

AGENDA

Regular Council Meeting
Tuesday, August 11, 2026, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

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

3. ROLL CALL

4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

6.1 Stefan Szczerbak, Planscape – Official Plan Update

6.2 Jessica Dion, Baker Tilly – 2025 Auditor's Report

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

7.1 Regular Council Meeting of July 14, 2026

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

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

9.2 The Golden Sunshine Municipal Non-Profit Housing Corporation – Minutes of May 19, 2026

10. STAFF REPORTS

10.1 Clerk, A. Quinn – 2025 Council meeting attendance

10.2 Protective Services Official, M. Peddle – Draft AMPS Bylaw

10.3 Protective Services Official, M. Peddle – Draft Fence Bylaw

10.4 Deputy Clerk, K. Bester – Planscape Planning Report 1527 Genesee Lake Road

11. BYLAWS

11.1 Bylaw 2026-24 – Noise Control

11.2 Bylaw 2026-25 – Zoning Bylaw Amendment (1527 Genesee Lake Road)

12. UNFINISHED BUSINESS

12.1 Funding sources for Trout Creek Community Centre and Hummel Bridge – Direction to Staff

12.2 Councillor Britton – Weather Station Update Discussion

13. NEW BUSINESS

13.1 Mayor McIsaac – 250 Clark Street Update

13.2 Ontario Clean Water Agency – Powassan Water & Wastewater Systems Quarterly Operations Report (April 1st to June 30th, 2026)

14. CORRESPONDENCE

14.1 Ministry of Emergency Preparedness and Response – Alert Ready

15. ADDENDUM

15.1 Bylaw 2026-26 Operation of a Recreation Committee

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

18. MOTION TO ADJOURN

**The Corporation of the
Municipality of Powassan**

**Independent Auditor's Report and
Financial Report**

December 31, 2025

The Corporation of the Municipality of Powassan

Financial Report

December 31, 2025

Management Report

Independent Auditor's Report

Consolidated Statement of Financial Position 1

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Corporation of the Municipality of Powassan (the "Municipality") are the responsibility of the Municipality's management and have been prepared in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management. Council meets with management and the external auditor to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Baker Tilly SNT LLP, independent external auditor appointed by the Municipality. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

Municipal Clerk
August 11, 2026

Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Municipality of Powassan

Opinion

We have audited the consolidated financial statements of The Corporation of the Municipality of Powassan, which comprise the consolidated statement of financial position as at December 31, 2025, and the consolidated statements of operations and accumulated surplus, cash flows, and change in net debt for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Municipality of Powassan as at December 31, 2025, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

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

Independent Auditor's Report (continued)

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

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements (continued)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

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

North Bay, Ontario
August 11, 2026

CHARTERED PROFESSIONAL ACCOUNTANTS,
LICENSED PUBLIC ACCOUNTANTS

The Corporation of the Municipality of Powassan
Consolidated Statement of Financial Position
December 31, 2025

	<u>2025</u>	<u>2024</u>
Financial Assets		
Cash and cash equivalents (note 3)	\$ 3,228,358	\$ 2,262,740
Taxes receivable	504,644	408,818
Accounts receivable (note 4)	<u>625,746</u>	<u>595,450</u>
	<u>4,358,748</u>	<u>3,267,008</u>
Liabilities		
Accounts payable and accrued liabilities (note 6)	379,209	462,629
Deferred revenues - other (note 7)	10,780	164,794
Deferred revenues - obligatory reserve funds (note 8)	352,688	243,781
Municipal debt (note 9)	4,655,294	5,189,830
Employee future benefits payable (note 10)	170,418	139,703
Asset retirement obligations (note 11)	2,283,209	2,196,371
Contractual obligations (note 12)	<u>37,359</u>	<u>74,718</u>
	<u>7,888,957</u>	<u>8,471,826</u>
Net Debt	<u>(3,530,209)</u>	<u>(5,204,818)</u>
Non-Financial Assets		
Tangible capital assets (note 13)	20,199,992	20,351,864
Prepaid expenses	139,274	119,723
Inventories	<u>178,957</u>	<u>153,754</u>
	<u>20,518,223</u>	<u>20,625,341</u>
Accumulated Surplus (note 14)	<u>\$ 16,988,014</u>	<u>\$ 15,420,523</u>
Contingencies (note 15)		
Commitments (note 16)		

Approved by:

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Municipality of Powassan
Consolidated Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2025

	2025		2024
	Budget	Actual	Actual
	(Unaudited)		
Revenues			
Net taxation	\$ 4,760,971	\$ 4,810,539	\$ 4,483,755
User charges	1,668,284	1,840,970	1,748,186
Government grants and transfers - Provincial	1,476,939	1,380,467	1,154,839
Government grants and transfers - Federal	29,669	70,414	7,124
Other	225,652	311,999	108,256
Total revenues	8,161,515	8,414,389	7,502,160
Expenses			
General government	1,258,540	1,262,102	1,250,955
Protection services	1,210,747	1,172,375	1,164,921
Transportation services	1,988,942	2,083,628	2,151,395
Environmental services	1,095,944	956,055	1,001,788
Health services	254,332	248,072	245,432
Social and family services	294,662	294,662	285,353
Recreation and cultural services	1,484,720	1,264,363	1,320,581
Planning and development	116,121	111,957	109,605
Total expenses	7,704,008	7,393,214	7,530,030
Annual surplus (deficit) before other	457,507	1,021,175	(27,870)
Other			
Government grants and transfers related to capital - Provincial	429,120	304,278	529,771
Government grants and transfers related to capital - Federal	382,000	242,038	131,302
	811,120	546,316	661,073
Annual surplus	1,268,627	1,567,491	633,203
Accumulated surplus, beginning of year	15,420,523	15,420,523	14,787,320
Accumulated surplus, end of year	\$ 16,689,150	\$ 16,988,014	\$ 15,420,523

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Municipality of Powassan
Consolidated Statement of Cash Flows
For The Year Ended December 31, 2025

	<u>2025</u>	<u>2024</u>
Operating transactions		
Annual surplus	\$ 1,567,491	\$ 633,203
Cash and cash equivalents provided by (applied to)		
Non-cash items:		
Amortization of tangible capital assets	1,119,716	1,077,513
Loss on disposal of tangible capital assets	-	146,921
Accretion expense	86,838	83,255
Change in non-cash working capital balances		
(Increase) decrease in taxes receivable	(95,826)	88,973
Increase in accounts receivable	(30,296)	(154,902)
Decrease in accounts payable and accrued liabilities	(83,420)	(89,077)
(Decrease) increase in deferred revenues - other	(154,014)	104,751
Increase (decrease) in deferred revenues - obligatory reserve funds	108,907	(80,375)
Increase in employee future benefits payable	30,715	793
Increase in prepaid expenses	(19,551)	(12,925)
Increase in inventories	(25,203)	(25,674)
Cash and cash equivalents provided by operating transactions	<u>2,505,357</u>	<u>1,772,456</u>
Investing transactions		
Capital transactions		
Acquisition of tangible capital assets	(967,844)	(806,224)
Proceeds on disposal of tangible capital assets	-	650
Cash and cash equivalents applied to capital transactions	<u>(967,844)</u>	<u>(805,574)</u>
Financing transactions		
Municipal debt repaid	(534,536)	(549,710)
Contractual obligations repaid	(37,359)	(37,359)
Cash and cash equivalents applied to financing transactions	<u>(571,895)</u>	<u>(587,069)</u>
Increase in cash and cash equivalents	965,618	379,813
Cash and cash equivalents, beginning of year	<u>2,262,740</u>	<u>1,882,927</u>
Cash and cash equivalents, end of year	<u><u>\$ 3,228,358</u></u>	<u><u>\$ 2,262,740</u></u>
Cash and cash equivalents is comprised of the following:		
Unrestricted cash	\$ 1,824,065	\$ 934,486
Internally restricted cash	<u>1,404,293</u>	<u>1,328,254</u>
	<u><u>\$ 3,228,358</u></u>	<u><u>\$ 2,262,740</u></u>

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Municipality of Powassan
Consolidated Statement of Change in Net Debt
For The Year Ended December 31, 2025

	<u>2025</u> <u>Budget</u> (Unaudited)	<u>2025</u> <u>Actual</u>	<u>2024</u> <u>Actual</u>
Annual surplus	\$ 1,268,627	\$ 1,567,491	\$ 633,203
Amortization of tangible capital assets	1,119,716	1,119,716	1,077,513
Proceeds on disposal of tangible capital assets	-	-	650
Loss on disposal of tangible capital assets	-	-	146,921
Acquisition of tangible capital assets	(1,501,941)	(967,844)	(806,224)
Change in prepaid expenses	-	(19,551)	(12,925)
Change in inventories	-	(25,203)	(25,674)
Decrease in net debt	886,402	1,674,609	1,013,464
Net debt, beginning of year	<u>(5,204,818)</u>	<u>(5,204,818)</u>	<u>(6,218,282)</u>
Net debt, end of year	<u><u>\$ (4,318,416)</u></u>	<u><u>\$ (3,530,209)</u></u>	<u><u>\$ (5,204,818)</u></u>

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

1. Significant Accounting Policies

These consolidated financial statements of the Municipality are the representation of management prepared in accordance with accounting policies recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic consolidated financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgement.

(a) Basis of Consolidation

Consolidated Entities

- (i) These consolidated financial statements reflect the financial assets, liabilities, non-financial assets, accumulated surplus, revenues and expenses of the Municipality and include the activities of all committees of Council.

Joint Local Boards

- (ii) Activities in joint local boards are accounted for using the proportionate consolidation method. Under this method, the Municipality's proportionate share of joint local board revenues, expenses, assets and liabilities are included in the accounts. The following joint local boards are proportionately consolidated:

Powassan and District Union Library (64%)

All interfund assets and liabilities and revenues and expenses have been eliminated.

(iii) Non-Consolidated Entities

The following joint local boards are not consolidated:

North Bay Parry Sound District Health Unit
District of Parry Sound Services Administration Board
Eastholme Home for the Aged

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

1. Significant Accounting Policies (Continued)

(a) Basis of Consolidation (Continued)

(iv) Accounting for School Board Transactions

The Municipality is required to collect and remit education support levies in respect of residential and other properties on behalf of the area school boards. The Municipality has no jurisdiction or control over the school boards operations. Therefore, taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in the accumulated surplus of these consolidated financial statements.

(b) Basis of Accounting

(i) Accrual Basis

The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Cash and Cash Equivalents

The Municipality's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits with maturities of three months from the date of acquisition or less or those that can be readily convertible to cash.

(iii) Deferred Revenues

Deferred revenues represent user charges and fees that have been collected for which the related services have yet to be performed. Revenue is recognized in the period when the services are performed.

(iv) Deferred Revenues - Obligatory Reserve Funds

The Municipality receives certain government grants, transfers and other revenues under the authority of legislation. These funds, by their nature, are restricted in their use and, until applied to specific expenses, are recorded as deferred revenues. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

(v) Employee Future Benefits

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer contributory defined benefit program with contributions expensed as incurred.

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2025

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vi) Asset Retirement Obligations

Asset retirement obligations represent the legal obligations associated with the retirement of a tangible capital asset that result from its acquisition, construction, development, or normal use.

The liability associated with an asset retirement obligation is measured with reference to the best estimate of the amount required to ultimately remediate the liability at the consolidated financial statement date to the extent that all recognition criteria are met. Asset retirement obligations are only recognized when there is a legal obligation for the Municipality to incur costs in relation to a specific tangible capital asset, when the past transaction or event causing the liability has already occurred, when economic benefits will need to be given up in order to remediate the liability and when a reasonable estimate of such amount can be made. The best estimate of the liability includes all costs directly attributable to the remediation of the asset retirement obligation, based on the most reliable information that is available as at the applicable reporting date. Where cash flows are expected over future periods, the liability is recognized using a present value technique.

When a liability for an asset retirement obligation is initially recognized, a corresponding adjustment to the related tangible capital asset is also recognized. Through the passage of time in subsequent reporting periods, the carrying value of the liability is adjusted to reflect accretion expenses incurred in the current period. This expense ensures that the time value of money is considered when recognizing outstanding liabilities at each reporting date. The capitalized asset retirement cost within tangible capital assets is also simultaneously depreciated on the same basis as the underlying asset to which it relates.

At remediation, the Municipality derecognizes the liability that was established. In some circumstances, gains or losses may be incurred upon settlement related to the ongoing measurement of the liability and corresponding estimates that were made and are recognized in the consolidated statement of operations and accumulated surplus.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vii) Segmented Information

The Municipality reports its segmented information on functional areas and programs in its consolidated financial statements similar to reporting reflected as part of the Ontario Financial Information Return. These functional areas represent segments for the Municipality:

General Government

General government is comprised of Council, administration, and Ontario Property Assessment.

Protection Services

Protection is comprised of police, fire and other protective services.

Transportation Services

Transportation services are responsible for road maintenance, culverts, bridges, winter control and streetlights.

Environmental Services

Environmental services include water supply and distribution, wastewater treatment, waste and recycling services.

Health Services

Health services include public health services, land ambulance and cemetery services.

Social and Family Services

Social and family services include social assistance, long-term care, social housing and child care services.

Recreation and Cultural Services

Recreation and cultural services include parks and recreation, recreation facilities, culture and libraries.

Planning and Development

Planning and development manages development for residential and business interests as well as services related to the Municipality's economic development programs.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(viii) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the Consolidated Change in Net Debt for the year.

i) *Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset and legally or contractually required retirement activities. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	10 years and landfill capacity
Buildings	10 to 50 years
Automotive equipment	5 to 15 years
Equipment	10 to 25 years
Computer hardware and software	3 to 10 years
Roads and bridges	10 to 50 years
Water and sewer	15 to 100 years

In the year of purchase or disposal the asset amortization is prorated by month. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(viii) Non-Financial Assets (Continued)

ii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

iii) Prepaid Expenses

Prepaid expenses represent amounts paid in advance for a good or service not yet received. The expense is recognized once the goods have been received or the services have been performed.

(ix) Taxation and Other Revenues

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC") and in accordance with the provisions of the Municipal Act, 2001. Tax rates are established annually by Council, incorporating amounts to be raised for local services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes.

A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and renders supplementary tax billings. Taxation revenues are recorded at the time tax billings are issued.

Assessment and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the result of the appeal process is known or based on management's best estimates.

The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

User charges are recognized in the period in which the revenue relates.

Other income is recognized as revenue when earned. Fines and fees are recognized as revenue when collected.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(x) Government Grants and Transfers

Government grants and transfers are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that stipulations associated with the transfer give rise to a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. The transfer revenue is recognized in the consolidated statement of operations and accumulated surplus as the stipulations giving rise to the liabilities are settled.

(xi) Estimates

The preparation of consolidated financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions are based on management's best information and judgment and may differ significantly from actual results.

(xii) Financial Instruments

Financial instruments are classified at either fair value or amortized cost.

Financial instruments classified at amortized cost include cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities and municipal debt. They are initially recorded at their fair value and subsequently carried at amortized cost using the effective interest rate method, less impairment. Transaction costs are added to the carrying value of the instrument.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

2. Measurement Uncertainty

Certain items recognized in the consolidated financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Municipality's best information and judgment.

- The amounts recorded for asset retirement obligations are based on the estimated amount required to ultimately remediate the liability and depend on estimates of usage, remaining life, inflation rates and discount rates.
- The amounts recorded for amortization and opening costs of tangible capital assets are based on estimates of useful life, residual values and valuation rates.

By their nature, these estimates are subject to measurement uncertainty and the effect on the consolidated financial statements of changes in such estimates in future periods could be significant.

3. Cash and Cash Equivalents

	<u>2025</u>	<u>2024</u>
Cash and cash equivalents	\$ 3,834,670	\$ 3,355,164
Outstanding cheques	<u>(606,312)</u>	<u>(1,092,424)</u>
	<u>\$ 3,228,358</u>	<u>\$ 2,262,740</u>

4. Accounts Receivable

	<u>2025</u>	<u>2024</u>
Federal government	\$ 103,437	\$ 98,024
Province of Ontario	128,781	74,730
User charges	111,182	154,851
Other	<u>282,346</u>	<u>267,845</u>
	<u>\$ 625,746</u>	<u>\$ 595,450</u>

5. Temporary Borrowing

The Municipality has authorized credit facilities totalling \$600,000, which is unsecured. As at December 31, 2025, the Municipality has utilized \$0 (2024 - \$0). The interest is calculated at the bank's prime lending rate.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

6. Accounts Payable and Accrued Liabilities

	<u>2025</u>	<u>2024</u>
Federal government	\$ 11,793	\$ 10,794
Province of Ontario	6,281	2,414
Trade payables and accrued liabilities	317,606	404,246
Accrued interest	<u>43,529</u>	<u>45,175</u>
	<u>\$ 379,209</u>	<u>\$ 462,629</u>

7. Deferred Revenues - Other

Deferred revenues set-aside for specific purposes are comprised of the following:

	Balance as at December 31, 2024	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2025
Northern Ontario Resource Development Support Fund	\$ 55,259	\$ 102,903	\$ 158,162	\$ -
Ontario Trillium Foundation	83,500	1,800	85,300	-
Other	<u>26,035</u>	<u>23,314</u>	<u>38,569</u>	<u>10,780</u>
Total Deferred Revenues - Other	<u>\$ 164,794</u>	<u>\$ 128,017</u>	<u>\$ 282,031</u>	<u>\$ 10,780</u>

8. Deferred Revenues - Obligatory Reserve Funds

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook, is that obligatory reserve funds be reported as deferred revenues. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Municipality are summarized below:

	Balance as at December 31, 2024	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2025
Canada Community - Building Fund	\$ 228,184	\$ 222,333	\$ 242,038	\$ 208,479
Ontario Community Infrastructure Fund	<u>15,597</u>	<u>128,612</u>	<u>-</u>	<u>144,209</u>
Total Deferred Revenues - Obligatory Reserve Funds	<u>\$ 243,781</u>	<u>\$ 350,945</u>	<u>\$ 242,038</u>	<u>\$ 352,688</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

9. Municipal Debt

	<u>2025</u>	<u>2024</u>
Term loan, repayable in monthly instalments of \$1,647, plus interest at the bank's prime lending rate plus 1.00%, maturing May 6, 2026	\$ 8,234	\$ 27,995
Term loan, repayable in monthly instalments of \$2,500, plus interest at the bank's prime lending rate plus 1.00%, maturing July 8, 2026	17,500	47,500
Term loan, repayable in monthly instalments of \$5,952, plus interest at the bank's prime lending rate plus 0.50%, maturing September 30, 2026	202,400	273,824
Term loan, repayable in monthly instalments of \$1,746, plus interest at the bank's prime lending rate plus 0.5%, maturing September 30, 2027	267,202	288,154
Term loan, repayable in monthly instalments of \$5,459, plus interest at the bank's prime lending rate plus 1.00%, maturing September 1, 2029	246,874	303,621
Debenture loan, repayable in semi-annual instalments of \$58,400, including interest at the fixed rate of 2.21%, maturing August 16, 2036	1,135,019	1,225,236
Debenture loan, repayable in semi-annual instalments of \$89,409 including interest at the fixed rate of 3.61%, maturing September 4, 2048	2,778,065	2,854,518
Term loan repaid during the year	-	168,982
	<u><u>\$ 4,655,294</u></u>	<u><u>\$ 5,189,830</u></u>

The Municipality has an authorized revolving credit facility totalling \$1,000,000 to finance the purchase of long-term assets. As at December 31, 2025, the Municipality has utilized \$272,608 (2024 - \$379,116). The interest is calculated at the bank's prime lending rate plus 1.00% or a fixed rate for the balance of the term. Withdrawals are included in the above municipal debt.

Principal instalments required to be paid over the next five years are as follows:

2026	\$ 486,054
2027	488,154
2028	246,991
2029	237,074
2030	192,126
Thereafter	<u>3,004,895</u>
Total	<u><u>\$ 4,655,294</u></u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

10. Employee Future Benefits Payable

The Municipality provides certain employee benefits which will require funding in future periods, as follows:

	<u>2025</u>	<u>2024</u>
Accumulated sick leave entitlements	\$ 80,847	\$ 78,974
Vacation payable	<u>89,571</u>	<u>60,729</u>
	<u>\$ 170,418</u>	<u>\$ 139,703</u>

11. Asset Retirement Obligations

	<u>2025</u>	<u>2024</u>
Balance, beginning of year	\$ 2,196,371	\$ 2,113,116
Accretion expense	<u>86,838</u>	<u>83,255</u>
Balance, end of year	<u>\$ 2,283,209</u>	<u>\$ 2,196,371</u>

The asset retirement obligations are as follows:

	<u>2025</u>	<u>2024</u>
Landfill	\$ 2,104,479	\$ 2,017,641
Asbestos removal	67,999	67,999
Septic system	32,481	32,481
Drinking water well and monitoring wells	<u>78,250</u>	<u>78,250</u>
Balance, end of year	<u>\$ 2,283,209</u>	<u>\$ 2,196,371</u>

Landfill

Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. The main components of the landfill closure plan are final capping using selected specific layers of earthen materials based on an engineered cap design and implementation of a drainage management plan. The post-closure maintenance requirements will involve cap maintenance, installation of monitoring wells, groundwater monitoring, inspections and annual reports.

The reported liability is based on estimates and assumptions with respect to events extending over the estimated remaining useful life using the best information available to management. Future events may result in significant changes to the estimated total expense, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable. The most recent waste capacity study for the landfill site was performed in a report dated November 30, 2017.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

11. Asset Retirement Obligations (Continued)

	Estimated Remaining Capacity	Estimated Remaining Life	Post-Closure Care Activities	Inflation Rate	Discount Rate
2025					
Powassan	92.1% (707,400 m ³)	137 years	25 years	3.58%	4.30%
2024					
Powassan	92.8% (712,400 m ³)	138 years	25 years	3.58%	4.30%

Asbestos removal

The Municipality owns buildings which contain asbestos, and therefore, the Municipality is legally required to perform abatement activities upon renovation or demolition of these assets. Abatement activities include handling and disposing of the asbestos in a prescribed manner when it is disturbed. The timing of post-closure care cannot yet be reasonably estimated, so no discounting has been applied to the liability.

Septic systems, drinking water wells and monitoring wells

The Municipality owns septic systems, drinking water wells and monitoring wells which represents an environmental hazard upon removal and decommissioning and there are legal obligations regarding how they must be removed. The timing of post-closure care cannot yet be reasonably estimated, so no discounting has been applied to the liability.

12. Contractual Obligations

During 2006, the Municipality passed a resolution committing to pay \$37,359 per year for 20 years for the North Bay Regional Health Centre Hospital capital project. A formal agreement has been executed and payments commenced in 2007. The remaining balance of this commitment as at December 31, 2025 is \$37,359 (2024 - \$74,718).

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2025

13. Tangible Capital Assets

	Cost			Accumulated Amortization			Net Book Value	
	Balance, beginning of year	Additions	Transfers / Disposals	Balance, end of year	Balance, beginning of year	Amortization Disposals	December 31, 2025	December 31, 2024
Land	\$ 443,247	\$ -	\$ -	\$ 443,247	\$ -	\$ -	\$ 443,247	\$ 443,247
Land improvements	2,751,788	5,186	-	2,756,974	198,009	-	2,514,624	2,553,779
Buildings	10,273,447	225,932	-	10,499,379	3,460,298	-	6,797,560	6,813,149
Automotive equipment	2,143,906	81,408	-	2,225,314	1,567,731	-	575,929	576,175
Equipment	2,433,943	240,479	9,269	2,683,691	1,470,549	(14,403)	1,092,290	963,394
Computer hardware and software	99,257	11,580	-	110,837	95,228	-	10,422	4,029
Roads and bridges	14,504,791	403,259	(8,659)	14,899,391	8,717,560	(8,659)	5,716,496	5,787,231
Water and sewer	5,979,730	-	-	5,979,730	2,871,854	-	2,970,112	3,107,876
Assets under construction	102,984	-	(23,672)	79,312	-	-	79,312	102,984
	<u>\$ 38,733,093</u>	<u>\$ 967,844</u>	<u>\$ (23,062)</u>	<u>\$ 39,677,875</u>	<u>\$ 18,381,229</u>	<u>\$ (23,062)</u>	<u>\$ 20,199,992</u>	<u>\$ 20,351,864</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

14. Accumulated Surplus

	<u>2025</u>	<u>2024</u>
Surplus		
Invested in tangible capital assets	\$ 20,199,992	\$ 20,351,864
General (see note (a) below)	436,279	(5,995)
Unfunded Liabilities		
Municipal debt	(4,655,294)	(5,189,830)
Employee future benefits payable	(170,418)	(139,703)
Asset retirement obligations	(2,283,209)	(2,196,371)
Contractual obligations	(37,359)	(74,718)
Total surplus	<u>13,489,991</u>	<u>12,745,247</u>
Reserves		
Special purpose reserves		
Water and sewer systems	848,387	753,276
Office, recreation and other	828,081	541,032
Public works equipment and infrastructure	1,203,864	856,001
Garbage and landfill	293,896	210,641
Eides principal	50,000	50,000
Gravel pit closure	65,716	64,427
Water contingency	142,438	142,438
Library	65,641	57,461
Total reserves	<u>3,498,023</u>	<u>2,675,276</u>
Accumulated Surplus	<u>\$ 16,988,014</u>	<u>\$ 15,420,523</u>

(a) General Surplus (Deficit):

The general surplus (deficit) of \$436,279 (2024 - \$(5,995)) at the end of the year is comprised of the following:

	<u>2025</u>	<u>2024</u>
Opening balance	\$ (5,995)	\$ (8,319)
Annual surplus	1,567,491	633,203
Transfer to reserves	(822,747)	(546,718)
Net change in tangible capital assets	151,872	418,860
Decrease in unfunded liabilities	(454,342)	(503,021)
Closing balance	<u>\$ 436,279</u>	<u>\$ (5,995)</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

15. Contingencies

Legal Matters

The Municipality is involved in certain legal matters and litigations, the outcomes of which are not presently determinable. The loss, if any, from these contingencies will be accounted for in the periods in which the matters are resolved.

Council is of the opinion that it is unlikely that any liability, to the extent not provided by insurance or otherwise, would be material in relation to the Municipality's consolidated financial position.

16. Commitments

The Municipality entered into a ten-year contractual agreement with Ontario Clean Water Agency (OCWA) from January 1, 2018 to December 31, 2027 for management, operation and maintenance of the municipal water system. The minimum commitment for OCWA services is \$183,560 per year.

The Municipality entered into a ten-year agreement with Powassan Town Square Inc. from March 1, 2018 to February 29, 2028 to rent space for the Powassan & Area Family Health Team. The minimum commitment for the space is \$60,366 per year.

17. Operations of School Boards

Further to note 1(a)(iv), the taxation, other revenues, and expenses of the school boards are comprised of the following:

	<u>2025</u>	<u>2024</u>
Taxation and user charges	<u>\$ 781,807</u>	<u>\$ 777,536</u>
Total amounts received or receivable	<u>781,807</u>	<u>777,536</u>
Requisitions	<u>781,807</u>	<u>777,536</u>
	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

18. Contributions to Unconsolidated Joint Local Boards

Further to note 1(a)(iii), the following contributions were made by the Municipality to these boards:

	<u>2025</u>	<u>2024</u>
District of Parry Sound Social Services Administration Board	\$ 163,330	\$ 158,252
District of Parry Sound Land Ambulance	124,238	121,359
District of Parry Sound (East) Home for the Aged	131,332	127,101
North Bay Parry Sound District Health Unit	<u>116,465</u>	<u>110,919</u>
	<u>\$ 535,365</u>	<u>\$ 517,631</u>

19. Pension Agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of all qualifying members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The OMERS Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to approximately 640,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan ('the Plan') by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2025, the estimated accrued pension obligation for all members of the Plan was \$149,575 million (2024 - \$140,766 million). The Plan had an actuarial value of net assets at that date of \$148,253 million (2024 - \$137,853 million) indicating an actuarial deficit of \$1,322 million (2024 - \$2,913 million). The Plan is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed by the Municipality to OMERS for 2025 was \$130,978 (2024 - \$130,273) for current services and is included as an expense on the Consolidated Statement of Operations and Accumulated Surplus.

On January 1, 2025 the yearly maximum pension earnings increased to \$71,300 from \$68,500 in 2024. The contributions are calculated at a rate of 9.0% (2024 - 9.0%) for amounts up to the yearly maximum pension earnings stated above and at a rate of 14.6% (2024 - 14.6%) for amounts above the yearly maximum pension earnings.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

20. Financial Instruments

Risks arising from financial instruments and risk management

The Municipality is exposed to a variety of financial risks including credit risk, liquidity risk and market risk.

There have been no changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

Credit risk is the risk of losses resulting from a counterparty's failure to honour its contractual obligations. The Municipality is exposed to credit risk to the extent that accounts receivable are not collected in a timely manner. The Municipality's financial assets consisting of cash and cash equivalents and accounts receivable are subject to credit risk. The carrying amounts of financial assets on the consolidated statement of financial position represent the maximum credit risk of the Municipality at the date of the consolidated statement of financial position. The Municipality does not believe it is subject to significant credit risk.

Liquidity risk

Liquidity risk is the risk that the Municipality will not be able to meet its financial obligations as they become due. The Municipality's financial liabilities include accounts payable and accrued liabilities and municipal debt. The Municipality maintains sufficient resources to meet its obligations. The Municipality does not believe it is subject to significant liquidity risk.

Market risk

Market risk is the risk of changes in the fair value of financial instruments resulting from fluctuations in the market. The Municipality is exposed to currency risk, interest risk and price risk to the extent that the fair value of a financial instrument will fluctuate as a result of market factors. The Municipality's financial instruments consisting of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities and municipal debt are subject to market risk. The Municipality does not believe it is subject to significant market risk.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2025

21. Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by Council. The budget approved by Council is developed in accordance with the provincially mandated funding model for municipalities and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and generally accepted accounting principles for local governments established by the Public Sector Accounting Board, the budget figures presented have been adjusted to conform with the basis of accounting that is used to prepare the consolidated financial statements. The budget figures are unaudited.

	<u>2025</u>	<u>2024</u>
Budget By-law surplus for the year	\$ -	\$ -
Add: Acquisition of tangible capital assets	1,501,941	1,817,475
Municipal debt repaid	534,497	549,932
Contractual obligations repaid	37,359	37,359
Contributions to reserves	356,696	162,532
Less: Amortization of tangible capital assets	(1,119,716)	(1,077,513)
Contributions from reserves	<u>(42,150)</u>	<u>(265,639)</u>
Budget surplus per consolidated statement of operations and accumulated surplus	<u>\$ 1,268,627</u>	<u>\$ 1,224,146</u>

22. Comparative Figures

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2025

23. Segmented Information

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Unallocated	2025 Total
Revenues										
Net taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,810,539	\$ 4,810,539
User charges	17,443	122,774	-	854,883	44,405	-	789,685	11,780	-	1,840,970
Government grants and transfers - Provincial	-	-	38,000	59,108	-	-	74,607	-	1,208,752	1,380,467
Government grants and transfers - Federal	4,816	-	-	-	-	-	65,598	-	-	70,414
Other	189,735	17,423	34,827	-	-	-	64	-	69,950	311,999
Total revenues	211,994	140,197	72,827	913,991	44,405	-	929,954	11,780	6,089,241	8,414,389
Expenses										
Salary, wages and employee benefits	656,338	344,744	756,583	129,495	-	-	571,234	-	-	2,458,394
Materials, contracted services, rents, and financial expenses	428,098	203,295	716,642	657,663	5,040	-	487,840	111,957	-	2,610,535
Interest on municipal debt	109,987	47,579	17,185	6,020	-	-	-	-	-	180,771
Transfers to other governments and the public	-	488,433	-	-	240,703	294,662	-	-	-	1,023,798
Amortization of tangible capital assets	67,679	88,324	593,218	162,877	2,329	-	205,289	-	-	1,119,716
Total expenses	1,262,102	1,172,375	2,083,628	956,055	248,072	294,662	1,264,363	111,957	-	7,393,214
Annual surplus (deficit) before other	(1,050,108)	(1,032,178)	(2,010,801)	(42,064)	(203,667)	(294,662)	(334,409)	(100,177)	6,089,241	1,021,175
Other										
Government grants and transfers related to capital - Provincial	-	-	158,162	-	-	-	146,116	-	-	304,278
Government grants and transfers related to capital - Federal	-	-	242,038	-	-	-	-	-	-	242,038
Annual surplus (deficit)	<u>\$ (1,050,108)</u>	<u>\$ (1,032,178)</u>	<u>\$ (1,610,601)</u>	<u>\$ (42,064)</u>	<u>\$ (203,667)</u>	<u>\$ (294,662)</u>	<u>\$ (188,293)</u>	<u>\$ (100,177)</u>	<u>\$ 6,089,241</u>	<u>\$ 1,567,491</u>

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2025

23. Segmented Information (Continued)

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Unallocated	2024 Total
Revenues										
Net taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,483,755	\$ 4,483,755
User charges	20,823	126,134	-	878,381	46,932	-	668,516	7,400	-	1,748,186
Government grants and transfers - Provincial	-	-	-	65,102	-	-	5,784	-	1,083,953	1,154,839
Government grants and transfers - Federal	7,124	-	-	-	-	-	-	-	-	7,124
Other	145,711	600	(101,960)	-	-	-	61	-	63,844	108,256
Total revenues	173,658	126,734	(101,960)	943,483	46,932	-	674,361	7,400	5,631,552	7,502,160
Expenses										
Salary, wages and employee benefits	633,804	338,793	737,700	62,603	-	-	353,772	-	-	2,126,672
Materials, contracted services, rents, and financial expenses	421,759	213,718	782,053	763,440	9,325	-	822,020	109,605	-	3,121,920
Interest on municipal debt	128,674	53,023	20,742	12,954	-	-	550	-	-	215,943
Transfers to other governments and the public	-	470,351	-	-	232,278	285,353	-	-	-	987,982
Amortization of tangible capital assets	66,718	89,036	610,900	162,791	3,829	-	144,239	-	-	1,077,513
Total expenses	1,250,955	1,164,921	2,151,395	1,001,788	245,432	285,353	1,320,581	109,605	-	7,530,030
Annual surplus (deficit) before other	(1,077,297)	(1,038,187)	(2,253,355)	(58,305)	(198,500)	(285,353)	(646,220)	(102,205)	5,631,552	(27,870)
Other										
Government grants and transfers related to capital - Provincial	-	-	373,650	41,456	-	-	114,665	-	-	529,771
Government grants and transfers related to capital - Federal	-	-	131,302	-	-	-	-	-	-	131,302
Annual surplus (deficit)	<u>\$ (1,077,297)</u>	<u>\$ (1,038,187)</u>	<u>\$ (1,748,403)</u>	<u>\$ (16,849)</u>	<u>\$ (198,500)</u>	<u>\$ (285,353)</u>	<u>\$ (531,555)</u>	<u>\$ (102,205)</u>	<u>\$ 5,631,552</u>	<u>\$ 633,203</u>

Regular Council Meeting
Tuesday, July 14, 2026, at 6:30 pm
Council Chambers

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

Staff: Allison Quinn, Clerk

Presentations: None.

