

# The Municipality of Powassan

## AGENDA

Regular Council meeting to be held

Tuesday April 19, 2022 at 7:00 p.m.

Powassan Council Chambers

**1. CALL TO ORDER & ACKNOWLEDGE FIRST PEOPLES AND TRADITIONAL LAND**

"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"

**2. ROLL CALL**

**3. DISCLOSURE OF MONETARY AND GENERAL NATURE THEREOF**

**4. APPROVAL OF THE AGENDA**

**5. PRESENTATIONS:**

**6. ADOPTION OF MINUTES**

6.1 Regular Council Meeting of April 5, 2022

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

7.1 Recreation Committee minutes of January 5, 2022

7.2 Recreation Committee minutes of February 16, 2022

7.3 Trout Creek Community Centre Board minutes of March 9, 2022

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

8.1 Powassan and District Union Public Library minutes of February 28, 2022

8.2 Powassan and District Union Public Library Draft minutes of March 28, 2022

8.3 Police Services Board minutes of Monday, March 21, 2022

8.4 Almaguin Community Economic Development (ACED) minutes of March 21, 2022

8.5 The Golden Sunshine Municipal Non-Profit Housing Corporation Board minutes 2022-03

**9. STAFF**

9.1 Memo – Short Term Rentals- K. Bester, Deputy Clerk

**10. BY-LAWS**

10.1 By-Law 2022-05 – Cemetery Rules and Regulations

10.2 By-Law 2022-08- Fees

**11. UNFINISHED BUSINESS**

- 11.1 Integrity Commissioner Report on Complaint-Evan Hughes v. Councillor Debbie Piekarski and Legal

**12. NEW BUSINESS**

- 12.1 Ministry of Municipal Affairs & Housing- 2022 Annual Repayment Limit  
12.2 Ministry of the Solicitor General- Emergency Management compliance completed

**13. CORRESPONDENCE**

- 13.1 Ministry of the Solicitor General- O.Reg. 343/22: Firefighter Certification

**14. ADDENDUM**

**15. ACCOUNTS PAYABLE**

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

**17. PUBLIC QUESTIONS**

**18. CLOSED SESSION**

- 18.1 Adoption of Closed Session minutes of April 5, 2022  
18.2 Identifiable Individual-Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw- matters regarding an identifiable individual, including municipal or local board employees  
18.3 Legal-Section 239(2)(f) of the Municipal Act and under 6(1)(f) of the Procedural Bylaw- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**19. MOTION TO ADJOURN**

The Municipality of  
**Powassan**

**Council Meeting**  
**Tuesday, April 5, 2022, at 7:00 pm**  
**Powassan Council Chambers**

**Present:** Peter McIsaac, Mayor  
Randy Hall, Deputy Mayor  
Markus Wand, Councillor  
Dave Britton, Councillor  
Debbie Piekarski, Councillor

**Staff:** Maureen Lang, CAO/Clerk  
Brayden Robinson, Treasurer  
Terry Lang, IT

**Disclosure of Monetary Interest and General Nature Thereof:** None

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- 2022-94**                      Moved by: D. Piekarski                      Seconded by: R. Hall  
That the agenda of the Regular Council meeting of April 5, 2022 be approved.                      **Carried**
  - 2022-95**                      Moved by: D. Piekarski                      Seconded by: R. Hall  
That the minutes of the Regular Meeting of Council of March 15, 2022 be adopted.                      **Carried**
  - 2022-96**                      Moved by: D. Piekarski                      Seconded by: R. Hall  
That the minutes from the Public Works committee meeting of March 22, 2022 be received.                      **Carried**
  - 2022-97**                      Moved by: D. Piekarski                      Seconded by: R. Hall  
That the minutes from the Municipal Budget Meeting of March 23, 2022, be received.                      **Carried**
  - 2022-98**                      Moved by: D. Piekarski                      Seconded by: R. Hall  
That the minutes from the Municipal Budget Meeting of March 30, 2022, be received.                      **Carried**
  - 2022-99**                      Moved by: R. Hall                      Seconded by: D. Piekarski  
That the minutes from the Almaguin Community Economic Development (ACED) meeting of February 28, 2022, be received.                      **Carried**
  - 2022-100**                      Moved by: R. Hall                      Seconded by: D. Piekarski  
That the District of Parry Sound Social Services Administration Board's Chief Administrative Officer's Report dated March 2022, be received.                      **Carried**
  - 2022-101**                      Moved by: R. Hall                      Seconded by: D. Piekarski  
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting dated Tuesday, February 15, 2022, be received.                      **Carried**
  - 2022-102**                      Moved by: D. Piekarski                      Seconded by: R. Hall  
That the 2022 Budget and Levy from the North Bay Mattawa Conservation Authority, be received.                      **Carried**
  - 2022-103**                      Moved by: D. Piekarski                      Seconded by: D. Britton  
That the North Bay Mattawa Conservation Authority agend, minutes and reports from the meeting dated January 26, 2022 be received.                      **Carried**

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	6-1

- 2022-104 Moved by: D. Britton Seconded by: D. Piekarski  
That the 2022 Budget from the Powassan and District Union Public Library Board,  
be received. **Carried**
- 2022-105 Moved by: D. Piekarski Seconded by: D. Britton  
That the Memo dated March 28, 2022 from Deputy Clerk K. Bester regarding the Encroachment  
Agreement for 107 Sophia St., be received,  
And further that Council directs staff to move forward in transferring this property area. **Carried**
- 2022-106 Moved by: D. Britton Seconded by: D. Piekarski  
That By-Law 2022-05, being a By-Law that contains the rules and regulations that govern  
the Powassan Union Cemetery, St. Joseph's Cemetery, the Trout Creek Union Cemetery and  
the Holiness Cemetery, and have been approved by the Registrar, Funeral, Burial and  
Cremation Services Act, 2002 (FBCSA), Bereavement Authority of Ontario (BAO),  
  
Be **READ** a **FIRST** and **SECOND** time this the 5<sup>th</sup> day of April, 2022,  
  
**AND** to be considered **READ** a **THIRD** and **FINAL** time and passed as such in open Council  
on the 19<sup>th</sup> day of April, 2022. **Carried**
- 2022-107 Moved by: D. Piekarski Seconded by: D. Britton  
That By-Law 2022-06, being a By-Law to authorize an Automatic Recount Policy for the  
2022 Election,  
  
**READ** a **FIRST** and **SECOND** time on the 15<sup>th</sup> day of March, 2022,  
  
**AND READ** a **THIRD** and **FINAL** time and passed as such in open Council on this the 5<sup>th</sup>  
day of April, 2022. **Carried**
- 2022-108 Moved by: D. Britton Seconded by: D. Piekarski  
That By-Law 2022-08, being a By-Law to amend the User Fee By-Law which imposes fees  
or charges for services provided by the Corporation of the Municipality of Powassan, and that  
the fee for Reviewing consent Applications be increased to \$100.00,  
  
Be **READ** a **FIRST** and **SECOND** time this 5<sup>th</sup> day of April, 2022,  
  
**AND** to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council  
on the 19<sup>th</sup> day of April, 2022. **Carried**
- 2022-109 Moved by: D. Piekarski Seconded by: D. Britton  
That By-Law 2022-09, being a By-Law to authorize an agreement between the Federal  
Economic Development Agency for Northern Ontario as represented by the Minister responsible  
for the Federal Economic Development Agency for Northern Ontario,  
  
Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time  
and adopted for the betterment of the community, this the 5<sup>th</sup> day of April, 2022. **Carried**
- 2022-110 Moved by: D. Piekarski Seconded by: D. Britton  
That By-Law 2022-10, being a By-Law to authorize certain new capital works of the Corporation  
of the Municipality of Powassan, and to authorize the submission of an application to  
Ontario Infrastructure and Lands Corporation (OILC) for financing of such capital works, and  
to authorize temporary borrowing from OILC to meet expenditures in connection with such  
capital works and to authorize long-term borrowing for such capital works through the issue  
of debentures to OILC;

To be **READ** a **FIRST** and **SECOND** time and **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council on April 5, 2022. **Carried**

**2022-111** Moved by: D. Britton Seconded by: D. Piekarski  
That By-Law 2022-11, being a By-Law to approve the submission of an application to Ontario Infrastructure and Lands Corporation (OILC) for the long-term financing of certain capital works of the Corporation of the Municipality of Powassan and to authorize the entering into of a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC;

To be **READ** a **FIRST** and **SECOND** time and **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council on April 5, 2022. **Carried**

**2022-112** Moved by: D. Britton Seconded by: D. Piekarski  
That the correspondence from the Association of Municipalities (AMO) regarding the AMO Annual Conference being held August 14-17, 2022 in Ottawa, be received. **Carried**

**2022-113** Moved by: D. Piekarski Seconded by: D. Britton  
That correspondence from the City of North Bay regarding participation in the Household Hazardous Waste Program be received,  
And further that Council approve participation for the 2022 year. **Carried**

**2022-114** Moved by: M. Wand Seconded by: D. Britton  
That the Integrity Commissioner Report on Complaint – Evan Hughes v. Councillor Randy Hall, dated March 17, 2022 be received,

And further that having been found to have breached the Code of Conduct for members of the Council of the Municipality of Powassan, Deputy Mayor Randy Hall be and is hereby formally reprimanded. **Carried**

**2022-115** Moved by: M. Wand Seconded by: D. Britton  
That the Integrity Commissioner Report on Complaint – Evan Hughes v. Councillor Debbie Piekarski, dated March 28, 2022 be received,

And further that, having been found to have breached the Code of Conduct for members of the Council of the Municipality of Powassan, Councillor Debbie Piekarski be and is hereby formally reprimanded. **Deferred**

**2022-116** Moved by: D. Piekarski Seconded by: M. Wand  
That the accounts payable listing reports of March 14, 23, 30, 2022 in the total amount of \$256,640.01, be approved for payment. **Carried**

**2022-117** Moved by: M. Wand Seconded by: D. Piekarski  
That Council now adjourns to closed session at 8:15 p.m. to discuss:  
18.1 Adoption of Closed Session Minutes of February 1, 2022  
18.2 Adoption of Closed Session Minutes of Public Works of March 22, 2022  
18.3 Adoption of Closed Session Minutes of the Budget meeting of March 30, 2022  
18.4 Identifiable Individual – Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural By-Law – matters regarding an identifiable individual, including municipal or local board employees.  
18.5 Legal – Section 239(2)(f) of the Municipal Act and under 6(1)(f) of the Procedural By-Law – advice that is subject to solicitor-client privilege, including communications necessary for that purpose. **Carried**

- |          |  |                      |                |
|----------|--|----------------------|----------------|
| 2022-118 | Moved by: M. Wand<br>That the Council meeting goes past 10:00 p.m. curfew.             | Seconded by: R. Hall | <b>Carried</b> |
| 2022-119 | Moved by: D. Piekarski<br>That Council now reconvenes to regular session at 10:30 p.m. | Seconded by: M. Wand | <b>Carried</b> |
| 2022-120 | Moved by: D. Piekarski<br>That Council now adjourns at 10:30 p.m.                      | Seconded by: M. Wand | <b>Carried</b> |

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Mayor

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CAO/Clerk

**Recreation Committee Minutes** January 5, 2022

**Attendees:** Gerry Giesler, Mayor Peter McIsaac, Mallory Slingerland, Doug Thompson (PMHA Rep), Wendy Carrothers, Jeff Eckensviller

**Absent with regrets:** Councillor Markus Wand, Kim Lindsay (Curling Club Rep)

**Staff:** Mike Heasman, Recreation and Facilities Manager

**1. Call to Order @ 7:00 PM by G. Giesler**

**2. Agenda**

Moved by: M. Slingerland    Seconded by: W. Carrothers  
That the agenda be adopted with the removal of item 7b) Beerfest  
Motion Carried

**3. Disclosure of Pecuniary Interest**

None

**4. Presentations**

None

**5. Minutes**

Moved by: M. Slingerland    Seconded by: W. Carrothers  
That the minutes from the January 5, 2022 meeting be accepted.  
Motion Carried

**6. Correspondence**

None

**7. Outstanding Business**

**a) Sportsplex Update**

- The Sportsplex Staff will be getting a popcorn machine from the TCCC.
- Staff have been hired to do the vaccination checks at the front door.
- Public Skating has started with no issues

**8. New Business**

**a) Pool Staff Hiring Policy**

- The Recreation Manager will develop a detailed policy for hiring pool staff, which will include financial assistance to help cover the cost of the training courses.

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	7-1

b) Canoe Regatta

- The Canoe regatta will take place on June 11, 2022

c) Fish derby

- The Fish derby will be held on July 10, 2022

9. Community Updates

- P. McIsaac – The Recreation Committee should send a thank you to the Fire Department for their work on creating and maintaining the outdoor rinks.
- W. Carrothers – Lots of young people participated in the caroling along Main Street..

Next Meeting: February 2, 2002 @ 7:00 PM @ 250 Clark

Meeting adjourned at 7:40 PM

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Chair

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Recreation & Facilities Manager



**Recreation Committee Minutes** February 16, 2022

**Attendees:** Gerry Giesler, Councillor Markus Wand, Mallory Slingerland, Doug Thompson (PMHA Rep), Kim Lindsay (Curling Club Rep)

**Absent with regrets:** Mayor Peter Mclsaac, Wendy Carrothers, Jeff Eckensviller

**Staff:** Mike Heasman, Recreation and Facilities Manager

1. **Call to Order @ 7:00 PM by G. Giesler**

2. **Agenda**

Moved by: K, Lindsay    Seconded by: D. Thompson

That the agenda be adopted with the change of item 10. Should be March 2, 2022

Motion Carried

3. **Disclosure of Pecuniary Interest**

None

4. **Presentations**

None

5. **Minutes**

Moved by: D. Thompson    Seconded by: M. Wand

That the minutes from the January 5, 2022 meeting be accepted.

Motion Carried

6. **Correspondence**

a) **Letter from D. Piper**

The Recreation Committee received a letter from D. Piper regarding the condition of memorial Park. D. Piper will be informed that repairs to the gazebo and the electrical issues will be included in the 2022 Operating Budget for Council consideration.

b) **Arena Committee Minutes**

The Recreation Committee received the minutes from the February 7, 2022 Arena Committee meeting.

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	7-2

## 7. Outstanding Business

### a) Sportsplex Update

For daytime rentals at the Sportsplex, the Facility Manager tries to book the rentals so that they run concurrent to each other. This is to help reduce the staffing costs associated with a single one hour rental.

### b) Beerfest

Item deferred to next meeting

### c) Canoe Regatta

Regatta will be on June 11<sup>th</sup>, The Recreation Manager will set up the radio advertising as has been done in the past.

### d) Fish Derby

Fish Derby will be on July 10<sup>th</sup>, The Recreation Manager will set up the radio advertising as has been done in the past.

## 8. New Business

### a) Boards for Outdoor Rink

Item deferred to next meeting

### b) Fitness Centre Fes

Fitness Centre Fees are not part of the Recreation mandate, but the concerns have been forwarded to the proper department.

## 9. Community Updates

- D. Thompson – PMHA going good and strong
- M. Slingerland – Canteen open for Voodoos games is going well, the bigger popcorn machine is working out well.

Next Meeting: March 2, 2002 @ 7:00 PM @ 250 Clark

Meeting adjourned at 7:50 PM

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Chair

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Recreation & Facilities Manager



**TROUT CREEK COMMUNITY CENTRE BOARD  
WEDNESDAY, MARCH 9, 2022  
@ 7:00PM  
TROUT CREEK COMMUNITY CENTRE**

**1. Call to Order**

Motion 2022-13

Moved By: Brian Eckensviller

Seconded By: Tyson Hummel

That the meeting be called to order at 7:15p.m.

There was a brief discussion with the Board welcoming Chris Varey to the Board. A motion was then passed.

Motion 2022-14

Moved By: Tyson Hummel

Seconded By: Brian Eckensviller

That the Trout Creek Community Centre Board welcomes Chris Varey to the Trout Creek Community Centre Board.

**PRESENT:**

Peter McIsaac-Mayor  
Tyson Hummel  
Karen Chadbourn  
Brian Eckensviller  
Jeff Eckensviller-Chair  
Chris Varey

**Absent with regrets:**

Elva Taggart- retired from the Board  
Trina Hummel-Co-Chair  
Jeff Conrad  
Randy Hall-Councillor  
Ted Hummel

**Staff:**

Dale Jardine-Arena Manager  
Vacant – Bar/Food/Event Coordinator  
Norma Conrad-Recording Secretary

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	7-3

## **2. Disclosure of pecuniary interests and general thereof:**

None

## **3. Approval of Agenda**

Motion 2022-15

Moved By: Tyson Hummel

Seconded By: Karen Chadbourn

That the Agenda is approved, as amended

Added:

10.2) Nipissing Kennel Club inquiring about renting a space in October.

## **4. Presentation(s)**

None

## **5. Approval of Minutes**

Motion 2022-16

Moved By: Karen Chadbourn

Seconded By: Tyson Hummel

That the minutes of the previous meeting of February 9, 2022 be adopted.

## **6. Manager's Report:**

Arena Manager Dale Jardine reported that TSSA was in and did an inspection at the arena. He mentioned that the compressor passed the inspection with flying colours, but did advise that we need to get two signs made for the doors for safety reasons.

The Trout Creek Walkers have asked for an extension to use till the end of April for walking in the upstairs hall at the Trout Creek Community Centre. Dale reported to the Board that he had no problem with them coming. The Board agreed to the extension.

## **7. Bar/Food/Event Coordinator**

- Vacant Position

## **8. Member's Report:**

Member Tyson Hummel asked if the golf tournament has been booked for 2022. Chair Jeff Eckensviller replied, yes, June 4, 2022 at the Highview Golf Course. Tyson then went onto say that the parking lot outside is disgusting and it has become a safety issue. The Board had a brief discussion, and asked for Public Works to be contacted and get them to remove the excessive snow out of the parking lot.

Mayor Peter McIsaac asked that the Board and Arena Manager Dale Jardine receive copies of the minutes from the Municipal Arena Community Board on a regular basis.

Member Brian Eckensviller would like to see the hall rental pricelist in the next agenda package for the April meeting. He also asked about the water station to see if it had come in yet. Dale advised that the water station has not come in yet and will contact Purdon's Heating & Electric to see what the delay is.

The Recording Secretary received a letter of resignation (retirement) from Board member Elva Taggart. The Board had a brief discussion and wants to show their appreciation for her volunteered services over many years by getting a gift and delivering it personal to her home. A motion was then passed.

Motion 2022-17

Moved By: Brian Eckensviller

Seconded By: Karen Chadbourn

That we received a letter of resignation for Elva Taggart from the Trout Creek Community Centre Board and that the Board will send her a gift of appreciation for her time.

## 9. Review Action Items

Baseball Tournament

Tyson Hummel advised everyone that he will not be able to help out with the Baseball tournament in August. There was a brief discussion to consider changing the date.

The Board had a discussion about the storage shed by first base is in terrible shape. We need to contact Mike Heasman at the recreation department to see what can be done with that shed. It was also mentioned that some baseball supplies in the deteriorated shed need to be removed into another shed for better storage.

## 10. New/Old Business/Correspondence

10.1) Budget Discussion

The members had a brief discussion about going over their budget requests for 2022. Their main concern was the flooring in the lobby with safety concerns that need to be repaired, but also wanted the Municipal staff to look into the Net Zero funding to move more to green energy ex: electric Zamboni.

There list request in order for 2022 budget:

1. Modernization report
2. Flooring in lobby
3. Shower Upgrade (plumbing & flooring)
4. Zamboni

10.2) Nipissing Kennel Club

The Nipissing Kennel Club reached out by an email to the Board to inquire about renting the Trout Creek arena for an annual dog show in October on Thanksgiving weekend. They would like to know what the Board would charge for a four-day event. There was a brief discussion. A motion was passed.

Motion 2022-18

Moved By: Brian Eckensviller

Seconded By: Tyson Hummel

That the Trout Creek Community Centre Board agrees to the Nipissing Kennel Club renting the arena in October 2022 for \$6350.00 + HST.

**11. Addendum**

None

**12. Accounts Payable**

Motion 2022-19

Moved By: Tyson Hummel

Seconded By: Brian Eckensviller

That the accounts payable listings in the total amount of \$2,619.73 be approved for payment.

**13. Notice of Meeting**

Motion 2022-20

Moved By: Karen Chadbourn

Seconded By: Brian Eckensviller

That the next meeting be scheduled for April 13, 2022 at 7:00pm.

**14. Closed Session**

None

**15. Adjournment**

Motion 2022-21

Moved By: Tyson Hummel

Seconded By: Karen Chadbourn

That the committee adjourned at 8:16p.m.

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Chair

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Recording Secretary



**Powassan**  
and District Union  
**Public Library**

**Library Board Minutes**  
February 28, 2022 @ 6 pm

**Attendance via Zoom:** Tina Martin, Steve Kirkey

**In-person:** Gloria Brown, Bob Elliott, Bernadette Kerr, Debbie Piper (arrived at 6:50 pm),  
Debbie Piekarski, Doug Walli, Marie Rosset

1. **Respect and Acknowledgement Declaration** Read by CEO
2. **Disclosure of pecuniary interest** – none

3. **Approval of general consent motion:**

**Motion # 2022-05 Walli-Elliott:** That the Consent Agenda for February 2022, which includes:

- a) The February 28, 2022 agenda,
  - b) the Minutes for the January 24, 2022 meeting,
  - c) the Financial Report for January 2022,
  - d) and the Library Report for January 2022,
- be adopted as presented.

