

AGENDA

Regular Council Meeting
Tuesday, June 17, 2025, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

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

3. ROLL CALL

4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

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

7.1 Regular Council Meeting of June 3, 2025

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 Powassan and District Union Public Library – Minutes of April 23, 2025

10. STAFF REPORTS

10.1 Treasurer/Director of Corporate Services, B. Robinson – Hunt Line Culvert

10.2 Deputy Clerk, K. Bester – McDonald Street Update

10.3 Clerk, A. Quinn – Draft of updated Social Networking Policy

10.4 Treasurer/Director of Corporate Services, B. Robinson – Tender 2025-03 Winter Sand

10.5 Treasurer/Director of Corporate Services, B. Robinson – Tender 2025-04 Quarried 'A'

11. BYLAWS
12. UNFINISHED BUSINESS
13. NEW BUSINESS
14. CORRESPONDENCE
15. ADDENDUM
16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS
17. CLOSED SESSION
18. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, June 3, 2025, at 6:30 pm
Powassan Council Chambers

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

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

Absent,
With Regrets: Markus Wand, Deputy Mayor

Presentations: Timothy R. Hutcheson – MIS Municipal Insurance Brokers Limited

Disclosure of Monetary Interest and General Nature Thereof: None.

2025-189 Moved by: D. Britton Seconded by: L. Patey
That the agenda of the Regular Council Meeting of June 3, 2025, be approved. **Carried**

2025-190 Moved by: L. Patey Seconded by: R. Hall
That the minutes of the Regular Meeting of Council of May 20, 2025, be adopted. **Carried**

2025-191 Moved by: R. Hall Seconded by: D. Britton
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of April 15, 2025, be received. **Carried**

2025-192 Moved by: D. Britton Seconded by: L. Patey
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the Insurance Renewal package, be received; and,

FURTHER that the Municipality of Powassan Council approves the renewal quote in the amount of \$223,567 plus applicable taxes, from MIS Insurance Services for the 2025-2026 policy period. **Carried**

2025-193 Moved by: L. Patey Seconded by: R. Hall
That the memo from Clerk A. Quinn, regarding the Recreational Fields Update, be received for review and discussion; and,

FURTHER that staff be directed on how to update the plan listed in the memo. **Carried**

2025-194

Moved by: R. Hall

Seconded by: D. Britton

That the memo from Clerk A. Quinn, regarding Council's meeting schedule for July and August as per Procedural Bylaw 2023-18 be received; and,

THAT the Council of the Municipality of Powassan will hold their Regular Meeting of Council on Tuesday, July 15 and Tuesday, August 12; and,

FURTHER that additional Meetings of Council will be called by the Mayor, should it be deemed necessary.

Carried

2025-195

Moved by: L. Patey

Seconded by: D. Britton

That the memo from Clerk A. Quinn, regarding Deputy Fire Chief and additional Fire Department appointments be received; and,

Further that Council adopts Bylaw 2025-15 to appoint Bill Booth as Deputy Fire Chief and accepts this memo outlining appointments made by the Fire Chief for additional Municipality of Powassan Fire Department positions as set out in Bylaw 2025-13.

Carried

2025-196

Moved by: D. Britton

Seconded by: L. Paty

That Bylaw 2025-14, being a Bylaw to regulate and govern animals including exotic animals within the Municipality;

Be **READ a FIRST** and **SECOND** time on the 20th day of May 2025 and considered **READ a THIRD** and **FINAL** time and adopted as such in open Council the 3rd day of June 2025.

Carried

2025-197

Moved by: L. Patey

Seconded by: R. Hall

That Bylaw 2025-15, being a Bylaw to appoint a Deputy Fire Chief for the Municipality of Powassan Fire Department;

Be **READ a FIRST** and **SECOND** time and considered **READ a THIRD** and **FINAL** time and adopted as such in open Council this 3rd day of June 2025 for the immediate wellbeing of the Municipality.

Carried

2025-198

Moved by: R. Hall

Seconded by: D. Britton

That the correspondence from the Ministry for Seniors and Accessibility regarding the Seniors Active Living Centres Program 2025-2026 confirmation of funding, be received.

Carried

2025-199

Moved by: R. Hall

Seconded by: D. Britton

That the correspondence dated May 21, 2025, regarding the OPP Cost Recovery Model Review, be received.

