The Municipality of Powassan
The Heart of Good Living

AGENDA

Regular Council Meeting
Tuesday, July 16, 2024, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. **CALL TO ORDER**

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

3. **ROLL CALL**

4. **DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF**

5. **APPROVAL OF THE AGENDA**

6. **DELEGATIONS TO COUNCIL**
   6.1 Presentation – Powassan Lions' Club Cheque Presentation

7. **ADOPTION OF MINUTES OF PREVIOUS OPEN SESSION MEETINGS OF COUNCIL**
   7.1 Regular Council Meeting of June 18, 2024

8. **MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**
   8.1 Powassan Maple Syrup Festival – Final Budget
   8.2 Municipal Emergency Management Committee – Minutes of June 20, 2024

9. **MINUTES AND REPORTS FROM APPOINTED BOARDS**
   9.1 Powassan and District Union Public Library Board – Minutes of April 15, 2024
   9.2 Powassan and District Union Public Library Board – Minutes of May 13, 2024
   9.3 District of Parry Sound Social Services Administration Board – CAO Report June 2024
   9.4 The Golden Sunshine Municipal Non-Profit Housing Corporation Annual General Meeting – Minutes of May 16, 2023

10. **STAFF REPORTS**
    10.1 Treasurer/Director of Corporate Services, B. Robinson – TC Carnival Financial Statement
    10.2 Treasurer/Director of Corporate Services, B. Robinson – Queen Street Watermain Replacement
    10.3 Treasurer/Director of Corporate Services, B. Robinson – Q2 Budget Variance Report

10.4 Protective Services Official, B. Mousseau – Parking Bylaw Update
10.5 Treasurer/Director of Corporate Services, B. Robinson – Building Inspection Reports
10.6 Treasurer/Director of Corporate Services, B. Robinson – Groundskeeping

11. BY-LAWS

12. UNFINISHED BUSINESS

12.1 Agreement for Household Waste Pickup between the Municipality of Powassan and Nipissing Township

13. NEW BUSINESS

13.1 Traffic Numbers and Speed Reports
13.2 Notice of Public Meeting for a Zoning Bylaw Amendment – 18 McCharles Line
13.3 Council Memo, Councillor Hall – Animal Control
13.4 Council Memo, Councillor Hall – Parking and Sidewalks (Valley View East, Bridge Street to Main Street

14. CORRESPONDENCE

14.1 Powassan and District Union Public Library – Second Installment Payment
14.2 Ministry of Natural Resources – Streamlining of approvals under the Aggregate Resources Act and supporting policy
14.3 AMO Advocacy on Homeless Encampments
14.4 Municipality of Tweed – Support for Resolution 229 calling on the Province of Ontario to reabsorb the cost of the Ontario Provincial Police Force for small rural municipalities
14.5 Municipality of West Nipissing – Support for Resolution 2024-147 regarding Champlain Bridge Rehabilitation

15. ADDENDUM

15.1 Planscape - Planning Report 532 Main Street
15.2 Bylaw 2024-18 Zoning Bylaw Amendment (532 Main Street)
15.3 Powassan Maple Syrup Committee – Minutes of June 27, 2024
15.4 Ministry for Seniors and Accessibility – Seniors Community Grant Program 2024-25
15.5 District of Parry Sound Social Services Administration Board – Area 6 Vacancy

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

17.1 Adoption of Closed Session Minutes of June 16, 2024
17.2 Legal Matters – Section 239(2)(f) of the Municipal Act and under Section 9(4)(f) of the Procedural Bylaw – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
17.3 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.
17.4 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees.
17.5 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.
17.6 Contracts - Section 239(2)(k) of the Municipal Act and under Section 9(4)(k) of the Procedural Bylaw – matters regarding negotiations to be carried on by the Municipality.

18. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, June 18, 2024, at 6:30 pm
Powassan Council Chambers

Present:	Peter McIsaac, Mayor Markus Wand, Deputy Mayor Randy Hall, Councillor Dave Britton, Councillor Leo Patey, Councillor
Staff:	Brayden Robinson, Treasurer/Director of Corporate Services Allison Quinn, Clerk
Presentations:	6.1 – Paul Goodridge Goulet Planning & Surveying Ltd. Draft Plan of Subdivision

Disclosure of Monetary Interest and General Nature Thereof: None.

2024-199 Moved by: L. Patey Seconded by: D. Britton
That the agenda of the Regular Council Meeting of June 18, 2024, be approved. **Carried**

2024-200 Moved by: D. Britton Seconded by: M. Wand
That the minutes of the Regular meeting of Council of June 4, 2024, be adopted. **Carried**

2024-201 Moved by: M. Wand Seconded by: R. Hall
That the memo from Clerk A. Quinn, regarding council's meeting schedule for July and August be received; and,

FURTHER that the Council of the Municipality of Powassan will hold their Regular Meeting of Council on Tuesday, July 16 and Tuesday, August 13; and,

THAT additional Meetings of Council will be called by the Mayor, should it be deemed necessary. **Carried**

2024-202 Moved by: R. Hall Seconded by: L. Patey
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the Playground Equipment RFP be received; and,

FURTHER that staff be authorized to forego the RFP process and purchase play-ground equipment directly from a chosen supplier, within the amount allocated in the 2024 Municipal Budget. **Carried**

2024-203 Moved by: L. Patey Seconded by: D. Britton

That Bylaw 2024-16, being a Bylaw to authorize a Municipal Funding Agreement on the Canada Community-Building Fund between the Corporation of the Municipality of Powassan and the Association of Municipalities of Ontario;

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council on this the 18th day of June 2024, for the immediate wellbeing of the Municipality. **Carried**

2024-204 Moved by: D. Britton Seconded by: M. Wand

That Bylaw 2024-17, being a Bylaw to Authorize an Automatic Aid Agreement between the Corporation of the Municipality of Powassan and the Corporation of the Township of Nipissing;

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council on this the 18th day of June 2024, for the immediate wellbeing of the Municipality. **Carried**

2024-205 Moved by: M. Wand Seconded by: R. Hall

That the Report dated June 6, 2024, from PlanScape to the Municipality of Powassan Council recommending approval subject to standard conditions, be received; and,

THAT Council supports the requested Consent and asks that the following conditions be applied by the North Almaguin Planning Board in rendering its approval of Consent Applications B25/26/POWASSAN 2024:

a) Confirmation from the local school boards that school bus service is available at the subject locations.
b) Confirmation that the severed and retained lots are merged with the benefiting lots as identified in the description of the severance applications in this report. **Carried**

2024-206 Moved by: R. Hall Seconded by: L. Patey

That the notice of a public meeting on Wednesday, July 3, 2024, at 6pm for Consent Application B25 and B26/POWASSAN/2024, be received. **Carried**

2024-207 Moved by: D. Britton Seconded by: M. Wand

That the notice of a public meeting on July 2, 2024, at 6pm for a Zoning Bylaw Amendment, be received. **Carried**

2024-208 Moved by: M. Wand Seconded by: R. Hall

That the correspondence from Oshell's Valu-Mart regarding their 70th Anniversary Community Customer Appreciation event be received. **Carried**

2024-209 Moved by: R. Hall Seconded by: M. Wand

That the correspondence from the Justices of the Peace Appointments Advisory Committee regarding Notices of Vacancies, be received. **Carried**

2024-210 Moved by: M. Wand Seconded by: R. Hall

That council now adjourns to closed session at 7:08 p.m. to discuss:

17.1 Adoption of Closed Session Minutes of June 4, 2024
17.2 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.
17.3 Legal Matters – Section 239(2)(f) of the Municipal Act and under Section 9(4)(f) of the Procedural Bylaw – advice that is subject to solicitor-client privilege, including communications necessary for that purpose. **Carried**

2024-211 Moved by: L. Patey Seconded by: D. Britton

That Council now reconvenes to regular session at 7:56 p.m. **Carried**

2024-212 Moved by: D. Britton Seconded by: M. Wand

That Council now adjourns at 7:56 p.m. **Carried**

_____ _____

Mayor Clerk

2024 POWASSAN MAPLE SYRUP FESTIVAL FINAL BUDGET

	BUDGET - 2024 ACTUALS	DRAFT BUDGET - 2024 NECO/NOHFC FUNDING
Income		
Revenue		
Donations	$7,750.00	$7,500.00
Exhibition / Crafters	$15,664.48	$18,000.00
Food Vendors	$3,499.18	$3,000.00
Maple Syrup	$1,650.00	$1,650.00
Amature Lumberjack Registration / Shirt Sales	$980.00	$900.00
Bus Shuttle	$887.50	$887.50
NOHFC / NECO and FEDNOR funding	$17,010.00	$17,010.00
Total Income	$47,441.16	$48,947.50
Expenses		
Entertainment		
Music	$1,775.00	$1,750.00
Great Canadian Lumberjack Show	$4,696.27	$4,500.00
Amateur Competition	$1,900.00	$1,900.00
Other Entertainment	$4,477.37	$5,000.00
Kids Zone	$1,338.71	$1,500.00
Total Entertainment	$14,187.35	$14,650.00
Operating Costs		
Stamps, Office supplies	$398.96	$0.00
Designated EMS Team	$1,603.01	$1,600.00
OPP PAID DUTY -	$1,483.16	$1,250.00
Service Charges		
Other (tent/shelters - benches/picnic tables	$1,220.82	$2,000.00
Bleachers	$9,149.24	$8,000.00
Port-A-Johns	$1,429.73	$1,400.00

Bus Shuttle	$1,598.44	$1,775.00
Total Operating Cost	$16,883.36	$16,025.00
Advertising		
Media and other		
Radio Ads	$990.12	$1,100.00
Print Ads	$328.68	$150.00
Other Advertising	$345.21	$0.00
Web Site	$356.16	$400.00
Lumberjack Shirts	$976.69	$0.00
Total Advertising	$2,996.86	$1,650.00
Municipal Costs - IN-KIND	$12,817.48	$15,000.00
TOTAL EXPENSES	$46,885.05	$47,325.00
Net Profit / Loss	$556.11	$1,622.50

The Municipality of Powassan
250 Clark Street
P.O. Box 250
Powassan, Ontario P0H 1Z0
Tel: (705) 724-2813
Fax: (705) 724-5533
www.powassan.net

Minutes
Municipal Emergency Management Committee
June 20th, 2024

Present: Mayor Peter McIsaac, Clerk Allison Quinn, Fire Chief Bill Cox, Dept. Fire Chieff Rob Giesler, CEMC Ben Mousseau, Alternate CEMC Mark Martin, Recording Secretary Anne Lemelin
Regrets: Director of Corp. Services Brayden Robinson, Dept. Mayor Markus Wand, Public Works Supervisor Trevor Tennant

1410hrs – Call to Order

1. First order of business was introduction of Anne Lemelin as recording secretary for the committee. It was discussed that Anne's strong communications skill set would likely see her role in EM develop into a key public facing role in an emergency.

2. Discussion of two mitigation projects:
   a. Eastholme Fire Break. Eastholme has been identified as one of the highest risks in the municipality relating to wildfire. This is due to its proximity to "the Pines" nature reserve. The fast-burning coniferous make-up combined with the current pine beetle infestation in the area exacerbates the problem. Initial talks have been entered into with Eastholme and forestry professionals. The committee resolved that further discussions should be held with Easholme/Board as it is their property.

   b. 250 Clark Back-up Generator. It is recommended that 250 Clark be equipped with a back-up generator. In the event of an emergency including a long-term power outage, it would be ideal if continuity of operations could be maintained at municipal office. Additionally, 250 is an ideal emergency reception centre due to accessibility, cooking facilities, shower facilities, and proximity to municipal staff. Gives municipality the option of transition our main reception centre from the Legion or simply adding capacity. It was resolved that it be submitted in the 2025 budget. Mousseau will seek estimates for budgeting.

3. Annual review of Public Education Program. Positive event at Maple Syrup Fest, held draw for emergency radio. Distributed pamphlets relating to 72 hr kits and emergency planning for seniors. Also social media campaign during Emergency Preparedness Week.

4. Annual review of Hazard Identification and Risk Assessment (HIRA). Minor adjustments so some hazards. Highway Hazmat Incident rank increased from 6th to 5th based on increased

likelihood of incidents.

5. Annual review of critical infrastructure. No new CI identified but acknowledged that Hummels Bridge is now closed. This will need to be a consideration in future emergency planning.

6. Homelessness in Powassan. Although not a direct EM subject, this is an emerging challenge in the municipality. Supreme Court has ruled that a municipality cannot remove a homeless person from public land if there are no beds available in the community for that person. Limited on how staff can deal with homeless people migrating from North Bay and camping in parks. It was agreed that messaging needs to be drafted to educate the public on these challenges.

7. 2023 Compliance. We received notification from the province that our Emergency Management Program in 2023 was reviewed and found to be in compliance with the Emergency Management and Civil Protection Act.

1500hrs. Adjourn.

Emergency Operations Centre
Sign-In

Date: June 20th, 2024

Nature of Emergency: Committee Meeting

Name	Role/Title	Signature	Time-In
P. McIsaac	Mayor		13:55
M. Wand	Dept. Mayor	absent	
B. Robinson	Dir. Corp. Services/Treasurer	absent	
A. Quinn	Clerk		14:05
B. Cox	Fire Chief		
R. Giesler	Dept. Fire Chief		13:59
T. Tennant	P.W. Supervisor	absent	
B. Mousseau	CEMC		14:01
A. Lemelin	Rec. Secretary		14:03
M. Martin	Alternate CEMC	Marie Martin	14:04

Signature of EOC Secretary/CEMC _____

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AGENDA
Emergency Management Committee Meeting
June 20th, 2024 – 1400hrs.

1. Addition of Anne-Marie Lemelin as recording secretary.

2. Proposal of projects for disaster mitigation

(a) Fire break between Eastholme and The Pines
- preliminary discussions with Eastholme indicate they would be in favour of this but not in position to fund/complete the work.
- funding opportunities are being explored

(b) 250 Clark Back-Up Generator
- recommended for business continuity in the event of large-scale power outage
- most heating relies on circulation pumps/water. Protection of key infrastructure
- ideal space for emergency reception centre. Legion is ideal but may be overwhelmed in large scale emergency
-opportunity to re-purpose lift station generator.
-Class A reception centre

3. Public Education
    - positive event at MSF
    - draw for emergency/weather radio. Contestants required to answer skill testing EM question to qualify.
    - distributed brochures on 72-hr kit, emergency plans, emergency planning for seniors, municipal specific hazards

4. HIRA Review

5. Critical Infrastructure Review

6. Homelessness and Powassan

7. 2023 Compliance

Hazard Identification & Risk Assessment: Risk Register

The table shows a high level overview of scores for all hazards, and can rank results in order of total score.

Risk Ranking	Hazard	Likelihood Score	Likelihood Category	Consequence Score	Consequence Category	RISK TOTAL (Likelihood x Consequence)	Level of Risk
1	Winter Weather	5	Likely	12	Medium	60	**Low**
2	Infectious Disease	4	Probable	14	Medium	56	**Low**
3	Flood	5	Likely	11	Medium	55	**Low**
4	Rail, Light Rail, or Subway	3	Unlikely	16	Medium	48	**Low**
5	Tornado	3	Unlikely	15	Medium	45	**Low**
6	Road and Highway	3	Unlikely	11	Medium	33	**Low**
7	Dam Failure	2	Very Unlikely	16	Medium	32	**Low**
8	Wildland Fire	2	Very Unlikely	12	Medium	24	**Very Low**
9	Farm Animal Disease		N/A		N/A		**N/A**
10	Active Threat		N/A		N/A		**N/A**
11	Avalanche		N/A		N/A		**N/A**
12	Aviation		N/A		N/A		**N/A**
13	CBRNE		N/A		N/A		**N/A**
14	Chemical		N/A		N/A		**N/A**

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1	Winter Weather	5	Likely	12	Medium	60	**Low**
15	Civil Disorder		N/A		N/A		**N/A**
16	Communications		N/A		N/A		**N/A**
17	Cyber Attack		N/A		N/A		**N/A**
18	Drought or Low Water		N/A		N/A		**N/A**
19	Earthquake		N/A		N/A		**N/A**
20	Electrical Energy		N/A		N/A		**N/A**
21	Electromagnetic Pulse		N/A		N/A		**N/A**
22	Erosion		N/A		N/A		**N/A**
23	Extra Sheet 1		N/A		N/A		**N/A**
24	Extra Sheet 2		N/A		N/A		**N/A**
25	Extra Sheet 3		N/A		N/A		**N/A**
26	Extreme Cold		N/A		N/A		**N/A**
27	Extreme Heat		N/A		N/A		**N/A**

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1	Winter Weather	5	Likely	12	Medium	60	**Low**
28	Fire Explosion		N/A		N/A		**N/A**
29	Fog		N/A		N/A		**N/A**
30	Food Contamination		N/A		N/A		**N/A**
31	Food Shortage		N/A		N/A		**N/A**
32	Geopolitical Pressures		N/A		N/A		**N/A**
33	High Wind		N/A		N/A		**N/A**
34	Hurricane		N/A		N/A		**N/A**
35	Land Subsidence		N/A		N/A		**N/A**
36	Landslide		N/A		N/A		**N/A**
37	Lightning		N/A		N/A		**N/A**
38	Marine		N/A		N/A		**N/A**
39	Crowd Disaster		N/A		N/A		**N/A**
40	Medical Drug, Blood, Supplies		N/A		N/A		**N/A**

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41	Mine		N/A		N/A		**N/A**
42	Nuclear (Facility)		N/A		N/A		**N/A**
43	Oil or Natural Gas		N/A		N/A		**N/A**
44	Petroleum Product Shortage		N/A		N/A		**N/A**
45	Plant Disease or infestation		N/A		N/A		**N/A**
46	Public Transit Systems		N/A		N/A		**N/A**
47	Radiological		N/A		N/A		**N/A**
48	Sabotage		N/A		N/A		**N/A**
49	Space Object Crash (any)		N/A		N/A		**N/A**
50	Space Weather		N/A		N/A		**N/A**
51	Storm Surge		N/A		N/A		**N/A**
52	Thunderstorm		N/A		N/A		**N/A**
53	Structural Failure		N/A		N/A		**N/A**

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1	Winter Weather	5	Likely	12	Medium	60	**Low**
54	Structural Failure		N/A		N/A		**N/A**
55	Water or Wastewater Disruption		N/A		N/A		**N/A**
56	Water Quality		N/A		N/A		**N/A**

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6	Tornado	3	Unlikely	15	Medium	45	**Low**
7	Wildland Fire	2	Very Unlikely	15	Medium	30	**Very Low**
8	Dam Failure	2	Very Unlikely	13	Medium	26	**Very Low**
9	Farm Animal Disease		N/A		N/A		**N/A**
10	Active Threat		N/A		N/A		**N/A**
11	Avalanche		N/A		N/A		**N/A**
12	Aviation		N/A		N/A		**N/A**
13	CBRNE		N/A		N/A		**N/A**
14	Chemical		N/A		N/A		**N/A**

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15	Civil Disorder		N/A		N/A		**N/A**
16	Communications		N/A		N/A		**N/A**
17	Cyber Attack		N/A		N/A		**N/A**
18	Drought or Low Water		N/A		N/A		**N/A**
19	Earthquake		N/A		N/A		**N/A**
20	Electrical Energy		N/A		N/A		**N/A**
21	Electromagnetic Pulse		N/A		N/A		**N/A**
22	Erosion		N/A		N/A		**N/A**
23	Extra Sheet 1		N/A		N/A		**N/A**
24	Extra Sheet 2		N/A		N/A		**N/A**
25	Extra Sheet 3		N/A		N/A		**N/A**
26	Extreme Cold		N/A		N/A		**N/A**
27	Extreme Heat		N/A		N/A		**N/A**

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28	Fire Explosion		N/A		N/A		**N/A**
29	Fog		N/A		N/A		**N/A**
30	Food Contamination		N/A		N/A		**N/A**
31	Food Shortage		N/A		N/A		**N/A**
32	Geopolitical Pressures		N/A		N/A		**N/A**
33	High Wind		N/A		N/A		**N/A**
34	Hurricane		N/A		N/A		**N/A**
35	Land Subsidence		N/A		N/A		**N/A**
36	Landslide		N/A		N/A		**N/A**
37	Lightning		N/A		N/A		**N/A**
38	Marine		N/A		N/A		**N/A**
39	Crowd Disaster		N/A		N/A		**N/A**
40	Medical Drug, Blood, Supplies		N/A		N/A		**N/A**

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41	Mine		N/A		N/A		**N/A**
42	Nuclear (Facility)		N/A		N/A		**N/A**
43	Oil or Natural Gas		N/A		N/A		**N/A**
44	Petroleum Product Shortage		N/A		N/A		**N/A**
45	Plant Disease or infestation		N/A		N/A		**N/A**
46	Public Transit Systems		N/A		N/A		**N/A**
47	Radiological		N/A		N/A		**N/A**
48	Sabotage		N/A		N/A		**N/A**
49	Space Object Crash (any)		N/A		N/A		**N/A**
50	Space Weather		N/A		N/A		**N/A**
51	Storm Surge		N/A		N/A		**N/A**
52	Thunderstorm		N/A		N/A		**N/A**
53	Structural Failure		N/A		N/A		**N/A**

Hazard Identification & Risk Assessment: Risk Register

The table shows a high level overview of scores for all hazards, and can rank results in order of total score.

Risk Ranking	Hazard	Likelihood Score	Likelihood Category	Consequence Score	Consequence Category	RISK TOTAL (Likelihood x Consequence)	Level of Risk
1	Winter Weather	5	Likely	12	Medium	60	**Low**
54	Structural Failure		N/A		N/A		**N/A**
55	Water or Wastewater Disruption		N/A		N/A		**N/A**
56	Water Quality		N/A		N/A		**N/A**

Municipality of Powassan Critical Infrastructure

Sector	Type of CI	Component	Location	)wner/Operato	HIRA	Priority
Food/Water	Water Storage	Water Storage	McRae Dr.	Municipality	F/H/WW	RED
	Water Distribution	Pumphouse	Fairview Lane	Municipality	F/H/WW	RED
OCWA EMERGENCY	7054718115	Water Main	Pumphouse to Clark/Main	Municipality	F/H/WW	RED
	Waste Water	Sewage Lagoons	Fairview Lane	Municipality	F/H/WW	BLUE
		Sanitary Lines	follows water main	Municipality	F/H/WW	RED
Electricity	Transmission	Transformer Lines	Parallel Hwy 11/in from Chisholm	Hydro One	F/H/WW	RED
Hydro1 Emergency	18773637464					
Continuity of	Government	Municipal Office	250 Clark St	Municipality	F/H/WW/P	RED
Services						
Public Safety	Emergency Centre/Fire	EOC / Fire Halls (2)	Municipal Office, TC Fire Hall, Media Centre,	Municipality	F/H/WW/P	Red
& Security	Evac Centre/ Gener	Legion	62 King St	Municipality	H/W/P/	Red
Transportation	Bridges	Bridges	Maple Hill Road, Alcase/He	Municipality	F, other	BLUE

LEGEND:

RED= High Priority

ORANGE=Medium Priority

BLUE=Low Priority

F=Forest Fire Emergency

H=Hazmat Emergency

WW=Winter Weather Emergency

Municipality of Powassan Critical Infrastructure

Sector	Type of CI	Component	Location	Owner/Operato	HIRA	Priority

P=Pandemic Emergency

YELLOW = OUT of Service

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1200

Ontario

April 15, 2024

Municipality of Powassan

Dear Benjamin Mousseau - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 412 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2023, of which 405 were advised they appeared to satisfy their EMCPA requirements.
- Of the 7 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
    - Not designating an Emergency Information Officer;
    - CEMC did not complete training;
    - Not completing the annual MECG training; and/or
    - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Diane Ploss
Email: diane.ploss@ontario.ca
Phone: 437-424-9433

Sincerely,

Heather Levecque
Assistant Deputy Minister and Chief, Emergency Management
Treasury Board Secretariat

cc: Mayor Peter McIsaac

Powassan & District Union Public Library
Minutes for Monday, April 15, 2024 – 6:00 p.m.
Board Meeting @ Library

In-person: Tina Martin, Laurie Forth, Brenda Lennon, Bernadette Kerr, Steve Kirkey, Leo Patey, Debbie Piper, Pat Stephens, Marie Rosset
Absent: Valerie Morgan,

Item	Action	Responsibility
Call to order	6:04 pm	
Respect and Acknowledgement Declaration	Declaration read by CEO We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.	
3. General Consent Motion: **Present the general Consent Motion for September 2023, which includes:** a) Approval of April 15, 2024 Agenda b) Approval of Minutes from the March 18, 2024 meeting and the April 1, 2024 Emergent meetings c) Approval of the January, February, and March 2024 Financial Statements d) Approval of the February and March Library Reports	**Motion: 2024-13** That the General Consent Motion for April 15, 2024 be adopted as amended **Moved by**: Pat Stephens **Seconded by**: Leo Patey Adopted	
Disclosure of pecuniary interest	Laurie Forth – husband Mark Forth constructing quiet room	

General Business a) MoP Council meeting – April 16, 2024 at 6:30pm	Library will be presenting it's 2024 Budget. Anyone able to attend, is asked to do so.	Library Board members
b) Grants update	i. **OTF Resilience Grant** – approved Waiting on MoP to release the first installment of $11,200 – should help with low cash flow ii. **Provincial Seniors Grant** – still pending iii. **OTF Capital Grant** – still pending iv. **Canada Summer Job** – one position approved v. **Hydro Grant** – still pending vi. **Leaf Grant** – opens in September 2024	
c) Board Meeting Schedule	Proposal to delay start of meeting to 6:15pm **Motion 2024-14** That the Board Meetings start at 6:15pm going forward. **Moved by:** Debbie Piper **Seconded by**: Brenda lennon **Adopted**	
Correspondence	None to report	
Committee Reports a) Property Committee	Debbie Piper proposed that the new privacy room be named after Valerie Houghtling, who passed away in December 2023, in recognition of the pro-bono architectural work done by her son, Shawn Houghtling. It was also agreed that a framed acknowledgement recognizing Lisa LaFlamme contributions will be hung inside the new privacy room.	

	Motion 2024-15 Pending family's approval, the Board approves naming the new privacy room, the Valerie Houghtling Quiet Room. **Move by:** Bernadette Kerr **Seconded by**: Stephen Kirkey **Adopted**	
a) Financial Committee	Revised Budget to be distributed shortly Financial Report to be modified for next meeting.	CEO
b) Fundraising Committee	Nothing to report	
c) Policy Committee report	Next month 5 to 6 policies will be reviewed.	CEO
d) Friends of the Library • Update	Will be auctioning a quilt made by Jo-Ann Elliot to raise funds for a set of Makedos and a Glo- in-the-dark building set. A door Counter is also being considered.	
Adjournment	**Motion: 2024-16** That the April 15, 2024 meeting be adjourned at 6:58 pm **Moved by**: Stephen Kirkey **Adopted**	Next meeting May 27, 2024

Chairperson: _____
Kristina Martin, Chair

Secretary: _____
Marie Rosset, CEO

Powassan & District Union Public Library
Minutes for Monday, May 13, 2024 – 6:15 p.m.
Board Meeting @ Library

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Valerie Morgan, Leo Patey, Debbie Piper, Pat Stephens, Marie Rosset
Absent: Brenda Lennon,

Item	Action	Responsibility
1. Call to order	6:15 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.	
3. General Consent Motion: Present the general Consent Motion for September 2023, which includes: a) Approval of May 13, 2024 Agenda b) Approval of Minutes from the April 15, 2024 meeting c) Approval of the April 2024 Financial Statements d) Approval of the April 2024 Library Reports	**Motion: 2024-17** That the General Consent Motion for May 13, 2024 be adopted as amended **Moved by**: Leo Patey **Seconded by**: Laurie Forth Adopted	
4. Disclosure of pecuniary interest	Laurie Forth – husband Mark Forth constructing quiet room	
5. General Business a) Outcome of MoP Council meeting – April 16, 2024	Library presented it's 2024 Budget, with its request for a 26% increase. Many Board members and staff members were in attendance. The Municipality countered with a 7% increase, which they estimate is generous. No final decision will be made until the input from the other two Union Members is received.	

	The Township of Chisholm paid their first payment of library services fees with the accurate assumption that the following payments will be adjusted accordingly.	
b) Formation of Budget Committee	A committee was formed to discuss and strategize for the 2024 Budget as well as any future one. It will exclude council members as well as the CEO to avoid any conflict of interest. **Motion: 2024-18** That a special Budget Committee be formed to propose a 2024 budget at the next meeting. This committee will exclude the council members and the CEO. **Moved by**: Debbie Piper **Seconded by**: Bernadette Kerr **Adopted**	Tina Martin, Debbie Piper, Pat Stephens, Laurie Forth, Brenda Lennon, Valerie Morgan First meeting – June 10/24 at 10 :30am
c) Banning of teens at the Library	Two separate teens banned from all municipal facilities and properties inquired if it extended to the library. They were informed that it did not -- it takes a village to raise a child.	
d) New PDUPL credit card	The CEO has had to manage the library without a credit card since March 7th. The card was cancelled due to a few fraudulent charges and has not been replaced, despite several requests. CEO has had to use their own personal credit card to cover library expenses, and decided to approach the bank and start the proceedings to get a PDUPL credit card. **Motion: 2024-19** That the Powassan & District Union Public Library (PDUPL) approves limited power to borrow in the amount of $2,000 for a new credit card to be set up in the name of Powassan and District Union Public Library for expenses. We also agree to allow for $2,000 of our investments to be held as collateral, and to one card to be issued to Marie Rosset, CEO. **Moved by**: Bernadette Kerr **Seconded by**: Leo Patey	CEO, Tina Martin, Debbie Piper

e) Grants	**Adopted** **OTF Resilience Grant** – approved MoP released the first installment of $11,200, Lindsay Berg hired through grant as IT Coordinator. - **Provincial Seniors Grant** – still pending - **OTF Capital Grant** – still pending - **Canada Summer Job** – one position approved – Owen Desrosier hired as TD Summer Program Coordinator. Abbigale Nelson hired to help with the program. - **Hydro Grant** – unsuccessful - **Leaf Grant** – opens in September 2024. Laurie Forth will write and apply, everyone is tasked to think of items we need. - **Legion Grant** – $2,000 grant for Seniors programming. Funds will be used for Community Conversations in the event we do not get the Provincial Seniors Grant.	
f) Maple Syrup Festival outcome	Library netted $105.10 from the sale of Taffy. Next year will need to revisit its participation in this event.	
6. Correspondence	- Debbie Piper read letter sent to MoP council following the Library's presentation. - CEO read email sent to Brayden Robinson prior to the May 7 council meeting.	
7. Committee Reports a) Property Committee	• Quiet Room now completed with only the door needing to be installed. • Debbie acquired plaque for the new Valerie Houghtling Quiet Room, as well as a hanging with an acknowledgement to Lisa LaFlamme and Michael Cooke. • An unveiling event will be scheduled for June, with Valerie Houghtling's family and the media in attendance.	CEO
b) Financial Committee	• Distribution of revised Audited Financial Statements. • Distribution of latest revised budget	

c) Policy Committee report	**i. Virtual Reality Waiver of Liability** - Revisions required for next Board meeting **ii. GOV-04 Succession Policy for CEO and Board Members** **Motion: 2024-20** That the PDUPL Board approve GOV-04 Succession Policy for CEO and Board Members as presented **Moved by**: Pat Stephens **Seconded by**: Valerie Morgan **Adopted** **iii. OP-01 Library and Political Election Policy** **Motion: 2024-21** That the PDUPL Board approve OP-01 Library and Political Election Policy as presented **Moved by**: Pat Stephens **Seconded by**: Valerie Morgan **Adopted** **iv. OP-02 Library Community Information Policy** **Motion: 2024-22** That the PDUPL Board approve OP-02 Library Community Information Policy as presented **Moved by**: Laurie Forth **Seconded by**: Leo Patey **Adopted**	CEO
d) Friends of the Library • Update	Draw for laptop quilt made by Jo-anne Elliott is ongoing. Raised funds are for a set of Makedos and a Glo- in-the-dark building set. A door counter will also be purchased.	
e) Adjournment	**Motion: 2024-23** That the May 13, 2024 meeting be adjourned at 7:49pm **Moved by**: Pat Stephens	Next meeting June 17, 2024

Chairperson: Kristine Martin
Kristina Martin, Chair

Secretary: Marie Rosset
Marie Rosset, CEO

District of Parry Sound Social Services Administration Board

Chief Administrative Officer's Report

June 2024

Mission Statement

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

District Municipal Association

On May 17th, I attended the District of Parry Sound Municipal Association meeting in Emsdale. There were approximately 100 people in attendance, primarily elected officials, ministries, agencies and municipal staff from all municipalities in the District of Parry Sound. I was pleased to see several members of our board in attendance.

(Shown here: Jerry Brandt, Tom Lundy, Janice Bray, Tammy MacKenzie, Teri Brandt, Ted Collins, Gail Finnson, Sharon Smith)

National Housing Strategy Funding Update

On May 28th, 2024, the Federal and Provincial Ministers responsible for housing released a joint statement confirming that an agreement had been reached on a revised action plan from Ontario that will unlock $357 million of federal funding under the National Housing Strategy (NHS), which had recently been paused by the federal government.

We were very pleased to learn that both levels of government have worked together to create a plan that would see Service Managers receiving the funding that had already been allocated. The DSSAB relies heavily on the limited National Housing Strategy funding it receives through the Province of Ontario to preserve existing housing stock and to create new supply. In the 2024-25 fiscal year, the PSDSSAB's anticipated allocation under the Canada-Ontario Community Housing Initiative (COCHI) was $477,400. Under the Ontario priorities Housing Initiative (OPHI) the anticipated allocation was $287,600.

We've been advised that the 2024-2025 funding allocations for COCHI and OPHI for our District will be re-confirmed shortly.

Value for Money Audit

As part of the 2024 Child Care funding allocation, the Ministry of Education is requiring municipalities and District Social Services Administration Boards (DSSABs) that directly operate child care centres to do a value-for-money audit of their programs. Under the new funding guidelines sent to the Consolidated Municipal Services Managers (CMSMs) and DSSABs, we are required to have an independent audit completed by the end of 2024. To increase efficiencies, we have partnered with Rainy River District Services Board and Kenora District Services Board to contract MNP LLP to complete this required audit.

2024 OMSSA Exchange Conference

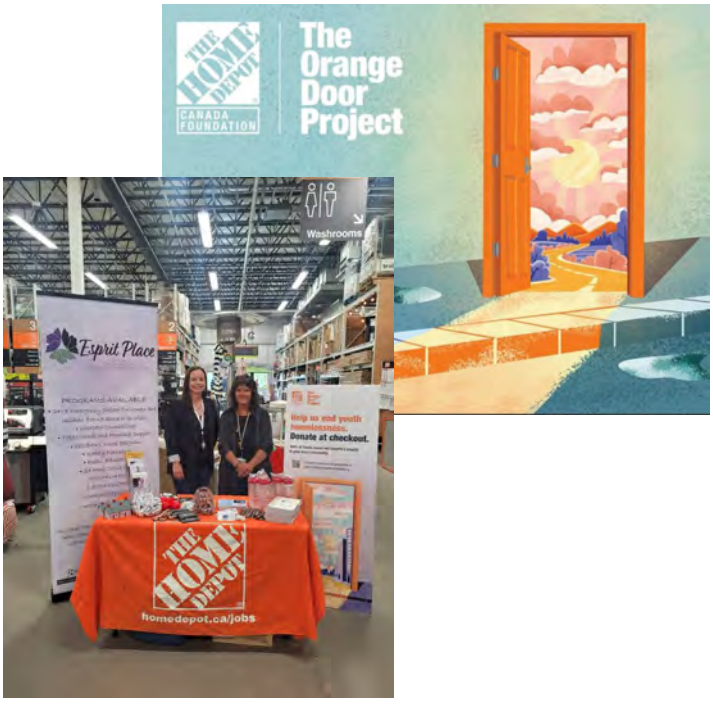
On May 7th & May 8th, I attended the OMSSA Exchange Conference in Toronto. With more than 400 people in attendance from the human services, health, child care, and public services field, the conference provided the opportunity to bring human services staff from across Ontario to focus on several important professional development topics, and learn about the innovative work happening in each of our sectors to address the most pressing issues in our local communities.

