation on all bids, including but not limited to the prospective bidders list, bid document, bid responses, and decision-making rationale shall be maintained on file.
- c) If staff have exhausted all efforts to obtain three (3) bids and can support this with documented evidence, a minimum of two (2) written bids is acceptable.
- d) This process excludes single-item small capital projects or purchases including those of complex specifications or requirements, which must be issued in a formal bid document.

7.6 Formal Quotation Purchase (RFQ): \$25,000.01 to \$50,000.00

- a) A Request for Quotation is an informal request for the prices of Goods and/or Services for the Municipality from potential suppliers, for budgeted purchases over \$25,000.00 but not exceeding \$50,000.00.
- b) A bid deposit and/or performance bond is not required under this process.
- c) The goal of the Request for Quotation process is for the Municipality to best procure a Good and/or Service, of which the specifications have been pre-determined by Council, the Administrator, Treasurer, and/or a Department Head, and procurement is to occur in an expedient and cost-efficient manner.
- d) Where possible and practicable, three (3) quotations are required for every purchase made under the Request for Quotation process. Quotations are required to be made in writing.
- e) Request for Quotation documentation is required to be issued publicly by posting on the Municipal website, at a minimum, and through any other media as deemed appropriate by the Treasurer and/or Department Head.
- f) The Department Head will obtain and review the quotes to ensure compliance with the related procedures and established terms, conditions, and specifications.
- g) Final acceptance of Quotes must be approved by the Municipal Treasurer, when the item is within the approved budget limits.
- h) The Municipality reserves the right in its absolute sole discretion to accept or reject any submission.

7.7 Request for Tender (RFT): \$50,000.01 and Above

- a) A Request for Tender is a formal process whereby the Municipality distributes a detailed description of exactly what Good and/or Service they require to potential bidders or tenderers.
- b) The goal of the Request for Tender process is for the Municipality to best procure a Good and/or Service of which the specifications have been pre-determined by Council, the Administrator, Treasurer, and/or Department Head, and for which the budgeted expenditure exceeds \$50,000.00.
- c) Further guidelines regarding the Request for Tender process is located in Appendix “B”, attached to and forming part of this Bylaw.

7.8 Request for Proposal (RFP)

- a) A Request for Proposal shall only be used for the solicitation of Bids when the requirements for Goods and/or Services cannot be definitively specified, the requirements of the Municipality are best described in a general performance specification, and where innovative solutions are sought.
- b) Depending on its terms, the process may involve Negotiations subsequent to the submission of Bids on any aspect of the requirement.
- c) The goal of the Request for Proposal process is for the Municipality to best procure a Good and/or Service, of which the specifications are partially or entirely unknown, and are to partially or entirely proposed by the bidder.
- d) Further guidelines regarding the Request for Proposal process is located in Appendix “C”, attached to and forming part of this Bylaw.

7.9 In-House Procurement

Prior to initiating and before completing a procurement, a Department Head shall consider whether it is possible to obtain the required Good, Service, or

construction “in house” using its own employees; and whether such in-house procurement would provide Best Value to the Municipality.

SECTION 8 CO-OPERATIVE PURCHASING

The Municipality may participate with other units of government, their agencies, or broader public sector authorities in co-operative purchase ventures when the best interests of the Municipality will be served. Where such participation is at variance with the Municipality’s purchasing policy, Council shall first authorize any participation.

A list of authorized co-operative purchasing groups shall be maintained on the Municipal website.

SECTION 9 DISPOSAL OF SURPLUS GOODS

- 9.1 Where any Goods are deemed surplus, obsolete, or not repairable, they shall be declared surplus by the Department Manager and approved by the Treasurer.
- 9.2 If the value of a Good is greater than \$10,000.00, the Treasurer shall obtain the approval of Council prior to disposal.
- 9.3 When no other use can be found for these items in other Departments, they shall be disposed of, at the discretion of the Treasurer, through public auction, tender or quotation, sealed bid, or any other means in the best interest of the Municipality.
- 9.4 Where the item declared as surplus has a value of \$1,000 or less, the Treasurer or designate may, to the benefit of the Municipality, dispose of the item in a manner other than as listed in Section 9.3 above.
- 9.5 Municipal staff and members of Council, as well as their spouses and children, are prohibited from bidding on any Municipal surplus goods.
- 9.6 In the event of a tie bid, the bid which was received earlier shall be declared the winner.

SECTION 10 PRE-QUALIFICATION OF BIDDERS

- 10.1 The purpose of Pre-Qualification is to ensure that each Bidder can demonstrate the ability to provide the necessary expertise and resources to satisfactorily complete the work required. Pre-Qualification will only be considered in the following circumstances:
 - a) The work is considered “high risk” with respect to Regulations governed under the *Occupational Health and Safety Act*;
 - b) The work is such that contract administration costs (work inspection, follow-up, extra fee negotiations) could result in a substantial cost the Municipality if the work is not satisfactorily performed the first time;
 - c) The goods or equipment to be purchased must meet national safety standards, or if no standard has been established, has demonstrated an acceptable level of performance; or
 - d) The work involves complex, multi-disciplinary activities, specialized expertise, equipment, and materials, and/or significant financial costs.
- 10.2 The decision to use a Pre-Qualification process shall be made by the Treasurer, in consultation with the requisitioning Department Head.

- 10.3** Pre-Qualification is a two-step process, where either a Request for Tender or Request for Proposal follows an initial Pre-Qualification stage. The Pre-Qualification requires interested Bidders to submit sealed information packages in which they are required to provide information including, but not limited to:
- a) Experience on similar projects.
 - b) References provided from other customers for similar work.
 - c) Verification of applicable licenses and certificates.
 - d) Health and safety policies and staff training.
 - e) Financial capability.
- 10.4** Employees will evaluate and rank the submissions and recommend a short list of acceptable bidders to participate in the subsequent competitive sealed bid.