Carried

2025-200

Moved by: D. Britton

Seconded by: L. Patey

That the correspondence and Resolution 2025-102 from the Township of Nipissing, regarding the Required Studies for the Preparation of the Hummel Bridge Replacement Project, be received.

Carried

- 2025-201

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

That the Municipality of Powassan Social Media Policy be received; and,

FURTHER that Council members review the policy and provide comments to Clerk, A.Quinn, by Wednesday, June 11th. Proposed revisions to the Policy will be presented to Council at the June 17th, 2025, meeting.

Carried
- 2025-202

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

17.1 Adoption of Closed Session Minutes of May 20, 2025

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

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

Carried
- 2025-203

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

That Council now reconvenes to regular session at 8:24p.m.

Carried
- 2025-204

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

That Council now adjourns at 8:24p.m.

Carried

Mayor

Clerk

Powassan & District Union Public Library

Minutes for Monday, April 23, 2025 – 6:15 p.m.

Board Meeting @ Library

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

Via Zoom: Randy Hall, Valerie Morgan

Absent with regrets: Brenda Lennon

Item	Action	Responsibility
1. Call to order	6:15 pm	
2. Respect and Acknowledgement Declaration	<p>Declaration read by CEO</p> <p>We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and recognize their value going forward.</p>	
3. General Consent Motion: Present the general Consent Motion for April 2025, which includes: <ul style="list-style-type: none"> a) Approval of April 23, 2025 Agenda b) Approval of Minutes from the March 17, 2025 meeting c) Approval of the March 2025 Financial Statements d) Approval of March 2025 Library Reports 	<p>Motion: 2025-17 That the General Consent Motion for April 2025 be adopted as presented</p> <p>Moved by: Debbie Piper Seconded by: Steve Kirkey</p> <p>Carried.</p>	
4. Disclosure of pecuniary interest	None	
5. General Business <ul style="list-style-type: none"> a) Budget Update 	<p>Councillor Hall informed the Board that following the Municipality of Powassan deliberations to approve their 2025 Budget, there remains a need for the Library Board to provide additional information, at which point the Council will take its final vote. The Chair and the CEO will be meeting with the Mayor and CAO to present the information.</p>	

b) Grants update	The library was successful in obtaining two summer student positions through the Canada Summer Jobs Program. Thank you to Laurie Forth for writing the application for the third year in a row.	
c) Closed Session	<p>Motion: 2025-18 That the PDUPL move into a session that is closed to the public in accordance to the Public Act, Section 16.1(d) Labour relations or employee negotiations at 6:30pm. Moved by: Debbie Piper Seconded by: Bernadette Kerr</p> <p>Motion: 2025-19 That the PDUPL move out of a session that is closed to the public at 7:30pm Moved by: Stephen Kirkey Seconded by: Pat Stephens</p>	CEO
d) New Budget Increases in 2025	<p>So far two items will result in unbudgeted additional costs in 2025.</p> <ol style="list-style-type: none"> 1. Higher prices for books due to 25% tariffs 2. New yearly fee to use the Sage Accounting software – (\$869) 	
e) Upcoming Activities	<ul style="list-style-type: none"> - The Library will participate in the Powassan Maple Syrup Festival selling taffy in front of the library and remain open from 10 am to 2pm. Brea Market-Matthews will be in charge - A jewellery exchange/tea fundraising event for adults is scheduled for May 1, 2025. 	Brea Market-Matthews
6. Correspondence	None	
7. Committee Reports		
a) Property Committee	The new light fixtures were installed by Lawrence Electric in early April, and the Accessibility update is almost complete.	

b) Financial Committee	Nothing to report.	
c) Policy Committee	<p>HR-01 Personnel Policy - Personnel Manual: deferred until next month</p> <p>SERV-01 Circulation Policy Motion: 2025-20 That the SERV-01 Circulation Policy be adopted as amended.</p> <p>Moved by: Laurie Forth Seconded by: Steve Kirkey Carried</p> <p>GOV-04 Succession Policy for CEO and Board Member -CEO to send selection of succession policies for Board to review and use to update current policy.</p>	CEO, Board
d) Friends of the Library	Bernie and Linda Penney completed the wallpapering of the interior of the elevator. The Friends will have a Spring/Garden basket available for a draw, to be drawn shortly after the Maple Syrup Festival. Tickets are available for a donation.	
8. Adjournment	<p>Motion: 2025-21 That the April 23, 2025 meeting be adjourned at 8:06 pm. Moved by: Bernadette Kerr</p>	Next meeting: May 26, 2025 at 6:15 pm