Disclosure of Monetary Interest and General Nature Thereof: None.

- 2026-297** Moved by: D. Britton Seconded by: L. Patey
That the agenda of the Regular Council Meeting of July 17, 2026, be approved, with the correction of:
Item 7.1 from June 2, 2026 to June 16, 2026. **Carried**
- 2026-298** Moved by: D. Britton Seconded by: R. Hall
That the minutes of the Regular Meeting of Council of June 16, 2026, be adopted. **Carried**
- 2026-299** Moved by: L. Patey Seconded by: R. Hall
That the minutes from the Powassan and District Union Public Library Board meeting of May 25, 2026, be received. **Carried**
- 2026-300** Moved by: D. Britton Seconded by: R. Hall
That the memo from Clerk, A. Quinn, regarding the Draft Municipal Recreation Committee bylaw, be received; and,

FURTHER that staff be directed to bring the Bylaw back to the next regular meeting of Council for adoption. **Carried**
- 2026-301** Moved by: R. Hall Seconded by: M. Wand
That the memo from Manager of Operations, T. Keefe, regarding Tender 2026-04 Asphalt Milling and Paving – Clark Street, be received; and,

FURTHER THAT Tender 2026-04 Asphalt Milling and Paving – Clark Street in the amount of \$345,780.000, including HST be awarded to Pioneer Construction Inc. **Carried**

- 2026-302** Moved by: M. Wand Seconded by: L. Patey
That the draft Administrative Monetary Penalty System (AMPS) Bylaw be received; and,
FURTHER that any comments be returned to staff by August 6, 2026. **Carried**
- 2026-303** Moved by: L. Patey Seconded by: D. Britton
That Bylaw 2026-22, being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands described as Part of Lot 16, Concession 12; Lot 18, Registered Plan 322 (Himsworth); PIN 52208-0274 (LT), in the Municipality of Powassan, District of Parry Sound;

Be **READ** a **FIRST** and **SECOND** time on the 16th day of June 2026 and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council the 14th day of July 2026. **Carried**
- 2026-304** Moved by: D. Britton Seconded by: R. Hall
That Bylaw 2026-24, being a Bylaw to Control Noise Within the Municipality of Powassan,

Be **READ** a **FIRST** and **SECOND** time on the 14th day of July 2026 and Considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council on the 11th day of August 2026. **Carried**
- 2026-305** Moved by: R. Hall Seconded by: M. Wand
That the report dated July 9, 2026, from Tacoma Engineers regarding the Trout Creek Community Centre Occupancy Plan for the 2026-2027 season, be received; and,

FURTHER that staff be directed to follow the recommendations as set out in the report. **Carried**
- 2026-306** Moved by: M. Wand Seconded by: L. Patey
That the correspondence dated July 7, 2026, from the Ministry of Northern Economic Development and Growth regarding the Northern Ontario Heritage Fund Corporation, be received. **Carried**
- 2026-307** Moved by: L. Patey Seconded by: D. Britton
WHEREAS Rail Safety Week is to be held across Canada from September 21 to 27, 2026;

WHEREAS, 252 railway crossing and trespassing incidents occurred in Canada in 2025; resulting in 69 avoidable fatalities and 60 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested the Council if the Municipality of Powassan adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

THEREFORE be it hereby **RESOLVED** that Council supports national Rail Safety Week to be held from September 21 to 27, 2026, in the Municipality of Powassan. **Carried**

2026-308

Moved by: R. Hall Seconded by: M. Wand
That Council now adjourns to closed session at 6:46 p.m. to discuss:

17.1 Adoption of Closed Session Minutes of May 19, 2026

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**

2026-309

Moved by: D. Britton Seconded by: L. Patey
That Council now reconvenes to regular session at 7:26 p.m. **Carried**

2026-310

Moved by: L. Patey Seconded by: D. Britton
That Council now adjourns at 7:27 p.m. **Carried**

Mayor

Clerk

The Golden Sunshine Municipal Non-Profit Housing Corporation
Annual General Meeting Minutes – Common Room
2025-07

Tuesday June 17, 2025

An Annual General meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday June 17, 2025.

Present: Bernadette Kerr, Dave Britton, Mieke Krause, Nancy McFadden, Dave Yemm, Calvin Young, Amber McIsaac, Property Manager & Claude Daigle.

Resolution No. 2025-31 – Moved by Dave Y, seconded by Mieke that we call the meeting to order at 9:30am Carried

Resolution No. 2025-32 – Moved by Dave Y, seconded by Mieke that the agenda is adopted as presented. Carried

Conflict of Interest Disclosure- None

Resolution No. 2025-33 – Moved by Calvin seconded by Dave Y that the minutes from the Annual General Meeting on June 18, 2025 are adopted as presented.

Claude Daigle presented the final draft of the audited financial statements as of December 31, 2024, and reposted the audit was clean.

Resolution No. 2025-34 – Moved by Dave Y, seconded by Calvin that the board approved the 2024 Audited Financial statements from Kendal, Sinclair, Cowper & Daigle. Carried

Resolution 2025-35 – Moved by Dave B, seconded by Nancy that the meeting be adjourned at 9:50 a.m.


Chairman


Property Manager/Secretary

THE GOLDEN SUNSHINE MUNICIPAL NON-PROFIT HOUSING CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

Common Room – May 19, 2026

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday April 21, 2026.

Present: Bernadette Kerr, Calvin Young, Mieke Markus, Dave Yemm, Amber McIsaac and Lynne Roy.

Regrets Leo Patey, Dave Britton

1. Call to Order

The meeting was called to order by Bernadette Kerr

Resolution 2026-35:

the Golden Sunshine Non-Profit Housing Corporation calls the Board of Directors meeting on May 19, 2026 at: 9:35 am.

Moved by: Calvin Seconded by: Dave Y Carried.

2. Additions to Agenda- None noted.

3. Approval of the Agenda

The agenda was approved as presented.

Resolution 2026-36

the Golden Sunshine Non-Profit Housing Corporation hereby approves the agenda for May 19, 2026, board of directors meeting.

Moved by: Dave Y Seconded by: Calvin Carried.

4. Conflict of Interest Disclosure: none

5. Approval of the Minutes from April 21, 2026

The minutes from the April 21, 2026 board meeting were reviewed and approved.

Resolution 2026-37:

the Golden Sunshine Non-Profit Housing Corporation hereby approves the minutes of the April 21, 2026.

Moved by: Mieke Seconded by: Lynne Carried.

6. Business Arising

a) COCHI Funding

Elevator parts to be delivered in June.

b) Fence Post Deterioration

Repair complete, confirmation of extension of warranty requested.

c) Roof Heat Trace Quote

A discussion took place regarding the capital project funding request. The Board agreed to defer submitting a formal funding request until two additional quotes have been obtained and reviewed.

c) Residential Tenant Act Changes

A notice was shared from the Non-Profit Housing Association regarding RTA changes through Bill 60, Shortened Non-Payment Timelines, and Bill 97, Air Conditioner Use. A discussion took place.

7. Correspondence

a/b) Financials

The Board reviewed and accepted all financial documents as presented.

Resolution 2026-38:

The Golden Sunshine Non-Profit Housing Corporation has received and approved the April 2026 financial transaction reports, and income statements as presented.

Moved by: Dave Y. Seconded by: Calvin Carried.

8. Closed Session

Resolution 2026-39:

That the Golden Sunshine Non-Profit Housing Corporation moved out of regular session and into closed session at 9:53.

Moved by: Calvin Seconded by: Lynne Carried.

Resolution 2026-40:

That the Golden Sunshine Non-Profit Housing Corporation moved out of closed session 10:12.

Moved by: Calvin Seconded by: Dave Y. Carried.

Resolution 2026-41:

That the Golden Sunshine Non-Profit Housing Corporation moved into regular session 10:13

Moved by: Calvin Seconded by: Lynne Carried.

9. Next Meeting

The next AGM meeting of the Board is scheduled for June 16, 2026 @ 9:30am and will be followed by a regular meeting.

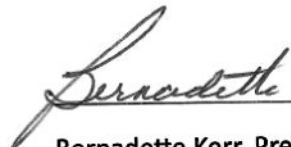
10. Adjournment

There being no further business, the meeting was adjourned at 10:15 a.m.

Resolution 2026-42:

Be it resolved that the Board of Directors meeting of May 19, 2026 is hereby adjourned.

Moved by: Calvin Seconded by: Lynne Carried.


Bernadette Kerr, President
Amber McIsaac, Secretary

STAFF REPORT

To: Council
From: A. Quinn, Clerk
Re: Council Meeting Attendance, 2025

RECOMMENDATION:

For information purposes.

ANALYSIS:

As in previous years, the report outlines members attendance at Committee and Council meetings.

Council Meetings – includes Regular and Special Meetings of Council

Total Meetings:		23
Total Attended:	Mayor McIsaac	21
	Deputy Mayor Wand	18
	Councillor Hall	22
	Councillor Britton	21
	Councillor Patey	19

Police Detachment Board

Total Attended:	Deputy Mayor Wand	2
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Powassan and District Union Public Library Board

Total Attended:	Councillor Hall	5
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Golden Sunshine Housing Corporation

Total Attended:	Councillor Patey	5
	Councillor Britton	6

Maple Syrup Festival Committee

Total Attended:	Councillor Patey	4
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North Almaguin Planning Board

Total Attended:	Councillor Hall	6
	Councillor Britton	9

North Bay Mattawa Conservation Authority Board

Total Attended:	Councillor Britton	11
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Recreation Committee

Total Attended:	Mayor McIsaac	3
	Councillor Patey	3

District of Parry Sound Social Services Administration Board

Total Attended:	Mayor McIsaac	6
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THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NUMBER 2026-xx

A Bylaw to Implement an Administrative Monetary Penalty System in the Municipality of Powassan

Whereas the Municipality of Powassan is authorized under section 434.1 (1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, to establish a system of administrative penalties for contraventions of municipal Bylaws;

And Whereas section 102.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a Person to pay an Administrative Monetary Penalty if the municipality is satisfied that the person has failed to comply with any Bylaws respecting the parking, standing or stopping of vehicles;

And Whereas section 391 of the *Municipal Act*, 2001 enables the Municipality to pass Bylaws imposing fees or charges on any class of Person(s) for services or activities provided or done by or on behalf of it;

And Whereas section 434.2 of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the Municipality on a Person(s) constitutes a debt of the person to the Municipality;

And Whereas sections 23.2, 23.3 and 23.5 of the *Municipal Act*, 2001 authorize the Municipality to delegate its administrative and hearing powers; and,

And Whereas Ontario Building Code section 15.4.1 (1), states that a Municipality may require a Person(s), subject to such conditions as the Municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with,

- a) a Bylaw of the Municipality passed under section 15.1; or
- b) an order of an officer under subsection 15.2 (2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3. 2017, c. 34, Sched. 2, s. 10.

And Whereas the Council for The Corporation of the Municipality of Powassan considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Municipal Bylaws, or portions of the designated Municipal Bylaws;

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

1. That the following schedules attached hereto form part of this Bylaw:
Schedule I – Designated Bylaws & Administrative Monetary Penalty Amounts

Schedule II – Administrative Fees

Schedule III – Administrative Monetary Penalty System (AMPS) Request Form

2. That the Conflict of Interest in Relation to the AMPS Policy #ADM-001 for The Municipality of Powassan, attached hereto as Schedule ‘IV’ and forming part of this Bylaw be adopted.
3. That the Prevention of Political Interference to the AMPS Policy #ADM-002 for The Municipality of Powassan, attached hereto as Schedule ‘V’ and forming part of this Bylaw be adopted.
4. That the Public Complaints Respecting Administration of the AMPS Policy #ADM-003 for The Municipality of Powassan, attached hereto as Schedule ‘VI’ and forming part of this Bylaw be adopted.
5. That the Financial Management and Reporting in relation to the AMPS Policy #ADM-004 for The Municipality of Powassan, attached hereto as Schedule ‘VII’ and forming part of this Bylaw be adopted.
6. That the Financial Hardship in relation to the AMPS Policy #ADM-005 for The Municipality of Powassan, attached hereto as Schedule ‘VIII’ and forming part of this Bylaw be adopted.
7. That the Administrative Procedures in relation to the AMPS Policy #ADM-006 for The Municipality of Powassan, attached hereto as Schedule ‘IX’ and forming part of this Bylaw be adopted.
8. That this Bylaw shall come into full force and effect upon its final passing.

1.0 Definitions

1.1 In this Bylaw:

“Administrative Fee” means any fee specified in this Bylaw or set out in Schedule ‘B’;

“Administrative Penalty” means an administrative penalty established by this Bylaw or set out in the attached Schedule(s) for a contravention of a designated Bylaw;

“AMPS” means Administrative Monetary Penalty System;

“Clerk” means the Municipal Clerk, their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;

“Council” means the Council of The Corporation of the Municipality of Powassan;

“Day” means any calendar day;

“Designated Bylaw” means a Bylaw or a part or provision of a Bylaw, that is designated under this or any other Bylaw, and is listed in the attached Schedule ‘I’ to which the AMPS applies;

“Hearing Non-Appealance Fee” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule ‘II’;

“Hearing Decision” means a notice that contains a decision made by a Hearing Officer;

“Hearing Officer” shall mean a Person who performs the duties of Hearing Officer as set out in section 5 of this Bylaw and meeting the requirements that a Hearing Officer cannot be a Member of Council or a Municipal Employee. The Hearing Officer shall have knowledge of and experience in administrative law; such as a lawyer, retired lawyer, paralegal, retired paralegal, retired police officer, retired municipal clerk or retired municipal deputy clerk;

“Holiday” means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Municipality are officially closed for business;

“Late Payment Fee” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this Bylaw and listed in Schedule ‘II’;

“Municipality” means The Corporation of the Municipality of Powassan;

“NSF Fee” means an Administrative Fee established by the Municipality from time to time in respect of payment by negotiable instrument received by the Municipality from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in Schedule ‘II’;

“Officer” means a Municipal Bylaw Enforcement Officer, Police Officer, Fire Chief or designate appointed by the Municipality to administer and enforce this Bylaw;

“Penalty Notice” means a notice given to a Person pursuant to section 3.0 of this Bylaw;

“Penalty Notice Date” means the date of the contravention specified on the Penalty Notice, in accordance with section 3.0 of this Bylaw;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 3.0 of this Bylaw;

“Person” includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;

“Request for Review by Hearing Officer” means the request which may be made in accordance with section 5.0 of this Bylaw for the review of a Screening Decision;

“Request for Review by Screening Officer” means the request made in accordance with section 4.0 of this Bylaw for the review of a Penalty Notice;

“Review by Hearing Officer” and **“Hearing”** means the process set out in section 5.0 of this Bylaw;

“Review by Screening Officer” and **“Screening Review”** means the process set out in section 4.0 of this Bylaw;

“Screening Decision” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 4.12 of this Bylaw;

“Screening Non-appearance Fee” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule “II”; and;

“Screening Officer” means a person from time to time appointed pursuant to this Bylaw who performs the duties of Screening Officer as set out in section 4.0 of this Bylaw and meeting the requirements that a Screening Officer cannot be a Member of Council; a Screening Officer may be a staff member provided that they have no jurisdiction in their job duties that relate in any type of enforcement capacity.

“Vehicle” includes a motor vehicle, automobile, bicycle, motorcycle, boat, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power including muscular power and such additional definitions as set out in the *Highway Traffic Act*.

2.0 Application of this Bylaw

2.1 The Municipal Bylaws, or portions of Municipal Bylaws, listed in the attached Schedule ‘I’ of this Bylaw shall be Designated Bylaws for the purposes of sections 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of the Regulation. The attached Schedule ‘I’ sets out the Administrative Penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.

2.2 Schedule ‘II’ of this Bylaw shall also set out Administrative Fees imposed for the purposes of this Bylaw.

3.0 Penalty Notices

3.1 Every Person in contravention of a Designated Bylaw shall upon issuance of a Penalty Notice be liable to pay the Municipality an Administrative Penalty in the amount specified in the attached Schedule ‘I’ to this Bylaw.

3.2 An Officer who has reason to believe that a Person(s) has contravened any Designated Bylaw may issue a Penalty Notice as soon as reasonably practicable.

3.3 A Penalty Notice may include the following information:

- (a) the vehicle licence plate number or vehicle identification number;
- (b) the Penalty Notice Date;

- (c) a Penalty Notice Number;
- (d) the date on which the Administrative Penalty is due and payable;
- (e) the identification number and signature of the Officer;
- (f) the name of the person penalized;
- (g) the description of the contravention wording, as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the nature of the contravention;
- (h) the amount of the Administrative Penalty;
- (i) such additional information as the Clerk determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and;
- (j) a statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.

3.4 In addition to the service methods provided in section 6 “Service of Documents” of this Bylaw, an Officer may serve the Penalty Notice on a Person by delivering it personally to the Person contravening the Bylaw at the time of the offence.

3.5 No Officer may accept the payment of an Administrative Penalty or Administrative Fee.

3.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Municipality any applicable Administrative Fee(s).

4.0 Review by Screening Officer

4.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 4.4.

4.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 4.4.

4.3 A Person’s right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:

- a) the Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review; and,
- b) the Administrative Penalty shall be deemed to be confirmed on the sixteenth (16th) day following the service of the Penalty Notice Date; and,
- c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.

4.4 A Person's Request for Review by a Screening Officer or request for an extension of time to request a Screening Review is exercised by:

- a) a submission in writing to the Clerk or Designate of a Request for Review by a Screening Officer or request for an extension of time to request a Screening Review; in the prescribed form and in accordance with the directions on the prescribed form, attached as Schedule "III".

4.5 A Request for Review by Screening Officer of an Administrative Penalty or a request for an extension of time to request a Screening Review shall include the Penalty Notice Number and the Person's contact information.

4.6 A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the Bylaw Enforcement Department if the Person makes the request on or before the dates established by Sections 4.1 of this Bylaw.

4.7 On a request for an extension of time to request a Screening Review, the Bylaw Enforcement Department may only extend the time to request a Screening Review where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

4.8 Where an extension of time to request a Screening Review is not granted by the Bylaw Enforcement Department, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed.

4.9 Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty:

- a) the Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
- b) the Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed on the sixteenth (16th) day following the service of a Penalty Notice Date;
- c) the Administrative Penalty shall not be subject to any further review, including a review by any Court; and
- d) the Person shall pay to the Municipality a Screening Non-Appearance Fee and any other applicable Administrative Fee(s).

4.10 On a review of an Administrative Penalty, the Screening Officer may:

- a) affirm the Administrative Penalty; or
- b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
- c) where the Person establishes on the balance of probabilities that they did not contravene the Designated Bylaw(s) as described in the Penalty Notice; or
- d) where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

4.11 On a Screening Review of an Administrative Penalty, before making a decision, a Screening Officer shall conduct an interview with the Person.

4.12 After a Review by a Screening Officer, the Screening Officer shall deliver a Screening Decision to the Person, in accordance with Section 6.0 of this Bylaw.

4.13 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or Bylaw or the constitutional applicability or operability of any statute, regulation or Bylaw.

5.0 Review by Hearing Officer

5.1 A Person may Request a Review by a Hearing Officer during the Screening Review.

5.2 If a Person has not made a Request for Review by Hearing Officer at the time of the Screening Review, the Person may make a Request for Review by Hearing Officer before the due and payable date for the Administrative Penalty listed on the Screening Decision.

5.3 The Person's right to Request for Review by Hearing Officer expires if it has not been exercised on or before the due and payable date for the Administrative Penalty listed on the Screening Decision, at which time:

- a) the Person shall be deemed to have waived the right to Request for Review by Hearing Officer;
- b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s), if applicable, as modified in the Screening Decision, shall be deemed to be confirmed; and
- c) the Screening Decision and Administrative Penalty shall not be subject to any further review, including a review by any Court.

5.4 A Person's Request for Review by Hearing Officer is exercised by:

- a) a submission in writing to the Bylaw Enforcement Office for a Request for Review by a Hearing Officer, or request for an extension of time to request a Hearing; or
- b) attending in person at the location listed on the Screening Decision to make Request for Review by a Hearing Officer or request an extension of time to request a Hearing;

or

- c) calling the telephone number listed on the Screening Decision to make a Request for Review by Hearing Officer or request an extension of time to request a Hearing.

5.5 A Request for Review by Hearing Officer shall only be scheduled by the Bylaw Enforcement Department if the Person makes the request within the time limits set out in section 5.0 of this Bylaw.

5.6 Where a Person fails to appear at the time and place scheduled for a Hearing:

- a) the Person shall be deemed to have abandoned the Hearing for review of a Screening Decision;
- b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
- c) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
- d) the Person shall pay to the Municipality a Hearing Non-appearance Fee, Late Payment Fee and any other applicable Administrative Fee(s).

5.7 On a review of a Screening Decision, the Hearing Officer may:

- a) confirm the Screening Decision; or
- b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - i. where the Person establishes on a balance of probabilities that they did not contravene the Designated Bylaw(s) as described in the Penalty Notice; or
 - ii. where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

5.8 A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the Municipality an opportunity to be heard at the time and place scheduled for the Hearing.

5.9 All Hearings by a Hearing Officer shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.

5.10 A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or Bylaw or the constitutional applicability or operability of any statute, regulation or Bylaw.

5.11 After a Hearing is complete, the Hearing Officer shall deliver to the Person a Hearing Decision, in accordance with Section 6.0 of this Bylaw.

5.12 The decision of a Hearing Officer is final.

5.13 An individual who receives an upheld decision in a review by a Hearing Officer in relation to a Penalty Notice issued through AMPS shall be responsible for an additional Adjudication fee.

6.0 Service of Documents

6.1 The service of any document, notice or decision, including a Penalty Notice, pursuant to this Bylaw, when served in any of the following ways, is deemed effective:

- a) immediately, when a copy is delivered to the Person to whom it is addressed;
- b) on the seventh (7th) Day following the date a copy is sent by regular/registered mail to the Person's last known address;
- c) immediately upon the conclusion and sent confirmation of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
- d) immediately upon sending a copy by electronic mail (i.e. e-mail) to the Person's last known electronic mail address.

6.2 For the purposes of subsections 6.1 (b), (c) and (d) of this Bylaw, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Municipality as may be required by a form, practice or policy under this Bylaw.

6.3 If a notice document that has been given or delivered to a Person under this Bylaw is mailed to the Person at the Person's last known address appearing on the records of the Municipality as part of a proceeding under this Bylaw, or sent electronically to an email address that was provided by the Person, there is an irrebuttable presumption that the notice or document was given or delivered to the Person.

7.0 Administration

7.1 The Clerk, their delegate, or anyone designated by the Clerk shall administer this Bylaw and establish any additional practices, policies and procedures necessary to implement this Bylaw and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this Bylaw.

7.2 The Clerk, their delegate, or anyone designated by the Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this Bylaw and may amend such forms and notices from time to time as they deem necessary, without amendment to this Bylaw.

7.3 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Municipality owed by the Person.

- a) Pursuant to subsections 398 (1) and (2) of the *Municipal Act*, where an Administrative Penalty, including any Administrative Fees(s) remain unpaid after the final date on which it is payable as specified in the Penalty Notice, the Administrative Penalty, including any Administrative Fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.

7.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable; the Person shall pay to the Municipality a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

7.5 Where a Person makes payments to the Municipality of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Municipality the NSF Fee set out in the Municipality's Fees Bylaw.

7.6 Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.

7.7 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

7.8 A Person claiming financial hardship under this Bylaw shall provide documented proof of the financial hardship to the Clerk, their delegate, or anyone designated by the Clerk, the Screening Officer or the Hearing Officer, as applicable.

7.9 Any schedule attached to this Bylaw forms part of this Bylaw.

8.0 Severability

8.1 Should any provision or any part of a provision of this Bylaw be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision or part of a provision shall be severed from this Bylaw, and every other provision of this Bylaw shall be applied and enforced in accordance with its terms to the extent possible according to law.

9.0 Interpretation

9.1 The provisions in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Sched. F, shall apply to this Bylaw.

10.0 Short Title

10.1 This Bylaw may be referred to as the AMPS Bylaw.

11.0 Consequential Amendments

11.1 That the following list of Bylaws be amended by the described Schedules.

- a) Bylaw 2025-14 – To Regulate and Govern Animals including Exotic Animals is

hereby amended by Schedule “X” of this Bylaw.

- b) Bylaw 2024-03 – To Regulate Special Events on Municipal Highways is hereby amended by Schedule “XI” of this Bylaw.
- c) Bylaw 2023-12 – To Regulate Filming Activity on Municipal Property is hereby amended by Schedule “XII” of this Bylaw.
- d) Bylaw 2023-13 – Backyard Chickens is hereby amended by Schedule “XIII” of this Bylaw.
- e) Bylaw 2023-19 – To Regulate Use and Care of Roads is hereby amended by Schedule “XIV” of this Bylaw.
- f) Bylaw 2020-03 – Snow Removal is hereby amended by Schedule “XV” of this Bylaw.
- g) Bylaw 2019-07 – Open Air Burning is hereby amended by Schedule “XVI” of this Bylaw.
- h) Bylaw 2018-47 - Smoking is hereby amended by Schedule “XVII” of this Bylaw.
- i) Bylaw 2017-09 – Municipal Parks and Recreation Areas is hereby amended by Schedule “XVIII” of this Bylaw.
- j) Bylaw 2016-10 – Clean Yards is hereby amended by Schedule “XIX” of this Bylaw.
- k) Bylaw 2009-12 – Water and Sewer Regulations Bylaw is hereby amended by Schedule “XX” of this Bylaw.
- l) Bylaw 2008-23 – Sign Bylaw is hereby amended by Schedule “XXI” of this Bylaw.
- m) Bylaw 2005-10 – To Regulate the Use of Water is hereby amended by Schedule “XXII” of this Bylaw.
- n) Bylaw 2001-29 – To Control Noise Emission is hereby amended by Schedule “XXIII” of this Bylaw.
- o) Bylaw 2001-30 – Wrecking Yard and Dealer in Second-Hand Goods is hereby amended by Schedule “XXIV” of this Bylaw.
- p) Bylaw 2001-31 – To License Mobile Food Vendors, Hawkers, and Pedlers is hereby amended by Schedule “XXV” of this Bylaw.
- q) Bylaw 2026-XX – To Prohibit or Regulate Parking is hereby amended by schedule “XXVI” of this Bylaw.

Administrative Corrections

The Clerk of The Municipality of Powassan is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the Bylaw and schedule(s) as may be deemed necessary after the passage of this Bylaw, where such modifications or corrections do not alter the intent of the Bylaw.

READ a **FIRST** and **SECOND** time on the day of 2026 and **READ** a **THIRD** and **FINAL** time and passed as such in open Council on the day of 2026.

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

**SCHEDULE “I”
TO BYLAW NUMBER 2026-xx**

Administrative Monetary Penalty Bylaw for Designated Bylaws

Designated Bylaws:

Animals Including Exotic Animals Bylaw
Special Events on Municipal Highways Bylaw

Film Bylaw

Backyard Chickens Bylaw

Use and Care of Roads Bylaw

Snow Removal Bylaw

Open Air Burning Bylaw

Smoking Bylaw

Parks Bylaw

Clean Yards Bylaw

Water and Sewer Regulations Bylaw

Sign Bylaw

Use of Water Bylaw

Noise Bylaw

Wrecking Yards and Dealers in Second-Hand Goods Bylaw

Mobile Food Vendors, Hawkers and Pedlars Bylaw

Parking Bylaw

1. For the purposes of Section 2 of this Bylaw, Column 1 in the following Table lists the provisions in the Designated Bylaw identified in the Schedule, as amended.
2. Column 2 in the following Table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following Table sets out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 1.