Perry Township Community Safety Day

On May 25th, two members of our Income Support & Stability team attended the Perry Township Community Safety Day to represent the DSSAB.

Moose Hide Campaign Day

On May 16th, members of our Esprit team attended the Moose Hide Campaign Walk hosted by the Parry Sound Friendship Centre recognizing Violence against Women and Children, and provided an information table to those in attendance.



Home Depot's Spring Orange Door Project

The Home Depot Foundation's Spring Orange Door Project fundraising campaign runs from June 4 to July 7, 2024.

During this time, The Home Depot will engage associates and customers in a local campaign where 100% of funds raised stay within the District of Parry Sound and support Esprit Place Family Resource Centre.

Our team will be on site once per week during the campaign to provide information on our programs and services.

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024
Total Page Followers	530	547	557	556	579	585
Post Reach this Period (# of people who saw post)	2,441	5,647	4,003	3324	4869	2904
Post Engagement this Period (# of reactions, comments, shares)	289	724	392	413	203	617

Esprit Place Family Resource Centre	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024
Total Page Followers	175	181	183	186	190	192
Post Reach this Period (# of people who saw post)	1,610	283	214	241	912	239
Post Engagement this Period (# of reactions, comments, shares)	292	14	3	127	54	41

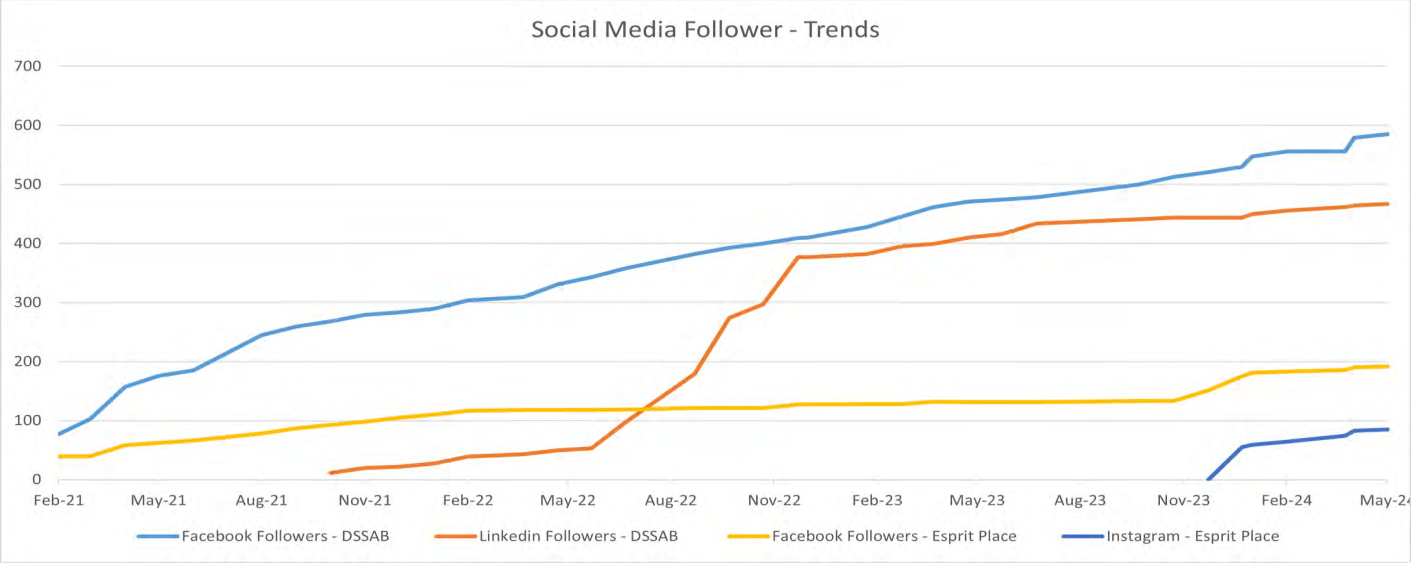
DSSAB LinkedIN Stats https://bit.ly/2YyFHlE	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	MAY 2024
Total Followers	444	444	450	456	462	467
Search Appearances (in last 7 days)	52	25	20	69	68	45
Total Page Views	48	30	47	40	54	60
Post Impressions	570	368	815	575	697	256
Total Unique Visitors	18	16	15	21	25	26

NEW! Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024
Total Followers	55	59	64	74	83	85
# of posts	18	19	21	23	24	25

Facebook Pages

A friendly reminder to follow our Facebook pages!

- FACEBOOK - District of Parry Sound Social Services Administration Board
- FACEBOOK - Esprit Place Family Resource Centre
- FACEBOOK—EarlyON Child and Family Centres in the District of Parry Sound
- LINKEDIN—District of Parry Sound Social Services Administration Board
- INSTAGRAM—Esprit Place Family Resource Centre



Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District
April 2024

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	0	0	0	2	21	23
Toddler (18-30M)	13	8	15	12	19	67
Preschool (30M-4Y)	17	12	20	41	58	148
# of Active Children	30	20	35	55	98	238

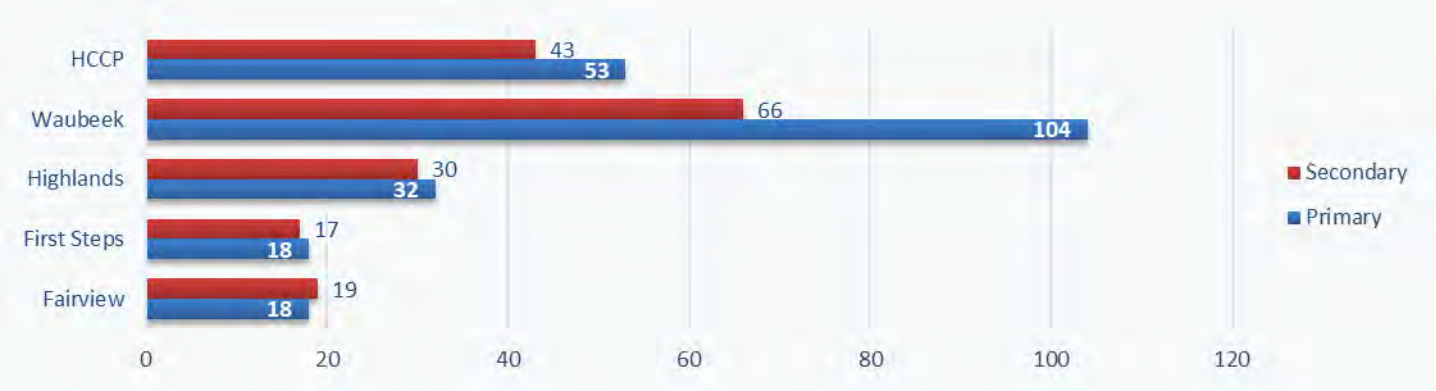
The Home Child Care Program approved a home in the Novar area that will be opening in June as well a new home will be opening shortly in the Rosseau community.

School Age Programs
April 2024

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	26	7	9
Mapleridge Before School	8	0	0
Mapleridge Summer Program	N/A	13 enrollments	
Sundridge Centennial After School	13	9	2
Home Child Care	27	8	2
# of Active Children	74	24	13

Families have begun requesting September registration for both the Sundridge and Mapleridge School Age Programs.

Directly Operated Child Care Waitlist by Program



These waitlist numbers are duplicated as families continue to register with multiple programs.

The blue bar indicates the current number of children needing care now that cannot be accommodated. The red bar shows the number of children that will be needing care in future months.

Inclusion Support Services
April 2024

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	2	1	0	0
Toddler (18-30M)	0	5	5	10	0	1	0
Preschool (30M-4Y)	5	35	40	42	2	0	0
School Age (4Y+)	4	19	23	22	2	0	0
Monthly Total	9	60	69	-	5	1	0
YTD Total	10	56	-	76	18	9	7

EarlyON Child and Family Programs
April 2024

Activity	Monthly Total	YTD
Number of Children Attending	1,149	4,006
Number of New Children Attending	50	147
Number of Adults Attending	830	3,416
Number of Virtual Programming Events	8	39
Number of Engagements through Social Media	339	2,056
Number of Views through Social Media	10,387	48,273

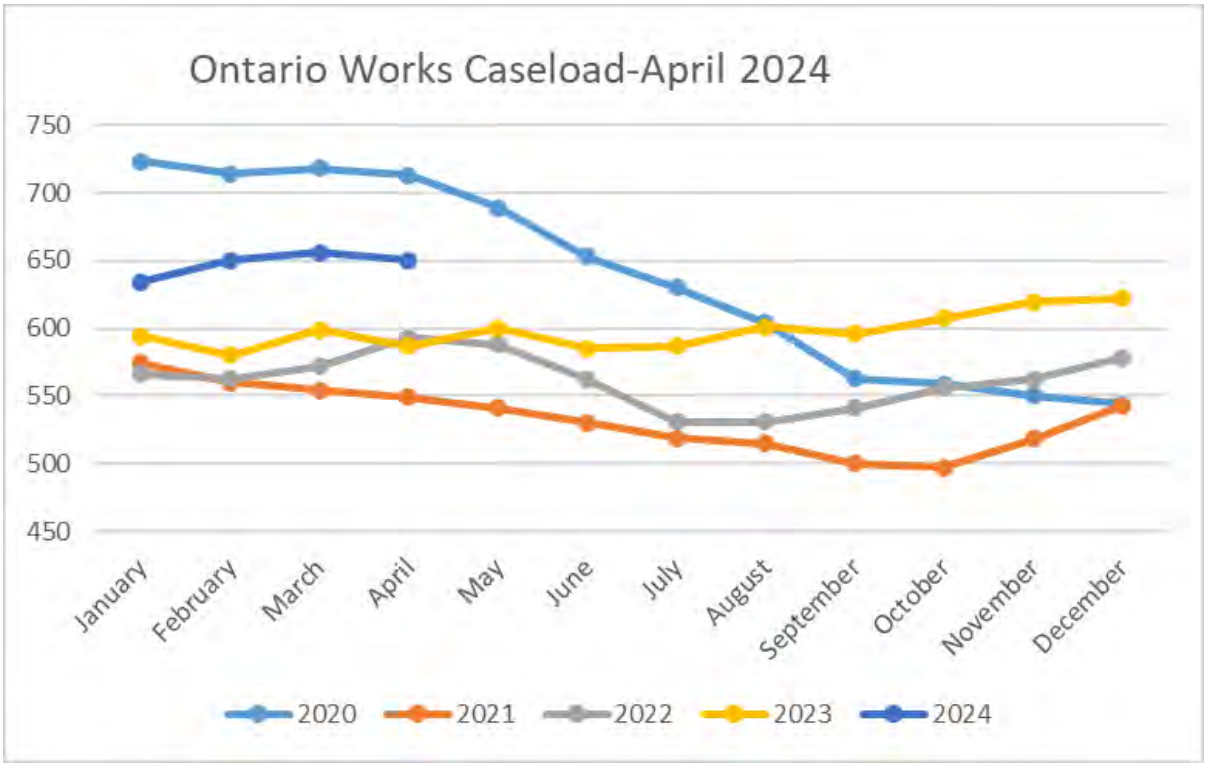
Funding Sources for District Wide Childcare Spaces
April 2024

Active	# of Children	# of Families
CWELCC*	75	73
CWELCC Full Fee	202	198
Extended Day Fee Subsidy	1	1
Fee Subsidy	41	29
Full Fee	25	23
Ontario Works	3	2
Total	347	326

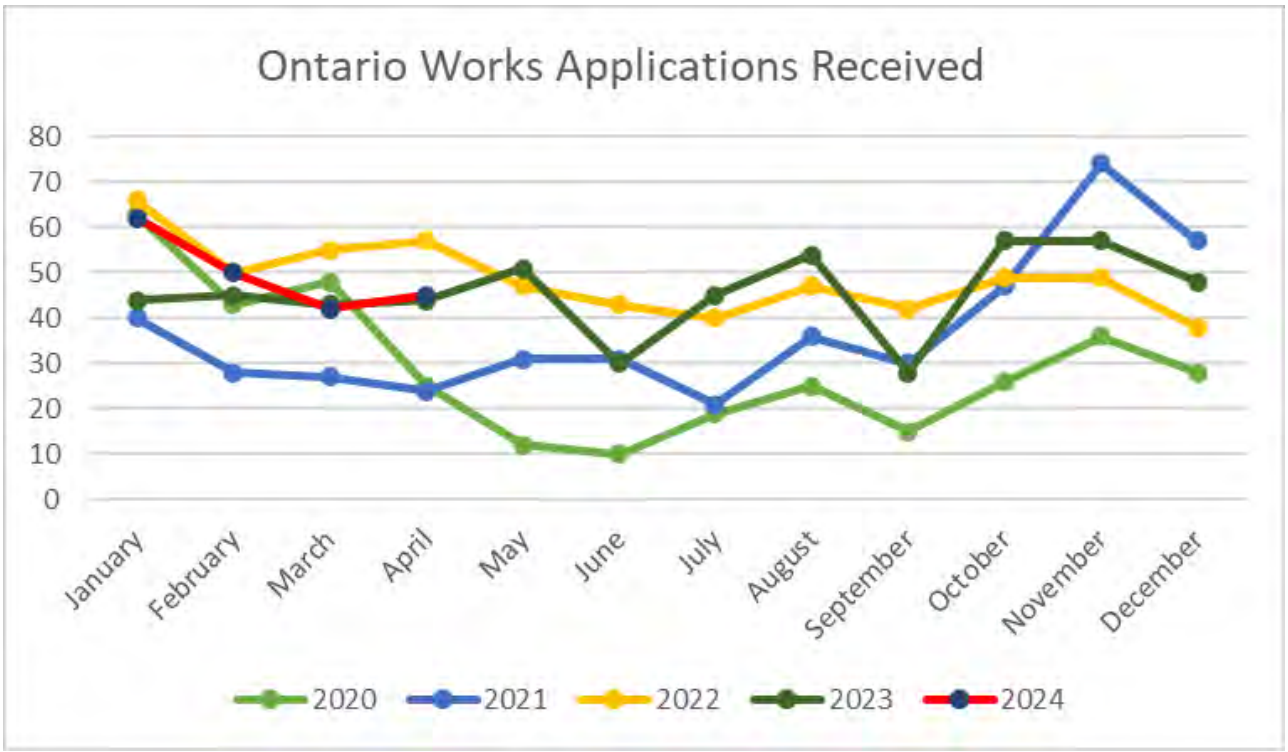
Funding Source - New	# of Children	# of Families
CWELCC	2	2
CWELCC Full Fee	1	1
Total	2	2

Exits	# of Children	# of Families
CWELCC	1	1
Fee Subsidy	1	1
Total	2	2

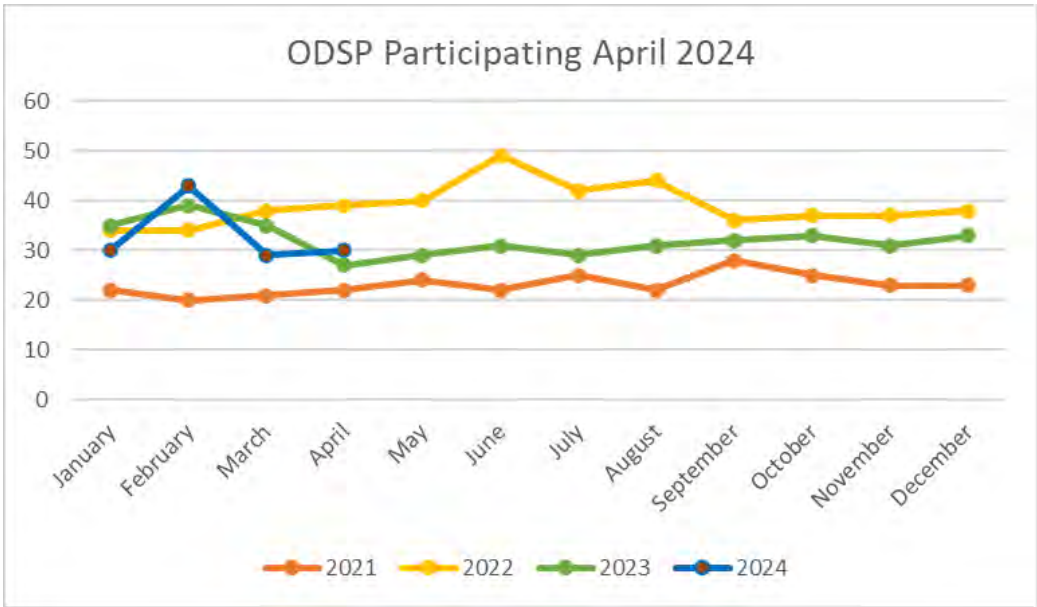
* CWELCC: Canada-Wide Early Learning Child Care; eligible for children 0 - 6



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

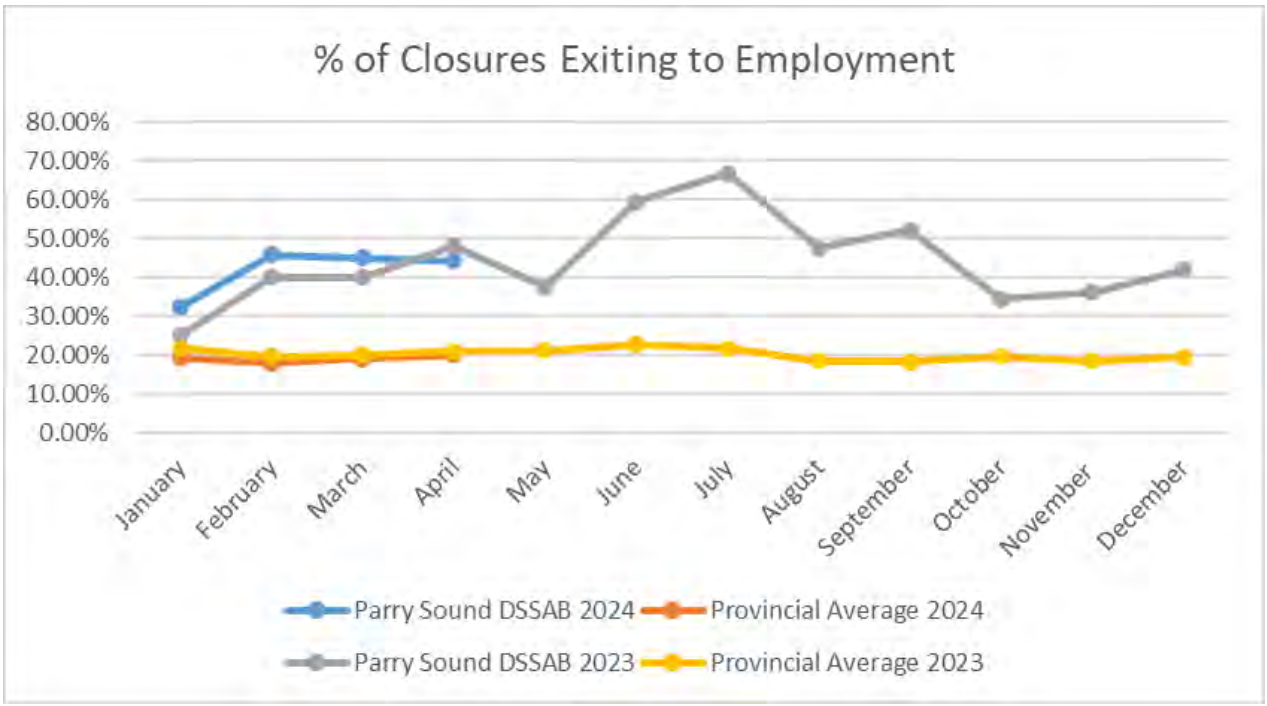


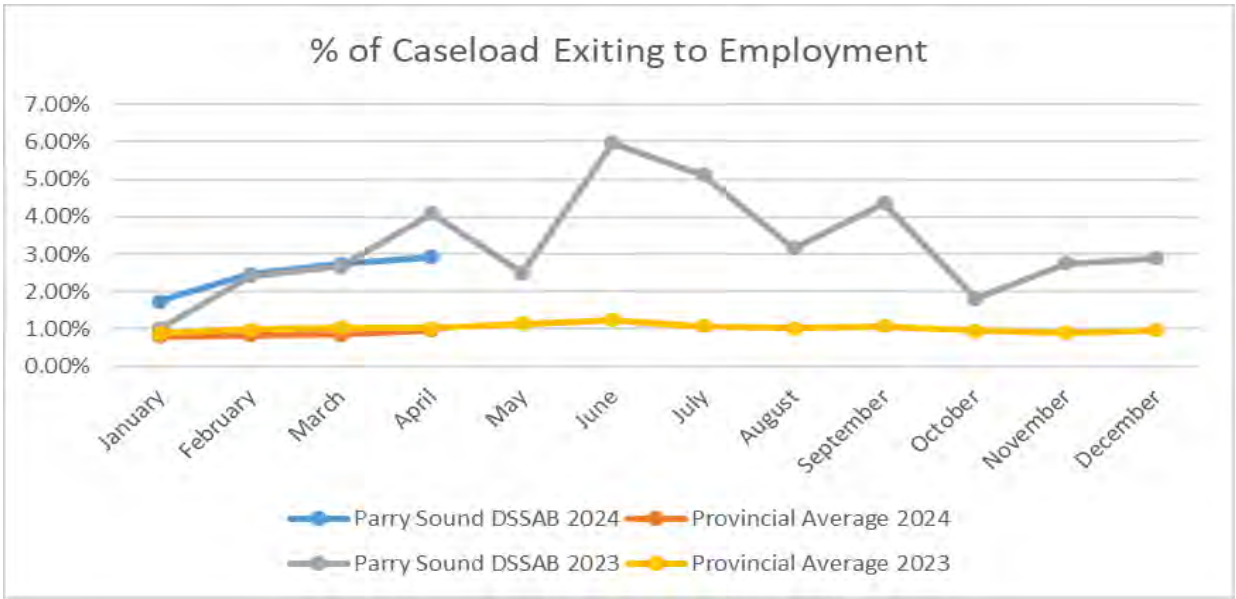
ODSP Participants in Ontario Works Employment Assistance



The OW Caseload as of the end of April is down slightly to 650. We are supporting 30 ODSP participants in our Employment Assistance program. We also have 59 Temporary Care Assistance cases. We received 45 Ontario Works Applications, 35 (78%) of which were online through SADA and managed through IBAU in the month of April We maintained our application processing service standard of 4 days.

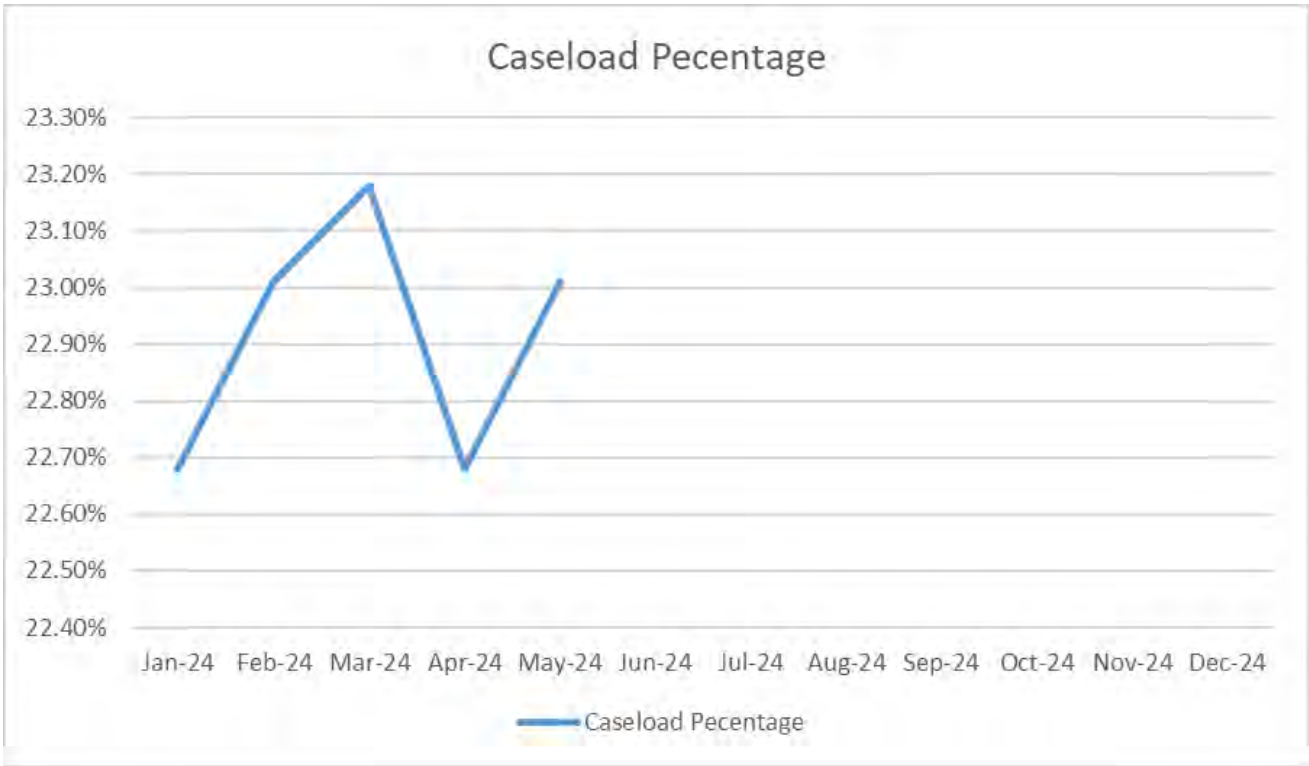
Employment Assistance & Performance Outcomes



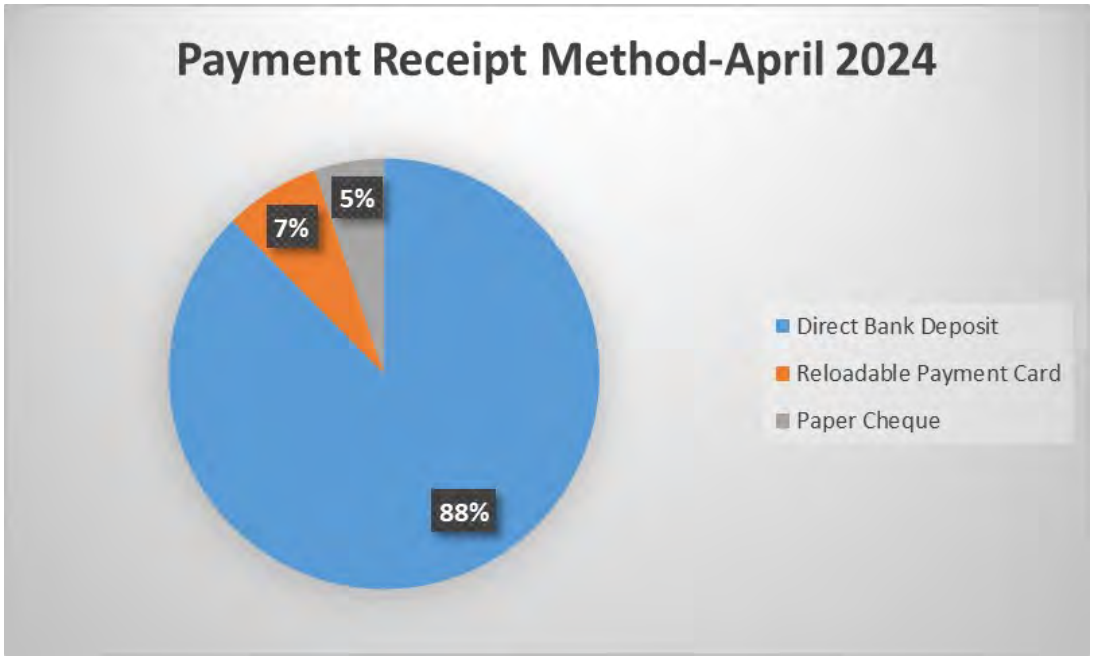


Our Employment Outcomes performance in remain strong but sit slightly below our 2023 performance. This could be indicative of the decrease in job postings as reported by the Labour Market Group for the area. Additionally, 6.6% of the caseload exited the program for any reason in April.

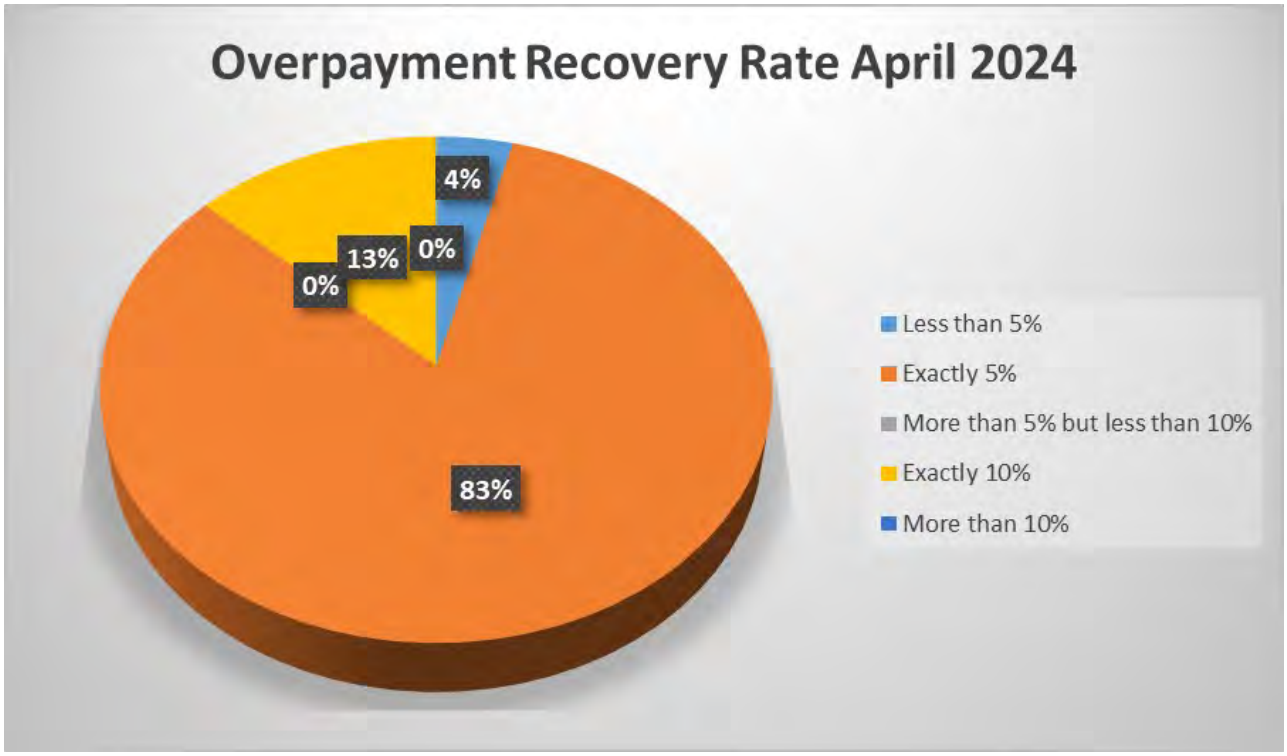
MyBenefits Enrollment 2024



DBD Enrollment



Overpayment Recovery Rate



District of Parry Sound Social Services Administration Board

WPSHC CARES

West Parry Sound Health Centre

Rural Nurse Practitioner-Led Clinic

44
Av. Age

24
Clients

206 Client Encounters

Referral Source

33.3% Housing Stability

12.5% Tenant Services

37.5% Ontario Works

8.33% Esprit Place

8.33% Other

Client Gender

Location of Encounter

Referral Out

CMHA 8	RAAM 4	PSFHT 1
	SJB 7	NPLC 4

Min Attorney General 1	EMS 1
Home & Community Care 3	Legal Aid 3
The Friends 1	Esprit Place 1
Monarch Recovery 1	Addiction Tx 4
Waypoint Centre 1	Housing Stability - VAW 1

Encounter Data for 2023-2024 Q4 (Jan-Mar)

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Prevention Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Prevention Program, periodically within the month, not requiring intense case management.

April 2024 Income Source	East	West
Senior	12	14
ODSP	16	26
Ontario Works	5	15
Low Income	23	35

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

April 2024 Income Source	East	West
Senior	12	18
ODSP	15	14
Ontario Works	8	15
Low Income	9	44

Contact/Referrals

April 2024	East	West	YTD
Homeless	8	3	20
At Risk	5	8	31
Program Total (Esprit In Shelter Clients calculated in Homelessness Numbers)			51
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	0	0
Esprit in Shelter	1		3

Short Term Housing Allowance

	Active	YTD
April 2024	7	9

Housing Stability: Household Income Sources and Issuance from HPP:

April 2024 Income Source	Total	HPP
Senior	3	$792.88
ODSP	3	$549.74
Ontario Works	2	$1844.23

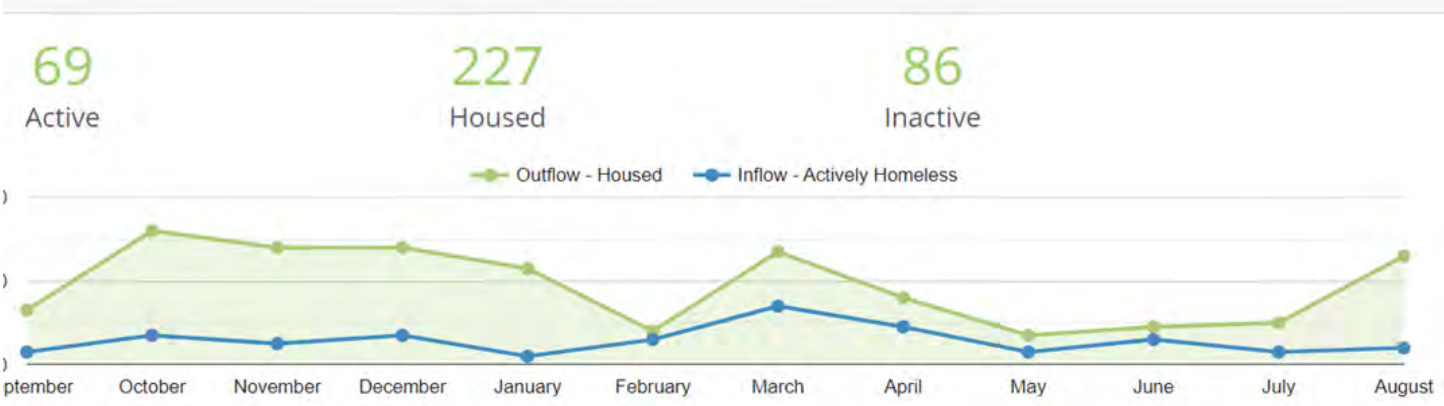
April 2024 Reason for Issue	Total
Rental Arrears	$1844.23
Utilities/Firewood	$127.88
Transportation	$24.00
Food/Household/Misc	$690.74
Total	$3,186.85

Ontario Works: Household Income Sources and Issuance from HPP

April 2024 Income Source	Total	HPP
Senior	1	$120.00
ODSP	3	$3700.00
Ontario Works	10	$7448.83
Low Income	2	$50.00

April 2024 Reason for Issue	Total
Rental Arrears	$3939.72
Utilities/Firewood	$673.47
Transportation	$50.00
Food/Household/Misc.	$6655.64
Emergency Housing	
Total	$11,318.83

By-Name List Data
September 1, 2021– April 30, 2024



Housing Programs

Social Housing Centralized Waitlist Report April 2024			
	East Parry Sound	West Parry Sound	Total
Seniors	52	146	198
Families	122	442	564
Individuals	506	201	707
Total	680	789	1469
Total Waitlist Unduplicated			464

Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison Applications and Households Housing from the CWL											
Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar	7		3	3	
Apr	11		17	6		Apr	10	1	7		
May	13	2	9	2		May					
June	9	1	2	1		June					
July	5	1	5	1		July					
Aug	14	1	3	1		Aug					
Sept	12		4			Sept					
Oct	8	1	1	4	2	Oct					
Nov	12		3			Nov					
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	25	1	23	5	

SPP = Special Priority Applicant

- Housing Programs approved ten rent-geared to income applications in the month of April.
- One SPP application was approved and placed on the centralized waiting list.
- Seven applications were cancelled—three applicants requested cancellation, three were unable to be contacted, and one was discovered to have social housing arrears.