SECTION 11 PURCHASING CARDS

- 11.1** The Treasurer shall be the Purchasing Card coordinator. The Purchasing Card Coordinator is responsible for managing the Purchasing Card function within the Municipality.
- 11.2** Purchasing cards shall be issued to the Administrator, Treasurer, and Department Heads. Department Heads are empowered to authorize employees within their department to use a Municipal Purchasing Card, subject to final approval by the Treasurer.
- 11.3** Purchasing Cards are to be used only for the purchase of appropriate Goods and/or Services relating to the Cardholder's area of municipal jurisdiction. Personal purchases and cash advances are not permitted.
- 11.4** Cardholders will be held accountable for any misuse or wilful disregard of policies or operating procedures, which result in a loss of money, fraud, or collusion.
- 11.5** The Municipality reserves the right to withdraw Purchasing Card privileges from any employee who has used the Purchasing Card in a manner which contravenes the Policy on Purchasing Cards. It is the responsibility of the Treasurer to collect the Purchasing Card from employees who have had their privileges revoked, and upon termination of employment of any employee with the Municipality.
- 11.6** The cardholder is responsible for providing supporting documentation relating to all Purchases made with the Purchasing Card for reconciliation, account verification, payment, and audit purposes.
- 11.7** Purchasing card limits shall be established as follows:
- a) Administrator: \$10,000.00
 - b) Department Heads: \$5,000.00
 - c) Other Assigned Employees: \$2,000.00

SECTION 12 CONFLICT OF INTEREST

- 12.1** No elected official, appointed officer, or employee of the Municipality or member of a Municipal committee or local board shall have any pecuniary or controlling interest, either direct or indirect, in any bid or contract for the supply of goods or services to the Municipality, unless such pecuniary or controlling interest is disclosed by the contractor, bidder, or person submitting a formal or informal bid,

as the case may be, or unless such pecuniary interest would be exempt under the *Municipal Conflict of Interest Act, R.S.O. 1990, C.M.50*.

- 12.2** Bid documents shall include a section that requires and provides for the disclosure of any pecuniary interest prior to the submission of a bid. Should a conflict of interest arise after the award of a contract, the conflict shall be immediately disclosed in writing to the Department Head. Further, all competitive bid documents and agreements shall provide that, in the event a contract is awarded to a Supplier who did not, during the bidding or contracting process, disclose the existence of a pecuniary interest, the contract may be cancelled at any time by the Municipality in its sole discretion without damages or penalty.
- 12.3** In this section, “controlling interest” means the interest that a person has in the corporation where the person beneficially owns, directly or indirectly, or exercises control or direction over equity shares of the corporation carrying more than ten percent (10%) of the voting shares attached to all equity shares of the corporation at any time during the Procurement Process.
- 12.4** For the purposes of this section, a person has an indirect pecuniary interest in any competitive bid or agreement entered into by a corporation if:
- a) The person or his or her nominee is a shareholder in, or a Department Head or senior officer of, a corporation that does not offer its securities to the public.
 - b) The person has a controlling interest in, or is a Department Head or senior officer of, a corporation that offers securities to the public.
- 12.5** For the purposes of this section, an indirect pecuniary interest exists if the person is a business partner of a person, or is in the employment of a person or body, that has entered into a tender, proposal, quotation, or contract with the Municipality.
- 12.6** For the purposes of this section, the pecuniary interest in a tender, proposal, quotation, or contract if a parent, spouse, or child of an elected official, appointed officer, employee, or committee or local board member, if known to the person, shall be deemed to also be a pecuniary interest of the elected official, appointed officer, or employee.

SECTION 13 CONTRACT ADMINISTRATION

- 13.1** A formal agreement is to be signed for all contracts resulting from a Request for Tender or Request for Proposals.
- 13.2** The Administrator or Treasurer is authorized to execute all agreements in the name of the Municipality and shall be responsible for the safeguarding of original purchasing and contract documentation for the contracting of goods, services and construction for which the award is made.
- 13.3** Where a contract may extend beyond the term of Council, the contract shall contain provisions to minimize the financial liability of the Municipality should the subsequent Council not approve sufficient funds to complete the contract, and if the contract must be terminated by the Municipality.
- 13.4** No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Municipality.
- 13.5** No amendment that increases the Total Acquisition Cost of a contract shall be agreed to without a corresponding change in requirements or scope of work.
- 13.6** Amendments and revisions to contracts shall be treated as an entirely new contract for purposes of compliance with Section 5.7 of this Policy.

APPENDIX “A” – BID IRREGULARITY

BID IRREGULARITY

A Bid Irregularity or Irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a Bid request and the information provided in a Bid response.

For the purposes of this policy, Irregularities are further classified as “Major Irregularities” or “Minor Irregularities”.

A “**Major Irregularity**” is a deviation from the Bid request that affects the price, quality, quantity or delivery, and is material to the Award. If the deviation is permitted, the Bidder could gain an unfair advantage over competitors. The Department Head must reject any Bid which contains a Major Irregularity. The Bidder will be notified of the rejection due to the Major Irregularity.

A “**Minor Irregularity**” is a deviation from the Bid request which affects form rather than substance. The effect on the price, quality, quantity or delivery is not material to the Award. If the deviation is permitted or corrected, the Bidder would not gain an unfair advantage over competitors. The Department Head may permit the Bidder to correct a Minor Irregularity.

MATHEMATICAL ERRORS – RECTIFIED BY STAFF

The Department Head will correct errors in mathematical extensions and/or taxes, and the unit price will govern. If, based on the corrected total the required Bid deposit is insufficient, the Bidder shall be notified and will be given 24 hours to rectify the issue or the Bid will be automatically rejected.

ACTION TAKEN:

The Department Head and Treasurer will be responsible for all action taken in dealing with Irregularities, and will act in accordance with the nature of the Irregularity:

- Major Irregularity (automatic rejection)
- Minor Irregularity (bidder may rectify)
- Mathematical error (additions or extensions) as above

In the event that the Bidder withdraws their Bid due to the identification of a Major Irregularity, the Municipality may disqualify such Bidder from participating in Municipal Requests for Quotations/Tenders/ Proposals for a period of up to one year.

APPENDIX “B” – REQUEST FOR TENDER PROCESS

Where the quantity and quality of a Commodity has been defined, a Request for Tenders will be called for all Goods and/or Services with a value exceeding \$50,000.00 by way of public advertising or invitational Bid.