**SCHEDULE “I”
To BYLAW # 2026-xx**

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2025-14 Animals Including Exotic Animals**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Owner fails to purchase required dog licence	s. 2.1	\$100.00
2	Owner possesses more than three dogs per household	s. 4.1	\$100.00
3	Owner permit dog to be at large	s. 5.1	\$100.00
4	Owner permit dog to trespass on private or public property	s. 5.3	\$100.00
5	Owner fails to leash dog on public property/roadway	s. 5.4	\$100.00
6	Owner fails to pick up excrement forthwith	s. 5.10	\$100.00
7	Owner of a restricted dog fail to confine dog/prevent escape of restricted dog	s. 6.2(a)(b)	\$300.00
8	Owner permit dog to attack person/domestic animal	s. 7.1	\$500.00
9	Owner fails to keep dog in sanitary conditions	s. 8.0	\$500.00
10	Owner possess more than six cats per household	s. 16.1	\$100.00
11	Owner permit cat to be at large	s. 17.1	\$100.00
12	Owner permit cat to trespass on private or public property	s. 17.2	\$100.00
13	Own/harbour/possess/keep/sell/offer for sale any animal listed	s. 19.1	\$500.00

14	Keep fox(es) within the limits of the municipality	s. 20.1	\$100.00
15	Keep mink(s) within the limits of the municipality	s. 20.2	\$100.00
16	Owner fails to secure any domestic animals, not including dogs, cats, domestic fowl	s. 20.3	\$100.00
17	Interfere/obstruct Municipal Law Enforcement Officer/Provincial Offences Officer/Police Officer or another appointed agent	s. 22.2	\$500.00
18	Owner fail to comply with an order issued	s. 22.3	\$500.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2024-03 Special Events on Municipal Highways**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Temporarily close a municipal highway without a permit	s. 2.1	\$120.00
2	Provide false information on a permit application	s. 4.1	\$100.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2023-12 Filming in the Municipality**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1.	Occupy municipal property for filming not in accordance with a permit	s. 2(1)	\$500.00
2.	Cause/allow/permit filming on municipal	s. 4(1)(a)	\$500.00

	property not in accordance with a permit		
3.	Participate in filming on municipal property not in accordance with a permit	s. 4(1)(b)	\$500.00
4.	Fail to observe the filming guidelines	s. 4(1)(c)	\$500.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2023-13 Backyard Chickens**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Permit chicken to be at large	s. 3	\$100.00
2	Keep a rooster on a lot smaller than 2 hectares	s. 4	\$300.00
3	Keep more than 5 chickens on property smaller than 2 hectares	s. 5	\$100.00
4	Keep chicken coop in area other than rear yard	s. 6.1	\$100.00
5	Keep chicken coop that fails to fully enclose the chickens and prevent escape	s. 6.2	\$100.00
6	Keep chicken coop within 5 meters or rear lot line	s. 7.1	\$200.00
7	Keep chicken coop within 5 meters of side lot line	s. 7.2	\$200.00
8	Fail to dispose of dead chickens within 24 hours	s. 8	\$100.00
9	Fail to have hygienic storage/prompt removal of feces	s. 9	\$100.00
10	Fail to provide at least 0.37m ² of coop floor area	s. 10.1a	\$100.00
11	Fail to provide at least 0.92m ² of roofed outdoor enclosure	s. 10.1b	\$100.00
12	Fail to keep each hen in the enclosed area at all times	s.10.4	\$100.00
13	Fail to provide each hen with food	s. 10.5a	\$200.00

14	Fail to provide each hen with water	s. 10.5b	\$200.00
15	Fail to provide each hen with shelter	s. 10.5c	\$200.00
16	Fail to provide each hen with light	s. 10.5d	\$200.00
17	Fail to provide each hen with ventilation	s. 10.5d	\$200.00
18	Fail to provide each hen with veterinary care	s. 10.5e	\$200.00
19	Fail to provide each hen with opportunities for essential behaviours	s. 10.5f	\$200.00
20	Fail to maintain enclosure in sanitary/vermin free condition	s. 10.6	\$200.00
21	Fail to keep food/water container in each coop	s. 10.8	\$200.00
22	Fail to keep coop locked from sunset to sunrise	s. 10.9	\$100.00
23	Fail to remove leftover feed, trash and manure in a timely manner	s. 10.10	\$200.00
24	Fail to store manure within a fully enclosed container	s. 10.11a	\$200.00
25	Store more than 1 meter ³ of manure	s. 10.11b	\$200.00
26	Fail to remove all manure not used for fertilizing	s. 10.12	\$200.00
27	Fail to follow biosecurity procedures recommended by the Canadian Food Inspection Agency	s. 10.13	\$500.00
28	Sell eggs from backyard chicken	s. 10.14a	\$200.00
29	Sell manure from backyard chickens	s. 10.14b	\$200.00
30	Sell meat from backyard chicken	s. 10.14c	\$200.00
31	Sell other products derived from outdoor chickens	s. 10.14d	\$200.00
32	Slaughter or euthanize a chicken on property	s. 10.15	\$200.00
33	Dispose of a hen except by delivering it to a farm, abattoir, veterinarian or mobile slaughter unit	s. 10.16	\$200.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2023-19 Use and Care of Roads

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1.	Permit oils, chemicals or substances to be deposited or spilled on a highway	s. 3(1)(a)	\$500.00
2.	Deposit or cause to be deposited any snow or ice upon any portion of any road or bridge	s. 3(1)(b)	\$500.00
3.	Move snow within the road allowance from one side of the cleared portion of the road allowance	s. 3(1)(c)	\$500.00
4.	Relocate snow within the road allowance in such a manner as to encroach on the cleared portion of the road	s. 3(1)(d)	\$500.00
5.	Encumber or damage a highway by animals, vehicles, or other means.	s. 3(1)(f)	\$500.00
6.	Permit or allow any paper/container, to be blown from private property onto a highway.	s. 3(1)(g)	\$500.00
7.	Obstruct interfere with a culvert/drain/gutter/water course along or upon a highway.	s. 3(1)(h)	\$500.00
8.	Place a plank or other material in or over any gutter/ditch for the purposes of making a crossing	s. 3(1)(i)	\$500.00
9.	Walk upon/ride/drive, or load an animal, or move/ drive/run/propel a vehicle upon/over/across a newly constructed sidewalk or pavement before it has been opened for use by the public.	s. 3(1)(j)	\$500.00
10.	Set or carry fire on a highway.	s. 3(1)(k)	\$500.00
11.	Cause any material to be thrown or piled upon a highway.	s. 3(1)(l)	\$500.00
12.	Sell private property on highway	s. 3(1)(m)	\$500.00

	without approval		
13.	Move/cause to be moved vehicle equipped with cleats/flanges/tracks on wheels/rollers along traveled portion of highway	s. 3(1)(n)	\$500.00
14.	Urinate or defecate on any highway.	s. 3(1)(o)	\$500.00
15.	Remove barricade/notice or use temporarily closed highway	s. 3(1)(p)	\$500.00
16.	Remove/move a barricade/sign/light placed around any excavation in a highway.	s. 3(1)(q)	\$500.00
17.	Erect/maintain gate/door that opens/swings outward over any part of a sidewalk or highway.	s. 3(1)(r)	\$500.00
18.	Move/cause to be moved building/structure into/along/across Highway without approval	s. 3(1)(s)	\$500.00
19.	Owner/occupier of land permit tree/shrub/sapling/hedge/plant to extend over/upon highway	s. 3(2)	\$500.00
20.	Owner/operator of a parking station/parking lot/used car lot/automobile service station/mechanical car wash permit water used for washing or cleaning a motor vehicle to escape upon/overflow/run across/upon a highway.	s. 3(3)	\$500.00
21.	Break/dig up/destroy/damage the grass of a boulevard/a fence, or railing erected and maintained for the protection of the boulevard.	s. 3(4)	\$500.00
22.	Walk on boulevard	s. 3(5)	\$100.00
23.	Erect fence/construct wall/plant hedge in/over/upon highway	s. 3(6)	\$500.00
24.	Pull down/destroy/deface municipal infrastructure	s. 5(1)	\$500.00
25.	Permit floodlight to illuminate highway without approval	s. 6(1)	\$500.00
26.	Person hauling sand/stone/earth permit it to fall/spill/be deposited on highway	s. 11(2)	\$500.00
27.	Fail to remove mud/clay/lime/fertilizer/manure	s. 11(3)	\$500.00

	from wheels before entering highway		
28.	Haul earth/sand/stone in manner to permit damage to highway.	s. 11(4)	\$500.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2020-03 Snow Removal**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1.	Deposit/Cause/Permit snow, slush or ice to be deposited on highway or bridge	s. 2	\$155.00
2.	Move snow, slush or ice across a highway	s. 3	\$155.00
3.	Move snow, slush or ice within a highway in a manner that encroaches on the travel portion of the highway	s. 4	\$155.00
4.	Deposit snow, slush or ice in a manner that obstructs a fire hydrant	s. 5	\$155.00
5.	Deposit snow, slush or ice in a manner that obstructs drainage to a catch basin	s. 6	\$155.00
6.	Deposit snow on private property without permission of property owner.	s. 7	\$155.00
7.	Obstruct officer in performance of their duties under this Bylaw	s. 13	\$300.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2019-07 Open Air Burning

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision for Creating the offence	COLUMN 3 Administrative Monetary Penalty
1	Set fire to floating lantern	s. 3.1(4)	\$200.00
2	Sell/display for sale fireworks when prohibited	s. 3.1(5)	\$200.00
3	Sell/distribute fireworks to person less than 18 years of age	s. 3.1(6)	\$200.00
4	Set/maintain open air fire without valid permit	s. 3.2(1)	\$200.00
5	Set/maintain fire in contravention of any condition on permit	s. 3.2(2)	\$200.00
6	Discharge fireworks without permit	s. 3.2(3)	\$200.00
7	Discharge fireworks other than consumer class fireworks	s. 3.2(4)	\$400.00
8	Fail to provide permit to enforcement officer upon request	s. 3.2(5)	\$200.00
9	Set/Maintain non-recreational fire outside of prescribed time	s. 3.3(1)	\$200.00
10	Discharge fireworks outside of prescribed time	s. 3.3(1)	\$200.00
11	Set/maintain fire during municipal fire ban/restricted fire zone order	s. 3.4(3)	\$500.00
12	Discharge fireworks during municipal fire ban/restricted fire zone order	s. 3.4(4)	\$500.00
13	Burn grass	s. 3.5	\$200.00
14	Set/maintain fire when conditions unsafe	s. 3.6(1)	\$200.00
15	Discharge fireworks	s. 3.6(2)	\$200.00

	when conditions are unsafe		
16	Set/maintain fire when there is rain/fog	s. 3.6(3)	\$200.00
17	Set/maintain fire while smog alert has been issued	s. 3.6(4)	\$200.00
18	Set/maintain fire that causes a nuisance/hazard	s. 3.6(5)	\$200.00
19	Set/maintain fire on land, not being the owner thereof, without written permission of owner	s. 3.7(1)	\$200.00
20	Set fire on municipally owned land without permission	s. 3.7(2)	\$200.00
21	Discharge fireworks on land, not being the owner thereof, without written permission of owner	s. 3.7(3)	\$200.00
22	Discharge fireworks municipally owned land without permission	s. 3.7(4)	\$200.00
23	Fail to have means of extinguishment immediately available while burning	s. 3.8(1)(a)	\$200.00
24	Fail to ensure constant supervision/control over fire/fireworks	s. 3.8(1)(c)	\$200.00
25	Make unfounded/frivolous complaint regarding permitted fire	s. 3.9	\$200.00
26	Fail to ensure recreational fire is contained in a burning device no greater than 61cm by 61cm	s. 5.2(a)	\$200.00
27	Burn in recreational fire anything other than clean, dry, seasoned wood.	s. 5.2(b)	\$200.00
28	Burn wood with	s. 5.2(c)	\$200.00

	dimension greater than that of burning device		
29	Fail to ensure recreational fire completely confined to open air burning device	s. 5.2(d)	\$200.00
30	Fail to ensure open air burning device is located in safe area	s. 5.2(e)(i)	\$200.00
31	Fail to ensure open air burning device is at least 3 meters from adjacent property line	s. 5.2(e)(ii)	\$200.00
32	Fail to ensure open air burning device is at least 2 meters from any combustible structure or object	s. 5.2(e)(iii)	\$200.00
33	Set/maintain recreational fire when wind exceeds 15km/hr	s. 5.4	\$200.00
34	Fail to ensure non-recreational burn pile does not exceed 2meters in height or diameter	s. 6.1(2)(a)	\$200.00
35	Burn in non-recreational fire anything other than wood or yard waste	s. 6.1(2)(b)	\$200.00
36	Fail to ensure non-recreational fire is located in a safe area	s. 6.1(2)(c)(i)	\$200.00
37	Fail to ensure non-recreational fire is located at least 6 meters from any building/structure	s. 6.1(2)(c)(ii)	\$200.00
38	Fail to ensure non-recreational fire is located at least 6 meters from any property line	s. 6.1(2)(c)(iii)	\$200.00
39	Fail to ensure non-recreational fire is located at least 6 meters from combustible object	s. 6.1(2)(c)(iv)	\$200.00
40	Set/maintain non-recreational fire when	s. 6.2	\$200.00

	wind speed exceeds 15km/h		
41	Set/maintain agricultural fire between sunrise and sunset	s. 7.1(2)(a)	\$200.00
42	Fail to ensure agricultural fire is located at least 20 meters from any building or structure	s. 7.1(2)(c)(ii)	\$200.00
43	Fail to ensure agricultural fire is located at least 20 meters from any adjacent property line	s. 7.1(2)(c)(iii)	\$200.00
44	Set/maintain agricultural fire when wind speed exceeds 15km/h	s. 7.2	\$200.00
45	Discharge fireworks in unsafe area	s. 8.1(2)(a)(i)	\$200.00
46	Discharge fireworks within 20 meters from any building or structure	s. 8.1(2)(a)(ii)	\$200.00
47	Discharge fireworks within 20 meters of adjacent property line	s. 8.1(2)(a)(iii)	\$200.00
48	Discharge fireworks with 20 meters of any combustible object	s. 8.1(2)(a)(iv)	\$200.00
49	Discharge fireworks when wind velocity exceeds 15km/h	s. 8.2	\$200.00
50	Use gas fired outdoor appliance on balcony or rooftop above the first story of building	s. 9.1(2)	\$200.00
51	Use unapproved gas fired device	s. 9.1(3)(a)	\$200.00
52	Use fuel other than propane or natural gas on fuel-fired appliance	s. 9.1(3)(b)	\$200.00
53	Use gas fired appliance in unsafe area	s. 9.1(3)(c)	\$200.00
54	Fail to ensure gas fired	s. 9.1(3)(d)	\$200.00

	appliance is supervised by adult while in use		
55	Use barbeque on balcony or rooftop above the first story of building	s. 10.1(2)	\$200.00
56	Use fuel other than charcoal, briquettes, propane or natural gas in barbeque	s. 10.1(3)(a)	\$200.00
57	Use barbeque in unsafe area	s. 10.1(3)(b)	\$200.00
58	Barbeque not supervised by adult	s. 10.1(3)(c)	\$200.00
59	Hinder/obstruct enforcement officer	s. 11.1(2)	\$500.00
60	Fail to comply with order of enforcement officer	s. 11.3(2)	\$500.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2018-47 Smoking**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining the offence	COLUMN 3 Administrative Monetary Penalty
1.	Smoke in an enclosed public space	s. 2(1)(a)	\$155.00
2.	Smoke in an enclosed workplace	s. 2(1)(b)	\$155.00
3.	Smoke outdoors on municipal property	s. 2(1)(c)	\$155.00
4.	Smoke outdoors within sports field	s. 2(1)(d)	\$155.00
5.	Smoke on land containing a playground	s. 2(1)(e)	\$155.00
6.	Smoke within 9 meters of an entrance to a municipal facility	s. 2(1)(f)	\$155.00
7.	Smoke where prohibited by a sign	s. 2(1)(g)	\$155.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2017-09 Parks

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining the offence	COLUMN 3 Administrative Monetary Penalty
1.	Drive/ride/operate vehicle/skateboard/inline skates in park/recreation area where prohibited by signs	s. 4.1(1)	\$100.00
2.	Drive, ride or operate motor vehicle, e-scooter or horse drawn conveyance on multi-use pathway in park/recreation area	s. 4.1(2)	\$100.00
3.	Drive, ride or operate bicycle, motor vehicle or e-bike on hiking trail in park/recreation area	s. 4.1(3)	\$100.00
4.	Operate motor vehicle in park/recreation area except on roadway or authorized parking area	s. 4.1(4)	\$100.00
5.	Operate motor vehicle in park/recreation area between 10:00pm and 6:00am while unauthorized	s. 4.1(6)	\$100.00
6.	Make offensive verbal or physical gestures in park/recreation area	s. 4.1(7)(a)	\$100.00
7.	Make noise in park/recreation area likely to disturb other inhabitants/interfere with enjoyment	s. 4.1(7)(b)	\$100.00
8.	Urinate/defecate in park/recreation area except in designated washroom facility	s. 4.1(7)(c)	\$100.00
9.	Paint likeness, take picture, record video or audio of any persons in park/recreation area without consent	s. 4.1(9)	\$100.00
10.	Loiter in park or recreation area	s. 4.1(11)	\$100.00
11.	Hold or take part in unauthorized public meeting in park/recreation area	s. 4.1(13)	\$100.00
12.	Play or practice golf/strike golf ball in park/recreation area	s. 4.1(14)	\$100.00
13.	Enter or remain in park or recreation area between 10:00pm and 6:00am the following day without authorization	s. 4.1(15)	\$100.00
14.	Operate a motorized snow vehicle in park/recreation area except on designated trails	s. 4.1(16)	\$100.00
15.	Climb/damage/burn/pick/remove tree/flower/plant/roots/grass/soil/earth/rock in park/recreation area	s. 4.1(17)	\$100.00
16.	Cause/permit animal to damage tree/shrub/plant in park/recreation area	s. 4.1(18)	\$100.00
17.	Post sign/poster on tree/brush/shrub in park/recreation area	s. 4.1(19)	\$100.00
18.	Remove/break/deface/damage any	s. 4.1(20)	\$300.00

	building/monument/item belonging to the Municipality in park/recreation area		
19.	Fail to deposit refuse in containers provided/remove refuse from park/recreation area	s. 4.1(21)	\$100.00
20.	Cause/permit animal to enter into swimming area/spray pad in park/recreation area intended for humans only	s. 4.1(23)	\$100.00
21.	Remove or injure nest/egg of bird in park/recreation area	s. 4.1(25)	\$100.00
22.	Hinder/obstruct or attempt to hinder/obstruct any person exercising duty under this Bylaw	s. 4.1(26)	\$300.00
23.	Enter washroom/change room in park/recreation area set apart for opposite sex	s. 4.1(30)	\$100.00
24.	Loiter/engage in offensive conduct in washroom/change room in park/recreation area	s. 4.1(31)	\$100.00
25.	Permit dog to run at large in park/recreation area	s. 4.1(33)	\$100.00
26.	Fail to remove and dispose of excrement of dog under ownership/control in park/recreation area	s. 4.1(34)	\$100.00
27.	Interfere with event in park/recreation area authorized by Municipality	s. 4.1(35)	\$100.00
28.	Drive/ride e-bike in park/recreation area under motor power	s. 4.1(37)	\$100.00
29.	Operate e-bike in park/recreation area if under 16 years of age	s. 4.1(38)	\$100.00
30.	Operate e-bike in park/recreation area without wearing motorcycle helmet	s. 4.1(39)	\$100.00
31.	Throw stones in park/recreation area	s. 4.1(41)	\$100.00
32.	Ignite/discharge fireworks in park/recreation area without authorization	s. 4.1(42)	\$100.00
33.	Start/maintain fire in park/recreation area without approval	s. 4.3(1)	\$100.00
34.	Use sports field for game/practice without approval	s. 4.3(2)	\$100.00
35.	Erect tent/shelter/park trailer of any kind for overnight accommodation in park/recreation area without approval	s. 4.3(3)	\$100.00
36.	Hold organized gathering of more than 25 persons in park/recreation area without approval	s. 4.3(5)	\$100.00
37.	Hold gathering that obstructs vehicular traffic in park/recreation area without approval	s. 4.3(6)	\$100.00
38.	Ride/lead horse/pony/donkey/mule in area not designated without approval	s. 4.3(8)	\$100.00
39.	Drive/lead/use horse drawn wagon/sleigh in park/recreation area without approval	s. 4.3 (9)	\$100.00
40.	Post sign/poster in park/recreation area without approval	s. 4.3(10)	\$100.00
41.	Sell refreshments/merchandise in park/recreation	s. 4.3(11)	\$100.00

	area without approval		
42.	Use metal detector in park/recreation area without approval	s. 4.3(13)	\$100.00
43.	Solicit funds for any charities/organizations/individuals in park/recreation area without approval	s. 4.3(14)	\$100.00
44.	Allow dog/animal to enter building/change room in park/recreation area without approval	s. 4.3(16)	\$100.00
45.	Disturb/wound/kill/injure any animal in park/recreation area without approval.	s. 4.3(17)	\$100.00
46.	Use cellular phone/camera/recording device in change room/washroom in park/recreation area	s. 4.3(18)	\$100.00
47.	Contravene "Order to Discontinue Activity" in park/recreation area	s. 5.2(d)	\$300.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2019-10 Clean Yards**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Fail to ensure lands are kept free of domestic waste	s. 3.1	\$200.00
2	Fail to ensure grass and weeds are trimmed or cut to a height of 20 centimeters	s. 3.2	\$200.00
3	Store an inoperative motor vehicle or parts thereof upon land	s. 3.3.1	\$200.00
4	Hinder/obstruct enforcement officer	s. 4.3	\$200.00
5	Fail to comply with order of enforcement officer	s. 4.6	\$200.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2009-12 Water and Sewer**

ITEM	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Connection prior to a permit being issued.	s. 4.7	\$300.00
2.	Failing to ensure that all connections to buildings containing commercial and industrial uses include a “grease trap”	s. 7.1	\$300.00
3.	Fail to ensure that grease traps are maintained and inspected on an annual basis,	s. 7.2	\$300.00
4.	Fail to submit written maintenance and inspection documentation to municipality	s. 7.2	\$300.00
5.	Fail to disconnect/cease use of existing septic system upon connection of buildings thereon to the Sewage Works.	s. 10.1	\$300.00
7.	Discharging or permitting to be discharged into the sewage works any industrial/commercial waste.	s. 12.1(a)	\$500.00
8.	Discharging or permitting to be discharged into the sewage works any hauled domestic sewage.	s. 12.1(b)	\$500.00
9.	Discharging or permitting to be discharged into the sewage works any cooling water, storm water or uncontaminated water	s. 12.1(c)	\$500.00
10.	Discharge any storm water including surface water, ground water rain run off, foundation drain or other sub-surface drainage into sewage systems	s. 12.1(d)	\$500.00
11.	Deposit into any sewer/opening or receptacle connected to the sewer system, any unauthorized material	s. 12.2	\$500.00
12.	Discharge substance into the sewage works causing a health or safety hazard to authorized sewage works person	s. 12.3 (a)	\$500.00
13.	Discharging of substance into the sewage works causing a breach of the Ontario Water Resources Act or the Environmental Protection Act	s. 12.3 (b)	\$500.00
14.	Discharge substance into sewage works	s. 12.3 (c)	\$500.00

	causing biosolids to which sewage discharge fails to meet permitted standards		
15.	Discharging of substance into the sewage works causing an obstruction or restriction to the flow of the sanitary sewer;	s. 12.3 (d)	\$500.00
16.	Discharging of substance into the sewage works causing an offensive odor to emanate from the sanitary sewer or sewage works;	s. 12.3 (e)	\$500.00
17.	Discharging of substance into the sewage works causing damage to the sanitary sewer works infrastructure;	s. 12.3 (f)	\$500.00
18.	Discharging of substance into the sewage works causing interference with the operation or maintenance at a sewage works.	s. 12.3 (g)	\$500.00
19.	Connection of sump pumps, down spouts or any other drainage works, that collects storm water or groundwater, to the sanitary sewer work systems.	s. 12.4	\$300.00
20.	Person, other than municipal employee opening or causing to be opened a fire hydrant forming part of a municipal water works system.	s. 14.1	\$500.00
21.	Willfully or negligently breaking, damaging, destroying, defacing or tampering with any structure, appurtenance or equipment which is part of a water works or sewer works system.	s. 15.1	\$500.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2008-23 Signs**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Erect, display, or maintain sign resembling official traffic or government sign or signal	s. 2.0	\$250.00

2	Owner erect, construct, or alter sign or advertising device that does not conform with this Bylaw, the Ontario Building Code, or any order under this Bylaw	S. 2.1	\$250.00
3	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a fire hydrant	S. 2.4.1	\$250.00
4	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a sprinkler connection	s. 2.4.2	\$250.00
5	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a traffic sign	S. 2.4.3	\$250.00
6	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a manhole or catch basin	S. 2.4.4	\$250.00
7	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a fire escape/emergency exit from a building	S. 2.4.5	\$250.00
8	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to an intersection	S. 2.4.6	\$250.00

9	Owner, lessee, or agent of land on which sign is erected, fail to maintain sign so that it does not become unsafe, illegible, dangerous, or defective	S. 2.5	\$250.00
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**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2005-10 Use of Water**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Cause or permit the irrigation of lands using pressurized water from the Corporation's water supply outside of permitted days	s. 2.1a	\$100.00
2	Cause or permit the irrigation of lands using pressurized water from the Corporation's water supply for greater than three hours in a forty-eight hour period	S. 2.1b	\$100.00
3	Cause or permit the washing of sidewalks, driveways, parking areas, patios, or other paved lands using pressurized water from the Corporation's municipal water supply during the months of June, July, or August	S. 2.2	\$100.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2001-29 Noise**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
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1	Unnecessary noise from signal device on vehicle	s. 2.1	\$100.00
2	Sound from equipment /instrument which disturbs the peace	s. 2.2/2.3	\$100.00
3	Sound made by pets which disturbs the peace	s. 2.4	\$100.00
4	Grating, grinding, or rattling noise or sound caused by a vehicle as described	s. 2.5	\$100.00
5	Sound from operations	s. 2.6	\$100.00
6	Blowing of air steam or air whistle	s. 2.7	\$100.00
7	Noise from exhaust	s. 2.8	\$100.00
8	Unnecessary noise in the vicinity of any school or church while in session	s. 2.9	\$100.00
9	Shouting or hollering in an unnecessary and disturbing manner in or adjacent to any public street or place	s. 2.10	\$100.00
10	Cause or permit the sounding of the whistle of any railway vehicle or other vehicle unnecessarily	s. 2.11	\$100.00
11	Lawnmower operation during prohibited times	s. 2.12	\$100.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2001-30 Wrecking Yards and
Dealers in Second-Hand Goods**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Operate automobile wrecking yard – no licence	s. 4.1	\$50.00
2	Deal in second-hand goods – no licence	s. 4.1	\$50.00
3	Operate on prohibited land	s. 5.1	\$50.00
4	Operate auto wrecking yard when attendant is not on duty	s. 5.1	\$50.00
5	Auto yard is located on water or flood plain	s. 5.1	\$50.00
6	Auto yard drains to waterways	s. 5.1	\$50.00
7	Auto yard not located and operated as to reduce to a minimum inconvenience of noise, dust and traffic	s. 5.1	\$50.00
8	Auto yard not located and operated to reduce to a minimum the hazards or safety of persons or property including hazards from fire or vermin	s. 5.1	\$50.00
9	Open burning	s. 5.1	\$50.00

10	Auto yard not operated in an orderly fashion with adequate supervision	s. 5.1	\$50.00
11	Scavenging	s. 5.1	\$50.00
12	No adequate buffer to minimize noise, odour, or visual pollution	s. 5.1	\$50.00
13	Auto yard not concealed from public view by fence or by natural foliage	s. 5.1	\$50.00
14	Fluids not drained from derelict automobiles	s. 5.1	\$50.00
15	Requirements specified in the license not complied with at all times	s. 5.1	\$50.00
16	Failure to remove derelict automobiles/used automobile parts	s. 10.1	\$50.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2001-31 Mobile Food Vendors,
Hawkers and Pedlars**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Operate refreshment vehicle – no licence	s. 1	\$500.00
2	No letter of compliance from health unit	s. 2	\$500.00
3	Operate refreshment vehicle – no inspection report	s. 3	\$500.00
4	No licence displayed on refreshment vehicle	s. 4	\$300.00
5	Operate refreshment vehicle not at approved location	s. 6	\$300.00
6	Area not free of litter	s. 7	\$300.00
7	Operate as Hawker/Peddler – no licence	s. 11	\$500.00
8	No original licence on person during business	s. 16	\$300.00

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2026-06 Parking**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or	COLUMN 3 Administrative Monetary Penalty
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		defining the offence	
1.	Fail to park on the right hand side of highway.	s. 6(1)	\$50.00
2.	Fail to park within 50cm of curb/edge of roadway.	s. 6(2)	\$50.00
3.	Fail to park within painted lines in designated parking space.	s. 7	\$50.00
4.	Park/stop/stand vehicle in manner that interferes with movement of traffic/clearing of snow.	s. 8	\$50.00
5.	Park where prohibited by authorized sign.	s. 10	\$50.00
6.	Park vehicle on sidewalk.	s. 11	\$50.00
7.	Park vehicle on boulevard.	s. 12	\$50.00
8.	Park vehicle on crosswalk.	s. 13	\$50.00
9.	Park vehicle in intersection/obstruct intersection.	s. 14	\$50.00
10.	Park vehicle within 3 metres of corner.	s. 15	\$50.00
11.	Park vehicle in front of public/private entrance/driveway.	s. 16	\$50.00
12.	Park vehicle within 3 metres of hydrant.	s. 17	\$50.00
13.	Park vehicle within 90 metres of fire scene in progress.	s. 18	\$100.00
14.	Park vehicle on/within 10 metres of a bridge.	s. 19	\$50.00
15.	Park vehicle on approach to fire station/police station/ambulance station.	s. 20	\$250.00
16.	Park vehicle on roadway side of vehicle parked at edge of highway.	s. 21	\$50.00
17.	Park vehicle in manner that will prevent removal of previously parked vehicle.	s. 22	\$50.00
19.	Park vehicle on highway for more than 72 consecutive hours.	s. 23	\$50.00
20.	Park vehicle on highway while advertising for sale by way of sign.	s. 24	\$50.00
21.	Park vehicle on highway without currently valid permit.	s. 26(1)(a)	\$50.00
22.	Park vehicle on highway without issued number plates properly affixed.	s. 26(1)(b)	\$50.00
23.	Park vehicle on highway without evidence of current permit validation affixed to number plate	s. 26(1)(c)	\$50.00
24.	Park bus/commercial motor vehicle/heavy vehicle/recreational vehicle/construction equipment on highway within residential zone	s. 27	\$50.00
25.	Park unattached trailer on highway	s. 28	\$50.00

26.	Park vehicle on highway if vehicle on jack/similar device	s. 29(1)	\$50.00
27.	Park vehicle on highway when one or more wheels have been removed	s. 29(2)	\$50.00
28.	Park vehicle on a highway in a fire route/emergency access route	s. 30	\$250.00
30.	Park vehicle on highway in designated accessible parking space without valid permit	s. 31(1)	\$300.00
31.	Park vehicle on highway in designated accessible parking space if permit not displayed as required	s. 31(2)	\$300.00
32.	Park vehicle on highway in designated accessible parking space for more than 2 hours	s. 32	\$50.00
33.	Park vehicle on any highway between 11:00pm and 7:00am between November 1 and March 31	s. 33	\$50.00
34.	Park vehicle on highway when snow removal sign posted	s. 34(1)	\$50.00
35.	Fail to remove vehicle parked on highway within 12 hours of snow removal sign being posted	s. 34(2)	\$50.00
36.	Park vehicle on highway during snowfall or within e 24-hour period following a snowfall	s. 35	\$50.00
37.	Park vehicle on highway within 3 metres of any corner when sign on display	s. 36(1)	\$50.00
38.	Park vehicle on highway other than on one side when roadway is less than 7.5m wide when signs on display	s. 36(2)	\$50.00
39.	Park vehicle on highway other than bus at designated bus stop when sign on display	s. 37	\$50.00
40.	Park vehicle on highway where angle parking permitted not at angle indicated by authorized sign	s. 38(2)	\$50.00
41.	Park vehicle on highway where prohibited by authorized sign	s. 39	\$50.00
42.	Park vehicle on highway in area identified as loading zone for longer than time specified by authorized sign	s. 41	\$50.00

**SCHEDULE “II”
To BYLAW #2026-xx**

Administrative Monetary Penalty Bylaw for Non-Parking Offences

Administrative Fees

ITEM	COLUMN 1 Administrative Fee	COLUMN 2 Amount
1	Late Payment Fee	\$50.00
2	MTO Plate Denial Fee	\$50.00
3	MTO Search Fee	\$50.00
4	Screening No Show Fee	\$50.00
5	Hearing No Show Fee	\$50.00
6	Insufficient Funds Fee (NSF)	As per the Municipality's Fees Bylaw
7	Adjudication Fee (Hearing Officer Decision)	\$25.00

SCHEDULE "III" **To BYLAW #2026-xx**

AMPS REQUEST FORM

IMPORTANT INFORMATION TO READ PRIOR TO COMPLETING REQUEST FORM

- ☐ Applicants are responsible for completing all required portions of the applicant portion of this form, and any false or misleading information may lead to this request being null and void.
- ☐ Personal information contained on this form is collected under the authority of Part IV and Section 11 of the *Municipal Act, 2001* and will be used for the administration of the AMPS Program. Questions concerning collection of personal information should be directed to the Clerk.
- ☐ Any supporting evidence (photos or documents) for your Screening Request must be brought with you or attached to this completed form and the number of items noted.
- ☐ Any supporting evidence NOT presented for the Screening is NOT ADMISSABLE at the Hearing.

TO BE COMPLETED BY APPLICANT

☐ Penalty Notice Recipient

☐ Authorized Representative

☐ Property Owner

PENALTY NOTICE RECIPIENT

NAME (First and Last)	ADDRESS (Street, Municipality, Province)		POSTAL CODE	
EMAIL	HOME PHONE #		OTHER PHONE #	
AUTHORIZED REPRESENTATIVE (to be completed IF REPRESENTATIVE is accompanying Recipient)				
NAME (First and Last)	ADDRESS (Street, Municipality, Province)		POSTAL CODE	
EMAIL	HOME PHONE #		OTHER PHONE #	
PENALTY NOTICE INFORMATION (found on notice received)				
PENALTY NOTICE #	NAME / ADDRESS ON NOTICE		OFFENCE COMMITTED	
BYLAW / SECTION #	ADDRESS OF OFFENCE		ISSUED: IN PERSON/MAIL/VEHICLE	
TYPE OF REQUEST (Under AMPS Bylaw)				
☐ SCREENING REVIEW	☐ APPEAL TO HEARING	☐ EXTENSION OF TIME TO PAY	☐ EXTENSION OF TIME FOR A SCREENING	☐ EXTENSION OF TIME FOR A HEARING
In the space below, provide a factual and detailed explanation of your reason(s) for the Request:				
APPLICANT SIGNATURE		DATE / TIME		
AMPS REQUEST MUST BE SUBMITTED BY:				
1. In Person or by Mail: Municipality of Powassan, 250 Clark Street, Powassan ON. P0H 1Z0				
2. Email completed and signed form (with attachments) to mpeddle@powassan.net				
TO BE COMPLETED BY MUNICIPALITY / APPOINTED OFFICER / AUTHORIZED STAFF				
Name	Role / Position	Date Received	Signature / Initials	
IS REQUEST COMPLETE? (applicant information complete / request signed)				
FEE REQUIRED FOR TYPE OF REQUEST?				
Additional information / evidence attached to request?				
Number of attachments:				

A Request for Review by Screening Officer or Hearing Officer or a request for an extension of time to request a Screening Review or Hearing Officer shall only be scheduled by the Bylaw Enforcement Department.