4. **Business Arising**

a) **Current Library Services Update**

Following the Provincial mandate, the library is now:

- Open to the public at 100% capacity, no passport required for browsing or attending events, all COVID protocol still observed (2 meters, and masks)
- Computers available to the public – one hour time limit
- Lifelab services continue on Mondays and Thursdays from 8am to 11pm under appropriate safety protocols. (Regular 8-12 hours might resume later)
- All current events returned to in-person, many are now in hybrid form (in-person and on Zoom), such as the Book Club, French, Friends of the Library, and the Library Board meetings.

b) **New Schedule Proposal**

Due to budget restrictions, the library will continue to operate at reduced hours. The timing of the new schedule is on hold until further notice.

c) **Trillium Resilience Grant**

Waiting for decision – end of March

d) **Audit**

New Auditor – Jessica Dion CPA, CA from Baker Tilly

Jessica will present the results of the 2021 financial statements audit at our March 28 regular Board Meeting.

DATE OF COUNCIL MTG.	Apr. 19, 22
AGENDA ITEM #	8-1

e) **Insurance Proposal**

- Insurance costs are expected to rise substantially (double digit) at renewal time, end of May 2022. For comparison purposes, the Board is looking at other providers. Marie presented a proposal from the Cooperators. Another will be obtained for our next Board meeting.

f) **Comparable Library Clerk Salary and Job Descriptions**

A few comparable salaries and job descriptions (Bonfield, Sundridge, North Bay) were presented. It was useful to gage how the library compares

5. **Correspondence**

None to report

6. **Committee Reports**

a) **Property Committee Report**

Items to report

1. Water issues at the base of the emergency door, off the kitchen room.
2. In process of getting quotes to repair the roof this spring.

b) **Financial Committee**

The 2022 Budget was discussed further. Marie presented three drafts of different budget options with no library fee increase and a negative balance. Steve Kirkey reported that the Nipissing Council does not agree with using reserves to cover any budget shortages this year. It was then agreed to apply a 1% increase to municipal library fees and present a balanced budget. Marie will run a few more scenarios for the next Board meeting, at which point the Board will agree on a final budget.

c) **Policy Committee Report**

i. **Strategic Plan 2023-2027**

The new Strategic Plan Committee is meeting on March 2, at 3pm. Board members were invited and two members of the public, Maureen Bureson and Marty Schreiter, have agreed to participate. Bernadette Kerr also volunteered to participate.

ii. **RES-17 Face covering Policy**

The face covering policy was revised and presented.

**Motion # 2022-06: Elliott-Walli:** That the RES-17 Face Covering Policy be approved as revised.

d) **Friends of the Library Report**

Nothing to report other than the Friends were very appreciative of the extended thanks delivered by Gloria Brown.

7. **New Business**

a) **Upcoming Events:**

- Tonight: New Virtual Lego Club



**b) Resignation of Frank Longo - YCW Intern.**

Frank obtained permanent employment elsewhere. A replacement will need to be hired.

For the March break activities, we were fortunate, Cody Vaillancourt, a Nipissing University School of Education student is volunteering for three weeks in March, which will include the March break.

These hours will fulfill his program's required volunteer hours.

**8. Adjournment**

**Motion # 2022- 07:** That the February 28, 2022 meeting be adjourned at 7:06 pm.

**Next Meeting: Monday, March 28, 2022 at 6:00pm**

Chairperson: *Kristine Martin*  
Kristine Martin, Chair

Secretary: *Marie Rosset*  
Marie Rosset, CEO



**Powassan  
and District Union  
Public Library**

**Library Board Minutes  
March 28, 2022 @ 6 pm**

**Attendance via Zoom:** Tina Martin

**In-person:** Gloria Brown, Bob Elliott, Bernadette Kerr, Steve Kirkey, Debbie Piekarski, Doug Walli,  
Marie Rosset

**Absent with regrets:** Debbie Piper

**1. Respect and Acknowledgement Declaration Read by CEO**

**2. Disclosure of pecuniary interest – none**

**3. Approval of general consent motion:**

**Motion # 2022-08 Piekarski-Brown:** That the Consent Agenda for March 2022, which includes:

- a) The March 28, 2022 agenda,
- b) the Minutes for the February 24, 2022 meeting,
- c) the Financial Report for February 2022,
- d) and the Library Report for February 2022,  
be adopted as presented.

**4. Business Arising**

**a) 2021 Audited Statements Presentation**

Jessica Dion CPA, CA, Senior Manager/Chef d'équipe sénior at Baker Tilly SNT LLP/s.r.l. presented the audited statements of 2021.

- Actual 2021 Surplus is \$29,885, a portion of which will be placed in reserves.
- Jessica recommended that the Board set a reserve goal to work toward, develop a reasonable wish list. Doing this will facilitate fundraising efforts.

**Motion # 2022-09: Brown-Piekarski:** the year-end 2021 audited financial statements be adopted as presented.

**b) Current Library Services Update**

Services remain the same as before

- Open to the public at 100% capacity, mask are welcome and encouraged for everyone's safety.
- Computers available to the public – one hour time limit
- Lifelab services continue on Mondays and Thursdays from 8am to 11pm
- All current events returned to in-person, a few are now in hybrid form (in-person and on Zoom), such as the Book Club, French, Friends of the Library, and the Library Board meetings. Knitting, and Rug Hooking are in person only.

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	87

**c) New Schedule Proposal**

Due to budget restrictions and staff shortages, the library continues to operate at reduced hours. The timing for the new schedule is estimated for May 2<sup>nd</sup>.

**d) Trillium Resilience Grant**

- We want to thank Kim Bester from the Municipality of Powassan for helping us with the application.

**e) Insurance Proposal**

- Marie is still waiting for another quote from Debbie Piper's insurance provider.

**5. Correspondence**

Letter from WSIB announcing a rebate for organizations who qualify. The library does.

**6. Committee Reports**

**a) Property Committee Report**

Items to report

1. Water accumulation issues at the base of the emergency door off the kitchen room – still needs to be addressed
2. Maple Hill Roofing will repair the roof damage incurred during last year's windstorm. Estimated cost is \$147 plus materials.

**b) Financial Committee**

Marie presented a balanced 2022 budget. It includes a 1% increase of municipal library fees, a 2.1% increase in overall wages, and a drastic paring down of many non-essential categories. The 2021 surplus will be placed in a GIC, amount to be determined at the next Library Board meeting.

**Motion # 2022-10: Brown-Walli:** That the 2022 Library budget be adopted as presented and sent to the three Councils for approval.

**c) Policy Committee Report**

**i. Strategic Plan 2023-2027**

The next Strategic Plan Committee meeting will be in May. Meanwhile, Board Members are strongly encouraged to complete the Success-Challenge and SWOT exercises by next Board meeting on April 28<sup>th</sup>.

**ii. SERV-07 PDUPL Facility Use Policy**

**Motion # 2022-11: Walli-Kerr:** That the SERV-07 Agreement for PDUPL Facility Use Policy be adopted as modified.

**d) Friends of the Library Report**

Nothing much to report other than the Friends are auctioning off a Spring/Easter basket in early April.

**7. New Business**

**a) Board Succession Planning**

Members were asked to report at the April meeting whether they are interested in continuing as Board Members for the next session.

**b) Upcoming Events:**

- Marty Schreiter, our new Programming Coordinator, is planning a series of community conversations on the pandemic experience starting in May 2022.

**8. Adjournment**

**Motion # 2022- 12:** That the April 28, 2022 meeting be adjourned at 7:30 pm.

**Next Meeting: Monday, April 25, 2022 at 6:00pm**

**Chairperson:** \_\_\_\_\_  
**Kristine Martin, Chair**

**Secretary:** \_\_\_\_\_  
**Marie Rosset, CEO**



**POLICE SERVICE BOARD  
AGENDA  
MONDAY, MARCH 21, 2022  
@6:00PM  
GYMNASIUM**

**1. Call to Order**

Motion 2022-01

Moved By: Mary Houghton

That the meeting is called to order at 6:05pm

Seconded By: Jeff Dagg

**PRESENT:**

Jeff Dagg

Mary Houghton

Rebecca Metcalf

Markus Wand-Chair

Sergeant Angela Davis Witty

**Staff:**

Norma Conrad-Recording Secretary

**Absent with regrets:**

Lauren Ryckman-Director of Support Services North Almaguin Highlands Community Living

Ben Mousseau-Protective Services

Sergeant Andrew Kraemer

Staff Sergeant Detachment Commander William McMullen

**2. Disclosure of pecuniary interests and general thereof:**

None

**3. Approval of Agenda**

Motion 2022-02

Moved By: Jeff Dagg

That the agenda is adopted.

Seconded By: Rebecca Metcalf

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	8-3

#### **4. Approval of Minutes**

Motion 2022-03

Moved By: Mary Houghton

Seconded By: Rebecca Metcalf

That the minutes of the previous meeting of September 20, 2021 be approved.

#### **5. Presentation(s)**

None

#### **6. Manager's Report:**

Staff Sergeant Detachment Commander William McMullen was absent for this meeting, filling in for him was Sergeant Angela Davis Witty. She began to discuss the calls for service report for January to December 2021 she highlighted some of the call increases were assaults, domestic disturbance, neighbour disputes and rental units with landlord/tenant issues. On the decrease in this report it was break and enters, property damage, trespassing at night and noise complaints. Chair Markus Wand asked Sergeant Angela Davis Witty is there a chance that a presentation to Council first hand be an option. She advised that she would check into it. Sergeant Angela Davis Witty then reported that Powassan detachment will be getting two new recruits soon.

#### **7. Member's Report**

None

#### **8. Crime Stoppers**

Mary Houghton of Crime Stoppers advised that the month of January was Crime Stoppers month. She reported that the Municipality passed a motion to declare January 2022 as Crime stoppers month. Mary was very appreciated that the Council had done that. Then she mentioned that they will continue to fund raise with a golf tournament event in August.

#### **9. Old Business**

##### **9.1) Electronic Speed Sign**

Chair Markus Wand reported that he had talked to our Municipal Engineer Codey Munshaw about our electronic speed sign installation hookup. Codey advised Markus that he was in touch with Ontario Hydro and ask them if we could use their pole mast to hang up our electronic sign in different locations. He reported back that they were not keen on doing that, another option was considered to get a campaign going to adopt a post. He believes there would be good community support. This needs to be discussed further at another meeting.

#### **10. New Business**

##### **10.1) Bridge Dedication Update**

Jeff Dagg wanted to share this great news with all of the Board. Below is an email he received today from Sergeant Chrystal Jones, Northeast Regional Headquarters, who has been working on the issue of a Bridge Dedication on our behalf. North Bay Detachment has been supportive and is liaising with P/C

Armstrong's family about this as well. It really warms my heart to see this moving forward. I had tried on multiple occasions when I was still working but it always seemed to stall before getting to this point. It looks like a waiting game now, but this is more progress on this issue than I've ever seen before. Thank you all for your support when I brought this to our Board.

**Email from Sergeant Crystal Jones:**

"Hello Jeff – I wanted to let you know that we collected all of the support letters required and I submitted our request package to the MTO this morning. Constable Peter McKee has been helping as my family liaison so all three sisters are aware that we are moving this forward.

Now we wait for M.T.O. I will keep you updated on any further developments.  
Have a great day. Chrystal

Sergeant Chrystal Jones  
Community Services Coordinator North East Region Headquarters

**11. Correspondence**

11.1) Memo updated Bank Statement

The bank statement was added to the agenda package for members viewing purpose only.

**12. Addendums**

None

**13. Accounts Payable**

None

**14. Notice of Meeting**

Motion 2022-04

Moved By: Mary Houghton

Seconded By: Jeff Dagg

That the next meeting will be scheduled for June 20, 2022 at 6:00pm in the gym.

**15. Closed Session**

None

**16. Adjournment**

Motion 2022-05

Moved By: Jeff Dagg

Seconded By: Rebecca Metcalf

That the meeting adjourned at 6:50p.m.

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Chair

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Recording Secretary

**ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT  
(ACED)**

**MINUTES  
March 21, 2022**

A regular meeting of the ACED Board was held at the Township of Armour Office and virtually on March 21, 2022 at 6:00 pm.

Present: Tim Bryson, Township of Joly, Chair  
Wendy Whitwell, Township of Armour  
Jennifer Farquhar, AHCC Representative  
Margaret Ann MacPhail, Township of Perry  
Lyle Hall, Village of Sundridge  
Kelly Elik, Township of Strong  
Joseph Vella, Township of Ryerson  
John Wilson, Village of Burk's Falls  
Tim Brunton, Municipality of Magnetawan  
Brenda Scott, Village of South River  
Peter McIsaac, Municipality of Powassan  
Ron Begin, FedNor

Regrets: Melanie Alkins, MNDMNRF

Staff: Dave Gray, Director of Economic Development  
John Theriault, Township of Armour  
Courtney Metcalf, Economic Development Officer  
Ciara Ryan, Regional Brand Coordinator

**Call to Order**

The meeting was called to order at 6:00 pm.

**Minutes**

The minutes of the meeting of Monday, February 28, 2022, meeting were adopted as circulated.

**Director of Economic Development (DED) Report**

The Director covered the following items from the report:

1. An update on core activity tracking, which lists what the department has done over the past month. These included assistance to businesses, marketing, ACED website updates, social media activities and communications.

DATE OF COUNCIL MTG.	Apr. 19 22
AGENDA ITEM #	8-4



2. Some of the updates in the report included:

- a) 2022 BR&E Survey – The survey was launched during the week of March 14, 2022. ACED staff have begun booking on-site interviews.
- b) AHCC Partnerships – ACED in partnership with AHCC launched the International Women’s Day Campaign.
- c) Burk’s Falls Win This Space program – ACED staff are helping plan the Win This Space Gala. The Director will MC the gala which will be held on March 31, 2022.
- d) G.R.O program – 25 organizations were contacted, to date 2 have met with ACED staff and 2 have expressed interest.
- e) Regional Recreation Support – Staff helped plan the Science North Roadshow events schedule throughout March Break week.
- f) Municipal Engagement – This project is nearing completion. Two meetings remain in March. Several projects in specific municipalities have been identified for support.
- g) Tourism Promotion – ACED will be moving forward with the use of existing sign boards in alignment with the regional website launch.
- h) Regional Brand Strategy Implementation – Work is advancing on the new website. Presently collecting content for the website.

### **Post 2023 ACED Department Outlook and Funding**

Several different options for 2023 funding were presented and discussed by the Board. A resolution was passed requesting that staff create an information package to be sent to the partners to support investing in ACED in the future.

A recorded vote took place to determine the funding solution that will be included in the information package.

Mixed Funding Formula: Wendy Whitwell, Margaret Ann MacPhail, Lyle Hall, Kelly Elik, Joseph Vella, John Wilson, Brenda Scott, Tim Bryson

Abstained from Vote: Tim Brunton, Jennifer Farquhar

Absent During Voting: Peter McIsaac

## Updates

### FedNor

Currently working on year-end. Reports are being finalized from projects last year.

## Resolutions

1. 2022-010– Moved by Wendy Whitwell; Seconded by Margaret Ann MacPhail;  
Be it resolved that the Almaguin Community Economic Development Board approve the minutes of February 28, 2022, as circulated. Carried
2. 2022-011 – Moved by Brenda Scott; Seconded by John Wilson;  
Be it resolved that the Almaguin Community Economic Development Board have received and reviewed the 2023 funding options. Further, the Board directs staff to create an information package including the selected funding options, ACED services overview and other supportive information and provide it to all partners for their consideration at their next Council or Board meeting(s). Carried

## Adjournment

3. 2022-012 – Moved by Lyle Hall  
Be it resolved that the Almaguin Community Economic Development Board adjourn the March 21, 2022, ACED meeting at 7:42 p.m. Carried

The next meeting will be April 25, 2022, at 6:00 p.m. If this changes, members will be advised.

# ACED

## Funding Option - Base contribution and portion of assessment (2), population and households

Organization	Base Contribution	2020 Balance of Assessment - 25%	2020 Commercial & Industrial Assessment - 25%	Population 2016 Census - 25%	Households 2016 Census - 25%	Share of balance budget	Share for a \$300,000 budget	Share of balance budget	Share for a \$400,000 budget
Township of Armour	\$10,000	\$363,866,209	\$10,768,500	1,414	1,080	\$28,068	\$38,068.22	\$42,102	\$52,102.33
Village of Burk's Falls	\$10,000	\$68,371,700	\$12,939,670	981	510	\$15,810	\$25,809.91	\$23,715	\$33,714.86
Township of Joly	\$10,000	\$61,030,784	\$226,516	304	164	\$4,036	\$14,036.12	\$6,054	\$16,054.19
Township of Perry	\$10,000	\$470,204,953	\$7,301,747	2,454	1,676	\$37,217	\$47,216.74	\$55,825	\$65,825.11
Municipality of Powassan	\$10,000	\$313,817,476	\$20,443,548	3,455	1,381	\$41,790	\$51,790.43	\$62,686	\$72,685.65
Township of Ryerson	\$10,000	\$189,296,421	\$877,879	648	580	\$11,941	\$21,940.63	\$17,911	\$27,910.95
Village of South River	\$10,000	\$61,276,500	\$8,600,900	1,114	528	\$14,023	\$24,023.21	\$21,035	\$31,034.81
Township of Strong	\$10,000	\$276,457,200	\$18,908,400	1,439	922	\$28,989	\$38,989.48	\$43,484	\$53,484.22
Village of Sundridge	\$10,000	\$89,546,200	\$16,660,200	961	497	\$18,125	\$28,125.25	\$27,188	\$37,187.88
Chamber of Commerce	\$10,000	n/a		n/a	n/a	\$0	\$10,000.00	\$0.00	\$10,000.00
<b>Totals</b>	\$100,000	\$1,893,867,443	\$96,727,360	12,770	7,338	\$200,000	\$300,000.00	\$300,000.00	\$400,000.00

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The Golden Sunshine Municipal Non-Profit Housing Corporation  
Minutes of the Board of Directors Meeting  
2022-3

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Tuesday March 22, 2022

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday March 22, 2022

Present: Dave Britton, Doug Walli, Bernadette Kerr, Debbie Plekarski, Zigmas Rybij, Amber McIsaac, Property Manager

1. Call to order

**Resolution No. 2022-15**– Moved by Zigmas, seconded by Doug that the meeting was called to order at 10:34 a.m. Carried

2. Additions to Agenda New Business B) Property Manager Resignation

3. Approval of the Agenda

**Resolution No. 2022-16**– Moved by Bernadette, seconded by Doug that the agenda be adopted as presented with the following addition; Property Manager Resignation added under New Business. Carried

4. Conflict of Interest Disclosure – No conflict of Interest

5. Approval of the Minutes from February 15, 2022 board meeting

**Resolution No. 2022-17**– Moved by Debbie seconded by Zigmas that the minutes from the Board meeting on February 15, 2022 are adopted as presented. Carried

6. Business arising

a) Vaccine Policy

A discussion took place in regards to the GSMNP internal Vaccine Policy and lifting of Government vaccine and masking mandates. Debbie spoke to the fact the tenants in the building are considered a vulnerable population. Ziggy suggested that we leave masking up to the individuals, while

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	8-5

Bernadette advised that the board has a responsibility to protect the high-risk tenants that live here and a sign should be posted for all tenants and visitor encouraging them to wear a mask. Policy will be reviewed again at the next meeting.

**Resolution No. 2022-18** – Moved by Ziggy seconded by Debbie that GSMNP will keep the internal vaccine policy in place and highly recommends wearing a mask in the building to help keep everyone safe and prevent the spread of covid 19. Carried.

**b) Market Tenant Board Member**

**Resolution No. 2022-19** – Moved by Bernadette seconded by Zigmas that the GSMNP appoints Mrs. Mieke Krause to the board filling the position of Market Rent Tennant.

**c) Audit**

Amber presented the following documents that were received from Kendall, Sinclair, Cowper, Daigle & Houlden LLP; Audit Planning Letter, Fraud Questionnaire, draft copy of the Golden Sunshine Municipal Non-Profit Housing Corporation Financial Statements year end December 31, 2021.

Board members are to review these documents in full and bring any questions they have forward to Mr. Daigle who will be in attendance for the meeting in April.

**7. New Business**

**A) Property Manager Contract Ending**

Amber advised her temporary term is almost over. Property Manager contract will be sent to the board members by email to review for the meeting in April.

**B) Property Manager Resignation**

Dave presented a letter from Shelley Nickerson informing the board of her resignation. She thanked the board for her time with the Pines.

Dave started a discussion in regards to a thank you or retirement gift for Shelley for her 5 years of service. Debbie suggested a policy be created to create consistency with gifts when a staff member retires based on their years of service. Suggestions were given from board members as to what the gifts could be. Board members will discuss at the next meeting.

Amber to follow up with the bank and capital funding account to be given signing authorization for these accounts.

## **8. Correspondents**

### **a) Managers Report**

Amber advised the board of the following: Plumber rate increase by \$10 per hour for 2022, upgrades to the parking lot lighting completed in full, motion light installed in the laundry room, balcony repairs set to start April 25<sup>th</sup>, timeline needed from Evan Hughes for retaining wall project, window cleaning booked for after repairs, painting of front of building and fences scheduled for spring, Canada post expected to start delivery to the building in June, application for funding for new gardens is being explored, fire drill booked with the municipality fire department for June 14<sup>th</sup>, carbon monoxide alarms will be installed in the hallways once make up air unit is installed, Bell bills have been set up to an online payment to avoid late payments, Amber working maximum 25 hours per week at this time.