Advertising

The Department Head and/or Treasurer will advertise and distribute Tenders:

- All public Tenders are advertised on the Municipal Website.
- As a procurement best practice, the Municipality shall maintain a Qualified Supplier Roster. Participants of the Qualified Supplier Roster who have expertise in the Commodity being procured may be sent the Tender directly.
- At the discretion of the Department Head, Tenders may be advertised in a local, regional and/or construction newspaper and/or on procurement websites.
- Advertisements must include the following information (if applicable): title, Tender number, brief description of the Commodity being Tendered, site meeting time/date/location, contact names for Purchasing inquiries, document fee, and location for pick up and drop off of Bid documents.
- In some instances, the Tender may be issued to help develop and/or refresh the Qualified Supplier Roster. During this process, potential Supplier will be screened using such factors as financial capability, reputation, qualified staff and equipment management, ability to support, and product quality.
- The Municipality reserves the right to limit the submission of Bids to those Supplier on the Qualified Supplier Roster.

Where possible, at least fifteen days’ notice shall be given between the date of the advertisement/notice and the closing time of the Tender. However, a Tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the Commodity being Tendered.

A Bidder may be disqualified for contacting or questioning Municipal Staff or Council regarding details of the Tender unless that person is the Municipality’s Lead Contact. Disqualification is at the final discretion of the Treasurer.

All Bids must be addressed to the Lead Contact on documents provided and returned in the envelope if provided with the Tender package.

Release of Tender Documents

- (a) Privilege Clause: All Tender documents shall contain the following statement “The lowest or any Bid will not necessarily be accepted and the Municipality reserves the right to award any portion of this Tender”, or words to that effect.
- (b) Bond Agreement: Where a Performance and/or Maintenance Bond and/or Labour and Material Payment Bond is required, the Tender document must contain an “Agreement to Bond”, to be executed by the Bidder and returned with the Bid.
- (c) Bid Surety Requirements: Security Deposits and Bid Bonds are guarantees that a Bidder will enter into a Contract with the Municipality.

Where deemed necessary by the Department Head, or where labour (or services) and material are involved, a Security Deposit is required in an amount equal to ten (10%) per cent of the Bid price.

Security Deposit must be cash, certified cheque, bank draft, money order, irrevocable letter of credit, or Bid Bond.

Any Bid received without the required Security Deposit shall be disqualified.

- (d) Performance and Maintenance Bonds: Performance Bonds guarantee performance of the terms of the Contract. This Bond protects the Municipality from financial loss should the Supplier fail to perform the Contract in accordance with its terms

and conditions. Maintenance Bonds provide upkeep of a project for a specified period of time after the project is completed. This Bond guarantees against defective workmanship or materials.

Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss should a Supplier fail to perform the Contract within the terms and conditions of the Contract, a Performance Bond is required.

Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss or other harm as a result of defective workmanship or materials, a Maintenance Bond is required.

Performance and/or Maintenance Bonds must be in the amount of fifty (50%) per cent of the Contract price for Contracts up to One Hundred Thousand (\$100,000.00) Dollars. Where the Contract price exceeds One Hundred Thousand (\$100,000.00) Dollars, the Performance and/or Maintenance Bonds must be in the amount of one hundred (100%) per cent of the Contract price.

- (e) Labour and Material Payment Bonds: Labour and Material Payment Bonds are guarantees that the Supplier will make payment for obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the project.

Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss should a Supplier fail to pay its obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the Contract, a Labour and Material Payment Bond shall be required.

Labour and Material Payment Bonds shall be in the amount of fifty (50%) percent of the Total Award Price, up to One Hundred Thousand (\$100,000.00) Dollars, and one hundred (100%) percent of the Total Award Price over One Hundred Thousand (\$100,000.00) Dollars.

- (f) Insurance: Where deemed necessary by the Department Head, or where the Municipality could experience significant financial loss, the Tender shall require that an insurance certificate be provided. The insurance coverage must be a minimum of Five Million (\$5,000,000.00) Dollars for liability, bodily injury and property, unless alternatively stated in the Tender document. The insurance policy will require that the Municipality be added as an additional named insured (for the project in question) and that the Municipality be notified in advance in the event that the insurance policy is cancelled or changed in any manner.
- (g) Occupational Health and Safety: All Tender document forms and Contracts shall require that the Occupational Health and Safety Act be complied with.
- (h) Workplace Safety and Insurance Board Certificate (WSIB): All Tender document forms and Contracts involving a labour component shall require a WSIB Certificate of Clearance from the Supplier.

Receipt and Opening of Bid Documents

The Municipality will refuse to accept any Bid that is:

- Not sealed
- Received after the closing deadline
- Submitted after a Tender has been cancelled.

Requests for withdrawal of a Bid shall be allowed if the request is made before the closing time for the Tender to which it applies. Requests must be directed to the Lead Contact by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a Bid does not disqualify a Bidder from submitting another Bid on the same Tender, subject to the provisions of Appendix A.

- (a) Timed and Dated: When Bids are received they shall be time and date stamped. Bid envelopes shall be dated, timed and initialed by the person receiving the Bid, and placed in a secure location until the Tender opening.
- (b) Number of Bids and Bidder Name not to be Divulged: The number of Bids received and the names of Bidders are confidential and shall not be divulged prior to the Tender opening.
- (c) Bid envelopes: Bids shall be received in an envelope clearly marked as to contents, including:
 - Tender Number and Title
 - Name and Address of Bidding Firm
- (d) Bids Received After Closing Time and Date: Bids received after the closing time shall be noted and returned unopened to the Bidder, as soon as possible. If a late Bid is received without a return address on the envelope it shall be opened, the address obtained, and then returned. The covering letter will advise why the envelope could not be returned unopened.
- (e) Alternative Bids: Unsolicited alternative Bids shall not be considered.
- (f) Two Bids for Same Tender - Same Envelope: If two Bids for the same Tender are received in the same envelope, the Bids must be contained in separate envelopes within the exterior envelope and must be marked as Bid A and/or Bid B. If the two Bids are not contained in separate envelopes within the exterior envelope, then the first Bid in the envelope shall be considered the intended Bid.
- (g) Two Bids Same Tender – Different Envelopes: If two Bids for the same Tender are received in different envelopes, the envelope with the latest date and time received shall be considered the intended Bid.
- (h) Bids Received By: Bids shall be received by the Municipal Office Staff.
- (i) Tender Opening: Bids shall be opened in public by Municipal Staff, preferably in the presence of the Department Head. The names of those individuals in attendance, the time and date of the opening, the names of the firms submitting a Bid, the completeness of each Bid received, and the total Bid price of each Bid shall be recorded at the opening.
- (j) Bid Irregularity: All Tenders shall be inspected for the presence of any Bid Irregularities. Such Irregularities shall be dealt with in accordance to Appendix 'A', attached to and forming part of this Bylaw.
- (k) One Tender Received: If only one Bid is received, the Municipality has the option of not opening the Bid and closing the Request for Tender.