Parry Sound District Housing Corporation
April 2024

Activity for Tenant Services

	Current	YTD
Move outs	7	17
Move in	2	8
L1/L2 forms	2	4
N4 - notice of eviction for non payment of rent	0	1
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	0	2
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements (formal & informal)	4	33
No Trespass Order	0	3
Tenant Home Visits	32	113
Mediation/Negotiation/Referrals	17	77
Tenant Engagements/Education	0	3

Property Maintenance & Capital Projects
April 2024

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 4 units have been treated
Vacant Units	14	one-bedroom (10); multiple bedroom (4) (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	4	one-bedroom (x4) market units available
After Hours Calls	5	After hours for April: Fire Supervisory Signal trouble reset required, odd smell, possible break in next door. On Call Contracted to outside service provider
Work Orders	42	Work orders were created for maintenance work and related materials for the month of April.
DSSAB Ticket	77	DSSAB Tickets are logged for maintenance or repairs required for any of the DSSAB buildings.
Fire Inspections		One 12 Unit Building was inspected, with the presence of the Fire Prevention Officer.

Capital information is captured in Quarterly Reports.

Esprit Place Family Resource Centre

Emergency Shelter Services	April 2024	YTD
Number of women who stayed in shelter this month	6	27
Number of children who stayed in the shelter this month	3	12
Number of hours of direct service to women (shelter and counselling)	30	853
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	44%	46%
Resident bed nights (women & children)	133	427
Phone interactions (crisis/support)	41	120

Transitional Support	April 2024	YTD
Number of women served this month	3	7
Number of NEW women registered in the program	3	6
Number of public ed/groups offered	0	0

Child Witness Program	April 2024	YTD
Number of children/women served this month	3	7
Number of NEW clients (mothers and children) registered in the program	1	4
Number of public ed/groups offered	1	1

The Golden Sunshine Municipal Non-Profit Housing Corporation
Annual General Meeting Minutes – Common Room
2023-06

Tuesday May 16,2023

An Annual General meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday May 16, 2023.

Present: Bernadette Kerr, Doug Walli, Dave Britton, Mieke Krause, Leo Patey, Tom Piper, Amber McIsaac, Property Manager, Claude Daigle

Regrets: Nancy McFadden

Resolution No. 2023-81 – Moved by Tom, seconded by Doug that we call the meeting to order at 9:30 am Carried

Resolution No. 2023-82 – Moved by Dave, seconded by Doug that the agenda is adopted as presented. Carried

Resolution No. 2023-83 – Moved by Doug seconded by Dave that the minutes from the Annual General Meeting on May 17, 2022 are adopted as presented.

Disclosure of pecuniary interest: None

Resolution No. 2023-84 – Moved by Tom seconded by Leo that the board approved the 2022 Audited Financial statements from Kendal, Sinclair, Cowper & Daigle. Carried

Resolution No. 2023-85 – Moved by Dave, seconded by Mieke that the Golden Sunshine Municipal Non-Profit Housing Corporation Board agrees to have Kendal, Sinclair, Cowper & Daigle complete the audit for the 2023 fiscal year.

Resolution 2023-86 – Moved by Tom, seconded by Leo that the meeting be adjourned at 9:51 a.m.

Bernadette Kerr

Chairman

A. McIsaac

Property Manager/Secretary

The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2024- 05

Tuesday May 21, 2024

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday May 21, 2024.

Present: Bernadette Kerr, Mieke Krause, Leo Patey, Tom Piper, Nancy McFadden, Dave Britton, Kalvin Young & Amber McIsaac, Property Manager.

Regrets: Leo Patey

1. Call to order

   Resolution No. 2024-33– Moved by Tom, seconded by Kalvin that the meeting was called to order at 9:30 am. Carried

2. Additions to Agenda – none

3. Approval of the Agenda

   Resolution No. 2024-34– Moved by Nancy seconded by Tom that the agenda be adopted as presented.

4. Approval of the Minutes from the May 21, 2024 board meeting

   Resolution No. 2024-35– Moved by Kalvin seconded by Tom that the minutes from the board meeting on April 16, 2024 were adopted as presented.

6. <u>Business arising</u>

a) OPHI Projects

OPHI Projects and financials were reviewed and discussed. Amber advised to contact the DSAAB to attend the board meeting in September to start contract negotiations.

b) Pines 2

Resolution No. 2024-36– Moved by Tom seconded by Dave, that the regular board meeting will go into closed session at 9:45am.

Resolution No. 2024-37– Moved by Tom seconded by Kalvin to move the regular meeting out of closed session at 10:02.

Resolution No. 2024-38– Moved by Nancy seconded by Mieke to move into the regular meeting at 10:03.

Kalvin will form a sub committee for the Pines 2.

7. Correspondences

a) Managers Report

Amber purchased new stoves for tenant apartments. Sold broken stoves for $300. More new appliances needing to be purchased. Discussion took place regarding the need to offer appliances to tenants. Amber will follow up at the next meeting regarding rules for appliances as per the LTB. Garden discussion took place, Jean Burns thanked the board members for the raised garden beds.

b) Financials

Resolution No. 2024-37 Moved by Kalvin, seconded by Tom that the board approves the April 2024 financials as presented. Carried

8. Next Board Meeting – June 18, 2024 @9:30

9. Adjournment - Resolution No. 2024-38– Moved by Tom, seconded by Nancy that the board meeting be adjourned at 10:56 am. Carried

President, Bernadette Kerr

Property Manager, Amber McIsaac

TROUT CREEK WINTER CARNIVAL
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE 2024 SEASON

Revenues

Hockey Registration Fees	10,500.00
Bar Sales -Bingo	300.00
-Friday Night	3,181.00
-Saturday Afternoon	4,902.00
-Saturday Night	5,685.00
-Sunday	1,332.00
Door Proceeds	3,734.00
Total Revenues	**29,634.00**

Expenditures

Bar Purchases	4,648.86
Bartenders	1,214.50
DJ	600.00
HST on Sales	3,409.22
Referees	3,152.50
Staff Wages	3,416.74
Timekeepers	300.00
Other Miscellaneous	117.17
Total Expenditures	**16,858.99**

Total Surplus Revenues 12,775.01

The Municipality of Powassan
250 Clark Street
P.O. Box 250
Powassan, Ontario P0H 1Z0
Tel: (705) 724-2813
Fax: (705) 724-5533
info@powassan.net
www.powassan.net

To: Council
From: Treasurer/Director of Corporate Services
Re: Queen Street Watermain Replacement

RECOMMENDATION:

That the memo from Treasurer/Director of Corporate Services B. Robinson be received; and further that staff be directed to postpone the Queen Street watermain replacement project.

ANALYSIS:

In the 2024 Water and Sewer Budget, the Municipality had planned to proceed with the replacement of approximately 425 metres of watermain underneath Queen Street. Based on preliminary cost estimates, the project was budgeted at $798,700, of which $554,888 was to be covered through the ICIP Green Infrastructure Fund.

Our engineering firm, Tatham Engineering, was proceeding with the design and tendering for the project. However, they have issued us with a revised cost estimate at $1,740,000.

Staff have explored alternatives, but have determined that proceeding with the project at this stage would be cost-prohibitive. To that end, staff are recommending that this project be put on hold for the 2024 operating year until alternative sources of funding can be secured.

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 YTD (06/30)	NOTES
	TAXATION REVENUE			
10-10-51000	Residential & Farm Taxes	(4,442,879)	(4,446,458)	
10-10-51010	Commercial & Industrial Taxes	-	-	
10-10-51030	Railway	(6,856)	-	
10-10-51160	Grants in Lieu - Power Dams	(50,652)	-	
Total Taxation Revenues		**(4,500,387)**	**(4,446,458)**	
	Operating Grant Revenue			
10-10-51950	Province of Ontario	-	-	
10-10-52020	Province of Ontario - OMPF	(1,033,300)	(516,650)	
10-10-52025	Federal Grants	-	-	
10-10-52035	Grants, Donations, Fundraising	(1,000)	-	
Total Operating Grant Revenues		**(1,034,300)**	**(516,650)**	
	Licenses			
10-50-53000	Animal Licenses	(1,200)	(590)	3-year average
10-10-53010	Lottery Licenses	(2,900)	(519)	3-year average
10-10-53015	Marriage Licencing & Officiating Rev.	(14,900)	(6,990)	3-year average
Total Licenses		**(19,000)**	**(8,099)**	
	Service Charges			
10-45-53500	Interest & Tax Penalties	(62,100)	(30,133)	Average of 12.8% of prior year arrears collected as interest
10-45-53510	NSF Cheque Fees	(300)	(735)	
10-45-53520	Interest Earned	(45,600)	(39,533)	Interest on bank accounts
10-10-53530	Eides Interest Earned-Ministry of Health Fund	-	-	loan repaid in 2023
10-50-53550	Provincial Offences	-	(200)	
10-50-53560	Policing Detachment Revenues	(10,000)	-	pending notification
10-50-53655	Parking Tickets/Court Fees	(500)	(10)	
Total Service Charges		**(118,500)**	**(70,611)**	
	General Government			
10-10-54000	Administration Funds	(11,600)	(3,117)	MFIPPA requests, tax sale fees, other misc
10-65-57700	Municipal Logo Merchandise	(200)	(26)	logo merchandise/bags
10-10-54010	Tax Certificates	(4,400)	(1,950)	3-year average
10-10-54030	Photocopies & Faxes & Oaths	(2,100)	(1,236)	3-year average
Total General Government		**(18,300)**	**(6,329)**	
	250 Clark Street			
10-12-57040	250 Clark-Sponsorships and Donations	(2,500)	(250)	
10-12-57041	250 Clark-Space/Room Rental	(26,500)	(15,801)	planning bd, agilis, EMS, other
10-12-57042	250 Clark-Program and Event Revenue	(35,000)	(17,827)	
10-12-57045	Fitness Centre @ 250 Clark	(38,900)	(23,918)	3-year average
10-12-57580	GAP Program Revenue	(28,800)	(28,889)	
Total 250 Clark		**(131,700)**	**(86,685)**	
	Protection to Persons and Property			
10-15-53030	Fire - Fees	(11,200)	(7,930)	3-year average
10-15-55040	Fire- MTO Calls	(12,800)	(9,484)	3-year average
10-15-55030	Fire- Letters and Inspections	(500)	(105)	3-year average
10-45-54550	911 Service	(700)	(600)	3-year average
10-15-54600	Nipissing Twp -fire agreement	(600)	(600)	
Total Protection Services		**(25,800)**	**(18,719)**	
	Building			
10-45-55000	Building Permits	(50,000)	(29,247)	per CBO estimate
10-45-55010	Building - Zoning Letters	(1,100)	(210)	3-year average
10-45-55020	Building - Work Orders	(1,300)	(695)	3-year average
Total Building		**(52,400)**	**(30,152)**	
	Transportation			
10-20-55500	Transportation	(27,800)	(1,179)	aggregate pmt, misc
Total Transportation		**(27,800)**	**(1,179)**	
	Environment			
10-25-56200	Enviro-Lift Charges	(20,800)	(8,282)	3-year average
10-25-56210	Enviro-Blue Boxes	-	-	
10-25-56220	Enviro - Tags	(1,400)	(1,406)	3-year average
10-25-56230	Enviro - Gate Receipts	(40,800)	(24,512)	3-year average

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 YTD (06/30)	NOTES
10-25-56240	Enviro - Billings	(102,900)	(65,211)	3-year average
10-25-56260	WDO Rebates	(62,400)	(17,927)	Per RPRA allocation notice
10-25-56268	Electronic Stewardship Rebates	(1,000)	-	
Total Environment		**(229,300)**	**(117,338)**	
	Health Services			
10-60-56500	Medical Centre Rent	(16,500)	(12,500)	
Total Health Services		**(16,500)**	**(12,500)**	
	Cemetery			
10-85-56530	Cemetery - Service Revenue	(20,700)	(13,999)	3-year average
10-85-56540	Cemetery - Interest Income - C&M	(6,000)	(5,018)	
Total Cemetery		**(26,700)**	**(19,017)**	
	Social & Family Services			
10-65-57020	Trout Creek Seniors Hall	(1)	-	
10-65-57030	Legion-Revenue	(1)	-	
Total Social & Family Services		**(2)**	**-**	
	Recreation and Cultural Services			
10-55-52000	Province of Ontario - Recreation	-	(5,000)	
10-55-57490	Recreation Activities	(20,000)	(13,786)	soccer, tball, golf
10-55-57500	Park Rentals	(750)	-	
10-55-57510	Pool Revenue	(13,500)	(2,078)	
10-55-57550	Maple Syrup Festival	(34,800)	(32,411)	per amended draft budget
10-55-57570	Donations	(5,000)	(8,487)	
Total Recreation & Cultural Services		**(74,050)**	**(61,762)**	
	Trout Creek Community Centre			
10-75-53700	Ice Rentals	(52,000)	(39,814)	
10-75-53710	Hall Rentals	(3,900)	(2,926)	dog show not returning
10-75-53740	Canteen Proceeds-Downstairs	(500)	-	rent
10-75-53750	Sign Rentals	(2,600)	(100)	
10-75-53810	Socials Revenue	(27,000)	(29,084)	TC carnival
10-75-53815	Bar Revenues	(5,000)	(1,724)	
Total TCCC Revenues		**(91,000)**	**(73,648)**	
	Sportsplex			
10-80-53700	Ice Rentals	(155,000)	(106,339)	
10-80-53710	Hall Rentals	(1,000)	(1,697)	
10-80-53750	Sign Rentals	-	-	
10-80-53720	Booth Rental	(2,500)	(1,983)	current lease $400/month
10-80-53850	Curling Club	(19,500)	(11,387)	full year rent
10-80-53856	Donations	(1,000)	-	
10-80-53786	Bar Revenue-Sportsplex	(14,800)	(22,198)	
Total Sportsplex Revenues		**(193,800)**	**(143,602)**	
	Planning & Economic Development			
10-70-58000	Planning Fees	(5,000)	(4,500)	
Total Planning and Economic Development		**(5,000)**	**(4,500)**	
Total Non-Tax Operating Revenues		(2,064,152)	(1,170,791)	
TOTAL OPERATING REVENUES		**(6,564,539)**	**(5,617,250)**	
	General Government			
10-10-61000	Council Salaries	46,650	21,240	
10-10-61020	Council - Other Expenses	5,100	3,151	mileage, courses, conference, etc
10-10-61030	Donations	2,500	-	
10-10-61050	Advertising	5,000	1,346	
10-10-61500	Administration Salaries	406,300	208,245	
10-10-61510	Admin-Benefits	33,500	14,349	
10-10-61520	Admin-RRSP/OMERS	37,500	17,599	
10-10-61530	Admin-Convention, Training	9,400	8,279	
10-10-61540	Admin-Office Supplies, Copies	11,800	4,015	
10-10-61545	Marriage Licencing & Officiating Exp.	4,800	1,573	cost of marriage licence forms
10-10-61550	Admin-Telephones, cells, internet	4,300	1,880	cell phones and internet
10-10-61560	Admin-Audit & Legal	41,800	26,295	3-year average
10-10-61570	Admin-Computers	87,100	41,443	IT support, licensing fees
10-10-61600	Admin-Postage/Courier/Copier	25,000	14,928	
10-10-61610	Admin-Heat & Hydro	15,500	5,921	reallocation of natural gas costs

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 YTD (06/30)	NOTES
10-10-61640	Admin-Office & Equipment Maintenance	2,000	634	
10-10-61650	Admin-Insurance	17,600	-	
10-10-61660	Admin-Bank Charges & Interest	10,000	3,040	
10-10-61670	Admin-Financial - Taxes Written Off	11,800	-	Taxes on municipally-owned properties
10-10-61675	Uncollectable Debt	2,000	-	
10-10-61690	MPAC	54,411	27,206	per levy notification
10-10-61730	Memberships & Association Dues	5,800	5,504	AMCTO, AMO, MFOA, etc.
10-10-68410	B.I.A. - Material/Supplies	4,200	803	
Total General Government Expenses		**844,061**	**407,448**	
	250 Clark			
10-12-61500	250 Clark-Labour	87,900	46,751	
10-12-61525	250 Clark-Janitorial Expense	12,300	3,127	
10-12-61641	250 Clark-Building Maintenance	25,000	9,915	
10-12-61650	250 Clark-Insurance	26,300	-	
10-12-61753	250 Clark-Utilities	36,800	16,790	
10-12-61754	250 Clark- Program Expenses	30,000	10,053	
10-12-61755	250 Clark-Sponsored Program Expenses	1,000	-	
10-12-61757	Fitness Centre @ 250 Clark Expense	4,900	475	
10-12-67510	GAP Program Labour	23,200	-	
10-12-67520	GAP Program Expense	3,000	655	
Total 250 Clark Expenses		**250,400**	**87,766**	
	Fire Department			
10-15-61500	Fire Wages	82,900	36,774	per detailed calculation
10-15-62000	Fire Dept. - Answering Service	3,400	1,471	
10-15-62010	Fire Dept.- Maintenance	60,300	22,136	
10-15-62020	Fire Department - Insurance	33,950	-	
10-15-62030	Fire Dept. - Trucks	15,000	4,053	fuel, repairs, licenses etc.
10-15-62040	Fire Dept. - Equipment	21,100	8,166	bunker gear, gloves, coveralls, lights, nozzles, foam
10-15-62050	Fire Dept.- Gratuity/Wardens	51,250	-	
10-15-62060	Fire Prevention	3,000	1,518	
10-15-62061	Fire Dept- Training	10,000	897	
10-15-62064	Fire hydrants & Maintenance	15,000	-	replace 3 hydrants
Total Fire Department Expenses		**295,900**	**75,016**	
	Protection to Persons and Property			
10-50-62500	Policing - OPP	469,959	195,815	per levy notification
10-50-62510	Police Services Board	2,000	7,202	
10-50-62555	911 and Signage	1,000	1,839	
10-50-61500	Emergency Management- CEMC	109,800	58,083	per detailed calculation
10-50-62600	Animal Control	5,500	-	
10-50-62585	By-Law/Property Standards Expense	3,000	858	
10-45-62700	Building Inspector	130,900	68,655	per detailed calculation
10-45-62710	Building Inspector - Mat/Supplies	5,400	1,722	training & conferences, forms, etc
10-45-62715	CBO/Office Vehicle Expense	2,000	1,334	cbo/office vehicle-gas, maintenance
Total Protection Expenses		**729,559**	**335,508**	
	Transportation Services			
10-20-63000	Street Lighting-Labour/Cont.Serv.	40,850	20,190	contract price
10-20-63010	Street Lighting - Mat/Supplies	5,200	4,193	
10-20-63020	Street Lighting - Power	16,800	7,136	inflationary increase over actuals
10-20-63040	Public Works - Training & Development	15,000	6,400	incl health & safety training, driver training, OGRA, CRS
10-20-61500	Public Works - Labour Expenses	681,800	321,966	per detailed calculation
10-20-63060	Public Works - Mat/Supplies	74,100	13,646	insurance, other miscellaneous
10-20-63062	Public Works Buildings Utilities	19,600	9,881	inflationary increase over actuals
10-20-63065	Public Works Admin. Mat/Supplies	5,800	1,892	
10-20-63070	Public Works-Health and Safety supplies	5,000	845	
10-20-63075	Public Works- Fuel	107,600	36,421	
10-20-63110	Sidewalks - Mat/Supplies	5,000	-	maintenance & rehabilitation
10-20-63210	Bridges & Culverts - Mat/Supplies	54,700	34,783	replacement of culverts 15k, beaver trapping 2k, OSIM 37,700
10-20-63230	Brushing - Materials/Supplies	19,000	-	roadside mowing 8k, brushing 11k
10-20-63270	Roadside Maintenance - Mat/Supplies	23,500	807	ditching, signage, other
10-20-63320	Hardtop Maintenance - Mat/Supplies	59,000	45,295	cold patching 24k, sweeping 35k
10-20-63370	Loose Top Maintenance-Mat/Supplies	106,500	64,496	dust control
10-20-63420	Winter Control - Mat/Supplies	100,100	24,083	salt, sand, plowing

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 YTD (06/30)	NOTES
10-20-63470	Safety Devices/CN - Mat/Supplies	29,000	11,193	reg monthly fees
10-20-63520	2011 Freightliner - Mat/Supplies	14,500	9,091	
10-20-63540	2015 GMC 4X4 Truck -mat /supplies	6,100	332	needs new tires (~$2,000)
10-20-63560	2013 Freightliner Truck - Mat/Supp	18,900	6,414	
10-20-63580	2019 3/4 ton GMC-Mat/supp	2,500	925	
10-20-63600	2015 GMC Truck - Mat/Supp	3,500	371	
10-20-63626	Backhoe-CAT 420-material/supplies	16,000	12,300	needs new forks (~$5k), tires (~$7k)
10-20-63640	96 Backhoe - Materials/Supplies	2,000	1,180	
10-20-63660	22 Grader - Mat/Supplies	10,000	3,015	
10-20-63700	Steamer - Materials/Supplies	1,500	-	
10-20-63710	Trackless - New - Material/Supplies	3,000	469	
10-20-63720	Trackless - sidewalk sander- Mat/Supplies	5,000	7,044	
10-20-63740	Lawn Equipment - Material/Supplies	5,000	1,591	needs new tires (~$2,000)
10-20-63760	Other Equipment - Mat/Supplies	3,000	1,380	
10-20-63780	2014 Freightliner - Mat/Supplies	18,500	14,693	
10-20-63820	Downtown - Materials/Supplies	1,000	750	flower baskets, signs
10-50-63900	Crossing Guard - Labour / Benefits	4,900	-	
Total Transportation Services		**1,483,950**	**662,783**	
	Environmental Services			
10-50-64730	NB Mattawa Conservation Levy	422	422	per levy notification
10-25-64810	Garbage Collection - Mat/Supplies	2,000	510	
10-25-64830	Garbage Vehicle Expense	17,700	7,285	
10-25-64910	Landfill Site - Material/Supplies	57,000	3,840	grinding, cover material, glass bin
10-25-64920	Landfill Site Equipment Expenses	31,800	10,380	compactor costs ($600/week)
10-20-63620	710 Backhoe - Material/Supplies	10,000	593	2023 included hydraulic repairs (10k)
10-25-64930	Hazardous Waste	5,525	5,524	per levy notification
10-25-64940	Recycling Program	141,600	59,500	approx $11,800 per month
10-25-64965	Landfill Site Maintenance as per C of A	77,500	19,656	Knight Piesold, SGS
Total Environmental Services		**343,547**	**107,708**	
	Health Services			
10-60-65000	Health Unit	110,919	55,460	per levy notification
10-60-65220	Land - Ambulance	121,359	60,481	per levy notification
10-70-68045	Medical Centre -Powassan Town Square	75,900	27,017	
10-60-65350	North Bay Regional Health Centre	37,359	-	
10-85-65110	Cemetery - Service Materials-Interment	7,900	3,488	
10-85-65130	Cemetery- Maintenance Material	5,000	1,158	tree removal, headstone maint.
Total Health Services		**358,437**	**147,604**	
	Social & Family Services			
10-60-66100	District Social Services DSSAB	159,612	39,563	per levy notification
10-60-66200	Eastholme - Levy	127,101	63,551	per levy notification
Total Social & Family Services		**286,713**	**103,114**	
	Recreation & Cultural Services			
10-55-67005	Playground Inspection Expense	500	-	
10-55-67010	Parks - Material/Supplies	15,200	3,712	
10-55-67020	Parks - Canada Day	5,000	1,136	
10-55-67030	Playground Equipment	3,000	-	swing seats, sand for Glendale
10-55-67100	Pool - Labour	33,500	1,748	
10-55-67110	Pool - Material and Supplies	15,000	1,895	
10-55-67112	Pool Utilities	12,000	550	phone, hydro, gas, water/sewer
10-55-67115	Pool Chemicals	5,000	-	
10-55-67210	Outdoor Rink - Materials/Supplies	1,000	-	
10-55-67310	Beach - Material/Supplies	1,000	-	
10-55-67410	S.H.C.C. Materials/Supplies	6,700	2,097	misc costs
10-55-67500	Recreation - Fund Raising	500	-	
10-55-67610	Recreation - General Exp.- Mat/Supplies	500	292	
10-55-67650	Recreation Buildings. - Repair & Maint	3,000	-	
10-55-67920	Recreation-Activities Expenses	17,600	7,158	soccer, tball, golf, new years
10-65-66030	TC Seniors Hall	2,600	261	misc costs (2023 incl floor repairs)
10-55-61052	Maple Syrup Festival expenses	26,200	33,986	per draft budget
10-65-67800	Library Levy	111,000	68,925	per draft budget
10-65-67680	Legion Building Labour/Mat/Supplies	25,900	8,145	insurance, gas, hydro
10-65-61725	Municipal Logo Merchandise expense	1,000	-	
Total Recreation & Cultural Services		**286,200**	**129,907**	
	Trout Creek Community Centre			
10-75-61500	TCCC Salaries	-	-	budgeted with Sportsplex

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 YTD (06/30)	NOTES
10-75-61800	Supplies	4,000	3,036	
10-75-61820	Maintenance	28,000	7,832	
10-75-61610	Hydro	29,800	22,649	
10-75-61620	Natural Gas	8,300	3,642	
10-75-61550	Telephone	3,300	1,452	
10-75-61650	TCCC Insurance	14,700	-	
10-75-61840	Socials Expense - Spring	10,300	9,483	carnival excl staff wages
10-75-61865	Bar Expenses	5,000	1,159	
10-75-61870	Fees	1,000	360	
Total TCCC Expenses		**104,400**	**49,613**	
	Sportsplex			
10-80-61500	Salaries	262,400	162,815	
10-80-61510	Benefits	16,500	13,339	
10-80-61910	Clothing Allowance	1,000	-	
10-80-61610	Hydro	106,800	51,618	
10-80-61620	Heat-Natural Gas	21,700	12,584	
10-80-61920	Water and Sewer	8,700	2,061	
10-80-61930	Zamboni-Repairs & Maintenance	15,000	2,215	
10-80-61940	Equipment Repairs and Maintenance	25,000	7,129	
10-80-61945	Equipment Supplies	3,500	1,120	
10-80-61950	Building-Repairs and Maintenance	35,000	12,762	
10-80-61960	Building-Supplies	3,500	1,765	
10-80-61650	Insurance	31,900	-	
10-80-61970	Mat Rentals	500	584	
10-80-61982	Bar supplies /expenses	11,000	11,810	
10-80-61550	Telephone	500	98	
10-80-61555	Office Expenses	6,000	1,470	
10-80-61985	Staff training	2,500	2,127	
Total Sportsplex Expenses		**551,500**	**283,500**	
	Planning & Economic Development			
10-70-68005	Planning Consultants	10,000	7,921	
10-70-68010	Planning & Development - Mat/Supp	17,900	12,783	CGIS $16,900; public notices, training, other misc $1,000
10-70-68020	Green Plan	305	305	LAS Energy Planning tool
Total Planning & Economic Development		**28,205**	**21,009**	
	Debt Repayment			
10-10-61875	Term Loan- Principal	71,424	35,712	Final payment October 2028
10-10-61876	Term Loan- Interest	22,501	12,768	
10-10-61775	OSIFA Capital Loan Principal	88,256	43,886	Final payment 2036
10-10-61780	OSIFA Capital Loan Interest	27,816	14,514	
10-12-61756	250 Clark Loan Payments- Principal	56,483	26,167	Final payment 2048
10-12-61751	250 Clark Loan Payments- Interest	77,557	37,378	
10-15-62072	Fire Hall Loan Payment- Principal	34,407	18,947	Final payment 2048
10-15-62073	Fire Hall Loan Payment- Interest	47,039	27,067	
10-15-62075	Fire Rescue Loan- Principal	30,000	15,000	Final payment July 2026
10-15-62076	Fire Rescue Loan- Interest	4,909	2,877	
10-20-63815	2022 Grader Loan Principal	53,306	26,096	Final payment September 2029
10-20-63816	2022 Grader Loan Interest	20,625	10,869	
10-25-64880	Compactor Loan- Principal	19,762	9,881	Final payment May 2026
10-25-64885	Compactor Loan- Interest	2,980	1,756	
10-75-61883	RINC Project-Loan Principal Expense	6,736	4,407	Final payment October 2024
10-75-61884	RINC Project-Loan Interest Expense	133	95	
10-80-61883	Construction Loan Principal	26,946	17,626	Final payment October 2024
10-80-61884	Construction Loan Interest	530	378	
Total Debt Repayment		**591,410**	**305,423**	
	Operating Reserve Transfers			
10-10-63875	Transfer to Reserve - Election	6,250	-	per reserve fund policy
10-20-63885	Transfer to Reserve - Accrued Pit Closure Costs	1,263	-	
10-20-63880	Transfer to Reserve - Infrastructure Renewal	6,300	-	2% of rental revenues
10-20-63865	Transfer to Reserve - Water Loan Repayment	40,000	-	
10-25-64950	Landfill - Accrued Closure Costs	-	-	cost TBD
Total Operating Reserve Transfers		**53,813**	**-**	
TOTAL OPERATING EXPENDITURES		**6,208,095**	**2,716,399**	
NET OPERATING REVENUE- AVAILABLE FOR CAPITAL		**(356,444)**	**(2,900,851)**	MINIMUM SPEND: $516,941

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 YTD (06/30)	NOTES
	Capital Revenues			
10-10-99999	Prior Year Deficit (Surplus)	-		
10-10-51950	Province of Ontario	(536,080)	(88,516)	OCIF 282,000; NORDS 120,100; ICIP 8,780; Trillium 94,100; CCR 21,600; Dairy 9,000
10-10-52025	Federal Grants	(35,120)	-	ICIP 35,120
10-20-52040	Federal Grants - Infrastructure-Gas Tax	(187,700)	-	pool, intersection, latour
10-10-53650	Loan Proceeds- General Government	-	-	no new debt in 2024
10-10-54060	Sale of Equipment	-	-	
10-10-54510	Transfer From Reserves	(10,000)	-	Total expensed in 10-10-61685
10-15-53035	Fire Grant/Donations	-	-	
Total Capital Revenues		**(768,900)**	**(88,516)**	
	Capital Projects			
10-10-61055	Grant Expenses-modernization & efficiencies	-		MMP Intake 3 (75/25 cost share)
10-10-61680	Admin-Office Capital	42,900	41,449	new CBO vehicle 37,900; computers/misc 5,000
10-10-61685	Reorganization Expenses	10,000	-	
10-70-68140	Official Plan Development	7,700	2,770	per estimate received
	250 Clark			
10-12-61680	250 Clark-Building Capital	6,500	6,496	
10-12-61758	Fitness Centre- Equipment Capital	5,600	-	one replacement treadmill
	Fire Department			
10-15-62070	Capital - Fire Department	-	-	nothing in 2024
	Transportation			
10-20-63080	Public Works - Reports and Studies	64,100	46,576	facilities condition study (OCIF)
10-20-63240	Capital- Bridges & Culverts	45,600	-	bridge street guiderail replacement
10-20-63375	Loose Top Maintenance- Gravel Resurfacing	292,000	261,408	Funded through OCIF
10-20-63860	Capital - Materials/Supplies	120,100	50,371	Memorial Park culvert (NORDS)
10-20-63890	Capital	-	-	
10-20-63895	Capital-Gas Tax Projects	152,900	44,524	Joseph/Memorial intersection; Latour
	Environmental Services			
10-25-64840	Garbage - Capital	-	-	
10-25-64860	Landfill- Capital	-	-	
	Recreation Services			
10-55-67900	Recreation-Major Projects	223,600	229	Trail remediation 43,900; TC Playground 41,400; Lions Park 103,500; pool 34,800
10-75-61880	TCCC Capital	20,000	-	flooring, other misc capital
10-80-61880	Sportsplex Capital	36,000	-	bleachers, other misc capital
Total Capital Projects		**1,027,000**	**453,824**	
	Net Reserve Transfers			
10-15-62080	Fire Dept.- Transfer to Reserve	-	-	
10-10-61710	Transfer to Reserve - Working Capital	98,344	-	budget balancing figure
10-10-61700	Transfer for Reserve - Operating Contingency	-	-	
10-20-63880	Transfer to Reserve - Infrastructure Renewal	-	-	
10-80-99999	Surplus/Deficit Account	-	-	
Total Reserve Transfers		**98,344**	**-**	
NET CAPITAL EXPENDITURES		**356,444**	**365,308**	
BALANCE		**-**	**(2,535,543)**	

Appendix "A"

The Municipality of Powassan

STAFF REPORT

To: Council
From: Ben Mousseau
Re: Parking Bylaw update

Recommendation

THAT this report regarding the enacting of an updated bylaw for the regulation of on street parking be received;

AND FURTHER THAT a bylaw be passed to regulate parking substantially in accordance with the draft set out in Appendix "A" to this report, to be effective at a future date to be approved by Council, and subject to Council amendment from time to time.

Analysis

The current parking Bylaw (2001-23) is now well over 20 years old, and in the time since the Bylaw was adopted, the municipality has seen development, change, and growth. These changes have resulted in portions of the existing Bylaw not being aligned with the current layout of the municipality. Additionally, several gaps and challenges have been identified over the years that the Bylaw does not address. Examples of parking behavior complaints received that are not included in the current Bylaw include:

- Parking in a manner that interferes with the movement of traffic
- Abandoned vehicles
- Parking vehicles without valid registration/plate
- Parking recreational vehicles/commercial vehicles on roads in residential zones
- Parking unattached trailers on roads
- Parking in Fire Routes

Reviewed and approved by:

Allison Quinn, Municipal Clerk

Brayden Robinson, Director of Corporate Services – Treasurer

Appendix "A"

The Corporation Of The Municipality of Powassan
Bylaw No. 2024-___
BEING A BYLAW TO PROHIBIT OR REGULATE PARKING

The Corporation of The Municipality of Powassan Bylaw No. 2024-__ Being a Bylaw to Regulate Parking on Highways in the Municipality of Powassan and to Repeal Bylaw No. 2001-23, as Amended.