Zigmas expressed frustration with \$150 parking fee for 2023. Advised he is doing some research to see if tenants who have never been asked to pay parking can be charged and will report at the next meeting.

A discussion took place in regards to electric cars and costs up upgrades to the electrical equipment in the future.

Board members advised that the cost of maintaining the driveway and block heaters is significant. Bernadette mentioned it was not fair to the tenants who do not use this service to have to pay with increased rents and a charge for tenants who do use the parking lot was a better way to recover the costs for maintaining the parking lot. Dave suggested that existing tenants have the option to pay the \$150 to use the block heaters or pay nothing and hydro be turned off at those spaces. \$150 yearly charge (\$ 12.50 per month) amount for existing tenants to be reviewed at the next meeting.

**Resolution No. 2022-20 – Moved by Bernadette seconded by Debble that the GSMNP will update their lease to include a \$150 parking fee for all new tenants to the Pines for any vehicle that requires parking, including scooters.**

### **b) Financial Report –**

Debbie expressed concerns that the wages still seem rather low compared to previous years. Amber advised the board that she has mostly been working 15-20 hour as opposed to the maximum 25. Has delegated some of the extra cleaning and maintenance tasks to other staff members as part of their regular duties. 25 hours will still be required at this time due to projects going on around the building this spring but Amber plans to drop back down to the 15-20 hours by


the summer again. Expressed 15 hours a week is a good number to complete all the book keeping hours needed to run the building and any extra small tasks that come up.

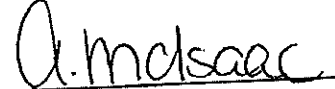
**Resolution No. 2022-21**– Moved by Zigmas, seconded by Doug that the board approves the February 2022 financials that were presented. Carried

**9. Next Board Meeting** - Tuesday April 12, 2022 in the Common Room @ 9:30am

**10. Adjournment**

**Resolution No. 2022-22**– Moved by Bernadette, seconded by Doug that the board meeting be adjourned at 11:45. Carried

  
\_\_\_\_\_  
President, Dave Britton

  
\_\_\_\_\_  
Property Manager, Amber Mclsaac

MEMORANDUM

TO: MAYOR / COUNCIL  
FROM: K. BESTER, DEPUTY CLERK  
RE: SHORT TERM RENTALS – MUNICIPAL OPTIONS  
DATE: APRIL 1, 2022

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I have reviewed information from several Ontario municipalities, to determine what the best option might be to provide some means to be aware of and regulate these.

For your information –

**Short Term Rental – where all or part of a dwelling is used to provide sleeping accommodations for any rental period (i.e. Airbnb / VRBO/ HomeAway, etc.)**

Although some municipalities prefer to take a joint approach (through licensing and zoning) on this matter, others prefer to regulate only through annual licensing and other municipal bylaws (noise, etc.).

A licensing bylaw could include for regulations regarding:

- Locations/zones for short term rentals
- Restriction for only renting out principal dwellings and not using a property/dwelling simply for short term rentals
- Maximum duration of stays and limiting how many days annually the property can be rented
- Maximum number of occupants during each rental period
- Insurance requirements
- Garbage pickup and parking regulations (to be given to renters)
- Contact information for property owner and/or emergency contact where owner cannot be reached (to be given to the municipality and renters)

A licensing program would provide a means of having records of which properties may be used for this purpose, provide property owners with specific regulations that must be adhered to, and provide an annual revenue stream to the municipality.

Please provide direction to staff as to whether or not a Licensing Bylaw should be created for Short Term Rentals within the municipality, for Council discussion.

K

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	9-1



**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN  
BY-LAW NO. 2022-05**

This Bylaw contains the rules and regulations that govern the Powassan Union Cemetery, St. Joseph's Cemetery, the Trout Creek Union Cemetery and the Holiness Cemetery, and have been approved by the Registrar, Funeral, Burial and Cremation Services Act, 2002 (FBCSA), Bereavement Authority of Ontario (BAO)

The Council of the Corporation of the Municipality of Powassan enacts as follows:

1. The provisions of any and all By-Laws of the Municipality of Powassan and all amendments thereto pertaining to the Powassan Union Cemetery, St. Joseph's Cemetery, the Trout Creek Union Cemetery and the Holiness Cemetery are hereby repealed.
2. This By-Law shall be composed of nine (9) sections, attached hereto.

Section A:	Definitions
Section B:	General Information
Section C:	Sale and Transfer of Interment Rights
Section D:	Interment and Disinterment of Casketed and Cremated Remains
Section E:	Memorialisation's (Monuments and Markers)
Section F:	Care and Maintenance Fund
Section G:	Items that are Prohibited and Permitted on Plots
Section H:	Tariffs
Section I:	Forms

3. That by-law no. 2017-17 be hereby rescinded

Read a **FIRST** and **SECOND** time on the 5<sup>th</sup> of April 2022, and considered Read a **THIRD** and **FINAL** time and passed as such in open Council on the 19<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO Clerk

DATE OF COUNCIL MTG.	Apr 19/22
AGENDA ITEM #	10-1

## SECTION A: DEFINITIONS

<b>"BURIAL/INTERMENT"</b>	The opening of a plot and then the placing of human remains or cremated human remains in the plot, followed by closing of the plot. The plot will consist of a grave in the ground.
<b>"BY-LAW"</b>	Shall mean the rules and regulations under which the Cemetery is operated.
<b>"CARE AND MAINTENANCE FUND"</b>	It is a requirement under the Funeral, Burial and Cremations Services Act 2002 (FBCS) and Ontario Regulation 30/11 and 184/12 (O. Reg. 30/11 and 184/12) that a prescribed amount or a percentage of the purchase price (excluding tax) of all Interment Rights sold, transferred, assigned or permitted, and prescribed amounts for monuments and markers, is contributed into the Care and Maintenance fund. Interest earned from this fund is used to provide care and maintenance of plots, markers and monuments at the Cemetery.
<b>"CEMETERY"</b>	<p>Shall mean the land set aside, as follows:</p> <p>Powassan Union Cemetery – Lot 20, Concession 13, Parcel 17380 NS, District of Parry Sound, Province of Ontario</p> <p>St. Joseph’s Cemetery – Part Lot 21, Concession 12, District of Parry Sound, Province of Ontario</p> <p>Trout Creek Union Cemetery - Lot 28, Concession 3, District of Parry Sound, Province of Ontario</p> <p>Holiness Cemetery – Part Lot 4, Concession 7, District of Parry Sound, Province of Ontario</p> <p>to be used for the interment of Human Remains.</p>
<b>"CEMETERY SERVICES"</b>	<p>Shall mean the following services in respect of a Plot:</p> <ol style="list-style-type: none"> <li>i. Opening and closing of a Plot;</li> <li>ii. Interring or disinterring Human Remains;</li> <li>iii. Providing temporary storage in a receiving vault;</li> <li>iv. Construction of a foundation for a Marker or Monument.</li> </ol>
<b>"CERTIFICATE OF INTERMENT RIGHTS"</b>	The document issued by the Cemetery operator to the Purchaser once the Interment Rights to a specific plot have been paid in full, identifying ownership and authority over those specific Interment Rights.
<b>"CONTRACT"</b>	For the purposes of this by-law, all Purchasers of Interment Rights or other Cemetery supplies and services must receive a copy of the contract that they and

the Cemetery operator sign, detailing the obligations of both parties, and acknowledging receipt and acceptance of the Cemetery By-law, a copy of the Consumer Information Guide and the Price List.

"COUNCIL"	Shall mean the Municipal Council of the Corporation of the Municipality of Powassan.
"CREMATION PLOT"	Shall mean any burial space of sufficient area for the interment of the cremated remains of one (1) person, and having a minimum size of two (2) feet (.61 meters) by two (2) feet (.61 metres) (Old Cremation sections) or two (2) feet (.61 meters) by four (4) feet (1.22 meters) (New Cremation sections)
"INTERMENT RIGHTS HOLDER"	The person authorized or entitled to inter human remains in a specified plot. They may be the person named in the Interment Rights Certificate or such other person to whom the rights have been assigned.
"MARKER/MONUMENT"	Shall mean permanent memorial structure – monument, headstone or other structure placed or intended to be placed on a burial plot, and is to be used to indicate the location of a burial.
"PLOT"	For the purposes of this by-law, a plot is a single grave space intended for the interment of a child or adult's remains or cremated remains.

## SECTION B: GENERAL INFORMATION

### 1. Hours of Operation:

Visitation Hours – The Cemeteries are open for visitation during daylight hours from Spring to Fall. Access to the Cemeteries is limited during the Winter months.

Office Hours – 8:30 am to 4:30 pm (Monday to Friday / excluding statutory holidays)

Burial Hours – Burials are carried out from May 1<sup>st</sup> to November 30<sup>th</sup> (weather permitting) weekdays from 9:00 am to 3 pm and weekends from 9:00 am to noon.

### 2. General Conduct:

The Municipality of Powassan reserves full control over the Cemetery operations and management of land within the Cemetery grounds. No person may damage, destroy, remove or deface any property within the Cemeteries. All visitors should conduct themselves in a quiet manner that shall not disturb any service being held and shall behave with due order and decorum and with respect to the dead.

No person shall have in their possession any firearm or ammunition/casings within the Cemeteries, except in the case of military or police funeral;

No animals/pets shall be allowed entry into the Cemeteries without the approval of the Municipality.

Conveyance heavily loaded shall not be permitted to enter the Cemetery without the approval and supervision of the Municipality.

Vehicles within the Cemeteries shall be driven at a speed not exceeding 15 Kilometres per hour and shall not be permitted to drive on sod. All drivers of any vehicle shall respect all plots as if they were their own. Vehicle owners and drivers shall be held responsible for any damage done by them. Recreational vehicles are not permitted within the Cemeteries.

No person under the age of fourteen (14) years of age shall be admitted within the Cemeteries unless attended by an adult who shall be responsible for their conduct.

Any person violating any provision of this By-Law shall be deemed to be a trespasser and subject to immediate summary eviction from the Cemeteries, in addition to any and all other penalties provided by law.

The Cemetery operator has the right at any time to re-survey, enlarge, diminish, re-plot, or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the Cemetery, subject to the approval of the appropriate authorities.

Complaints or suggestions by Interment Right Holders and Visitors shall be made in writing to the Municipality and controversies in the Cemetery are to be avoided.

### 3. By-law Amendments:

The Cemeteries shall be governed by these by-laws, and all procedures will comply with the FMSCA and O.Reg. 30/11 and 184/12, which may be amended periodically. All by-laws must be:

- a. Published once in a newspaper with general circulation in the locality in which the Cemetery is located;
- b. Conspicuously posted on a sign at the entrance of the Cemetery(ies); and
- c. Delivered to each supplier of markers who has delivered a marker to the Cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

All by-laws and by-law amendments are subject to the approval of the Registrar, FBCSA and BAO.

### 4. Liability:

The Cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to any plot, monument, marker or other article that has been placed in relation to an interment right, save and except for direct loss or damage caused by gross negligence of the Cemetery operator or staff.

### 5. Public Register:

Provincial legislation – Section 110 of O.Reg. 30/11 requires all Cemeteries to maintain a public register that is available to the public during regular office hours.

The Municipality shall keep such registers, records, books, maps and electronic files as are necessary for properly recording all transactions, information and matters pertaining to the Cemeteries as come within its' jurisdiction, and as may be prescribed. A public register will be available to the public during regular office hours, as prescribed in Section 110 of Ontario Regulation 30/11. A public register will also be available for viewing on the Municipality of Powassan's website – [www.powassan.net/content/municipal-services/location-Cemeteries](http://www.powassan.net/content/municipal-services/location-Cemeteries)

6. Pets or other Animals:

Pets or other animals, including cremated animal remains, are not permitted to be buried on Cemetery grounds.

**SECTION C: SALE AND TRANSFER OF INTERMENT RIGHTS**

Purchasers of Interment Rights acquire only the right to direct the burial of human remains, and the installation of monuments and markers, subject to the conditions set out in the Cemetery Bylaws. In accordance with Cemetery by-laws, no burial or installation of any monument or marker is permitted until the Interment Rights have been paid in full. An Interment Rights certificate will be issued to the Interment Rights Holder(s) when payment is made in full. The purchase of Interment Rights is not a purchase of real estate or real property.

At the time of purchase of Interment Rights, a Purchaser must receive:

- a) A copy of the Consumer Information Guide
- b) A copy of the Operator's Price List
- c) A copy of the Cemetery Bylaw
- d) A copy of the completed/signed Contract and a copy of the Interment Rights Certificate

The Interment Rights Certificate shall specify the Purchaser of the Interment Rights, the name of the person for whom the plot is purchased, the type of the plot, the location of the plot and the date purchased.

The Interment Rights Holder may designate in writing, upon the Interment Permission Form, if another person is to be buried in his/her Plot.

Cancellation of Interment Rights within 30-day Cooling-Off Period:

A Purchaser has the right to cancel an Interment Rights Contract within thirty (30) days of signing the Purchase contract, by providing written notice of the cancellation to the Cemetery operator. The Cemetery operator will refund all monies paid by the Purchaser within thirty (30) days from the date of the request for cancellation.

Cancellation of Interment Rights after the 30-day Cooling Off Period:

Upon receiving written notice from the Purchaser of the Interment Rights, the Cemetery operator will cancel the contract and will issue a refund to the Purchaser for the amount paid for the Interment Rights less the appropriate amount that is required to be deposited in the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said notice. If the Interment Rights Certificate has been issued to the Interment Rights holder(s), the certificate must be returned to the Cemetery operator, along with the written notice of cancellation. If any portion of the Interment Rights have been exercised, the Purchaser, or the Interment Rights holder(s), are not entitled to cancel the contract.

Care and Maintenance Fund Contributions:

If is a requirement under the FBSCA and O.Reg. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all Interment Rights sold; and prescribed amounts for monuments and markers is contributed into the Care and Maintenance fund. Interest earned from this fund is used to provide care and



maintenance of plots, markers and monuments at the Cemeteries. Contributions to the care and maintenance fund are not refundable, except when Interment Rights are cancelled within the 30-day cooling off period.

#### Prohibit of Resale of Interment Rights

The Cemetery operator prohibits the resale of Interment Rights to a third party and will repurchase these rights from the Interment Rights holder or such other person to whom the Interment Rights have been assigned, at the price listed on the current price list less any care and maintenance contribution amount previously made. The re-purchase and payment to the rights holder requesting the sale must be completed within 30 days of the request. The Interment Rights holder requesting the re-purchase of the rights must return the Interment Rights certificate to the Cemetery operator and the rights holder(s) must endorse the Interment Rights certificate, transferring all rights, title and interest back to the Cemetery operator. The appropriate paperwork must be completed before the Cemetery operator reimburses the Interment Rights holder(s).

#### Transfers

1. For the purpose of this subsection, "Transfer" means a gift, a bequest or any other transfer made with consideration. If an Interment Rights Holder wishes to transfer their Interment Rights, notice must be given to the Municipality and the original Certificate of Interment Rights must be returned. The Municipality shall issue a new Certificate of Interment Rights to the transferee. The transfer of ownership of Interment Rights is not binding on the Municipality until a duly executed transfer document has been deposited with the Municipality.
2. Upon receipt of a request in writing from the Interment Rights Holder specifying the name and address of the transferor and the transferee, and the location of the plot, the Municipality will perform the transfer.
3. In the case of succession, the following will be required in addition to clause 2 above, unless otherwise ordered by the Municipality:
  - a. With a Last Will and Testament:
    - i. In case of specific bequest of the Plot, a Notarial Copy or Court Certificated Copy of the Will or Probate;
    - ii. If no Specific bequest, a request in writing from the Executor (s) with consent of all or a majority of the beneficiaries;
  - b. Intestate:  
A request in writing from the administrator with the consent of all or a majority of the heirs-at-law

#### **SECTION D: INTERMENT AND DISINTERMENT OF CASKETED AND CREMATED REMAINS**

Interment right holder(s) must provide written authorization prior to a burial taking place. Should the Interment Rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the Interment Rights holder in keeping with the Succession Law Reform Act, i.e. Personal Representative, Estate Trustee, Executor or next of kin.

A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be provided to the Cemetery operator prior to the burial taking place. A Certificate of Cremation must be submitted to the Cemetery operator prior to the burial of cremation remains taking place.

In accordance with the FBCSA and O.Reg. 30/11 and 184/12, the purchaser of Interment Rights must enter into a Cemetery contract, providing such information as may be required by the Cemetery operator for the completion of the contract and the public register prior to each burial of human remains.

Payment must be made to the Cemetery operator before a burial can take place.

The opening and closing of graves may only be conducted by Cemetery staff or those designated to do work on behalf of the Cemetery operator.

One (1) casket containing human remains may be interred in each regular plot. Additionally, up to two (2) cremated remains may also be interred where an interment of casketed remains has already taken place, on a regular plot. Where no casketed remains will be interred in a regular plot, up to four (4) cremated remains may be interred on a regular plot.

Cremation plots will be used only for the interment of one (1) cremated remains.

Human remains may be disinterred from a lot provided that a written consent (authorization) of the Interment Rights holder has been received by the Cemetery operator and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the Cemetery operator's office before the removal of casketed human remains from a Cemetery may take place. A certificate from the local medical of health is not required for the disinterment of cremated remains from a lot.

In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the Interment Rights holder and/or next of kin.

#### **SECTION E: MEMORIALIZATION (MONUMENTS AND MARKERS)**

The Cemetery operator will provide a foundation for all monuments being placed on plots within the Cemeteries. Foundations will be constructed by Cemetery staff at the expense of the Interment Rights holder. The Municipality requires order forms from Monument Dealers showing Monument size, base size, Plot owner's information and the total fee, including the Marker Care and Maintenance portion, before foundations for monuments are constructed, and before monuments are placed on a plot.

Foundations for upright monuments will normally be comprised of stone dust. Stone dust foundations have been determined to ensure minimal upheaval because of Spring frost and allow Cemetery staff to easily re-level monuments. Foundations for flat or pillow monuments will consist of a poured cement pad, with the monument either placed in the cement or placed on top of it once cured.

No more than one (1) upright Monument/Marker shall be erected on any one Plot. One (1) flat marker may also be installed adjacent and in line with the upright marker, on a single plot. If there is sufficient space available, up to two (2) flat markers could be installed adjacent and in line with the upright marker, on a double plot.

Monuments located on a regular plot shall not exceed 36 inches (90 centimetres) in width, 16 inches (40 centimetres) in depth and 48 inches (120 centimetres) in height, including the base. The minimum width of an upright Monument/Marker shall be 6 inches (20 centimetres) at its narrowest point.

Monuments to be centred on two (2) regular plots shall not exceed 48 inches (120 centimetres) in width and 16 inches (40 centimetres) in depth and 48 inches (120 centimetres) in height.

Pillow/flat markers on a single Cremation Plot shall not exceed 16 inches (40 centimetres) in width and 12 inches (30 centimetres) in depth.

Pillow/flat markers to be centre on two (2) cremation plots shall not exceed 30 inches (75 centimeters) in width and 16 inches (40 centimeters) in depth.

Monuments/markers to be placed on cremation Plots must be pillow markers – installed either ‘flat’ or slightly angled. There will be no upright monuments/markers on any cremation plot.

All Markers and Monuments shall be made of granite, marble or bronze, or other permanent material approved by the Municipality.

The Municipality reserves the right to enter onto the Plot and remove any monument, marker or other structure, or any inscription placed in or any Plot which is not in keeping with the dignity and decorum of the Cemeteries.

The Municipality shall have the right to remove or lay down monuments or parts of monuments where the monument/ marker represents a risk to public safety.

Memorials (monuments and markers) are owned by the Interment Rights holder and the Cemetery operator is not responsible for their loss or deterioration. These memorials should be protected by the Interment Rights holder’s own insurance coverage.

The Cemetery operator will take reasonable precautions to protect the property of Interment Rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker. Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered normal wear and tear.

Cemetery staff will endeavour to ensure that an annual clean-up at all Cemeteries is commenced every spring prior to Mother’s Day, with any wreaths or other items which are considered to be in poor condition removed and disposed of at that time.

#### **SECTION F: CARE AND MAINTENANCE FUND**

A portion of the price of interment or scattering rights is trusted into the Care and Maintenance Fund. The income (interest) generated from this fund is used only to maintain, secure and preserve the Cemetery grounds and provide basic maintenance to markers. Services that can be provided through this include:

- Re-levelling of monuments and sodding or seeding of plots,
- Maintenance of Cemetery landscaping (grass cutting, etc.),
- Repairs and general upkeep of Cemetery vault and equipment,

#### **SECTION G: ITEMS THAT ARE PROHIBITED AND PERMITTED ON PLOTS**

##### **Prohibited Items:**

The Cemetery operator reserves the right to regulate articles placed on plots that pose a threat to the safety or interment right holders, visitors to the Cemetery and Cemetery staff, prevents the Cemetery from performing general Cemetery maintenance, or are not in keeping with the respect and dignity of the Cemetery. Prohibited articles will be removed and disposed of without notification.



Items which are prohibited and should not be placed on plots include (but are not limited to) the following:

- Chairs or benches / trellises or arches / fences or enclosures / loose stones or sharp objects / bullets or ammunition or ammunition casings / plants/flowers planted ON the plot

It is recommended that personal items NOT be placed on plots as the municipality assumes no liability for such items, in the case of damage or theft.