Action when all Bids Received are Over Budget

At such time that a Tender closes, the competition is over. If all Bids are over budget, Council shall review the submissions and may elect to cancel the Tender. The scope of the project must be reviewed prior to re-Tender. If complete re-Tender is not financially viable or the project is required immediately, as determined by the Council and/or the Opening/Evaluation Committee, two procedures are acceptable:

- a) Negotiate with the lowest Bidder(s); or
- b) Re-Tender via post-Tender addendum to the lowest three Bidders, provided that there are tangible changes in the scope of the work, and with a view to bringing the cost of the project within the budget.

Return of Deposit Cheques

- (a) Immediately following the Tender opening, all Bid deposit cheques (other than those of the two lowest Bidders) shall be returned to the applicable Bidders by

regular mail, or pick-up by the Bidder. In the case of a pick-up, the person picking up the Deposit Security shall execute a receipt.

Upon receipt of the executed Contract and all other required documents in a format acceptable to the Municipality, the deposit cheque of the second lowest Bidder shall be returned by regular mail or pick-up by the Bidder. In the case of a pick-up, the person picking up the Bid deposit shall execute a receipt. The Security Deposit of the successful Bidder will be held as performance Surety until completion of the project.

- (b) If applicable, the Security Deposit of the successful Bidder shall be cashed, and the funds returned thirty (30) days after successful completion of the tender.

Action When Successful Bidder Does Not Finalize Contract

After Tender opening, if the successful Bidder should fail to sign the Contract or fail to provide any required documents (e.g., Bonds) within the specified time, the Department Head may grant additional time to fulfill the necessary requirements or may recommend that either:

- a) The Tender be Awarded to the next highest Bidder; or
- b) The Tender is cancelled.

In either case, the deposit of the originally Awarded Bidder is forfeited to the Municipality.

Execution of Contract

After the Tender opening, a report to Council is required which describes the bids received and provides a written recommendation.

Council is responsible for approving a Supplier. Upon Council’s approval, the Department Head shall ensure that a Contract is executed by the Mayor and Clerk or Treasurer, or a Purchase Acknowledgement is issued.

APPENDIX “C” – REQUEST FOR PROPOSAL PROCESS

REQUESTS FOR PROPOSALS (RFPs) may be called by way of public advertising or invitational Bid, as outlined in the Municipality’s Procurement Policy. In the event that there is an applicable Standing Order for the Commodity, that Standing Order shall be used to a limit of \$5,000.00 as set out herein:

- When the Commodity cannot be definitely specified, or
- When the Commodity is non-standard or specialized in nature, or
- The cost is only a minor component making up the Award.

Advertising

The Department Head will advertise and distribute RFPs:

- All public RFPs are advertised on the Municipality of Powassan Website.
- As a procurement best practice, the Municipality shall maintain a Qualified Supplier Roster. Participants of the Qualified Supplier Roster who have expertise in the Commodity being procured may be sent the RFP directly.
- At the discretion of the Department Head, RFPs may be advertised in a local, regional and/or construction newspaper and/or on procurement websites.
- Advertisements must include the following information (if applicable): title, RFP number, site meeting time/date/location, contact names for Purchasing inquiries, document fee, and location for pick up and drop off of Bid documents.
- In some instances, the RFP may be issued to help develop and/or refresh the Qualified Supplier Roster. During this process, potential Supplier will be screened using such factors as financial capability, reputation, qualified staff and equipment management, ability to support, and product quality.
- The Municipality reserves the right to limit the submission of Bids to those Supplier on the Qualified Supplier Roster.

The closing date is usually a minimum of 30 calendar days after the date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Bids must be addressed to the Lead Contact. Office Staff will receive all sealed submissions and will date and time stamp and initial all submissions. Email submissions, if deemed appropriate by discretion of the Treasurer, shall be directed to the Lead Contact.

The Municipality will refuse to accept any submission that is:

- Not sealed
- Received after the closing deadline
- Submitted after an RFP has been cancelled.

Requests for withdrawal of a Bid shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Lead Contact by letter, email, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a Bid does not disqualify a Bidder from submitting another Bid, subject to the provisions of Appendix ‘A’.

A Bidder may be disqualified for contacting or questioning Municipal Staff or Council regarding details of the RFP unless that person is the Lead Contact.

Bids received shall be evaluated on the basis of quantitative and qualitative criteria by an Evaluation Committee. Each Evaluation Committee member shall evaluate the Bids separately. The recommended Bid is the one that achieves the highest average overall score based on the combined evaluations of all Evaluation Committee Members.

RFP results, if requested, may be made public by the Department Head.

Request for Proposals are not formally opened in public nor is it required to disclose prices or terms at the time of submission. If only one Bid is received, the Department Head has the option of not opening the Bid and closing the Request for Proposal.

Where the required Goods and/or Services cannot be specified and it is estimated that the value of the Goods and/or Services (excluding all taxes) cost:

- a. **\$25,000.00 or less**
 - A written Bid must be acquired by the initiating Department.
 - No report to Council is required.
 - A Purchase Acknowledgement must be issued.
- b. **Over \$25,000.00**
 - Proposal guideline documents shall be processed through the Department and shall be advertised on the Municipal website, at a minimum.
 - Bids will be evaluated on the basis of quantitative and qualitative criteria, established and rated by the Evaluation Team.
 - A report to Council is required from the Issuing Department for Council consideration and approval.
 - A Contract must be executed after award.

APPENDIX “D” – CANADA FIRST POLICY

1. Purpose

The ‘Canada First’ policy serves as an addendum to the Municipality’s procurement policy and practices. Its intent is to adopt strategies that:

- a) Allow procurement decisions to consider the economic benefit to municipal, provincial, and Canadian economies.
- b) Align with any federal or provincial legislation or direction to municipalities to support a unified, Canada-wide approach that leverages the purchasing power of Canadian municipalities and other public sector organizations to support a broader trade and economic strategy.

2. Guiding Principles

As a component of the Municipality’s procurement practices, this policy continues to be governed by the following principles:

- a) To encourage competitive procurement and ensure the principles of fairness, objectivity, transparency, and accountability are reflected in the Municipality’s procurement processes.
- b) To ensure compliance with all applicable trade agreements, laws, and regulations.
- c) To allow sufficient flexibility in procurement decisions that aligns with the Municipality’s strategic objectives, while allowing for adjustments as needed to achieve best value and maintain service delivery.
- d) To obtain the best value for the Municipality when procuring Goods and/or Services and maintain spending within the Council-approved budget.