SCHEDULE “IV”

SUBJECT:	Conflict of Interest in Relation to the Administration of the Administrative Monetary Penalty System (AMPS) Program Bylaw #2026-xx - Schedule IV	POLICY #: ADM-001	PAGE 1 of 5
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1. POLICY STATEMENT

- 1.1. This policy addresses conflict of interest provisions in relation to the administration of the Administrative Monetary Penalty System (AMPS) program.

2. PURPOSE

- 2.1. To define what constitutes a conflict of interest in relation to the AMPS program, to prevent such conflicts of interest and to redress such conflicts should they occur.
- 2.2. To establish conflict of interest guidelines to ensure that AMPS program responsibilities are conducted in accordance with fundamental principles of justice, which include judicial and prosecutorial independence, fairness, impartiality, competence and integrity.

3. SCOPE

- 3.1. This policy applies to all Screening Officers, Hearing Officers and all Municipal officials and staff involved in the administration of the AMPS program.
- 3.2. For Municipal staff engaged in the administration of the AMPS program, the Code of Conduct and Ethics shall also apply in regard to the activities of an employee in the administration of the AMPS program.

4. PROCEDURE

- 4.1. Appointment of Screening Officers and Hearing Officers:
- 4.1.1. Screening Officers and Hearing Officers shall be appointed by a Bylaw passed by Council.
- 4.1.2. Screening Officers are persons (either independent citizens, employees of the municipality, or employees of another municipality, where an agreement for such services exist) appointed by Council to review screening requests. Screening Officers employed by a municipality are not permitted to be involved in the day-to-day supervision or management of officers issuing Penalty Notices under AMPS.
- 4.1.3. Hearing Officers are independent citizens appointed by Council to conduct Hearing Reviews in the public interest. While not a mandatory qualification, it

is encouraged that Hearing Officers have a familiarity with legal processes and an educational/employment background in legal matters.

4.1.4. The following persons are not eligible for appointment as a Screening Officer or Hearing Officer:

1. A Member of Council or a relative of a Member of Council. A relative, for the purposes of this policy, is defined to include a
 - a) Spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
 - b) Parent;
 - c) Child, including a step child and grand-child;
 - d) Siblings and children of siblings;
 - e) Aunt, uncle, and cousin;
 - f) In-laws, including mother, father, sister, brother, daughter and son; or
 - g) Any person who lives with the person on a permanent basis; or
2. A person indebted to the Municipality other than:
 - a) In respect of current real property taxes; or
 - b) Pursuant to an agreement with the Municipality the terms with which the person is in compliance.

5. CONFLICT OF INTEREST

5.1. A conflict of interest arises where a Screening Officer, Hearing Officer or staff person involved in the administration of the AMPS program has a personal or business interest that conflicts, might conflict, or may be perceived to conflict with the interests of the AMPS program. A conflict of interest could arise in relation to personal or business matters including:

- a) directorships or other employment;
- b) interests in business enterprises or professional practices;
- c) share ownership or beneficial interests in trusts;
- d) existing professional or personal associations with a person;
- e) professional associations or relationships with other organizations; and

- f) personal associations with other groups or organizations, or family relationships including relatives as defined in this policy.

5.1.1. Screening Officers must be and appear to be impartial at all times. It would be inappropriate for a Screening Officer to review a Penalty Notice for a personal or business acquaintance or relative (as defined above). A conflict of interest includes an actual conflict and a potential or perceived conflict.

5.1.2. Hearing Officers have obligations to conduct Hearing reviews in an impartial manner. Hearing Officers, in conducting a Hearing Review, are bound by the Statutory Powers and Procedures Act, as well as bound by general administrative common law principles (i.e., procedural fairness, natural justice, impartial and unbiased decision making, legitimate expectation, etc.). Hearing Officers must be and appear to be impartial at all times. It would be inappropriate for a Hearing Officer to review a Screening Review Decision for a personal or business acquaintance or relative, as defined by this policy. A conflict of interest includes an actual conflict and a potential conflict.

5.1.3. Every Screening Officer, Hearing Officer or other Municipal staff person involved in the administration of AMPS, must disclose any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her duties to or interests in the administration of the AMPS program. A Screening Officer or Hearing Officer shall not represent any person at a Screening Review or Hearing Review.

5.2. Conduct of Screening Officers and Hearing Officers:

5.2.1. All Screening Officers and Hearing Officers shall conduct themselves in the following manner:

5.2.2. With independence:

- must both be and appear to be independent, impartial, and unbiased.
- must avoid all conflicts of interest, whether real or perceived, and are responsible for promptly taking appropriate steps to disclose, resolve, or obtain advice with respect to such conflicts when they arise.
- should not be influenced by partisan interests, public opinion, or by fear of criticism.
- should not use their title and position to promote their own interests or the interests of others.

- should discharge their duties in accordance with the law, Municipal Bylaws and AMPS policy, procedures, and guidelines.

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5.2.3. With knowledge:

- should maintain their competence through their work, by participating in training and education courses and by seeking guidance from their colleagues and Municipality, as required.
- should remain up to date on changes in the law, Municipal Bylaws, policy, and procedures relevant to their function.

5.2.4. With conduct becoming:

- are subject to ongoing public scrutiny and therefore they must respect and comply with the law and conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the AMPS program.
- should approach their duties in a calm and courteous manner when dealing with the public and others and should present and conduct themselves in a manner consistent with the dignity of the AMPS system and their appointment.
- should convey in plain language their decisions and the reasons therefore where such are required.
- must safeguard the confidentiality of information that comes to them by virtue of their work and should not disclose that information except as required by law.
- in discharging their duties, must treat those with whom they deal in a respectful and tolerant manner regardless of the gender, sexual orientation, race, religion, culture, language, mental abilities, or physical abilities of those persons.

5.2.5. With administration of natural justice paramount:

- shall refrain from openly and publicly criticizing the administration of the AMPS program or the conduct of others. Screening and Hearing Officers shall recognize that only the Clerk and CAO may speak publicly on behalf of the Municipal AMPS program. Any criticisms, suggestions, or concerns related to the AMPS program should be communicated through appropriate channels to the Clerk.
- should deal with the tasks that come before them in a timely manner and should make themselves accessible to those requiring their services.

- must not knowingly exercise a power or function for which they have not been designated.

5.2.6. Procedures may be defined by the Clerk to address specific implementation of this policy.

5.3. Preventing Conflict of Interest:

5.3.1. The keys to preventing conflicts of interest are: disclosure and withdrawal from the power of decision in regards to a Screening Review or Hearing review.

5.3.2. The need for disclosure and withdrawal from a power of decision applies to any real or perceived conflict of interest.

5.3.3. If a Screening Officer or Hearing Officer becomes aware of any real or perceived conflict of interest in regard to a review of an administrative penalty or Screening Decision, as the case may be, the Screening Officer or Hearing Officer shall notify the Clerk or his or her designate(s), of the conflict of interest and

- a) in the case of a scheduled review of an administrative penalty or Screening Decision that has not yet commenced, request another Screening Officer or Hearing Officer to conduct the review to avoid actual or potential conflicts of interest; or
- b) in the case of a review of an administrative penalty or Screening Decision that has commenced, adjourn the review and withdraw from the power of decision, and advise the Clerk, or his or her designate. The Municipality will reschedule the Screening review or Hearing Review with another Screening Officer or Hearing Officer, as the case may be.

5.3.4. If all appointed Screening Officers and/or Hearing Officers have a conflict of interest with a matter, then the Clerk shall retain another Screening Officer or Hearing Officer to handle the matter that is the subject of the conflict of interest.

5.3.5. Screening Officers and Hearing Officers are not permitted to dispute their own Penalty Notices and are expected to pay the administrative penalty for the infraction in a timely manner.

5.3.6. Questions related to this policy are to be directed to the Clerk. Should legal clarification be required, a solicitor used by the Municipality may be contacted by the Clerk.

5.4. Addressing Conflicts if they Occur:

- 5.4.1. The Municipality's Code of Conduct and Ethics has a process to deal with breaches of the Code by employees in the administration of the AMPS program.
- 5.4.2. If someone suspects that a Screening Officer or Hearing Officer conducted a Screening Review or Hearing review where there was a conflict of interest, the person shall advise the Clerk and an investigation may be conducted in accordance with Municipal policies.
- 5.4.3. Any finding of a conflict of interest, shall be reported to the Clerk by the responsible Municipal official, including any recommendation for appropriate disciplinary action, up to and including revocation of appointment.

5.5. Influence:

- 5.5.1. No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, with employees or other persons performing duties related to the administration of AMPS.
- 5.5.2. No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, a Screening Officer or Hearing Officer respecting the determination of an administrative penalty matter and/or respecting a delegated power of decision in a proceeding that is or will be pending before the Screening Officer or Hearing Officer, except a person who is entitled to be heard in a Screening Review or Hearing Review.

5.6. Charges under the Criminal Code or Other Statutes or Regulations:

- 5.6.1. Where a Screening Officer or Hearing Officer is charged with an offence under the Criminal Code of Canada or any other federal statute or regulation that is dealt with under the Criminal Code of Canada, such charge shall be disclosed forthwith to the Clerk.
- 5.6.2. Where a Screening Officer or Hearing Officer is charged with an offence under other federal or provincial statutes or regulations and where continuing to perform his or her duties may erode public confidence in the administration of the AMPS program, the charge shall be disclosed to the Clerk.
- 5.6.3. A determination will be made by the Clerk as to whether or not an actual or perceived conflict of interest exists or if public confidence in the

administration of the AMPS program has been compromised and, if so, the Screening Officer or Hearing Officer may be removed from his or her duties until the final disposition of the charge.

6. COMMUNICATION / IMPLEMENTATION

6.1 This policy shall form part of the orientation for all current and new Screening Officers and Hearing Officers and AMPS administration staff.

7. ACCOUNTABILITY

7.1 All Screening Officers, Hearing Officers and Municipal staff involved in the administration of the AMPS program are accountable for implementing and abiding by this policy. Accountability for interpretation of this policy in relation to a real or perceived conflict of interest shall be determined by the Clerk.

8. EVALUATION

8.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.

8.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

SCHEDULE “V”

SUBJECT:	Prevention of Political Interference in the Administrative Monetary Penalty System (AMPS) Program Bylaw #2026-xx - Schedule V	POLICY #: ADM-002	PAGE 1 of 2
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1. POLICY STATEMENT

1.1. This policy is to prevent political interference in the administration of the Administrative Monetary Penalty System (AMPS).

2. PURPOSE

2.1. To prevent political interference of any kind in the administration of the AMPS program, and to minimize and restrict opportunities for political interference, intentionally or unintentionally.

2.2. To define what constitutes political interference in relation to the AMPS program, to ensure the responsibilities of the Screening and Hearing Officers are conducted in accordance with fundamental principles of justice, which include decision making and procedural independence, fairness, impartiality and integrity, without any political interference.

3. SCOPE

3.1. This policy applies to all elected Members of the Council of the Municipality of Powassan, as well as other Municipal officials and staff.

3.2. In regard to Members of Council, this policy should be read and interpreted within the context of prevailing provincial legislation (i.e., Municipal Conflict of Interest Act) and the Council Code of Conduct, including its related policies, procedures and guidelines.

4. PROCEDURE

4.1. Principles of Preventing Political Interference:

4.1.1. No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically, or otherwise, with employees or other persons performing duties related to the administration of AMPS.

- 4.1.2. No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, a Screening Officer or Hearing Officer respecting the determination of an administrative penalty matter and/or respecting a delegated power of decision in a proceeding that is or will be pending before the Screening Officer or Hearing Officer, except a person who is entitled to be heard in a Screening Review or Hearing Review.
- 4.1.3. All persons involved with the enforcement and administration functions of the AMPS program shall endeavor to carry out such duties in a manner, which upholds the integrity of the administration of justice.
- 4.1.4. If someone attempts to influence a Screening Officer, Hearing Officer or Municipal employee engaged in the administration of the AMPS program, contrary to the rules above, the Screening Officer, Hearing Officer or Municipal employee, as the case may be, shall report the incident to the Clerk as soon as possible. No action will be taken against a Screening Officer or Hearing Officer for making any such report in good faith.
- 4.1.5. Procedures may be defined by the Clerk to address specific implementation of this policy.

5. IMPLEMENTATION

- 5.1 All Members of Council shall be provided with a copy of this policy and the policy shall form part of the Council Code of Conduct.
- 5.2 This policy shall form part of the orientation for all Members of Council at the start of new term of Council, as well as all current and new municipal officials and staff, with the potential for interaction with the AMPS program.
- 5.3 This policy shall form part of the orientation for all current and new Screening and Hearing Officers and AMPS administration staff.

6. ACCOUNTABILITY

- 6.1 Attention is brought to the fact that any interference with the AMPS program may result in charges under the Criminal Code of Canada, Provincial statutes, or other disciplinary action.
- 6.2 A Screening or Hearing Officer, employee or other person performing duties related to the AMPS program under this policy shall report any attempt at political influence or interference, financial, political, or otherwise, to the Clerk. No action shall be taken against the employee or other person(s) for making any such report in good faith.
- 6.3 Where any employee, Screening Officer, Hearing Officer or other person performing duties related to the AMPS program, is contacted by a Member of Council or Municipal official with respect to the administration of the AMPS program, he or she shall immediately disclose such contact to the Clerk in order to maintain the integrity of the AMPS program.
- 6.4 A Screening Officer or Hearing Officer shall disclose any actual or perceived political interference as soon as possible to the Clerk.

7. ADMINISTRATION

- 7.1 This policy shall be administered by the Clerk.

8. EVALUATION

- 8.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.
- 8.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

DRAFT

SCHEDULE “VI”

SUBJECT:	Public Complaints Process Respecting Administrative Monetary Penalty System (AMPS) Program Bylaw #24-2025 - Schedule VI	POLICY #: ADM-003	PAGE 1 of 2
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POLICY STATEMENT

- 1.1. This policy is to address any public complaint regarding the administration of the Administrative Monetary Penalty System (AMPS).

2. PURPOSE

- 2.1 To ensure the AMPS program remains an open, accessible, responsive, accountable, efficient, and effective system for enforcement of municipal Bylaws in the Municipality of Powassan, and any public complaints are addressed in a timely and responsible manner.

3. SCOPE

- 3.1. This policy applies to all public complaints, informal or formal, regarding all aspects of the AMPS program, and applies to all administrative actions and functions of all Municipal employees and other persons responsible for the administration of the AMPS program.
- 3.2. Screening Officers and Hearing Officers do not have jurisdiction to consider questions relating to the validity of a statute, regulation or Bylaw or the constitutional applicability or operability of any statute, regulation or Bylaw. Any public complaints regarding the validity of a statute, regulation or Bylaw or the constitutional applicability or operability of any statute, regulation or Bylaw will not be processed through this policy.
- 3.3. This policy is not intended to replace other specific Municipal programs, policy/procedures and legal processes available to the public to address public concerns with the AMPS program.

4. PROCEDURE

- 4.1. A public complaint shall be processed in keeping with all applicable statutes, Bylaws, and policies of the Municipality of Powassan. The complaint process shall be as follows:
- 4.1.1. Any public complaint must be in writing, identifying the name and full contact information of the complainant, and sent to the Clerk, or his or her delegate(s), within 30 days in respect to the date of the event for which the

complaint is being made. Complaints that are anonymous will not be accepted.

- 4.1.2. All complaints shall be treated as confidential by the Clerk, respecting personal information privacy and confidentiality, subject to legislative provisions.
- 4.1.3. Any complaint regarding a Member of Council in respect of the administration of AMPS shall be processed in accordance with the Council Code of Conduct.
- 4.1.4. The Clerk, or his or her designate(s), will not address or process any public complaint that is deemed by the Clerk, or his or her designate(s), as frivolous, vexatious, trivial or made in bad faith.
- 4.1.5. A complainant may withdraw his/her complaint at any time.
- 4.1.6. Where possible, attempts will be made to address public complaints through an informal resolution process before proceeding to a formal resolution process.
- 4.1.7. Any deemed resolution of a formal complaint will be addressed by written response by the Clerk, or his or her designate(s), to the person filing the complaint. A public complaint sustained through a review cannot be used as the basis to change or void a decision of a Screening Officer or Hearing Officer, including any penalty fines and administrative fees due or paid.
- 4.1.8. The Clerk in conjunction with the Municipal Bylaw Enforcement Officer will report annually as part of the annual AMPS program report on the summary of public complaints filed and addressed in respect of the AMPS program.
- 4.1.9. Procedures may be defined by the Clerk to address specific implementation of this policy.

5. ACCOUNTABILITY

- 5.1 All persons responsible for administering the AMPS program shall be responsible for implementation of this policy. The Clerk, or his or her designate(s), unless otherwise noted, shall be responsible for addressing public complaints regarding the administration of the AMPS program.

6. ADMINISTRATION

- 6.1 This policy shall be administered by the Clerk.

7. EVALUATION

- 7.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.
- 7.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

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SCHEDULE “VII”

SUBJECT:	Financial Management and Reporting for the Administrative Monetary Penalty System (AMPS) Program Bylaw #2026-xx - Schedule VII	POLICY #: ADM-004	PAGE 1 of 2
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1. POLICY STATEMENT

- 1.1. This policy is to affirm that the Municipality of Powassan’s Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

2. PURPOSE

- 2.1. To ensure all financial management and reporting responsibilities related to the AMPS program conform to current corporate policies and procedures for financial management and reporting.

3. SCOPE

- 3.1. This policy applies to all financial management and reporting responsibilities and accountabilities regarding the AMPS program. All Municipality employees and other persons responsible for the administration of the AMPS program shall comply with this policy.

4. PROCEDURE

4.1. Overall Financial Management and Reporting:

- 4.1.1. Preparation of the Municipality’s budget revolves around priority setting that reflects the Council priorities, service delivery objectives and standards and historical financial performance; all balanced with the need for prudent financial management. Priority setting and budgeting with respect to the AMPS program shall be the responsibility of the Clerk in conjunction with the Municipal Law Enforcement Officer.

- 4.1.2. Through the process of current and capital financial management and reporting for the AMPS program, the Treasurer shall:

- a) Review and monitor current year actual, budgeted and projected financial performance and operating results.
- b) Proactively compare program financial activity with past performance to identify trends, issues and opportunities.

- c) Comply with all reporting standards and requirements as part of the Municipality's financial management and reporting processes.
 - d) Comply with all Municipality procurement policies and procedures in regard to the AMPS program.
- 4.1.3. Screening Officers and Hearing Officers are prohibited from directly accepting any payment from any person in respect of an administrative penalty. Any person issuing a Penalty Notice in respect of the contravention of a designated Bylaw is not permitted to accept payment in respect of an administrative penalty.
- 4.1.4. If a person has paid any administrative fees in respect of an administrative penalty and the penalty is subsequently cancelled by a Screening Officer or Hearing Officer, the Municipality shall refund in full such administrative fees to the person.
- 4.1.5. All Municipality employees engaged in the administration of the AMPS program shall ensure all work activities are conducted in accordance with the Code of Conduct and Ethics. Municipality employees shall ensure compliance with cash/payment handling procedures for financial stewardship.

5. METHODS OF PAYMENT

5.1 Following the issue of a Penalty Notice, the person is permitted to make a voluntary payment by using one of the following methods:

- a) Online: e-Transfer to (designated email)
Indicate "Penalty Notice" as subject and include Penalty Notice number.
- b) In Person: Cash or Debit Card
Personal Cheques/Certified Cheques/Money Order (include Penalty Notice number) and made payable to "Municipality of Powassan"
- c) By Mail: To the Municipal Office
Municipality of Powassan, P.O. Box 250, 250 Clark Street,
Powassan, Ontario, P0H 1Z0
Personal Cheques/Certified Cheques/Money Order (include Penalty Notice number) and made payable to "Municipality of Powassan"

5.2 Payment is not considered made until received by the Municipality. Persons must allow sufficient mailing time for payments. Persons should not send cash by mail. Post-dated cheques or payment by installations are not accepted. NSF cheques will be subject to an administrative charge.

6. AMPS PROGRAM ADMINISTRATIVE FEES

6.1 Various administrative fees may be payable by a person with a Penalty Notice and administrative penalty due and payable, as set out in the Municipality's current Administrative Monetary Penalty System Bylaw.

7. REPORTING AND TRACKING ADMINISTRATIVE PENALTIES AND ADMINISTRATIVE FEES

7.1 Upon receipt of a Penalty Notice payment, a Municipality employee will apply the payment to a specific Penalty Notice and provide notification to the Bylaw Enforcement Office that the notice has been paid.

7.2 The Municipality employee will process the various methods of payment as follows:

a) In Person

Apply the various methods of payments to the Penalty Notice. Provide a person with a receipt of payment for their records.

b) By Mail

Apply the cheque payment to the Penalty Notice Mail receipt if requested by the person.

c) Online

Apply the e-transfer payment to the Penalty Notice. Provide a receipt if requested by the person.

7.3 Procedures may be defined by the Clerk to address specific implementation of this policy.

8. ACCOUNTABILITY

8.1 All persons responsible for administering the AMPS program shall be responsible for implementation of this policy.

9. ADMINISTRATION

9.1 This policy shall be administered by the Clerk.

10. EVALUATION

10.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.

10.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

SCHEDULE “VIII”

SUBJECT:	Financial Hardship Policy for the Administrative Monetary Penalty System (AMPS) Program Bylaw #2026-xx - Schedule VIII	POLICY #: ADM-005	PAGE 1 of 2
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1. POLICY STATEMENT

1.1. The Municipality of Powassan has deployed an Administrative Monetary Penalty System (AMPS) for the administration of the various Bylaws in force in the Municipality. This Policy addresses financial hardship in relation to the administration of the AMPS and the fees associated with AMPS. This Policy establishes guidelines to ensure that the Screening and Hearing Officers are aware of how to address these instances and provides examples of documentation that could be accepted as evidence that payment would cause a financial hardship.

2. PURPOSE

- 2.1. The purpose of this policy is to respond to requests by persons with a Penalty Notice for relief from paying all, or part of a Penalty Notice, including administrative fees, if the person can demonstrate they would suffer financial hardship if required to pay the penalty.
- 2.2. In accordance with Ontario Regulation 333/07, the Municipality is required to develop a policy to address financial hardship experienced by individuals required to pay a Penalty Notice and any applicable administrative fees.

3. SCOPE

3.1. This policy applies to a Screening Review and Hearing Appeal conducted by a Screening Officer and Hearing Officer, respectively, pursuant to the current Administrative Monetary Penalty System Bylaw.

4. PROCEDURE

- 4.1. Any Person who receives a Penalty Notice is given the right to dispute the Penalty Notice.
- 4.2. The Screening Officer has the authority to cancel or extend the time for payment of the Penalty Notice, including any Administrative Fees, if the Screening Officer finds that payment of the Penalty Notice (including any Administrative Fees) would cause financial hardship.
- 4.3. Documentation to support financial hardship:

A Person who is experiencing financial hardship should bring documentation to support their claim at the Screening Review or Hearing Appeal. The Person, when required, shall provide documented proof of financial hardship such as:

- a) Old Age Security;
- b) Canada Pension;
- c) Guaranteed Income Supplement;
- d) Disability Pension;
- e) Ontario Student Assistance Program; or
- f) any other form of social assistance.

4.4 The Screening Officer or Hearing Officer will satisfy themselves at the Screening Review or Hearing Appeal as to the authenticity/credibility of the documents provided and will refer to those documents in their decision.

5. RECORDS RETENTION

5.1 All information and documentation shall be treated in a confidential manner, in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Photocopies of the documentation may be required and attached to the Screening Decision and/or Hearing Decision record.

6. IMPLEMENTATION

6.1 This Policy shall form part of the orientation for all current and new Screening Officers, Hearing Officers and AMPS administration staff.

7. ADMINISTRATION

7.1 This policy shall be administered by the Clerk.

8. EVALUATION

8.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.

8.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

SCHEDULE “IX”

SUBJECT:	Administrative Procedures for the Administrative Monetary Penalty System (AMPS) Program Bylaw #2026-xx - Schedule IX	POLICY #: ADM-006	PAGE 1 of 2
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1. POLICY STATEMENT

- 1.1. This policy addresses the methods and procedures by which Council, Staff and any other representatives of the Municipality of Powassan will follow while using the Administrative Monetary Penalty System (AMPS) Program.

2. PURPOSE

- 2.1. The purpose of this policy is to guide consistency and coherence in the use of an Administrative Monetary Penalty System (AMPS) within the overall program design of AMPS for the Municipality, guide appropriate and effective use of AMPS within the Municipality’s graduated enforcement approach and guide effective management of the AMPS regime.
- 2.2. This policy is to ensure all financial control and reporting responsibilities related to the Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to Code of Conduct, Conflict of Interest, Financial Management/Reporting and Political Interference in the administration of the system.

3. PROCEDURE

- 3.1. Penalty Notice may include, if applicable and obtainable:
- i. The vehicle licence plate number or vehicle identification number;
 - ii. The Penalty Notice Date;
 - iii. A Penalty Notice Number;
 - iv. The date on which the Administrative Penalty is due and payable;
 - v. The identification number and signature of the Officer;
 - vi. The name of the person penalized;
 - vii. The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - viii. The amount of the Administrative Penalty;

- ix. The option(s) available to dispute the Penalty Notice with a Screening Officer and Hearing Officer: and
- x. A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.
- xi. Any additional information such as, the process by which a Person may exercise the right to request a Screening Review/Hearing Review of the Administrative Penalty Notice.

3.2. When a person is issued a Penalty Notice, they have the following options:

Option 1: Plea of Guilty – Voluntary Payment of Total Payable by mail, internet or in person.

A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay any applicable Administrative Fee(s).

Option 2: Make a request to meet with a Screening Officer. A screening review is to be requested by completing the AMPS Request Form. The accused or their legal representation and any witnesses may meet with a Screening Officer in person at the Municipality of Powassan Municipal Office. If the accused lives more than 50 km from the Municipality of Powassan Municipal Office or has any other extenuating circumstances for why they cannot attend the Municipal Office in person, they may also meet with the Screening Officer electronically.

If the accused is not satisfied with the Screening Officer's decision, the accused or their legal representation may request a meeting with the Hearing Officer at the Screening Review or in writing by mail to the Clerk / Designate before the due and payable date given by the Screening Officer. The Hearing Officer's decision is final.

An individual who receives an upheld decision in a review by a Hearing Officer in relation to a Penalty Notice issued through AMPS shall be responsible for an additional Adjudication fee.

A Person's Request for Review by a Screening/Hearing Officer or request for an extension of time shall be submitted in writing to the Clerk / Designate or by calling the municipality listed on the Penalty Notice.

A person has 15 days from the date of issuance of the penalty notice to choose one of the before mentioned options.

Any time limit that would otherwise expire on the Weekend or a Holiday is extended to the next day that is not a Weekend or a Holiday.

- 3.3. These above-mentioned options and information shall be clearly marked on every Penalty Notice.

4. IMPLEMENTATION

- 4.1 All persons responsible for administering the AMPS program shall be responsible for implementation of this policy.

5. ADMINISTRATION

- 5.1 This policy shall be administered by the Clerk.

6. EVALUATION

- 6.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.
- 6.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

**SCHEDULE “X”
To BYLAW #2026-xx**

Bylaw No. 2025-14 being a Bylaw of the Corporation of the Municipality of Powassan to regulate and govern animals including exotic animals within the Municipality is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;
2. by adding the following new heading and sections after section 24 and renumbering subsequent sections accordingly:

25. ADMINISTRATIVE PENALTIES

25.1 This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.

25.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2025-14
Animals Including Exotic Animals Bylaw**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Owner fails to purchase required dog licence	s. 2.1	\$100.00
2	Owner possesses more than three dogs per household	s. 4.1	\$100.00
3	Owner permit dog to be at large	s. 5.1	\$100.00

4	Owner permit dog to trespass on private or public property	s. 5.3	\$100.00
5	Owner fails to leash dog on public property/roadway	s. 5.4	\$100.00
6	Owner fails to pick up excrement forthwith	s. 5.10	\$100.00
7	Owner of a restricted dog fail to confine dog/prevent escape of restricted dog	s. 6.2(a)(b)	\$300.00
8	Owner permit dog to attack person/domestic animal	s. 7.1	\$500.00
9	Owner fails to keep dog in sanitary conditions	s. 8.0	\$500.00
10	Owner possess more than six cats per household	s. 16.1	\$100.00
11	Owner permit cat to be at large	s. 17.1	\$100.00
12	Owner permit cat to trespass on private or public property	s. 17.2	\$100.00
13	Own/harbour/possess/keep/sell/offer for sale any animal listed	s. 19.1	\$500.00
14	Keep fox(es) within the limits of the municipality	s. 20.1	\$100.00
15	Keep mink(s) within the limits of the municipality	s. 20.2	\$100.00
16	Owner fails to secure any domestic animals, not including dogs, cats, domestic fowl	s. 20.3	\$100.00
17	Interfere/obstruct Municipal Law Enforcement Officer/Provincial Offences Officer/Police Officer or another appointed agent	s. 22.2	\$500.00
18	Owner fail to comply with an order issued	s. 22.3	\$500.00

25.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.

- 25.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 25.2 of this Bylaw.
- 25.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 25.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 25.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 25.8 Other than as set out in subsection 25.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XI”
To BYLAW #2026-xx**

Bylaw No. 2024-03 being a Bylaw to regulate special events on municipal highways is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;
2. by adding the following new heading and sections after section 5 and renumbering subsequent sections accordingly:

6. ADMINISTRATIVE PENALTIES

- 6.1 This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.
- 6.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2024-03
Special Events on Municipal Highways Bylaw**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Temporarily close a municipal highway without a permit	s. 2.1	\$120.00
2	Provide false information on a permit application	s. 4.1	\$100.00

- 6.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.