Permitted Items:

- Flower or plant containers or decoration must be placed in a holder which is attached to the top of a monument, so that it does not interfere with the normal maintenance operations of the Cemeteries.
- Fresh flowers and smaller pots, or other suitable containers, may be placed on a monument base to commemorate special occasions, however, the Municipality assumes no responsibility and will remove these and the containers when they become unsightly.
- Stakes used to hang flowers or solar lights should be constructed of metal, and should be situated immediately adjacent to the monument base.
- Memorial wreaths, etc. may be placed in the Cemetery beginning May 1<sup>st</sup> of each year, with removal of all wreaths, etc. expected to take place before November 1<sup>st</sup>.

**SECTION I: TARIFFS**

Tariffs are listed in the Municipal User Fee Bylaw which is in force and may be amended from time to time.

**SECTION J: FORMS**

1. Contract – for Purchase of Interment Rights
2. Certificate of Interment Rights
3. Service Request
4. Request to Transfer Interment Rights

# THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

## BY-LAW NO.2022-08

**Being a By-law to impose fees or charges for services  
provided by the Corporation of the Municipality of Powassan**

WHEREAS the Municipal Act, 2001 section 391 gives a municipality the authority to impose fees or charges for services or activities provided and for the use of its property;

AND WHEREAS the Corporation of the Municipality of Powassan has provided adequate public notice;

AND WHEREAS the Corporation of the Municipality of Powassan deems it desirable to establish a by-law to impose and update existing fees or charges for services provided by the Municipality;

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

1. That the fees and charges listed on the attached Schedules 'A' to 'O' of this by-law be adopted and hereby confirmed as being part of this by-law.
2. That By-laws 2015-15, 2017-13 and 2017-21 be repealed.
3. That this By-law be reviewed every 2 years

Read a FIRST and SECOND time April 05, 2022  
Read a THIRD and FINAL time and adopted April 19, 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	10-2

## Schedule 'A'

**Waste Management**

<b>LANDFILL SITE TIPPING FEES</b>	<b>Proposed Cost</b>
<b>Standard Waste</b>	
Household bags (tag or landfill gate fee)	\$1.50/bag
* Commercial Pick-up (anything beyond 6 bags)	\$24/yd <sup>3</sup> + Garbage Truck Rate
Commercial Waste Drop-Off	\$24/yd <sup>3</sup>
Sorted Shingles	\$20/yd <sup>3</sup>
Sorted Wood	\$10/yd <sup>3</sup>
Sorted Compostables	\$5/yd <sup>3</sup>
Sorted Scrap Metal	\$10/yd <sup>3</sup>
Sorted Masonery	\$20/yd <sup>3</sup>
Mixed Load (unsorted construction waste)	\$30/yd <sup>3</sup>
Residential Waste	\$24/yd <sup>3</sup>
Contaminated Waste	\$40/yd <sup>3</sup> + Landfill Attendant
Asbestos or Invasive Plant Species	\$40/yd <sup>3</sup> + Landfill Attendant
<b>Recycling and Other Items</b>	
Large Appliances (Fridge - freon free certified, Stove, etc...)	\$10
Medium Appliances (water tanks, etc...)	\$8
Small Metal Items	\$6
Untagged Appliances	\$35
Dishwasher	\$10
Mattress or Boxspring	\$20/each
Small/Mid Sized Furniture (chair, loveseat, etc...)	\$7
Large Furniture (sofa, etc...)	\$10
Fiberglass Boat	\$10/ft
Tires	\$0 if dropped off in tire pile
Electronics/batteries	\$0 if dropped off in electronics bin
Boxes and Other Recyclables	\$0 if dropped off in recycling bins
<b>Standard Load Sizes</b>	
Pickup Truck 6' box	1.5 yd <sup>3</sup>
Pickup Truck 8' box	1.8 yd <sup>3</sup>
One Ton Dump Truck	3 yd <sup>3</sup>
Single/Tandem Axle Trailer	1.5 to 2 yd <sup>3</sup>
Dump Trailer	3 yd <sup>3</sup>
Tri-Axle Dump Truck	16 yd <sup>3</sup>
Tandem Dump Truck	12 yd <sup>3</sup>
Roll-off	As per bin size

Standard Rates	
Garbage Truck Rate	\$112/hr or \$21/yd <sup>3</sup>
Service Call (to open during closed hours)	\$50 + Landfill Attendant
Landfill Attendant	\$25/hr

\* The Municipality of Powassan will only accept bagged commercial waste, or commercial waste in waste bins that are compatible with the Municipal garbage truck. Unbagged and hazardous refuse is the commercial owners responsibility to dispose of.

\*\* Garbage truck rate is based off OPSS 127 rates. From OPSS 127, item 02.08.07 - Rear dump, single axle, AGW 5000kg is \$61.80/hr. Therefore rate is:

Schedule 'B'

**Public Works Department**

Description	Proposed Cost
<b>ROADS</b>	
Public Works Staff (resident sewer clean out, steaming private culvert, etc...)	Actual Rate
Road Damage Reinstatement	Cost Recovery
Damage to Guiderails, fire hydrants, signs, posts, etc...	Cost Recovery
Excess Weight Exemption Permit (During Reduce Load Period)	\$100
Oversize or Weight Exemption Permit	\$400
Road Occupancy Permit (Utilities and Contractors for Road cuts and Trenchless)	\$120
* Encroachment Permit	\$250
Encroaching onto Municipal Property Without Permit Approval	Cost Recovery for removal of materials from Municipal Property
* Applicant will assume all legal, Engineering, and Land Survey fees	
<b>ENGINEERING</b>	
Engineering Review and Approvals	Minimum \$600 to a maximum of 3% of the estimated work
Site Inspection	\$150
<b>ENTRANCES</b>	
Residential Entrance Permit	\$120
Commercial Entrance Permit	\$400
Civic Address/911 Sign	\$120 (as per building department)
<b>WATER &amp; SEWER</b>	
Water and sewer Offences, and penalties	As per by-law 2009-12 & 2021-18, or ammending or superceeding by-law

**PLANNING**

Description	FEE (Non-refundable; to be paid in advance)	Deposit (To cover actual costs)
<b>ADMINISTRATION FEES</b>		
Amendment to the Official Plan	\$500.00	\$1,000.00
Amendment of the Zoning By-Law	\$500.00	\$1,000.00
Subdivision Review by Council	\$1,000.00	-
Execution of a Proposed Subdivision Agreement (after Ministry of Housing approval)	\$500.00	\$2,000.00
Site Plan Agreements	\$500.00	\$750.00
Minor Variance	\$500.00	\$500.00
Removal of Holding Symbol from Zoning By-Law	\$50.00	-
Removal of Holding Zone Provisions from By-Law	-	\$100.00
Deeming By-Law	\$400.00	\$800.00
<b>PAID BY PLANNING BOARD</b>		
Reviewing Consent Applications	\$100.00	-
Subdivision Review by Council	-	\$2,000.00

Schedule 'D'

**BUILDING**

Description	FEE
<b>CONSTRUCTION</b>	
Minimum Fee for Processing and Issuance of Permits (Except where specifically noted otherwise)	\$120.00
Minimum Fee for All Construction (Including new construction, additions, renovations, accessory, etc.)	\$9.00 per \$1000 of Construction Cost
<b>DEMOLITION</b>	
Demolition of a Complete or Partial Building	\$120.00
<b>OTHER BUILDING PROCEDURES</b>	
Temporary Building	\$120.00
Swimming Pools	\$180.00
Outstanding Work Order	\$120.00
911 Signs	\$120.00
<b>ADMINISTRATIVE FEES</b>	
Additional Plan Review (Resubmission)	Cost Recovery
Additional Permit Fee (Revision)	Cost Recovery
Change of Use Permit - Part 9 building	\$100.00
Change of Use Permit - Part 3 building	\$300.00
Conditional Permit Fee	Based on Proposals
If No Inspection is Called Within 12 Months	\$60.00

Premature/Additional Inspections	\$100.00/hr
Transfer of Permit	\$120.00
<b>WORK ORDERS</b>	
Construction Without a Permit; Stop Work Orders	Minimum \$300.00 plus 5% of Construction Costs to a Maximum of \$1,000.00



Schedule 'E'

**FIRE**

Description	Fee
<b>ADMINISTRATION FEES</b> (Per vehicle used)	
Motor Vehicle Accident/Motor Vehicle Casualties (Each hour or portion thereof)	\$509.89*
For Open Fires Without Permits (Each hour or portion thereof)	\$509.89*
<b>FALSE ALARM PENALTIES</b> (Two (2) per year at no charge)	
Third (3) False Alarm	\$100.00
Fourth (4) False Alarm	\$200.00
Fifth (5) False Alarm	\$400.00
Sixth (6) False Alarm	\$800.00
Seventh (7) And Above False Alarms	\$1,600.00
<b>INSPECTION FEES</b>	
Fire Code or Open Burning (Per Inspector Per Hour)	\$65.00
<b>PERMITS</b>	
Burning Permits (10 Day Non-Recreational)	\$10.00
Burning Permits (30 Day Non-Recreational)	\$30.00
Recreational (Annual)	\$30.00
Fireworks Permit (3 days)	\$30.00
Agricultural	\$30.00

\*Increasing annually commensurate with MTO apparatus rates

Schedule 'F'

# PROPERTY STANDARDS

Description	FEE
<b>PROPERTY STANDARDS/CLEAN YARDS FEES</b>	
Necessary Work Fee (Any work undertaken by the Municipality as the result of an order issued by an Officer)	100% of the cost
Administrative Fee (In addition to Necessary Work Fee)	\$100 or 25% of the Necessary Work Fee (Whichever is greater)

Schedule 'G'

# GENERAL GOVERNMENT

DESCRIPTION	FEE
Tax/water/building/fire/zoning certificate	\$65.00
Photocopies	\$0.35
Returned Item Charge	\$35.00
Bailiff Fees	actual costs
Small Claims Court Costs	actual costs
Lottery Licence	3% of cash value of prizes
Interest and Late Penalties(excl Water Sewer)	15% per annum
Facsimile incoming/outgoing	\$1.00 page(local)
	\$2.00 page (long-distance)
Commissioner of Oaths	\$15.00
Drafting of Document for signature	\$10
Certified Copies	\$10.00
<b>Municipal Freedom of Information and Privacy Act (MFIPPA) as prescribed by legislation</b>	
Request	\$5.00

Search Time (per 15 minutes)	\$7.50
Preparation of Records for Disclosure (per 15 minutes)	\$7.50
Photocopies or print outs (per page)	\$0.20

# ANIMAL CONTROL

Description	Fees
Neutered Male or Spayed Female	\$15.00
if only one dog kept.	
Each Additional Dog, Spayed/Neutered	\$20
Unaltered Dogs(Female & Male)	25
Each additional dog, unaltered	35
Kennel license (10 dogs or fewer)	150
(includes 3 tags, additional tags \$1.00 each)	
Kennel license (11 dogs or more)	250
(includes 3 tags, additional tags \$1.00 each)	
Replacement of a lost tag	first occurrence no charge
Bail	\$35- First Offence
	\$45- Second Offence
	\$60 Third and subsequent
Impound Fees	\$25.00 (per day)

Schedule 'I'

# TAX SALE

Description	Fees
Registration of Tax Arrears Certificate	\$600.00 + actual cost to the Municipality*
Processing of Final Notice	\$200.00 + actual cost to the Municipality*
Processing of Cancellation Certificate	\$100.00 + actual cost to the Municipality*
Entering into Extension Agreement	\$300.00 + actual cost to the Municipality*
Upon Advertising for Sale	\$300.00 + actual cost to the Municipality*
Tender Opening	\$300.00 + actual cost to the Municipality*
Finalization of Process	\$500.00 + actual cost to the Municipality*
Tax Sale Tender Information Package	\$10.00

\*Professional fees of a lawyer, planner, surveyor, or other professional consultant and their disbursements will be charged at their actual cost to the Municipality in addition to the Municipal administration fee.

## Trout Creek Community Centre

Description	Cost
<b>ICE RENTAL PER HOUR</b> (HST included)	
Day Time Ice (Monday - Friday before noon)	\$100.00
Prime Time (Monday - Friday after 12 p.m. and weekends)	\$150.00
Minor Hockey	\$120.00
Birthday Party (Includes ice time plus table set up in lobby)	\$75.00
<b>ICE RENTAL PER 1.5 HOURS</b> (HST included)	
Prime Time (Monday - Friday after 12 p.m. and weekends)	\$200.00
Minor Hockey	\$160.00
<b>ARENA FLOOR (NO ICE)</b> (HST included)	
Arena Floor Rental (Per day)	\$380.00
<b>HALL RENTALS (Capacity 299)</b> (HST included)	
Event Package Rental (Includes early entry for set up; use of bar/hall/kitchen)	\$462.00
Hall Rental Only (Per day)	\$132.00
Bar Rental Only (Per day)	\$184.00
Kitchen (Per day)	\$126.00
New Years Eve (Complete event package)	\$735.00
Meetings; Childrent's Birthday Parties	\$65.00
Arena Floor When Ice Is Out (Per day)	\$380.00
<b>BAR OPERATED BY TCCC</b>	
Minimum Of Five Hours	\$150.00
After Five Hours: Per Hour Per Bartender	\$15.00
<b>SECURITY</b> <i>Required with any Special Occasion Permit</i>	
Minimum Of Five Hours	\$200.00
After Five Hours: Per Hour Per Security Person	\$20.00
<b>DEPOSIT</b>	
Security Deposit (Required to reserve spot)	\$300.00

Schedule 'K'

**250 Clark**

Description	FEE
<b>Gymnasium</b>	
Regular Rate	\$25.00/hour
Prime Time( Monday-Thursday after 4pm )	\$50.00/hour
Event (max 4 hours, kitchenette for storage/fridge/coffee purposes only)	\$75.00/hour
Public Event/Licensed event	\$500 deposit+Fee + insurance and staffing actuals
<b>Other Spaces</b>	
Maple (Meeting/class only)	\$25.00/hour
Maple (Private event, limited kitchen)	\$50.00/hour
Maple (Private function, 2 hour minimum, full kitchen)	\$75.00/hour
Maple (Private event, limited kitchen)	\$50.00/hour
Maple (Private function, 2 hour minimum, full kitchen)	\$75.00/hour
Cedar/Elm (Meeting/class only)	\$15/hour
<b>Fitness Centre</b>	
Adult Member - Regular Yearly	\$200.00
Youth Member - Regular Yearly	\$75.00
Monthly	\$20.00
Replacement Fob - first occurrence	\$15.00
Replacement Fob - second occurrence and thereafter	\$25.00
Monthly	\$20.00

Sports equipment by request



AV equipment and tech support at additional cost

Private rentals include access to tables, chairs, and wifi  
set-up, take down by renter

Youth Users must be accompanied by a paid Adult user at all times

Membership fees may be paid monthly by automatic withdrawal administered by the Municipality of Powassan.

Regulations apply. Total Fee will be divisible by 12 payments.

All fees listed will have necessary sales taxes added

Access to the fitness facility is dependent upon completion of necessary training, and administration of paperwork

Schedule 'L'

## CEMETERY

Description	Fee
Regular Plot	241.5
Cremation Plot	100
Regular Interment	350
Cremation Interment	150
Interment – child's casket	115
NEW – Monument under 4' upright – stone dust	150
Monument – under 4' upright – cement	200
Pillow monument - cement	125
Death Registration	25
Vault (participating mun)	115
Vault (non participating mun)	172.5
Admin Fee (burial on existing plot)	75

Item	Care and Maintenance (Provincially mandated) to be used only within certain criteria
Regular Plot	290
Cremation Plot	175
NEW – Monument under 4' upright – stone dust	200
Monument – under 4' upright – cement	200
Pillow monument - cement	100

**SPORTSPLEX**

Description	FEES
<b>ICE RENTAL PER HOUR</b> (HST Included)	
Daytime (Monday - Friday; 7 a.m. - 4 p.m.)	\$97.00
Prime Time (Monday - Friday after 4 p.m.; weekends)	\$168.00
Powassan Minor Hockey Association Powassan Figure Skating Club	\$133.00
Sports Camps (Daytime hours)	\$133.00
Tournament (Daytime hours)	\$133.00
Summer Ice (May 1 - August 31)	\$193.20
<b>ARENA FLOOR (NO ICE)</b> (HST Included)	
Arena Floor Rental (Per day)	\$860.00
Ball Hockey (Per hour)	\$68.00
<b>HALL RENTALS (Capacity 167)</b> (HST Included)	
Event Package Includes use of bar/hall/kitchen; clean up	\$325.00
Kitchen rental	\$56.00
Meetings; Birthday Parties (Monday - Friday; 7 a.m. - 4 p.m.; maximum of 4 hours)	\$90.00
Meetings; Birthday Parties - Primetime (Monday - Friday after 4 p.m.; weekends; between 4 -8 hours)	\$133.00
<b>BAR OPERATED BY SPORTSPLEX</b>	
Per Hour, Per Bartender	\$10.00
<b>SECURITY</b> (When bar operated by Sportsplex)	
Per Hour, Per Security Person	\$20.00
<b>MUSIC</b>	
Socan Fees (Without dancing)	Current Tarriff plus 10%
Socan Fees (With dancing)	Current Tarriff plus 10%
<b>NON RESIDENT LEAGUE / ACTIVITY FEE</b>	
For Discounted League Ice Time - Per Child	\$25.00
Family Fee	\$40.00
<b>DEPOSIT</b>	
Security Deposit (Required to reserve spot)	\$300.00

Schedule 'N'

**FIELDS**

<b>Description</b>	<b>FEE</b>
<b>USER GROUP FEES (HST included)</b>	
Per League, Per Field, Per Season	\$235.00
Three Day Weekend	\$235.00
One Day (Under 4 hours)	\$57.00
One Day (More than 4 hours)	\$98.00
<b>NON RESIDENT LEAGUE / ACTIVITY FEE</b>	
Per Child	\$25.00
Family Rate	\$40.00

Schedule 'O'

**POOL**

Description	FEE (Rate Payers)	FEE (Non-Rate Payers)
<b>10 DAY LESSONS</b> (No HST on lessons)		
Parented Lessons (30 mins; \$4.00/day)	\$40.00	-
Preschool - Level 7 (30 mins)	\$50.00	\$65.00
Levels 8-9 (45 mins)	\$66.00	\$80.00
Semi-Private (30 mins)	\$83.00	\$100.00
Private (30 mins)	\$110.00	\$132.00
<b>OTHER FEES</b> (HST Included)		
Aquafitness	\$5.00	-
Season Pass	\$95.00	\$115.00
Family Pass	\$215.00	\$265.00
Public Swimming	\$4.00	-
Private Rental (One hour)	\$90.00	\$120.00
Private Rental (Two consecutive hours)	\$160.00	\$210.00
Pool BBQ	\$45.00	\$55.00

**H.G. ELSTON**  
Barrister & Solicitor | Integrity Commissioner

April 14, 2022

**SENT BY EMAIL: MLANG@POWASSAN.NET**

Mayor McIsaac and Members of Council  
The Municipality of Powassan  
250 Clark Street  
P.O. Box 250  
Powassan, ON P0H 1Z0

**Attention: Maureen Lang, CAO-Clerk-Treasurer**

Dear Mayor McIsaac and Members of Council:

**Re: Municipality of Powassan Integrity Commissioner Report – Hughes v. Councillor Piekarski – Council Code of Conduct – 2011 (the “Code”)**

I am counsel to Councillor Debbie Piekarski, in this matter. Councillor Piekarski has asked me to review and comment on the March 28, 2022 report by Integrity Commissioner David C. King, which deals with a complaint made against her by Evan Hughes. Councillor Piekarski was, to say the least, taken aback by the findings of the report and is concerned about the serious damage to her reputation, should its findings be endorsed by Council.

With the utmost respect to Commissioner King and acknowledging the difficulties inherent in conducting a Code of Conduct inquiry and reporting on the results, the report contains several legal errors, errors so serious that Council should refuse to endorse its findings and not impose any sanction. I make this request for the following reasons:

1. The report errs by finding a breach of the “purpose” of the Code, in the absence of any reference to or findings related to any of its substantive requirements;
2. The report ignores important and admissible evidence and makes inconsistent findings of fact; and
3. The reasons provided by the Commissioner lack sufficiency.

**The “Roles and Obligations” part of the Code merely provides the purposes of the Code. It does not, in and of itself, create rules for the Members.**

In *Driedger on the Construction of Statutes*<sup>1</sup> the author defines a purpose statement as “a provision set out in the body of legislation that declares the principles or policies the legislation is meant to implement or the objectives it is meant to achieve”.

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<sup>1</sup> *Driedger on the Construction of Statutes*, Third Edition by Ruth Sullivan, Butterworths Canada Ltd., 1994

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	11-1

The “Roles and Obligations” part of the Code fits this definition and establishes a general framework within which powers are conferred to give effect to particular policies. It is an aid to the interpretation of the substantive parts of the Code, but will, in most cases, carry less weight than a substantive provision. In *National Farmers Union v. Potato Marketing Council (Prince Edward Island)*, (1989), 56 D.L.R. (4<sup>th</sup>) 753, McQuaid J. wrote:

*The stated purpose of a statute is the signpost by which means of which the legislation indicates the road which it proposes to follow to reach its indicated destination. The words which the legislature actually uses are the road which it does in fact follow.*

The Roles and Obligations section of the Code is the signpost that explains the purposes of the Code; “to assist Council to ... fulfill their duty to act honestly and exercise reasonable care and diligence ... and to act in a way that enhances public confidence in local government”, it is not the road to that purpose. By concluding that Councillor Piekarski “contravened the Roles and Obligations section of the Code, specifically, the duty to exercise reasonable care and diligence and to act in a way that enhances public confidence in local government”, the report’s findings are based on a “signpost” not the rules of the road. With respect, this is a misapplication of the Code and an error of law.