3. Policy

It is policy that:

- a) Procurement of Goods and/or Services, where the Total Purchase Price is no greater than the lowest of the thresholds imposed by the TCAOQ, CFTA, and/or CETA, be awarded to Canadian Suppliers, where Canadian Suppliers are defined as a Supplier with a permanent office or production facility located within Canada, and/or a Professional Services provider where no less than 70% of the natural persons responsible for providing the Service are based in Canada.
- b) Canadian and/or non-US suppliers receive preference through value-added evaluation criteria, where feasible and permissible under applicable Trade Agreements.

4. Exemptions

Exceptions to this Policy will be permitted if adherence:

- a) Is not feasible due to lack of viable substitutions;
- b) Would cause undue delays in procurement;
- c) Would result in negative impacts on Canadian suppliers; or
- d) Is not in the best interest of the Municipality.

5. Review and Expiry

This Policy shall be implemented and/or paused at the discretion of the Treasurer and/or Administrator, given changes in the Canadian and US trading environment.

This Policy will be reviewed regularly to ensure alignment with municipal needs, applicable Trade Agreements, and economic conditions.



Resolution no. 2025 - _____

Date: October 7, 2025

Moved by:

Seconded by:

Whereas the Council for the Municipality of Powassan has reviewed the Powassan Drinking Water System Financial Plan; and,

Therefore, Be It Resolved that Council of the Corporation of the Municipality of Powassan:

1. **Receives** the report dated October 7, 2025, regarding the Powassan Drinking Water System Financial Plan for the period 2025-2030.
2. **Confirms** that the Powassan Drinking Water System is financially viable and approves the Powassan Drinking Water System Financial Plan for the period 2025-2030.
3. **Directs** that the approved Powassan Drinking Water System Financial Plan be submitted to the Ministry of Municipal Affairs and Housing; and,
4. **Authorizes** the Clerk to provide notice advising the public of the availability of the financial plan on the municipality's website.

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					



Municipality of Powassan

Drinking Water System Financial Plan 2025-2030

Adopted by Council

October 7, 2025

Municipality of Powassan

Drinking Water System Financial Plan

1. Introduction

As a component of its Drinking Water License Renewal, the Municipality of Powassan is required to complete a six-year financial plan for its drinking water system. This plan must receive resolution of Council to meet the renewal requirements.

This Financial Plan has been prepared in accordance with the Regulation 453/07, made under the Safe Drinking Water Act, as well as the provisions of the financial planning guidelines published by the Ministry of the Environment (MOE) in August 2007 entitled “Toward Financially Sustainable Drinking-Water and Wastewater Systems”.

This Financial Plan considers capital system needs up to and including the 2030 fiscal year, along with operating costs, user fee revenues, and other funding sources over the same planning period. Consideration is also given to ensuring adequate reserves are developed to fund future capital expenditures and maintain sufficient contingency funding levels. There is no expectation of growth in this planning period.

The Financial Plan is also based on the tangible capital asset information that the Municipality maintains in accordance with PS 3150 requirements.

1.1 Legislative Context

The *Safe Drinking Water Act, 2002*, requires owners of a municipal drinking water system to apply for and obtain a Municipal Drinking Water License, and to renew the license at preset times. Five elements must be in place in order for the owner of a drinking water system to obtain a license:

- a) A Drinking Water Works Permit to establish or alter a drinking-water system;
- b) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority’s quality management system (QMS).
- c) An Accredited Operating Authority. A third-party audit of an operating authority’s QMS will be the basis for accreditation.
- d) A Permit to Take Water.
- e) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains several provisions affecting the preparation of Financial Plans pertaining to the licensing of a water system:

- a) A person who makes an application under the Act for a municipal drinking water license shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements of O. Reg. 453/07, S. 1(1).

- b) The Financial Plan must be approved by a resolution that is passed by the Council of the municipality
- c) The Financial Plan must apply to a period of at least six years with the first year to which the financial plans must apply must be the year in which the drinking water system's existing municipal drinking water license would otherwise expire.
- d) Once a system is licensed, the municipality's Financial Plan is required to be updated every 6 years, in conjunction with every application for license renewal.

1.2 Accounting Environment

PS 3150, as was placed into effect on January 1, 2009, requires the inclusion of water system capital assets in a municipality's financial statements.

Through O.Reg. 588/17, municipalities are required to adopt Asset Management Plans that include plans for the operation, maintenance, and replacement of a municipality's capital asset inventory, including water system assets, and strategies for their management.

Municipalities are also required to include in their Financial Plans, the costs associated with replacing lead service pipes that form part of the drinking water system.

1.3 Overview of the Water System

The Powassan water system consists of a ground water well supply system and a water distribution subsystem. The source water is from a ground water source through two (2) municipal wells which were drilled in 1981 (Well No. 1) and 2003 (Well No. 2). A water treatment facility was constructed in 2003. The water main subsystem is comprised of a piping network (of approximately 8.459 km in length). Several different water main pipe materials of varying age and diameter (100 to 200 mm) are found in the system. The Powassan water storage standpipe (11.28 m Ø x 9.75 m high) has a maximum storage capacity of 915 cubic metres (m³).

In 2025, the following user fees are in effect:

Fixed Monthly Charge Based on Meter Size

Meter Size (mm)	Service Charge (\$/30-days)
15	24.93
20	24.93
25	24.93
40	32.12
50	51.71
75	124.81
100	196.16

Consumptive Rates - Water

Usage Rate – based on Owner Class	Usage Rates (\$/m ³)
Single or two-family residential metered	3.25
Multi-family metered	3.25
Industrial/Commercial/Institutional	3.25

2. Plan Assumptions

In the creation of this Plan, a few key assumptions have been made with respect to future operational, maintenance, and capital needs over the planning period. Key assumptions are set forth below.

2.1 Operating Expenditures

Operating expenditures are projected to increase at a rate of 2% per annum over the planning period.

2.2 Capital Expenditures

Capital replacement needs until 2030 have been identified and incorporated into the Plan. Project priorities have been considered with respect to the ten-year capital projections prepared by OCWA, in conjunction with the Municipality's available funding capacity.