- 6.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 6.2 of this Bylaw.
- 6.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 6.6 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 6.7 Other than as set out in subsection 6.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XII”
To BYLAW #2026-xx**

Bylaw No. 2023-12 being a Bylaw to regulate filming activity on Municipality of Powassan property is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;

2. by adding the following new heading and sections after section 5 and renumbering subsequent sections accordingly:

6. ADMINISTRATIVE PENALTIES

6.1 This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.

6.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2023-12
Film Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1.	Occupy municipal property for filming not in accordance with a permit	s. 2(1)	\$500.00
2.	Cause/allow/permit filming on municipal property not in accordance with a permit	s. 4(1)(a)	\$500.00
3.	Participate in filming on municipal property not	s. 4(1)(b)	\$500.00

	in accordance with a permit		
4.	Fail to observe the filming guidelines	s. 4(1)(c)	\$500.00

- 6.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 6.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 6.2 of this Bylaw.
- 6.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 6.6 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 6.7 Other than as set out in subsection 6.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XIII”
To BYLAW #2026-xx**

Bylaw No. 2023-13 being a Bylaw to allow and regulate the keeping of backyard chickens is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;
2. by adding the following new heading and sections after section 16 and renumbering subsequent sections accordingly:

17. ADMINISTRATIVE PENALTIES

17.1 This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.

17.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2023-13
Backyard Chickens Bylaw**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Permit chicken to be at large	s. 3	\$100.00
2	Keep a rooster on a lot smaller than 2 hectares	s. 4	\$300.00
3	Keep more than 5 chickens on property smaller than 2 hectares	s. 5	\$100.00
4	Keep chicken coop in area other than rear yard	s. 6.1	\$100.00

5	Keep chicken coop that fails to fully enclose the chickens and prevent escape	s. 6.2	\$100.00
6	Keep chicken coop within 5 meters or rear lot line	s. 7.1	\$200.00
7	Keep chicken coop within 5 meters of side lot line	s. 7.2	\$200.00
8	Fail to dispose of dead chickens within 24 hours	s. 8	\$100.00
9	Fail to have hygienic storage/prompt removal of feces	s. 9	\$100.00
10	Fail to provide at least 0.37m ² of coop floor area	s. 10.1a	\$100.00
11	Fail to provide at least 0.92m ² of roofed outdoor enclosure	s. 10.1b	\$100.00
12	Fail to keep each hen in the enclosed area at all times	s.10.4	\$100.00
13	Fail to provide each hen with food	s. 10.5a	\$200.00
14	Fail to provide each hen with water	s. 10.5b	\$200.00
15	Fail to provide each hen with shelter	s. 10.5c	\$200.00
16	Fail to provide each hen with light	s. 10.5d	\$200.00
17	Fail to provide each hen with ventilation	s. 10.5d	\$200.00
18	Fail to provide each hen with veterinary care	s. 10.5e	\$200.00
19	Fail to provide each hen with opportunities for essential behaviours	s. 10.5f	\$200.00
20	Fail to maintain enclosure in sanitary/vermin free condition	s. 10.6	\$200.00
21	Fail to keep food/water container in each coop	s. 10.8	\$200.00
22	Fail to keep coop locked from sunset to sunrise	s. 10.9	\$100.00
23	Fail to remove leftover feed, trash and manure in a timely manner	s. 10.10	\$200.00
24	Fail to store manure within a fully enclosed container	s. 10.11a	\$200.00
25	Store more than 1 meter ³ of manure	s. 10.11b	\$200.00
26	Fail to remove all manure not used for fertilizing	s. 10.12	\$200.00

27	Fail to follow biosecurity procedures recommended by the Canadian Food Inspection Agency	s. 10.13	\$500.00
28	Sell eggs from backyard chicken	s. 10.14a	\$200.00
29	Sell manure from backyard chickens	s. 10.14b	\$200.00
30	Sell meat from backyard chicken	s. 10.14c	\$200.00
31	Sell other products derived from outdoor chickens	s. 10.14d	\$200.00
32	Slaughter or euthanize a chicken on property	s. 10.15	\$200.00
33	Dispose of a hen except by delivering it to a farm, abattoir, veterinarian or mobile slaughter unit	s. 10.16	\$200.00

- 17.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 17.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 17.2 of this Bylaw.
- 17.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 17.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 17.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 17.8 Other than as set out in subsection 17.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to

prevent the continuation or repetition of the contravention.

DRAFT

**SCHEDULE “XIV”
To BYLAW #24-2025**

Bylaw No. 2023-19 being a Bylaw of the Municipality of Powassan to regulate the use and care of roads is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;
2. by adding the following new heading and sections after section 13 and renumbering subsequent sections accordingly:

14. ADMINISTRATIVE PENALTIES

14.1 This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.

14.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2023-19
Use and Care of Roads Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1.	Permit oils, chemicals or substances to be deposited or spilled on a highway	s. 3(1)(a)	\$500.00
2.	Deposit or cause to be deposited any snow or ice upon any portion of any road or bridge	s. 3(1)(b)	\$500.00

3.	Move snow within the road allowance from one side of the cleared portion of the road allowance	s. 3(1)(c)	\$500.00
4.	Relocate snow within the road allowance in such a manner as to encroach on the cleared portion of the road	s. 3(1)(d)	\$500.00
5.	Encumber or damage a highway by animals, vehicles, or other means.	s. 3(1)(f)	\$500.00
6.	Permit or allow any paper/container, to be blown from private property onto a highway.	s. 3(1)(g)	\$500.00
7.	Obstruct interfere with a culvert/drain/gutter/water course along or upon a highway.	s. 3(1)(h)	\$500.00
8.	Place a plank or other material in or over any gutter/ditch for the purposes of making a crossing	s. 3(1)(i)	\$500.00
9.	Walk upon/ride/drive, or load an animal, or move/ drive/run/propel a vehicle upon/over/across a newly constructed sidewalk or pavement before it has been opened for use by the public.	s. 3(1)(j)	\$500.00
10.	Set or carry fire on a highway.	s. 3(1)(k)	\$500.00
11.	Cause any material to be thrown or piled upon a highway.	s. 3(1)(l)	\$500.00
12.	Sell private property on highway without approval	s. 3(1)(m)	\$500.00
13.	Move/cause to be moved vehicle equipped with cleats/flanges/tracks on wheels/rollers along traveled portion of highway	s. 3(1)(n)	\$500.00
14.	Urinate or defecate on any highway.	s. 3(1)(o)	\$500.00
15.	Remove barricade/notice or use temporarily closed highway	s. 3(1)(p)	\$500.00
16.	Remove/move a barricade/sign/light placed around any excavation in a highway.	s. 3(1)(q)	\$500.00
17.	Erect/maintain gate/door that opens/swings outward over any part of a sidewalk or	s. 3(1)(r)	\$500.00

	highway.		
18.	Move/cause to be moved building/structure into/along/across Highway without approval	s. 3(1)(s)	\$500.00
19.	Owner/occupier of land permit tree/shrub/sapling/hedge/plant to extend over/upon highway	s. 3(2)	\$500.00
20.	Owner/operator of a parking station/parking lot/used car lot/automobile service station/mechanical car wash permit water used for washing or cleaning a motor vehicle to escape upon/overflow/run across/upon a highway.	s. 3(3)	\$500.00
21.	Break/dig up/destroy/damage the grass of a boulevard/a fence, or railing erected and maintained for the protection of the boulevard.	s. 3(4)	\$500.00
22.	Walk on boulevard	s. 3(5)	\$100.00
23.	Erect fence/construct wall/plant hedge in/over/upon highway	s. 3(6)	\$500.00
24.	Pull down/destroy/deface municipal infrastructure	s. 5(1)	\$500.00
25.	Permit floodlight to illuminate highway without approval	s. 6(1)	\$500.00
26.	Person hauling sand/stone/earth permit it to fall/spill/be deposited on highway	s. 11(2)	\$500.00
27.	Fail to remove mud/clay/lime/fertilizer/manure from wheels before entering highway	s. 11(3)	\$500.00
28.	Haul earth/sand/stone in manner to permit damage to highway.	s. 11(4)	\$500.00

- 14.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 14.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 14.2 of this Bylaw.
- 14.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of

a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.

- 14.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 14.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 14.8 Other than as set out in subsection 14.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XV”
To BYLAW #2026-xx**

Bylaw No. 2020-03 being a Bylaw to prohibit the depositing of snow on any highway or bridge of the Municipality of Powassan is hereby amended as follows:

1. by adding the following definitions to section 2:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;
2. by adding the following after item #13 under the *Enforcement and Penalties* header and renumbering subsequent sections accordingly:
 14. This Bylaw is a designated Bylaw under the Municipality’s Administrative Monetary Penalty System Bylaw.
 15. An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2020-03
Snow Removal Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1.	Deposit/Cause/Permit snow, slush or ice to be deposited on highway or bridge	s. 2	\$155.00
2.	Move snow, slush or ice across a highway	s. 3	\$155.00
3.	Move snow, slush or ice within a highway in a manner that encroaches on the travel portion of the highway	s. 4	\$155.00
4.	Deposit snow, slush or ice in a manner that	s. 5	\$155.00

	obstructs a fire hydrant		
5.	Deposit snow, slush or ice in a manner that obstructs drainage to a catch basin	s. 6	\$155.00
6.	Deposit snow on private property without permission of property owner.	s. 7	\$155.00
7.	Obstruct officer in performance of their duties under this Bylaw	s. 13	\$300.00

16. Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
17. Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of item #15 of this Bylaw.
18. If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
19. Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
20. Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
21. Other than as set out in section 18 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

Conflicts

22. If a provision or penalty of this Bylaw conflicts with an Act, a regulation or

another Bylaw, the provision or penalty that is the most restrictive shall prevail.

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**SCHEDULE “XVI”
To BYLAW #2026-xx**

Bylaw No. 2019-07 being a Bylaw to regulate the setting of fires, fireworks and to set out precautions to be taken with open air fires, barbecues and gas fired outdoor appliances is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;

2. by adding the following new heading and sections after section 12 and renumbering subsequent sections accordingly:

13. ADMINISTRATIVE PENALTIES

13.1 This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.

13.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2019-07
Open Air Burning Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision for Creating the offence	COLUMN 3 Administrative Monetary Penalty
1	Set fire to floating lantern	s. 3.1(4)	\$200.00
2	Sell/display for sale fireworks when prohibited	s. 3.1(5)	\$200.00
3	Sell/distribute fireworks to person less than 18 years of age	s. 3.1(6)	\$200.00
4	Set/maintain open air fire without valid permit	s. 3.2(1)	\$200.00

5	Set/maintain fire in contravention of any condition on permit	s. 3.2(2)	\$200.00
6	Discharge fireworks without permit	s. 3.2(3)	\$200.00
7	Discharge fireworks other than consumer class fireworks	s. 3.2(4)	\$400.00
8	Fail to provide permit to enforcement officer upon request	s. 3.2(5)	\$200.00
9	Set/Maintain non-recreational fire outside of prescribed time	s. 3.3(1)	\$200.00
10	Discharge fireworks outside of prescribed time	s. 3.3(1)	\$200.00
11	Set/maintain fire during municipal fire ban/restricted fire zone order	s. 3.4(3)	\$500.00
12	Discharge fireworks during municipal fire ban/restricted fire zone order	s. 3.4(4)	\$500.00
13	Burn grass	s. 3.5	\$200.00
14	Set/maintain fire when conditions unsafe	s. 3.6(1)	\$200.00
15	Discharge fireworks when conditions are unsafe	s. 3.6(2)	\$200.00
16	Set/maintain fire when there is rain/fog	s. 3.6(3)	\$200.00
17	Set/maintain fire while smog alert has been issued	s. 3.6(4)	\$200.00
18	Set/maintain fire that causes a nuisance/hazard	s. 3.6(5)	\$200.00
19	Set/maintain fire on land, not being the owner thereof, without written permission of owner	s. 3.7(1)	\$200.00
20	Set fire on municipally owned land without permission	s. 3.7(2)	\$200.00

21	Discharge fireworks on land, not being the owner thereof, without written permission of owner	s. 3.7(3)	\$200.00
22	Discharge fireworks municipally owned land without permission	s. 3.7(4)	\$200.00
23	Fail to have means of extinguishment immediately available while burning	s. 3.8(1)(a)	\$200.00
24	Fail to ensure constant supervision/control over fire/fireworks	s. 3.8(1)(c)	\$200.00
25	Make unfounded/frivolous complaint regarding permitted fire	s. 3.9	\$200.00
26	Fail to ensure recreational fire is contained in a burning device no greater than 61cm by 61cm	s. 5.2(a)	\$200.00
27	Burn in recreational fire anything other than clean, dry, seasoned wood.	s. 5.2(b)	\$200.00
28	Burn wood with dimension greater than that of burning device	s. 5.2(c)	\$200.00
29	Fail to ensure recreational fire completely confined to open air burning device	s. 5.2(d)	\$200.00
30	Fail to ensure open air burning device is located in safe area	s. 5.2(e)(i)	\$200.00
31	Fail to ensure open air burning device is at least 3 meters from adjacent property line	s. 5.2(e)(ii)	\$200.00
32	Fail to ensure open air burning device is at least 2 meters from any combustible structure or object	s. 5.2(e)(iii)	\$200.00

33	Set/maintain recreational fire when wind exceeds 15km/hr	s. 5.4	\$200.00
34	Fail to ensure non-recreational burn pile does not exceed 2meters in height or diameter	s. 6.1(2)(a)	\$200.00
35	Burn in non-recreational fire anything other than wood or yard waste	s. 6.1(2)(b)	\$200.00
36	Fail to ensure non-recreational fire is located in a safe area	s. 6.1(2)(c)(i)	\$200.00
37	Fail to ensure non-recreational fire is located at least 6 meters from any building/structure	s. 6.1(2)(c)(ii)	\$200.00
38	Fail to ensure non-recreational fire is located at least 6 meters from any property line	s. 6.1(2)(c)(iii)	\$200.00
39	Fail to ensure non-recreational fire is located at least 6 meters from combustible object	s. 6.1(2)(c)(iv)	\$200.00
40	Set/maintain non-recreational fire when wind speed exceeds 15km/h	s. 6.2	\$200.00
41	Set/maintain agricultural fire between sunrise and sunset	s. 7.1(2)(a)	\$200.00
42	Fail to ensure agricultural fire is located at least 20 meters from any building or structure	s. 7.1(2)(c)(ii)	\$200.00
43	Fail to ensure agricultural fire is located at least 20 meters from any adjacent property line	s. 7.1(2)(c)(iii)	\$200.00
44	Set/maintain agricultural fire when wind speed exceeds 15km/h	s. 7.2	\$200.00
45	Discharge fireworks in	s. 8.1(2)(a)(i)	\$200.00

	unsafe area		
46	Discharge fireworks within 20 meters from any building or structure	s. 8.1(2)(a)(ii)	\$200.00
47	Discharge fireworks within 20 meters of adjacent property line	s. 8.1(2)(a)(iii)	\$200.00
48	Discharge fireworks with 20 meters of any combustible object	s. 8.1(2)(a)(iv)	\$200.00
49	Discharge fireworks when wind velocity exceeds 15km/h	s. 8.2	\$200.00
50	Use gas fired outdoor appliance on balcony or rooftop above the first story of building	s. 9.1(2)	\$200.00
51	Use unapproved gas fired device	s. 9.1(3)(a)	\$200.00
52	Use fuel other than propane or natural gas on fuel-fired appliance	s. 9.1(3)(b)	\$200.00
53	Use gas fired appliance in unsafe area	s. 9.1(3)(c)	\$200.00
54	Fail to ensure gas fired appliance is supervised by adult while in use	s. 9.1(3)(d)	\$200.00
55	Use barbeque on balcony or rooftop above the first story of building	s. 10.1(2)	\$200.00
56	Use fuel other than charcoal, briquettes, propane or natural gas in barbeque	s. 10.1(3)(a)	\$200.00
57	Use barbeque in unsafe area	s. 10.1(3)(b)	\$200.00
58	Barbeque not supervised by adult	s. 10.1(3)(c)	\$200.00
59	Hinder/obstruct enforcement officer	s. 11.1(2)	\$500.00
60	Fail to comply with order of enforcement officer	s. 11.3(2)	\$500.00

- 13.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 13.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 13.2 of this Bylaw.
- 13.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 13.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 13.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 13.8 Other than as set out in subsection 13.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XVII”
To BYLAW #2026-xx**

Bylaw No. 2018-47 being a Bylaw to regulate smoking of tobacco, tobacco-like product or other plant materials on municipal owned lands within the Municipality of Powassan is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;
2. by adding the following new heading and sections after section 7 and renumbering subsequent sections accordingly:

ADMINISTRATIVE PENALTIES

8. This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.
9. An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2018-47
Smoking Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining the offence	COLUMN 3 Administrative Monetary Penalty
1.	Smoke in an enclosed public space	s. 2(1)(a)	\$155.00
2.	Smoke in an enclosed workplace	s. 2(1)(b)	\$155.00
3.	Smoke outdoors on municipal property	s. 2(1)(c)	\$155.00
4.	Smoke outdoors within sports field	s. 2(1)(d)	\$155.00
5.	Smoke on land containing a playground	s. 2(1)(e)	\$155.00
6.	Smoke within 9 meters of an entrance to a municipal facility	s. 2(1)(f)	\$155.00
7.	Smoke where prohibited by a sign	s. 2(1)(g)	\$155.00

10. Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
11. Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 9 of this Bylaw.
12. If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
13. Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
14. Other than as set out in subsection 12 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XVIII”
To BYLAW #2026-xx**

Bylaw No. 2017-09 being a Bylaw for the use, regulation and protection of Municipal parks and recreation areas is hereby amended as follows:

1. by adding the following definitions to section 2:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;
2. by adding the following new heading and sections after section 6 and renumbering subsequent sections accordingly:

7. ADMINISTRATIVE PENALTIES

7.1 This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.

7.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2017-09
Parks Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining the offence	COLUMN 3 Administrative Monetary Penalty
1.	Drive/ride/operate vehicle/skateboard/inline skates in park/recreation area where prohibited by signs	s. 4.1(1)	\$100.00
2.	Drive, ride or operate motor vehicle, e-scooter or horse drawn conveyance on multi-use pathway in park/recreation area	s. 4.1(2)	\$100.00
3.	Drive, ride or operate bicycle, motor vehicle or e-bike on hiking trail in park/recreation area	s. 4.1(3)	\$100.00
4.	Operate motor vehicle in park/recreation area except on roadway or authorized parking area	s. 4.1(4)	\$100.00
5.	Operate motor vehicle in park/recreation area	s. 4.1(6)	\$100.00

	between 10:00pm and 6:00am while unauthorized		
6.	Make offensive verbal or physical gestures in park/recreation area	s. 4.1(7)(a)	\$100.00
7.	Make noise in park/recreation area likely to disturb other inhabitants/interfere with enjoyment	s. 4.1(7)(b)	\$100.00
8.	Urinate/defecate in park/recreation area except in designated washroom facility	s. 4.1(7)(c)	\$100.00
9.	Paint likeness, take picture, record video or audio of any persons in park/recreation area without consent	s. 4.1(9)	\$100.00
10.	Loiter in park or recreation area	s. 4.1(11)	\$100.00
11.	Hold or take part in unauthorized public meeting in park/recreation area	s. 4.1(13)	\$100.00
12.	Play or practice golf/strike golf ball in park/recreation area	s. 4.1(14)	\$100.00
13.	Enter or remain in park or recreation area between 10:00pm and 6:00 am the following day without authorization	s. 4.1(15)	\$100.00
14.	Operate a motorized snow vehicle in park/recreation area except on designated trails	s. 4.1(16)	\$100.00
15.	Climb/damage/burn/pick/remove tree/flower/plant/roots/grass/soil/earth/rock in park/recreation area	s. 4.1(17)	\$100.00
16.	Cause/permit animal to damage tree/shrub/plant in park/recreation area	s. 4.1(18)	\$100.00
17.	Post sign/poster on tree/brush/shrub in park/recreation area	s. 4.1(19)	\$100.00
18.	Remove/break/deface/damage any building/monument/item belonging to the Municipality in park/recreation area	s. 4.1(20)	\$300.00
19.	Fail to deposit refuse in containers provided/remove refuse from park/recreation area	s. 4.1(21)	\$100.00
20.	Cause/permit animal to enter into swimming area/spray pad in park/recreation area intended for humans only	s. 4.1(23)	\$100.00
21.	Remove or injure nest/egg of bird in park/recreation area	s. 4.1(25)	\$100.00
22.	Hinder/obstruct or attempt to hinder/obstruct any person exercising duty under this Bylaw	s. 4.1(26)	\$300.00
23.	Enter washroom/change room in park/recreation area set apart for opposite sex	s. 4.1(30)	\$100.00
24.	Loiter/engage in offensive conduct in washroom/change room in park/recreation area	s. 4.1(31)	\$100.00
25.	Permit dog to run at large in park/recreation area	s. 4.1(33)	\$100.00
26.	Fail to remove and dispose of excrement of dog under ownership/control in park/recreation area	s. 4.1(34)	\$100.00
27.	Interfere with event in park/recreation area	s. 4.1(35)	\$100.00

	authorized by Municipality		
28.	Drive/ride e-bike in park/recreation area under motor power	s. 4.1(37)	\$100.00
29.	Operate e-bike in park/recreation area if under 16 years of age	s. 4.1(38)	\$100.00
30.	Operate e-bike in park/recreation area without wearing motorcycle helmet	s. 4.1(39)	\$100.00
31.	Throw stones in park/recreation area	s. 4.1(41)	\$100.00
32.	Ignite/discharge fireworks in park/recreation area without authorization	s. 4.1(42)	\$100.00
33.	Start/maintain fire in park/recreation area without approval	s. 4.3(1)	\$100.00
34.	Use sports field for game/practice without approval	s. 4.3(2)	\$100.00
35.	Erect tent/shelter/park trailer of any kind for overnight accommodation in park/recreation area without approval	s. 4.3(3)	\$100.00
36.	Hold organized gathering of more than 25 persons in park/recreation area without approval	s. 4.3(5)	\$100.00
37.	Hold gathering that obstructs vehicular traffic in park/recreation area without approval	s. 4.3(6)	\$100.00
38.	Ride/lead horse/pony/donkey/mule in area not designated without approval	s. 4.3(8)	\$100.00
39.	Drive/lead/use horse drawn wagon/sleigh in park/recreation area without approval	s. 4.3 (9)	\$100.00
40.	Post sign/poster in park/recreation area without approval	s. 4.3(10)	\$100.00
41.	Sell refreshments/merchandise in park/recreation area without approval	s. 4.3(11)	\$100.00
42.	Use metal detector in park/recreation area without approval	s. 4.3(13)	\$100.00
43.	Solicit funds for any charities/organizations/individuals in park/recreation area without approval	s. 4.3(14)	\$100.00
44.	Allow dog/animal to enter building/change room in park/recreation area without approval	s. 4.3(16)	\$100.00
45.	Disturb/wound/kill/injure any animal in park/recreation area without approval.	s. 4.3(17)	\$100.00
46.	Use cellular phone/camera/recording device in change room/washroom in park/recreation area	s. 4.3(18)	\$100.00
47.	Contravene "Order to Discontinue Activity" in park/recreation area	s. 5.2(d)	\$300.00

- 7.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.

- 7.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 7.2 of this Bylaw.
- 7.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 7.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 7.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 7.8 Other than as set out in subsection 7.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XIX”
To BYLAW #2026-xx**

Bylaw No. 2016-10 being a Bylaw to establish standards respecting exterior property maintenance and grass control on residential lands is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;

2. by adding the following new heading and sections after section 4 and renumbering subsequent sections accordingly:

5. ADMINISTRATIVE PENALTIES

5.1 This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.

5.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2019-10
Clean Yards Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Fail to ensure lands are kept free of domestic waste	s. 3.1	\$200.00
2	Fail to ensure grass and weeds are trimmed or cut to a height of 20 centimeters	s. 3.2	\$200.00

3	Store an inoperative motor vehicle or parts thereof upon land	s. 3.3.1	\$200.00
4	Hinder/obstruct enforcement officer	s. 4.3	\$200.00
5	Fail to comply with order of enforcement officer	s. 4.6	\$200.00

- 5.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 5.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 5.2 of this Bylaw.
- 5.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 5.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 5.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 5.8 Other than as set out in subsection 5.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XX”
To BYLAW #2026-xx**

Bylaw No. 2009-12 being a Bylaw to identify water and sewer service areas for the Municipality of Powassan and to regulate the use of such works is hereby amended as follows:

1. by adding the following definitions to section 2:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;
2. by adding the following new heading and sections after section 19 and renumbering subsequent sections accordingly:

20. ADMINISTRATIVE PENALTIES

20.1 This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.

20.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2009-12
Water and Sewer Regulations Bylaw**

ITEM	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Connection prior to a permit being issued.	s. 4.7	\$300.00
2.	Failing to ensure that all connections to buildings containing commercial and industrial uses include a “grease trap.	s. 7.1	\$300.00
3.	Fail to ensure that grease traps are maintained and inspected on an annual basis,	s. 7.2	\$300.00
4.	Fail to submit written maintenance and inspection documentation to municipality	s. 7.2	\$300.00

5.	Fail to disconnect/cease use of existing septic system upon connection of buildings thereon to the Sewage Works.	s. 10.1	\$300.00
7.	Discharging or permitting to be discharged into the sewage works any industrial/commercial waste.	s. 12.1(a)	\$500.00
8.	Discharging or permitting to be discharged into the sewage works any hauled domestic sewage.	s. 12.1(b)	\$500.00
9.	Discharging or permitting to be discharged into the sewage works any cooling water, storm water or uncontaminated water	s. 12.1(c)	\$500.00
10.	Discharge any storm water including surface water, ground water rain run off, foundation drain or other sub-surface drainage into sewage systems	s. 12.1(d)	\$500.00
11.	Deposit into any sewer/opening or receptacle connected to the sewer system, any unauthorized material	s. 12.2	\$500.00
12.	Discharge substance into the sewage works causing a health or safety hazard to authorized sewage works person	s. 12.3 (a)	\$500.00
13.	Discharging of substance into the sewage works causing a breach of the Ontario Water Resources Act or the Environmental Protection Act	s. 12.3 (b)	\$500.00
14.	Discharge substance into sewage works causing biosolids to which sewage discharge fails to meet permitted standards	s. 12.3 (c)	\$500.00
15.	Discharging of substance into the sewage works causing an obstruction or restriction to the flow of the sanitary sewer;	s. 12.3 (d)	\$500.00
16.	Discharging of substance into the sewage works causing an offensive odor to emanate from the sanitary sewer or sewage works;	s. 12.3 (e)	\$500.00
17.	Discharging of substance into the sewage works causing damage to the sanitary sewer works infrastructure;	s. 12.3 (f)	\$500.00
18.	Discharging of substance into the sewage works causing interference with the operation or maintenance at a sewage works.	s. 12.3 (g)	\$500.00

19.	Connection of sump pumps, down spouts or any other drainage works, that collects storm water or groundwater, to the sanitary sewer work systems.	s. 12.4	\$300.00
20.	Person, other than municipal employee opening or causing to be opened a fire hydrant forming part of a municipal water works system.	s. 14.1	\$500.00
21.	Willfully or negligently breaking, damaging, destroying, defacing or tampering with any structure, appurtenance or equipment which is part of a water works or sewer works system.	s. 15.1	\$500.00

- 20.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 20.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 20.2 of this Bylaw.
- 20.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 20.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 20.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 20.8 Other than as set out in subsection 20.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XXI”
To BYLAW #2026-xx**

Bylaw No. 2008-23 being a Bylaw to regulate signs and other advertising devices, including posting of notices on public property within the Municipality of Powassan is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;
2. by adding the following new heading and sections after section 3 and renumbering subsequent sections accordingly:

4. ADMINISTRATIVE PENALTIES

4.1 This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.

4.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2008-23
Sign Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Erect, display, or maintain sign resembling official traffic or government sign or signal	s. 2.0	\$250.00

2	Owner erect, construct, or alter sign or advertising device that does not conform with this Bylaw, the Ontario Building Code, or any order under this Bylaw	S. 2.1	\$250.00
3	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a fire hydrant	S. 2.4.1	\$250.00
4	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a sprinkler connection	s. 2.4.2	\$250.00
5	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a traffic sign	S. 2.4.3	\$250.00
6	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a manhole or catch basin	S. 2.4.4	\$250.00
7	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to a fire escape/emergency exit from a building	S. 2.4.5	\$250.00
8	Construct, affix, attach, fasten, alter, display, or continue to display any sign which obstructs the sight triangle of or access to an intersection	S. 2.4.6	\$250.00

9	Owner, lessee, or agent of land on which sign is erected, fail to maintain sign so that it does not become unsafe, illegible, dangerous, or defective	S. 2.5	\$250.00
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- 4.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 4.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 4.2 of this Bylaw.
- 4.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 4.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 4.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 4.8 Other than as set out in subsection 4.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

SCHEDULE “XXII”

To BYLAW #2026-xx

Bylaw No. 2005-10 being a Bylaw to regulate the use of water within the Municipality of Powassan is hereby amended as follows:

1. by adding the following definitions to section 1:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;

2. by adding the following new heading and sections after section 5 and renumbering subsequent sections accordingly:

6. ADMINISTRATIVE PENALTIES

6.1 This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.

6.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2005-10
Use of Water Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Cause or permit the irrigation of lands using pressurized water from the Corporation’s water supply outside of permitted days	s. 2.1a	\$100.00

2	Cause or permit the irrigation of lands using pressurized water from the Corporation's water supply for greater than three hours in a forty-eight hour period	S. 2.1b	\$100.00
3	Cause or permit the washing of sidewalks, driveways, parking areas, patios, or other paved lands using pressurized water from the Corporation's municipal water supply during the months of June, July, or August	S. 2.2	\$100.00

- 6.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 6.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 6.2 of this Bylaw.
- 6.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 6.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 6.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 6.8 Other than as set out in subsection 6.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

**SCHEDULE “XXIII”
To BYLAW #2026-xx**

Bylaw No. 2001-29 being a Bylaw to control noise emission within the Municipality of Powassan is hereby amended as follows:

1. by adding the following definitions before section 1 and renumbering subsequent sections accordingly:

1. Definitions

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;

2. by adding the following new heading and sections after section 5 and renumbering subsequent sections accordingly:

6. ADMINISTRATIVE PENALTIES

6.1 This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.

6.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2001-29
Noise Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Unnecessary noise from signal device on vehicle	s. 2.1	\$100.00
2	Sound from equipment /instrument which disturbs the peace	s. 2.2/2.3	\$100.00
3	Sound made by pets which disturbs the peace	s. 2.4	\$100.00
4	Grating, grinding, or rattling noise or sound	s. 2.5	\$100.00

	caused by a vehicle as described		
5	Sound from operations	s. 2.6	\$100.00
6	Blowing of air steam or air whistle	s. 2.7	\$100.00
7	Noise from exhaust	s. 2.8	\$100.00
8	Unnecessary noise in the vicinity of any school or church while in session	s. 2.9	\$100.00
9	Shouting or hollering in an unnecessary and disturbing manner in or adjacent to any public street or place	s. 2.10	\$100.00
10	Cause or permit the sounding of the whistle of any railway vehicle or other vehicle unnecessarily	s. 2.11	\$100.00
11	Lawnmower operation during prohibited times	s. 2.12	\$100.00

- 6.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 6.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 6.2 of this Bylaw.
- 6.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 6.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 6.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
- 6.8 Other than as set out in subsection 6.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

SCHEDULE “XXIV”

To BYLAW #2026-xx

Bylaw No. 2001-30 being a Bylaw to licence, regulate and govern automobile wrecking yards and dealers in second-hand goods, and for revoking any such licence is hereby amended as follows:

1. by adding the following definitions to section 2:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;
2. by adding the following new heading and sections after section 11 and renumbering subsequent sections accordingly:

12. ADMINISTRATIVE PENALTIES

- 12.1 This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.
- 12.2 An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2001-30
Wrecking Yards and Dealers in Second-Hand Goods Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Operate automobile wrecking yard – no licence	s. 4.1	\$50.00
2	Deal in second-hand goods – no licence	s. 4.1	\$50.00
3	Operate on prohibited land	s. 5.1	\$50.00
4	Operate auto wrecking yard when attendant is not on duty	s. 5.1	\$50.00

5	Auto yard is located on water or flood plain	s. 5.1	\$50.00
6	Auto yard drains to waterways	s. 5.1	\$50.00
7	Auto yard not located and operated as to reduce to a minimum inconvenience of noise, dust and traffic	s. 5.1	\$50.00
8	Auto yard not located and operated to reduce to a minimum the hazards or safety of persons or property including hazards from fire or vermin	s. 5.1	\$50.00
9	Open burning	s. 5.1	\$50.00
10	Auto yard not operated in an orderly fashion with adequate supervision	s. 5.1	\$50.00
11	Scavenging	s. 5.1	\$50.00
12	No adequate buffer to minimize noise, odour, or visual pollution	s. 5.1	\$50.00
13	Auto yard not concealed from public view by fence or by natural foliage	s. 5.1	\$50.00
14	Fluids not drained from derelict automobiles	s. 5.1	\$50.00
15	Requirements specified in the license not complied with at all times	s. 5.1	\$50.00
16	Failure to remove derelict automobiles/used automobile parts	s. 10.1	\$50.00

- 12.3 Each person who has been issued a Penalty Notice shall be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
- 12.4 Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 12.2 of this Bylaw.
- 12.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
- 12.6 Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
- 12.7 Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of

\$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.