While it goes without saying that Councillors must act honestly and diligently, the measure of the integrity of a Member’s actions is taken by examining the impugned behaviour against the rules or commandments of the Code. In other words, we will know whether or not a Councillor has behaved honestly and diligently by assessing whether the behaviour breached the rules on relationships, communications, confidential information, conflicts of interest, use of influence or municipal property, or gifts. Because the report makes no findings that Councillor Piekarski has breached any of these sections of the Code, there is no basis for a finding that she did not exercise reasonable care and diligence or that she acted in a way that damaged public confidence in local government.

Indeed, it is arguable that by raising questions about how the arenas were being operated Councillor Piekarski was calling for transparency and accountability; the ingredients necessary to ensure confidence in local government.

### **The Findings of Fact**

As a Member of Council, it is Councillor Piekarski’s role, indeed her responsibility to ask questions about the processes that the municipality was using to rent the arena facilities. Her questions were raised in the context of a Special Committee of Council, struck to specifically examine arena expenses and operating costs for the municipality’s two arenas.

In her written submissions to the Commissioner, Councillor Piekarski makes it clear that members of the community have expressed concerns to her over the fact that different rates were being charged for ice rentals, depending on who was applying. These facts were provided to the Integrity Commissioner by Councillor Piekarski. As she says: “It is within the mandate of the special committee to examine this situation as this form of revenue directly impacts the feasibility of operating the arenas. As the special committee is formed by council, it is entirely within the discretion of council, and is council’s responsibility to discuss the matters the committee will study. It is my view that this discussion and my comments at council were entirely appropriate given the responsibility council has to form and establish parameters for the special committee.”

# H.G. ELSTON

Barrister & Solicitor | Integrity Commissioner

At the December 7, 2021 meeting of Council, Councillor Piekarski asks a series of questions in a reasonable and respectful way, without in any way disparaging staff. Indeed, the report confirms that there was no evidence (which must include a consideration of Councillor Piekarski's questions at the December 7<sup>th</sup> meeting) to suggest that Councillor Piekarski's comments constituted "an abuse of power, discrimination, intimidation, harassment, verbal abuse, or the possible adverse treatment of others".

Moreover, it is abundantly clear from the report itself that Councillor Piekarski had ample evidence to justify raising these issues; the anecdotal evidence of residents who had experienced uneven charges, the report of an independent third-party consultant who found that Powassan's operating costs for recreation is more than double that of other municipalities and is not sustainable for the long term, and the establishment of a Special Committee to specifically review the expenses for Powassan's two arenas.

Accordingly, the report's finding that "the Respondent, without any factual information, unnecessarily cast aspersions on staff responsible for arena operations and did not enhance public confidence in how Powassan's arenas are being managed" is not supported by the evidence and is, in fact, inconsistent with the finding that Councillor Piekarski did not verbally abuse or adversely treat any person. The finding is not reasonably arrived at, judged on the basis of a balance of probabilities.

## **The Reasons Are Not Sufficient**

It is a well-established legal principle that adjudicators must give reasons and that the reasons should be sufficient. In the case of *R. v. R.E.M.*, [2008] 3 S.C.R.3, Chief Justice McLachlin in delivering the judgment of the Supreme Court of Canada, said:

*In addition, reasons help ensure fair and accurate decision making; the task of articulating the reasons directs the judge's attention to the salient issues and lessens the possibility of overlooking or under-emphasizing important points of fact or law.*

*The reasons must be sufficient to fulfill their functions of explaining why the accused was convicted or acquitted, providing public accountability (justice is not only done, but is seen to be done) and permitting effective appellate review. The basis for the trial judge's verdict must be "intelligible", or capable of being made out. In other words, a logical connection between the verdict and the basis for the verdict must be apparent.*

In the case of *Baker v. Canada (Minister of Citizenship and Immigration)*, [1999] 2 S.C.R. 817, the Supreme Court of Canada recognized that the duty of procedural fairness in administrative law proceedings also required a sufficient written explanation for a decision.

The report does not tell Council why the decision was made, does not show the Powassan community that justice was done, and does not articulate the principles governing the case or provide a logical connection between the verdict and the basis for the verdict.

For example, in finding that Councillor Piekarski did not act in a way that enhances public confidence in local government, after acknowledging that it is the role of a Councillor to express an opinion or engage in debate on municipal operations, the Commissioner, seemingly arbitrarily, pronounces that, "in this instance", Councillor Piekarski's questions "did not enhance confidence in local government or Council staff relations".



**Relief Requested**

A finding of a contravention of Council's Code of Conduct, in particular a finding that a Councillor has failed to exercise reasonable care or diligence or has damaged the community's confidence in local government, is a grave matter and one that can bring serious and significant reputational damage to not only the particular Councillor, but Council as a whole.

It is also important to note that, under section 223.4(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, Council retains the discretion to not impose a penalty, even if the Commissioner reports to the municipality that, in his or her opinion, the Member has contravened the Code.

Accordingly, it is respectfully submitted that an endorsement of such a finding should only occur where Council has been presented with a report that clearly articulates the nature of the contravention, supported by consistent findings of fact. With respect to the Commissioner, the report before you does not satisfy this test and I would urge Council to reject its findings.

Thank you for your attention to these submissions.

Yours very truly,



H.G. Elston

Municipality of Powassan Integrity Commissioner – David C. King  
Citation: Evan Hughes v. Councillor Debbie Piekarski  
Municipal Code of Conduct Complaint  
Date: March 28, 2022

## REPORT ON COMPLAINT

**Notice:** Municipal Integrity Commissioners provide investigation reports to their respective municipal Council and in most cases, make recommendations for the imposition of penalty or other remedial action to the municipal Council.

Reference should be made to the Municipality of Powassan's web site and meeting minutes to obtain information about their consideration this report.

## TABLE OF CONTENTS

The Complaint  
Summary  
Background  
Process Followed  
Position of the Complainant  
Position of the Respondent  
Findings of Fact  
Issues and Analysis  
Compliance with the Code of Conduct  
Conclusion  
Content  
Recommendation

## THE COMPLAINT

1. Evan Hughes (Complainant) alleges that Councillor Debbie Piekarski (Respondent) contravened the Municipality of Powassan Code of Conduct for Members of Council when during the December 7, 2021, council meeting, the Respondent indicated that council should review all arena ice rentals to ensure the facilities are being rented out properly by staff and suggested that arena staff are renting ice time at preferential rates to some users and not others, depending on who you are.

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	11-1

## **SUMMARY**

2. The Code of Conduct sets standards for the acceptable conduct of Council Members in conducting their functions which include acting in a way that enhances public confidence in local government and acting with integrity and impartiality.

3. I find that during the December 7, 2021, Municipality of Powassan Council Meeting, the Respondent, without any factual information, unnecessarily cast aspersions on staff responsible for arena operations and did not enhance public confidence in how Powassan's arenas are being managed.

4. The Municipality of Powassan Council is bound by the "PENALTIES" section of the Municipality of Powassan Council Code of Conduct -2011, which is limited to:

- A reprimand and /or
- Suspension of the remuneration paid to the Council member in respect his or her services as a member of Council, for a period of up to 90 days.

5. In this instance, I am recommending that Council reprimand the Respondent.

## **BACKGROUND**

6. On December 20, 2021, I received a letter from the Complainant outlining his concerns regarding the conduct of Councillors Debbie Piekarski and Randy Hall during a council meeting held on December 7, 2021, and a public works committee meeting held on December 13, 2021.

7. On January 4, 2022, I received an application for a Municipal Code of Conduct Inquiry from the Complainant regarding the conduct of both Councillor Piekarski and Councillor Hall.

8. The concerns of the Complainant, regarding Councillor Hall have been addressed in my report of March 17, 2022.

9. This inquiry is regarding the conduct of Councillor Piekarski during the December 7, 2021, Council meeting.

10. The Complainant alleges that the Respondent contravened the Municipality of Powassan Code of Conduct during the December 7, 2021, council meeting, when she did not fulfill her duty to act honestly and exercise reasonable care and diligence; act in a way that enhances public confidence in local government and refrain from conduct that is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

## **PROCESS FOLLOWED**

11. The following is the process followed to ensure fairness to both the individual bringing the complaint and the respondent:

- i) The Respondent receives notice of the Complainant and is given an opportunity to respond.
- ii) The Respondent(s) is made aware of the Complainant's name.
- iii) I interview any witnesses that I believe have relevant evidence.

## **POSITION OF THE COMPLAINANT (Evan Hughes)**

12. The following are excerpts of information provided by the Complainant as part of his application for this Municipal Code of Conduct inquiry:

13. "Shortly after the Covid -19 restrictions began and council meetings were streamed online using Facebook, I have regularly watched council meetings and that trend of many people in the community watching meetings is increasing."

14. "During the most recent council meeting on December 7, 2021, council was engaged in a discussion regarding the arenas and the cost to operate these facilities . Councillor Piekarski proceeded to say that council should review all arena ice rentals to ensure the facilities are being rented out properly by staff, including a comment that arena staff are renting ice time at preferential rates to some users and not others- depending on who you are."

15. " I am not familiar with the inner workings of the arenas or how staff operate them, and I don't need to know. As a ratepayer, I trust that council and senior management staff have employed the correct people that know how to perform their tasks at the required level. Should council not also trust their own employees to do so?"

16. "The comment regarding "preferential" ice rental rates is very troublesome as it clearly suggests that staff are corrupt in their positions. How can a councillor-a leader in our community-openly suggest that staff are performing their duties with less than honest, honourable actions, when there is absolutely no evidence to suggest as such?"

## **POSITION OF THE RESPONDENT (Councillor Piekarski)**

17. The following is information provided by the Respondent in response to the allegations made by the Complainant:

18. " In order to explain my comments, I will provide some background on this issue. Powassan currently operates two arenas, which is unusual for a municipality of our size as usually there would only be one arena for the area."

19. "In connection with a review of municipal operations, Council hired a third-party consultant who found that Powassan's operating costs for recreation is more than double that of other municipalities and is not sustainable for the long term, as our tax base cannot support this expense".

20. "Council struck a special committee (comprised of councillors and members of the public) to examine arena expenses and operating costs for Powassan's two arenas. The special committee has been tasked with making recommendations to Council with regards to the future of the arenas."

21. "At the meeting on December 7, 2021, Mayor McIsaac and Deputy Mayor Hall were discussing the special committee. I joined the conversation to comment that expenses needed to be closely examined as some groups were getting preferential rates (it is public knowledge that minor hockey and the figure skating club get discounted rates for ice rentals).

22. "Additionally, members of the community have commented to me and publicly that they have been charged different rates for ice rentals. These rates are determined by municipal staff (which is also publicly known)."

23. "It is within the mandate of the special committee to examine this situation as this form of revenue directly impacts the feasibility of operating the arenas. As the special committee is formed by council, it is entirely within the discretion of council, and is council's responsibility, to discuss the matters the committee will study."

24. "It is my view that this discussion and my comments at council were entirely appropriate given the responsibility council has to form and establish parameters for the special committee. "

## FINDINGS OF FACT

25. The Municipality of Powassan Council Code of Conduct established in 2011, applies to the Mayor and all Municipal Councillors and sets minimum standards for the acceptable conduct of Council members in carrying out their function. (See Appendix 1)

26. The Municipality of Powassan has in effect a Fees and Charges By-law No. 2015-15, which sets out the fees charged by the Municipality of Powassan, as approved by Council for the use of ice surfaces in the municipality.<sup>1</sup> (See appendix 2)

27. During the December 7, 2021, Council meeting regarding agenda item 11.2 – Arena Committee, the following is my transcript of what was said, based on the video of the meeting:

*Councillor Piekarski*

*"Just an added piece. You know, we, I think the word operate and operation has been tossed around here tonight, by all of us, in all corners, but really and truly do we know how they operate?"*

*Like, do we know how many hours they are working?*

*Do we know what they are charging for ice service?*

*Do we know who is using the ice service?*

*Do we know what cuts are being made for certain groups within the community or, do we know if there is preferential treatment?*

*All those things are worth finding out. I think it is valuable information to have for the future, as Mayor McIsaac has said.*

*I think the committee would dig this out for us and dust off those corners so we can really see what the operations of those two facilities look like."*

(See [Facebook](#) 1:19:44 to 1:20:34)

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<sup>1</sup> The Municipality of Powassan is currently reviewing and updating its Fees and Charges by-law.

## ISSUES AND ANALYSIS

28. I have considered the following allegations from the Complainant in relation to the comments the Respondent, the Findings of Fact, and the Municipality of Powassan Code of Conduct:

**29. Did the Respondent exercise reasonable care and diligence when commenting about arena operations?**

30. The position of the Respondent, as set out in paragraph 22 above, is that her questions were based on comments from members of the community who had commented to her both personally and publicly that they had been charged different rates for ice rentals as determined by municipal staff.

31. The position of the Complainant, in paragraph 16 above, is that the Respondent's comment regarding "preferential" ice rental rates was troublesome as it suggested that staff were corrupt in their positions.

32. As part of the discussion that followed, other members of Council pointed out that the answers to the questions the Respondent was asking are available from staff and that ice fees are determined by the Council approved fee schedule by-law for the two arenas.

33. I accept the position of the Complainant and find that the Respondent did not exercise reasonable care or diligence when commenting about arena operations.

**34. Did the Respondent act in a way that enhances public confidence in local government when commenting on arena operations?**

35. As indicated in paragraph 24 above, it is the position of the Respondent that the discussion and her comments "were entirely appropriate given the responsibility council has to form and establish parameters for the special committee."

36. In contrast, as indicated paragraph 16 above, the Complainant questions "how a Councillor, a leader in our community, can openly suggest that staff are performing their duties with less than honest, honourable actions, "when there is absolutely no evidence to suggest as such?"

37. While it is the role of a Councillor to express an opinion or engage in debate on municipal operations, I find that in this instance, the Respondents questions did not enhance public confidence in local government or Council- staff relations.

**38. Did the Respondent refrain from conduct that is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others?**

39. I have no evidence to suggest that the comments of the Respondent constituted an abuse of power, discrimination, intimidation, harassment, verbal abuse, or the possible adverse treatment of others.

## **COMPLIANCE WITH THE CODE OF CONDUCT**

40. Members of Council are accountable to the public through the four-year election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to declare a conflict of personal interest under the Municipal Conflict of Interest Act.

41. Sub-section 223.4(5) of the Municipal Act, authorizes Council to impose either of two penalties on a member of Council following a report by the Integrity Commissioner that, in her or his opinion, there has been a violation of the Code of Conduct:

1. A reprimand; or
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of Council or a local board for a period of up to 90 days.

42. In this instance, Council is bound by the "PENALTIES" section of the Municipality of Powassan Council Code of Conduct -2011 which is limited to:

- A reprimand and /or
- Suspension of the remuneration paid to the Council member in respect his or her services as a member of Council, for a period of up to 90 days.

**Note:** The ability of the Ombudsman to recommend that Council or a local board (restricted definition) take the following actions is no longer in effect:

1. Removal from membership of a committee or local board.
2. Removal as Chair of a Committee or local board.
3. Repayment or reimbursement of moneys received.
4. Return of property or reimbursement of its value.
5. A request for an apology to Council, the complainant, or both.

## **CONCLUSION**

43. I find that the Respondent contravened the ROLES AND OBLIGATIONS section of the Municipality of Powassan Council Code of Conduct – 2011, Specifically, the duty to exercise reasonable care and diligence and to act in a way that enhances public confidence in local government.



## CONTENT

44. Subsection 223.6(2) of the Municipal Act states that I may disclose in this report such matters as in my opinion are necessary for the purposes of the report. All the content of this report is necessary.

## RECOMMENDATIONS

45. I recommend that Council issue a reprimand.

Respectfully submitted,

*David King*

Integrity Commissioner  
Municipality of Powassan

March 28, 2022



MUNICIPALITY OF POWASSAN  
COUNCIL CODE OF CONDUCT - 2011

**INTRODUCTION:**

- The Ontario Municipal Act, Part V (1), Section 223 provides authority for municipalities to establish codes of conduct for Council members and members of local boards
- This Code of Conduct applies to the Mayor and all Municipal Councillors, commonly referred to as Members of Council.
- At the commencement of each term, Members of Council will be expected to sign two copies of the Code of Conduct and in doing so will convey to each other and all other stakeholders that they have read, understood, will accept and agree to abide by it.
- This Code of Conduct is supplementary to existing legislation and policies and is meant to be considered, in whole, with existing laws.

**ROLES AND OBLIGATIONS:**

- The Code of Conduct sets minimum standards for acceptable conduct of Council Members in carrying out their function. It has been developed to assist Council to:
  - understand the standards of conduct that are expected of them and the law that applies to that standard
  - fulfill their duty to act honestly and exercise reasonable care and diligence
  - ensure that decisions are made through the appropriate channels of the government structure.
  - act in a way that enhances public confidence in local government and
  - identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority
  - act with integrity and impartiality and be able to bear the closest scrutiny
  - be committed to achieving transparent and accountable governance to best serve its constituents.
  - To represent the diversity of community views in a fair and equitable manner, while developing an overall strategy for the future of the municipality.
  - To demonstrate sound financial management, planning and accountability.
  - To be aware and understand statutory obligations imposed upon individual members and council as a statutory body.
- Specifically, Council Members shall refrain from behaviour that could constitute an act of disorder or misbehaviour,. They shall refrain from conduct that
  - contravenes federal or provincial statutes or legislation, the Municipal Act, Municipal by-laws, associated regulations and the Municipality's Code of Conduct
  - is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse or the adverse treatment of others
  - prejudices the provision of a service or services to the community

#### **RELATIONSHIPS WITH OTHER COUNCILORS, STAFF AND THE GENERAL PUBLIC:**

- Under the direction of the Clerk-Treasurer, municipal staff serve Council as a whole. The Clerk-Treasurer has the overall responsibility for the administration of municipal affairs in accordance with the decisions adopted by Council.
- To assist in this, the establishment of appropriate administrative policies, systems and structures, policies and internal controls will enable staff to implement Council's goals and objectives in systematic manners.
- Council Members must recognize the importance of co-operation and should strive to create an atmosphere during Council and committees that is conducive to solving the issues before Council, listening to various points of view and using respectful language and behaviour towards all in attendance.
- Council Members must make every effort to diligently participate in the activities of the agencies, boards, commissions and committees to which they are appointed in the same manner as Council activities.
- Council Members will conduct themselves with decorum at Council and other municipally related meetings, including boards, etc. of which they are members.
- Decision making authority lies with the Council as a whole and not with an individual Council Member with respect to:
  - budgets
  - policies
  - committee processes
  - direction of staff
  - commitment of resources and
  - other municipal matters
- Council Members shall be respectful of the role of staff to advise based on objectivity and without undue influence from any individual council member.
- In accordance with the Ontario Rights Code and the Occupational Health and Safety Act, all persons' must be treated with dignity and respect in an environment free of discrimination and harassment. Harassment, whether it occurs inside or outside the workplace, but is related to the activities of elected office, is considered to be inappropriate behaviour for the purposes of the Code of Conduct.

#### **COMMUNICATION:**

- Council Members must convey and conduct Council business in an open and public manner (other than those matters excluded by section 239(2) Ontario Municipal Act) so that all stakeholders may understand the process, logic and rationale which was used to reach conclusions or decisions.
- The decision making process and the conveyance of Council business must be done in a manner which is transparent, accountable and equitable and with the recognition that the public has a right to open government, to participatory decision making and to reasonable access to information on the decision making process.
- Council will periodically use formal or informal opportunities to seek public input as part of the decision making process on issues which will have broad impacts on the community.
- Council Members will accurately and adequately communicate the decisions of Council, even if they are not in agreement with a majority decision.

Council Code of Conduct  
2011

- Council Members will speak respectfully to each other and to staff, and of the municipality and Council decisions and will not comment on other Council Members or staff in a manner which casts aspersions on their professional or personal competence or credibility.

#### **CONFIDENTIAL INFORMATION:**

- Council Members have a duty to hold in strictest confidence all in camera matters and shall not publicly disclose the content of any confidential matter or the substance of deliberations in in-camera meetings until the information is open or released to the public as required by law, or approval by Council.
- Confidential information may include, but is not limited to:
  - personnel matters
  - labour relations
  - litigation
  - information which infringes on the rights of others (e.g. sources of complaints where the identity of the complainant is given in confidence),
  - a matter of which a council, board, committee or other body may hold a closed meeting,
  - project tendering and request for proposals
  - property acquisitions, and
  - the security of municipal property
- Council Members acknowledge that official information related to decisions and resolutions made by Council will be communicated to the community and the media by the Council as a whole or the Mayor or Head of Council or by those so designated.
- Council Members shall not access or attempt to gain access to confidential information in the possession of the municipality unless it is necessary for the performance of their duties and not prohibited by law or Council policy.
- No Council Member shall use confidential information for any personal or private gain, or for the personal or private gain of relatives or any other person or corporation.
- Municipal Information will only be released by Council Members in accordance with the Municipal Freedom of Information and Protection of Individual Privacy Act.
- The obligation to keep information confidential is a continuing obligation even after the Council Member ceases to be a member.