Whereas section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under that Act or any other Act.

And whereas section 10(1) of the Municipal Act, 2001 provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas section 10(2) of the Municipal Act, 2001 provides that a single-tier municipality may pass by-laws respecting: in paragraph 5, social and environmental well-being of the municipality; in paragraph 6, health, safety and well-being of persons; in paragraph 7, services and things that the municipality is authorized to provide under section 10(1); in paragraph 8, protection of persons and property; and in paragraph 10, structures, including signs;

And whereas Section 7.1(1)(c) of the Fire Protection and Prevention Act, 1997, S.O. 1997, allows a Council of a Municipality to pass Bylaws designating private roads as Fire Routes where parking is prohibited and provide for the removal and impounding of any motor vehicle parked on a Fire Route;

And whereas it is deemed expedient to regulate or prohibit certain parking on highways within the limits of the Municipality of Powassan;

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

Short Title

1. This Bylaw may be cited as the "Parking Bylaw".

Application

2. This Bylaw applies to all highways in the Municipality which are under jurisdiction of the Municipality and/or maintained by the Municipality.

Schedules

3. The Schedules referred to in this Bylaw form an integral part of it. Each entry in a column of a Schedule is to be read in conjunction with the entry or entries across from it.

Severability

4. If any provision or part of a provision of this by-law is declared by a court of competent jurisdiction to be illegal or inoperative in whole or in part, or inoperative in particular circumstances, such provision or part of the provision shall be deemed to be severable, and the balance of the Bylaw, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

Definitions

5. For the purposes of this Bylaw:

“Accessible Parking Permit” means an Accessible Parking Permit issued pursuant to Part 3 under the Highway Traffic Act.

“Authorized Sign” means any sign, device, or barricade placed or erected by the Municipality on a highway for the purpose of regulating, warning, guiding or prohibiting parking. Authorized sign includes any official sign placed or erected by the Municipality on a highway.

“Boulevard” means an area between:

(1) the outer edge of the shoulder of a roadway and the sidewalk or property line; or
(2) where there is a curb along the roadway between the curb and the sidewalk or property line.

“Bylaw Officer” means the Municipal Law Enforcement Officer of the Municipality, or their delegate.

“Bus” means a motor vehicle designed for carrying ten (10) or more passengers for hire and used for the transportation of persons.

“Commercial Motor Vehicle” means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on the highways.

“Construction Equipment” includes front-end loader, back-hoe, bulldozer and any other vehicle used primarily for construction purposes.

“Corner” means the point of intersection of the improved limit of the intersecting roadways.

“Council” means the municipal council of The Corporation of the Municipality of Powassan.

“Crosswalk” means:

(1) that part of a highway at an intersection which is included within the connection of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or
(2) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface.

“Curb” means the raised edge at the outer limits of the travelled portion of a highway.

“Designated parking space” means a parking space designated under this Bylaw for the exclusive use of a vehicle displaying a permit in accordance with the requirements of the Highway Traffic Act and the regulations thereunder and this Bylaw:

“Emergency Vehicle” means vehicles of the police and fire departments, ambulances, civil defence and public utilities emergency vehicles.

“Heavy Vehicle” means a commercial motor vehicle for which the gross vehicle weight as shown on the registration permit issued under the Highway Traffic Act, RSO 1990, c. H.8 exceeds 3,000 kilograms.

“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 and includes the area between the lateral property lines thereof. Highway also includes parking lots on properties owned or operated by the Municipality of Powassan as well as any privately owned roads or parking lots designated as Fire Routes by the municipality.

“Holiday” means a holiday as defined in the Legislation Act, 2006, SO 2006, c. 21, as amended, and any successor law thereto.

“Intersection” means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses another.

“Loading Zone” means a designated portion of a highway adjacent to the curb reserved for the exclusive use of commercial motor vehicles and taxis during loading and unloading.

“Motor Vehicle” includes an automobile, a motorcycle, a motor-assisted bicycle unless otherwise indicated in this by-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car or other motor vehicle running only upon rails, a power-assisted bicycle, a motorized snow vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry or a road-building machine.

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

“Park” or “Parking” means the stopping or standing of a vehicle, whether occupied or not, with or without the engine activated.

“Parking Supervisor” means the person appointed by the Municipality from time to time to oversee Municipality Parking operations, or his or her delegate.

“Pedestrian” means a person afoot or in a wheelchair or a child in a carriage.

“Police Officer” means a sworn member of a police service having jurisdiction within the Municipality.

“Public Works Foreman” means the Public Works Foreman for The Corporation of the Municipality of Powassan or their delegate.

“Recreational Vehicle” includes a motor home, travel trailer, tent trailer, snowmobile, boat, all-terrain vehicle, and trailer designed or used for hauling a recreational vehicle.

“Road” means a highway as defined in this Bylaw.

“Roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, the boulevard or the sidewalk and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all the roadways collectively.

“Schedule” means a Schedule attached to and forming part of this by-law, unless otherwise indicated.

“School Bus” means a bus that,

(1) is painted chrome yellow; and

(2) displays on the front and rear thereof the words "school bus" and on the rear thereof the words "do not pass when signals flashing".

"Sidewalk" means that portion of a highway between the curb lines or the lateral lines of a roadway and the adjacent property lines, improved by paving, concrete or other means for the use of pedestrians.

"Stand" or "Standing" means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers.

"Stop" or "Stopping", when prohibited, means the complete cessation of movement of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or of a traffic control sign or signal.

"Street" means a highway as defined in this Bylaw.

"Traffic" includes pedestrians, ridden or herded animals, vehicles, and other conveyances either singly or together while using any highway for the purpose of travel.

"Trailer" means a vehicle so designed that it may be attached to or drawn by a motor vehicle; and intended to transport property or persons, but does not include machinery or equipment used in the construction or maintenance of highways;

"Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, roadbuilding machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle.

General Parking Regulations

6. No person shall park a vehicle on any highway, other than a highway where angle parking is permitted, unless:

   (1) on the right-hand side of the highway having regard for the direction in which the vehicle has been proceeding;
   (2) the right front and right rear wheels of the vehicle are parallel to and not more than 50 centimetres from the curb or edge of the roadway; and
   (3) on uncurbed highways or in winter, the vehicle is parked parallel, and as close as circumstances and weather conditions permit, to the edge of the boulevard or sidewalk, as the case may be.

7. Where a parking space is designated by painted lines on a highway, no person shall park a vehicle other than within the painted limits of the parking space.

8. No person shall park or stand a vehicle on a highway in such a manner as to interfere with the movement of traffic or the clearing of snow from the highway.

9. No person shall interfere with an authorized sign or other sign or barricade erected or lawfully placed pursuant to the provisions of this Bylaw.

10. No person shall park a vehicle on a highway in any place where authorized signs prohibiting parking are on display and, without limiting the generality of the foregoing, this subsection encompasses offences committed under sections 34, 35, 36, 39, and 41 of this Bylaw and proceedings for offences committed under those sections may be commenced under this section of the Bylaw.

11. No person shall park a vehicle on any sidewalk.

12. No person shall park a vehicle upon any boulevard unless permitted by the posting of authorized signs.

13. No person shall park a vehicle on a crosswalk, or in such a way as to obstruct a crosswalk.

14. No person shall park a vehicle in an intersection or in such a way as to obstruct an intersection.

15. No person shall park a vehicle within three metres of any corner.

16. No person shall park a vehicle in front of a public or private entrance/driveway.

17. No person shall park a vehicle within three metres of a fire hydrant.

18. No person shall park a vehicle within 90 metres of the scene of a fire in progress.

19. No person shall park a vehicle on any bridge or within 10 metres of the entrance or exit thereof.

20. No person shall park a vehicle on the approach to any fire station, police station, or other place where emergency vehicles require regular access.

21. No person shall park a vehicle on the roadway side of any vehicle stopped or parked at the edge of the highway.

22. No person shall park a vehicle in such a position as will prevent the removal of any other vehicle previously parked.

23. No person shall park a vehicle on any highway for more than 72 hours.

24. No person shall park a vehicle on any highway while advertising the vehicle for sale by way of a sign in or on the vehicle.

25. No person shall park a vehicle on any highway for the purpose of washing, greasing, or repairing such vehicle, except for immediate repair due to an emergency.

26. In this section, “permit” means a permit issued under subsection 7 (7) of The Highway Traffic Act, R.S.O. 1990, consisting, except when the permit is an IRP cab card, of a vehicle portion and a plate portion.

(1) No person shall park a vehicle or trailer on a highway unless

(a) there exists a currently validated permit for the vehicle;

(b) there are displayed on the vehicle, in the prescribed manner, number plates issued in accordance with the regulations showing the number of the permit issued for the vehicle

(c) evidence of the current validation of the permit is affixed, in the prescribed manner, to one of the number plates mentioned in paragraph (b) displayed on the vehicle.

27. No person shall park a vehicle that is a bus, school bus, commercial motor vehicle with a capacity greater than one tonne, heavy vehicle, construction equipment, trailer designed or used for commercial purposes, or recreational vehicle, on any highway within or abutting a residential zone.

28. No person shall park a trailer on a highway unless the trailer is attached to a vehicle by which it may be drawn.

29. No person shall park a vehicle on a highway if:

    (1) the vehicle is on a jack or a similar device, and

    (2) one or more wheels have been removed from the vehicle or part of the vehicle is raised.

Emergency Access

30. When authorized signs are on display, no person shall park a vehicle on a highway in any location identified as a fire route, an emergency access route one or otherwise being for the use of emergency vehicles.

Accessible Parking

31. No person or organization shall park a vehicle in a designated accessible parking space unless;

    (1) a currently valid accessible parking permit has been issued to that person, organization or to a passenger being picked up or transported in the vehicle, and

    (2) such accessible parking permit is displayed on or in the vehicle in accordance with the requirement of the Highway Traffic Act, the regulation made thereunder and this Bylaw.

32. No Persons with an accessible parking permit shall park a vehicle for more than two (2) hours in a designated parking space as described in Schedule "B" attached hereto and forming part of this Bylaw.

Winter Months

33. No person shall park a vehicle on any highway between the hours of 11:00 p.m. and 7:00 a.m. commencing on November 1 and ending on March 31, inclusive.

34. When a snow removal sign is posted on a highway:

    (1) no person shall park a vehicle on that highway; and

    (2) any person who has already parked a vehicle on the highway prior to the sign being posted shall remove the vehicle within 12 hours of the sign being posted.

35. No person shall park a vehicle on a highway at any time during a snowfall or within the 24-hour period following a snowfall, during the period commencing on November 1 and ending on March 31, inclusive.

Intersections, Parks, Narrow Highways

36. Where authorized signs are on display, no person shall park, stand or stop a vehicle on a highway:

(1) within 3 metres of any corner or intersection;

(2) on other than one side of any highway, the roadway of which is less than 7.5 metres in width.

Bus Zones

37. When authorized signs are on display, no person shall stand or park a vehicle other than a bus on a portion of a highway designated as a bus stop.

Angle Parking

38. (1) Where authorized signs are on display so indicating, angle parking is permitted on the highways set out in column 1 of Schedule 3 of this Bylaw, within the limits set out in columns 2, 3 and 4.

(2) Where angle parking is permitted, no person shall park a vehicle except at the angle indicated by the authorized signs and so that the front end of the vehicle is nearest the edge of the highway.

No Parking Areas – Any Time

39. Where authorized signs are on display, no person shall park a vehicle on any highway at the side of and between the limits of the highway as set out in Schedule A of this Bylaw.

Extent of Signed No Parking Areas

40. The extent of a No Parking area designated by official signs or authorized signs terminates:

(1) at an intersection with a highway; or

(2) at another official sign or authorized sign, which designates a different type of no parking area, or which authorizes and regulates parking in that area.

Loading Zones

41. No person shall park a vehicle on a highway in any location identified as a passenger or commercial loading zone for a period of time longer than that permitted.

Authorizations

42. The Public Works Foreman is hereby authorized to:

(1) erect or place and maintain such signs as may be necessary to give effect to the provisions of this Bylaw, or as required to regulate parking for the safety or convenience of the public, including, but not limited to, official signs and traffic control devices;

(2) erect or place and maintain temporary parking restriction signs for the purpose of regulating or prohibiting parking:

(a) where there is highway construction, repair, or painting underway;

(b) to allow for snow plowing and snow removal, depending on snowfall in any particular year,

(c) for the purpose of a community event; or

(d) in the event of an emergency; and

(3) remove or cause to be removed without notice any sign, device, or barricade found on a highway which resembles an official sign or authorized sign, but which is not an official sign or authorized sign.

Exemptions

43. The provisions of this Bylaw prohibiting and regulating parking shall not apply to:

(1) police vehicles, Municipality of Powassan Fire Department vehicles, and ambulances;

(2) Municipality Bylaw enforcement vehicles;

(3) vehicles of or used by the Municipality in use in connection with public works being done on or near a highway;

(4) a vehicle, the crew of which is engaged in making emergency repairs to a public utility or service; and

(5) Canada Post Corporation vehicles.

Enforcement

44. (1) Any Police Officer or Municipal Law Enforcement Officer, employed by or under contract with the Municipality to enforce this Bylaw may enforce the provisions of this Bylaw.

(2) The Chief, a Deputy Chief, or a Captain of the Municipality of Powassan Fire Department may enforce the provisions of sections 20 and29.

45. No person shall hinder or obstruct, or attempt to hinder or obstruct, any Provincial Offences Officer who is exercising a power or performing a duty under this Bylaw.

Offences and Penalties

46. Every person who contravenes any provision of this Bylaw is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.

Owner Liability

47. Where a vehicle has been parked in contravention of this Bylaw, the owner of the vehicle is guilty of an offence, even if the owner was not the driver of the vehicle at the time of the contravention and, upon conviction, is subject to a fine as provided in the Provincial Offences Act unless, at the time of the offence, the vehicle was in the possession of another person without the owner's consent.

Order Prohibiting Continuation

48. Where any person contravenes any of the provisions of this Bylaw and a conviction is entered, in addition to any other remedy and to any penalty imposed by this Bylaw, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an Order prohibiting the continuation or repetition of the offence by the person convicted.

49. Any person who contravenes an Order Prohibiting Continuation or Repetition made under this Bylaw is guilty of an offence and, upon conviction, is subject to a fine as provided in the Provincial Offences Act.

Vehicle Towing

50. (1) Where any vehicle is parked in contravention of this Bylaw and the vehicle is interfering with the movement of traffic or with snow clearing or removal operations, the vehicle may be towed, removed, and impounded at the direction of a police officer, provincial offences officer, Bylaw enforcement officer, Chief Fire Official, or the Public Works Foreman or their authorized delegate, at the sole risk and expense of the owner.

(2) Where authorized signs are on display, any vehicle parked in contravention of this Bylaw may be towed, removed and impounded at the direction of a police officer, provincial offences officer, Bylaw enforcement officer, or the Public Works Foreman or their authorized delegate, at the sole risk and expense of the owner.

Coming Into Force

51. (1) This Bylaw No. 2024-XX shall not come into force and effect until the date that Orders made by the Regional Senior Justice of the Ontario Court of Justice pursuant to the Provincial Offences Act, and the Courts of Justice Act, RSO 1990, c. C.43, and regulations thereunder take effect, approving set fines for offences under this Bylaw.

(2) Upon the coming into force of this pursuant to subsection (1), Bylaw No. 2001-23 and 2009-54 and all amendments thereto are hereby repealed.

READ a **FIRST** and **SECOND** time on the __ day of ___ 2024 and considered **READ** a **THIRD** and **FINAL** time and enacted as passed in open Council on this the __ day of ___ 2024.

_____ _____

MAYOR PETER MCISAAC CLERK ALLISON QUINN

SCHEDULE A

Parking Restrictions

No Parking Any Time When Authorized Signs Are Posted

HIGHWAY	SIDE	FROM	TO
Main Street	West	Chisholm Street	Northern boundary of Plan43, Block 2, Lot 5, also known as 555 Main Street
Main Street	East	Southern boundary of Plan 44, Block A, Lot 2, also known as 440 Main Street	Valley View Drive
Main Street	East and West	Valley View Drive East	Valley View Drive West (northern intersection of Main Street and Valley View Drive W)
Spetz Avenue	West	Valley View Drive East	Southern terminus of Spetz Avenue
Memorial Park Drive W	North	Main Street	Edward Street
Memorial Park Drive E	North and South	Bridge Street	Queens Ave
Oakwood Road	West	Northern boundary of lot at Concession 16, Part Lots 14 and 16, parcel 17479; also known as 430 Oakwood Road	Southern boundary of lot at Concession 16, Part Lots 14 and 16, parcel 17479; also known as 430 Oakwood Road

30 Minute Loading Zones

HIGHWAY	SIDE	FROM	TO
Edward Street	West	Chisholm Street	King Street

SCHEDULE B

Accessible Parking Spots – Parking only permitted for vehicles with valid Accessible Parking Permit

1. Main Street

HIGHWAY	SIDE	FROM	TO
Main Street (in front of 473 Main Street)	West	A point 20 metres north of Memorial Park Dive	A point 25 metres north of Memorial Park Dive
Main Street (in front of 497 Main Street)	West	A point 3.96 metres north of King Street	A point 9 metres north of King Street
Main Street (in front of 495 Main Street)	West	A point 30 metres north of King Street	A point 36 metres north of King Street
Main Street (in front of 507 Main Street)	West	A point 22 metres south of King Street	A point 27 metres south of King Street
Main Street (in front of 519 Main Street)	West	A point 70 metres south of King Street	A point 76 metres south of King Street.

2. Powassan and District Union Library -

a. Two parking stalls along the eastern facing wall, running from the southeast corner of the building, north for a combined width of 5 metres.

3. Trout Creek Community Centre - 181 Main Street West, Trout Creek

a. From the east entrance into the parking lot of Trout Creek Community Centre, an area the extends 16metres to the west along the fence that borders the north boundary of the parking lot, having a depth of 6metres extending south from the fence

4. 250 Clark Street

a. On the south face of the building, the first parking stall located directly to the east of the main entrance.

b. On the north (rear) face of the building, the first parking stall to the east of the northwest corner of the building

5. 433 Main Street (Sportsplex Arena)

a. Along the front (east) wall, a 2.6-metre-wide parking space extending south from southern edge of the main entrance.

b. Along the front (east) wall, a 2.6-metre-wide parking space extending south from the northeast corner of the building.

SCHEDULE C

Fire Routes/Emergency Access Routes – Parking Prohibited When Authorized Signs Posted

1. 250 Clark Street, Powassan

Location	SIDE	FROM	TO
East Driveway that runs along the east boundary of the lot	West and east	Clark Street	Northern boundary of the property

2. 252 Clark Street, Powassan – Fire Station 1

a.

Location	SIDE	FROM	TO
Driveway that runs along the western boundary of the lot located at 250 Clark Street to the northern boundary of 252 Clark Street	West and east	Clark Street	Northern boundary of the property

b. West side of building, an access route 20 metres wide running from the northwest corner of the building to the southwest corner of the building.

c. East side of building, an access route 20 metres wide running from the northeast corner of the building to the southeast corner of the building.

3. 433 Main Street, Powassan – Sportsplex

a. Running west from Main Street to the eastern facing wall of the building, an access route with a width of 6 metres starting on the southern edge of the parking lot.

4. 181 Main Street W, Trout Creek – Trout Creek Community Centre

a. A 9-metre-wide access route running from north to south along the western wall of the Trout Creek Community Centre, from the Main Street West property line to the southern end of the community centre.

5. 130 Main Street West, Trout Creek – Fire Station 2

HIGHWAY	SIDE	FROM	TO
Main Street West	North	Eastern boundary of property located at 130 Main Street West (Plan M5, Lots 12 and 13)	Western boundary of property located at 130 Main Street West (Plan M5, Lots 12 and 13)

6. 62 Big Bend Avenue – Eastholme

a. On the front (north) side of the building, a six-metre-wide access route from Big Bend Avenue, along the north face of the building, and extending out to Cathrine Street.

b. On the south side of the north wing, a six-metre access route extending from Big Bend Avenue, along the length of the building.

c. On the east side of the south wing, a six-metre-wide access route along the building extending from the central entrance door to the southern edge of the building.

7. 325 Catherine Street - The Pines.

a. Along the front (west) side of the building, a six metre wide access route, extending from Catherine Street to the south edge of the parking lot.

8. 175 Big Bend Avenue - Meadowview

a. Along the front (west) side of the building, a six metre wide access route, extending from Big Bend Avenue to the south edge of the parking lot.

SCHEDULE "D"

Part II Provincial Offences Act
Set Fines

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining the offence	COLUMN 3 Set Fine ($)
1.	Fail to park on the right hand side of highway.	6(1)	50
2.	Fail to park within 50cm of curb/edge of roadway.	6(2)	50
3.	Fail to park within painted lines in designated parking space.	7	50
4.	Park/stop/stand vehicle in manner that interferes with movement of traffic/clearing of snow.	8	50
5.	Park where prohibited by authorized sign.	10	50
6.	Park vehicle on sidewalk.	11	50
7.	Park vehicle on boulevard.	12	50
8.	Park vehicle on crosswalk.	13	50
9.	Park vehicle in intersection/obstruct intersection.	14	50
10.	Park vehicle within 3 metres of corner.	15	50
11.	Park vehicle in front of public/private entrance/driveway.	16	50
12.	Park vehicle within 3 metres of hydrant.	17	50
13.	Park vehicle within 90 metres of fire scene in progress.	18	100
14.	Park vehicle on/within 10 metres of a bridge.	19	50
15.	Park vehicle on approach to fire station/police station/ambulance station.	20	250
16.	Park vehicle on roadway side of vehicle parked at edge of highway.	21	50
17.	Park vehicle in manner that will prevent removal of previously parked vehicle.	22	50
19.	Park vehicle on highway for more than 72 consecutive hours.	23	50
20.	Park vehicle on highway while advertising for sale by way of sign.	24	50
21.	Park vehicle on highway without currently valid permit.	26(1)(a)	50
22.	Park vehicle on highway without issued number plates properly affixed.	26(1)(b)	50

23.	Park vehicle on highway without evidence of current permit validation affixed to number plate	26(1)(c)	50
24.	Park bus/commercial motor vehicle/heavy vehicle/recreational vehicle/construction equipment on highway within residential zone	27	50
25.	Park unattached trailer on highway	28	50
26.	Park vehicle on highway if vehicle on jack/similar device	29(1)	50
27.	Park vehicle on highway when one or mor wheels have been removed	29(2)	50
28.	Park vehicle on a highway in a fire route/emergency access route	30	250
30.	Park vehicle on highway in designated accessible parking space without valid permit	31(1)	300
31	Park vehicle on highway in designated accessible parking space if permit not displayed as required	31(2)	300
32.	Park vehicle on highway in designated accessible parking space for more than 2 hours	32	50
33.	Park vehicle on any highway between 11:00pm and 7:00am between November 1 and March 31	33.	50
34.	Park vehicle on highway when snow removal sign posted	34(1)	50
35.	Fail to remove vehicle parked on highway within 12 hours of snow removal sign being posted	34(2)	50
36.	Park vehicle on highway during snowfall or within e 24-hour period following a snowfall	35	50
37.	Park vehicle on highway within 3 metres of any corner when sign on display	36(1)	50
38.	Park vehicle on highway other than on one side when roadway is less than 7.5m wide when signs on display	36(2)	50
39.	Park vehicle on highway other than bus at designated bus stop when sign on display	37	50
40.	Park vehicle on highway where angle parking permitted not at angle indicated by authorized sign	38(2)	50
41.	Park vehicle on highway where prohibited by authorized sign	39	50
42.	Park vehicle on highway in area identified as loading zone for longer than time specified by authorized sign	41	50

Note: the general penalty provision for the offences listed above is section 46 of Bylaw 2024-XX, a certified copy of which has been filed.

The Municipality of Powassan
250 Clark Street
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www.powassan.net

To: Council
From: Treasurer/Director of Corporate Services
Re: Building Inspection Reports

RECOMMENDATION:

That the Building Inspection Reports from Tatham Engineering be received.

ANALYSIS:

As part of the 2024 capital budget, the Municipality contracted Tatham Engineering, our engineer of record, to perform assessments on each of our buildings. These inspections were to assess the structural, mechanical, and electrical condition of each of the facilities, identify deficiencies, and provide recommendations for remediation.

Attached please find each of these reports. The information contained therein will be used to inform future capital budgets, and will be integrated into our asset management plan.

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

MUNICIPALITY OF POWASSAN

250 CLARK STREET, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Date:

June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Municipality of Powassan, located at 250 Clark Street in Powassan. We visited the site in April 2024 and spoke with Chief Building Official, Mark Martin to identify any areas of concern and provide details on operating procedures. Overall photographs of the building have been included as Photograph 1.1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

The information and opinions expressed in this report are solely for the benefit of the Municipality of Powassan. No party shall distribute the final report or any portion or copy thereof without the express written permission of Tatham Engineering Limited. Any use which a third party makes of this report, or any reliance or decisions to be made based on it are the responsibility of such third

parties. Tatham Engineering Limited will not accept responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report. We expressly waive responsibility for the effects of any action taken as a result of this service unless we are specifically advised and participate in this action, in which case our responsibility will be agreed to at this time. No other warranty, expressed or implied, is made.

Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

250 Clark Street serves as Powassan's Municipal offices. It also serves as a Community Hub, with a fitness center, gymnasium and meeting rooms hosting a variety of community events. The building's previous use was as a school with major renovations in 1929 and 1953 before being repurposed in 2018. The single storey split-level facility is approximately 22,000 square feet in area. The height of building varies with a high ceiling in the gymnasium. There is a small basement beneath a portion of the building which is part of the original construction.

It has multiple occupancy types supported by the following areas of use:

1. Municipal offices and ancillary rooms including lunchroom, washrooms and storage areas
2. Council Chambers
3. Dinning area, kitchen and washrooms
4. Fitness center and changerooms
5. Gymnasium with stage, kitchenette and storage room

Access is provided via five double doors and seven single door hollow metal emergency exits

2.1 STRUCTURE & BUILDING ENVELOPE

Given the age of the original construction and with two major upgrades, the structure is of varying types and various construction methods. The structural elements consist of concrete and masonry foundation walls, slab-on-grade floors, suspended timber framed floors, and steel, wood and masonry construction through-out. There is a full basement beneath a portion of the building as well as crawl space areas beneath other portions of the building.

The flat roof is a relatively new two-ply modified bitumen roof. It is subdivided into sections delineated by different roof elevations. Metal flashing is utilized throughout at roof transitions and around perimeters. The building envelope consists of a brick veneer rainscreen, aluminum windows and hollow metal doors.

2.2 ELECTRICAL

The incoming electrical service size is 800 amp 120/240-volt, single phase, 3-wire. The electrical meter number is J2928481.

Life Safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. There is a fire alarm system installed in the building.

The exterior lighting consists of a combination of wall-pack and pole lighting. Interior lighting consists of a combination of fluorescent tube wraps, LED luminaires, and open socket A19 style luminaries.

No independent carbon monoxide detectors were located.

2.3 MECHANICAL

Heating is provided to the building using boilers, roof top units (RTU), and heat pump ceiling cassettes. Cooling is provided to the building using RTU's, indoor split units, and heat pump ceiling cassettes.

There is a dehumidifier in the basement. Ventilation is provided to the building using RTU's and an HRV. There is a commercial kitchen exhaust hood with a fire suppression system.

The domestic cold water for the building is from the Municipality's service. There are three hot water tanks providing domestic hot water to the building. The sanitary drainage system is connected to the Municipality's service.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building main structural framing was not directly assessed as it was largely concealed by architectural finishes including gypsum wall board walls and acoustical ceilings. We did not observe any signs of structural distress at the main floor areas, however at the basement level we observed the following:

1. We observed signs of past water and moisture infiltration within the basement, particularly on the lower portion of the perimeter walls and columns (Photograph 3.1.1 to 3.1.5). The basement is situated under the original construction. The subsequent building additions have generally left the basement inaccessible to excavation for the purposes of applying an exterior waterproofing and drainage system unless the structures above are partially demolished and reinstated. Since this is not feasible given the costs, we recommend a waterproofing and drainage study be completed to better understand the various options available and the associated costs. However, we also recommend a dehumidification system be installed to lower the moisture content in the basement (refer to Section 3.3 – Mechanical).

Exterior

The exterior of the building was observed from grade at the perimeter and from the roof level above. The following was observed:

2. The brick veneer from the 1929 construction has ben repaired, replaced and repointed in the past (Photograph 3.1.6). This is an example of a previous repair in need of further repair. Photograph 3.1.7 to 3.1.10 illustrate other areas in need of repair under windowsills and where a previous canopy was removed. The brick veneer from the 1953 construction is also in need of repair. Photograph 3.1.11 to 3.1.17 shows instances of cracked brick and mortar joints in general areas and at edges and lintels. There are many large areas of brick with efflorescence (Photograph 3.1.14). There has been a past repair attempt with a sealant which should be removed and repaired with mortar (Photograph 3.1.18). Additionally, where expansion joints are provided, existing sealant has deteriorated in some areas and is in need of replacement including new backer rod where required (Photograph 3.1.19 and 3.1.20). Above the roof line, an old chimney structure is also in need of extensive brick and mortar repairs (Photograph 3.1.21 and 3.1.22).

3. The two-ply modified bitumen roof appears to be relatively new, however, there are ripples in the existing roofing sheets and significant ponding (Photographs 3.1.23 and 3.1.24). We recommend the Municipality monitor the roofing on a regular basis, keep all drains clear of debris, and exercise any warranty rights it may have with regards to the roof installation.
4. The existing windows associated with the 1929 portion of the building are at the end of their useful life and we recommend they be replaced (Photograph 3.1.25 to 3.1.27).

Additional

5. While completing our visual assessment, we noted numerous instances of building code irregularities. These include but are not limited to irregular risers on exit stairs, lack of handrails or legacy handrail systems not meeting current Ontario Building Code (OBC) requirements. We also observed instances of previous openings made in fire rated assemblies which were not reinstated. A particular door with signage states it is a fire door to remain closed but was propped open. In this instance coordination of fire evacuation plan requires coordination with existing door hardware such as closures for proper safe egress (Photograph 3.1.28 to 3.1.30). We recommend a code study be completed as this is outside the scope of this visual assessment.

3.2 ELECTRICAL

1. We recommend investigation for additional surge protection equipment serving problematic AC unit(s) electronics failures during severe weather.
2. Some existing life safety exit signs are not illuminated. We recommend investigation on the cause of the failures and immediate replacement.
3. Provide hardwired carbon monoxide detectors as per section 6.2.12.2 of the OBC in areas with natural gas equipment.
4. Exposed teck90 cable near panel “E” must be addressed immediately and made-safe in compliance with the Ontario Electrical Safety Code (Photograph 3.2.1).
5. Fire alarm annunciate panel has one trouble signal (“AC on”) illuminated (Photograph 3.2.2). Fire alarm maintenance required to investigate the cause.
6. The washroom receptacle adjacent to the sink is not GFCI (Photograph 3.2.3). We recommend verification of upstream GFCI protection or GFCI circuit breaker installation, otherwise upgrade receptacle to GFCI.
7. Some replacement exit signs were replaced with pictogram signage. Mixing of the two types of signage is not recommended and exit signage should be consistent throughout the building.

8. Cover plate to be provided for abandoned meter base (Photograph 3.2.4).

3.3 MECHANICAL

HVAC

1. As per communication with staff, the boilers are believed to have been installed in 2006. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend in 7 years.
2. Some of the pumps for the boiler system have been replaced recently, but there is visual evidence there are other pumps having aged. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. We recommend replacement of the aged pumps within 1-2 years, however, given their condition, immediate replacement is advised.
3. As per communication with staff, the radiator's fed by the boiler system were installed in 1960. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. This equipment has exceeded its useable life expectancy and should be replaced.
4. As per communication with staff, the heat-pump ceiling cassette units were installed in 2017. As per ASHRAE guidelines, the life expectancy of this equipment and their corresponding outdoor condenser units are 15 years. We recommend replacement in 8 years.
5. As per communication with staff, the 1.5-Ton indoor split unit located in the fitness room was installed in 2017. As per ASHRAE guidelines, the life expectancy of this equipment and it's associated outdoor condenser unit is 15 years. We recommend replacement in 8 years.
6. As per communication with staff, the 1-Ton indoor split unit located in the IT room was installed in 2017. As per ASHRAE guidelines, the life expectancy of this equipment and it's corresponding outdoor condenser unit is 15 years. We recommend replacement in 8 years.
7. The installation date of the HRV was not available, but it appears to be in good condition. HRV's typically last between 10-12 years although may go longer provided there is yearly maintenance. It is recommended the HRV is replaced as it is at the end of its useful life.
8. The installation date of the 5kW electric duct heater associated with the HRV was not available. It appears to be in good condition. An electric duct heater should last 15 years.
9. As per communication with staff, the two 5-Ton RTU's servicing the gymnasium were installed in 2017. As per ASHRAE guidelines, the life expectancy of this equipment is 15 years. We recommend replacement in 8 years.
10. As per communication with staff, the 3-Ton RTU servicing the maple room was installed in 2017. As per ASHRAE guidelines, the life expectancy of this equipment is 15 years. We recommend replacement in 8 years.

11. The Venmar energy recovery ventilator has a manufacturing date of 2018, we assume this is the year the equipment was installed. As per ASHRAE guidelines, the life expectancy of this equipment is 10-12 years. We recommend replacement in 9 years.
12. The installation date of the kitchen exhaust hood was not available. It appears to be in good condition and should be replaced at the end of its useful life which is typically at an age of 25 years.
13. The installation date of the kitchen exhaust fan was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. We recommend the fan be replaced as is at the end of its useful life.
14. The installation date of the kitchen exhaust fire suppression system was not available. It appears to be in good condition. The hood should be inspected in accordance with the manufacturer's specifications, or every six months. It appears to be in good condition and should be replaced when at the end of its useful life which is typically at an age of 25 years.

Plumbing

15. As per communication with staff, there is an electric 4.5kW, 75 gallon hot water tank was installed in 2024. It appears to be in good condition. The equipment should last 10-12 years.
16. As per communication with staff, there is an electric 4.5kW, 70 gallon hot water tank was installed in 2017. It appears to be in good condition. The equipment should last 10-12 years.
17. The installation date of the natural gas, 65,000 BTUH, 48 gallon, hot water tank was not available. It appears to be in good condition. The equipment should last 10-12 years.
18. The backflow preventer for the incoming water line is in poor condition (Photograph 3.3.1). We recommend replacement. The water meter should be upstream of the backflow preventer and the piping re-worked to this arrangement when the replacement is made.