- 12.8 Other than as set out in subsection 12.5 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

DRAFT

SCHEDULE “XXV”

To BYLAW #2026-xx

Bylaw No. 2001-31 being a Bylaw to licence mobile food vendors and hawkers and pedlars is hereby amended as follows:

1. by adding the following definitions:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

"Penalty Notice" means a notice issued pursuant to the Municipality's AMPS Bylaw;

2. by adding the following new heading and sections after section 21 and renumbering subsequent sections accordingly:

ADMINISTRATIVE PENALTIES

22. This Bylaw is a designated Bylaw under the Municipality's AMPS By-Law.

23. An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2001-31
Mobile Food Vendors, Hawkers and Pedlars Bylaw**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Operate refreshment vehicle – no licence	s. 1	\$500.00
2	No letter of compliance from health unit	s. 2	\$500.00
3	Operate refreshment vehicle – no inspection report	s. 3	\$500.00
4	No licence displayed on refreshment vehicle	s. 4	\$300.00

5	Operate refreshment vehicle not at approved location	s. 6	\$300.00
6	Area not free of litter	s. 7	\$300.00
7	Operate as Hawker/Pedlar – no licence	s. 11	\$500.00
8	No original licence on person during business	s. 16	\$300.00

24. Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
25. Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 23 of this Bylaw.
26. If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.
27. Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
28. Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
29. Other than as set out in subsection 26 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

SCHEDULE “XXV”

To BYLAW #2026-xx

Bylaw No. 2026-XX being a Bylaw to prohibit and regulate parking is hereby amended as follows:

1. by adding the following definitions:

"AMPS Bylaw" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations Bylaw as amended or any successor thereto;

“Penalty Notice” means a notice issued pursuant to the Municipality’s AMPS Bylaw;

2. by adding the following new heading and sections after section 46 and renumbering subsequent sections accordingly:

ADMINISTRATIVE PENALTIES

47. This Bylaw is a designated Bylaw under the Municipality’s AMPS By-Law.

48. An Officer who is satisfied that a person has contravened any provision of this Bylaw, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
ADMINISTRATIVE MONETARY PENALTIES
BYLAW # 2026-XX
Parking Bylaw

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining the offence	COLUMN 3 Administrative Monetary Penalty
1.	Fail to park on the right hand side of highway.	s. 6(1)	\$50.00
2.	Fail to park within 50cm of curb/edge of roadway.	s. 6(2)	\$50.00
3.	Fail to park within painted lines in designated parking space.	s. 7	\$50.00
4.	Park/stop/stand vehicle in manner that	s. 8	\$50.00

	interferes with movement of traffic/clearing of snow.		
5.	Park where prohibited by authorized sign.	s. 10	\$50.00
6.	Park vehicle on sidewalk.	s. 11	\$50.00
7.	Park vehicle on boulevard.	s. 12	\$50.00
8.	Park vehicle on crosswalk.	s. 13	\$50.00
9.	Park vehicle in intersection/obstruct intersection.	s. 14	\$50.00
10.	Park vehicle within 3 metres of corner.	s. 15	\$50.00
11.	Park vehicle in front of public/private entrance/driveway.	s. 16	\$50.00
12.	Park vehicle within 3 metres of hydrant.	s. 17	\$50.00
13.	Park vehicle within 90 metres of fire scene in progress.	s. 18	\$100.00
14.	Park vehicle on/within 10 metres of a bridge.	s. 19	\$50.00
15.	Park vehicle on approach to fire station/police station/ambulance station.	s. 20	\$250.00
16.	Park vehicle on roadway side of vehicle parked at edge of highway.	s. 21	\$50.00
17.	Park vehicle in manner that will prevent removal of previously parked vehicle.	s. 22	\$50.00
19.	Park vehicle on highway for more than 72 consecutive hours.	s. 23	\$50.00
20.	Park vehicle on highway while advertising for sale by way of sign.	s. 24	\$50.00
21.	Park vehicle on highway without currently valid permit.	s. 26(1)(a)	\$50.00
22.	Park vehicle on highway without issued number plates properly affixed.	s. 26(1)(b)	\$50.00
23.	Park vehicle on highway without evidence of current permit validation affixed to number plate	s. 26(1)(c)	\$50.00
24.	Park bus/commercial motor vehicle/heavy vehicle/recreational vehicle/construction equipment on highway within residential zone	s. 27	\$50.00
25.	Park unattached trailer on highway	s. 28	\$50.00
26.	Park vehicle on highway if vehicle on jack/similar device	s. 29(1)	\$50.00
27.	Park vehicle on highway when one or more wheels have been removed	s. 29(2)	\$50.00
28.	Park vehicle on a highway in a fire route/emergency access route	s. 30	\$250.00
30.	Park vehicle on highway in designated accessible parking space without valid permit	s. 31(1)	\$300.00
31	Park vehicle on highway in designated accessible parking space if permit not	s. 31(2)	\$300.00

	displayed as required		
32.	Park vehicle on highway in designated accessible parking space for more than 2 hours	s. 32	\$50.00
33.	Park vehicle on any highway between 11:00pm and 7:00am between November 1 and March 31	s. 33	\$50.00
34.	Park vehicle on highway when snow removal sign posted	s. 34(1)	\$50.00
35.	Fail to remove vehicle parked on highway within 12 hours of snow removal sign being posted	s. 34(2)	\$50.00
36.	Park vehicle on highway during snowfall or within e 24-hour period following a snowfall	s. 35	\$50.00
37.	Park vehicle on highway within 3 metres of any corner when sign on display	s. 36(1)	\$50.00
38.	Park vehicle on highway other than on one side when roadway is less than 7.5m wide when signs on display	s. 36(2)	\$50.00
39.	Park vehicle on highway other than bus at designated bus stop when sign on display	s. 37	\$50.00
40.	Park vehicle on highway where angle parking permitted not at angle indicated by authorized sign	s. 38(2)	\$50.00
41.	Park vehicle on highway where prohibited by authorized sign	s. 39	\$50.00
42.	Park vehicle on highway in area identified as loading zone for longer than time specified by authorized sign	s. 41	\$50.00

49. Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Municipality within 15 days of the date of issuance after the completion of service.
50. Where a Penalty Notice has been canceled under the Municipality's AMPS Bylaw it shall not be considered a Penalty Notice for the purposes of subsection 48 of this Bylaw.
51. If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this Bylaw, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention

after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.

52. Each day on which a person contravenes any provision of this Bylaw shall be deemed to constitute a separate offence under this Bylaw as provided for in section 429(2) of the *Municipal Act, S.O. 2001, c. 25*
53. Each subsequent contravention that results in a conviction for the same offence will yield a higher fine (doubling each time) to a maximum of \$5,000.00 for a person and \$10,000.00 for every director, officer or employee of a corporation.
54. Other than as set out in subsection 51 of this Bylaw, the issuing of a Penalty Notice does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy the Municipality deems appropriate to prevent the continuation or repetition of the contravention.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW #2026-__

BEING A BY-LAW TO REGULATE PROPERTY FENCES IN THE MUNICIPALITY OF POWASSAN

WHEREAS the Council of the Corporation of the Municipality of Powassan deems it necessary to regulate the fencing of yards and to require that permits be obtained for fences;

AND WHEREAS Sections 2, and 8 through 11 of the Municipal Act, S.O. 2001 Chapter 25, as amended, provide for the Council of a Municipality to pass By-laws for purposes which include the provision of services and things necessary and desirable for the Municipality and fostering the current and future economic, social and environmental well-being of the Municipality, and powers the Municipality to regulate structures including fences, and provides for the issuance of permits and related matters;

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

SECTION 1 – TITLE AND APPLICATION

1.1 This By-law shall be cited as the ‘Property Fence’ By-law.

SECTION 2 – DEFINITIONS

- 2.1 BARRIER – means a fence, privacy screen, sound barrier, retaining wall, safety barrier or other accessory use.
- 2.2 CHIEF BUILDING OFFICIAL – means the Chief Building Official (CBO) appointed by the Council of the Corporation of the Municipality of Powassan.
- 2.3 COUNCIL – means the Council of the Corporation of the Municipality of Powassan.
- 2.4 DAYLIGHT CORNER – means on any corner lot a triangular space measured along the front yard and the exterior side yard property lines for a distance of 4.5 metres from their point of intersection.
- 2.5 FENCE – means any barrier or structure constructed of chain link metal, page wire, wood, stone, brick, or material having an equivalent degree of strength to enclose and/or define property boundaries.
- 2.6 FRONT YARD – means a yard extending across the full width of the lot between street line and the face of the building and includes the exterior side yard on a corner lot.
- 2.7 TEMPORARY – means an impermanent barrier installed for a limited period of time.

SECTION 3 – GENERAL

- 3.1 No person shall construct, use or maintain or cause construction, use or maintenance of a fence without authorization from the Chief Building Official.
- 3.2 Each person applying for a fence permit shall provide the Chief Building Official with a site plan identifying the property line pins/markers and where the fence will be constructed.
- 3.3 The fee for a fence permit shall be as contained in the User Fee By-law.
- 3.4 No person shall erect, construct, alter or maintain a fence containing barbed wire, electricity or any other material where there is a possibility that it could harm any person or animal, unless they have the written permission from the Chief Building Official.

- 3.5 Non-commercial electric fences will be permitted for agricultural, or gardening purposes within the interior of a property without written permission of the chief building official.
- 3.6 The good side of the fence shall be facing the neighbouring side. (posts on applicant's side).
- 3.7 Barriers other than property fences shall conform to the Building Code Act, S.O. 1992, c.23, as amended, or any successor thereof.
- 3.8 The Chief Building Official has the discretion to authorize variances to the height of the fence if he/she feels it is appropriate for that area.

SECTION 4 – FENCES IN RESIDENTIAL ZONES

- 4.1 The maximum height of a fence shall not exceed four (4) feet (1.2 metres) when located in the front yard, measured at the base (finished grade) to the top of the fence on the applicant's side.
- 4.2 The maximum height of a fence shall not exceed six (6) feet (1.8 metres) when located in the rear or side yards, measured at the base (finished grade) to the top of the fence on the applicant's side, including any lattice.
- 4.3 The fence shall be constructed of chain link metal, page wire, wood, stone, brick or material having an equivalent degree of strength as approved by the Chief Building Official.
- 4.4 No fence shall be constructed that would obstruct a daylight corner.
- 4.5 Fences for public uses by a public authority may exceed the maximum heights as stated in this By-law

SECTION 5 – FENCES IN NON-RESIDENTIAL ZONES

- 5.1 The maximum height of a fence shall not exceed six (6) feet (1.8 metres) when located in the front yard, measured at the base (finished grade) to the top of the fence on the applicant's side.
- 5.2 The maximum height of a fence shall not exceed eight (8) feet (2.4 metres) when located in the rear or side yards, measured at the base (finished grade) to the top of the fence on the applicant's side, including any lattice.
- 5.3 No fence shall be constructed that would obstruct a daylight corner.
- 5.4 A fence in a commercial, industrial, or rural zone may, upon approval by the Chief Building Official, be constructed with barbed wire or low voltage fencing and such approved barbed wire fencing must:
 - a) have a maximum of three strands of barbed wire, and
 - b) the first strand must be located at the top of the fence no less than eight (8) feet (2.4 metres) from the grade.

SECTION 6 – ENFORCEMENT

- 6.1 This By-law shall be enforced by the Chief Building Official and the Municipal Law Enforcement Officer of the Corporation of the Municipality of Powassan.

SECTION 7 – PENALTIES

- 7.1 Every person who contravenes any provision of this By-law is guilty of an offence. Pursuant to the provisions of the Provincial Offences Act R.S.O. 1990, c. P. 33 as amended, and upon conviction a person is liable to a fine of not more than \$5,000 exclusive of costs.
- 7.2 When a person has been convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter, may, in addition to any penalty imposed on the person convicted, issue and order prohibiting the continuation or repetition of the offence by the person convicted.
- 7.3 In the event of a dispute, the applicant who constructed the fence shall, at their expense, be required to verify the correct location of the fence

installation by way of employing the services of a registered Ontario Land Surveyor.

7.4 This By-law shall come into force and take effect upon the final passing thereof.

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council
this (date).

MAYOR

CLERK

Planning Report

Zoning By-law Amendment

Owner: Jonathan Wiebe, Jennifer Pimental
Location: Part of Lot 6 & 7, Concession 5 (Himsworth) Municipality of
Civic Address: Powassan 1527 Genesee Lake Road
File#: 2026-04
Date: July 23 2026

1. Development Proposal

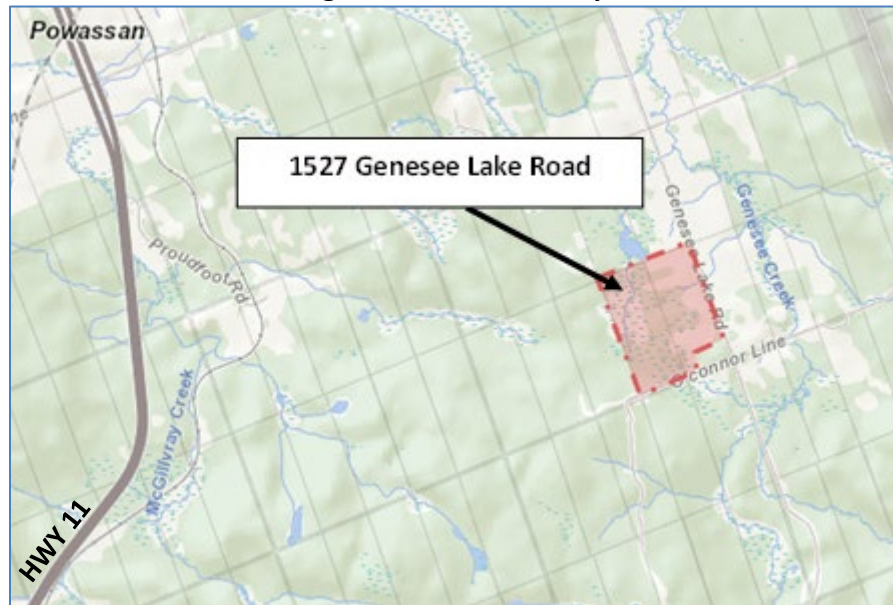
The purpose and effect of the proposed Zoning By-Law Amendment is to rezone portions of the subject lands from the current Rural (RU) Zone to the Environmental Protection (EP) Zone. The rezoning will reflect wetland features identified through Wetland Boundary Delineation Report submitted by FRI Ecological Services dated April 2026 (“the FRI report”) in support of Consent applications B17 & B18 / Powassan / 2026. This rezoning application would fulfill conditions of Consent for the above applications.

2. Property Description & Background

The subject lands are described as Part of Lot 6 and 7, Concession 5 (Himsworth), in the Municipality of Powassan, District of Parry Sound. The property is civically known as 1527 Genesee Lake Road, Powassan. The subject property is located at the northwest corner of Genesee Lake Road and O’Connor Line. The subject property is vacant land with areas of trees, open fields, creeks and wetlands.

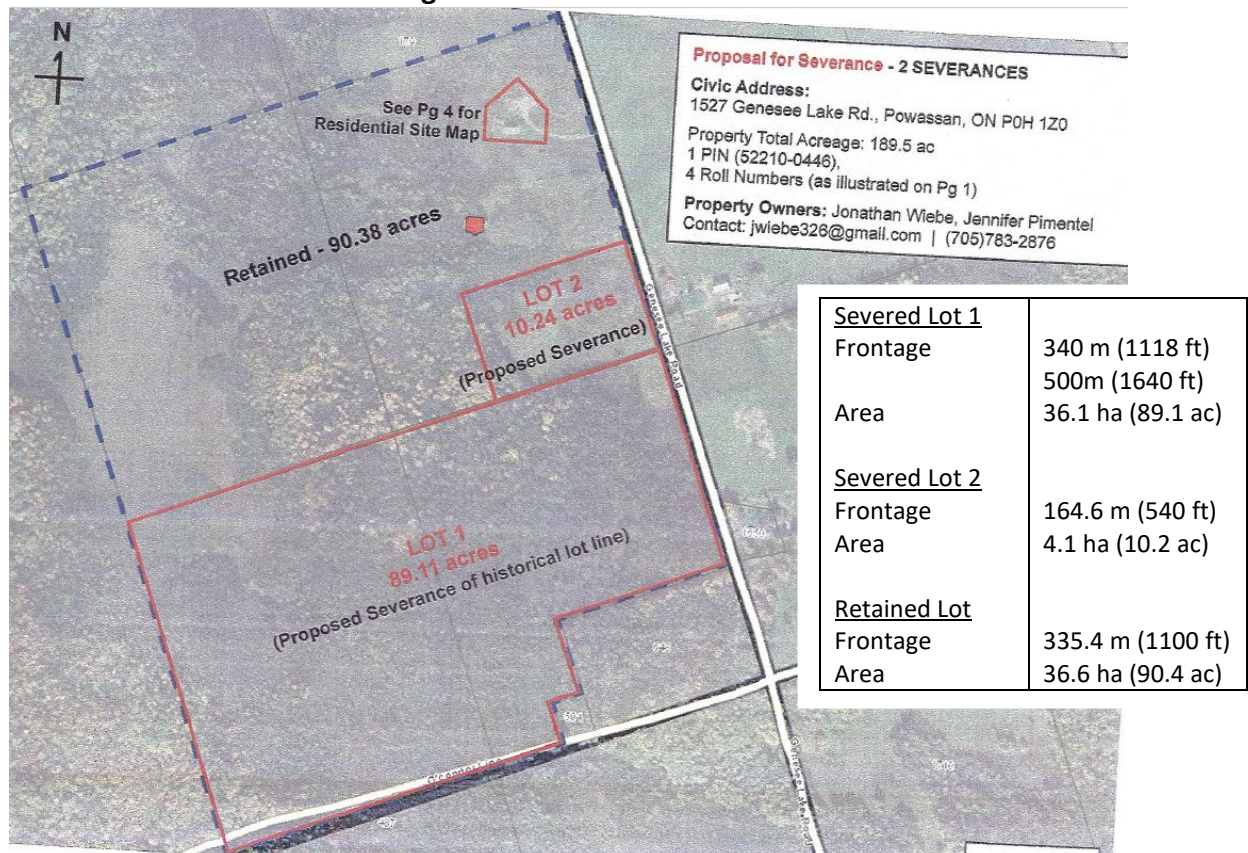
Powassan Official Plan (2003)	-Rural, Open Space designations -Wetland features, fish spawning, -Primary Sand & Gravel Resource area
Powassan Official Plan (2025)	-Rural, Open Space designations -Wetland – not evaluated, fish spawning -Sand & Gravel Resource area
Powassan Zoning By-law 2003-38	Rural (RU) Zone
Lot Area	76.8 ha (189.7 ac)
Lot Frontage	835 m (2738 ft) Genesee Lake Road

Figure 1 - Location Map



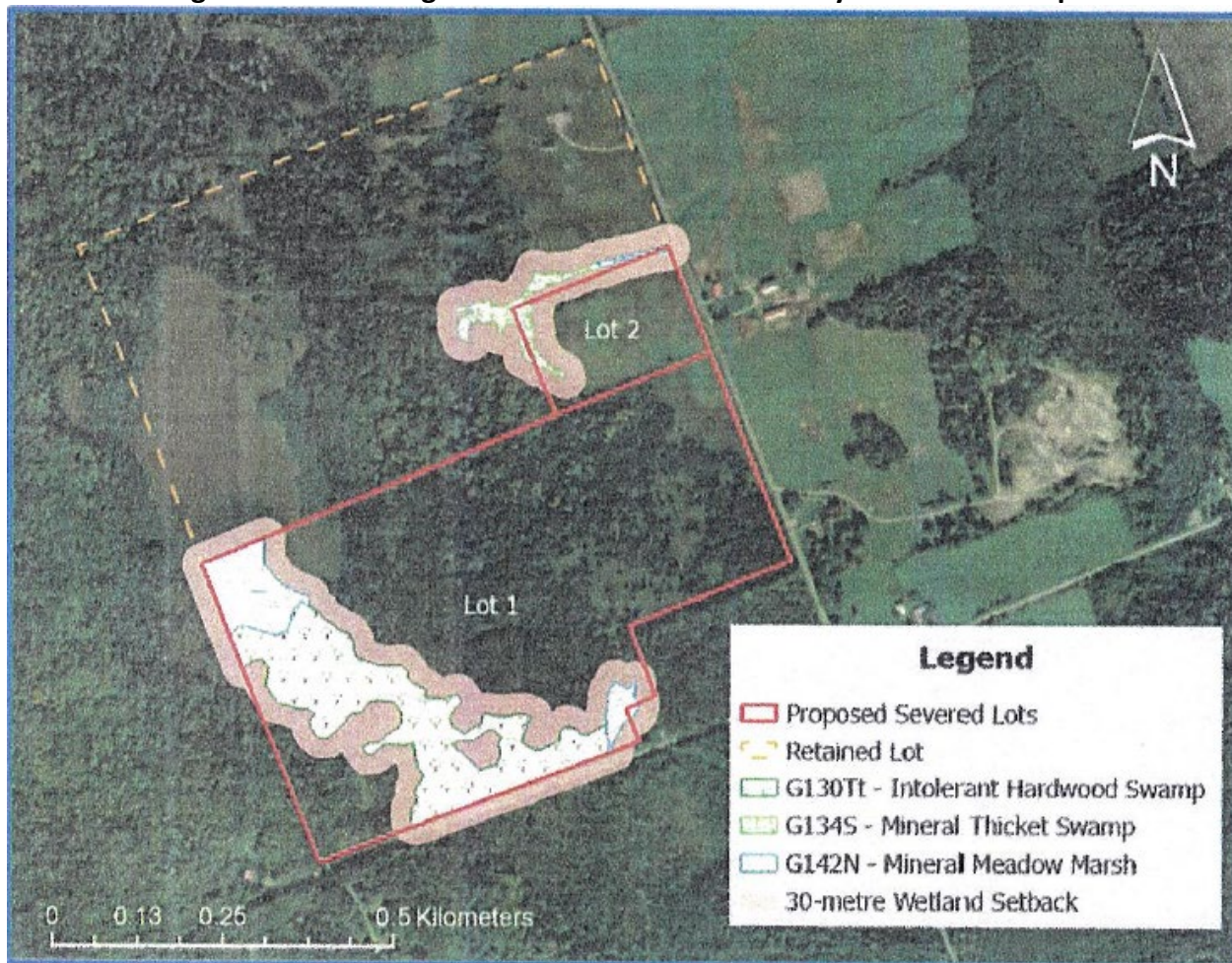
The owners have obtained provisional approval from the Southeast Parry Sound Area Planning Board to sever 2 new lots from the subject lands through Consent B17 & B18/Powassan/2026:

Figure 2 – Consent Sketch



As part of consideration of the Consent applications, the FRI report was submitted due to the prevalence of large wetland areas on the subject lands. The report assessed wetland boundaries and identified suitable development envelopes outside of constraint areas, along with a recommended 30 metre setback to the boundaries of the identified features. The new wetland features identified by the FRI report consist of an intolerant hardwood swamp, a mineral thicket swamp, and a mineral meadow marsh and are depicted on Figure 3 below. These features were not captured within the existing Environmental Protection (EP) Zone on the subject lands, and this rezoning application will place these features and associated 30m buffer within the appropriate EP zone.

Figure 3 – FRI Ecological Services Wetland Boundary Delineation Map



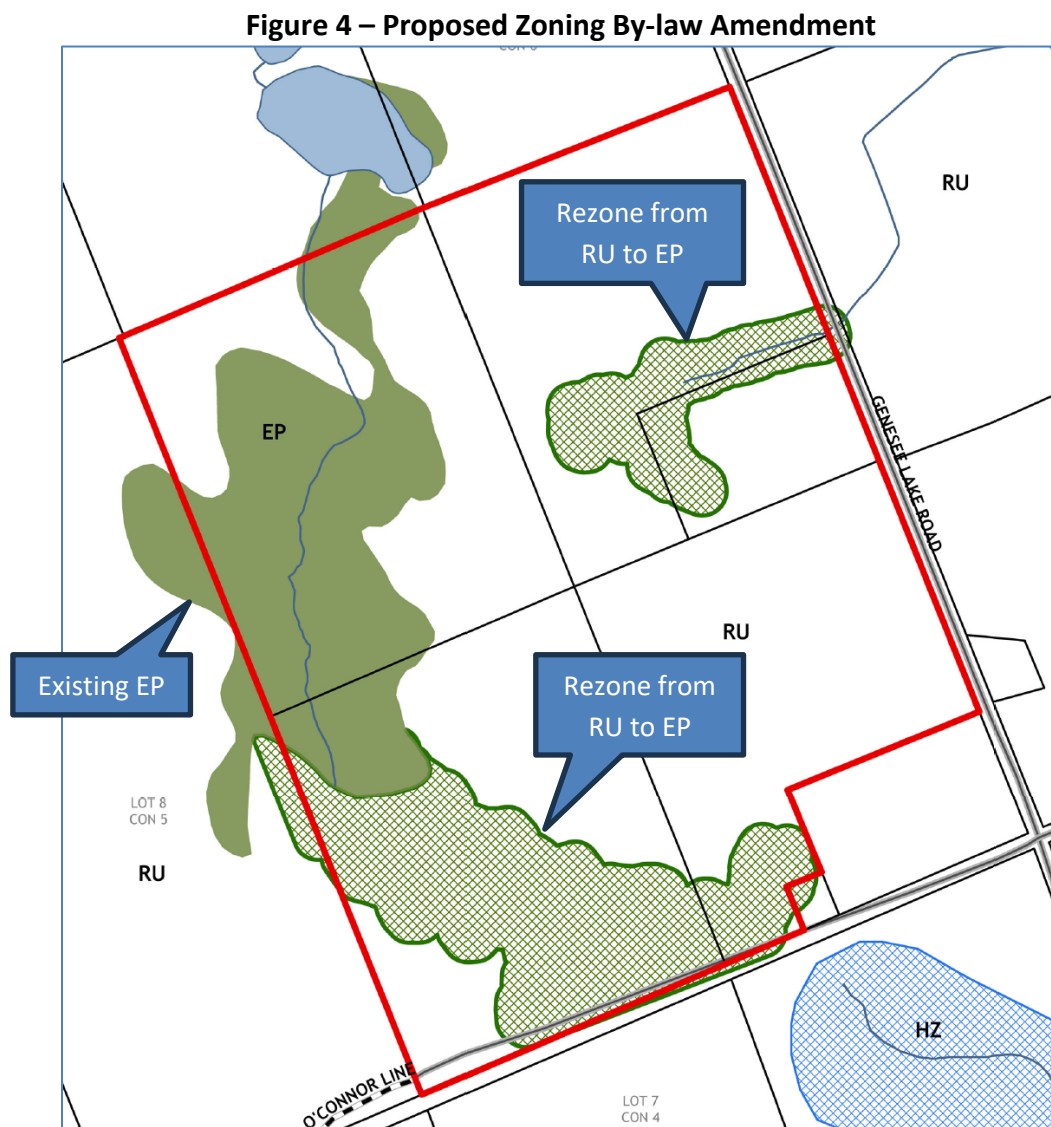


Figure 4 depicts the existing EP Zone (solid green) on the subject lands. The amendment, shown in the green hatching, would enhance the EP Zone on the west side of Severed Lot 1, and along the north boundary of Severed Lot 2 to reflect identified features and the 30 metre buffer to the features.

3. Analysis

3.1 Provincial Planning Statement, 2024

The subject property is in the Rural Area and on Rural Lands according to the PPS. Multiple property constraints were also identified during the review and include wetland and watercourse natural heritage features. Section 4.1 of the PPS refers to Natural Heritage policies where:

- 1. Natural features and areas shall be protected for the long term.*
- 2. The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.*
- 8. Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.*

The FRI report concludes that additional features on site should be included within the EP Zone that are currently within the RU Zone. The EP Zone will include the recommended 30 m setback to the feature as shown in Figure 4. Development of the 2 new severed lots and retained lot can occur outside of the recommended wetland buffers without negatively impacting the existing and newly identified natural heritage features.

The application is consistent with the PPS.

3.2 Growth Plan for Northern Ontario, 2011

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

3.3 Municipality of Powassan Official Plan (2003)

The subject property is designated Rural Area in the 2003 Official Plan on Schedule A and identifies a cold-water stream and areas of wetland features and fish spawning that are designated “Open Space” on Schedule A and “Wetland Features/Flood Plain” on Schedule B of the Official Plan.

Section 5.8 lists the objectives for the Open Space Designation:

5.8 OPEN SPACE DESIGNATION

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

Section 5.8.5 contains policy requirements for lands that may contain features that are not otherwise mapped:

5.8.5 Mapping

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

The proposed zoning by-law amendment has been supported by the FRI report, and will add natural features that have been identified on site that were not otherwise mapped in Schedule B. This rezoning application will ensure that newly identified natural features and functions on site are protected, and that the balance of the subject lands are suitable for development that will have no negative impacts on the wetland features.

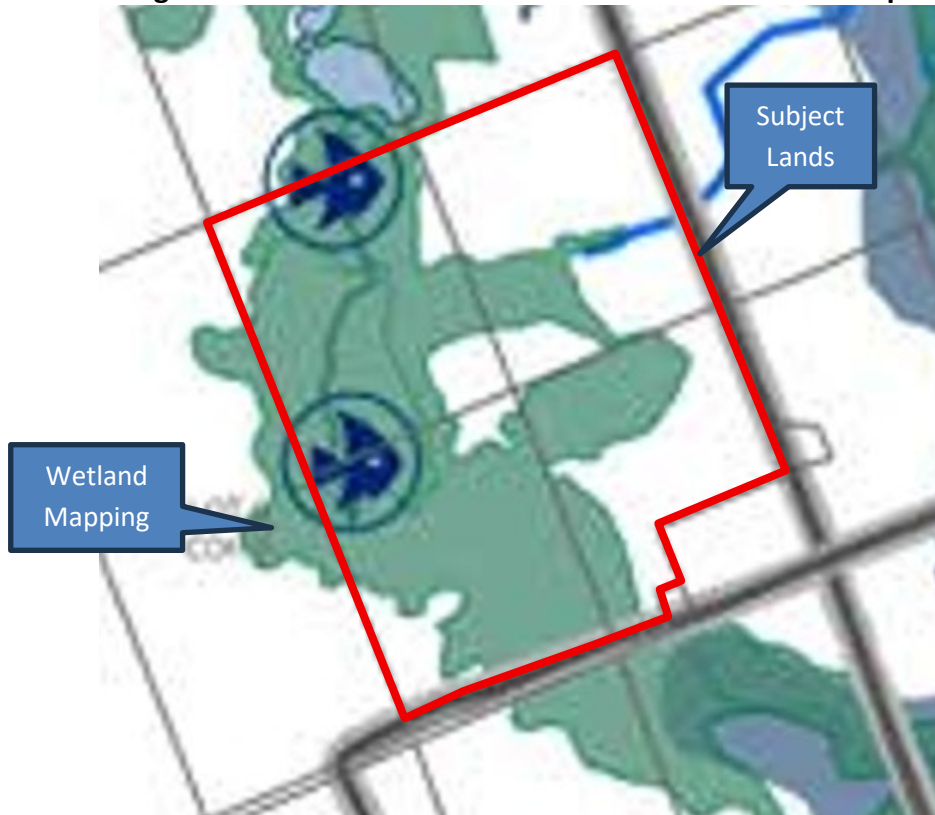
The proposed zoning by-law amendment has been reviewed against the applicable policies of the 2003 Official Plan and is found to conform to the overall intent.

3.4 Municipality of Powassan (Adopted) Official Plan (2025)

The application has been assessed against the policies of the 2025 Official Plan to ensure conformity.

The subject lands are designated “Rural Area” on Schedule ‘A’ – Land Use Designations and contains “Wetland – Not Evaluated” mapping on Schedule ‘B’ – Environmental Features of 2025 Official Plan. An excerpt from Schedule B showing the proposed wetland mapping applicable to the subject lands is shown below:

Figure 5 – 2025 Powassan Official Plan Schedule 'B' Excerpt



Section 4.27 lists policies specific to development within or adjacent to wetland features:

4.27.1 This Plan strives to protect wetlands whether Provincially significant or locally significant. Wetlands shall be protected and maintained in a natural state. Wetland re-establishment at the expense of those responsible for the loss of wetland will be encouraged if loss or degradation occurs.

4.27.2 An Environmental Impact Statement may be required where development or site alteration is proposed within any wetland. Development and site alteration shall only be permitted if it can be demonstrated that it will not result in a negative impact on the wetland.

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

As depicted on Schedule 'B', the wetland features on the subject lands have been expanded and revised in the new Official Plan mapping that more accurately captures the extent and

boundaries of the features. The proposed zoning by-law amendment will rezone those wetland features to the EP Zone, which appears to be consistent with and align with the boundary of the wetland features shown on the 2025 Official Plan Schedule 'B'.

The proposed rezoning is consistent with the wetland protection policies of the 2025 Powassan Official Plan.

3.5 Zoning By-law 2003-38

The subject lands are currently zoned Rural (RU) and Environmental Protection (EP) on Schedule A of the Zoning By-law and shown in Figure 4 (Page 4). The proposed Zoning By-law Amendment will rezone portions of the lot from RU Zone to EP Zone in accordance with the recommendations of the FRI report and will fulfill conditions of Consent for applications B17 & B18/Powassan/2026, which have been deemed appropriate and provisionally approved by the Planning Board. The rezoning will place wetlands and an associated development buffer within the EP Zone to ensure that these features are protected from negative impacts associated with site development in future. The rezoning conforms with the Powassan Official Plan 2003 and 2025.

A draft zoning by-law amendment is attached in Appendix 1.