2.3 Debt Servicing Costs

The Municipality of Powassan is currently servicing one Infrastructure Ontario Loan, which was taken out in 2010 in the amount of \$1,963,708.29 and at 3.88% interest. This loan will be repaid in full by December 31, 2025. It is not projected that any additional debt will be required until beyond 2030.

2.4 Lead Replacement Costs

There are no lead pipes present in the distribution system. Accordingly, none of the financial information presented in this plan pertains to the replacement of lead service pipes.

2.5 Source Water Protection Costs

Source Water Protection Costs are anticipated to be minimal and be restricted to staff training time. No value has been specifically assigned in this plan to these activities.

3. Financial Plan Overview

The Municipality of Powassan utilizes a combination of user fees, connection fees, interest, and penalties to fund the expenditure requirements of its water system. The following is a brief overview of the assumptions made in the generation of the Operating Revenue and Expenditure line items in the Financial Plan.

3.1 User Fees

No significant growth in the user base is projected over the Plan period. It is recommended that the water rate increase by 2.5% per year, over this period.

3.2 Debt Financing

The Municipality has a 15-year loan that is scheduled to be repaid in full by the end of 2025.

No new debt has been factored into the Financial Plan. However, the Plan also does not propose any significant capital expenditures, such as water main replacements, over the Plan period. If such work is to be completed, additional debt financing will be required. The Plan allocates the currently idle debt capacity into reserve each year, to ensure that funding is available without a significant impact to user fees should the need arise.

3.3 Government Grants

No government grants were projected over the Plan period. It is anticipated that grant funding would be required to fund any watermain replacements, in conjunction with debt as outlined above.

3.4 Interest

The Municipality has a separately established Water and Sewer Reserve Fund. The interest earned on the funds in this account form a component of revenue in the Financial Plan.

3.5 Internal Loan Revenue

In 2024, the Municipality passed Bylaw 2024-13 to recognize an internal loan from the Water and Sewer fund to the general municipal fund. This loan bears interest at 2.5%, compounded annually, and is repayable in annual installments until 2037.

3.6 Operating Expenditures

Operating expenditures are projected to increase 2.0% per year, over the Plan period. Major Repairs and Maintenance costs are projected to increase 5.0% per year over the same period.

3.7 Prepaid Expenses

The Prepaid Expenses line item pertains to the Water portion of the Municipality's insurance program. This is projected to increase 8.0% per year over the Plan period.

4. Review and Update

This Plan will be reviewed and updated every six years, in compliance with regulatory requirements. Components of the Plan will also be integrated in the Municipality's Asset Management Plan and Program and will be reviewed annually.

5. Financial Plan Overview

The following is an overview of the Financial Statements that form an integral component of the Water System Financial Plan. The detailed financial statements are located in Section 6.

5.1 Statement of Financial Position

The detailed Statement of Financial Position is located in Section 6.1.

Net Financial Assets are set to increase approximately 77% over the period, from \$1,550,884 to \$2,724,214. This is primarily driven by a nearly four-times increase in cash balance, from \$565,445 to \$2,011,000. This is, in turn, driven by large annual operating surpluses, from the extinguishment of the Infrastructure Ontario loan repayment, and receipt of \$100,000 per year starting in 2026 from the repayment of the internal loan.

Accounts Receivable, representing unpaid water user fees, are projected to stay consistent over the term.

Tangible Capital Assets represent the netbook value of the Water System's capital infrastructure. This is projected to decrease by \$468,254 over the Plan period, to \$911,652. Continued amortization of the existing capital infrastructure base, in conjunction with the lack of significant forecasted renewal or replacement projects, are driving this decline.

The net of these changes is an increase in the Water System Surplus of \$732,801, to \$3,675,052. It should be noted that the system is steadily gaining surplus funds, which will allow significant investments to be made in the infrastructure in the early 2030s when major capital expenditures are likely to arise.

5.2 Statement of Operations

The detailed Statement of Operations is located in Section 6.2.

A modest annual surplus ranging from \$110,000-\$140,000 is consistently projected over the Plan period. As discussed previously, this is primarily driven by the extinguishment of the 15-year capital loan and ongoing transfer of funds to reserve for future capital projects.

It should be specifically noted that the Statement of Operations is prepared on a full accrual accounting basis, and not the modified accrual basis that is used in the preparation of the annual budget. Those budgets will continue to balance each year, with a transfer to reserves used to offset any surplus revenues which may arise in-year.

5.3 Statement of Cash Flow

The Statement of Cash Flow can be found in Section 6.3.

As noted in the Statement of Financial Position, net cash is projected to nearly quadruple by 2030. This, again, is driven by the continued repayment of the intercompany loan and extinguishment of the external IO loan by 2025.

The objective of the Plan is to allow for significant cash reserves to be replenished such that funds are available to assist in the capital renewal program, without a constant need for external debt. The Plan as presented is successful in achieving that objective.

6. Financial Statements

6.1 Statement of Financial Position

Table 6.1 – Statement of Financial Position							
Financial Assets	2024	2025	2026	2027	2028	2029	2030
Cash and Cash Equivalents	565,445	616,292	883,506	1,161,223	1,415,675	1,710,425	2,011,000
Accounts Receivable	154,841	152,733	156,551	160,465	164,476	168,588	172,803
Loan Receivable	1,010,525	960,789	884,808	806,929	727,102	645,279	561,411
Total Financial Assets	1,730,811	1,729,814	1,924,865	2,128,617	2,307,253	2,524,292	2,745,214
Liabilities							
Accounts Payable	10,945	-	-	-	-	-	-
Loan Payable	168,982	-	-	-	-	-	-
Other Liabilities	-	-	-	-	-	-	-
Total Liabilities	179,927	0	0	0	0	0	0
Net Financial Assets (Debt)	1,550,884	1,729,814	1,924,865	2,128,617	2,307,253	2,524,292	2,745,214
Non-Financial Assets							
Tangible Capital Assets (net) ^{1,2}	1,379,906	1,303,117	1,219,004	1,134,891	1,080,478	996,065	911,652
Prepaid Expenses	11,461	12,378	13,368	14,437	15,592	16,839	18,186
Inventory of Supplies	0	0	0	0	0	0	0
Total Non-Financial Assets	1,391,367	1,315,495	1,232,372	1,149,328	1,096,070	1,012,904	929,838
Accumulated Surplus	2,942,251	3,045,309	3,157,237	3,277,945	3,403,323	3,537,196	3,675,052