Chairperson: *Kristine Martin*
Kristine Martin, Chair

Recorder: *Marie Rosset*
Marie Rosset, CEO

To: Council
From: Treasurer/Director of Corporate Services
Re: Hunt Line Culvert

RECOMMENDATION:

That the staff report regarding the Hunt Line culvert project be received; and that staff be directed to proceed under Option B- Reline.

ANALYSIS:

As a significant component of the 2025 capital budget, the Municipality is seeking to replace the currently load-restricted culvert on Hunt Line. Council has requested to receive options for consideration for this project, and staff have received assistance from Engineer A. Boucher on this.

Over the past few weeks, staff and Mr. Boucher have held a series of meetings and site visits to develop project alternatives for consideration. The following is available for Council to consider:

Option A- Full Replacement

Council could elect to pursue a full replacement of the structure. This would consist of replacing the existing culvert with twin, 2.5-metre diameter polyethylene culverts. This would allow for significant water to traverse the culverts, creating full resilience to a 100-year storm. The project cost is estimated to range between \$450-720,000.

Construction could take up to four weeks once a contractor is available to begin work. The project is tender-ready, and the paperwork for DFO approval has been submitted.

It is anticipated that traffic disruption would be minimal for the duration of the replacement, as the necessary staging and bypass lanes have been built into the project design.

Option B- Reline

Council could also consider the option to reline the existing culvert. Given significant deformation of the existing 3.4-meter diameter culvert, our engineer has stated that the maximum diameter of the reline culvert would be 2.5 metres. However, per his calculations, the capacity of a properly designed reline pipe would be approximately equivalent to the present.

The total project cost is estimated at \$325,000, with a project time of two- to three- weeks after initiation by the contractor. The engineer is further recommending that, at a later date, an additional culvert be installed as an overflow measure to better create the storm resilience that is built into the full replacement design.

Design and DFO approval has not been initiated, but it could take two to three weeks to get the project to tender-ready after a decision by Council.

Other Considerations

The anticipated lifespan of both the full replacement and reline options are roughly equivalent.

The project is slated to be funded by both the NORDS and CCBF grants. NORDS funding must be used by March 31, 2026; carry forwards are not permitted beyond that date. If it is determined that the project cannot be completed in 2025, an alternative will need to be selected quickly.

Staff have a high-level estimated price of \$7,000 per month to rent a temporary structure that could be installed over the culvert until replacement or rehabilitation has occurred. Staff are waiting on a formal quote to be provided.



COUNCIL MEMO

To: Council
From: K. Bester, Deputy Clerk
Re: Sale of McDonald Street
Date: June 10, 2025

RECOMMENDATION:

That the memo from Deputy Clerk, K. Bester, be received for information purposes.

UPDATE:

The owners of the two properties on either side of McDonald Street have provided a reference plan of McDonald Street at this time. We will then move the process forward and have our lawyer complete the sale of both sections (east and west sides) of McDonald Street.

BACKGROUND:

The Municipality was approached in 2023 by the owner of the former Trout Creek hotel property who expressed interest in purchasing McDonald Street so that he could expand his property.

Subsequent to this, in 2024, the property owner on the west side of McDonald also expressed interest in purchasing the portion of the street which abuts their property. The former Trout Creek hotel property owner agreed to purchase only the eastern side of McDonald Street. On November 5, 2024, Council passed a resolution directing staff to move forward the process of transferring each portion of McDonald Street to the interested parties. Both property owners subsequently provided deposits to cover costs associated with the transfers.

The eastern portion of McDonald Street (58% of the roadway – 883.8 m²) will be sold for \$5,510.00 and the western portion of McDonald Street (42% of the roadway – 648.8 m²) will be sold for \$3,990.00.