Additional:

19. There is an out of service domestic water booster pump in the basement. The piping from this booster pump discharges openly to space (Photograph 3.3.2 and 3.3.3). We recommend removal of this pump and piping to avoid the risk of a flood.
20. There is a damaged vent on the roof (Photograph 3.3.4), it should be repaired.
21. Basement level, boiler room combustion air doesn't appear to follow CSA B149.1 and should be ducted down to floor level and a high level vent opening provided.
22. There appears to be two kitchen ranges/stoves (one in the room adjacent to the gymnasium, one in the staff lunchroom) without NFPA 96 rated exhaust hoods or fans installed above to

exhaust the fumes to outside. Cooking equipment to be ANSI/UL 197 rated or the installation has been approved by the authority having jurisdiction.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements above the foundation level, however, the building is need of maintenance repairs and building envelope upgrades. Given the significant investment made on the interior of the building to support the change of use from a school to a municipal building, it is strongly recommended repairs and upgrades be made to the building envelope systems and waterproofing systems to protect this important building asset. We recommend the roof by reviewed and monitored on a yearly basis. Brick repairs and window replacements should be made in coordination and phased for the outlay of capital required to enhance the building's performance. We have also recommended a building code study be completed as soon as possible to ensure the building remains safe for occupancy.

The boiler system and piping are aging or have reached the end of their useful life and replacement should be considered. There are rooftop units and energy recovery ventilators have been replaced in the last couple of years and have a reasonable amount of useful life remaining. There is a domestic cold water booster pump not functioning, if the water pressure is not sufficient this pump should be replaced. It was brought to our attention some of the air conditioning equipment does not operate properly after severe weather. We recommend to further investigate this issue and consider additional surge protection equipment. The rest of the electrical equipment appears to be in good condition aside from the deficiencies noted.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Waterproofing and Drainage Study	2-3 years	$12,000
3.1.2	Brick Repairs – phased repairs	2-3 years	$80,000
3.1.3	Monitor Roof Performance	ongoing	Warranty
3.1.4	Window Replacement – phased installation (incudes interior repairs)	2-3 years	$300,000
3.1.5	Building Code Study	Immediate	$10,000
3.2.2	Replace life safety pictogram signs with standard exit signs to match the rest of the building	Immediate	$1,500
3.2.3	Install carbon monoxide detectors	Immediate	$500
3.2.4	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediate	$1,000
3.2.6	Install GFCI receptacle	Immediate	$500
3.3.1	Replace boilers	5-10 years	$24,000
3.3.2	Replace boiler pumps	1-2 years	$9,000
3.3.3	Replace radiators	Immediately	$20,000
3.3.4	Replace ceiling cassette units	5-10 years	$17,000
3.3.5	Replace fitness room split unit	5-10 years	$2,500
3.3.6	Replace IT room split unit	5-10 years	$2,500
3.3.7	Replace HRV	5-10 years	$5,000
3.3.8	Replace electric duct heater	5-10 years	$2,000
3.3.9	Replace Gymnasium RTUs	5-10 years	$14,000
3.3.10	Replace Maple Room RTU	5-10 years	$5,000

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.11	Replace Venmar energy recovery ventilator	5-10 years	$22,000
3.3.12	Replace kitchen exhaust hood	5-10 years	$25,000
3.3.13	Replace kitchen exhaust fan	5-10 years	$21,000
3.3.14	Replace kitchen exhaust fire suppression system	5-10 years	$7,000
3.3.15	Replace electric hot water tank	10+ years	$2,000
3.3.16	Replace electric hot water tank	5-10 years	$2,000
3.3.17	Replace natural gas hot water tank	5-10 years	$4,000
3.3.18	Replace backflow preventer	Immediately	$1,000
3.3.21	Install combustion air ducting	Immediately	$2,500

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Appendix A: Photographs

Photograph 1.1

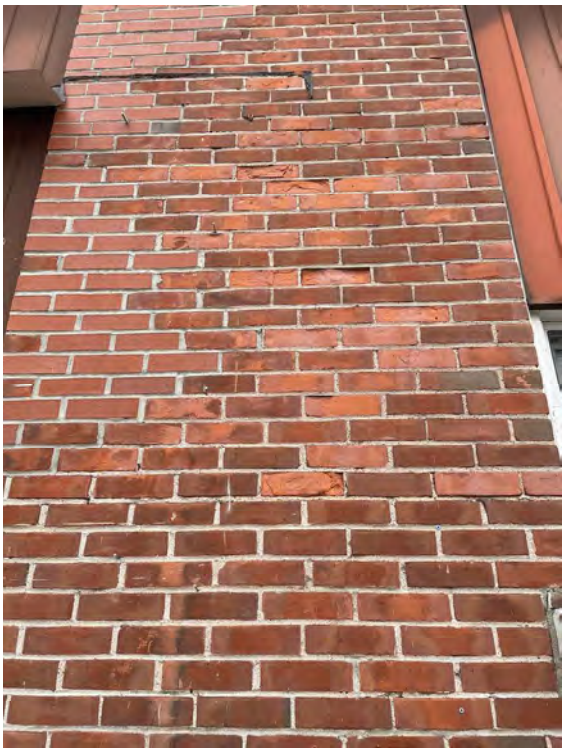
Photograph 3.1.1

Photograph 3.1.2

Photograph 3.1.3

Photograph 3.1.4

Photograph 3.1.5



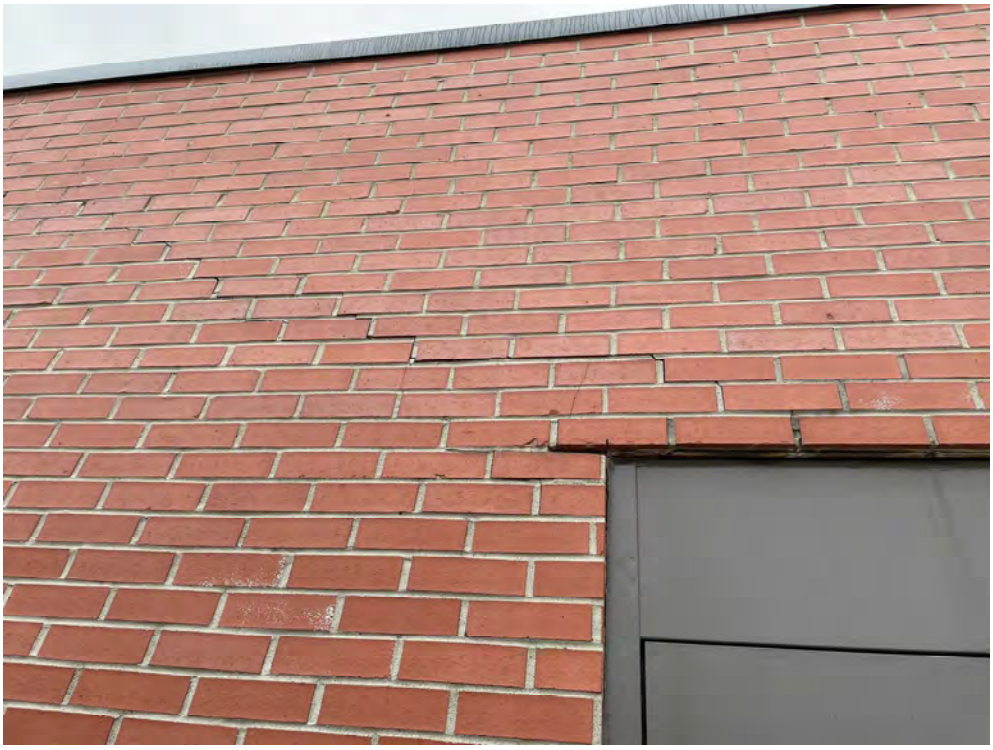
Photograph 3.1.6

Photograph 3.1.7

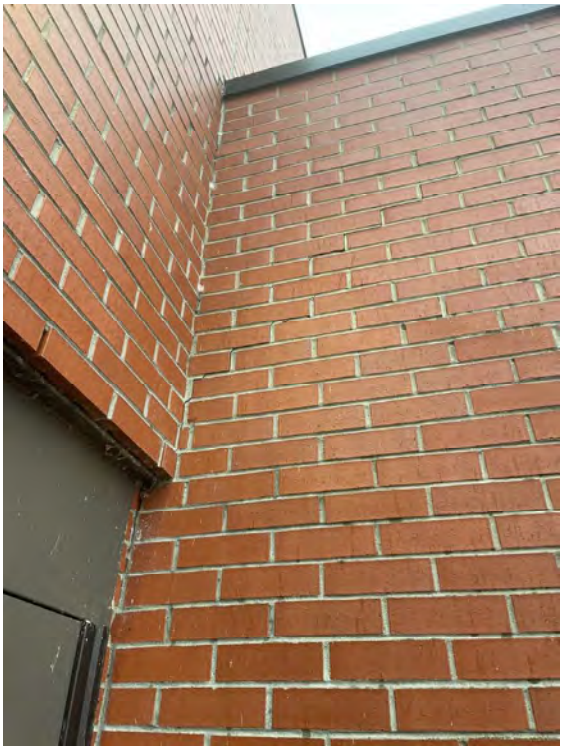
Photograph 3.1.8

Photograph 3.1.9

Photograph 3.1.10



Photograph 3.1.11



Photograph 3.1.12

Photograph 3.1.13

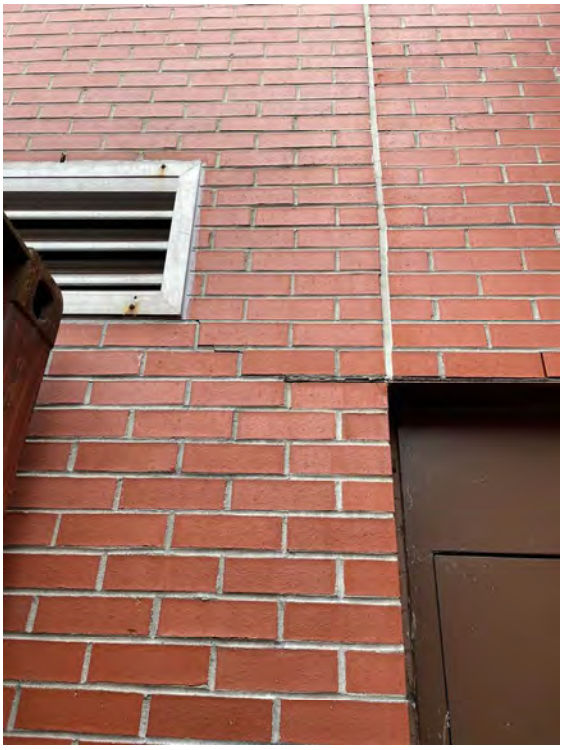
Photograph 3.1.14

Photograph 3.1.15

Photograph 3.1.16

Photograph 3.1.17

Photograph 3.1.18



Photograph 3.1.19

Photograph 3.1.20

Photograph 3.1.21

Photograph 3.1.22

Photograph 3.1.23

Photograph 3.1.24

Photograph 3.1.25

Photograph 3.1.26

Photograph 3.1.27

Photograph 3.1.28

Photograph 3.1.29

Photograph 3.1.30

Photograph 3.2.1

Photograph 3.2.2

Photograph 3.2.3

Photograph 3.2.4

Photograph 3.3.1

Photograph 3.3.2

Photograph 3.3.3

Photograph 3.3.4

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

POWASSAN LIONS' DEN (GLENDALE PARK COMMUNITY CENTER)

7 GLENDALE HEIGHTS DRIVE, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

Document Control

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June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Lions' Den (Glendale Park Community Center), located at 7 Glendale Heights Drive in Powassan. We visited the site in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. An overall photograph of the building has been included as Photograph 1.1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The 'Estimate of Service Lives of Various System Components' table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

The information and opinions expressed in this report are solely for the benefit of the Municipality of Powassan. No party shall distribute the final report or any portion or copy thereof without the express written permission of Tatham Engineering Limited. Any use which a third party makes of this report, or any reliance or decisions to be made based on it are the responsibility of such third

parties. Tatham Engineering Limited will not accept responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report. We expressly waive responsibility for the effects of any action taken as a result of this service unless we are specifically advised and participate in this action, in which case our responsibility will be agreed to at this time. No other warranty, expressed or implied, is made.

Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan Lions' Den (Glendale Park Community Center) is located at the South Himsworth Park baseball field. The building plan footprint is approximately 38'-4" x 56' (2,900 square feet).

The building consists of the following areas of use:

1. Assembly Area, kitchen servery, washroom facilities and ancillary storage room(s).
2. Exterior: The exterior of the building includes the building façade, pitched roof, and six exterior doors and a service kiosk window/counter.

2.1 STRUCTURE & BUILDING ENVELOPE

The gable roof structure consists of pre-fabricated wood trusses spanning the full width of the building, supported on perimeter load bearing concrete block walls and concrete block foundations. The floor consists of a concrete slab-on-grade.

Roofing consists of asphalt shingles and aluminum siding over the soffit areas. The exposed block wall construction constitutes the building envelope.

2.2 ELECTRICAL

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J2881511.

Life Safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. It was noted independent fire and carbon monoxide detectors were not found. It was noted there was no fire alarm system.

Interior lighting consists of a combination of fluorescent tube wraps, and open socket A19 style luminaries. Exterior lighting consists of surface mounted wall-pack lighting.

2.3 MECHANICAL

Heating is provided to the building using a natural gas forced air furnace. Supply and return air terminal devices are located throughout the building to circulate the conditioned air. There is an exhaust fan system serving the community room which was assumed to achieve a "cooling effect" when the temperature in the room exceeds comfortable levels. The bathrooms are exhausted using a central exhaust fan.

A well is used to provide domestic cold water to the building. There is a natural gas hot water tank providing domestic hot water to the building. The sanitary drainage for the building goes to a holding tank.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building roof framing was not directly assessed as it was concealed by finished ceilings. We did not observe any signs of structural distress.

The load bearing split-face block perimeter walls are in need of some repairs as follows:

1. The 3'-6" x 16" wall projection at the bin storage location has heaved upwards between 2" to 4" and separated from the adjacent structure. It is likely this is due to it being subjected to repeated freeze-thaw cycles and we have concluded this section is likely not supported on a foundation wall extending to the proper depth below frost penetration (Photograph 3.1.1 to 3.1.7). We recommend the wall segment be demolished and reconstructed with a foundation wall and footing extending below 4'-0" in depth. Verify weeping tiles are present around existing building foundations and tie in new around the newly constructed wall.
2. Individual block units were observed to have shifted or in some cases, are missing at door lintels (Photograph 3.1.8 and 3.1.9). We recommend sourcing new block units to match and replace with new and repointing existing block units and mortar joints in need of repair.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

3. Existing block wall expansion joint sealants deteriorated and in need of replacement complete with backer rod (Photograph 3.1.10 and 3.1.11).
4. The existing eavestroughs and downspouts are in poor condition and in need of replacement. New eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage (Photograph 3.1.12 to 3.1.14)

Additional

5. In conjunction with the above-recommended excavation for wall repair, we recommend the Municipality verify there is a foundation drainage system in-place.

3.2 ELECTRICAL

1. Interior lighting fluorescent tube luminaires have multiple units without housing covers which may be a concern if the fluorescent tube is damaged (Photograph 3.2.1). Replace existing cover wraps for wrap around luminaires.
2. The switch for the furnace is located outside of the furnace room. As per OESC requirements, the switch is to be located in the same room as the furnace. The switch has also been taped (Photograph 3.2.2) which should be removed.
3. Electrical outlet near sink not GFCI (Photo 3.2.3). Install a GFCI receptacle at the sink as per OESC requirements.
4. There are some interior lights damaged (Photograph 3.2.4 & 3.2.5). Replacements are recommended.

Additional:

5. No carbon monoxide detector was found in the furnace room. Provide hardwired carbon monoxide detector as per section 6.2.12.2 of the current Ontario Building Code (OBC)

3.3 MECHANICAL

HVAC

1. The 100,000 BTUH natural gas furnace has a manufactured date of 2014. The furnace appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. It is recommended the furnace be replaced in eight years, or at the end of its useful life.
2. Information on the fan exhausting the community room was not available. No intake air opening was located to balance the air being exhausted from the community room. No pressurization issues were noted and the air will be pulled in through cracks and crevices in the envelope. No replacement is recommended unless the Municipality would like an improvement to this system.
3. One fan is used to exhaust the male and female bathrooms. The fan is controlled from the light switch in the men's washroom. When someone is in the women's washroom and the switch is off in the men's washroom, the exhaust fan will not run. The control system should be modified so the fan is also interlinked with the woman's washroom light switch.

Plumbing

4. The 38,000 BTUH, 40 gallon, natural gas hot water tank has a manufactured date of 2017. The hot water tank appears to be in good condition. Hot water tanks typically last between

10-12 years. We recommend the hot water tank is replaced in 5 years, or at the end of its useful life.

5. Some of the domestic water piping is corroded (Photograph 3.3.1). Any corroded plumbing piping should be replaced immediately.

6. There is a section of tubing used to connect the incoming PE (black) piping to the pressure switch on the domestic cold water system. This section doesn't meet OBC materials requirements and need to be replaced.

Additional

7. There is no NFPA 96 rated exhaust hood and fan installed above the cooktop to exhaust fumes to outside. Cooking equipment to be ANSI/UL 197 rated or the installation has been approved by the authority having jurisdiction (Photograph 3.3.2).

8. No thermostatic mixing valve was found at the hot water tank or at the sinks checked. Install a thermostatic mixing valve as per section 7.6.5 of the OBC.

9. The domestic hot water piping is uninsulated for the first 2.5 m downstream of the hot water tank and should be insulated as per OBC article 12.3.1.4.

10. Furnace flue gas vent and combustion air intake are obsolete. These need to be removed and the openings through the ceiling restored to maintain fire separation in the space.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements with the exception of the damaged wall protrusion which must be replaced. We did find varying levels of block deterioration, cracked mortar, shifted or missing block units in need of repair/replacement. We observed failed sealant at the expansion joints, which are at the end of its useful life and in need of replacement. We recommend the replacement of eavestroughs and downspouts to protect the roof structure and to improve site drainage to adequately protect the exterior foundation walls below. During the wall repair requiring excavation, we recommend it be verified whether there is an existing drainage system around building foundations.

In general, the mechanical systems are in reasonable condition. There is useful life remaining in the furnace and hot water tank. The exhaust fans seem to function and intake air should be considered to limit air infiltration through the building envelope. The switch for the furnace should be relocated into the furnace room to comply with code requirements. The electrical equipment appears to be in good condition aside from the additional deficiencies noted.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Block wall replacement	Immediate	$30,000
3.1.2	Block wall repairs	Within 1 year	$6,000
3.1.3	Block wall joint sealant	Within 1 year	$1,200
3.1.4	New eavestroughs and downspouts throughout	Within 1 year	$4,600
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	$500
3.2.2	Relocate furnace switch	Immediately	$500
3.2.3	Install GFCI receptacle	Immediately	$500
3.2.4	Repair damaged lighting	Within 1 year	$1,000
3.2.5	Install carbon monoxide detector	Immediately	$500
3.3.1	Replace furnace	5-10 years	$8,500
3.3.3	Interlink bathroom exhaust fan controls with women's washroom	Immediately	$750
3.3.4	Replace hot water tank	5-10 years	$4,000
3.3.5	Replace corroded domestic water piping	Immediately	$1,000
3.3.8	Install thermostatic mixing valve	Immediately	$750
3.3.9	Install insulation on domestic hot water piping	Immediately	$750
3.3.10	Remove obsolete flue gas vent and combustion air intakes and fill ceiling openings.	Immediately	$2,500

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guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1.1

Photograph 3.1.1

Photograph 3.1.2

Photograph 3.1.3

Photograph 3.1.4

Photograph 3.1.5

Photograph 3.1.6

Photograph 3.1.7

Photograph 3.1.8

Photograph 3.1.9

Photograph 3.1.10

Photograph 3.1.11

Photograph 3.1.12

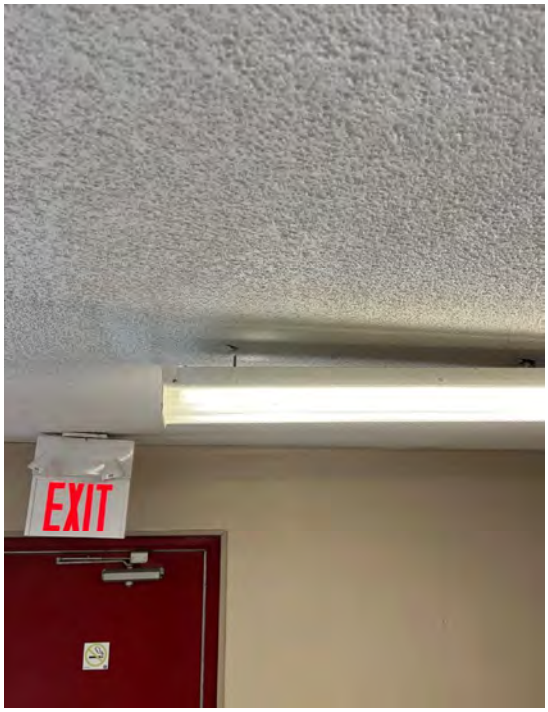
Photograph 3.1.13

Photograph 3.1.14

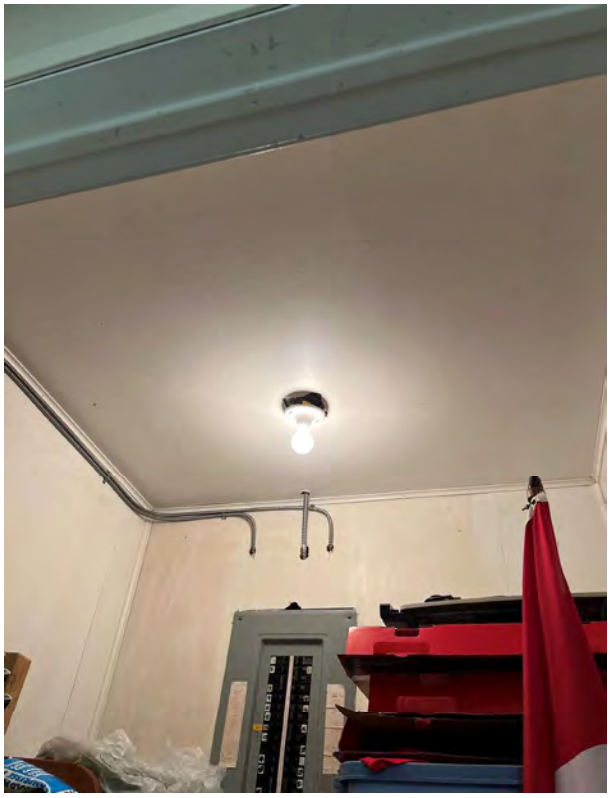
Photograph 3.2.1

Photograph 3.2.2

Photograph 3.2.3



Photograph 3.2.4



Photograph 3.2.5

Photograph 3.3.1

Photograph 3.3.2

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

ROYAL CANADIAN LEGION BRANCH 453

65 KING STREET, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Royal Canadian Legion Branch 453, located at 65 King Street in Powassan. We visited the site in April, 2024 and spoke with Public Works Foreman, Trevor Tenant and Chief Building Official, Mark Martin to identify any areas of concern and provide details on operating procedures. An overall photograph of the building has been included as Photograph 1.1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

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The generator system was not reviewed as part of the scope of work and would require a separate review of the CSA B139 and associated TSSA adoption documentation.

Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Royal Canadian Legion Branch 453 was acquired by the Municipality of Powassan in 2016. It appears to have undergone several renovations and expansions throughout its history. Its present footprint is approximately 85' x 65'. The two-storey structure is approximately 6,020 square feet, not including the basement.

The building consists of the following areas of use:

1. Main floor assembly areas, complete with kitchen washroom facility and other ancillary uses.
2. Second floor offices and associate ancillary uses.
3. Basement storage and other areas which does not appear to be operational at the present time.
4. Exterior: The exterior of the building includes the building façade, gable roof, and seven exterior doors, two of which are for basement egress. The building is equipped with barrier-free ramp access.

2.1 STRUCTURE & BUILDING ENVELOPE

Based on our visual review, we have postulated the building was originally built as an Ontario Building Code Part 9, two-storey residential structure with concrete and concrete block foundation walls, and wood frame construction and a gable roof. This assumption is based on the observation the brick veneer at the centre of the building appears to be older than at the east and west additions (refer to Photograph 1). Visual inspection of the attic confirmed there are underlying and encased roof wood rafter and truss roof structures of varying ages and construction types below the new wood roof structure which has a slight slope to the back of the property. The main and second floors are of wood construction, and the main floor is supported with steel posts on the basement level below.

We were not able to visually identify the sloped flat roof type and composition. The front façade and a portion of each side has an asphalt shingle upper roofing above with siding below across the second storey and brick veneer over the first storey. The back portion and side returns of the rest of the structure are clad in architectural panels with an exposed aggregate finish.

2.2 ELECTRICAL

The incoming electrical service is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J2856973.

Life safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. Independent fire and carbon monoxide detectors are installed at various locations in the interior. There is a fire alarm system for the building.

There is a diesel generator servicing this building and is located in a shed on-site.

The interior lighting consists of fluorescent tube wraps and open socket A19 style luminaires. Exterior lighting consists of surface mounted wall-pack lighting and open socket A19 style luminaires.

2.3 MECHANICAL

HVAC

Heating is provided to the building using three natural gas forced air furnaces. Supply and return air terminal devices are located throughout this section of the building to circulate the conditioned air. There is an electric baseboard heater in the upstairs room. The bathrooms on the main floor are exhausted to the outdoors.

Cooling is provided to the building using two outdoor condensers and indoor evaporators installed in their associated furnace ducting. The cooling system utilizes the same supply and return air terminal devices as it's associated furnace. There is an out of use air conditioning condenser outside of the building.

Plumbing

The domestic cold water for the building is supplied from the municipal service and is equipped with a water meter and back flow preventer. There is a natural gas domestic hot water tank providing hot water to the building. The sanitary drainage system is connected to the municipal service.

Kitchen Equipment

There is a commercial kitchen exhaust hood complete with a fire suppression system. There appears to be a make-up air system is ducted from outside although it is unclear if the make-up air is tempered.

Generator Shed

While on site it was noted there was an additional shed for a generator. This was not part of our original scope of work; however, a review of the mechanical system has been included.

Heating is provided to this building through an electric baseboard heater. The generator ventilation system consists of intake and exhaust dampers and louvers.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building main structural framing was not directly assessed as it was concealed by architectural finishes including gypsum wall board walls and finished ceilings. We did not observe any signs of structural distress from the interior of the building above the basement level. The following was observed:

1. We observed water infiltration in the basement of the structure (Photograph 3.1.1 and 3.1.2). It appears the basement slab-on-grade has been chipped away to create a trough whereby water infiltration can be captured and directed to floor drains (Photograph 3.1.3 and 3.1.4). The lower portion of finishes have been removed. This is indicative of previous flooding events whereby the finishes were damaged by water. It is good practice to remove the finishes so as not to allow mold to form inside the building. This is an acceptable interim measure to allow the water infiltrating in to be removed from the building. In the long-term, we recommend the back and sides of the building at minimum should be excavated so a new waterproofing and foundation drainage system can be installed. A waterproofing study with test pits can be completed as a precursor to minimize the outlay of capital. Additionally, dehumidification can be enhanced in the basement in the meantime. Consideration can be given to waterproofing the front face of the structure, but we did not observe water infiltration from the street side.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

2. Related to the leaky basement, we observed the back façade is stained indicating it regularly gets wet from the roof spillage above. This is due to the lack of eavestroughs and downspouts. Installation of eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage (Photograph 3.1.5 to 3.1.7). We also recommend the back façade be pressure washed and chemically cleaned following the installation of an eavestrough system.
3. We observed some aluminium soffits are missing, likely due to high winds. Moreover, we observed some wood fascia elements are aging and deteriorated. We recommend all soffits

and fascia be reviewed and repaired to adequately protect the building from water damage (Photograph 3.1.8 to 3.1.11).

4. Provide joint sealants with backer rod between brick veneer and cladding panel where missing (Photograph 3.1.12)

5. We observed some localized damage in need of repair limited to: patching openings, damaged brick replacement, concrete repairs and repointing of the basement block walls (Photograph 3.1.13 to 3.1.15). We recommend performing these repairs be completed under a maintenance program.

6. We observed four wood canopy structures over doorways, wood access stairs and railings which appear to be quite worn and showing some signs of deterioration. (Photograph 3.1.16) shows the contrast between the new barrier-free pressure-treated wood ramp structure and the weathered canopy above. (Photograph 3.1.17 to 3.1.21). We recommend a detailed structural review analysis to determine if they are still capable of carrying the intended live loads to wind, snow, occupancy and guard loads as per the current Ontario Building Code (OBC). Alternatively, since they appear to be at the end of their useful life, the deteriorated wood frames may be removed and replaced with structures designed to the OBC.

Additional

7. During our visual review, we observed a damaged panic bar on a basement egress door. This should be repaired or replaced immediately to protect occupants. (Photograph 3.1.22).

3.2 ELECTRICAL

1. Interior lighting fluorescent tube luminaires have multiple units without housing covers which may be a concern if the fluorescent tube is damaged (Photograph 3.2.1). Replace existing cover wraps for wrap around luminaires.

2. Damaged lighting fixtures noted (Photograph 3.2.2). Install new lighting fixtures.

3. There is exposed wiring in the building (Photograph 3.2.3 and Photograph 3.2.4). This should be reviewed by a licensed electrician or Electrical Safety Authority (ESA) for code compliance.

4. Missing lightbulbs were noted (Photograph 3.2.5). Install new lightbulbs.

5. A non-weatherproof lighting fixture was found outside (Photograph 3.2.6). Immediate replacement of this lighting fixture with a weather resistant one is recommended.

6. A damaged exterior receptacle cover plate was noted (Photograph 3.2.7). Replace existing damaged plate with a new one.

7. An electrical power bar was found within 1 meter of a sink (Photograph 3.2.8). Confirm it is GFI protected, if it is not, remove immediately. Ensure the receptacle the power bar is connected to is GFI protected, if not, replace immediately.

Generator Shed

8. A missing lightbulb was noted on one of the lighting fixtures (Photograph 3.2.9). Install a replacement bulb.

3.3 MECHANICAL

HVAC

1. As per communication with staff, the furnace shown in Photograph 3.3.1 was installed three years ago. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. We recommend planning for replacement in 15 years.
2. As per communication with staff, the furnaces shown in Photograph 3.3.2 were installed ten years ago. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. We recommend planning for replacement in 8 years.
3. The installation date of the electric baseboard heater in the upstairs room was not available. The heater appears to be in good condition, save for the timer controls Photograph 3.3.3. We recommend immediate replacement.
4. As per communication with staff, the outdoor air conditioning condenser units and corresponding indoor evaporator units were installed ten years ago. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. We recommend planning for replacement in ten years.
5. There are damaged or missing air distribution grilles. We recommend replacement (Photograph 3.3.5 and 3.3.6).
6. The installation date of the exhaust system for the main floor bathrooms was not available. The visible features appear to be in good condition. As per ASHRAE guidelines, the life expectancy of bathroom exhaust fans are 25 years. We recommend the equipment be replaced when at the end of its useful life.
7. The installation date of the kitchen exhaust hood was not available. It appears to be in good condition and should be replaced at the end of its useful life which is typically at an age of 25 years.
8. The installation date of the roof top kitchen exhaust fan was not available. A visual inspection was not possible due to restricted access. We recommend the fan is replaced as when at the end of its useful life which is typically at an age of 20 years.

9. The installation date of the kitchen exhaust fire suppression system was not available. The hood should be inspected in accordance with the manufacturer's specifications, or every six months. It appears to be in good condition and should be replaced when at the end of its useful life which is typically at an age of 25 years.

10. The installation date of the make up air system was not available as it was not accessible. It appears that the make-up air system consists of un-tempered air being supplied through an intake duct with supply grilles. This system should be replaced when its at the end of its useful life which is typically at an age of 25 years.

Plumbing

11. The natural gas 125,000 BTUH, 75-gallon hot water tank has a manufactured date of 2015, it is assumed this is the installation date. Hot water tanks typically last between 10-12 years. We recommend the hot water tank is replaced in 3 years, or at the end of its useful life.

12. The backflow preventer for the incoming water line shown in Photograph 3.3.4 is in poor condition. A replacement is recommended. The current order or line up of the meter and backflow preventer is not correct. In the direction of the water flow, the first device is the water meter and the 2nd is the backflow preventer.

13. There are a number of plumbing fixtures in the basement appear to be nearing the end of their useful life which should be replaced.

14. The installation date of the sump pump in the mechanical room was not determined. It appears to be in poor condition. An immediate replacement is recommended.

15. The installation date of the sump pump near the basement electrical panels was not determined. It appears to be in poor condition. An immediate replacement is recommended.

Generator Shed

16. The installation date of the electric baseboard heater was not determined. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 10 years. We recommend the heater is replaced at the end of its useful life.

17. The installation date of the motorized dampers for the generator's ventilation system were not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. We recommend the damper actuators and seals are replaced at the end of their useful life.

Additional:

18. The condensate from the furnaces is not equipped with a condensate neutralizer and is draining to the sump pit. A condensate neutralizer is recommended to be installed to prevent the sump pump from premature failure due to the presence of corrosive condensate. Photograph 3.3.7.
19. There is an open cleanout and open sanitary drainage piping in the basement. The cleanout cover should be secured and the sanitary drainage piping capped. Photograph 3.3.8.
20. There is domestic water piping without insulation, it should be insulated to follow best practice.
21. Basement mechanical room doesn't appear to have a fire separation. A code review with an architect should be completed to understand if there should be fire dampers, fire rated door, and fire separation provided.
22. Although the basement level appears to be used as a storage space, further review of the intended use and ventilation basis is required. The current furnace system provides limited air circulation on this level.
23. Based on our judgement, the sump pit in the mechanical room receives "sanitary sewage". As a result, the pit should be vented and covered with a water and airtight lid to conform with OBC section 7.4.6.3.
24. It was unclear whether the sump pit near the basement electrical panels receives "sanitary sewage". An investigation should take place to determine if the pit should be modified to conform with OBC section 7.4.6.3.
25. The existing furnaces require ERVs to provide ventilation. The building currently has no ventilation and should be provided in accordance with OBC 6.2.2.
26. No exhaust fan was observed in the janitor closet and should be added as per ASHRAE 62.1.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements. With respect to the building envelope, the most pressing matter to address is to review the adequacy of the existing waterproofing system and foundation drainage to protect the building from future damage. Although this is costly repair, the addition of eavestroughs on the back façade will improve the situation by directing water away from the building. Sloping the finished grade away from the building and the use of hard landscaping around the building permitter will improve performance at a lower upfront cost. We also recommend maintenance repairs be completed with respect to sealants, repointing, patching and repairs of concrete, block and brick veneer as is required at some locations. We have also identified the wood access stairs and railings and their associated canopies should be replaced with new as soon as is feasible.