#### **CONFLICT OF INTEREST:**

- It is the responsibility of Council Members to ensure that they are aware and trained in the application of the Municipal Conflict of Interest Act. The onus is on the Council Member to identify a conflict of interest and take appropriate action to identify the existence of a conflict in favour of his/her public duty.
  - a conflict exists when an individual is, or could be, influenced or appear to be influenced by personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgment close mindedness or undue influence.
- When a pecuniary interest exists a Council Member must withdraw from direct involvement and refrain from any comment on the issue which might influence the decision and they are not eligible to vote on the matter.

- Council Members must vacate the Council table when the matter which they have declared a direct or indirect pecuniary interest on is debated.
- If the matter is of a confidential matter, Council Members shall retire from the meeting room
- Council Members shall not act as an agent before Council or any committee, board or commission of council.
- This section does not supersede any Provincial Act or legislation.

**IMPROPER USE OF INFLUENCE:**

- No Council member shall use or attempt to use their authority or influence for the purposes of intimidating, threatening, coercing, commanding or influencing any staff member, with the intent of interfering with that staff member's duties, including the duty to disclose improper activities.
- No Council Member shall use the influence of his position of office for any purpose other than for the exercise of official duties.

**USE OF MUNICIPAL PROPERTY:**

- Council Members will only use municipal property, equipment or services connected with the discharge of their official duties.
- When municipal property is in a Council Member's care they shall ensure that it is properly secured and protected at all times.

**GIFTS:**

- No Council Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties in office.
- Exceptions to this are:
  - Food, lodging or transportation and entertainment provided by another government body.
  - Food and beverages consumed at banquets and receptions.
  - A suitable memento of a function honouring the member.
  - Gifts that generally accompany the responsibilities of office and are received as an incident of protocol or social obligation.
  - A political contribution reported otherwise by law.
  - If the value of the gift does not exceed \$100.00

**DUTY TO REPORT VIOLATION:**

- No one may, directly or indirectly, induce, encourage or aid a Council Member to violate any provision of this code.
- Neither the municipality or any Council Member may take or threaten to take, discharge, discipline, personal attack, harassment, intimidation, or change in job or salary against a person or their family for reporting a violation of this code.
- Where liability is denied, and the alleged misconduct is serious in nature, Council may pass a resolution, pursuant to s. 274 (1) of the Municipal Act, requesting a judicial investigation into the Council Member's conduct.

#### **COMPLAINT PROTOCOL:**

- Investigation - assessment and investigation of formal written complaints respecting alleged contraventions of the Code of Conduct
- Inquiry - determining whether a Council Member has in fact violated a protocol, bylaw or policy governing their ethical behaviour, with the final decision making authority resting with Council as to whether the recommendation(s) should be imposed and
- Annual Reporting - providing Council, through the Clerk-Treasurer, with an annual report of complaints.

#### **FORMAL COMPLAINT PROCEDURE:**

- A request for an investigation of a complaint that a Council Member has contravened the Code of Conduct shall be in writing.
- All complaints shall be signed by an identifiable individual and provide contact information.
- A complaint shall identify the alleged breach and set out reasonable and probable grounds for the allegation that the Council Member has contravened the Code of Conduct, and should include a supporting affidavit that sets out the evidence in support of the complaint.
- The request for an investigation shall be filed with the Clerk-Treasurer, who shall forward the matter to the Ombudsman.

#### **PENALTIES:**

- A reprimand and/or
- Suspension of the remuneration paid to the Council Member in respect of his or her services as a member of Council, for a period of up to 90 days.
- The Ombudsman may also recommend that Council take the following actions:
  - Removal of the Council Member as Chair of a Committee
  - Repayment or reimbursement of monies received
  - Return of property or reimbursement of its value
  - A request for an apology to Council, the complainant or both.

## Appendix 2

### SCHEDULE "B" BY-LAW 2015-15

#### Sportsplex Recreation Community Centre

<u>Ice Rentals</u>	<u>Base Rate</u>	<u>After HST (if applicable)</u>
Prime Time Ice	\$116.81	\$132.00
Day Time Ice (M-F; 8-4)	\$68.58	\$77.50
Minor Sport League Ice	\$88.50	\$100.00
Summer Ice (May 1 <sup>st</sup> – August 31 <sup>st</sup> )	Prime Rate plus 15%	
<u>Hall Rentals</u>	<u>Base Rate</u>	<u>After HST (if applicable)</u>
Hall – Weddings, Stag and Does, etc.	\$234.51	\$265.00
Day Business Meeting/Birthday Party (Maximum 4 hours)	\$ 61.95	\$70.00
Kitchen Rental	\$ 61.95	\$70.00
Arena Floor Rental (24 Hours)	\$619.50	\$700.00
Arena Floor Rental (Minor Sports)	\$44.25	\$50.00
Hall Security Deposit	\$100.00	
<u>Fields</u>	<u>Base Rate</u>	<u>After HST</u>
(Powassan Lions, TCCC, Soccer Field) Leagues (per league per season)	\$103.10	\$116.50
3 Day Weekend	\$154.87	\$175.00
1 day (Sunday – Friday)	\$57.08	\$64.00
Saturday	\$103.10	\$116.50
Per Game No Lights	\$17.70	\$20.00
Per Game with Lights	\$26.55	\$30.00
<u>Pool</u>	<u>Ratepayer</u>	<u>Non-Ratepayer</u>
AquaTots*	\$3.00/day or \$35.00	\$4.00/day or \$45.00
AquaQuest 1-7*	\$57.00	\$67.00
AquaQuest 8-10*	\$72.00	\$82.00
	<u>Ratepayer</u>	<u>Non-Ratepayer</u>
AquaFitness	\$5.00	\$6.00
Season Pass	\$76.00	\$87.00
Family Pass	\$186.00	\$245.00
One Day Pass	\$4.00	\$4.00
Rental 1 hr	\$58.00	\$70.00
Rental 2 hr	\$100.00	\$120.00
BBQ (Party BBQ)	\$30.00	\$35.00

\*AquaTots and AquaQuest exempt from HST  
Glendale Park Sign Rental \$120.00 per year. Includes HST

**Schedule "I"**  
**By-law 2015-15**

**Trout Creek Community Centre**

**Hall Rental**

Wedding/Event Package	\$462.00
(Friday Night Setup 6p.m.till 9 p.m. & Saturday All Day – includes Bar/Hall/Kitchen)	
Hall	\$132.00 (One Day Only)
Bar	\$184.00 (One Day Only)
New Years Eve (complete)	\$735.00
Children's Social (1 hr)	\$ 55.00
Meeting ( per hour	)\$ 55.00
Kitchen	\$126.00

**Arena Rental**

Arena & downstairs kitchen	\$420.00
Arena Floor only	\$368.00
weekend rate	\$525.00

ALL RATES ARE PER DAY, UNLESS OTHERWISE INDICATED. APPLICABLE TAXES ARE EXTRA.

**Ice Rental**

Ice Rental Hourly .....	\$110.00 + (HST Included)
Minor Hockey Fee .....	\$ 97.00 + (HST Included)
Ice Rental (Monday to Friday before Noon) Hourly.....	\$ 75.00 + (HST Included)
Ice Rental – 1.5 Hours .....	\$160.00 + (HST Included)



Ministry of  
Municipal Affairs  
and Housing

Municipal Finance Policy Branch

777 Bay Street, 13<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416-585-6111

Ministère des Affaires  
municipales et du Logement

Direction des politiques relatives  
aux finances municipales

777, rue Bay, 13<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416-585-6111



April 04, 2022

Dear Municipal Treasurer, Clerk/Treasurer:

I am pleased to enclose a report showing your municipality's 2022 Annual Repayment Limit (ARL) respecting long-term debt and financial obligations. Your 2022 ARL was calculated based on 25 percent of your net own source revenues as reported in your 2020 Financial Information Return (FIR).

Municipalities in Ontario are responsible for ensuring that they do not exceed their ARL. When a municipality proposes long-term borrowing (or other long-term financial obligation), the municipal treasurer is responsible for updating the limit provided by the Ministry. The treasurer must determine if there is capacity within the municipality's ARL to undertake the planned borrowing. Schedule 81 of the FIR may be among the schedules of interest to the treasurer when updating the municipality's ARL.

We have adjusted the joint local board fees and revenues for homes for the aged reported in your 2020 FIR to include only your share of such revenues. If you have any concerns with this adjustment, you may request a review of the adjustment calculation, in which case you will be requested to submit necessary additional information for both your municipality and all other municipalities participating in the joint local board for the homes.

If you require any further information, please contact the appropriate Municipal Services Office of the Ministry of Municipal Affairs and Housing (list enclosed).

Yours truly,

A handwritten signature in cursive script that reads "Ruchi Parkash".

Ruchi Parkash  
Director (A)

Enclosures

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	12-1

**2022 ANNUAL REPAYMENT LIMIT**  
(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE: 86405  
MUNID: 49058  
MUNICIPALITY: Powassan M  
UPPER TIER:  
REPAYMENT LIMIT: \$ 1,050,276

The repayment limit has been calculated based on data contained in the 2020 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2020 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2022

**FOR ILLUSTRATION PURPOSES ONLY,**

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate		
(a)	20 years @ 5% p.a.	\$ 13,088,763
(a)	15 years @ 5% p.a.	\$ 10,901,508
(a)	10 years @ 5% p.a.	\$ 8,109,955
(a)	5 years @ 5% p.a.	\$ 4,547,146
7% Interest Rate		
(a)	20 years @ 7% p.a.	\$ 11,126,641
(a)	15 years @ 7% p.a.	\$ 9,565,826
(a)	10 years @ 7% p.a.	\$ 7,376,701
(a)	5 years @ 7% p.a.	\$ 4,306,340

# DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

**Powassan M**

MMAH CODE:

**86405**

		1 \$
	<b>Debt Charges for the Current Year</b>	210,621
0210	Principal (SLC 74 3099 01) . . . . .	107,151
0220	Interest (SLC 74 3099 02) . . . . .	317,772
0299	<b>Subtotal</b>	
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01) . . . . .	0
9910	<b>Total Debt Charges</b>	<b>317,772</b>

		1 \$
	<b>Amounts Recovered from Unconsolidated Entities</b>	0
1010	Electricity - Principal (SLC 74 3030 01) . . . . .	0
1020	Electricity - Interest (SLC 74 3030 02) . . . . .	0
1030	Gas - Principal (SLC 74 3040 01) . . . . .	0
1040	Gas - Interest (SLC 74 3040 02) . . . . .	0
1050	Telephone - Principal (SLC 74 3050 01) . . . . .	0
1060	Telephone - Interest (SLC 74 3050 02) . . . . .	0
1099	<b>Subtotal</b>	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02) . . . . .	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02) . . . . .	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02) . . . . .	0
1420	<b>Total Debt Charges to be Excluded</b>	0
9920	<b>Net Debt Charges</b>	<b>317,772</b>

		1 \$
1610	Total Revenue (SLC 10 9910 01) . . . . .	6,590,025
	<b>Excluded Revenue Amounts</b>	0
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04) . . . . .	1,325,300
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) . . . . .	227,422
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01) . . . . .	0
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01) . . . . .	144,397
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01) . . . . .	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets ( SLC 10 1098 01 + SLC 10 1099 01) . . . . .	23,620
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01) . . . . .	0
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01) . . . . .	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01) . . . . .	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01) . . . . .	0
2253	Other Deferred revenue earned (SLC 10 1814 01) . . . . .	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01) . . . . .	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01) . . . . .	1,381
2299	<b>Subtotal</b>	1,722,120
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged . . . . .	-604,288
2610	<b>Net Revenues</b>	5,472,193
2620	<b>25% of Net Revenues</b>	1,368,048
9930	<b>ESTIMATED ANNUAL REPAYMENT LIMIT</b> (25% of Net Revenues less Net Debt Charges)	<b>1,050,276</b>

\* SLC denotes Schedule, Line Column.

# Annual Repayment Limit

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## What is the Annual Repayment Limit?

The Annual Repayment Limit (ARL) may be generally summarized as the maximum amount that a municipality in Ontario can pay each year (without first going to the Local Planning Appeal Tribunal) in principal and interest payments for its long-term debt and other long-term financial commitments.

For most municipalities (not including Toronto) the ARL is set at 25 percent of their annual own-source revenues (such as property taxes, user fees and investment income), less their annual existing long-term debt service costs and payments for other long-term financial obligations. Municipalities may only exceed their ARL with the prior approval of the Local Planning Appeal Tribunal (LPAT).

For more information about the ARL, please see O. Reg. 403/02 (Debt and Financial Obligation Limits) on <https://www.ontario.ca/laws/regulation/020403>.

## Role of the Ministry of Municipal Affairs and Housing

The Ministry of Municipal Affairs and Housing issues an updated ARL statement to municipalities once a year. The ARL statement is typically sent to each municipality at the beginning of the calendar year and reflects the most recent financial information submitted by the municipality in its Financial Information Return (FIR), available on <https://efis.fma.csc.gov.on.ca/fir/>

## How Does the Ministry Calculate the ARL? \*

The calculation of the ARL involves a number of steps. The ministry first determines the municipality's annual own-source revenue from sources such as property taxes, user fees and investment income. The ministry then calculates the amount that is 25 percent of the municipality's annual own-source revenue. Finally, the ministry subtracts the municipality's annual existing debt service costs and payments for other long-term financial obligations from the 25 percent figure to arrive at the ARL.

The ministry calculates 25 percent of the municipality's annual own-source revenue:

$$\begin{array}{c} \text{Municipal} \\ \text{Own-Source Revenue} \\ \text{(e.g. Property Tax, User Fees)} \end{array} \times 25\% = \begin{array}{c} 25\% \text{ of} \\ \text{Own-Source Revenue} \end{array}$$

The ministry subtracts municipal debt and other financial obligations to determine the ARL:

$$\begin{array}{c} 25\% \text{ of} \\ \text{Own-Source} \\ \text{Revenue} \end{array} - \begin{array}{c} \text{Annual Payments for} \\ \text{Existing Debt and Other} \\ \text{Financial Obligations} \\ \text{(Principal + Interest)} \end{array} = \begin{array}{c} \text{Annual Repayment Limit} \end{array}$$

For details on specific municipalities, please see

<https://efis.fma.csc.gov.on.ca/fir/index.php/reports-and-dashboards/annual-repayment-limits/>

*\*For illustrative purposes only*

### Role of Municipalities

Municipalities in Ontario are responsible for ensuring that they do not exceed their ARL. When a municipality proposes long-term borrowing (or other long-term financial obligation), the municipal treasurer is responsible for updating the limit provided by the ministry. The treasurer must determine if there is capacity within the municipality's ARL to undertake the planned borrowing.

### Local Planning Appeal Tribunal (LPAT)

Applications and appeals in relation to a range of matters are brought before the LPAT (formerly known as the Ontario Municipal Board). In cases where municipalities intend to borrow or commit to amounts above their updated ARL, they must first seek the approval of the LPAT. Learn more at <http://elto.gov.on.ca/tribunals/lpat>.

**Ministry of  
Municipal Affairs**

Municipal Finance Policy  
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777 Bay Street, 13<sup>th</sup> Floor  
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Tel.: 416 585-6111  
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**Ministère des  
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Direction des politiques  
relatives aux finances municipales

777, rue Bay, 13<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6111  
Télééc. : 416 585-6315



If you require any further assistance regarding your Annual Repayment Limit calculation, please contact your Senior Financial Advisor at your designated Municipal Service Office:

<b>MSO Office</b>	<b>Telephone</b>	<b>Fax</b>	<b>Address</b>
Central	1-800-668-0230 (416) 585-6226		777 Bay Street, 12th Floor Toronto, Ontario M5G 2E5
Eastern	1-800-267-9438 (613) 545-2100		8 Estate Lane, Rockwood House Kingston, Ontario K7M 9A8
Western	1-800-265-4736 (519) 873-4020	(519) 873-4018	659 Exeter Road, 2nd Floor London, Ontario N6E 1L3
Northeastern	1-800-461-1193 (705) 564-0120		159 Cedar Street, Suite 401 Sudbury, Ontario P3E 6A5
Northwestern	1-800-465-5027 (807) 475-1651		435 James Street South, Suite 223 Thunder Bay, Ontario P7E 6S7

**Ministry of the Solicitor General**

Office of the Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

Bureau du commissaire des incendies  
et de la gestion des situations  
d'urgence

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



April 01, 2022

Your Worship Peter McIsaac  
Municipality of Powassan  
P.O. Box 250, 250 Clark St.  
Powassan, ON P0H1Z0

Dear Mayor Peter McIsaac:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

Emergency Management Ontario (EMO) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA in 2021.

The safety of all our citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. We congratulate you on your municipality's efforts in achieving compliance in 2021. I look forward to continuing to work with you to support your continued compliance on an ongoing basis.

If you have any questions or concerns about this letter, please contact our Emergency Management Field Officer assigned to your Sector; their contact information is below.

Name: GrantMurphy  
Email: grant.murphy2@ontario.ca  
Phone: 613-329-0807

Sincerely,

Teepu Khawja  
Assistant Deputy Minister and Chief, Emergency Management

cc: Benjamin Mousseau - CEMC  
Grant Murphy - Field Officer - Lakes Sector

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	10-2

Ministry of the Solicitor General  
Office of the Fire Marshal

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

Ministère du Solliciteur général  
Bureau du commissaire des incendies

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél.: 647-329-1100  
Télééc.: 647-329-1143



MEMORANDUM TO: Heads of Council / Chief Administrative Officers

FROM: Tim Beckett  
Acting Ontario Fire Marshal

DATE: April 14, 2022

SUBJECT: O. Reg. 343/22: Firefighter Certification

---

Dear Heads of Council and Chief Administrative Officers,

I am writing to provide an update on the work that we have been doing on firefighter certification under the Fire Protection and Prevention Act, 1997.

I am pleased to let you know that O. Reg. 343/22: Firefighter Certification has been filed under the Act. It is available on e-Laws [here](#).

Throughout the consultation period, we received tremendous feedback and support from municipalities, fire chiefs, and partner associations including the Ontario Association of Fire Chiefs, Ontario Professional Fire Fighters Association and the Fire Fighters Association of Ontario. The Office of the Fire Marshal (OFM) has been working collaboratively with all partners to understand the regulation and how the OFM can best support departments at the local level throughout the implementation period.

The final regulation reflects changes related to exceptions, transition, and certification standards in response to feedback received during the Regulatory Registry posting period and during the municipal technical briefings. This feedback assisted in finalizing the firefighter certification regulation, which provides flexibility for local municipalities, while supporting firefighter and public safety.

With this regulation, we are not asking that firefighters train to higher levels than they already are. Certification is a process of verification, ensuring that a firefighter is trained to the standard they are required to perform, as set out in the level of service determined by a municipal council or territory without municipal organization.

DATE OF COUNCIL MTG.	Apr. 19/22
AGENDA ITEM #	13-1



Mandatory certification in Ontario will validate the training that firefighters receive and, in turn, will create safer communities.

Many of the comments received with respect to implementation have also been or will be addressed in the coming months. For instance, to address capacity pressures within the OFM, we are already increasing the staff complement for both the Ontario Fire College (OFC) and our Academic Standards and Evaluation Unit. This will ensure that we can respond to the current and ongoing demand for training and certification across Ontario.

We also continue to refine and enhance both our Adjunct Instructor and Regional Training Centre models to meet provincial demand. Learning Contract accessibility has been expanded allowing fire departments that already train together to continue to do so in order to achieve certification. The OFC will also be working with fire departments to increase their own internal training capacity and will be exploring opportunities to provide additional training for senior officers through upcoming seminars, conferences and webinars.

At the same time, we heard from many departments that purchasing textbooks and other training essentials is challenging. We have therefore explored options with the Fire Marshal's Public Fire Safety Council (FMPFSC) to look at supports that they can provide on the procurement of textbooks and other materials. The FMPFSC is supportive of the certification file and will be finalizing options that will be communicated to fire departments shortly.

I am pleased that we have been able to work so collaboratively with municipalities, fire departments, and other partners to have this regulation finalized. With a long implementation window, we are confident that certification is achievable and look forward to working with firefighters across Ontario as this regulation is operationalized.