STAFF REPORT

To: Council
From: Clerk, A. Quinn
Re: Draft of Updated Social Networking Policy

RECOMMENDATION:

That the memo from Clerk, A. Quinn be received; and further that staff be directed to update the Social Networking Policy as presented for adoption at the Council Meeting of July 12, 2025.

ANALYSIS:

At the Council Meeting of June 3, 2025 Mayor McIsaac asked that the Social Networking Policy be reviewed and updated. Council members were asked to have any suggestions or changes to staff by June 11, 2025. The highlighted areas attached are the result of the staff review of the policy and suggestions received.

SOCIAL NETWORKING POLICY

Policy:	Social Media Policy
Effective Date:	August 2, 2022
Date Last Reviewed:	June 17, 2025 - Updated
Scheduled Review Date:	
Supersedes:	All previous Policies and/or Statements
Approved by:	

POLICY STATEMENT:

The Municipality of Powassan's ("Municipality") social networking policy is to allow the Municipality to take advantage of social media's business benefits, promote its services and better engage with the community, while avoiding the significant risks involved.

The Mayor of the Municipality shall be considered the official spokesperson for the Municipality. No Municipal employee ("Employee") shall hold themselves as representing the Municipality on behalf of the mayor, without written permission obtained from the mayor.

DEFINITIONS

Employee

Any full-time or part-time employee, any temporary or contract employee, any volunteer or any student or intern worker, any Council or committee member.

Social Media

All websites and applications that enable users to create and share content or to participate in social networking.

POLICY

The public should be made aware that Municipal social media accounts vary in terms of frequency and content. Helpful and community information will be published, sometimes with links to more detailed information and resources (such as job posts from local communities and businesses). Not all comments or direct messages will receive a reply, and commenters should be reminded that pertinent information can be found on the Municipal website or by calling the Municipal office. Accounts will be monitored during business hours and employees are not expected to post or comment after hours.

The decision to add or decommission a social media channel and/or account will be the responsibility of the Director of Corporate Services or their delegate, to be made in consultation with the Municipal Clerk.

Social media use at work

Employees are expected to use the Internet responsibly and productively, and excessive personal Internet browsing, including social media use, is not permitted.

The Municipality reserves the right to monitor how employees use municipal-owned property, including computers, cell phones and networking equipment, and should be mindful that all web browsing they do on the company's computers or other devices may be monitored.

Social media posts about the Municipality

Employees of the Municipality are forbidden from using social networks, personal or otherwise, to post or display comments about co-workers, supervisors, management, Council including the mayor, or the Municipality, that are vulgar, obscene, threatening, or violation of the Municipality's policies on *harassment, discrimination, defamation, confidentiality, and non-competition*.

Employees may not use personal or municipal social networks to disclose any confidential or proprietary information about the Municipality, its employees, ratepayers, business partners, members of the public, or other professionals.

When appropriate, employees should disclose their relationship with the Municipality in their online posts and refrain from speaking on behalf of the Municipality when not authorized.

Authorization is considered given to those employees whose job descriptions contain, and outline, the use of social media, or who have been authorized to represent the Municipality through access to the Municipality's Social Media Networking pages. Access is given with the understanding that any comments made on the Municipality's social media pages must follow all municipal policies and guidelines, and access can be revoked at any time.

Posts on behalf of the Municipality should be related to the Municipal office, the Municipality of Powassan as a whole, local events, announcements, job postings, etc. No religious or political views, or personal opinions should be posted.

Municipal responses to online postings, blogs, and discussion forums about municipal-related business will be coordinated with the Municipal Clerk and with input from the appropriate staff member or department.

Should an employee create a public or private group on social media to provide information for a Municipal event or activity, the Municipal Clerk or Director of Corporate Services must be included so content can be monitored.

Post Guidelines

Posts or comments that are unrelated to the social media site's purpose, commercial content, spam, confusing or misleading, or out-of-date information or web links shall not be posted. Links to news items and media stories shall not be posted unless there is a specific sponsorship or partnership agreement in place with a media outlet.