The heating and cooling systems for the building still have a reasonable amount of useful life remaining. There is one furnace that doesn't have an associated cooling system as the condenser is no longer in use. There are some plumbing fixtures are aged and should be replaced. The kitchen system wasn't fully reviewed as there wasn't sufficient access to the make-up air and exhaust fan systems. The kitchen hood seemed to be in good condition, the fire suppression system should be inspected. The electrical equipment appears to be in fair condition aside from the deficiencies noted.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Basement Waterproofing and Drainage system	2-3 years	$60,000
3.1.2	New eavestroughs and downspouts and pressure washing of cladding	Within 1 year	$8,000
3.1.3	Fascia and soffit repairs	Within 1 year	$3,000
3.1.4	Joint sealant	Immediately	$1,500
3.1.5	Maintenance repairs	Within 1 year	$2,400
3.1.6	Timber platform, canopies, stair and railings	Within 1 year	$18,000
3.1.7	Door hardware replacement	Immediately	$2,500
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	$1,000
3.2.2	Replace damaged lighting fixtures	Within 1 year	$1,000
3.2.3	Review exposed wiring for code compliance	Immediately	$1,500
3.2.4	Replace malfunctioning lights	Immediately	$500
3.2.5	Install weatherproof exterior light	Within 1 year	$500
3.2.6	Replace exterior receptacle cover plate	Within 1 year	$500
3.2.8	Replace malfunctioning lights	Immediately	$500
3.3.1	Replace furnace	10+ years	$8,500
3.3.2	Replace furnaces	5-10 years	$17,000
3.3.3	Replace electric baseboard heater	Immediately	$750
3.3.4	Replace air conditioning units	5-10 years	$12,000
3.3.5	Replace air distribution grilles	Within 1 year	$500
3.3.6	Replace bathroom exhaust system	5-10 years	$1,500

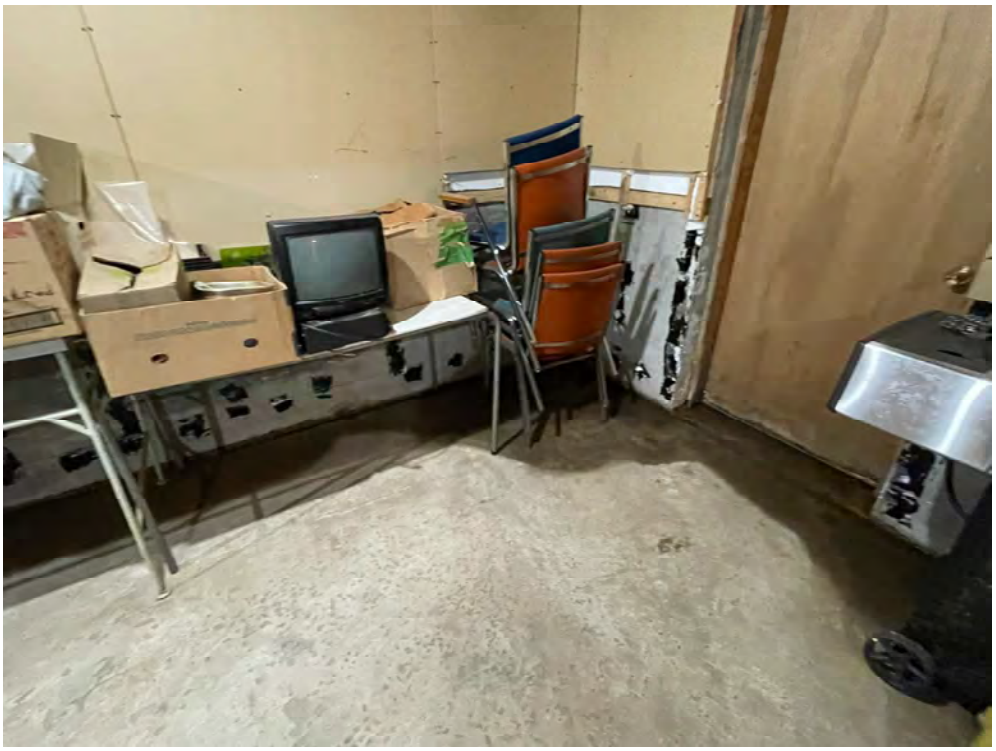
FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.7	Replace kitchen exhaust hood	5-10 years	$25,000
3.3.8	Replace kitchen exhaust fan	5-10 years	$21,000
3.3.9	Replace kitchen exhaust fire suppression system	5-10 years	$7,000
3.3.10	Replace make-up air system	5-10 years	$20,000
3.3.11	Replace hot water tank	2-3 years	$4,000
3.3.12	Replace backflow preventor	Immediately	$1,000
3.3.13	Replace basement plumbing fixtures	Within 1 year	$5,000
3.3.14	Install condensate neutralizer	Immediately	$500
3.3.15	Cap sanitary drainage piping	Immediately	$500
3.3.16	Insulate domestic water piping	Immediately	$1,500
3.3.17	Replace electric baseboard heater	5-10 years	$750
3.3.18	Replace motorized dampers	5-10 years	$6,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1.1

Photograph 3.1.1



Photograph 3.1.2

Photograph 3.1.3

Photograph 3.1.4

Photograph 3.1.5

Photograph 3.1.6

Photograph 3.1.7

Photograph 3.1.8

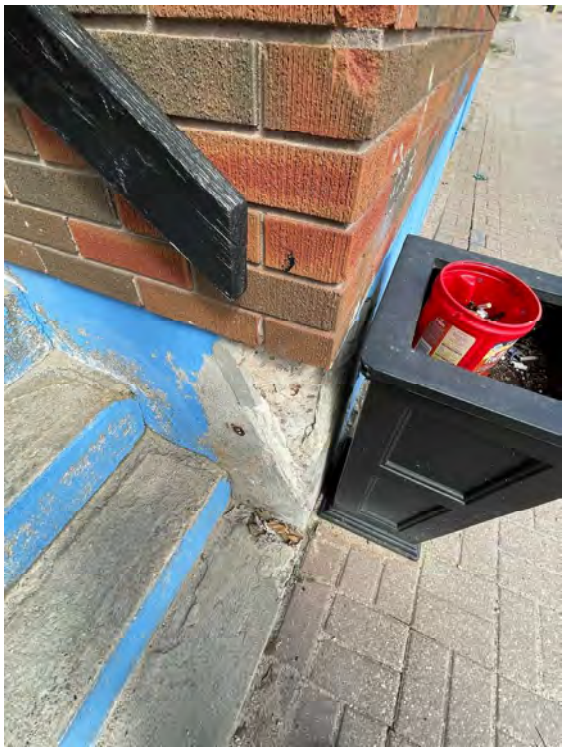
Photograph 3.1.9

Photograph 3.1.10

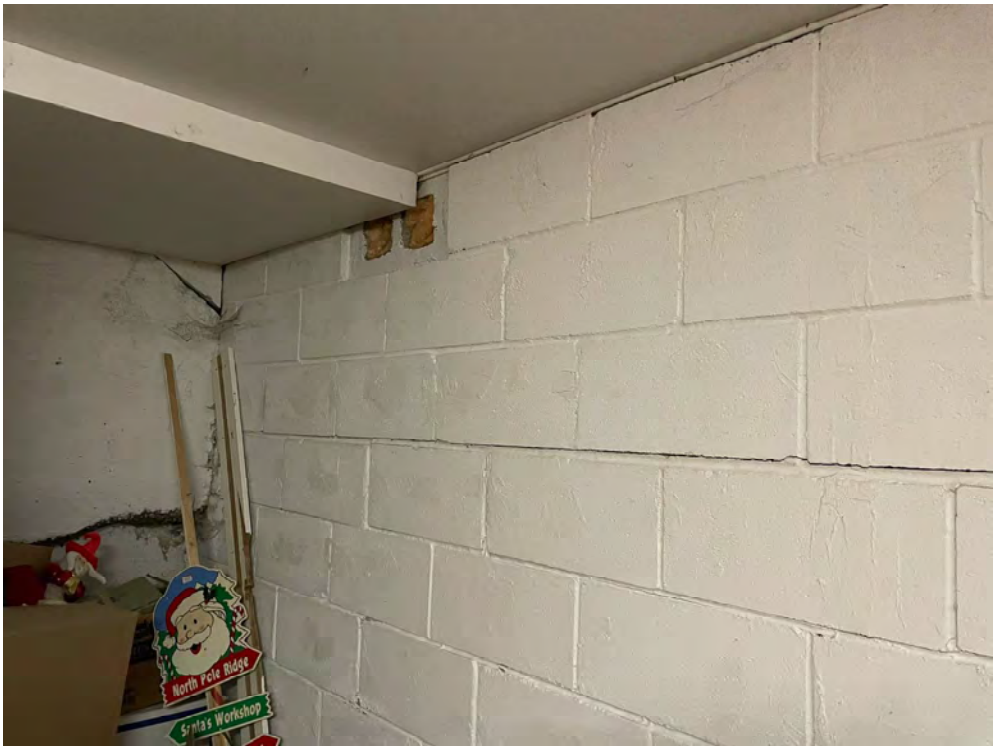
Photograph 3.1.11

Photograph 3.1.12

Photograph 3.1.13



Photograph 3.1.14



Photograph 3.1.15

Photograph 3.1.16

Photograph 3.1.17

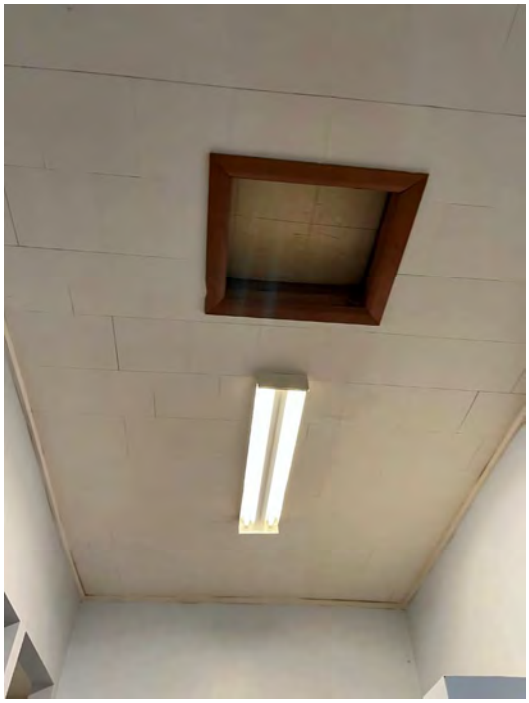
Photograph 3.1.18

Photograph 3.1.19

Photograph 3.1.20

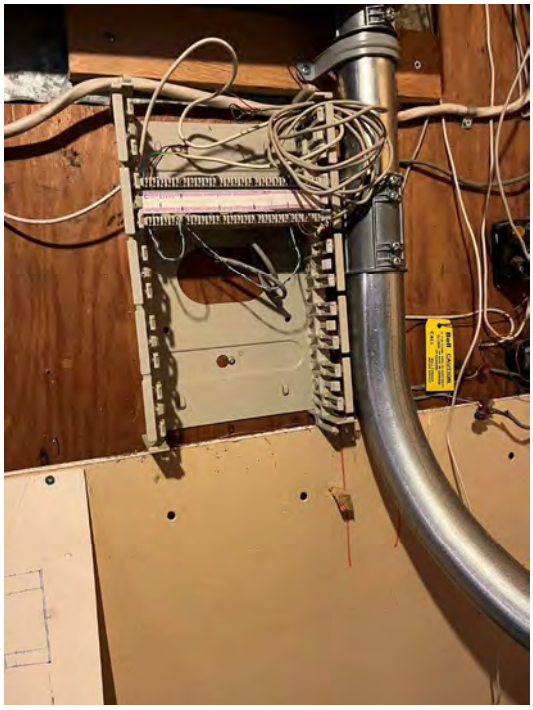
Photograph 3.1.21

Photograph 3.1.22



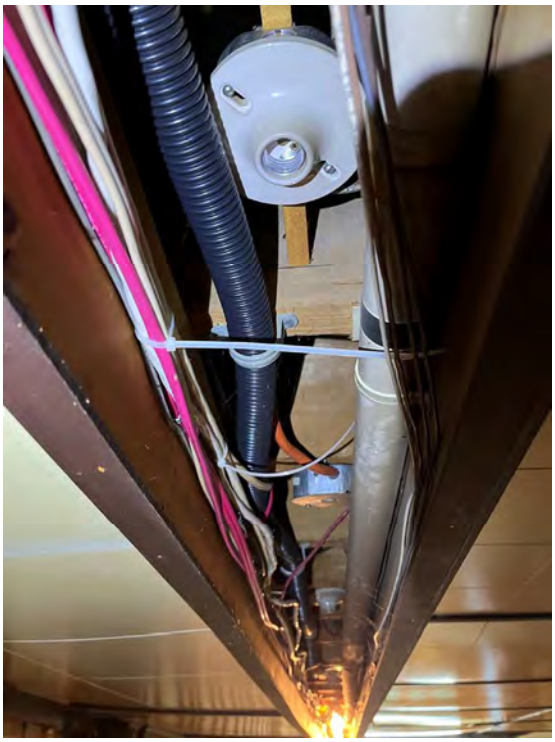
Photograph 3.2.1

Photograph 3.2.2



Photograph 3.2.3

Photograph 3.2.4



Photograph 3.2.5

Photograph 3.2.6

Photograph 3.2.7

Photograph 3.2.8

Photograph 3.2.9

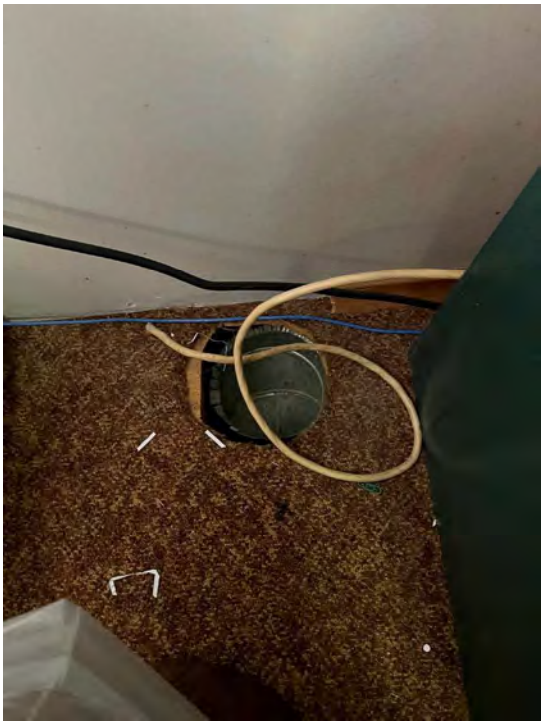
Photograph 3.3.1

Photograph 3.3.2

Photograph 3.3.3

Photograph 3.3.4

Photograph 3.3.5



Photograph 3.3.6

Photograph 3.3.7

Photograph 3.3.8

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

POWASSAN SPORTSPLEX

433 MAIN STREET, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Powassan Sportsplex, located at 433 Main Street in Powassan. We visited the site in April, 2024 and spoke with Public Works Foreman, Mark Martin to identify any areas of concern and provide details on operating procedures. Overall photographs of the building have been included as Photograph 1.1 to 1.3 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan Sportsplex is an important multiuse recreational facility for the entire community. It is also the home of the Powassan Voodoos Junior A hockey team. Powassan's first arena was constructed at the present location. It has seen numerous expansions and renovations over the years, the last major ones in 2010 and 2014 respectively. The two-storey complex is approximately 37,650 square feet in area. It has multiple occupancy types supported by the following areas of use:

1. Skating ice surface and spectator area (open to above)
2. Curling ice surface area (open to above)
3. Arena entrance lobby including eight change rooms, washrooms and other associated ancillary rooms
4. Arena Zamboni garage facility
5. Curling club entrance, assembly area, kitchen servery, washrooms and locker rooms
6. Curling ice plant facility
7. Second floor arena assembly area and ancillary rooms
8. Second floor Voodoos clubhouse and training center
9. Second floor curling club assembly area and ancillary rooms

Facility access is via four emergency exit stairwells, 13 exit doors and an overhead garage door.

2.1 STRUCTURE & BUILDING ENVELOPE

The main structure spans over the ice surface area and consists of pre-engineered steel moment frames spanning in north-south direction, comprising eight bays in total. The ridge of the pitched roof is centered over the ice surface but is unsymmetrical with respect to the building cross section due to the spectator area adjacent to the north side of the rink and the curling club area to the north. The main lateral load resistance is provided by the moment frames in the north-south direction and cross bracing in the orthogonal direction. The curling club is of steel construction as is the south renovation, which expanded the change room areas. Second storey areas are of varying construction types due to the numerous renovations and expansions over the years. The ground floor consists of a concrete slab-on-grade.

The main roof arena and the low roof area over the south change room expansion are covered with a thermoplastic (PVC) single-ply roofing system (Sarnafil). The front high roof entrance

roofing is asphalt shingles and sloped metal roofing with ice guards. The building is clad in metal siding on the upper portions and exposed concrete block walls at the ground floor level of the main arena building. The front entrance addition for the arena is clad in architectural panels. The front entrance addition for the Curling Club consists of architectural block walls. The south changeroom expansion area is clad in insulated architectural paneling.

2.2 ELECTRICAL

The incoming electrical service size is 600-amp, 480/600-volt, three phase, 4-wire. The electrical meter number is J3642857.

Life Safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. Independent fire and carbon monoxide detectors are installed at various locations in the interior. A fire alarm system is installed.

Exterior lighting consists of a combination of soffit pot lights and surface mounted wall-pack lighting. Interior lighting consists of a combination of fluorescent tube wraps and open socket A19 style luminaries. NS LED luminaires are used in the ice rink.

2.3 MECHANICAL

Heating is primarily provided to this building using four natural gas boilers. There are radiant hydronic heaters of different types throughout the building as well as a water furnace, linked to these boilers. Natural gas radiant tube heaters provide heat in the ice rink. Electric unit heaters provide heat in the curling rink. There are also electric heaters of different types throughout the building.

There is a water-cooled air conditioner providing cooling to the upper lounge above the ice rink. There are two dehumidifiers, one servicing only the ice rink, and one servicing both the ice rink and the curling rink.

There is an HRV servicing the curling club section of the building. A roof top energy recovery ventilator is servicing the new change room area of the building. Exhaust systems serve the changerooms and washrooms.

We observed three water meters inside the building and it was not clear which was the main meter for the building. There is one in the lobby mechanical room, one in the Zamboni room, and one in the ice plant.

Domestic hot water is provided to the building through the use of electric and natural gas hot water tanks. The boilers are also used to provide domestic hot water using three indirect hot water tanks. The main building sanitary drain location was not available.

There is a commercial kitchen exhaust hood with a fire suppression system in the upper lounge above the ice rink.

The ice rink is cooled using an ammonia-based chiller system with an evaporative condenser located outside and a chiller located inside the building with a brine pump. There is a gas detection monitor in place to engage a ventilation system.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building main structural framing was not directly assessed as it was largely concealed by architectural finishes including gypsum wall board walls and finished ceilings. We did not observe any signs of structural distress from within the building except as noted:

1. At various locations within the Curling Club, we observed mortar cracking in need of repair at the perimeter concrete block walls (Photograph 3.1.6 and 3.1.7). We recommend routing and repointing the cracked mortar to prevent water ingress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

2. The entire length of the flashing against the south arena wall, from the low roof of the south changeroom wing expansion appears to leak periodically when snow pile-up occurs along the intersection between roof levels (Photograph 3.1.1). The leaking has been observed in the corridor of the south change room facility below (Photograph 3.1.2 and 3.1.3). The use of the Sarnafil membrane as a vertical flashing substitute is not recommended as it is challenging to seal against the corrugated metal siding. Moreover, we observed numerous repairs to the membrane. A suitable flashing detail must be developed and implemented along the 80' length of the low roof expansion to adequately waterproof the building.
3. The original exterior concrete block wall construction type does not appear to have an air or vapour barrier associated with it based on our visual observations (Photo 3.1.4 and 3.1.5). Moreover, verification of a vapour or air barrier under the metal clad upper portion was not possible by visual observation. Based on the observations made, we strongly recommend a building envelope study be initiated to upgrade the building envelope throughout with Blueskin, insulation, siding, waterproofing below and parging. The building is due for a major building envelope and roofing upgrade to protect it for the future.
4. At various locations on exterior concrete block walls, we observed mortar cracking in need of repair (Photograph 3.1.8 to 3.1.10). We recommend routing and repointing the areas of cracked mortar prior to completing and envelope upgrades as recommended above.

5. At various locations, roof flashing has been dislodged from the building, likely during high wind events. We recommend all flashing be reviewed for soundness and all missing, lose or damaged flashing be replaced to protect the building (Photograph 3.1.11 to 3.1.13).
6. Existing block wall expansion joint sealants have deteriorated and are in need of replacement, including new backer rod (Photograph 3.1.14 and 3.1.15).
7. We observed deteriorated and cracked concrete around the arena slab-on-grade. We recommend minor patch repairs be completed in order to protect the floor and avoid tripping hazards (Photograph 3.1.16).

Additional

7. We observed the coating system on the slab-on-grade around the arena and at other areas throughout the complex, has worn due to prolonged use. A possible improvement to improve longevity of the existing slab would be to apply a new epoxy based floor coating system be throughout in the future.
8. We did not observe any eavestroughs and downspouts on the pitched roof potion of the complex. New eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage.

3.2 ELECTRICAL

1. There is a broken light switch in the “voodoo” changeroom (Photograph 3.2.1). Install a replacement switch.
2. Interior lighting fluorescent tube luminaires have multiple units without housing covers which may be a concern if the fluorescent tube is damaged (Photograph 3.2.2). Replace existing cover wraps for wrap around luminaires.
3. There are damaged interior lights (Photograph 3.2.3 and 3.2.4). We recommend these damages be repaired.

Additional:

4. No carbon monoxide detector was found in the Zamboni room. Natural gas boilers are in this room and a carbon monoxide detector should be installed as per section 6.2.12.2 of the current Ontario Building Code (OBC).

3.3 MECHANICAL

HVAC

1. As per communication with staff, the “Prestige” boiler located in the Zamboni room is believed to have been installed 10-15 years ago. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend replacement in 10 years or at the end of its useful life.
2. As per communication with staff, the “NTI” boiler located in the Zamboni room is believed to have been installed 10-15 years ago. It was brought to our attention by the staff this this boiler has failed. Replacement is required to maintain the building’s heating requirements.
3. As per communication with staff, the two “Triangle Tube” boilers located in the “lobby mechanical room” are believed to have been installed in 2017. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend planning for replacement in 18 years or at the end of their useful life.
4. The age of the hydronic radiant heaters were not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend the heaters are replaced as is at the end of their useful life.
5. As per communication with staff, the four natural gas radiant tube heaters located in the ice rink are believed to have been installed 15 years ago. As per ASHRAE guidelines, the life expectancy of this equipment is 21 years. We recommend replacement in six years.
6. As per communication with staff, the electric unit heaters in the curling rink are believed to have been installed 15 years ago. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend replacement within one to two years or at the end of its useful life.
7. It was assumed that the hot water furnace located in the “Voodoo” changeroom was installed in 2008. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. A replacement is recommended in two years.
8. There are damaged hydronic baseboard heaters in the “Voodoo upstairs living space” should be replaced (Photograph 3.3.1 & 3.3.2).
9. The age of the remaining electric heaters in the building were not available. They appear to be in good condition.
10. The age of the water-cooled air conditioner was not available. As per ASHRAE guidelines, the life expectancy of this equipment is 15 years. It is assumed this equipment has exceeded

its life expectancy and should be replaced with an air source ductless split heat pump of similar capacity.

11. As per communication with the staff, the dehumidifier near the compressor room was installed 15 years ago. It appears to be in good condition. Dehumidifiers typically last between five and ten years, although may be in service longer provided there is yearly maintenance. We recommend the dehumidifier be replaced in one to two years, or at the end of its useful life.
12. As per communication with the staff, the dehumidifier near the lobby was installed five years ago. It appears to be in good condition. Dehumidifiers typically last between five and ten years, although may be in service longer provided there is yearly maintenance. We recommend the dehumidifier be replaced in five years, or at the end of its useful life.
13. As per communication with staff, the energy recovery unit servicing the new change room area of the building is 12 years old. As per ASHRAE guidelines, the life expectancy of this equipment is 15 years. We recommend replacement in three years or at the end of its useful life.
14. The installation date of the HRV servicing the curling club section of the building was not available, but it appears to be in good condition. HRV's typically last between 10-12 years although may go longer provided there is yearly maintenance. We recommend the HRV is replaced as it is at the end of its useful life.
15. There is a Venmar HRV ventilation controller and is currently turned to the off position and should be turned on to bring outdoor air in the building for ventilation (Photograph 3.3.3).
16. The installation date of the kitchen exhaust hood was not available. It appears to be in good condition and should be replaced at the end of its useful life which is typically at an age of 25 years.
17. The installation date of the kitchen exhaust fan was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. We recommend the fan be replaced as is at the end of its useful life.
18. The installation date of the kitchen exhaust fire suppression system was not available. It appears to be in good condition. The hood should be inspected in accordance with the manufacturer's specifications, or every six months. It appears to be in good condition and should be replaced when at the end of its useful life which is typically at an age of 25 years.

Plumbing

19. The installation date of the electric, 3.8kW, 60-gallon, hot water tank was not available. It appears to be in good condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tank is replaced as it is at the end of its useful life.
20. The installation date of the indirect hot water tank in the Zamboni room was not available. It was brought to our attention it is leaking and has been deemed faulty. It should be replaced immediately (Photograph 3.3.4).
21. The installation dates of the two indirect hot water tanks in the "lobby mechanical room" were not available. They appear to be in good condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tank is replaced as it is at the end of its useful life.
22. The backflow preventor for the domestic cold water in the ice plant is corroded. We recommend replacement immediately (Photograph 3.3.5). The current order or line up of the meter and backflow preventer is not correct. In the direction of the water flow, the first device is the water meter and the second is the backflow preventer.
23. The backflow preventer for the domestic cold water in the Zamboni room is corroded. We recommend replacement immediately (Photograph 3.3.6). The current order or line up of the meter and backflow preventer is not correct. In the direction of the water flow, the first device is the water meter and the second is the backflow preventer.
24. The installation date of the combination emergency eyewash and shower unit was not available. It appears to be in good condition.
25. The sprinkler system appeared to be in good condition. Sprinkler heads typically last 25 years.

Ice Plant

26. The insulation surrounding the ice plant piping appears to be in good condition. The chiller has a portion of insulation removed at the nameplate and it's freezing at this location and should have insulation added.
27. The chiller was manufactured in 2010 and appears to be in good condition. The typical life expectancy is 20 years and replacement should be considered in six years.
28. The condenser pump and brine pump appear to be well used and replacement should be considered.
29. The MYCOM compressors appear to be well used and replacement should be considered. The installation date was not available. Compressors should be replaced after 12-15 years.

30. The BAC evaporative condenser was not accessible but appeared to be in good condition. The typical life expectancy for this equipment is 20 years.

Additional:

31. It was brought to our attention the kitchen cooktops do not turn on when the fire suppression system is activated. This is a code violation and should be fixed immediately. A shunt tripper should be installed with signal sent from the kitchen suppression system to the breaker to shut off power.
32. Cooking appliances in the canteen are exhausting freely to the surrounding space. There is no NFPA 96 rated exhaust hood and fan installed above the appliances to exhaust fumes to outside. Cooking equipment to be ANSI/UL 197 rated or the installation has been approved by the authority having jurisdiction.
33. It was noted by the staff the canteen gets hot, and a makeshift fan is used for cooling. A cooling system should be considered given the cooking appliances in the area.
34. Install backflow preventor on the 2" water line in the "lobby mechanical room" as per OBC section 7.6.2.2 code requirement. An expansion tank will also be required downstream of the backflow preventer.
35. The domestic hot water piping is uninsulated. Insulation should be added to the first 2.5 m downstream of the hot water tank as per code requirements.
36. It was brought to our attention the thermostatic mixing valves are being replaced every 3-4 years due to scaling build up. A water hardness test should be conducted and a water softening system considered to alleviate the issue.
37. It was brought to our attention the water being delivered to the curling club isn't hot enough. The hot water piping system should be traced to identify if there are any cross connections between hot and cold piping. The temperature at the tap should be compared to the temperature at surrounding fixtures, at the hot water tank, and downstream of any mixing valves.
38. No make-up air for kitchen, the kitchen will negatively pressurize when the kitchen exhaust system is turned on and pull air from the surrounding space. Add a make-up air fan with heater in accordance with OBC article 6.2.3.11.
39. The gas detection system doesn't appear to have been calibrated since December 7, 2020 and needs to be recalibrated every 12 months as per CSA B52.
40. The boiler piping in the zamboni room is uninsulated. Insulation should be added to meet ASHRAE 90.1 code requirements.

41. There doesn't appear to be a mechanical ventilation system installed in some occupied sections of the building. A more thorough review of the design and installation requirements of an HRV or ERV is required.

42. It was assumed that the zamboni is powered by propane gas. No propane gas detection system was found in the zamboni room. Install a toxic gas monitoring system, exhaust fan, and intake, to properly ventilate the space according to article 6.2.2.3 of the OBC.

4 Summary & Recommendations

In summary, we did not observe and evidence of distress with respect to the building primary structural elements, however, the building is need of maintenance repairs and building envelope upgrades. Given the importance of the Sportsplex to the community, we recommend building roofing, flashing, through wall flashing and envelope upgrades to enhance and protect the building for the next 20 years. Energy efficiency upgrades can be achieved in the process and as a result, financial assistance may be realized through various provincial and federal programs.

In general, the mechanical and electrical systems are in reasonable condition given their age. There is equipment nearing the end of its useful life which should be replaced before failure. The insulation around the piping in the ice plant are in reasonable condition and it appears the chiller and condenser are in good condition given their age although the pumps were not replaced at the same time and should be replaced. There are also some code related issues should be addressed.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Wall flashing replacement	Immediate	$40,000
3.1.2	Roof & Building envelope study	2 to 3 years	$12,000
3.1.3	Block wall repairs	Within 1 year	$12,000
3.1.4	Roof flashing repairs	Within 1 year	$8,000
3.1.5	Block wall joint sealant	Within 1 year	$3,000
3.1.6	Slab-on-grade patch repairs	Immediate	$5,000
3.2.1	Replace light switch	Immediate	$500
3.2.2	Replace existing cover wraps for wrap around luminaires	Within 1 year	$1,000
3.2.3	Repair damaged interior lights	Within 1 year	$1,000
3.2.4	Install carbon monoxide detector	Immediately	$500
3.3.1	Replace “Prestige” boiler	5-10 years	$12,000
3.3.2	Replace “NTI” boiler	Immediately	$12,000
3.3.3	Replace “Triangle Tube” boilers	10+ years	$24,000
3.3.4	Replace hydronic radiant heaters	5-10 years	$10,000
3.3.5	Replace natural gas radiant tube heaters	5-10 years	$12,000
3.3.6	Replace electric unit heaters	2-3 years	$8,000
3.3.7	Replace hydronic baseboard heaters in “voodoo” changeroom	Immediately	$2,000
3.3.9	Replace water-cooled air conditioner with air sourced ductless split heat pump.	Within 1 year	$3,000
3.3.10	Replace dehumidifier	5-10 years	$70,000
3.3.11	Replace dehumidifier	10+ years	$70,000

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.12	Replace energy recovery unit	2-3 years	$20,000
3.3.13	Replace HRV	5-10 years	$5,000
3.3.15	Replace kitchen exhaust hood	5-10 years	$25,000
3.3.16	Replace kitchen exhaust fan	5-10 years	$21,000
3.3.17	Replace kitchen exhaust fire suppression system	5-10 years	$7,000
3.3.18	Replace electric hot water tank	5-10 years	$1,500
3.3.19	Replace indirect hot water tank in Zamboni room	Immediately	$6,000
3.3.20	Replace indirect hot water tanks in “lobby mechanical room”	5-10 years	$12,000
3.3.21	Replace backflow preventor in ice plant	Immediately	$1,000
3.3.22	Replace backflow preventor in Zamboni room	Immediately	$1,000
3.3.25	Replace chiller	5-10 years	$40,000
3.3.26	Replace condenser and brine pumps	5-10 years	$100,000
3.3.27	Replace compressors	2-3 years	$100,000
3.3.28	Replace BAC evaporative condenser	5-10 years	$25,000
3.3.31	Install air sourced ductless split heat pump in the canteen	Within 1 year	$3,000
3.3.32	Install expansion tank and backflow preventor in the “lobby mechanical room”	Immediately	$2,000
3.3.33	Insulate hot water piping	Immediately	$2,250
3.3.36	Install make-up air unit for kitchen	Immediately	$50,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence,

there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

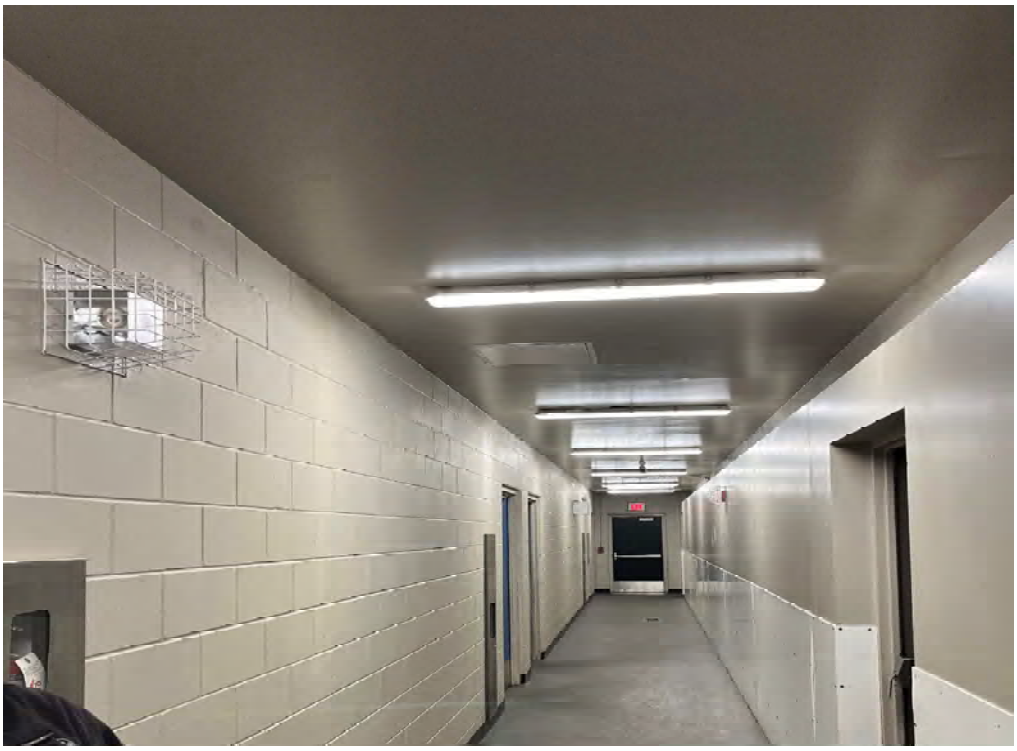
Appendix A: Photographs

Photograph 1.1

Photograph 1.2

Photograph 1.3

Photograph 3.1.1



Photograph 3.1.2

Photograph 3.1.3

Photograph 3.1.4

Photograph 3.1.5

Photograph 3.1.6

Photograph 3.1.7

Photograph 3.1.8

Photograph 3.1.9

Photograph 3.1.10

Photograph 3.1.11

Photograph 3.1.12

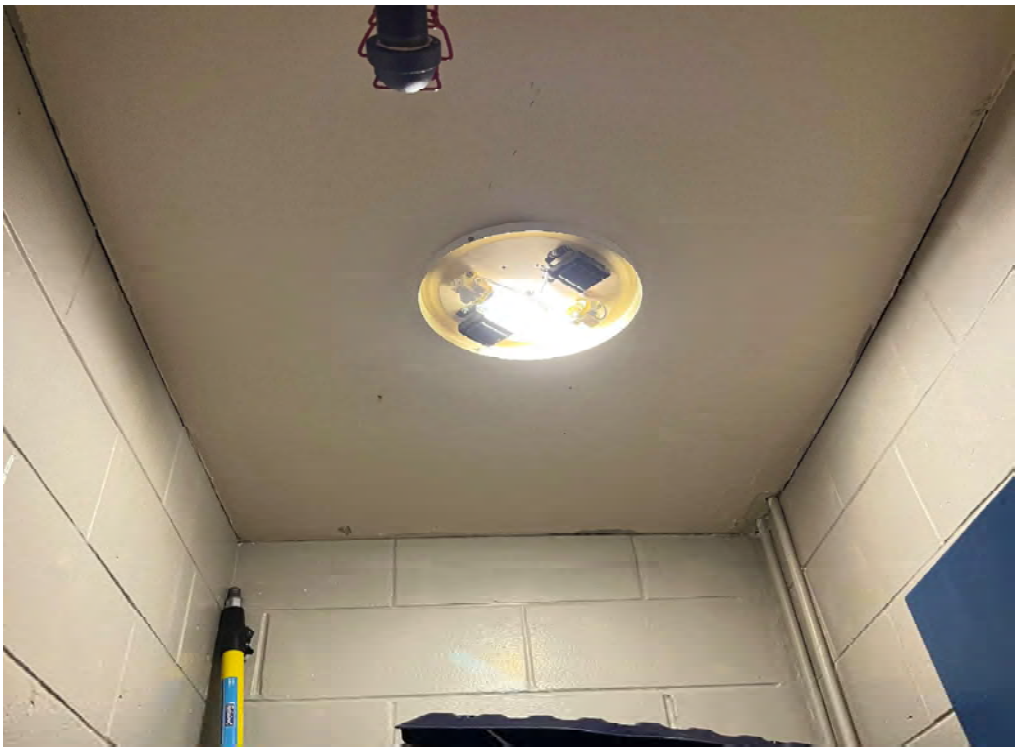
Photograph 3.1.13

Photograph 3.1.14

Photograph 3.1.15

Photograph 3.1.16

Photograph 3.2.1

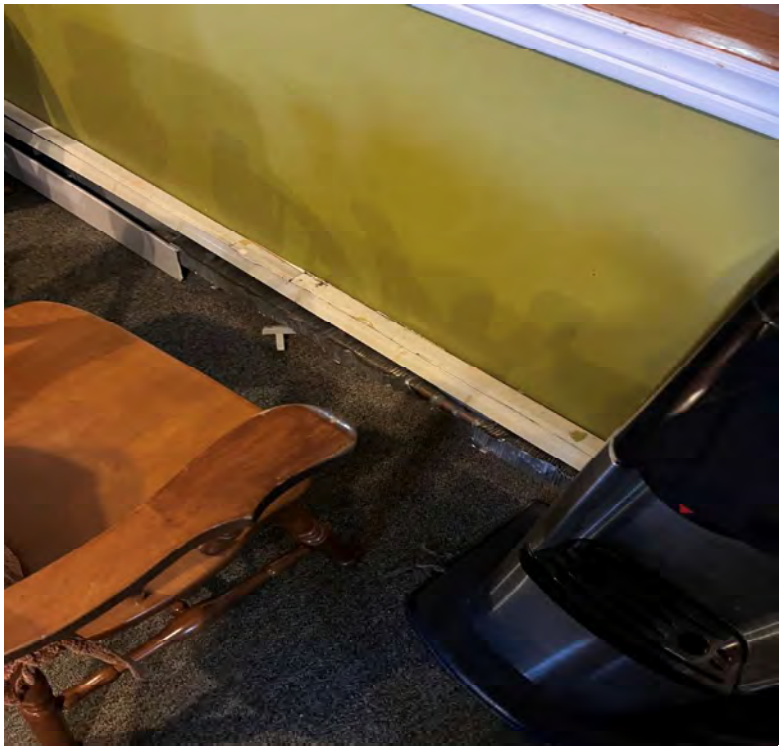


Photograph 3.2.2

Photograph 3.2.3

Photograph 3.2.4

Photograph 3.3.1



Photograph 3.3.2

Photograph 3.3.3

Photograph 3.3.4

Photograph 3.3.5

Photograph 3.3.6

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

TROUT CREEK COMMNITY CENTRE

181 MAIN STREET WEST, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Trout Creek Community Center, located at 181 Main Street West in Powassan. We visited the site in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. An overall photograph of the building has been included as Photograph 1.1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