Sincerely,

Tim Beckett  
Acting Fire Marshal

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

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
 (Council Approval Report)

4/6/2022 2:20pm

Invoice Number	Vendor	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>GENERAL GOVERNMENT</b>									
4/6/2022 2:20pm	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1		04/06/22	\$5.40	\$5.40	10-10-61640	OFFICE & EQUIPMENT	\$0.00	(\$1,858.62)
8890	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1		04/06/22	\$5.40	\$5.40	10-10-61640	OFFICE & EQUIPMENT	\$0.00	(\$1,858.62)
155148	04/06/22 MAT RENTALS								
8897	NORTHERN UNIFORM SERVICE, 2230 ALGONQUIN ROAD, SUDBURY, ON, P3E 4Z6		04/06/22	\$10.02	\$10.02	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$392.13
489505	04/06/22 HST 5%								\$392.13
493090	04/06/22 HST 5%								\$805.64
489505	04/06/22 HST recoverable								\$805.64
493090	04/06/22 HST recoverable								\$805.64
8926	POWASSAN AGRICULTURAL SOCIETY, BOX 147, POWASSAN, ON, P0H 1Z0		04/06/22	\$500.00	\$500.00	10-10-61030	DONATIONS MADE	\$0.00	(\$750.00)
2022-00	04/06/22 FALL FAIR SPONSORSHIP								
8944	PSD CITYWIDE INC., 148 FULLARTON ST, 9 TH FLOOR, LONDON, ON, N6A 5P3		04/06/22	\$6,512.64	\$6,512.64	10-10-61580	ASSET MANAGEMENT	\$0.00	(\$19,558.27)
16713	04/06/22 ASSET MANAGEMENT PLAN SERVICES								
8975	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7		03/29/22	\$735.54	\$735.54	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$4,570.26)
MAR22LIB	03/21/22 LIB - MAR VISA								(\$2,968.01)
MAR22BR2	03/21/22 ADOBE ACROPRO SOFTWARE - BR								(\$2,968.01)
MAR22KH	03/21/22 APPLE ICLOUD STORAGE -KH								(\$2,968.01)
MAR22LM	03/21/22 VISA ANNUAL FEE - LIM								(\$2,968.01)
MAR22LML2	03/21/22 SHUTTERSTOCK ANNUAL FEE								(\$6,755.59)
MAR22KB2	03/21/22 CANADA POST								(\$2,914.98)
MAR22TF	03/21/22 TF - VISA ANNUAL FEE								(\$3,537.98)
MAR22BR	03/21/22 CPA MEMBERSHIP - BR								
9023	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1		04/06/22	\$2,316.23	\$2,316.23	10-10-61620	NATURAL GAS	\$0.00	\$0.00
920000091494 422	04/06/22 nov 2021 to mar 2022								
9080	RECEIVER GENERAL - PAYROLL DEDUCTIONS, ...		04/06/22	\$378.96	\$378.96	10-10-33100	A/P OTHER	\$0.00	\$835.01
2021 PIER REPORT	04/05/22 Payroll from 3/19/22 to 4/02/22								(\$21,049.07)
PR1113	04/05/22 Payroll from 3/19/22 to 4/02/22								(\$9,542.61)
PR1113	04/05/22 Payroll from 3/19/22 to 4/02/22								(\$5,782.49)
PR1113	04/05/22 Payroll from 3/19/22 to 4/02/22								(\$14,992.52)
PR1113	04/05/22 Payroll from 3/19/22 to 4/02/22								
9632	DELL CANADA INC, 155 GORDON BAKER RD, SUITE 501, NORTH YORK, ON, M2H 3N5		04/06/22	\$1,418.16	\$1,418.16	10-10-24500	A/R OTHER	\$0.00	\$502,746.46
1016821291	04/06/22 KIMS LAPTOP								
9720	TERRY LANG COMPUTER CONSULTING, 133 CLOVERBRAE CRES., NORTH BAY, ON, P1A 4J4		04/06/22	\$9,615.57	\$9,615.57	10-10-61570	COMPUTERS	\$0.00	(\$23,066.08)
2022025	04/06/22 CONSULTING, SOFTWARE HARDWARE								
9768	OFFICE CENTRAL, 60 LEEK CRESCENT, RICHMOND HILL, ON, L4B 1H1		04/06/22	\$101.23	\$101.23	10-10-61540	OFFICE SUPPLIES	\$0.00	(\$2,968.01)
19224251	04/06/22 INK CARTRIDGES								

DATE OF COUNCIL MTG.	Apr 19 2022
AGENDA	5

4/6/2022 2:20pm

**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
10335 2203-000	BRUMAN CONSTRUCTION INC., 305 ARNOLD STREET, KITCHENER, ON, N2H 6G1	04/06/22		04/06/22	\$97,269.13	\$97,269.13	10-10-33100	A/P OTHER	\$0.00	\$835.01
					\$97,269.13					
10447 1443962	AINSWORTH INC., 131 BERMONDSEY RD, TORONTO, ON, M4A 1X4	04/06/22	04/06/22	04/06/22	\$330.72	\$330.72	10-10-61640	OFFICE & EQUIPMENT	\$0.00	(\$1,858.62)
					\$367.25					
10490 137461577	ZOOM VIDEO COMMUNICATIONS, 55 ALMADEN BLVD, 6 TH FLOOR, SAN JOSE, CA, 95113	04/06/22	04/06/22	04/06/22	\$540.21	\$540.21	10-10-61570	COMPUTERS	\$0.00	(\$23,066.08)
					\$599.88					
10555 469654	BAKER TILLYSNT LLP s.r.l., 1850 BOND ST, NORTH BAY, ON, P1B 4V6	04/06/22	04/06/22	04/06/22	\$565.00	\$565.00	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$4,570.26)
					\$565.00					
10561 3487	ESCRIBE SOFTWARE LTD, SUITE204, 60 CENTURIAN DRIVE, MARKHAM, ON, L3R 9R2	04/06/22	04/06/22	04/06/22	\$4,986.24	\$4,986.24	10-10-61055	FESTIVAL'S	\$0.00	\$0.00
					\$5,537.00					
					\$159,933.72					
<b>Total GENERAL GOVERNMENT</b>										
<b>250 CLARK</b>										
8728 7312	D & D JANITORIAL SUPPLIES, 161 FERRIS DRIVE, UNIT 12, NORTH BAY, ON, P1A 4K2	04/06/22	04/06/22	04/06/22	\$81.08	\$81.08	10-12-61525	250 CLARK-JANITORIAL	\$0.00	(\$1,833.05)
					\$81.08					
8890 155148-	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1	04/06/22	04/06/22	04/06/22	\$48.62	\$48.62	10-12-61525	250 CLARK-JANITORIAL	\$0.00	(\$1,833.05)
					\$48.62					
8912 26032	OSHELL'S VALU-MART, P.O. BOX 322, POWASSAN, ON, P0H 1Z0	04/06/22	04/06/22	04/06/22	\$8.58	\$8.58	10-12-61754	250 CLARK-PROGRAM	\$0.00	(\$4,250.25)
					\$8.58					
8975 MAR22KH2 MAR22KH3	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	03/21/22	03/30/22	03/30/22	\$76.59	\$76.59	10-12-61754	250 CLARK-PROGRAM	\$0.00	(\$4,250.25)
					\$37.55	\$37.55	10-12-61754	250 CLARK-PROGRAM	\$0.00	(\$4,250.25)
					\$114.14					
9023 920000091494 422	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	04/06/22	04/06/22	\$6,948.67	\$6,948.67	10-12-61641	250 CLARK-BUILDING	\$0.00	(\$2,357.58)
					\$6,948.67					
9758 845520060023063	BELL TV, P.O. BOX 3250, STATION DON MILLS, NORTH YORK, ON, M3C 4C9	04/06/22	04/06/22	04/06/22	\$119.41	\$119.41	10-12-61757	FITNESS CENTRE@250	\$0.00	(\$2,067.55)
					\$119.41					
10082 599204	BRAD'S JANITORIAL SERVICES, 861 HWY 534, POWASSAN, ON, P0H1Z0	04/06/22	04/06/22	04/06/22	\$852.75	\$852.75	10-12-61525	250 CLARK-JANITORIAL	\$0.00	(\$1,833.05)
					\$852.75					
					\$8,173.25					
<b>Total 250 CLARK</b>										

2

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
 (Council Approval Report)

Invoice Number: 10-15-62020  
 Due Date: 04/06/22  
 Invoice Amt: \$74.24  
 Approved Amt: \$74.24

Invoice Number	Description	Account Number	Account Description	Budgeted \$	YTD Balance
<b>FIRE DEPARTMENT</b>					
8728	D & D JANITORIAL SUPPLIES, 161 FERRIS DRIVE, UNIT 12, NORTH BAY, ON, P1A 4K2	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$12,592.21)
7310	04/06/22 TOILET TISSUE			\$74.24	
8732	DEPENDABLE TRUCK AND TANK LTD, 275 CLARENCE STREET, BRAMPTON, ON, L6W 3R3	10-15-62040	FIRE DEPT.-EQUIPMENT	\$0.00	(\$2,989.45)
22-104638	04/06/22 STORTZ TO HYDRANT FITTINGS			\$315.46	
8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$12,592.21)
200233599007 422	04/06/22 FIRE DEPT.-OPERATIONS			\$410.57	
8890	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1	10-15-62010	FIRE DEPT.-MAINTENANCE	\$0.00	(\$1,462.28)
155149	04/06/22 MAT RENTAL			\$17.55	
8975	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$12,592.21)
MAR22BC	03/21/22 APPLE - ICLOUD STORAGE BC			\$1.46	
MAR22BC2	03/21/22 AMAZON MEMBERSHIP - BC			\$9.03	
MAR22BC3	03/21/22 STAPLES - TONER FOR PRINTER			\$71.13	
MAR22BM5	03/21/22 NO FRILLS - OFFICE SUPPLIES			\$41.91	
9023	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$12,592.21)
92000091494 422	04/06/22 NATURAL GAS			\$652.44	
92000091494 422	04/06/22 NATURAL GAS			\$595.80	
9028	VAUGHAN PAPER PRODUCTS INC., 1598 MAIN ST WEST, NORTH BAY, ON, P1B 2X3	10-15-62020	FIRE DEPT.-OPERATIONS	\$0.00	(\$12,592.21)
2399667	04/06/22 GARBAGE BAGS			\$131.68	
10035	TRANS CANADA SAFETY BY STAR LIFE, 1492 MAIN STREET W, 4A, NORTH BAY, ON, P1B2X3	10-15-62040	FIRE DEPT.-EQUIPMENT	\$0.00	(\$2,989.45)
29520	04/06/22 STORZ TO 2.5 Y			\$802.89	
<b>Total FIRE DEPARTMENT</b>					
				\$3,124.16	

Invoice Number	Description	Account Number	Account Description	Budgeted \$	YTD Balance
<b>PUBLIC WORKS</b>					
8687	FREIGHTLINER NORTH BAY, 40 COMMERCE COURT, NORTH BAY, ON, P1A 0B4	10-20-63560	2013 FREIGHTLINER	\$0.00	(\$12,444.00)
4495	04/06/22 SHOCK ABSORBERS			\$295.52	
4495 1	04/06/22 DUST SHIELD			\$389.08	
8689	CANADIAN NATIONAL, NON FREIGHT, P.O. 6089, SUCC. CENTRE VILLE, MONTREAL, PQ, H3C 3H1	10-20-63470	SAFETY DEVICES/CN-	\$0.00	(\$7,442.50)
91620307	04/06/22 MONTHLY GATE CROSSING MAINTENANCE			\$326.50	
91624458	04/06/22 MONTHLY GATE CROSSING MAINTENANCE			\$326.50	
8741	DRD DISTRIBUTING, HWY 17 EAST, RR#2, CORBEIL, ON, P0H 1K0	10-20-63540	2014 GMC -	\$0.00	(\$672.20)
11974	04/06/22 SANDER REPAIRS			\$875.03	
				\$875.03	

**Municipality of Powassan  
A/P Preliminary Cheque Run**  
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4/6/2022 2:20pm

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
8775	04/06/22	GIN-COR, 5151 HWY 17 WEST, MATTAWA, ON, P0H 1V0	04/06/22	\$471.56	\$471.56	10-20-63560	2013 FREIGHTLINER	\$0.00	(\$12,444.00)
7233	04/06/22	AIR VALVE SHIFTER		\$471.56					
8799	04/06/22	J & J EQUIPMENT REPAIR, 84 CHISWICK LINE, RR # 1, POWASSAN, ON, P0H 1Z0	04/06/22	\$42.33	\$42.33	10-20-63520	2011 FREIGHTLINER-	\$0.00	(\$1,964.46)
77588	04/06/22	REPAIRS AND PARTS	04/06/22	\$838.31	\$838.31	10-20-63626	BACKHOE CAT420	\$0.00	(\$1,328.22)
77588	04/06/22	REPAIRS AND PARTS	04/06/22	\$75.90	\$75.90	10-20-63660	99 GRADER-	\$0.00	(\$3,138.47)
77588	04/06/22	REPAIRS AND PARTS	04/06/22	\$95.15	\$95.15	10-20-63720	TRACKLESS-KUBOTA-	\$0.00	(\$3,034.37)
17841	04/06/22	SNOW PLOW REPAIRS	04/06/22	\$668.20	\$668.20	10-20-63780	2014 FREIGHTLINER-	\$0.00	(\$5,561.43)
17851	04/06/22	HYDRAULIC HOSE REPAIRS	04/06/22	\$1,719.89	\$1,719.89				
8806	04/06/22	JIM MOORE PETROLEUM, 66 GIBSON STREET, P.O. BOX 508, NORTH BAY, ON, P1B 8J1	04/06/22	\$2,139.69	\$2,139.69	10-20-63075	CLEAR DIESEL	\$0.00	(\$20,187.42)
592235	04/06/22	CLEAR DIESEL	04/06/22	\$533.12	\$533.12	10-20-63075	CLEAR DIESEL	\$0.00	(\$20,187.42)
592237	04/06/22	DYED DIESEL	04/06/22	\$1,419.71	\$1,419.71	10-20-63075	CLEAR DIESEL	\$0.00	(\$20,187.42)
592830	04/06/22	DYED DIESEL	04/06/22	\$487.01	\$487.01	10-20-63075	CLEAR DIESEL	\$0.00	(\$20,187.42)
592832	04/06/22	DYED DIESEL	04/06/22	\$1,693.71	\$1,693.71	10-20-63075	CLEAR DIESEL	\$0.00	(\$20,187.42)
593627	04/06/22	CLEAR DIESEL	04/06/22	\$1,560.70	\$1,560.70	10-20-63077	GASOLINE	\$0.00	(\$2,953.81)
59628	04/06/22	DYED DIESEL	04/06/22	\$392.55	\$392.55	10-20-63077	GASOLINE	\$0.00	(\$2,953.81)
592236	04/06/22	2014 CHEV FUEL	04/06/22	\$392.20	\$392.20	10-20-63077	GASOLINE	\$0.00	(\$2,953.81)
592831	04/06/22	2014 CHEV FUEL	04/06/22	\$643.02	\$643.02				
593629	04/06/22	2014 CHEV FUEL	04/06/22	\$9,261.71	\$9,261.71				
8808	04/06/22	JOE JOHNSON EQUIPMENT INC, 2521 BOWMAN STREET, INNISFIL, ON, L9S 3V6	04/06/22	\$485.70	\$485.70	10-20-63720	TRACKLESS-KUBOTA-	\$0.00	(\$3,034.37)
P34389	04/06/22	SPRING BASE		\$485.70					
8897	04/06/22	NORTHERN UNIFORM SERVICE, 2230 ALGONQUIN ROAD, SUDBURY, ON, P3E 4Z6	04/06/22	\$203.92	\$203.92	10-20-63060	PUBLIC WORKS-	\$0.00	(\$13,227.89)
489505	04/06/22	PW UNIFORM RENTALS	04/06/22	\$203.92	\$203.92	10-20-63060	PUBLIC WORKS-	\$0.00	(\$13,227.89)
493090	04/06/22	PW UNIFORM RENTALS	04/06/22	\$407.84	\$407.84				
8912	04/06/22	OSHELL'S VALU-MART, P.O. BOX 322, POWASSAN, ON, P0H 1Z0	04/06/22	\$75.00	\$75.00	10-20-63065	PUBLIC WORKS MAT &	\$0.00	(\$2,253.05)
26939	04/06/22	WATER		\$75.00					
8975	03/30/22	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	03/30/22	\$763.20	\$763.20	10-20-63040	TRAINING &	\$0.00	(\$1,679.04)
MAR22CM	03/21/22	ONTARIO GOOD ROADS CONFERENCE - CM	03/21/22	\$671.62	\$671.62	10-20-63560	2013 FREIGHTLINER	\$0.00	(\$12,444.00)
MAR22ST	03/21/22	AVERY 5 MOBILE SERVICES - EQUIP REPAIRS	03/21/22	\$671.62	\$671.62				
8982	04/06/22	SPECTRUM TELECOM GROUP LTD, 505 FLOOD ROAD, SUDBURY, ON, P3C 5A2	04/06/22	\$54.95	\$54.95	10-20-63060	PUBLIC WORKS-	\$0.00	(\$13,227.89)
8345-R2H1	04/06/22	RADIO REPAIRS	04/06/22	\$111.94	\$111.94	10-20-63620	710 BACKHOE-	\$0.00	(\$442.74)
8345-R2H1	04/06/22	RADIO REPAIRS	04/06/22	\$166.89	\$166.89				
9023	04/06/22	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	\$1,272.67	\$1,272.67	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$5,140.56)
920000091494	04/06/22	NATURAL GAS	04/06/22	\$400.29	\$400.29	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$5,140.56)
920000091494	04/06/22	NATURAL GAS	04/06/22	\$1,672.96	\$1,672.96				
9355	03/14/22	CLARK-KAVANAGH HOMES INC, 38 OLD HASTINGS ROAD, BOX 862, BANCROFT, ON, K0L 1C0	03/14/22	\$1,131.01	\$1,131.01	10-20-63700	STEAMER-	\$0.00	(\$1,317.25)
7866	03/14/22	STEAMER HOSE		\$1,131.01					

4/6/2022 12:20pm

**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
9658	JEFF KMITH, P.O. BOX 22, TROUT CREEK, ON, P0H 2L0	04/06/22	04/06/22 TC SNOW PLOWING	04/06/22	\$2,900.16	\$2,900.16	10-20-63420	WINTER CONTROL-	\$0.00	(\$6,511.30)
10100					\$2,900.16					
10021	KEY SPRINGS & TRUCK REPAIR, 600 GORMANVILLE RD, PO BOX 1260, NORTH BAY, ON, P1B8K5	04/06/22	04/06/22 SPRING PACK	04/06/22	\$1,788.94	\$1,788.94	10-20-63780	2014 FREIGHTLINER-	\$0.00	(\$5,561.43)
7259					\$1,788.94					
10089	HELIX, P.O. BOX 343, CALLANDER, ON, P0H1H0	04/06/22	04/06/22 NO WINTER MAINTENANCE SIGN	04/06/22	\$274.64	\$274.64	10-20-63270	ROADSIDE	\$0.00	\$0.00
10806					\$274.64					
<b>Total PUBLIC WORKS</b>										
<b>ENVIRONMENT</b>										
8799	J & J EQUIPMENT REPAIR, 84 CHISWICK LINE, RR # 1, POWASSAN, ON, P0H 1Z0	04/06/22	04/06/22 REPAIRS AND PARTS	04/06/22	\$194.83	\$194.83	10-25-64830	GARBAGE VEHICLE	\$0.00	(\$1,902.90)
77588					\$194.83					
10538	GFL ENVIRONMENTAL INC, 1926 HIGHWAY 17 WEST, NORTH BAY, ON, P1B 8G5	04/06/22	04/06/22 MONTHLY RECYCLING CONTRACT	04/06/22	\$9,243.62	\$9,243.62	10-25-64940	RECYCLING PROGRAM	\$0.00	(\$9,951.44)
138765					\$127.20	\$127.20	10-25-64940	RECYCLING PROGRAM	\$0.00	(\$9,951.44)
138765					\$9,370.82	\$9,370.82				
<b>Total ENVIRONMENT</b>										
<b>WATER</b>										
9023	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	04/06/22 NATURAL GAS	04/06/22	\$24.47	\$24.47	10-30-64530	WATER DISTRIBUTION-	\$0.00	(\$1,351.06)
920000091494 422					\$24.47					
9030	VIANET INTERNET SOLUTIONS, 128 LARCH STREET, SUDBURY, ON, P3E 5J8	04/06/22	04/06/22 INTERNET	04/06/22	\$76.31	\$76.31	10-30-64510	WATER PUMPHOUSE-	\$0.00	(\$7,041.63)
510444 422					\$76.31					
<b>Total WATER</b>										
<b>SEWER</b>										
9023	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	04/06/22 NATURAL GAS	04/06/22	\$73.37	\$73.37	10-40-64110	SEWER PUMPHOUSE-	\$0.00	(\$307.31)
920000091494 422					\$73.37					
<b>Total SEWER</b>										
<b>BUILDING DEPARTMENT</b>										
8975	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	03/30/22	03/30/22 BUILDING CODE MANUAL	03/30/22	\$125.48	\$125.48	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$2,192.46)
MAR22BM2					\$706.25	\$706.25	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$2,192.46)
MAR22BM3					\$150.00	\$150.00	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$2,192.46)
MAR22BM4					\$150.00	\$150.00				