4. Conclusion

The Zoning By-Law amendment is consistent with the PPS 2024, conforms with the Powassan Official Plan (2003, 2025), and complies with all other requirements of the Zoning By-law. The site-specific amendment will zone identified wetland features into the appropriate EP Zone and will impose a 30 metre setback to these features in accordance with the recommendations of the FRI report. The zoning by-law amendment will fulfill conditions of provisional Consent, and represents good planning.

Respectfully Submitted,

PLANSCAPE INC.



Adam Kozlowski, MCIP, RPP
Planning Consultant

Appendix 1 – Draft Zoning by-law Amendment

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW #2026-24

Being A Bylaw to Control Noise Within the Municipality of Powassan

WHEREAS the *Municipal Act*, S.O. 2001 as amended, Section 129 authorizes a municipality to prohibit, regulate and otherwise control noise.

AND WHEREAS Section 425(1) of the Municipal Act, 2001, S.O. c.25 as amended, states that a municipality may pass Bylaws providing that a person who contravenes a Bylaw of the municipality passed under this Act is guilty of an offence, 2006, c. 32, Sched. A, s. 184.

AND WHEREAS Section 444 of the Municipal Act, 2001, S.O. c.25 as amended, provides that the municipality may make an order requiring the person who contravened the Bylaw or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity, and any person who contravenes such an order is guilty of an offence;

AND WHEREAS People have a right to and should be ensured an environment free from unusual, unnecessary or excessive noise which may degrade the quality and tranquility of their life or cause nuisance;

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

SECTION 1 – SHORT TITLE

1.1 This Bylaw shall be cited as the ‘Noise Control’ Bylaw.

SECTION 2 – DEFINITIONS

- 2.1 "Appliance" means a household device whether fixed or portable;
- 2.2 "Applicant" means a person or persons seeking an exemption of either a temporary or permanent nature from the provisions and requirements of this Bylaw;
- 2.3 "Construction" includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose and includes any work in connection therewith;
- 2.4 "Construction Equipment" means any equipment or device designed and intended for use in construction or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment;

- 2.5 "Conveyance" includes a vehicle and any other device employed to transport a person or persons or goods from place to place but does not include any such device or vehicle if operated only within a building;
- 2.6 "Council" means the Council of The Corporation of the Municipality of Powassan;
- 2.7 "Domestic Pet" means any member of the species *canis familiaris* kept as a pet;
- 2.8 "Excessive Noise" means noise under human control and of such a nature as to interfere with the peace, comfort and convenience of any person. The person making the complaint must not be in or at the same place where the noise is being emitted;
- 2.9 "Emergency Vehicles and Equipment" means any emergency services vehicle including fire trucks, ambulances, police vehicles, utility emergency vehicles, loud speakers or emergency siren and any other method of acquiring the public's attention during an emergency situation or mock disaster practice scenario owned by or operation on behalf of The Municipality of Powassan, the Province of Ontario, the Government of Canada or such agencies including but not limited to Canadian National Railway, or Hydro One;
- 2.10 "Generator" means a device which consumes fuel (i.e. propane, diesel, natural gas) to produce electrical power;
- 2.11 "Highway" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles;
- 2.12 "Motorized Conveyance" means a conveyance propelled or driven otherwise than by muscular, gravitational or wind power;
- 2.13 "Noise" means unwanted sound and vibrations;
- 2.14 "Owner" means the registered owner of the land from which noise originates and also includes a trustee acting on behalf of the registered owner, the estate of a registered owner and a person with a leasehold interest in the land;
- 2.15 "Point of Reception" means any place on a property where sound or vibration is heard, the source of which does not originate from same property;
- 2.16 "Public Park" means any open space or recreational area, owned or controlled by The Corporation of the Municipality of Powassan, commission or other authority established under any statute of the Province of Ontario;
- 2.17 "Service Vehicle" means a vehicle operated by or on behalf of The Municipality of Powassan or private contractor, while such vehicle is being used in the clearing and removal of snow, sanding or salting;

SECTION 3 – PROHIBITIONS

- 3.1 No person or owner shall emit, cause or permit the emission of noise, which is clearly audible to a person at a point of reception, resulting from an act listed in Schedule "A" – Prohibitions, within the prohibited time shown for such an act.
- 3.2 No person or owner shall emit, cause or permit the emission of excessive noise, which disrupts the normal living or working environment of a person at a point of

reception, resulting from an act listed in Schedule "A" - Prohibitions, regardless of the prohibited time as listed.

SECTION 4 – GENERAL EXEMPTIONS

- 4.1 Notwithstanding any other provision of this Bylaw, it shall be lawful to emit or cause or permit the emission of sound or vibration in connection with emergency measures undertaken:
 - a) For the immediate health, safety or welfare of the inhabitants or any of them: or
 - b) For the preservation or restoration of property; unless such sound or vibration is clearly of a longer duration, or nature that is more disturbing than is reasonably necessary to accomplish such emergency purpose.
- 4.2 The operation of service vehicles.
- 4.3 Audible pedestrian signals.
- 4.4 Section 3.2 of this Bylaw shall be deemed not to apply to the following:
 - a) Reasonably necessary sound or vibration related to industrial or commercial operations.

SECTION 5 – GRANT OF EXEMPTION BY COUNCIL

- 5.1 Notwithstanding anything contained in this Bylaw, any person may make application to Council to be granted an exemption from any of the provisions of this Bylaw with respect to any source of sound or vibration for which he/she might be prosecuted. Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect. Any exemption granted shall specify the time period, not in excess of six (6) months during which it is effective and may contain such terms and conditions as Council sees fit.
- 5.2 In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit.
- 5.3 Breach by the applicant of any of the terms or conditions of the exemption shall render the exemption null and void.

SECTION 6 – SEVERABILITY

- 6.1 If any section or sections of this Bylaw or parts thereof are found by a court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

SECTION 7 – CONFLICT

- 7.1 If a provision of this Bylaw conflicts with an Act or regulation or another Bylaw the provision that is the most restrictive shall prevail.

SECTION 8 – PENALTY

- 8.1 Every person who contravenes any provision of this Bylaw is guilty of an offence and upon conviction, shall be liable to a fine of not more than five thousand (\$5,000.00) dollars, as provided for in the Provincial Offences Act, R.S.O. 1990, Chapter P. 33.

SECTION 9 – ADMINISTRATIVE CORRECTIONS

- 9.1 The Clerk of the Municipality of Powassan is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the Bylaw and schedule(s) as may be deemed necessary after the passage of this Bylaw, where such modifications or corrections do not alter the intent of the Bylaw.

SECTION 10 – REPEAL

- 10.1 This Bylaw repeals Bylaw Number 2001-29

SECTION 11 – SCHEDULES

- 11.1 The schedules to this Bylaw shall be deemed to form part of this Bylaw

SECTION 12 – ENACTMENT

- 12.1 That this Bylaw shall take effect on the date it is passed.

READ a **FIRST** and **SECOND** time on the 14th day of July 2026 and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council the 11th day of August 2026.

Mayor

Clerk

SCHEDULE A to BYLAW #2026-24

Municipality of Powassan

Part I Provincial Offences Act

Bylaw #2026-24 'Noise Control' Bylaw

	Prohibitions	Prohibited Period of Time
1	The operation of any electronic devices intended for the production, reproduction or amplification of sound.	11:00 p.m. one day to 7:00 a.m. the next day
2	The operation of any auditory signaling device including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles.	11:00 p.m. one day to 7:00 a.m. the next day
3	The operation of any construction equipment or in connection with construction	9:00 p.m. one day to 7:00 a.m. the next day
4	The operation of a toy, model, or replica of a larger device, that has no function other than amusement.	11:00 p.m. one day to 7:00 a.m. the next day
5	The operation of any motorized conveyance other than on a highway or authorized trail.	11:00 p.m. one day to 7:00 a.m. the next day
6	The operation of a motorized conveyance resulting in excessive noise.	11:00 p.m. one day to 7:00 a.m. the next day
7	Persistent barking, whining or other similar persistent noise making by a domestic pet.	11:00 p.m. one day to 7:00 a.m. the next day
8	The operation of any powered or nonpowered tool, equipment or appliance for domestic purposes other than snow removal.	11:00 p.m. one day to 7:00 a.m. the next day
9	The operation of solid waste bulk lift or refuse compacting equipment.	11:00 p.m. one day to 7:00 a.m. the next day
10	Yelling, shouting, hooting or hollering.	11:00 p.m. one day to 7:00 a.m. the next day
11	Loud playing of musical instruments.	11:00 p.m. one day to 7:00 a.m. the next day
12	The detonation of fireworks or explosive devices not used in construction.	11:00 p.m. one day to 7:00 a.m. the next day
13	The operation of a motorized conveyance in such a way as to rev the engine beyond what is required for normal operation and maintenance.	11:00 p.m. one day to 7:00 a.m. the next day
14	The operation of a generator to provide power to a residential dwelling other than during a power outage or other than during the construction phase prior to power being installed in the constructed building.	11:00 p.m. one day to 7:00 a.m. the next day

SCHEDULE B to BYLAW #2026-24**Municipality of Powassan****Part I Provincial Offences Act****Bylaw #2026-24 'Noise Control' Bylaw**

ITEM	COLUMN 1 Short form wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fine
1.	Permitting noise from electronic device during prohibited time	s. 3.1 schedule A (1)	\$300.00
2.	Permitting noise from auditory signaling device during prohibited time	s. 3.1 schedule A (2)	\$300.00
3.	Permitting noise from construction equipment during prohibited time	s. 3.1 schedule A (3)	\$300.00
4.	Permitting noise from a toy, model or replica during prohibited time	s. 3.1 schedule A (4)	\$300.00
5.	Permitting noise from a motorized conveyance during prohibited time	s. 3.1 schedule A (5)	\$300.00
6.	Permitting noise from a motorized conveyance resulting in excessive noise	s. 3.1 schedule A (6)	\$300.00
7.	Permitting persistent noise from a domestic pet during prohibited time	s. 3.1 schedule A (7)	\$300.00
8.	Permitting noise from any tool, equipment or appliance during prohibited time	s. 3.1 schedule A (8)	\$300.00
9.	Permitting noise from solid waste bulk lift or refuse compacting	s. 3.1 schedule A (9)	\$300.00
10.	Making or permitting noise by yelling, shouting, hooting or hollering during a prohibited time	s. 3.1 schedule A (10)	\$300.00
11.	Permitting noise from loud playing of musical instruments during prohibited time	s. 3.1 schedule A (11)	\$300.00
12.	Permitting noise by detonating fireworks or explosive devices during prohibited time	s. 3.1 schedule A (12)	\$300.00
13.	Permitting the operation of a motorized conveyance in such a way to rev the engine	s. 3.1 schedule A (13)	\$300.00
14.	Permitting noise from a domestic generator during prohibited time	s. 3.1 schedule A (14)	\$300.00
15.	Cause or permit excessive noise which disrupts normal living or working environments	s. 3.2	\$300.00

NOTE: The penalty provision for the offence listed above is Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P. 33.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
(WIEBE-PIMENTAL)
BYLAW NO. 2026-25

Being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning By-law for the Municipality of Powassan with respect to lands described as Lot 5 & 6, Concession 5, Himsworth, (Civic Address: 1527 Genesee Lake Road), in the Municipality of Powassan, District of Parry Sound.

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

AND WHEREAS the owners of the subject lands have filed an application with the Municipality of Powassan to amend By-law No. 2003-38, as amended to fulfill conditions of Consent B17 & B18/Powassan/2026;

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

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

1. **THAT** Schedule 'A' to Zoning Bylaw No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as Lot 5 & 6, Concession 5, Himsworth, (1527 Genesee Lake Road), in the Municipality of Powassan, from Rural (RU) Zone to Environmental Protection (EP) Zone as shown hatched on Schedule 'A-1' attached hereto and forming part of this Bylaw.
2. This Bylaw shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

READ a FIRST, SECOND, and a THIRD and FINAL time and adopted as such, for the immediate wellbeing of the Municipality this 11th day of August, 2026.

Mayor

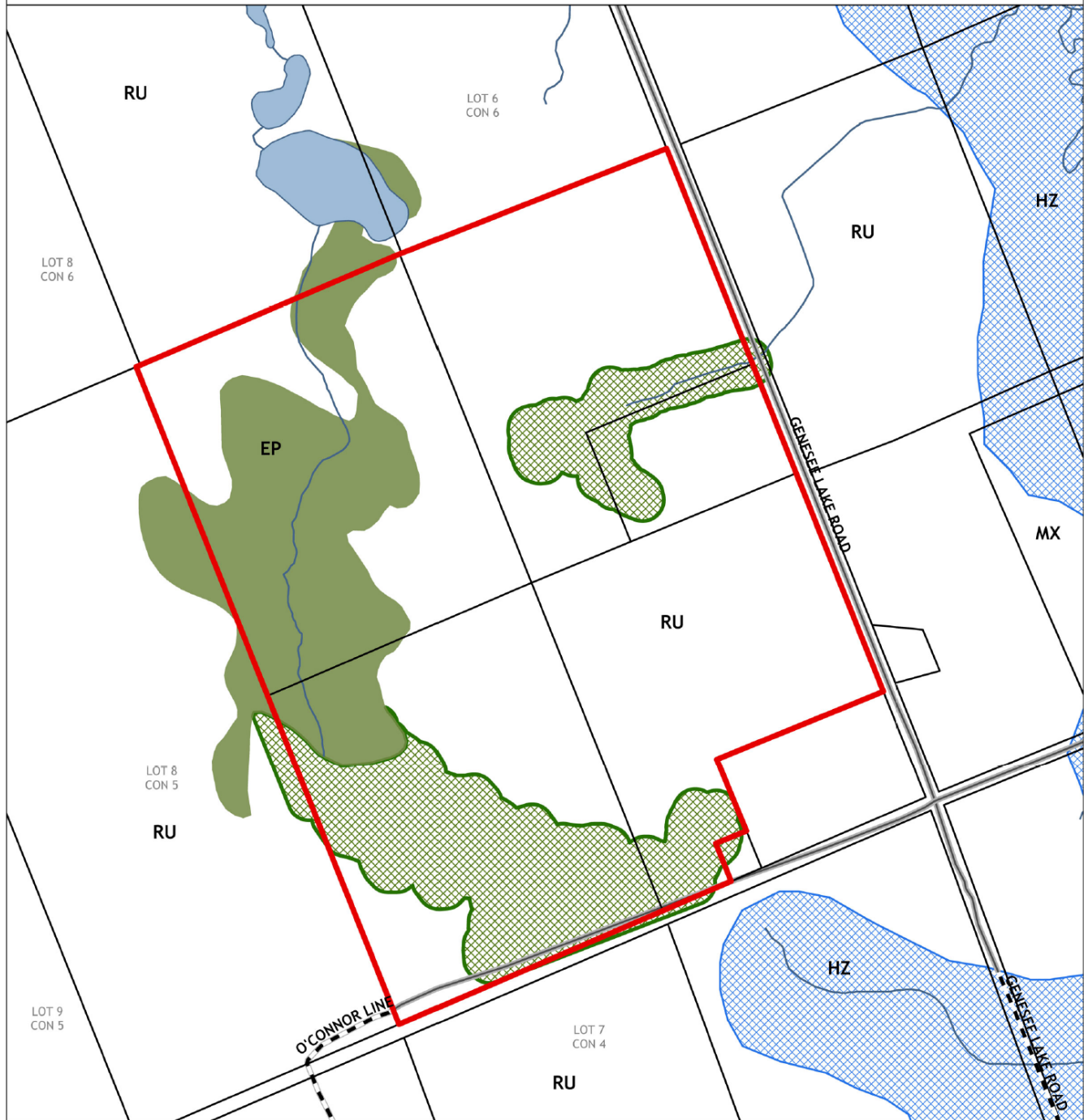
Clerk

SCHEDULE 'A-1'

THE MUNICIPALITY OF POWASSAN

SCHEDULE 'A' TO BY-LAW No. _____

The Municipality of
Powassan
The Heart of Good Living



 LANDS TO BE REZONED FROM RURAL (RU) TO ENVIRONMENTAL PROTECTION (EP)



THIS IS SCHEDULE 'A' TO BY-LAW No. _____

PASSED THIS _____ DAY OF _____ 2026.

THIS DRAWING IS PROVIDED FOR ILLUSTRATION PURPOSES ONLY AND SHOULD NOT BE RELIED UPON FOR EXACT BOUNDARY DETERMINATIONS. FOR AUTHORIZED BOUNDARY INFORMATION, PLEASE CONTACT THE MUNICIPALITY OF POWASSAN.

MAYOR _____

CLERK _____

SYSTEM OVERVIEW

April 1st to June 30th , 2026

OPERATIONAL HIGHLIGHTS

Drinking Water System

- The water treatment system operated well during the second quarter.
- OCWA operators set up 2 PRV's at wellhouse area in preparation for dig to repair leak at Fair View Lane without shutting off water to the school.
- Repair to 1" service line on Fairview Lane.

Wastewater Treatment

- The wastewater treatment system performed well during the second quarter.
- North cell lagoon treated with 1040 imperial gallons (IMPG) of ferric sulphate on May 5, 2026.
- South cell lagoon treated with 1460 IMPG of ferric sulphate on May 5, 2026.
- Spring discharge (North, South, and Old Cells) completed from April 22 to June 12. Effluent samples below limits stated in Environmental Compliance Approval (ECA).

CAPITAL PLAN PROGRESS

Drinking Water System

- IT / SCADA group upgraded router

Wastewater Treatment

- N/A

ASSET MANAGEMENT

See Appendix A - Work Order summary for water treatment plant (WTP)
See Appendix B - Work Order summary for wastewater treatment lagoon (WWTL)

CALL-OUT SUMMARY

See Appendix C – Call-out Report for WTP
See Appendix D – Call-out Report for WWTL

REGULATORY

- All drinking water samples required under O. Regulation 170/03 were collected and tested in the second quarter of 2026 and all results fell within regulatory limits.
- Winter term pH and alkalinity sampling completed April 13, 2026.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed April 13, 2026.
- Off-site external Surveillance audit completed May 6, 2026, there was one opportunity for improvement (OFI) identified.
- No Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections were conducted this quarter.
- All required sewage samples required under the system's ECA collected and tested in the second quarter of 2026.

INCIDENTS AND COMPLAINTS

Powassan Drinking Water System

Incident	N/A
Date	
Details	

Powassan Wastewater System

Incident	Powassan Clark Lift Station Overflow
Date	April 4, 2026
Details	• Start: April 4, 2026 at 21:30 • End: April 5, 2026 at 06:30 • Duration: 9 hours • Estimated Overflow Volume: 250 m³ Environmental Impact The overflow was caused by increased flows associated with snowmelt and precipitation that exceeded the capacity of the collection system/lift station. An estimated 250 m³ of wastewater was discharged during the event. Response Actions • Operational staff monitored the event and investigated the cause of the overflow. • Samples were collected to assess the characteristics of the discharge and potential environmental impacts.

	The overflow ceased once flows subsided and normal operating conditions were restored.
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Incident	Powassan Clark Lift Station Overflow
Date	April 14, 2026
Details	Start: April 14, 2026 at 08:30 End: April 14, 2026 at 1930 Duration: 11 hours Estimated Overflow Volume: 110 m³ Environmental Impact The overflow was caused by increased flows associated with snowmelt and precipitation that exceeded the capacity of the collection system/lift station. An estimated 110 m³ of wastewater was discharged during the event. Response Actions - Operational staff monitored the event and investigated the cause of the overflow. - Samples were collected to assess the characteristics of the discharge and potential environmental impacts. The overflow ceased once flows subsided and normal operating conditions were restored.

HEALTH AND SAFETY

- Staff training completed on Ladder Safety.
- Staff training completed on NEO Working Alone Requirements.
- Staff training completed on Summer Safety on the Job.

POWASSAN DRINKING WATER SYSTEM PERFORMANCE

See Appendix E – Performance Assessment Report Water

POWASSAN WASTEWATER TREATMENT LAGOON – WASTEWATER FLOW SUMMARY

See Appendix F – Performance Assessment Report Wastewater



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix A - Work Order Summary for WTP

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
5070870	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	4/1/26 12:00 AM	4/27/26 07:57 AM	4/27/26 07:57 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -April 22, 2026. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on- call operator. This confirms that the building door intrusion alarm is working. DF
5079932	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	CLOSE	4/1/26 12:00 AM	4/8/26 07:57 AM	4/8/26 07:57 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -April 02, 2026 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the Reservoir back up generator started and transferred power from normal Hydro to back up system. Power transfer successful after multiple crank attempts. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				Workorder Details			
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	
	</						

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

			Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	WorkLog Detail
5087314			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1 MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033 -Analyzer Chlorine Inspection/Service (1m) at the well house was performed by Dan Finnigan on April 22, 2026, following the low chlorine alarm test and probe maintenance. The chlorine analyzer was compared to the hand-held analyzer before the well pumps were allowed to restart. Online analyzer: 1.98 mg/L Free Cl2 Handheld analyzer: 1.93 mg/L Free Cl2 The online analyzer was within 0.05 mg/L Free Cl2 and therefore did not required adjustment.
5089100	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	Inspection	1 MONTHS	
							TPM Inspection/Maintenance (1m) 6033 -April 22, 2026. Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5089105	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	4/1/26 12:00 AM	4/27/26 08:04 AM	4/27/26 08:04 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -April 22, 2026 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1797 Oil Level = Full Coolant Temp=177 Deg.F Battery Voltage= 13.7V Oil Pressure 60 psi Fuel level = approximately 3.5 inches Hrs at start: 9964 hr 28 min Hrs at stop: 9965 hr 15 min Exhaust Temp = 580 Deg. F

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5090865	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	4/1/26 12:00 AM	4/29/26 02:37 PM	4/29/26 02:37 PM	WISKI Review (1m) 6033 WISKI Review (1m) for the month of March 2026 was completed on April 29, 2026 by Dan Finnigan. Correction were made for chlorine residuals from testing as well and high and low chlorine occurrences, etc. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
5099597	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	CLOSE	4/1/26 12:00 AM	4/8/26 07:56 AM	4/8/26 07:56 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on April 02, 2026. A single point calibration was conducted after placing the analyzer probe online. The online analyzer did not required adjustment
5129122	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Low/lift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	5/1/26 12:00 AM	5/29/26 10:05 AM	5/29/26 10:05 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -May 27, 2026 Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				Workorder Details			
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	
				PM	Refurbish/ Replace/Repair	FEQ 1 MONTHS	
5138494	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1 MONTHS	Work Order Description: Reservoir Natural Gas Generator Inspection/Functional Test (1m) Status: COMP Schedule Start: 5/1/26 12:00 AM Actual Start: 5/29/26 10:06 AM Actual Finish: 5/29/26 10:06 AM WorkLog Detail: Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -May 27, 2026 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the Reservoir back up generator started and transferred power from normal Hydro to back up system. Power transfer successful after multiple crank attempts. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.
5144286	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1 MONTHS	Work Order Description: Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on May 27, 2026. The CI2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. WIN911 Alarming and the HMI (via Telus) provided notification to the on call operator After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low CI2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5144537	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	5/1/26 12:00 AM	5/29/26 10:09 AM	5/29/26 10:09 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on May 27, 2026 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)
5144639		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	5/1/26 12:00 AM	5/29/26 10:24 AM	5/29/26 10:24 AM	Analyzer Chlorine Inspection/Service (1m) 6033 -Analyzer Chlorine Inspection/Service (1m) at the well house was performed by Dan Finnigan on May 27, 2026 following the low chlorine alarm test and probe maintenance. The chlorine analyzer was compared to the hand-held analyzer before the well pumps were allowed to restart. Online analyzer: 1.76 mg/L Free Cl2 Handheld analyzer: 1.80 mg/L Free Cl2 The online analyzer was within 0.04 mg/L Free Cl2 and therefore did not required adjustment.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5146237	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	5/1/26 12:00 AM	5/29/26 10:15 AM	5/29/26 10:15 AM	TPM Inspection/Maintenance (1m) 6033 -May 27, 2026 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
5146242	0000209142	GENERATOR DIESEL POW/ASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	5/1/26 12:00 AM	5/29/26 10:21 AM	5/29/26 10:21 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -May 27, 2026 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1797 Oil Level = Full Coolant Temp=177 Deg.F Battery Voltage= 13.7 V Oil Pressure 59 psi Fuel level = approximately 4.0 inches Hrs at start: 9974 hr 18 min Hrs at stop: 9976 hr 15 min Exhaust Temp = 580 Deg. F

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5147305	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	5/1/26 12:00 AM	5/6/26 02:35 PM	5/6/26 02:35 PM	WISKI Review (1m) 6033 WISKI Review (1m) for the month of April 2026 was completed on May 6, 2026 by Dan Finnigan. Correction were made for chlorine residuals from testing as well and high and low chlorine occurrences, etc. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
5155204	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	5/1/26 12:00 AM	5/29/26 10:08 AM	5/29/26 10:08 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on May 27, 2026. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The new slope after calibration was 1.65 mA/ppm (within spec). Online = 1.70 mg/L Tested = 1.35 mg/L
5176780	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	OPER	Inspection	1	YEARS	Grating Insp (1y) - 6033, Powassan WTP	COMP	5/1/26 12:00 AM	5/29/26 10:31 AM	5/29/26 10:31 AM	Grating Insp (1y) - 6033, Powassan WTP There are no grating associated with this Org# / facility(ies).

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM													
Report End Date: Jun 30, 2026 11:59 PM													
Location: 6033*													
Work Order Type: CAP,CORR,OPER,PM													
Work Order Class:													
WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5190750			Powassan Ground Water Well System	OPER	Compliance	0		DWQMS Audit (Surveillance 1)	COMP	5/12/26 09:57 AM	5/12/26 09:57 AM		DWQMS Audit (Surveillance 1) - ACTY-2024-287584 - DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017 (Surveillance 1) / Paul Cartledge / 06 May 2026 / Onsite: 0.5days + Offsite: 0.25days
5192799			Powassan Ground Water Well System	PM	Predictive Maintenance	0		Powassan spring flush 2026	COMP	5/25/26 09:18 AM	6/8/26 09:40 AM	6/8/26 09:40 AM	complete powassan spring flush -Powassan spring flush completed with deficiency report sent in. TF June 4/26
5194146	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	6/1/26 12:00 AM	6/16/26 12:14 PM	6/16/26 12:14 PM	Critical Building Intrusion Alarm Testing (1m) 6033 -June 11, 2026: Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF
5203097	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	6/1/26 12:00 AM	6/16/26 12:16 PM	6/16/26 12:16 PM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -June 11, 2026 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the Reservoir back up generator started and transferred power from normal Hydro to back up system. Power transfer successful. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5209998	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	6/1/26 12:00 AM	6/16/26 12:17 PM	6/16/26 12:17 PM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on June 11, 2026. The Cl2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. WIN911 Alarming and the HMI (via Telus) provided notification to the on call operator. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low Cl2/instrument alarm, alarm dialer and well pump interlock.
5210279	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	6/1/26 12:00 AM	6/16/26 12:18 PM	6/16/26 12:18 PM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on June 11, 2026 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5210452			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	6/1/26 12:00 AM	6/16/26 12:39 PM	6/16/26 12:39 PM	Analyzer Chlorine Inspection/Service (1m) 6033 -Analyzer Chlorine Inspection/Service (1m) at the well house was performed by Dan Finnigan on June 11, 2026 following the low chlorine alarm test and probe maintenance. The chlorine analyzer was compared to the hand-held analyzer before the well pumps were allowed to restart. Online analyzer: 1.77 mg/L Free Cl2 Handheld analyzer: 1.76 mg/L Free Cl2 The online analyzer was within 0.01 mg/L Free Cl2 and therefore did not required adjustment.
5211904	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	6/1/26 12:00 AM	6/16/26 12:34 PM	6/16/26 12:34 PM	TPM Inspection/Maintenance (1m) 6033 -June 11, 2026 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder			Workorder Details			
WO #	Asset ID	Asset Description	Location Description	Type	Class	
5211909	0000209142	GENERATOR DIESEL POW/ASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	
				PM Schedule		
				FEQ	Units	
				1	MONTHS	
				Work Order Description	Status	
				Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	
				Schedule Start	Actual Start	Actual Finish
				6/1/26 12:00 AM	6/16/26 12:28 PM	6/16/26 12:28 PM
				WorkLog Detail		
				Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -June 11, 2026 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1794 Oil Level = Full Coolant Temp=177 Deg.F Battery Voltage= 13.7 V Oil Pressure 59 psi Fuel level = approximately 3.75 inches Hrs at start: 10,238 hr 03 min Hrs at stop: 10,239 hr 51 min Exhaust Temp = 550 Deg. F		

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5213141	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	6/1/26 12:00 AM	7/16/26 10:54 AM	7/16/26 10:54 AM	WISKI Review (1m) 6033 WISKI Review (1m) for the month of May 2026 was completed on July 16, 2026 by Dan Finnigan. Correction were made for chlorine residuals from testing as well and high and low chlorine occurrences, etc. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
5222210	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	6/1/26 12:00 AM	6/16/26 12:37 PM	6/16/26 12:37 PM	Analyzer Chlorine Inspection/Service (1m) 6033 -Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on June 11, 2026. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The new slope after calibration was 1.56 mA/ppm (within spec). Online = 1.27 mg/L Tested = 1.34 mg/L



Appendix B - Work Order Summary for WWTL

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				Workorder Details				WorkLog Detail						
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	FEQ		Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish
5079916	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair		1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	CLOSE	4/1/26 12:00 AM	4/17/26 09:39 AM	4/17/26 09:39 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 -April 16, 2026 Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator started on the 1 st attempt. RPM's= 1800 Oil Level = Full Coolant Temp=170 Deg.F Battery Voltage= 12.3 V Oil Pressure 53 psi Hrs at start: 576.35 Hrs at stop: 577.10
5086469	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection		1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	CLOSE	4/1/26 12:00 AM	4/8/26 07:51 AM	4/8/26 07:51 AM	Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on April 01, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date:	Apr 1, 2026 12:00 AM
Report End Date:	Jun 30, 2026 11:59 PM
Location:	5747*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5086486	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	CLOSE	4/1/26 12:00 AM	4/8/26 07:52 AM	4/8/26 07:52 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on April 01, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
5086520	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	CLOSE	4/1/26 12:00 AM	4/8/26 07:52 AM	4/8/26 07:52 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on April 01, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

			Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	WorkOrder Class	PM Schedule	
5086598			5747, Powassan WWTL	PM	HEALTH AND SAFETY	1 FEQ MONTHS	
			Health And Safety Inspection (1m) 5747	CLOSE	4/1/26 12:00 AM	4/17/26 09:36 AM	4/17/26 09:36 AM
			Actual Start				
			Schedule Start				
			Actual Finish				
			WorkLog Detail				
			Health And Safety Inspection (1m) 5747 -Dan Finnigan conducted the monthly H8&S Inspection on April 16, 2026 which consisted of checking/verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (tested and working) 6. Emergency Eyewash (new bottles stocked with expiration of Jan 2030) 7. Fire Extinguisher 8. CO Monitor (tested and working)				

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5086647			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	CLOSE	4/1/26 12:00 AM	4/17/26 09:34 AM	4/17/26 09:34 AM	TPM Inspection/Maintenance (1m) 5747 - Completed by Dan Finnigan on April 16, 2026. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report. *Note: There did not appear to be any infiltration into St. Gregory SLS even though Genesee Creek was very high and the ground was super saturated from a recent rain event.
5086652			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	CLOSE	4/1/26 12:00 AM	4/20/26 09:28 AM	4/20/26 09:28 AM	Critical Alarm/Dialer Testing (1m) 5747 -The High Wet Well Level alarm was confirmed working through actual high level events that occurred on April 02, 04, 13, and 14, 2026.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5090870			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	4/1/26 12:00 AM	4/29/26 02:33 PM	4/29/26 02:33 PM	WISKI Review (1m) 5747 WISKI Review (1m) for the month of March 2026 was completed by Dan Finnigan on April 29, 2026. RAW sewage flows were entered, discharge Flows were calculated and entered if applicable, all values were checked, lab data entries were reviewed, and this Work Order closed off.
5127668		Powassan Wastewater Treatment Lagoon		OPER	Predictive Maintenance	0		Powassan Spring 2026 Lagoon Treatment	COMP		5/12/26 10:25 AM	5/12/26 10:25 AM	Spring 2026 Lagoon Treatment - KEMIRA PIX-312 BULK 2,156.20 Dry Kg 5.2100 CAD CN code: 2833290000 Net weight: 17,616.000 KG Gross weight: 17,616.000 KG 12.24 % Fe Delivery no / Date:86729621 / 05/04/2026 Container no / seal no: 10045593,10045571,10045572 UN3264, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (Ferric sulfate), 8, PGII, RQ Country of Origin: CA 17,616.000 KG