The information and opinions expressed in this report are solely for the benefit of the Municipality of Powassan. No party shall distribute the final report or any portion or copy thereof without the express written permission of Tatham Engineering Limited. Any use which a third party makes of this report, or any reliance or decisions to be made based on it are the responsibility of such third

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Trout Creek Community Centre is a two-storey recreational facility. The main use is as an arena but it also has assembly areas and is able to accommodate large social gatherings. It has an assembly area on the second floor and a kitchen servery and a host of ancillary rooms to support recreation and entertainment for the community. The complex is approximately 28,300 square feet. It has multiple occupancy types supported by the following areas of use:

1. Skating ice surface and spectator area (open to above).
2. Arena entrance lobby including change rooms washroom and other associated ancillary rooms.
3. Arena Zamboni garage facility.
4. Second floor community hall, kitchen, bar, stage, washroom facilities and other ancillary rooms.
5. Emergency stairs, ramp and exit doors.

We were provided with two previous limited-scope assessment reports to serve as background information for our assessment:

- Building Condition Assessment by TSH Engineers, Architects, Planners dated October 2007; and
- Draft Building Condition Assessment by Tulloch Engineering dated October 2020.

Both previous assessments were related to the structure and building envelope conditions, however, only the 2007 assessment addressed the mechanical and electrical systems.

A cursory review of these past assessments has informed us there are some outstanding measures to be addressed. We have not restated the previous recommendations herein, but instead recommend these reports be read in conjunction with this current assessment and our findings be addressed within the context of, and in relation to the previously identified action items as part of an overall maintenance and repair strategy.

2.1 STRUCTURE & BUILDING ENVELOPE

The main arena structure spans over the ice surface area and is of wood truss construction supported on timber posts and beams of traditional pole barn construction. The ridge of the pitched roof is centered over the ice surface. The facility has been expanded to the rear with concrete block walls and wood roof joists (flat). A two-storey addition has been added to the

front of the arena structure. This is constructed of wood roof and floor framing supported on loadbearing concrete block walls, and concrete block foundation walls.

The high roof arena and community centre structure and the low roof area at the rear are covered with a thermoplastic (PVC) single-ply roofing system (Sarnafil). The building walls are metal clad at the exterior except for the back façade where the concrete block wall is exposed.

2.2 ELECTRICAL

There are two incoming electrical services:

- 400-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J3018055.
- 200-amp, 480/600-volt, three phase, 4-wire. The electrical meter number is: J3282049.

Life safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. A fire alarm system is installed in the building. Carbon monoxide detectors are installed at locations with fuel burning appliances.

Interior lighting consists of a combination of fluorescent tube wraps and open socket A19 style luminaries. NS LED luminaires are used in the ice rink. Exterior lighting consists of a combination of surface mounted wall-pack lighting and pole mounted lights.

2.3 MECHANICAL

Heating is provided to the changerooms, community room, and lobby using two natural gas forced air furnaces. Supply and return air terminal devices are located throughout this section of the building to circulate the conditioned air. Electric heaters of various types are also used to heat the building.

Cooling is provided to the community room in the upper level using a roof top mounted air conditioning unit. It is unclear if these units are equipped with gas heaters to provide heat during the winter.

There is a dehumidifier for the ice rink. There are exhaust systems for the change rooms and bathrooms.

A well is used to provide domestic cold water to the building. There are four natural gas hot water tanks providing domestic hot water to the building. The sanitary drainage goes to a septic tank.

Ice Plant

The ice rink is cooled using an ammonia-based chiller system with an evaporative condenser located outside and a chiller located inside the building with a brine pump. There is a gas

detection monitor in place to engage a ventilation system. There is an emergency combination eyewash and shower unit outside of the ice plant.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The original structure was an outdoor arena with a canopy roof built of timber construction. The original structure and foundations were constructed as a pole barn. We assume the timber support columns are embedded into concrete piers augured into native soils in accordance with standard pole barn construction. Walls were later constructed beyond the canopy to extend and enclose the arena along each side, with new shed roofs fastened to the existing main structure. The exterior wood-framed walls are supported on shallow concrete grade beams between the outer column support piers (Photograph 3.1.1 to 3.1.5). Large steel brackets have been installed (prior to 2007) to reinforce the base of each of the interior wood posts.

Arena buildings are subject to significant changes in temperature and humidity throughout each season. Given this fact, coupled with the age of the original pole barn construction, and subsequent interior timber column steel bracket reinforcement, we assume the encased timber posts are deteriorating below grade and are relying on the steel reinforcement brackets to transfer vertical and horizontal loads to the slab-on-grade of unknown depth. Moreover, the outer wood columns are likely not able to properly dry-out due to the limitations of the existing building envelope. This is exasperated, by the high exterior grade level and snow which slides off the sloped roof and piles up adjacent to the exterior of building, amplifying the wet conditions (Photograph 3.1.6 to 3.1.8).

Structural observations are as follows:

1. We observed cracks in the slab-on-grade around the timber posts (Photograph 3.1.9 to 3.1.12). We are concerned this is likely the result of differential settlement of the timber posts or the slab is of insufficient strength or thickness to support the post loads. We recommend a detailed structural investigation including intrusive testing be completed at representative interior and exterior timber support columns. The investigation should include a structural analysis under the design loads to determine horizontal and vertical reactions at the bases of the column supports. Following shoring and excavation to obtain the sub-surface conditions and the historical as-built reinforcement details, a suitable retrofit can be designed and implemented throughout the arena for each post location as may be required.
2. We observed several structural modifications and/or alterations for which no engineering records have been provided (Photograph 3.1.13 to 3.1.16). Among these modifications,

various posts appear to be inadequately supported (Photograph 3.1.17 to 3.1.19). We recommend detailed analysis by a structural engineer of the various modifications to ensure they meet current Ontario Building Code requirements.

3. In many cases at the exterior structures, posts and exposed wood or timber framed structures are unprotected from the elements or in the case of posts, which are slender, are unprotected from vehicular impacts from snow removal equipment (Photograph 3.1.20 to 3.1.23).

4. We observed cracking around a block lintel over an opening in the back of the building. We recommend a steel lintel be provided and the cracked mortar to be routed and sealed (Photograph 3.1.24 and 3.1.25).

5. We observed an existing chimney is need of extensive repairs (Photograph 3.1.27). We recommend the chimney be rebuilt or removed if it is no longer required in service.

6. We observed deteriorated and cracked concrete around the arena slab-on-grade. We recommend minor patch repairs be completed in order to protect the floor and mitigate tripping hazards (Photograph 3.1.28).

7. At various locations on interior and exterior concrete block walls, we observed mortar cracking in need of repair (Photograph 3.1.29). We recommend routing and tuckpointing prior to completing envelope upgrades.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

8. We observed numerous envelope irregularities with respect to the existing metal siding. Further to structural finding 3.1.1, it is vital the envelope be of appropriate design and performance level to protect the original timber pole barn construction within. Snow slides off the pitched roof and piles up against the exterior walls of the building. On the parking lot side, during winter months, the snow removal equipment pushes snow against the metal cladding. We observed signs of damage, corrosion and age as well as discontinuities throughout the building. The back façade has exposed concrete block wall (Photograph 3.1.30 to 3.1.38). We recommend the building be reclad with a new building envelope system complete with insulation, and air and vapour barrier. This is required to preserve the remaining life span of the building.

9. We observed torn and repaired roof membrane. We recommend a new roof be designed and installed for the entire facility at the earliest opportunity. Additionally, we observed an unfinished soffit area and the absence of an eavestrough and rainwater leader system

(Photograph 3.1.39 to 3.1.41). This is compounding the problems with the snow pileup around the perimeter of the building. For enhanced surface drainage, a swale should be provided around the perimeter of the building to protect the building and foundations from water damage.

Additional

9. A ramp has been provided but is not current Ontario Building Code (OBC) or AODA compliant. Additionally, an egress door with panic bar needs to be replaced so it is in compliance with the OBC. We recommend an AODA review and a code review be performed throughout the building (Photographs 3.1.42 and 3.1.43).

3.2 ELECTRICAL

1. Interior lighting fluorescent tube luminaires have multiple units without housing covers which may be a concern if the fluorescent tube is damaged (Photograph 3.2.1). Replace existing cover wraps for wrap around luminaires.
2. There is a missing lightbulb (Photograph 3.2.2). Install a replacement bulb.
3. There is wiring in the electrical room appears to be damaged (Photograph 3.2.3). Replacement of this wiring is recommended.
4. Fuse panels should be upgraded to breaker panels (Photograph 3.2.4).
5. A disconnect is required for refrigeration units for the walk-in refrigerator (Photograph 3.2.5).
6. A junction box was found without cover plate. Install one as per code requirements (Photograph 3.2.6).

3.3 MECHANICAL

HVAC

1. The age of the two furnaces was not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. We recommend the furnaces be replaced at the end of their useful life.
2. The age of the electric heaters in the building was not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend the heaters be replaced at the end of their useful life.
3. The age of the roof top cooling units servicing the upper-level community room was not available. They appear to be in good condition. As per ASHRAE guidelines, the life

expectancy of this equipment is 15 years. We recommend the units be replaced at the end of their useful life.

4. The age of the ice rink dehumidifier was not available. It appears to be in good condition. Dehumidifiers typically last between five and ten years, although may be in service longer provided there is yearly maintenance. We recommend the dehumidifier be replaced at the end of its useful life.

5. The age of the exhaust fan servicing change room number 1 was not available. It is missing an exhaust grille and is very noisy. A replacement is recommended immediately (Photograph 3.3.1).

6. Some of the air grilles associated with the furnaces are in poor condition. Immediate replacements are recommended (Photograph 3.3.2). There is a return or exhaust, framed with hockey sticks, that doesn't appear to be in good condition and should be replaced.

7. There is damaged ductwork in the changeroom area. Immediate replacement is recommended (Photograph 3.3.3).

8. The age of the remaining exhaust fans servicing the change rooms was not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend the fans be replaced at the end of their useful life.

9. The installation date of the kitchen exhaust hood was not available. It appears to be in good condition and should be replaced at the end of its useful life which is typically at an age of 25 years.

10. The installation date of the kitchen exhaust fan was not available. There is visible damage to the fan, and it is mounted improperly. An immediate replacement is recommended (Photograph 3.3.4 and 3.3.5)

11. The installation date of the kitchen exhaust fire suppression system was not available. It appears to be in good condition. The hood should be inspected in accordance with the manufacturer's specifications, or every six months. It appears to be in good condition and should be replaced when at the end of its useful life which is typically at an age of 25 years.

Plumbing

12. The installation dates for the three natural gas hot water tanks in the electrical room were not available. They appear to be in good condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tanks are replaced as is at the end of their useful life.

13. The installation date of the one hot water tank in a separate room from the three others, was not available. It appears to be in good condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tank is replaced as is at the end of its useful life.
14. The installation dates of the two electric hot water tanks in the ice plant were not available. They appear to be in good condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tanks are replaced as is at the end of their useful life.
15. The installation date of the combination emergency eyewash and shower unit in the chiller room was not available. It appears to be in good condition. These units typically last up to 25 years. We recommend this equipment be replaced at the end of its useful life.
16. It appears that black PE piping is being used with stainless steel clamps downstream of the DCW well bladder tank. Replacement is required per the OBC.

Ice Plant

17. The insulation surrounding the ice plant piping appears to be in good condition.
18. The intake damper for the ventilation system does not open when the exhaust fan is running, preventing the space from being purged of ammonia gas. A motorized damper interlinked with the exhaust fan should be installed immediately (Photograph 3.3.6).
19. The installation date of the chiller was note determined. It appears to be in good condition. The typical life expectancy is 20 years.
20. The installation dates of the pumps were not determined. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years.
21. The MYCOM compressors appear to be well used and replacement should be considered. Compressors should be replaced after 12-15 years.
22. The evaporative condenser was not accessible but appeared to be in good condition. The typical life expectancy for this equipment is 20 years.

Additional

23. There is a propane gas detector in the Zamboni room but there is no associated ventilation system. A ventilation system should be installed to comply with article 6.2.2.3 of the OBC.
24. There is domestic water piping routed above electrical equipment in the electrical room. This is a safety hazard and should be addressed immediately (Photograph 3.3.7).
25. The domestic water piping is uninsulated. Insulation should be added as per best practice.
26. No thermostatic mixing valves were found at the hot water tanks or at the sinks where checked. Install a thermostatic mixing valve as per section 7.6.5 of the OBC.

27. There is no exhaust system in the referee changeroom. An exhaust system is required as per section 6.2.3.8 (14) of the OBC.
28. No make up air for kitchen and is required to prevent negative pressurization of the building.
29. Install backflow preventor on the domestic cold-water line as per OBC section 7.6.2.2 code requirement. An expansion tank will also be required downstream of the backflow preventer.
30. There is exhaust venting running a considerable distance exterior to the building with partial insulation. The manufacturer installation guide should be referred to for the equipment to ensure the length of pipe external to the building is acceptable. There should be additional insulation added to the sections currently uninsulated (Photograph 3.3.8).
31. The gas detection system doesn't appear to have been calibrated since October 17, 2023 and needs to be recalibrated every 12 months as per CSA B52.
32. The mechanical/electrical room containing the three DHW heaters, does not appear to have a dedicated combustion air supply and high level vent and should be added in accordance with CSA B149.1.
33. There doesn't appear to be a mechanical ventilation system installed in the building in accordance with OBC 6.2.2 and ASHRAE 62.1. A more thorough review of the design and installation requirements of an HRV or ERV is required.

4 Summary & Recommendations

In summary, we recommend detailed analysis and major repairs for the building as part of an overall modernization plan. From a hierarchical point of view, it is important to perform a detailed structural analysis of the overall building including an intrusive testing plan including interior excavations. We expect the results of this could point towards extensive structural reinforcement to the existing pole barn structural post foundations throughout the arena portion of the complex. Following the excavations, it would be appropriate to provide a new apron slab-on-grade around the entire arena. We have also recommended a new roof and building envelope system for the Community Center. We understand building condition audits were completed in 2007 and 2020 without the recommendations being fully implemented. We have concluded it is now an appropriate time to complete major upgrades to the structure, roof and envelope to sustain the building for the next 20 years. Energy efficiency upgrades can be achieved in the process and as a result, financial assistance may be realized through various provincial and federal programs.

Upon visual review of the electrical and mechanical equipment, they appear to be in good condition aside for the deficiencies noted. The toxic gas detection system needs to be re-calibrated and the ventilation system needs to be addressed as it is not currently functioning as intended. There are a few code related items to address.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Structural Review & Intrusive Testing	Immediate	$35,000
3.1.2	Structural Alterations Review	Immediate	$3,500
3.1.3	Block wall repairs and Lintel	Within 1 year	$7,500
3.1.4	Chimney Repairs	Within 1 year	$8,500
3.1.5	Slab-on-grade repairs	Within 1 year	$20,000
3.1.6	Block wall repairs	2-3 years	$5,000
3.1.7	Roof replacement	2-3 years	$250,000
3.1.8	Building envelope replacement	2-3 years	$750,000
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	$1,000
3.2.3	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	$1,000
3.2.4	Upgrade fuse panels to breaker panels	Immediately	$5,000
3.2.5	Install disconnect for walk-in refrigerator units	Immediately	$750
3.3.1	Replace furnaces	5-10 years	$17,000
3.3.2	Replace electric heaters	5-10 years	$10,000
3.3.3	Replace roof top cooling units	5-10 years	$24,000
3.3.4	Replace ice rink dehumidifier	5-10 years	$70,000
3.3.5	Replace change room 1 exhaust fan	Immediately	$2,000
3.3.6	Replace air grilles in poor condition	Within 1 year	$1,000
3.3.7	Replace damaged ductwork	Immediately	$2,000

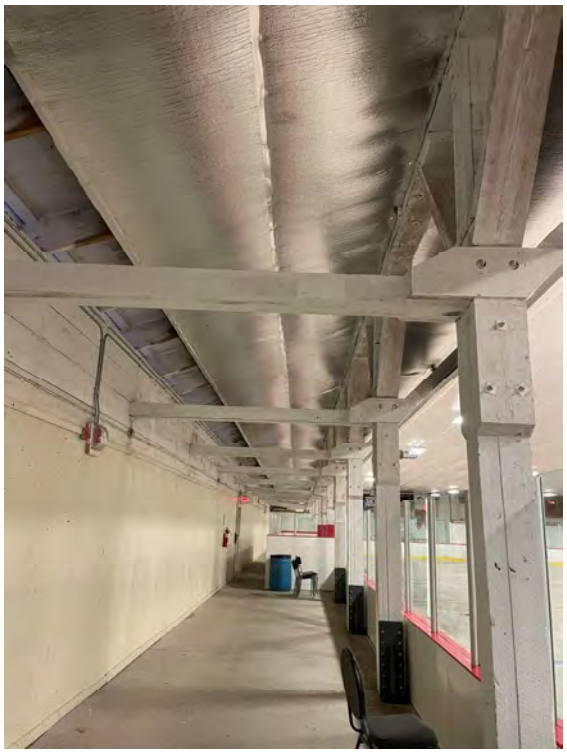
FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.8	Replace remaining change room exhaust fans	5-10 years	$5,000
3.3.9	Replace kitchen exhaust hood	5-10 years	$25,000
3.3.10	Replace kitchen exhaust fan	Immediately	$21,000
3.3.11	Replace kitchen exhaust fire suppression system	5-10 years	$7,000
3.3.12	Replace natural gas hot water tanks in electrical room	5-10 years	$12,000
3.3.13	Replace hot water tank in separate room	5-10 years	$4,000
3.3.14	Replace electric hot water tanks in ice plant	5-10 years	$5,000
3.3.15	Replace combination eyewash and shower unit	5-10 years	$5,000
3.3.18	Replace motorized intake damper in ice plant	Immediately	$3,000
3.3.19	Replace Chiller	5-10 years	$40,000
3.3.20	Replace condenser and brine pumps	5-10 years	$100,000
3.3.21	Replace MYCOM compressors	2-3 years	$100,000
3.3.22	Replace evaporative condenser	5-10 years	$25,000
3.3.23	Install toxic gas ventilation system in Zamboni room (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	$20,000
3.3.25	Insulate domestic hot water piping	Immediately	$2,000
3.3.26	Install thermostatic mixing valves	Immediately	$1,500
3.3.27	Install exhaust fan for referee changeroom	Immediately	$750
3.3.28	Install make-up air unit in kitchen	Immediately	$50,000

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.29	Install backflow preventor and expansion tank	Immediately	$2,000
3.3.30	Insulate kitchen exhaust vent piping	Immediately	$2,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1.1



Photograph 3.1.1

Photograph 3.1.2

Photograph 3.1.3

Photograph 3.1.4

Photograph 3.1.5

Photograph 3.1.6

Photograph 3.1.7

Photograph 3.1.8

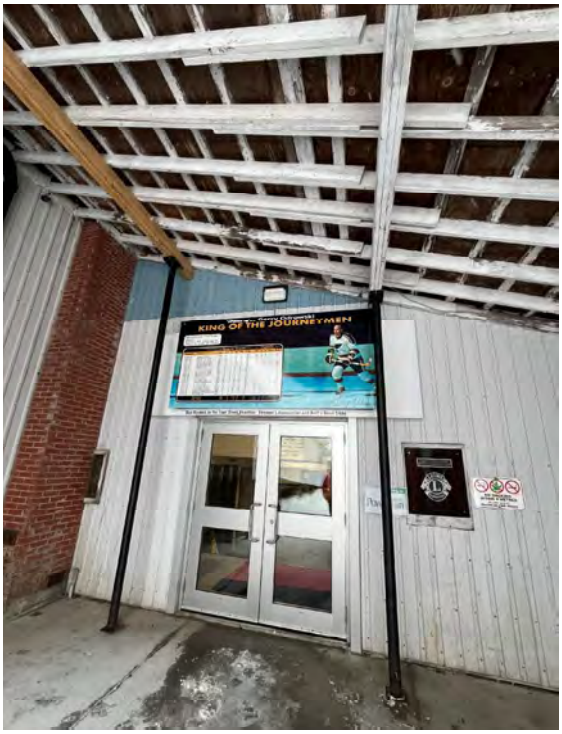
Photograph 3.1.9

Photograph 3.1.10

Photograph 3.1.11

Photograph 3.1.12

Photograph 3.1.13



Photograph 3.1.14

Photograph 3.1.15

Photograph 3.1.16

Photograph 3.1.17

Photograph 3.1.18

Photograph 3.1.19

Photograph 3.1.20

Photograph 3.1.21

Photograph 3.1.22

Photograph 3.1.23

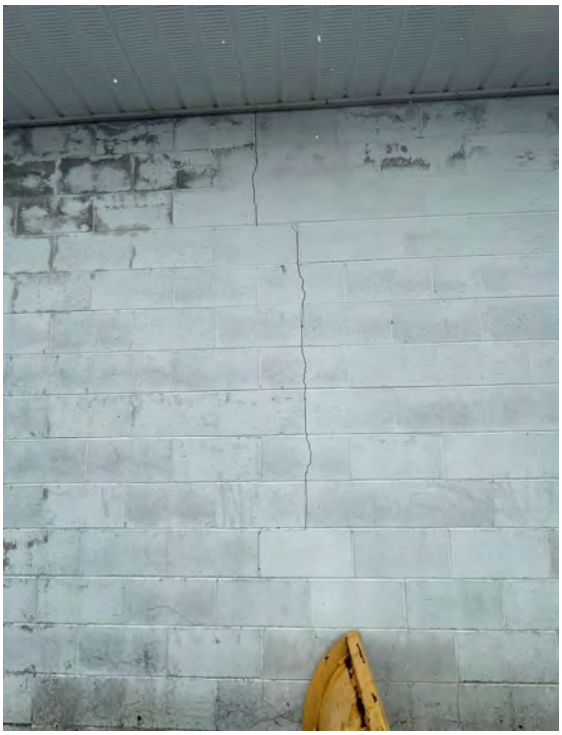
Photograph 3.1.24

Photograph 3.1.25

Photograph 3.1.26

Photograph 3.1.27

Photograph 3.1.28



Photograph 3.1.29

Photograph 3.1.30

Photograph 3.1.31

Photograph 3.1.32

Photograph 3.1.33

Photograph 3.1.34

Photograph 3.1.35

Photograph 3.1.36

Photograph 3.1.37

Photograph 3.1.38

Photograph 3.1.39

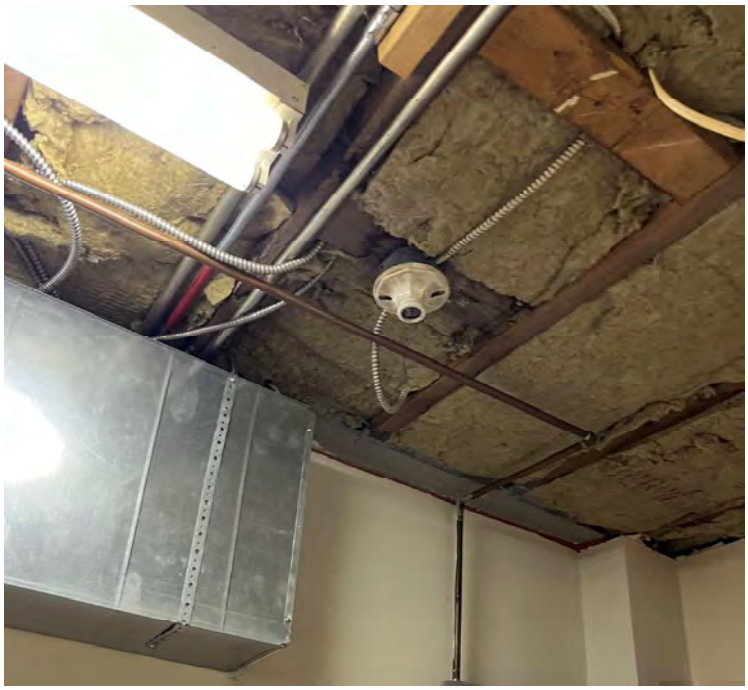
Photograph 3.1.40

Photograph 3.1.41

Photograph 3.1.42

Photograph 3.1.43

Photograph 3.2.1



Photograph 3.2.2

Photograph 3.2.3

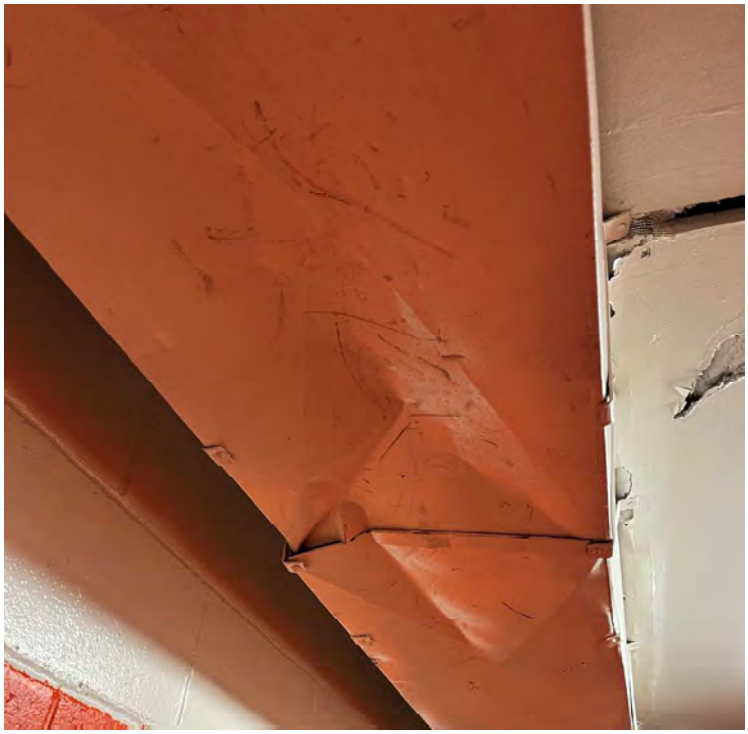
Photograph 3.2.4

Photograph 3.2.5

Photograph 3.2.6

Photograph 3.3.1

Photograph 3.3.2



Photograph 3.3.3

Photograph 3.3.4

Photograph 3.3.5

Photograph 3.3.6

Photograph 3.3.7

Photograph 3.3.8

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

POWASSAN UNION CEMETERY VAULT

343 ONTARIO 534, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Powassan Union Cemetery Vault, located at 343 Ontario 534 in Powassan. We visited the site in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. An overall photograph of the building has been included as Photograph 1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan Union Cemetery Vault is used as a temporary storage facility for the cemetery, and it is accessible with one access door and a roll-up door to facilitate loading and unloading. The ground floor single storey structure is approximately 20’ x 32’ in plan footprint (580 square feet).

2.1 STRUCTURE & BUILDING ENVELOPE

The building is constructed of architectural split-face load bearing block walls with block foundation walls and a slab-on-grade. The gable metal roof is on a 5:12 slope and is supported on pre-fabricated wood trusses spanning the 20’ width of the storage vault.

2.2 ELECTRICAL

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J3646608.

Interior lighting consists of open socket A19 style fluorescent luminaires. The exterior lighting consists of motion activated outdoor flood lights.

It was noted there was no fire alarm, fire detectors, emergency lighting, or emergency exit signs found.

2.3 MECHANICAL

There is no mechanical equipment in this building.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building is well maintained and thus, is in excellent condition. The building main structure framing was visually assessed from grade. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The building envelope is still relatively new and performing well with no visual signs of deterioration or water infiltration.

3.2 ELECTRICAL

The existing electrical systems appear to be functioning as intended. We did not observe any signs of distress in these systems.

3.3 MECHANICAL

There is no mechanical equipment in this building.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements or the building envelope. They appear to be in good repair and performing adequately. This is to be expected from a relatively new building.

There are no mechanical services inside the building. The electrical equipment appears to be in good condition, with no deficiencies to note.

We have no maintenance or repair recommendations for this building.

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

LION'S COMMUNITY POOL

341 EDWARD STREET, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform Building Assessments of the Lion's Community Pool located at 341 Edward Street in Powassan. We visited the site in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. Overall photographs of the buildings have been included as Photograph 1.1 & 1.2 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the buildings and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan Lion's community outdoor pool complex has two buildings associated with it: a washroom facility and a pool shed located on site. The washroom facility's plan footprint is 17' x 27' (915 square feet). The pool shed's plan footprint is 10' x 16' (225 square feet).

2.1 WASHROOM FACILITY

2.1.1 Structure & Building Envelope

The gable roof structure consists of pre-fabricated wood trusses spanning the full width of the building to the perimeter load bearing walls and foundations made of concrete block construction. The floor consists of a concrete slab-on-grade.

The roof is metal clad with aluminum siding over the soffit areas. The exposed block wall construction constitutes the building envelope.

2.1.2 Electrical

The electrical cables for the building are sub-fed from the main panel in the pool shed. There is a 125A main panel serving this building.

Interior lighting consists of a combination of fluorescent tube wraps, and open socket A19 style luminaries. The exterior lighting consists of soffit pot lights.

It is noted no fire alarm, emergency lighting, exit signs, or fire detectors were found.

2.1.3 Mechanical

There are exhaust fans in the washrooms and employee room.

The domestic cold water for the building is from the municipal service. It was unclear if this building has its own water service, or if it shares the same service as the pool shed. There is an electric domestic hot water tank providing hot water to the building. It was unclear where the main sanitary drainage system connects to.

2.2 POOL SHED

2.2.1 Structure & Building Envelope

The small gable roof structure consists of wood framing spanning the full width of the building from to the perimeter load bearing wood stud walls. The floor consists of a concrete slab-on-grade with openings to accommodate pool plumbing and other infrastructure.

Roofing consists of cedar shakes. Soffit areas on eaves and exterior walls are of exposed wood and plywood construction.

2.2.1 Electrical

The incoming electrical service size is 200-amp, 120/240-volt, single phase. The electrical meter number is J2870613.

Interior lighting consists of fluorescent tube wraps. Exterior lighting is provided through poles on the pool deck.

It appears no fire alarm, emergency lights, exit signs, fire or carbon monoxide detectors are installed.

2.2.2 Mechanical

This building has no mechanical ventilation system bringing fresh air into the building. There is a louver and roof vent for natural ventilation. There is a grille allowing for natural ventilation at the bottom of one of the building walls. It is assumed this grille is used for combustion air for the pool boiler.

The domestic cold water for the building is from the Municipality's service. It was unclear if this building has its own water service, or if it shares the same service as the pool shed. There doesn't appear to be a sanitary drainage system for this building. There is a portable emergency eyewash unit.