4/6/2022 2:20pm

**Municipality of Powassan  
A/P Preliminary Cheque Run**

**(Council Approval Report)**

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
MAR22BM6	03/21/22	LEXISNEXIS CANADA - BUILDING CODE ACT	03/30/22	\$143.49	\$143.49	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$2,192.46)
MAR22MM	03/21/22	APPLE - ICLOUD STORAGE - MM	03/30/22	\$1.46	\$1.46	10-45-62710	BUILDING INSPECTOR-	\$0.00	(\$2,192.46)
MAR22MM2	03/21/22	GARLANDS - FUEL - MUN VEHICLE	03/31/22	\$111.00	\$111.00	10-45-62715	CBO/BYLAW/PROP STD	\$0.00	(\$137.42)
MAR22MM3	03/21/22	POW HOME HARDWARE - DEICER	03/30/22	\$11.17	\$11.17	10-45-62715	CBO/BYLAW/PROP STD	\$0.00	(\$137.42)
				\$1,248.85	\$1,248.85				
				\$1,248.85	\$1,248.85				
<b>Total BUILDING DEPARTMENT</b>									
<b>PROTECTION TO PERSONS &amp; PROPERTY</b>									
8855	04/06/22	MINISTER OF FINANCE - OPP, 33 KING ST W, PO BOX 647, OSHAWA, ON, L1H 8X3	04/06/22	\$1,225.76	\$1,225.76	10-50-62500	POLICING-OPP	\$0.00	(\$127,331.77)
302303221326002	04/06/22	MONTHLY POLICING	04/06/22	\$1,532.20	\$1,532.20	10-50-62500	POLICING-OPP	\$0.00	(\$127,331.77)
302303221326004	04/06/22	MONTHLY POLICING	04/06/22	\$2,757.96	\$2,757.96				
				\$2,757.96	\$2,757.96				
<b>Total PROTECTION TO PERSONS &amp; PROPERTY RECREATION</b>									
9023	04/06/22	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	\$390.01	\$390.01	10-55-67110	POOL-MATERIAL &	\$0.00	(\$1,617.17)
92000091494 422	04/06/22	NATURAL GAS Nov 2021 to march 2022	04/06/22	\$276.01	\$276.01	10-55-67410	SHCC-MAT/SUPPLIES	\$0.00	(\$1,163.15)
92000091494 422	04/06/22	NATURAL GAS	04/06/22	\$666.02	\$666.02				
				\$666.02	\$666.02				
<b>Total RECREATION</b>									
<b>HISTORICAL &amp; CULTURE</b>									
8925	04/06/22	POWASSAN & DIST. UNION LIBRARY, BOX 160, POWASSAN, ON, P0H 1Z0	04/06/22	\$34,121.33	\$34,121.33	10-65-67800	LIBRARY LEVY	\$0.00	\$0.00
POW-22-01	04/06/22	1 ST INSTALLMENT OF 3	04/06/22	\$34,121.33	\$34,121.33				
9023	04/06/22	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	\$840.86	\$840.86	10-65-67680	POWASSAN LEGION	\$0.00	(\$3,759.31)
92000091494 422	04/06/22	NATURAL GAS	04/06/22	\$840.86	\$840.86				
				\$34,962.19	\$34,962.19				
<b>Total HISTORICAL &amp; CULTURE</b>									
<b>TROUT CREEK COMMUNITY CENTRE</b>									
8728	04/06/22	D & D JANITORIAL SUPPLIES, 161 FERRIS DRIVE, UNIT 12, NORTH BAY, ON, P1A 4K2	04/06/22	\$232.37	\$232.37	10-75-61800	SUPPLIES	\$0.00	(\$368.02)
7318	04/06/22	FLOOR CLEANER	04/06/22	\$232.37	\$232.37				
8862	04/06/22	MOORE PROPANE LIMITED, 56 GIBSON ST, NORTH BAY, ON, P1B 8Z4	04/06/22	\$10.00	\$10.00	10-75-61800	SUPPLIES	\$0.00	(\$368.02)
1107487	04/06/22	PROPANE	04/06/22	\$10.00	\$10.00				
9023	04/06/22	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	\$750.03	\$750.03	10-75-61620	NATURAL GAS	\$0.00	(\$1,828.12)
92000091494 422	04/06/22	NATURAL GAS	04/06/22	\$750.03	\$750.03				
				\$992.40	\$992.40				
<b>Total TROUT CREEK COMMUNITY CENTRE</b>									

6

**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

4/6/2022 2:20pm - City of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>SPORTSPLEX</b>										
8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	04/06/22	HYDRO	04/06/22	\$8,791.96	\$8,791.96	10-80-61610	HYDRO	\$0.00	(\$18,858.55)
200126071473 422					\$8,791.96					
8862	MOORE PROPANE LIMITED, 56 GIBSON ST, NORTH BAY, ON, P1B 8Z4	04/06/22	PROpane REFILL	04/06/22	\$75.69	\$75.69	10-80-61930	ZAMBONI-REPAIRS &	\$0.00	(\$2,742.14)
1107001					\$75.69					
8975	SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY, ON, P1B 2T7	03/31/22	OFFICE EXPENSES	03/31/22	\$5.99	\$5.99	10-80-61555	OFFICE EXPENSES	\$0.00	(\$1,019.20)
MAR22MH2			03/21/22 HP INSTANT INK - TONER	03/21/22	\$187.86	\$187.86	10-80-61945	EQUIPMENT-SUPPLIES	\$0.00	(\$387.92)
MAR22KB			03/21/22 SANDPIPER ENERGY - SPORTSPLEX BOILER RENTAL	03/21/22	\$146.70	\$146.70	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE			03/25/22 WALMART - BAR SUPPLIES	03/25/22	\$193.33	\$193.33	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE2			03/25/22 WAT SUPPLIES - SPORTSPLEX BAR	03/25/22	\$27.87	\$27.87	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE3			03/25/22 WALMART - SPORTSPLEX BAR	03/25/22	\$313.71	\$313.71	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE4			03/25/22 WAT SUPPLIES - SPORTSPLEX BAR	03/25/22	\$54.21	\$54.21	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE5			03/25/22 LCBO - SPORTSPLEX BAR	03/25/22	\$230.52	\$230.52	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE6			03/25/22 SOUTH RIVER BREWING CO - SPORTSPLEX BAR	03/25/22	\$42.04	\$42.04	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE7			03/25/22 OSHELLS VALUMART - SPORTSPLEX BAR	03/25/22	\$42.52	\$42.52	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE8			03/25/22 LCBO - SPORTSPLEX BAR	03/25/22	\$119.97	\$119.97	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22KE9			03/25/22 LCBO - SPORTSPLEX BAR	03/25/22	\$505.79	\$505.79	10-80-61982	SPORTSPLEX BAR	\$0.00	(\$2,423.94)
MAR22MH			03/21/22 MUSKOKA BREWERY	03/31/22	\$1,870.51	\$1,870.51			\$0.00	(\$2,423.94)
9023	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1	04/06/22	NATURAL GAS	04/06/22	\$817.37	\$817.37	10-80-61620	NATURAL GAS	\$0.00	(\$4,813.85)
920000091494 422			04/06/22 NATURAL GAS	04/06/22	\$953.74	\$953.74	10-80-61620	NATURAL GAS	\$0.00	(\$4,813.85)
920000091494 422			04/06/22 NATURAL GAS	04/06/22	\$1,771.11	\$1,771.11			\$0.00	(\$4,813.85)
<b>Total SPORTSPLEX \$12,509.27</b>										
<b>CEMETERIES</b>										
8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	04/06/22	CEMETRY-HYDRO	04/06/22	\$31.20	\$31.20	10-85-65110	CEMETRY-SERVICE-	\$0.00	(\$61.50)
200212441081 422					\$31.20	\$31.20			\$0.00	(\$61.50)
<b>Total CEMETERIES \$31.20</b>										
<b>Total Bills To Pay: \$258,142.57</b>										

7



**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

4/12/2022 4:27pm. Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)

Vendor Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>GENERAL GOVERNMENT</b>									
9124	APRIL 7 2022	KIMBERLY BESTER, TROUT CREEK, ON, P0H 2L0 MILEAGE TO FRED DEAN	04/11/22	\$43.00	\$43.00	10-10-61530	CONVENTION/TRAINING	\$0.00	(\$1,977.22)
9613	424582	MATHEWS DINSDALE, 3600-155 WELLINGTON ST WEST, TORONTO, ON, M5V 3H1 LABOUR RELATIONS	04/11/22	\$801.36	\$801.36	10-10-61560	AUDIT & LEGAL	\$0.00	(\$6,697.33)
9632	1016387081	DELL CANADA INC, 155 GORDON BAKER RD, SUITE 501, NORTH YORK, ON, M2H 3N5 PERSONAL COMPUTER	04/11/22	\$1,418.16	\$1,418.16	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
10236	5884950	XEROX CANADA LTD., P.O. BOX 4539 STN A, TORONTO, ON, M5W 4P5 COLOUR COPY PER COPY CHARGE	04/12/22	\$94.84	\$94.84	10-10-61600	POSTAGE/COURIER/COPI	\$0.00	(\$6,755.59)
58900661	58921578	COLOUR COPY PER COPY CHARGE	04/12/22	\$502.08	\$502.08	10-10-61600	POSTAGE/COURIER/COPI	\$0.00	(\$6,755.59)
		COLOUR COPY PER COPY CHARGE	04/12/22	\$58.10	\$58.10	10-10-61600	POSTAGE/COURIER/COPI	\$0.00	(\$6,755.59)
				\$727.38	\$727.38				
<b>Total GENERAL GOVERNMENT \$4,776.51</b>									
<b>250 CLARK</b>									
9653	20722	PURDON'S HEATING & ELECTRICAL INC, 466 MAIN ST, P.O. BOX 145, POWASSAN, ON, P0H 1Z0 BOILER CERC PUMP	04/11/22	\$1,788.84	\$1,788.84	10-12-61641	250 CLARK-BUILDING	\$0.00	(\$9,306.25)
20730	20735	WATER LINE REPAIRS	04/11/22	\$501.45	\$501.45	10-12-61641	250 CLARK-BUILDING	\$0.00	(\$9,306.25)
20735	20804	HRV SERVICE	04/11/22	\$228.96	\$228.96	10-12-61641	250 CLARK-BUILDING	\$0.00	(\$9,306.25)
		SERVICE DUCTLESS	04/11/22	\$183.17	\$183.17	10-12-61641	250 CLARK-BUILDING	\$0.00	(\$9,306.25)
				\$2,702.42	\$2,702.42				
<b>Total 250 CLARK FIRE DEPARTMENT \$0.00</b>									
8893	04012022	NORTHERN COMMUNICATIONS SERVICES INC., 230 ALDER STREET, SUDBURY, ON, P3C 4J2 FIRE DISPATCH	04/12/22	\$51.60	\$51.60	10-15-62000	FIRE DEPT. ANSWERING	\$0.00	(\$1,426.08)
<b>Total FIRE DEPARTMENT \$0.00</b>									
<b>PUBLIC WORKS</b>									
8792	200066782851	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3 STREET LIGHTING-HYDRO	04/12/22	\$1,332.28	\$1,332.28	10-20-63020	STREET LIGHTING-HYDRO	\$0.00	(\$2,537.52)
9653	20764	PURDON'S HEATING & ELECTRICAL INC, 466 MAIN ST, P.O. BOX 145, POWASSAN, ON, P0H 1Z0 GARAGE COLD WATER REPAIRS	04/11/22	\$268.28	\$268.28	10-20-63060	PUBLIC WORKS-	\$0.00	(\$13,690.68)
<b>Total PUBLIC WORKS \$1,600.56</b>									

8

**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>TROUT CREEK COMMUNITY CENTRE</b>									
8792	04/12/22	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	04/12/22	\$2,801.91	\$2,801.91	10-75-61610	HYDRO	\$0.00	(\$7,093.28)
200116322165 422	04/12/22	HYDRO			\$2,801.91				
9658	04/12/22	JEFF KMITH, P.O. BOX 22, TROUT CREEK, ON, P0H 2L0	04/22/22	\$500.00	\$500.00	10-75-61820	MAINTENANCE	\$0.00	(\$2,365.68)
10101		04/12/22 TCCC ICE REMOVAL		\$500.00	\$500.00				
<b>Total TROUT CREEK COMMUNITY CENTRE</b>									
<b>SPORTSPLEX</b>									
9211	04/11/22	BAY GLASS & CONTRACTING, 141 GOLF CLUB ROAD, NORTH BAY, ON, P1B 8X7	04/11/22	\$869.12	\$869.12	10-80-61950	BUILDING REPAIRS &	\$0.00	(\$2,340.84)
43927		04/11/22 ARENA GLASS REPLACEMENT		\$869.12	\$869.12				
9758	04/12/22	BELL TV, P.O. BOX 3250, STATION DON MILLS, NORTH YORK, ON, M3C 4C9	04/12/22	\$107.55	\$107.55	10-80-61555	OFFICE EXPENSES	\$0.00	(\$1,019.20)
845520060017196	04/12/22	OFFICE EXPENSES SATELLITE TV		\$107.55	\$107.55				
<b>Total SPORTSPLEX</b>									
								<b>Total Bills To Pay:</b>	
								\$13,409.67	

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
 (Council Approval Report)

4/12/2022 2:48pm  
 A/P Preliminary Cheque Run

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b><u>GENERAL GOVERNMENT</u></b>										
	10061	04/12/22	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	04/12/22	\$147.64	\$147.64	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$5,135.26)
	april 2022	04/12/22	LIBRARY LIFE/DISABILITY INS	04/12/22	\$1,028.05	\$1,028.05	10-10-61510	BENEFITS	\$0.00	(\$7,765.10)
	april 2022	04/12/22	OFFICE LIFE/DISABILITY INS.			\$1,175.69				
						\$1,175.69				
<b>Total GENERAL GOVERNMENT</b>										
<b><u>250 CLARK</u></b>										
	10061	04/12/22	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	04/12/22	\$108.75	\$108.75	10-12-61525	250 CLARK-JANITORIAL	\$0.00	(\$2,815.50)
	april 2022	04/12/22	250 CLARK			\$108.75				
						\$108.75				
<b>Total 250 CLARK</b>										
<b><u>FIRE DEPARTMENT</u></b>										
	10061	04/12/22	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	04/12/22	\$181.30	\$181.30	10-15-61510	BENEFITS	\$0.00	(\$1,702.35)
	april 2022	04/12/22	MF LIFE/DISABILITY INS			\$181.30				
						\$181.30				
<b>Total FIRE DEPARTMENT</b>										
<b><u>PUBLIC WORKS</u></b>										
	10061	04/12/22	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	04/12/22	\$1,119.50	\$1,119.50	10-20-63050	PUBLIC WORKS-LABOU	\$0.00	(\$9,182.31)
	april 2022	04/12/22	PW LIFE/DISABILITY INS.			\$1,119.50				
						\$1,119.50				
<b>Total PUBLIC WORKS</b>										
<b><u>ENVIRONMENT</u></b>										
	10061	04/12/22	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	04/12/22	\$102.57	\$102.57	10-25-61510	BENEFITS GARBAGE A	\$0.00	(\$652.41)
	april 2022	04/12/22	MF LIFE/DISABILITY INS			\$102.57				
						\$102.57				
<b>Total ENVIRONMENT</b>										
<b><u>BUILDING DEPARTMENT</u></b>										

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
 (Council Approval Report)

4/12/2022 2:48pm

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	10061	04/12/22	BUILDING INSPECTOR LIFE/DISABILITY INS.	04/12/22	\$260.89	\$260.89	10-45-62700	BUILDING INSPECTOR	\$0.00	(\$1,585.44)
<b>Total BUILDING DEPARTMENT</b>										
	10061	04/12/22	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	04/12/22	\$196.35	\$196.35	10-75-61510	BENEFITS	\$0.00	(\$1,747.93)
<b>Total TROUT CREEK COMMUNITY CENTRE</b>										
	10061	04/12/22	TCCC LIFE/DISABILITY INS.		\$196.35	\$196.35				
<b>Total TROUT CREEK COMMUNITY CENTRE</b>										
	10061	04/12/22	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	04/12/22	\$196.35	\$196.35	10-80-61510	BENEFITS	\$0.00	(\$1,389.93)
<b>Total SPORTSPLEX</b>										
<b>Total Bills To Pay:</b>										\$3,341.40

BUILDING DEPARTMENT

**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

4/13/2022 2:36pm  
A/P Preliminary Cheque Run  
Council Approval Report

Vendor Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>GENERAL GOVERNMENT</b>									
8792	200210054174 422	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	04/13/22	\$816.28	\$816.28	10-10-61610	HYDRO	\$0.00	(\$2,375.37)
					\$1,373.39				
8890	155949	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1	04/13/22	\$5.40	\$5.40	10-10-61640	OFFICE & EQUIPMENT	\$0.00	(\$2,194.74)
					\$30.24				
9808	83369	REAL TAX INC., 17705B LESLIE ST, SUITE 1A, NEWMARKET, ON, L3Y 3E3	04/13/22	\$508.50	\$508.50	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83370	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83371	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83372	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83373	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83374	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83375	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83376	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
	83377	04/13/22 TAX SALE NOTICE	04/13/22	\$565.00	\$565.00	10-10-24500	A/R OTHER	\$0.00	\$613,539.89
				\$5,028.50					
				\$6,616.17					
<b>Total GENERAL GOVERNMENT</b>									
<b>250 CLARK</b>									
8792	200210054174 422	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	04/13/22	\$1,904.66	\$1,904.66	10-12-61753	250 CLARK-UTILITIES	\$0.00	(\$5,939.77)
					\$1,904.66				
8890	155949	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1	04/13/22	\$48.62	\$48.62	10-12-61525	250 CLARK-JANITORIAL	\$0.00	(\$2,815.50)
					\$48.62				
					\$1,953.28				
<b>Total 250 CLARK</b>									
<b>FIRE DEPARTMENT</b>									
8890	154335	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1	04/13/22	\$17.55	\$17.55	10-15-62010	FIRE DEPT.-MAINTENANCE	\$0.00	(\$1,479.83)
	155950	04/13/22 MAT RENTAL	04/13/22	\$17.55	\$17.55	10-15-62010	FIRE DEPT.-MAINTENANCE	\$0.00	(\$1,479.83)
					\$35.10				
					\$35.10				
<b>Total FIRE DEPARTMENT</b>									
<b>PUBLIC WORKS</b>									
8982	c1226330	SPECTRUM TELECOM GROUP LTD, 505 FROOD ROAD, SUDBURY, ON, P3C 5A2	04/13/22	\$323.60	\$323.60	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$6,813.52)
					\$323.60				
					\$323.60				
<b>Total PUBLIC WORKS</b>									

**Municipality of Powassan  
A/P Preliminary Cheque Run**

(Council Approval Report)

Invoice Number: \_\_\_\_\_ Date: \_\_\_\_\_ Description: \_\_\_\_\_ Invoice Amt: \_\_\_\_\_ Approved Amt: \_\_\_\_\_ Account Number: \_\_\_\_\_ Account Description: \_\_\_\_\_ Budgeted \$: \_\_\_\_\_ YTD Balance: \_\_\_\_\_

**WATER**

8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	\$1,272.11	10-30-64510	WATER PUMPHOUSE-	\$0.00	(\$7,117.94)
200003755079	422 04/13/22 WATER PUMPHOUSE-MAT/SUPPLIES HYDRO 04/13/22	\$1,272.11				
9030	VIANET INTERNET SOLUTIONS, 128 LARCH STREET, SUDBURY, ON, P3E 5J8	\$152.62	10-30-64510	WATER PUMPHOUSE-	\$0.00	(\$7,117.94)
510444	APRIL 04/13/22 INTERNET 04/13/22	\$152.62				
		<b>\$1,424.73</b>				

**Total WATER**

**RECREATION**

8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	\$207.97	10-55-67010	PARKS-MAT/SUPPLIES	\$0.00	(\$1,106.56)
200097470823	422 04/13/22 PARKS-MAT/SUPPLIES HYDRO 04/13/22	\$207.97				
200087941884	422 04/13/22 POOL-MATERIAL & SUPPLIES HYDRO 04/13/22	\$71.35	10-55-67110	POOL-MATERIAL &	\$0.00	(\$2,007.18)
		<b>\$279.32</b>				
		<b>\$279.32</b>				

**Total RECREATION**

**HISTORICAL & CULTURE**

8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	\$597.68	10-65-67680	POWASSAN LEGION	\$0.00	(\$4,600.17)
200204347544	422 04/13/22 POWASSAN LEGION EXPENSE 04/13/22	\$597.68				
		<b>\$597.68</b>				

**Total HISTORICAL & CULTURE**

**PLANNING & DEVELOPMENT**

8855	MINISTER OF FINANCE - OPP, 33 KING ST W, PO BOX 647, OSHAWA, ON, L1H 8X3	\$1,190.00	10-70-68010	PLANNING &	\$0.00	(\$7,827.28)
28040221358010	04/13/22 GIS PHOTO UPDATE 04/13/22	\$1,190.00				
		<b>\$1,190.00</b>				

**Total PLANNING & DEVELOPMENT**

**TROUT CREEK COMMUNITY CENTRE**

8890	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1	\$14.16	10-75-61820	MAINTENANCE	\$0.00	(\$2,365.68)
154353	04/13/22 MAT RENTALS 04/13/22	\$14.16				
		<b>\$14.16</b>				

**Total TROUT CREEK COMMUNITY CENTRE**

WORKS

13

**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

2022/02/23 2:36 pm

Vendor Invoice Number	Date	Description	Due Date	Invoice Amt.	Approved Amt.	Account Number	Account Description	Budgeted \$	YTD Balance
<b>SPORTSPLEX</b>									
8792	04/13/22	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3	04/13/22	\$244.86	\$244.86	10-80-61610	HYDRO	\$0.00	(\$27,650.51)
20009743945	04/13/22	HYDRO		\$244.86	\$244.86			\$0.00	(\$92.08)
8890	04/13/22	NORTH BAY MAT RENTAL, BOX 462, NORTH BAY, ON, P1B 8J1	04/13/22	\$101.15	\$101.15	10-80-61970	MAT RENTALS	\$0.00	
154332				\$101.15	\$101.15				
				\$346.01	\$346.01				

**Total SPORTSPLEX**

**Total Bills To Pay: \$12,780.05**