6.2 Statement of Operations

Table 6.2 – Statement of Operations

Revenues	2024	2025	2026	2027	2028	2029	2030
User Fees ³	427,450	436,379	447,288	458,470	469,932	481,680	493,722
Penalties	5,134	6,724	5,591	5,731	5,874	6,021	6,172
Interest Revenue	17,294	16,794	21,577	27,867	30,297	36,198	37,534
Other Revenues	25,623	25,264	24,019	22,121	20,173	18,177	16,132
Total Revenues	475,501	485,161	498,475	514,189	526,276	542,076	553,560
Expenditures							
Operating Expenses	238,050	267,579	272,931	278,390	283,958	289,637	295,430
Repairs and Maintenance	31,452	28,098	29,503	30,978	32,527	34,153	35,861
Interest on Debt	7,975	2,837	0	0	0	0	0
Amortization	84,935	83,589	84,113	84,113	84,413	84,413	84,413
Loss on Disposal	0	0	0	0	0	0	0
Total Expenditures	362,412	382,103	386,547	393,481	400,898	408,203	415,704
Annual Surplus (Deficit)	113,089	103,058	111,928	120,708	125,378	133,873	137,856
Accumulated Surplus, Opening	2,829,162	2,942,251	3,045,309	3,157,237	3,277,945	3,403,323	3,537,196
Accumulated Surplus, Closing	2,942,251	3,045,309	3,157,237	3,277,945	3,403,323	3,537,196	3,675,052

6.3 Statement of Cash Flow

Table 6.3 – Statement of Cash Flows

Operating Transactions	2024	2025	2026	2027	2028	2029	2030
Total Operating Revenues	449,878	459,897	474,456	492,068	506,103	523,899	537,428
Total Operating Expenditures	-362,412	-382,103	-386,547	-393,481	-400,898	-408,203	-415,704
Change in Non-Cash Working Capital:							
Change in Accounts Receivable	-24,621	2,108	-3,818	-3,914	-4,011	-4,112	-4,215
Change in Inventories	0	0	0	0	0	0	0
Change in Accounts Payable	57,006	-10,945	0	0	0	0	0
Change in Prepaid Expenses	-849	-917	-990	-1,069	-1,155	-1,247	-1,347
Non-Cash Items:							
Amortization Expense	84,935	83,589	84,113	84,113	84,413	84,413	84,413
Loss on Disposal	0	0	0	0	0	0	0
Net Cash from Operating Transactions	203,937	151,629	167,214	177,717	184,452	194,750	200,575
Capital Transactions							
Proceeds on Sale of Capital Assets	0	0	0	0	0	0	0
Acquisition of Tangible Capital Assets	-71,713	-6,800	0	0	-30,000	0	0
Net Cash from Capital Transactions	-71,713	-6,800	0	0	-30,000	0	0
Investing Transactions							
Acquisitions of Investments	0	0	0	0	0	0	0
Disposals of Investments	0	0	0	0	0	0	0
Repayment of Interfunctional Loan	40,000	75,000	100,000	100,000	100,000	100,000	100,000
Net Cash from Investing Transactions	40,000	75,000	100,000	100,000	100,000	100,000	100,000
Financing Transactions							
Municipal Debt Repaid	-162,612	-168,982	0	0	0	0	0
Issuance of New Debt	0	0	0	0	0	0	0
Net Cash from Financing Transactions	-162,612	-168,982	0	0	0	0	0
Increase in Cash and Cash Equivalents	9,612	50,847	267,214	277,717	254,452	294,750	300,575
Cash and Cash Equivalents, Opening	555,833	565,445	616,292	883,506	1,161,223	1,415,675	1,710,425
Cash and Cash Equivalents, Closing	565,445	616,292	883,506	1,161,223	1,415,675	1,710,425	2,011,000

6.4 Notes to the Financial Statements

1. No Tangible Capital Assets that are considered 'Tangible Capital Assets Under Construction' have been identified.
2. No write-downs, disposals, or donated tangible capital assets have been identified.
3. User Fees represents fees for water rates only. Connection fees have typically been billed on a cost-recovery basis and are not factored into the plan.

Appendix A – O. Reg. 453/07

Safe Drinking Water Act, 2002

ONTARIO REGULATION 453/07

FINANCIAL PLANS

Consolidation Period: From April 1, 2008 to the [e-Laws currency date](#).

Last amendment: 69/08.

Legislative History: 69/08.

This is the English version of a bilingual regulation.

Requirement to prepare financial plans

1. (1) A person who makes an application under clause 32 (1) (b) of the Act for a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 2. O. Reg. 453/07, s. 1 (1).

(2) A person who makes an application under subsection 32 (4) of the Act for the renewal of a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (2).

(3) As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (3).

(4) The Director shall include, as a condition in a municipal drinking water licence, the requirement set out in subsection (3) in any amendments to a license made after the application, if the condition is not satisfied at the time when the amendment is made. O. Reg. 453/07, s. 1 (4).

Financial plan requirements; new systems

2. For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (1) to satisfy the requirements of this section:

1. The financial plans must be approved by a resolution that indicates that the drinking water system is financially viable and that is passed by,
 - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
 - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The financial plans,
 - i. must include a statement that the financial impacts of the drinking water system have been considered, and
 - ii. must apply for a period of at least six years.
3. The first year to which the financial plan must apply is the year in which the drinking water system is expected to first serve the public.
4. For each year in which the financial plans apply, the financial plans must include details of the proposed or projected financial operations of the drinking water system itemized by,
 - i. total revenues, further itemized by water rates, user charges and other revenues,
 - ii. total expenses, further itemized by amortization expenses, interest expenses and other expenses,

- iii. annual surplus or deficit, and
 - iv. accumulated surplus or deficit.
5. The owner of the drinking water system must,
- i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
 - ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
 - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 2.