The following posts will be permitted (this is not an exhaustive list of permitted topics):

- Municipal sponsored events and activities;
- Municipal services;
- Public health and safety (e.g., road closures, inclement weather, etc.);
- Emergency services;
- Community events and/or community group events, which are open to the public and where membership is not required to participate in the event;
- Programs and initiatives that support regional and municipal economic development and tourism (while this content may feature or highlight specific businesses, the intent is to frame the information as it relates to the benefit for all residents/businesses);
- Public service announcements from other government agencies;
- Recognition of local achievements (e.g., citizen awards).
- Posts that highlight positive elements of the Municipality such as outdoor areas, recreational trails, community involvement, recognition of local volunteers and overall community spirit.

The Municipality will not share/promote fundraising events, sales, calls for online donations, or similar efforts made by an individual or group of individuals that is not linked to a community organization or recognized charity. While there are many worthwhile efforts by individuals to raise funds for residents and causes, the municipality cannot vet these efforts to ensure the proceeds are used as advertised, nor does the Municipality wish to mediate which fundraisers are worthy of support.

The Municipality does not have the capacity to review and track all social media posts from all possible community groups and organizations. Sharing of information may be limited to what employees come across as they post and review the Municipality's social media channels. Organizations wishing to have their information considered for sharing by the Municipality are encouraged to email the information to office@powassan.net a minimum of one (1) week prior to the event.

Please note that in relation to the list above, the Municipality may at its discretion share posts or other content that is of a factual and non-political or religious nature. The purpose of these posts must be to communicate the following:

- Information exclusively related to the Municipality, related agencies, or other level of governments;

- Information about a situation that poses an immediate threat to the safety of the community;
- Information regarding positive community engagement of Council members that does not constitute or could be perceived as an endorsement of a private corporation or business entity.

In these cases, correspondence shall come from designated staff using official Municipal social media accounts, and not through staff/volunteer/council personal pages.

Public Engagement

Contact through a social media platform does not constitute formal feedback to the Municipality. As time permits, municipal employees will read the comments and private messages to ensure they are appropriate, that any emerging themes or helpful suggestions are forwarded to the relevant departments, and that any misinformation is corrected. Employees will respond to private messages sent via social media in the same manner as general calls to the office. Depending on the issue involved, the sender may be directed to contact the office directly. Employees will respond to simple information requests. Response time may be limited by staff availability and resources across the Municipality.

Content Standards

Comments made by the public on municipal social media sites will be monitored by municipal staff. The Municipality reserves the right to remove inappropriate posts and comments from its social media platforms. Inappropriate posts and comments can consist of spam, vulgar language, solicitations and other inappropriate content as decided by the Municipality.

Comments will be deleted if any of the following occurs:

- Posts or comments not related to the posted subject.
- Comments containing any personal information about another individual, or information that may compromise the safety or security of the public or public systems.
- Disclosing confidential information or compromising the impartiality or integrity of staff or Council. Defamatory statements, allegations, inferences, impertinent, disrespectful or improper matter will be deleted.
- Content that appears to violate trademark or copyright laws.
- Threatening, offensive or harassing language; discrimination or harassment under the Ontario Human Rights Code. This includes, but is not limited to content that promotes, fosters, or perpetuates discrimination based on race, creed, colour, age, religion, gender, marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation.
- Promotion of illegal or dangerous activities.
- Demeaning or derogatory portrayals of individuals or groups or containing any message that is likely to cause deep or widespread offence.
- Promotion of religious or political messages that might be deemed prejudicial to other religious or political groups are not permitted.

- Promoting or endorsing any business for commercial gain.

Employees will not engage in debate or arguments on social media channels but will provide factual information and/or provide direction to the appropriate department.

The Municipality of Powassan reserves the right to block/ban specific users from the Municipality's official social media channels whose activities violate content standards.

Personal Social Media Accounts

When posting on personal social media networks, no Employee shall post, comment, or disclose confidential information obtained during employment, comment on the affairs of the Municipality, the content of council meetings or other aspects of the municipal workplace or engage with ratepayers or other members of the public, in a way that may show the Municipality in a negative light.

Employees should keep in mind that they are personally responsible for what they post online, and even disclaimers such as 'opinions are my own' does not remove that responsibility. Employees should be mindful that what they say will be available publicly for a long time and when posting on personal or Municipal social networking sites, the information provided should be true and accurate.

When posting material or discussing topics related to their work at the Municipality, employees should identify themselves as an employee and not engage in anonymous discussions related to Municipal business in any form. The employee should not mislead anyone about their identity, the origin of the posted content, or falsely claim to represent a person, organization, or entity, while discussing, commenting, or posting, about the Municipality.