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule				Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5138478	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	5/1/26 12:00 AM	5/29/26 09:34 AM	5/29/26 09:34 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 -May 27, 2026. Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator started on the 1 st attempt. RPM's= 1800 Oil Level = Full Coolant Temp=180 Deg.F Battery Voltage= 12.0 V Oil Pressure 59 psi Hrs at start: 577.10 Hrs at stop: 578.00
5144161	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	5/1/26 12:00 AM	5/29/26 09:46 AM	5/29/26 09:46 AM	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on May 22, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
5144186	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	5/1/26 12:00 AM	5/29/26 09:47 AM	5/29/26 09:47 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on May 22, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date:	Apr 1, 2026 12:00 AM
Report End Date:	Jun 30, 2026 11:59 PM
Location:	5747*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5144208	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	5/1/26 12:00 AM	5/29/26 09:48 AM	5/29/26 09:48 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on May 22, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
5144226			5747, Powassan WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	5/1/26 12:00 AM	5/29/26 09:38 AM	5/29/26 09:38 AM	Health And Safety Inspection (1m) 5747 -Dan Finnigan conducted the monthly H&S Inspection on May 27, 2026 which consisted of checking/verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (tested and working) 6. Emergency Eyewash (new bottles stocked with expiration of Jan 2030) 7. Fire Extinguisher 8. CO Monitor (tested and working)

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5144244			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	5/1/26 12:00 AM	5/29/26 09:39 AM	5/29/26 09:39 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on May 27, 2026. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory’s Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
5144249			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	5/1/26 12:00 AM	5/29/26 09:36 AM	5/29/26 09:36 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on May 27, 2026. Both sewage pumps were turned off in “hand” and the wet well level was allowed to rise until the High Level alarm setpoint was reached. The Telus alarm was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal.
5147310			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	5/1/26 12:00 AM	5/26/26 10:26 PM	5/26/26 10:26 PM	WISKI Review (1m) 5747 - WISKI Review (1m) for the month of March 2026 was completed by Dan Finnigan on May 26, 2026. RAW sewage flows were entered, discharge Flows were calculated and entered if applicable, all values were checked, lab data entries were reviewed, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM													
Report End Date: Jun 30, 2026 11:59 PM													
Location: 5747*													
Work Order Type: CAP,CORR,OPER,PM													
Work Order Class:													
WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
5174859		5747, Clark SPS		OPER	Inspection	1	YEARS	Grating Insp (1y) - 5747, Clark SPS	COMP	5/1/26 12:00 AM	5/29/26 09:53 AM	5/29/26 09:53 AM	Grating Insp (1y) - 5747, Clark SPS -Grating was inspected visually from above ground. The grated covering to the opening to get to the floor of the station was loose and partially opened due to multiple overflows that occurred at the station. Providing tie downs is not practical due to the requirement to remove the opening regularly. Everything else seemed secure and solid.
5174871		5747, Faireview SPS		OPER	Inspection	1	YEARS	Grating Insp (1y) - 5747, Faireview SPS	COMP	5/1/26 12:00 AM	5/29/26 09:51 AM	5/29/26 09:51 AM	Grating Insp (1y) - 5747, Faireview SPS -The grating was inspected visually from above ground. The lift station was clean and all grating was visible and in good condition. No maintenance seemed required at this time.
5174883		5747, Powassan WWTL		OPER	Inspection	1	YEARS	Grating Insp (1y) - 5747, Powassan WWTL	COMP	5/1/26 12:00 AM	5/29/26 09:50 AM	5/29/26 09:50 AM	Grating Insp (1y) - 5747, Powassan WWTL -The grating at the Lagoon Inlet Box was inspected and found to be secure and in good condition. All tie downs were in place and secure, and the gate to the lagoon was locked and secured.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule				Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5203081	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	6/1/26 12:00 AM	6/30/26 09:10 AM	6/30/26 09:10 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 -June 29, 2026. Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator started on the 1 st attempt. RPM's= 1800 Oil Level = Full Coolant Temp=180 Deg.F Battery Voltage= 12.0 V Oil Pressure 59 psi Hrs at start: 578.1 Hrs at stop: 578.6
5209890	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	6/1/26 12:00 AM	6/8/26 12:14 PM	6/8/26 12:14 PM	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on June 4, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				Workorder Details							
Type		Class		PM Schedule							
WO #	Asset ID	Asset Description	Location Description	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5209900	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	6/1/26 12:00 AM	6/8/26 12:15 PM	6/8/26 12:15 PM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on June 4, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
5209922	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	6/1/26 12:00 AM	6/8/26 12:16 PM	6/8/26 12:16 PM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on June 4, 2026. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5209941			5747, Powassan WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	6/1/26 12:00 AM	6/30/26 09:06 AM	6/30/26 09:06 AM	Health And Safety Inspection (1m) 5747 -Dan Finnigan conducted the monthly H&S Inspection on June 29, 2026 which consisted of checking/verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (tested and working) 6. Emergency Eyewash (new bottles stocked with expiration of Jan 2030) 7. Fire Extinguisher 8. CO Monitor (tested and working)
5209952			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	6/1/26 12:00 AM	6/30/26 09:11 AM	6/30/26 09:11 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on June 29, 2026. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5209961		5747, Powassan WWTL		PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	6/1/26 12:00 AM	6/30/26 09:08 AM	6/30/26 09:08 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on June 29, 2026. Both sewage pumps were turned off in “hand” and the wet well level was allowed to rise until the High Level alarm setpoint was reached. The Telus alarm was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal.
5213146		5747, Powassan WWTL		OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	6/1/26 12:00 AM	7/10/26 01:36 PM	7/10/26 01:36 PM	WISKI Review (1m) 5747 -WISKI Review (1m) 5747, All Data for June 2026 Entered by Don Michaud on July 10, 2026.



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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix C - Call-out Report for WTP

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 6033*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
5190587	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	EMER	Refurbish/Replace/Repair	0		Overtime: Powassan Service Line Repair at 56 Fairview Lane Oversite and Valving	COMP	5/11/26 09:09 AM	5/11/26 09:09 AM		Powassan DWS Service Line repair at 56 Fairview Lane Oversite and valving overtime -Onsite for service line repair to provide oversite and assistance during digging and repair, etc. Setup up PRV valves, isolate watermain, control flow from well house, etc. Worked through breaks and lunch, and finished afterhours. Completed Watermain Break report, etc.
5243852	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	CALL	Inspection	0		Powassan Well House Auxiliary 3 Well Pump Failure Alarm	COMP	6/2/26 11:39 AM	5/29/26 04:30 PM	5/29/26 05:45 PM	Powassan Well House Auxiliary 3 Well Pump Failure Alarm -Received Auxiliary 3 Well Pump Failure Alarm. Reset Well Pump 2 Low Voltage Fault.



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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix D - Call-out Report for WWTL

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CALL,EMER	
Work Order Class:	

			Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	WorkOrder	PM Schedule	
				Class		FEQ	Units
5124195		5747, Clark SPS		CALL	Inspection	0	
5124198		5747, Clark SPS		CALL	Inspection	0	
			Workorder Details				
			Work Order Description	Status	Schedule Start	Actual Start	Actual Finish
			Powassan Clark Street SPS High Wet Well Level Alarm	CLOSE		3/31/26 05:15 PM	3/31/26 08:30 PM
			Powassan Clark Street SPS High Wet Well Level Alarm. -Received High Wet Well Level Alarm. Received WIN Clark Street SPS High Wet Well Level. Received WIN Clark Street SPS High Wet Well Level with system restore. Received WIN Clark Street SPS High Wet Well Level. Station inspection with Level approximately 12' below Overflow Header with precipitation now subsided.				
			Powassan Clark Street SPS High Wet Well Level Alarm	CLOSE		4/2/26 11:15 PM	4/3/26 12:00 AM
			Powassan Clark Street SPS High Wet Well Level Alarm. -Received Clark Street SPS High Wet Well Level Alarm. Received WIN Clark Street SPS High Wet Well Level Alarm. Station inspection with Flow Rate @ 1250 L/min and Level @ 9.8 metres with no Bypass. Weather event subsiding.				

Workorder Summary Report

Report Start Date: Apr 1, 2026 12:00 AM	
Report End Date: Jun 30, 2026 11:59 PM	
Location: 5747*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule		
						FEQ	Units	
5124200		5747, Clark SPS		CALL	Inspection	0		Powassan Clark Street SPS High Wet Well Level Alarm
								CLOSE
								4/4/26 04:45 PM
								4/5/26 02:00 AM
								Powassan Clark Street SPS High Wet Well Level Alarm
								-Received Clark Street SPS High Wet Well Level Alarm. Station inspection shows Level @ 7.50 metres with Pump 1 and 2 Flow Rate @ 1150 L/min. Heavy precipitation revently subsided. Received WIN Clark Street SPS High Wet Well Level Alarm following elevation above 8.0 metre Setpoint. System fluctuation slow following heavy precipitation event. Station Level has gradually increased to 9.8 metres with return of light precipitation. Clark Street SPS inspection shows Genesee Creek water now flowing slightly back into Wet Well. Genesee Creek level has risen a few inches above Overflow Header rubber check valve. Clark Street SPS inspection of Wet Well now Bypassing through Overflow Header. Contacted MECP SAC speaking with Environmental Officer Dhara Patel providing Incident number 1-QGVPT. Contacted NBPSD Health Unit. Collection of samples. Contacted by NNDPSD Health Inspector Linda Goggin. Collected samples.
5193413		5747, Clark SPS		CALL	Inspection	0		Powassan Clark Street SPS High Level Alarm
								COMP
								5/29/26 02:55 PM
								5/18/26 05:00 AM
								5/18/26 09:00 AM
								Powassan Clark Street SPS High Level Alarm
								-Powassan Clark Street SPS High Level Alarm. Received Telus and WIN Clark Street SPS High Wet Well Level Alarm. Received WIN Clark Street SPS High Wet Well Level Alarm with Station fluctuations. System restore Clark Street SPS High Wet Well Level Alarm. Station inspection with no sign of overflow.



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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix E - Performance Assessment Report Water

6033 POWASSAN DRINKING WATER SYSTEM 220000576

	4 / 2026	5 / 2026	6 / 2026	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
Flows							
Raw Flow: Monthly Total - RW1 - Raw Well 1 (m³)	6,155.81	6,123.38	5,606.16	17,885.35			
Raw Flow: Monthly Total - RW2 - Raw Well 2 (m³)	5,908.58	5,496.72	5,103.43	16,508.73			
Raw Flow: Monthly Avg - RW1 - Raw Well 1 (m³)	205.19	197.53	186.87		196.53		
Raw Flow: Monthly Avg - RW2 - Raw Well 2 (m³)	196.95	177.31	170.11		181.46		
Raw Flow: Monthly Max - RW1 - Raw Well 1 (m³)	245.23	312.93	295.81			312.930	
Raw Flow: Monthly Max - RW2 - Raw Well 2 (m³)	251.33	316.75	218.98			316.750	
Raw Flow: Monthly Total - RW - Raw Water - Total (m³)	12,064.39	11,620.10	10,709.59	34,394.08			
Raw Flow: Monthly Avg - RW - Raw Water - Total (m³)	402.15	374.84	356.99		377.99		
Raw Flow: Monthly Max - RW - Raw Water - Total (m³)	471.52	559.49	450.89			559.490	
Turbidity							
Raw: Max Turbidity - RW1 - Raw Well 1 (NTU)	0.080	0.090	0.090			0.090	
Raw: Max Turbidity - RW2 - Raw Well 2 (NTU)	0.100	0.100	0.080			0.100	
Chemical Parameters							
Treated: Max Nitrite - TW1 - TW1 (mg/L)	< 0.003				<	0.003	<
Treated: Max Nitrate - TW1 - TW1 (mg/L)	0.857					0.857	
Distribution: Max THM - DW - Distribution (µg/l)	1.600					1.600	
Distribution: Max HAA - DW - Distribution (µg/l)	< 5.300				<	5.300	<
Chlorine Residuals							
Treated: Min Free Cl2 Resid - TW - Treated Water (mg/L)	1.293	1.370	0.823				0.823
Treated: Max Free Cl2 Resid - TW - Treated Water (mg/L)	2.292	2.882	3.007			3.007	
Dist: Min Free Cl2 Resid - DW - Distribution (mg/L)	1.650	1.650	1.520				1.300
Dist: Max Free Cl2 Resid - DW - Distribution (mg/L)	1.950	2.080	1.840			2.080	
Bacteriological Samples Collected							
Raw Bacti: # of samples - RW1 - Raw Well 1	4	4	5	13			
Raw Bacti: # of samples - RW2 - Raw Well 2	4	4	5	13			
Treated Bacti: # of samples - TW1 - TW1	2	2	1	5			
Treated Bacti: # of samples - TW2 - TW2	2	2	5	9			
Dist Bacti: # of samples - DW - Distribution	12	12	16	40			
Dist HPC: # of samples - DW - Distribution	4	4	5	13			
Treated Bacti: # of TC exceedances - TW1 - TW1	0	0	0	0			
Treated Bacti: # of TC exceedances - TW2 - TW2	0	0	0	0			
Treated Bacti: # of EC exceedances - TW1 - TW1	0	0	0	0			
Treated Bacti: # of EC exceedances - TW2 - TW2	0	0	0	0			
Dist Bacti: # of TC exceedances - DW - Distribution	0	0	0	0			
Dist Bacti: # of EC exceedances - DW - Distribution	0	0	0	0			



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POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix F - Performance Assessment Report Wastewater

5747 POWASSAN WASTEWATER TREATMENT LAGOON 110000613

	4 / 2026	5/ 2026	6/ 2026	<--Total-->	<--Avg-->	<--Max-->
--	----------	---------	---------	-------------	-----------	-----------

Flows

Raw Flow: Total - Raw m³/d	32,113.50	21,931.60	13,853.40	67,898.50		
Raw Flow: Total - St Gregory m³/d	1,258.80	607.80	447.60	2,314.20		
Raw Flow: Total - Clark Street m³/d	30,854.70	21,323.80	13,405.80	65,584.30		
Raw Flow: Avg - Raw m³/d	1,070.45	707.47	461.78		746.14	
Raw Flow: Avg - St Gregory m³/d	41.96	19.61	14.92		25.43	
Raw Flow: Avg - Clark Street m³/d	1,028.49	687.86	446.86		720.71	
Raw Flow: Max - Raw m³/d	2,411.30	1,616.50	541.10			2,411.30
Raw Flow: Max - St Gregory m³/d	182.30	54.90	19.30			182.30
Raw Flow: Max - Clark Street m³/d	2,243.30	1,561.60	527.10			2,243.30
Raw Flow: Count - Raw m³/d	30.00	31.00	30.00	91.00		
Raw Flow: Count - St Gregory m³/d	30.00	31.00	30.00	91.00		
Raw Flow: Count - Clark Street m³/d	30.00	31.00	30.00	91.00		
Eff. Flow: Total - Eff Old m³/d	0.00	0.00	18,784.46	18,784.46		
Eff. Flow: Total - Eff North m³/d	0.00	62,014.32	0.00	62,014.32		
Eff. Flow: Total - Eff South m³/d	0.00	31,977.48	31,977.48	63,954.96		
Eff. Flow: Avg - Eff Old m³/d	0.00	0.00	3,130.74		3,130.74	
Eff. Flow: Avg - Eff North m³/d	0.00	4,770.33	0.00		4,770.33	
Eff. Flow: Avg - Eff South m³/d	0.00	4,568.21	4,568.21		4,568.21	
Eff. Flow: Max - Eff Old m³/d	0.00	0.00	3,756.89			3,756.89
Eff. Flow: Max - Eff North m³/d	0.00	5,167.86	0.00			5,167.86
Eff. Flow: Max - Eff South m³/d	0.00	4,916.15	4,916.15			
Eff Flow: Count - Eff Old m³/d	0.00	0.00	6.00	6.00		
Eff Flow: Count - Eff North m³/d	0.00	13.00	0.00	13.00		
Eff Flow: Count - Eff South m³/d	0.00	7.00	7.00	14.00		

Carbonaceous Biochemical Oxygen Demand: CBOD

Eff: Avg cBOD5 - Eff Old mg/L	0.00	0.00	< 5.00		< 5.00	< 5.00
Eff: Avg cBOD5 - Eff North mg/L	0.00	< 6.80	0.00		< 6.80	< 6.80
Eff: Avg cBOD5 - Eff South mg/L	0.00	7.00	6.00		6.60	7.00
Eff: # of samples of cBOD5 - Eff Old	0.00	0.00	3.00	3.00		
Eff: # of samples of cBOD5 - Eff North	0.00	5.00	0.00	5.00		
Eff: # of samples of cBOD5 - Eff South	0.00	3.00	2.00	5.00		
Loading: cBOD5 - Eff Old kg/d	0.000	0.000	< 15.654		< 15.65	< 15.65
Loading: cBOD5 - Eff North kg/d	0.000	< 32.438	0.000		< 21.29	< 32.44
Loading: cBOD5 - Eff South kg/d	0.000	31.977	27.409		20.66	31.98

Biochemical Oxygen Demand: BOD5

Raw: Avg BOD5 - Raw mg/L	84.00	134.00	215.00		144.33	215.00
Raw: # of samples of BOD5 - Raw	1.00	1.00	1.00	3.00		

Total Suspended Solids: TSS

Raw: Avg TSS - Raw mg/L	94.00	102.00	175.00		123.67	175.00
Raw: # of samples of TSS - Raw	1.00	1.00	1.00	3.00		
Eff: Avg TSS - Eff Old mg/L	0.00	0.00	7.43		7.43	7.43
Eff: Avg TSS - Eff North mg/L	0.00	10.06	0.00		10.06	10.06
Eff: Avg TSS - Eff South mg/L	0.00	12.00	18.00		14.40	18.00
Eff: # of samples of TSS - Eff Old	0.00	0.00	3.00	3.00		
Eff: # of samples of TSS - Eff North	0.00	5.00	0.00	5.00		
Eff: # of samples of TSS - Eff South	0.00	3.00	2.00	5.00		
Loading: TSS - Eff Old kg/d	0.000	0.000	23.272		23.27	23.27

Loading: TSS - Eff North kg/d

0.000	47.990	0.000	31.50	47.99
0.000	54.819	82.228	45.08	82.23
0.00	0.00	95.75		95.75
0.00	90.14	0.00		90.14
0.00	88.24	89.71		89.71

Loading: TSS - Eff South kg/d

Percent Removal: TSS - Eff Old %

Percent Removal: TSS - Eff North %

Percent Removal: TSS - Eff South %

Total Phosphorus: TP

Raw: Avg TP - Raw mg/L

1.48	2.04	3.02	2.18	3.02
1.00	1.00	1.00	3.00	
0.00	0.00	0.77	0.77	0.77
0.00	0.22	0.00	0.22	0.22
0.00	0.28	1.42	0.74	1.42
0.00	0.00	3.00	3.00	
0.00	5.00	0.00	5.00	
0.00	3.00	2.00	5.00	
0.000	0.000	2.400	2.40	2.40
0.000	1.030	0.000	0.68	1.03
0.000	1.279	6.487	2.30	6.49
0.00	0.00	74.61		74.61
0.00	89.41	0.00		89.41
0.00	86.27	52.98		86.27

Raw: # of samples of TP - Raw

Eff: Avg TP - Eff Old mg/L

Eff: Avg TP - Eff North mg/L

Eff: Avg TP - Eff South mg/L

Eff: # of samples of TP - Eff Old

Eff: # of samples of TP - Eff North

Eff: # of samples of TP - Eff South

Loading: TP - Eff Old kg/d

Loading: TP - Eff North kg/d

Loading: TP - Eff South kg/d

Percent Removal: TP - Eff Old %

Percent Removal: TP - Eff North %

Percent Removal: TP - Eff South %

Nitrogen Series

Raw: Avg TKN - Raw mg/L

14.20	21.60	24.20	20.00	24.20
1.00	1.00	1.00	3.00	
0.00	0.00	5.14	5.14	5.14
0.00	8.79	0.00	8.79	8.79
0.00	8.70	11.25	9.72	11.25
0.00	0.00	3.00	3.00	
0.00	5.00	0.00	5.00	
0.00	3.00	2.00	5.00	
0.000	0.000	16.102	16.10	16.10
0.000	41.922	0.000	27.51	41.92
0.000	39.743	51.392	30.43	51.39

Raw: # of samples of TKN - Raw

Eff: Avg TAN - Eff Old mg/L

Eff: Avg TAN - Eff North mg/L

Eff: Avg TAN - Eff South mg/L

Eff: # of samples of TAN - Eff Old

Eff: # of samples of TAN - Eff North

Eff: # of samples of TAN - Eff South

Loading: TAN - Eff Old kg/d

Loading: TAN - Eff North kg/d

Loading: TAN - Eff South kg/d

Disinfection

Eff: GMD E. Coli - Eff Old cfu/100mL

Eff: GMD E. Coli - Eff North cfu/100mL

Eff: GMD E. Coli - Eff South cfu/100mL

Eff: # of samples of E. Coli - Eff Old

Eff: # of samples of E. Coli - Eff North

Eff: # of samples of E. Coli - Eff South

Eff: GMD E. Coli MPN - Eff Old MPN

Eff: GMD E. Coli MPN - Eff North MPN

Eff: GMD E. Coli MPN - Eff South MPN

Eff: # of samples of E. Coli MPN - Eff Old

Eff: # of samples of E. Coli MPN - Eff North

Eff: # of samples of E. Coli MPN - Eff South

0.00	0.00	10.00		
0.00	20.00	0.00		
0.00	0.00	10.00		
0.00	0.00	1.00	1.00	
0.00	1.00	0.00	1.00	
0.00	0.00	1.00	1.00	
0.00	0.00	2.00		
0.00	14.95	0.00		
0.00	2.76	1.00		
0.00	0.00	2.00	2.00	
0.00	4.00	0.00	4.00	
0.00	3.00	1.00	4.00	



DATE: July 18, 2026

MEMORANDUM TO: Heads of Council

SUBJECT: Alert Ready

Dear Heads of Council:

Given the significant impacts of this year's wildland fire season, our government is enhancing the tools available to municipalities and First Nations to support emergency response. As part of this effort, we are expanding access to the Alert Ready system, which can deliver urgent emergency messages directly to the public through television, radio, and compatible mobile devices. Alerts are intended for exceptional situations requiring immediate public awareness and action.

An Alert Ready notification may be requested when:

- An event presents an immediate or imminent threat to life, public health, safety and security, or could result in substantial property damage.
- Prompt public notification and a clear call to action will help reduce the risk.
- The event falls within an approved Broadcast Intrusive Alert category.

The following officials are authorized to request an Alert Ready message for incidents occurring within their own jurisdiction:

- Heads of Council, including Mayors, Reeves, Wardens and Regional Chairs
- First Nations Chiefs
- Community Emergency Management Coordinators (and alternates)
- Police Chiefs and Deputy Chiefs \ Fire Chiefs and Deputy Chiefs
- Senior municipal government officials
- The Provincial Emergency Operations Centre (PEOC)

Local authorities determine whether conditions warrant an alert and submit the proposed message to the PEOC. The PEOC verifies the identity of the requestor and assesses whether the request meets Alert Ready activation criteria before issuing the alert. Alerts may be updated, extended, or cancelled as circumstances evolve.

Your respective emergency management officials have established access to PEOC

contact information and may engage the PEOC as required to support Alert Ready requests.

Every alert:

- Should identify the affected area / Describe the hazard or threat / Provide clear public instructions / Direct the public to an authoritative source for additional information.
- Must be issued in both English and French. Translation assistance is available through the PEOC when required.

Thank you for your continued commitment to keeping Ontario safe and protected.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jill Dunlop', with a long horizontal flourish extending to the right.

The Honourable Jill Dunlop
Minister of Emergency Preparedness and Response

cc.

Matthew Pegg, Deputy Minister and Commissioner of Emergency Management

CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2026-26

Being a Bylaw to Authorize the Carrying On and Operation of a Recreation Committee within the Municipality of Powassan

WHEREAS Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, in part provides that a municipality may pass bylaws respecting the governance structure of the municipality and its local boards;

AND WHEREAS the Council of the Corporation of the Municipality of Powassan deems it advisable to establish by bylaw, the Municipal Recreation Committee and the Committee's Mandate for the Corporation of the Municipality of Powassan;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of Powassan hereby enacts as follows:

1. Committee Title

That a committee to be known as the Municipal Recreation Committee ("MRC") is hereby established.

2. Policies and Procedures

That the rules and regulations of the Corporation of the Municipality of Powassan Procedural Bylaw shall govern all proceedings of the Municipal Recreation Committee.

3. Records

That the records of the Municipal Recreation Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of Powassan's Records Retention Bylaw.

4. Mandate

The Municipal Recreation Committee will serve as a volunteer advisory body to the Council of the Municipality of Powassan. It is dedicated to promoting and supporting recreational, cultural, and leisure opportunities that strengthen community well-being, engagement, and quality of life.

The Municipal Recreation Committee's Terms of Reference are set out in "Schedule A" attached hereto and forming part of this Bylaw.

5. Composition

That the Municipal Recreation Committee shall consist of not more than nine (9) members appointed by Council as follows:

Voting Members

- One (1) member of Council, who shall be appointed Chair.

- Eight (8) members who are residents and/or ratepayers of the Municipality. All members being a minimum of 18 years of age, not an employee of the Municipality, and representing various segments of the community.
- Established Recreational Organizations from within the Municipality will have the option of appointing one (1) member. Should an organization choose to not appoint a member to represent them on the Committee, that seat will be open to a member of the public. All nine (9) Committee Members will be voting members.
- In the event of a dispute over an appointment to the Board between a member of the public and an appointee by a Recreational Organization, the appointment would go to the Recreational Organization's appointee.
- Quorum of the committee is set at five (5) voting members including the Chair or Vice Chair, four (4) other voting members.
- The Mayor will be included as an ex-officio member. The Mayor shall have the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee, however, if the Mayor is in attendance, they can be included in determining if the Committee has quorum present.

Non-Voting Staff Members

- The Administrator or designate shall be a staff liaison to the Committee and shall be a non-voting member.
- A Recording Secretary shall be a non-voting member and may also be the designate staff liaison.

6. Member Appointments

When appointing members to the Committee, Council will consider diversity of recreation interests, residency and qualifications to fulfill the Committee Mandate.

Those appointed to the Municipal Recreation Committee by Council will be:

- Actively involved with recreation, arts & culture, and service clubs;
- From a broad spectrum of the community and representing a cross-section of the recreation activities and community groups involved including, but not limited to:
 - Youth (aged 15–24)
 - Seniors
 - Local sports or cultural organizations
 - Volunteers or event organizers
 - Rural area representatives
- Strong proponents for recreation and community usage of parks, trails and facilities.

7. Term of Appointment

- Committee Members shall be appointed through a public appointment process by Council for one (1) Council term. Council has discretion in filling any vacancy by appointment for the remainder of the term.
- A Committee position may become vacant by way of resignation, disqualification or by being absent from meetings of the Committee.
- If a Committee Member is absent for four (4) consecutive meetings or for six meetings in one (1) year, the Recording Secretary will contact the member and notify them of the impending vacancy. After such time, the position may be declared vacant, and the Committee may make a recommendation to Council to

appoint a new member to fill the vacated position through a public appointments process.

- Council has the right to remove Committee Members who:
 - No longer meeting the Mandate of the Committee;
 - Do not follow Municipal policies or Code of Conduct;
 - Act in a manner that compromises the integrity, impartiality, or reputation of the Municipality or the Municipal Recreation Committee.
 - Engage in conduct, including public statements, social media posts, or actions, that brings the Municipality into disrepute.

8. Subcommittees

The Municipal Recreation Committee may appoint subcommittees as it deems necessary to fulfill the Mandate.

9. Meetings

The Committee will meet, at the minimum, quarterly on the third Wednesday of the month at 7:00 p.m. or at the call of the Chair. Committee meetings shall stand adjourned at 9:00 p.m. unless a motion is passed by a majority vote to continue the meeting. Once meeting dates are finalized, they will be posted on the Municipal website at www.powassan.net.

10. Authority

The Committee or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of Powassan, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality. The Committee or any Member of the Committee does not have authority to direct staff or any recommendations requiring implementation, reports, or staff actions as such activities must first be considered by Council before any action by staff may be taken. Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

11. Remuneration

The Municipal Recreation Committee is a volunteer committee. There will be no remuneration.

12. Financial

- No debt or obligation shall be incurred by the Committee, and no payment shall be made by or on behalf of the Committee unless duly authorized by resolution of the Council of the Municipality of Powassan.
- The Committee may solicit or receive gifts or bequests of funds or services, to be donated to the Municipality and used for recreational purposes such as programs, equipment, or facilities, as long as no debt or obligation shall be incurred by the Municipality in the receipt of the gifts, funds or services.

13. Liability

In carrying out the provisions of this Bylaw, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this Bylaw neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided, however, that nothing in this paragraph shall authorize the Committee to incur any liability, debt, damages, or obligation for which the Municipal Corporation shall become liable without having

previously obtained the consent of the Council of the Corporation of the Municipality of Powassan.

14. Force and Effect

That this Bylaw shall come into force and effect on the date of its passing and that Bylaw 2008-17 shall be repealed.

READ a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council meeting this the 11th day of August 2026, for the immediate wellbeing of the Municipality.

Mayor

Clerk

BYLAW NO. 2026-26

SCHEDULE “A”

MUNICIPAL RECREATION COMMITTEE TERMS OF REFERENCE

1. Purpose

The Municipal Recreation Committee serves as a volunteer advisory body to the Council of the Municipality of Powassan. It is dedicated to promoting and supporting recreational, cultural, and leisure opportunities that strengthen community well-being, engagement, and quality of life.

This committee helps ensure that recreational decisions reflect the values, needs, and capacities of the Municipality.

2. Objectives

The Committee will:

- Recommend recreation programs and initiatives that reflect the interests and capacity of the local community.
- Encourage volunteerism, partnerships, and citizen involvement in recreation and events.
- Support equitable and inclusive access to recreational opportunities for residents of all ages and abilities.
- Provide input on the maintenance, use, and improvement of local parks, trails, halls, and other community spaces.
- Assist in developing a vision or long-term recreation strategy that is feasible and sustainable.

3. Scope of Work

- Review community needs, facility usage, and programming gaps and bring forward recommendations to Council.
- Act as a liaison between Council and local residents on recreation-related matters.
- Support grant writing, fundraising efforts, and community engagement campaigns when appropriate.
- Collaborate with schools, service clubs, seniors' groups, youth, and local organizations.
- Promote participation in municipal and regional events, seasonal programming, and heritage or cultural celebrations.

4. Membership

The Committee shall consist of seven (7) to nine (9) members appointed by Council, representing a mix of ages, interests, and areas of the municipality, including one (1) member of Council who will be voted Chair.

Where possible, representation will include:

Youth (aged 15–24)

Seniors

Local sports or cultural organizations

Volunteers or event organizers

Rural area representatives

The Municipal Administrator or designate will attend meetings in a non-voting support role. A member of staff will be the recording secretary. This member may also be the Administrative designate.

5. Term of Appointment

The term will run concurrently with the Council term.

6. Meetings

- The Committee shall meet quarterly or as needed, depending on seasonal or project needs. A quorum will consist of a simple majority of members.
- Meetings may be informal, but minutes or summary notes must be recorded and shared with Council.

7. Authority and Decision-Making

The Committee functions in an advisory capacity only. It does not have authority to approve budgets, enter into contracts, or commit municipal funds. Recommendations will be forwarded to Council through the staff liaison or Council representative.

8. Reporting and Accountability

The Committee reports to Council through its staff liaison or designated Council member.

An Annual Summary Report will be submitted to Council each year outlining:

- Activities, successes, and challenges
- Community feedback or emerging needs
- Recommendations for the upcoming year

9. Values and Principles

- Community-Driven: Local knowledge, volunteerism, and grassroots involvement guide recreation development.
- Inclusive and Accessible: Programs and facilities should be welcoming to people of all backgrounds, ages, and abilities.
- Sustainable: Initiatives should be achievable within limited budgets and built on strong partnerships and volunteer support.
- Responsive: The Committee should listen to resident feedback and help respond to changing needs or opportunities.

August 2026

August 2026							September 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1				1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3 Civic Holiday Office Closed	4	5	6	7	8
9	10	11 6:00pm ZBA - WIEBE PUBLIC MEETING 6:30pm Council Meeting	12	13 DSSAB	14 NBMC	15
16	17	18 Golden Sunshine	19	20	21	22
23	24 Powassan Library	25	26	27	28	29 Voodoos Pre-Season Game at Sportsplex
30	31	Sep 1	2	3	4	5