Financial plan requirements; licence renewal

3. (1) For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (2) or a condition that is included in a municipal drinking water licence under subsection 1 (3) to satisfy the requirements of this section:

- 1. The financial plans must be approved by a resolution that is passed by,
 - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
 - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
- 2. The financial plans must apply to a period of at least six years.
- 3. The first year to which the financial plans must apply must be the year determined in accordance with the following rules:
 - i. If the financial plans are required by subsection 1 (2), the first year to which the financial plans must apply must be the year in which the drinking water system’s existing municipal drinking water licence would otherwise expire.
 - ii. If the financial plans are required by a condition that was included in a municipal drinking water licence under subsection 1 (3), the first year to which the financial plans must apply must be the later of 2010 and the year in which the first licence for the system was issued.
- 4. Subject to subsection (2), for each year to which the financial plans apply, the financial plans must include the following:
 - i. Details of the proposed or projected financial position of the drinking water system itemized by,
 - A. total financial assets,
 - B. total liabilities,
 - C. net debt,
 - D. non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
 - E. changes in tangible capital assets that are additions, donations, write downs and disposals.
 - ii. Details of the proposed or projected financial operations of the drinking water system itemized by,
 - A. total revenues, further itemized by water rates, user charges and other revenues,
 - B. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
 - C. annual surplus or deficit, and
 - D. accumulated surplus or deficit.
 - iii. Details of the drinking water system’s proposed or projected gross cash receipts and gross cash payments itemized by,
 - A. operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges,

- B. capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
 - C. investing transactions that are acquisitions and disposal of investments,
 - D. financing transactions that are proceeds from the issuance of debt and debt repayment,
 - E. changes in cash and cash equivalents during the year, and
 - F. cash and cash equivalents at the beginning and end of the year.
- iv. Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.
5. The owner of the drinking water system must,
- i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
 - ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
 - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 3 (1).
- (2) Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:
- 1. Sub-subparagraphs 4 i A, B and C of subsection (1).
 - 2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1). O. Reg. 453/07, s. 3 (2).

Alternative requirements for two or more drinking water systems

4. If section 3 applies to the financial plans of two or more drinking water systems that are solely owned by the same owner, the requirements prescribed by the section may, as an alternative, be satisfied by financial plans that comply with the section but treat those systems as if they were one drinking water system. O. Reg. 453/07, s. 4.

Amendment of financial plans

5. Sections 2 and 3 do not prevent financial plans from being amended. O. Reg. 453/07, s. 5.

Additional information

6. The requirements of this Regulation do not prevent a person from providing additional information in financial plans prepared for the purpose of meeting the requirements of the Act. O. Reg. 453/07, s. 6.

7. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 453/07, s. 7.



COUNCIL MEMO

To: Council
From: Councillor Hall
Re: Hummel Bridge Planning
Date: October 2, 2025

RECOMMENDATION:

That both the Municipality of Powassan and the Township of Nipissing reach out to MPP Fedeli and MP Rochefort to set up a meeting to discuss funding for Hummel Bridge for 2026.

BACKGROUND:

The studies required to move forward with the Hummel Bridge replacement are in the works, so we should be meeting with government officials now to investigate funding opportunities, so we are ready to go once all the preparation work is completed.

COUNCIL MEMORANDUM

Date:	Oct 7th, 2025
To:	Council and Staff
From:	Councillor Patey
Re:	Business Improvement Grant Initiative

Recommendation:

The purpose of this Memo is to seek Council's consideration for the creation of a **Business Improvement Grant Initiative** to support local businesses in enhancing the exterior conditions, accessibility, and overall appearance or their entrances.

Background / Rationale:

Rationale

The municipality's small businesses are central to the vitality of our downtown and commercial corridors. Many of these properties face ongoing challenges with aging infrastructure, accessibility limitations, and costs associated with permanent exterior improvements.

Proposal

It is proposed that Council establish a grant-based program with the following parameters for consideration.

- Eligible Projects: Permanent exterior improvements or repairs to the main entrances of businesses (e.g. Door replacements, accessibility upgrades, weather protection, Facade repair around entrances permanent signage improvements integral to the entryway)
- Eligibility: Registered "customer facing" businesses located within the municipality.
- Funding Model: A matching-grant approach (e.g. 50% municipal contribution to a maximum (\$) per project. For (#) applicants each year)
- Application Process: Businesses would be required to submit an application including project description, cost estimates, proof of compliance with zoning/ building codes and photographs of the proposed improvement area.
- Administration: Staff would administer the program, review applications and ensuring compliance with municipal requirements
- Budget Impact: Council would determine an annual allocation (suggested pilot of \$15,000.00)

Next Steps

Should council support this initiative in principle, staff can be directed to draft program guidelines and return with a reporting outline.

Recommendation:

That Council receive the memo and direct staff to prepare a report with draft guidelines for the **Business Improvement Grant Initiative**, to be considered at a future meeting of council and ready for the 2026 budget.

COUNCIL MEMORANDUM

Date:	Oct 7th, 2025
To:	Council and Staff
From:	Councillor Patey
Re:	Bottle Return Initiative to Support Recreation

Recommendation:

That the municipality introduce or develop an area at the landfill to collect returnable materials and reinvest revenue back into Recreation.

Background / Rationale:

Neighbouring municipalities have introduced successful bottle return programs at their respective landfills. These programs provide residents with a convenient way to responsibly dispose of returnable containers while also generating funds that can be reinvested into the community.

Proposal

A designated collection area would be established at the landfill where residence could drop off their returnable bottles and cans. The municipality would manage the collection and return of containers with all proceeds directed into a Recreation Support Fund to be used or programming, events and facility support.

Benefits

- Reduce waste entering the landfill
- Promotes environmental responsibility
- Provides a sustainable funding source for recreation without increasing taxes
- Engages residents in supporting local programs throughout everyday actions.

Proposed Motion

That Council approves the creation of a **Bottle Return Initiative at the Municipal Landfill**, with proceeds directed to support recreation programming within the municipality, and that staff be directed to prepare an implementation plan including logistics, staffing requirements (if any), and communication to the public.

Solicitor General

Office of the Solicitor General

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132-2025-3641
By email

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

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Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca.

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at opp.municipalpolicing@opp.ca.

Thank you again for your partnership.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael S. Kerzner", with a stylized flourish at the end.

The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety
Ministry of the Solicitor General

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police

October 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 28	29	30	Oct 1	2 Maple Syrup Festival Committee	3	4
5	6	7 Council	8 NBMCA	9 DSSAB	10	11
12	13 Thanksgiving - Office Closed	14	15 Eastholme	16	17	18
19	20 Library Board	21 Council Golden Sunshine Housing Copr.	22	23 Recreation Committee	24	25
26	27 Police Detachment Board	28	29	30	31	Nov 1