Employees should not use logos or other visuals that may suggest their personal account represents the Municipality and avoid actions which could compromise, or appear to compromise, the integrity of the Municipality.

Employees may share work-related content that is considered public/non-confidential, such as achievements, team activities, etc. but it is important that what is posted does not violate their duties as a Municipal employee.

The Municipality's policies with regard to the Employee Code of Conduct, Council Code of Conduct and Human Resource Policy apply to the use of social media regardless of whether you are on or off duty or access social media at home or at work (i.e., derogatory or offensive comments about your co-workers on social media may be considered a form of harassment).

Employees should be aware that ratepayers and other persons present on Municipal property frequently use mobile phones and other devices to take photographs or recordings. Employees should always represent the Municipality in a positive and professional manner, so negative images are not posted on the social media sites or shared with the public in any other manner. Employees who are photographed or

recorded acting inappropriately or unprofessionally may be subject to disciplinary action, up to and including termination of employment.

Employee issues and discontent should be raised through Human Resource staff and not through social media networks.

Employees who cease to work for the Municipality should promptly update their employment status on business networking sites.

Not following the Social Networking Policy could lead to disciplinary action, up to and including termination.

Members of Council are welcomed and encouraged to participate in social media, through their own accounts, while respecting the Conduct of Members of Council, as outlined in the Council Code of Conduct Policy. Members of Council are encouraged to follow the official Municipal sites and to share content.

Council and committee/board members must ensure that privacy, confidentiality, copyright and data protection laws are adhered to, and must not make comments that are considered defamatory or libelous.

RESPONSIBILITIES:

It is the Human Resource and/or Management's responsibility to ensure the policy is enforced and updated.

It is the individual's responsibility to ensure the policy is followed.

To: Council
From: Treasurer/Director of Corporate Services
Re: Winter Sand Tender

RECOMMENDATION:

That the staff report regarding the 2025 winter sand tender be received; and that the bid from Miller Paving for the supply of winter sand in the amount of \$110,740.00 including HST be approved.

ANALYSIS:

Tender 2025-03 for Winter Sand closed on June 11, 2025. Tenders were opened by CBO M. Martin and witnessed by Clerk A. Quinn, Public Works Foreman T. Tennant, and Administrative Assistant E. Sawyer.

A total of one bid was received from Miller Paving, in the amount of \$110,740.00, or \$27.69 per tonne.

Council should note that the price of winter sand has increased drastically over the past two years; the winning bid in 2024 was \$22.24 per tonne for washed granite screenings, and \$11.55 per tonne the year prior for regular winter sand. This year, despite reverting to the previous type of material, the price has continued to increase.

Council has the option to cancel and reissue the tender if it wishes to attempt again for another competitive bid. However, it is unclear if any other bids would come forward as many of the usual bidders are no longer in operation.

At this time, staff are recommending that the bid from Miller Paving be accepted.

To: Council
From: Treasurer/Director of Corporate Services
Re: Quarried 'A' Tender

RECOMMENDATION:

That the staff report regarding the 2025 Quarried 'A' Tender be received; and that the bid from Evan Hughes Excavating in the amount of \$45,906.25 including HST be approved.

ANALYSIS:

Tender 2025-04 for the stockpile of Quarried 'A' closed on June 11, 2025. Tenders were opened by Clerk A. Quinn and CBO M. Martin, witnessed Public Works Foreman T. Tennant and Administrative Assistant E. Sawyer.

A total of two bids were received, as follows:

Bidder	Total (Including HST)
Evan Hughes Excavating	\$45,906.25
Miller Paving	\$66,811.25

Staff are recommending that the bid from Evan Hughes Excavating be accepted.

June 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 1 Indigenous History Month Pride Month	2	3 Council	4	5	6	7
8	9	10	11 NBMCA 6:00pm Maple Syrup Festival	12 DSSAB	13	14
15 Father's Day	16	17 Council Golden Sunshine Housing Copr.	18 Eastholme	19	20	21 Indigenous Peoples Day
22	23 Library Board Police Detachment Board Meeting	24	25 Recreation Committee	26	27	28
29	30	Jul 1	2	3	4	5