3 Findings

3.1 WASHROOM FACILITY

3.1.1 Structure & Building Envelope

Structure

The building main structural framing was visually assessed as it was concealed by architectural gypsum wall board on both walls and ceilings. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was noted:

1. The vertical mortar joint between the concrete block column and the half wall should be routed and repointed and sealed (Photograph 3.1.1.1).
2. The building does not utilize eavestroughs throughout (Photograph 3.1.1.2). New eavestroughs and downspouts will direct water away from existing building foundations and improve the over-all site drainage.
3. We observed airgaps in the building envelope around an existing window (Photograph 3.1.1.3). We recommend sealant be applied complete with baker rods around windows and doors. We recommend sealing openings around existing and abandoned building services to maintain fire and smoke ratings (Photograph 3.1.1.4)
4. Concrete slab-on-grade coating was observed to be worn in areas of high traffic and outdoors under the canopy (Photograph 3.1.1.5). If floor surface improvement is important for functionality, we recommend surface preparation and the application of a durable epoxy-based floor system to be applied throughout the entire floor surface area.

Additional

5. Efflorescence was observed on the back wall of the building (Photograph 3.1.1.2). Although unsightly, it is a non-structural issue at this time. The façade can be washed with brushing and a water rinse, vinegar solution or with chemical cleaning.

3.1.2 Electrical

1. There is exposed cable underneath the sink in the women's change room (Photograph 3.1.2.1). This should be reviewed by a licensed electrician or Electrical Safety Authority (ESA) for code compliance.

2. There are exterior pot lights without light bulbs (Photograph 3.1.2.2). There is a ceiling lamp holder without a light bulb in the electrical room closet (Photograph 3.1.2.4). Replacements are required.

3. Interior lighting fluorescent tube luminaires have multiple units without housing covers which may be a concern if the fluorescent tube is damaged (Photograph 3.1.2.3). Replace existing cover wraps for wrap around luminaires.

4. The lighting switch in the men's changeroom does not turn off the lights. It appears the only way to turn off the lights is to shut off the breaker. An investigation into this issue is recommended.

3.1.3 Mechanical

1. The ages of the bathroom exhaust fans were not able to be determined. The exhaust fan in the woman's change room is in poor condition (Photograph 3.1.3.1). The exhaust fan in the men's change room appears to be in better condition. The exhaust fan in the employee room appears to be non-functional, as the electrical plug is not connected to a power source. The exhaust fan also has no grille. We recommend replacement of the three exhaust fans and an intake air damper and louver be added for make-up air.

2. The electric hot water tank has two 3kW electric elements, and a 48 gallon capacity. The age of the hot water tank was not available, however, the top of the tank is showing signs of leaking indicating it is beyond its useful life. We recommend replacing this equipment.

3. The plumbing fixtures appear to be good condition and should be replaced when they have reached the end of their useful life with is 25 years.

Additional

4. A thermostatic mixing valve has been disconnected from hot water tank's domestic water piping. These need to be reconnected.

5. The hot water tank can be freely accessed by the public as it is located in the men's change room, which could result in unwanted tampering. There is also no drip pan for the hot water tank, so any leaks will not be contained. We recommend enclosing the hot water tank to prevent access to the public. A floor drain is required as per OBC to drain discharge from the hot water tank, further investigation is required to determine the closest connection to the sanitary system.

6. Install backflow preventer as per the current Ontario Building Code (OBC) article 7.6.2.2 requirement. An expansion tank will also be required downstream of the backflow preventer.

7. The domestic water piping is uninsulated for the first 2.5 m downstream of the hot water tank. Insulation is required as per OBC article 12.3.1.4.

3.2 POOL SHED

3.2.1 Structure & Building Envelope

Structure

The building main structural framing was visually assessed. We observed signs of structural distress and deterioration (Photograph 3.2.1.1 to 3.2.1.5):

1. We observed the roof is sagging; deteriorated roofing and fascia boards and signs of water staining on inside of roof and at bottom of wall structure. We recommend the shed be replaced with a new structure.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

2. The pool shed structure does not have a proper building envelope. It should be replaced or reclad following structural repairs so it has a proper rain screen and/or water resistance to protect the structure and the interior components of the building (Photograph 3.2.1.1 and 3.2.1.2)

3.2.2 Electrical

1. There is exposed electrical wiring in the building (Photograph 3.2.2.1). This is an Ontario Electrical Safety Code violation and must be corrected immediately.

Additional:

2. As there is a natural gas boiler in the building, provide a hardwired carbon monoxide detector as per section 6.2.12.2 of the OBC.

3.2.3 Mechanical

HVAC

1. The louver is in poor condition and should be replaced. The louver is also covered and the obstruction should be removed.

2. The combustion air grille is in poor condition and should be replaced.

3. The age of the natural gas pool heater was not available although seemed to be in reasonable condition. A pool heater typically lasts 7 to 10 years.
4. The pool pumps seem to be in reasonable condition although the age was not available. A pool pump should last between 8 to 15 years.
5. The pool filters seemed to be in reasonable condition although the age was not available. A pool filter should last between 7 to 10 years.

Plumbing

6. The portable emergency eyewash unit does not have a means of draining the wastewater. To avoid slipping hazards, the wastewater from the eyewash unit should be indirectly connected to a floor drain or routed to a bucket as per the installation guidelines.
7. Since the portable emergency eyewash unit is not kept in a conditioned space, the temperature of the water will match the ambient conditions. If the ambient temperature drops below 60°F (below the tepid water requirements), using the eyewash will not adhere to ANSI Z358.1-2014 "American National Standard for Emergency Eyewash and Shower Equipment". Heat should be provided to the building to ensure tepid water is available in the event of an emergency.
8. The drainage system for the outdoor drinking fountain terminates above grade and not to sanitary or storm drainage. It is acceptable by clause 7.4.2.1 (1) (a) of the OBC for a drinking fountain to be connected to a storm drainage system if there is a backwater valve and provided there is no sanitary drain nearby.
9. The wet services were disconnected for winter shutdown.

Additional:

10. No backflow preventor was found. Install backflow preventor as per OBC section 7.6.2.2 code requirement. An expansion tank will also be required downstream of the backflow preventer.

4 Summary & Recommendations

In summary, the washroom facility is in good repair, however we identified some preventative maintenance repairs to preserve the value of the building into the future. The pool shed however, appears to be at the end of its useful life and we have thus recommended it be replaced with a new structure. If this is cost-prohibitive or a challenge due to constructability constraints with pool infrastructure in use and in place, the building should be stripped of its envelope, structurally reinforced and reroofed and reclad to provide protection to the structure and the equipment contained within.

The pool pumping system was disconnected due to winter shutdown although the equipment seemed to be in good condition. The washroom facilities had the wet services disconnected as well and the plumbing fixtures seemed to be in reasonable condition. A backflow preventer should be added to isolate the pool system from the municipal domestic cold water. The electrical equipment appears to be in fair condition aside from the deficiencies noted.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.1	Mortar repairs	2-3 years	$1,200
3.1.1.2	Eavestroughs and downspouts	2-3 years	$4,000
3.1.1.3	Sealant repairs	Within 1 year	$1,200
3.1.2.4	Floor epoxy	2-3 years	$6,000
3.2.1.1	Pool Shed Replacement	Immediately	$18,000
3.2.1.2	Reroofing and recladding	Immediately	$8,000
3.1.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	$500
3.1.2.2	Replace malfunctioning lights.	Immediately	$500
3.1.2.3	Replace existing cover wraps for wrap around luminaires	Within 1 year	$500
3.1.2.5	Investigate and repair existing light switch malfunction in men's changeroom	Within 1 year	$500
3.2.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	$1,000
3.2.2.2	Install carbon monoxide detector	Immediately	$500
3.1.3.1	Replace bathroom exhaust fans	Immediately	$1,500
3.1.3.2	Replace hot water tank	Immediately	$2,000
3.1.3.3	Replace plumbing fixtures	5-10 years	$5,000
3.1.3.6	Install backflow preventor and expansion tank	Immediately	$2,000
3.1.3.8	Insulate domestic water piping	Immediately	$500
3.2.3.1	Replace louver	Within 1 year	$1,000

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.2.3.2	Replace combustion air grille	Within 1 year	$500
3.2.3.3	Replace pool heater	5-10 years	$9,000
3.2.3.4	Replace pool pumps	5-10 years	$6,000
3.2.3.5	Replace pool filters	5-10 years	$8,000
3.2.3.7	Install electric heater to meet tepid water requirements	Immediately	$2,000
3.2.3.10	Install backflow preventor and expansion tank	5-10 years	$2,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1.1

Photograph 1.2

Photograph 3.1.1.1

Photograph 3.1.1.2

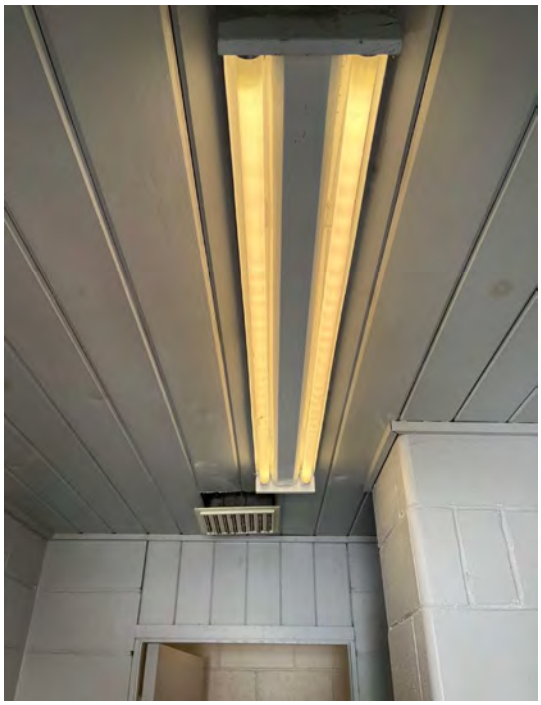
Photograph 3.1.1.3

Photograph 3.1.1.4

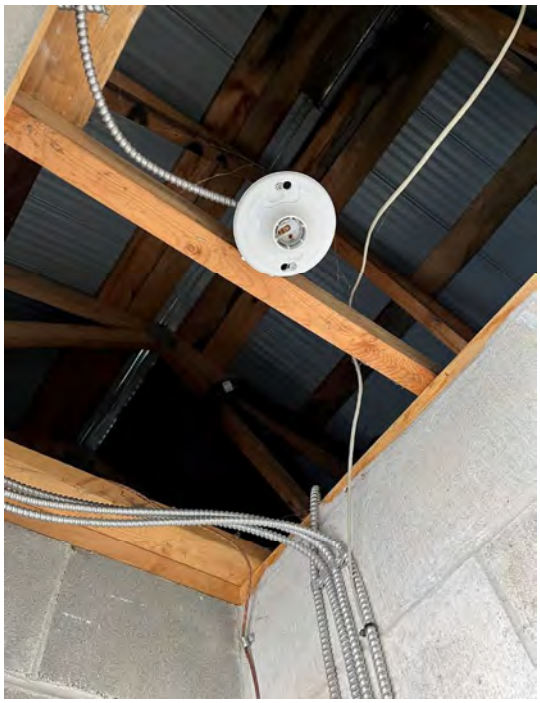
Photograph 3.1.1.5

Photograph 3.1.2.1

Photograph 3.1.2.2



Photograph 3.1.2.3



Photograph 3.1.2.4

Photograph 3.1.3.1

Photograph 3.2.1.1

Photograph 3.2.1.2

Photograph 3.2.1.3

Photograph 3.2.1.4

Photograph 3.2.1.5

Photograph 3.2.2.1

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

FIRE STATION 1

252 CLARK STREET, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Fire Station 1, located at 252 Clark Street in Powassan. We visited the site in April, 2024 and spoke with Chief Building Official, Mark Martin to identify any areas of concern and provide details on operating procedures. An overall photograph of the building has been included as Photograph 1.1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan Fire Hall – Fire Station 1, was built circa 2017 utilizing a design-building delivery model. We were provided with sealed building drawings by Nelson Dawley, P.Eng. dated September 17, 2017, including architectural, structural, electrical, and mechanical layouts to serve as background information for our assessment. The building was constructed by Domm Construction and is approximately 106' x 86' in plan footprint (8,600 square feet). The post-disaster building utilizes three firetruck bays, six overhead doors and has five exterior access doors.

The building consists of the following areas, which are referenced in the report:

1. Main apparatus floor: The main Fire Station area contains three truck bays with six overhead doors and houses the fire trucks and other support equipment.
2. Second floor mezzanine: The main fire station area includes an open mezzanine, housing storage and a utility room.
3. Ground floor administration wing: The administration office area includes a training room, station support offices and other ancillary spaces.

2.1 STRUCTURE & BUILDING ENVELOPE

The pitched roof structure is of wood truss construction at 4:12 slope with a maximum clear span of 60'. The roof is supported on wood stud load bearing walls at the perimeter and structural steel beam and columns along the interior mezzanine and over the office entrance. The mezzanine consists of wood floor joists supported on wood stud walls and steel post and beam also of wood and steel construction. The building structural framing is supported on reinforced concrete foundation walls and footings with a slab-on-grade throughout the ground floor of the building.

The building envelope consists of a metal roof and metal siding, steel doors and frames and vinyl windows throughout.

The perimeter of the fire station is flanked by a 6' wide concrete apron and sidewalk structure.

2.2 ELECTRICAL

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J3714154.

Life Safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. Independent fire and carbon monoxide detectors are installed at various locations in the interior.

Exterior lighting consists of a combination of soffit pot lights and surface mounted wall-pack lighting. Interior lighting consists of a combination of LED flat panels, and LED high bay luminaries.

There is a natural gas generator installed on site.

It appears no fire alarm system is installed.

2.3 MECHANICAL

Heating is provided to the administration office area using a natural gas forced air furnace. Supply and return air terminal devices are located throughout this section of the building to circulate the conditioned air. Heating is provided to the vehicle bay section of the building using a boiler and radiant in-floor heating system.

Cooling is provided to the administration office area using a central air conditioner with an outdoor condenser and an indoor evaporator installed in the furnace ducting. The cooling system utilizes the same supply and return air terminal devices as the furnace.

Ventilation is provided to the administration office area section of the building using an HRV. It is assumed the HRV exhausts the bathrooms in this section of the building. Ventilation is provided to the vehicle bay section of the building using an HRV. It is assumed the HRV exhausts the bathrooms in this section of the building. There is an exhaust fan and intake louver assembly linked to a toxic gas monitoring system in the vehicle bay area.

The domestic cold water for the building is supplied from the municipal service and is equipped with a water meter and reduced pressure zone back flow preventer. There is a natural gas domestic hot water tank providing hot water to the occupied section of the building and there is a separate natural gas domestic hot water tank providing hot water to the vehicle bay. The sanitary drainage system is connected to the municipal service. There is a portable eyewash unit in the vehicle bay.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building is approximately seven years old and is well maintained and is therefore in good condition.

The building main structural framing was not directly assessed as it was concealed by architectural finishes including gypsum wall board walls and finished ceilings. We did not observe any signs of structural distress. The following was observed:

1. The slab-on-grade appears to be well constructed and performing as required. At three locations, some minor cracking has developed along discontinuities around control joints (Photograph 3.1.1 to 3.1.3). The cracking is normal and poses no structural concern. However, it is recommended the cracks be routed and sealed as part of an ongoing maintenance program.

Exterior

The exterior of the building was observed from grade at the perimeter. The building envelope is still relatively new and performing well with no visual signs of deterioration or water infiltration. The following was observed:

2. The exterior slab-on-grade apron appears to be well constructed and performing as required. At six locations, some minor cracking has developed along discontinuities around control joints (Photograph 3.1.4 to 3.1.9). The cracking is normal and poses no structural concern. However, it is recommended the cracks be routed and sealed as part of an on-going maintenance program.

3.2 ELECTRICAL

We assume the electrical equipment noted above was installed when the building was constructed in 2017. We did not observe any signs of distress in these systems.

3.3 MECHANICAL

We assume the mechanical equipment listed below was installed when the building was constructed in 2017.

HVAC

1. The 80,000 BTUH natural gas furnace servicing the administration office area is in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. A replacement is recommended in 11 years.
2. The 240,000 BTUH natural gas boiler servicing the vehicle bay section of the building is in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. A replacement is recommended in 18 years.
3. The five pumps for the boiler system are in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. Replacements are recommended in 13 years.
4. The outdoor 4-ton air conditioning condenser unit and corresponding indoor evaporator unit servicing the administration office area are in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. Replacements are recommended in 13 years.
5. The natural gas piping for the outdoor generator is in good condition.
6. The HRV servicing the administration office area is in good condition. HRV's typically last between 10-12 years although may go longer provided there is yearly maintenance. It is recommended the HRV is replaced in 5 years, or at the end of its useful life.
7. The HRV servicing the vehicle bay section of the building is in good condition. HRV's typically last between 10-12 years although may go longer provided there is yearly maintenance. It is recommended the HRV is replaced is in 5 years, or at the end of its useful life.
8. The exhaust fan for the vehicle bay toxic gas monitoring system appears to be in good condition although the intake is not ducted to the ground level and should be to remove CO and NO2 gases more effectively. Additional ducting should be installed. As per ASHRAE guidelines, the life expectancy of the exhaust fan is 20 years. A replacement is recommended in 13 years, or at the end of its useful life.
9. The motorized dampers for the vehicle bay toxic gas monitoring system appear to be in good condition. As per ASHRAE guidelines, the life expectancy of the dampers are 20 years. Replacements are recommended in 13 years, or at the end of their useful life.

Plumbing

10. The 40,000 BTUH, 50-gallon, natural gas hot water tank servicing the administration office area is in good working condition. Hot water tanks typically last between 10-12 years. It is recommended the hot water tank is replaced as it is in 5 years, or at the end of its useful life.

11. The 40,000 BTUH, 50-gallon, natural gas hot water tank servicing the vehicle bay section of the building is in good working condition. Hot water tanks typically last between 10-12 years. It is recommended the hot water tank is replaced as it is in five years, or at the end of its useful life.

12. Plumbing fixtures appeared to be in good working condition and typically last up to 25 years. It is recommended they are replaced at the end of their useful life.

Additional

13. A pre-heater on the outside air duct to the HRV for the occupied building was not located and would prevent the HRV from entering defrost mode. We recommend a review of the ventilation requirements of the building to understand if the ventilation rates as per ASHRAE 62.1 are being met when considering the defrost cycle, which reduces the outdoor air brought into the building. A post-heater is also recommended to increase the discharge air temperature off of the HRV to a minimum of 12 degC.

14. A pre-heater on the outside air duct to the HRV for the vehicle bay was not located and would prevent the HRV from entering defrost mode. We recommend a review of the ventilation requirements of the building to understand if the ventilation rates as per ASHRAE 62.1 are being met when considering the defrost cycle, which reduces the outdoor air brought into the building. A post-heater is also recommended to increase the discharge air temperature off of the HRV to a minimum of 12 degC.

15. An exhaust system for the janitor's closet was not located. Exhaust the janitor's closet to meet section 6.2.3.8 (14) of the current OBC.

16. There is no NFPA 96 rated exhaust hood and fan installed above the residential oven in the kitchen to exhaust fumes to outside. Cooking equipment to be ANSI/UL 197 rated or the installation has been approved by the authority having jurisdiction.

17. The building should be reviewed for compliance with NFPA 1500 for contamination control zones. Each contamination control zone is provided with an isolated HVAC system. Sealed doorways are an important consideration to limit cross contamination and allow for pressurization differentials of the various zones.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements or the building envelope. They appear to be in good condition and performing adequately. This is to be expected from a relatively new building. The only observations indicate to maintenance repair recommendations involving minor cracking of the interior slab-on-grade and the exterior concrete apron.

The mechanical and electrical systems appear to be in good condition. There are some code requirements not being met, including lack of exhaust in the chemical storage room, and lack of pre-heater for outside air entering the HRV's. For the safety of the building's occupants, we recommend these items be addressed.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Interior slab-on-grade cracking	5 years	$2,000
3.1.2	Exterior concrete apron cracking	5 years	$3,500
3.3.1	Replace administration area furnace	10+ years	$8,500
3.3.2	Replace vehicle bay section boiler	10+ years	$12,000
3.3.3	Replace Boiler Pumps	10+ years	$4,000
3.3.4	Replace administration area Air Conditioner	10+ years	$5,000

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.6	Replace administration area HRV	5-10 years	$5,000
3.3.7	Replace vehicle bay section HRV	5-10 years	$5,000
3.3.8	Replace exhaust fan for toxic gas ventilation system and add ducting	10+ years	$3,000
3.3.9	Replace motorized damper for toxic gas ventilation system	10+ years	$3,000
3.3.10	Replace administration area hot water tank	5-10 years	$4,000
3.3.11	Replace vehicle bay section hot water tank	5-10 years	$4,000
3.3.13	Install pre and post heaters for administration area HRV	Immediate	$4,000
3.3.14	Install pre and post heaters for vehicle bay section HRV	Immediate	$4,000
3.3.15	Install Exhaust Fan and ductwork in Janitor's Closet	Immediate	$2,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1.1

Photograph 3.1.1

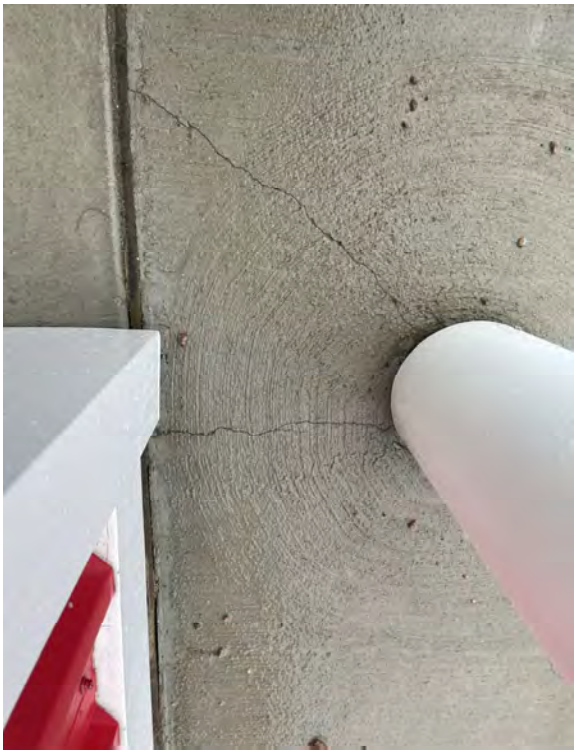
Photograph 3.1.2

Photograph 3.1.3

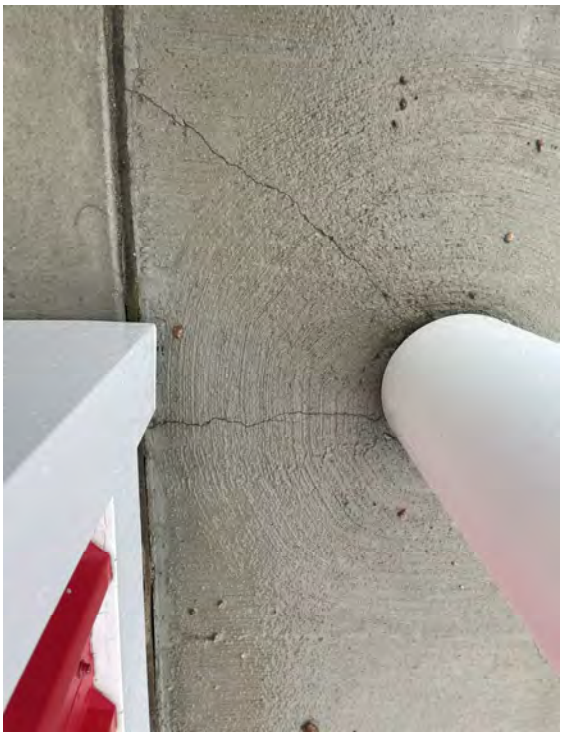
Photograph 3.1.4

Photograph 3.1.5

Photograph 3.1.6



Photograph 3.1.7



Photograph 3.1.8

Photograph 3.1.9

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

FIRE STATION 2

130 MAIN STREET, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Fire Station 2, located at 130 Main Street in Powassan. We visited the site in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. An overall photograph of the building has been included as Photograph 1.1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

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parties. Tatham Engineering Limited will not accept responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report. We expressly waive responsibility for the effects of any action taken as a result of this service unless we are specifically advised and participate in this action, in which case our responsibility will be agreed to at this time. No other warranty, expressed or implied, is made.

Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan Firehall – Fire Station 2, formerly the Trout Creek Firehall, was initially constructed as a single storey building with one truck bay. The building has seen multiple expansions and is currently a two-storey building with a plan footprint of 45’ x 65’ (3,725 square feet). The building consists of two firetruck bays, two overhead doors, two access entrance doors for the ground floor and an exterior stair and exit door for the second floor:

The building consists of the following areas, which are referenced in the report:

1. Main apparatus floor: The main fire station is a two-bay, two overhead door area housing the fire trucks and other support equipment.
2. Ground floor office area: Includes equipment rooms and other ancillary support rooms.
3. Second floor training room: area includes a training room, a server and washroom facilities accessible from an interior and exterior staircase.

2.1 STRUCTURE & BUILDING ENVELOPE

The gable roof structure consists of wood-plated wood trusses and joists spanning between the exterior load bearing walls and supported at intermediate points above the interior load bearing block walls which subdivide the firehall into three distinct areas marked by previous additions. The second-floor joists span over the interior block wall supports roughly at the third points or at 15’ intervals. Portal openings have been made on the ground floor between the two interior demising walls allowing for circulation between the firehall apparatus bays and the equipment room and office areas. The concrete block load bearing walls are supported on foundation walls and strip footings and the ground floor consists of a concrete slab-on-grade. We observed some discontinuities between the slab-on-grade at the portals between building additions.

The building envelope consists of metal roofing with ice guards and metal siding, two overhead garage doors, three steel pedestrian doors and frames and eleven windows throughout.

2.2 ELECTRICAL

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J2856973.

Life Safety exit signage, emergency lighting remote heads and battery units are installed throughout the building.

The interior lighting consists of fluorescent tube wraps and open socket A19 style luminaires. Exterior lighting consists of surface mounted wall-pack lighting.

There is a portable generator located on the site.

It was noted independent fire and carbon monoxide detectors were not found. It was noted there was no fire alarm system found.

2.3 MECHANICAL

Heating is provided to the vehicle bay section of the building using a natural gas unit heater. Heat is provided to the other sections of the building using electric baseboard heaters and natural gas cabinet heaters. There is a forced air furnace that utilizes an air distribution system throughout the building. It appears the furnace is non-operational. There is an outdoor condenser and indoor evaporator unit connected to the forced air furnace. This system appears to be non-operational. The bathroom on the lower floor is equipped with an exhaust fan. There is a portable generator located on the site.

The domestic cold water for the building is from a well. The well services both this building and the senior's building. There is an electric domestic hot water tank providing hot water to the building. The sanitary discharge location was not determined. There is a portable eyewash unit in the vehicle bay.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building main structural framing was not directly assessed as it was concealed by architectural finishes including gypsum board walls and finished ceilings. Representative areas of the roof framing were accessed by removing acoustic ceiling tiles. The following was observed:

1. The slab-on-grade has developed some cracks in need of repair (Photograph 3.1.1 and 3.1.2). Additionally, at slab discontinuities between buildings where portals were made in the concrete block walls, we recommend slab-on-grade be locally repaired (Photograph 3.1.3 to 3.1.5). Route and seal all cracks and apply an epoxy based self-leveler over embedded block units to provide a smooth finish. An epoxy-based flooring system can be applied over the entire garage area in the future (not included in the costing table).
2. We observed some cracking in the block walls at door and window openings. We also observed a discontinuity in the block wall with a mortar-based patch which has been tooled to resemble a faux block wall finish (Photograph 3.1.6 to 3.1.8). Unless the Municipality has record of this modification having been designed and/or reviewed by a structural engineer, we recommend it be verified to ensure the headers can carry the intended live loads as per the requirements of the current Ontario Building Code (OBC).
3. The front entrance concrete and adjacent asphalt are showing signs of wear and deterioration. We recommend the asphalt and concrete walks be replaced to address trip and slip hazards as part of a long-term maintenance plan (Photograph 3.1.9 to 3.1.11).

Exterior

The exterior of the building was observed from grade at the perimeter. The building envelope is performing well with no visual signs of deterioration or water infiltration except as follows:

4. We recommend the exterior wood second-floor access stairs, landings and railing be treated with an exterior sealant to protect the wood and extend the life of the stair structure (Photograph 3.1.12).
5. We observed localized damage to the existing vinyl siding (Photograph 3.1.13 and 3.1.19). The siding is likely brittle due to UV exposure overtime. We recommend replacing the siding with a more durable siding such as pre-finished metal as a long-term maintenance solution.

6. The building does not utilize eavestroughs throughout (Photograph 3.1.20). New eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage.

3.2 ELECTRICAL

1. There is an exposed receptacle box in vehicle bay (Photograph 3.2.1) and exposed wiring along the building's exterior (Photograph 3.2.2 & 3.2.3). This is an Ontario Electrical Safety Code Violation and must be corrected immediately.
2. There is a receptacle underneath the sink on the upper level is not GFI (Photograph 3.2.4). This is an Ontario Electrical Safety Code Violation and must be corrected immediately.

Additional

3. In locations where there is natural gas equipment, provide hardwired carbon monoxide detectors as per section 6.2.12.2 of the OBC.

3.3 MECHANICAL

HVAC

1. The installation date of the natural gas unit heater was not available. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We are estimating this equipment is 10 years old, therefore, a replacement is recommended in three years.
2. The installation dates of the natural gas cabinet heaters were not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend the heater be replaced at the end of its useful life.
3. The electric baseboard heater in the washroom appears to have reached the end of its useful life (Photograph 3.3.1). We recommend immediate replacement.
4. The installation dates of the remaining electric baseboard heaters were not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 10 years. We recommend the heaters be replaced at the end of their useful life.
5. The installation date of the exhaust fan in the lower-level bathroom was not available. The visible features appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend the fan be replaced at the end of its useful life.
6. There is an outdoor wall exhaust cap appears to be damaged (Photograph 3.3.2)**.** This should be repaired immediately.

Plumbing

7. The condition of the domestic cold water well pump was not assessed as it was inaccessible.
8. The installation date for the electric hot water tank was not available. It appears to be in good working condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tank is replaced as it is at the end of its useful life.
9. The portable emergency eyewash unit does not have a means of draining the wastewater. To avoid slipping hazards, a bucket needs to be provided for collecting drainage as per the manufacturer's installation guidelines.
10. There is corroded domestic water piping (Photograph 3.3.3)**.** Any corroded piping should be replaced immediately.

Additional

11. Install a toxic gas monitoring system, exhaust fan, and intake to properly ventilate the space to section 6.2.2.3 of the OBC.
12. There is no exhaust system in the upper-level bathroom. Install an exhaust system as required per section 6.2.3.8 (14) of the OBC.
13. Combustion air is not direct vented to the natural gas unit heater. Due to the potential for air contaminants in the space, we recommend direct venting the combustion air for the natural gas unit heater to increase the longevity of the equipment.
14. No thermostatic mixing valve was found at the hot water tank or at the sinks were checked. Install a thermostatic mixing valve as per section 7.6.5 of the OBC.
15. Install a drip pan under the hot water tank as a best practice to protect from leaking. T&P relief valve and discharge piping was not observed and needs to be added with the discharge piping terminating indirectly into a floor drain.
16. Install backflow preventor on the domestic cold-water line as per OBC section 7.6.2.2 requirement. An expansion tank will also be required downstream of the backflow preventer.
17. The domestic hot water piping is uninsulated for the first 2.5 m downstream of the hot water tank and insulation is required as per OBC article 12.3.1.4.
18. The building should be reviewed for compliance with NFPA 1500 for contamination control zones. Each contamination control zone is provided with an isolated HVAC system. Sealed doorways are an important consideration to limit cross contamination and allow for pressurization differentials of the various zones. For example, the equipment gear room

requires isolation from other parts of the building and a separate ventilation system to control contaminants in the space.

19. A ventilation system for the admin or upper level training spaces was not observed. An ERV or HRV to provide ventilation air for ASHRAE 62.1 compliance is required.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements or the building envelope except as noted. We recommend confirming previous openings have been reviewed by a structural engineer as an immediate action item. Longer-term, the Municipality should schedule concrete crack and asphalt repairs as well as cladding replacement and the addition of an eavestrough system for better building performance.

The furnace and air conditioning system do not appear to be functioning at the time of the condition assessment. Further investigation is required to determine the impact to the building occupant's thermal comfort. The electric baseboard heaters and natural gas cabinet heater appear to be providing heating to the space. A ventilation system with a toxic gas monitoring system should be installed in the storage garage to protect building occupants. There are some code related items to address for plumbing although the fixtures seemed to be in reasonable condition.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Interior slab-on-grade repairs	5-10 years	$7,500
3.1.2	Structural review of openings	Immediate	$1,800
3.1.3	Exterior concrete and asphalt repairs	5-10 years	$12,000
3.1.4	Seal treatment of exterior timber stairs	2-3 years	$2,000
3.1.5	Replace vinyl siding	5-10 years	$40,000
3.1.6	Eavestrough and rainwater leaders	2-3 years	$4,000
3.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	$1,000
3.2.2	Install GFCI receptacle	Immediately	$500
3.2.3	Install carbon monoxide detectors	Immediately	$500
3.3.1	Replace natural gas unit heater	2-3 years	$3,000
3.3.2	Replace natural gas cabinet heaters	5-10 years	$3,000
3.3.3	Replace electric baseboard heater	Immediately	$750
3.3.4	Replace remaining electric baseboard heaters	5-10 years	$1,500
3.3.5	Replace bathroom exhaust fan	5-10 years	$500
3.3.8	Replace electric hot water tank	5-10 years	$2,000
3.3.10	Replace corroded domestic water piping	Immediately	$1,000
3.3.11	Install toxic gas monitoring system (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	$20,000
3.3.12	Install exhaust fan in upstairs bathroom	Immediately	$750

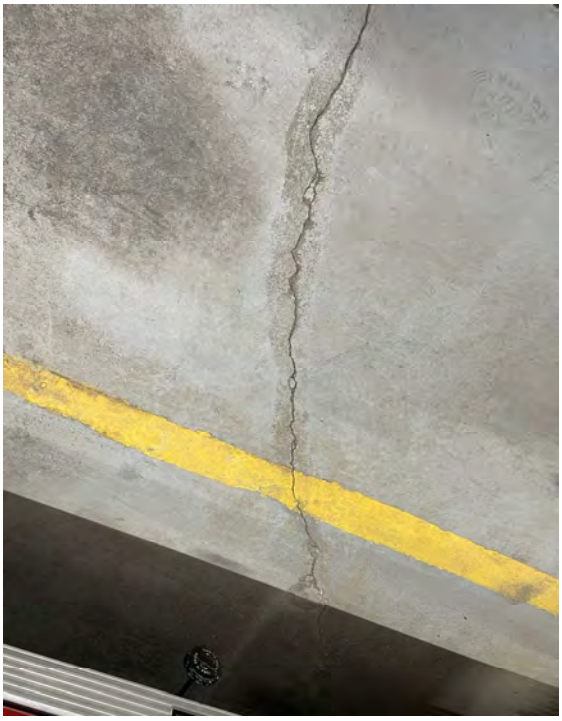
FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.3.13	Direct vent combustion air to natural gas unit heater	Within 1 year	$1,000
3.3.14	Install thermostatic mixing valve	Immediately	$750
3.3.15	Install drip pan and T&P relief valve	Immediately	$750
3.3.16	Install backflow preventor and expansion tank	Immediately	$2,000
3.3.17	Insulate domestic hot water piping	Immediately	$1,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

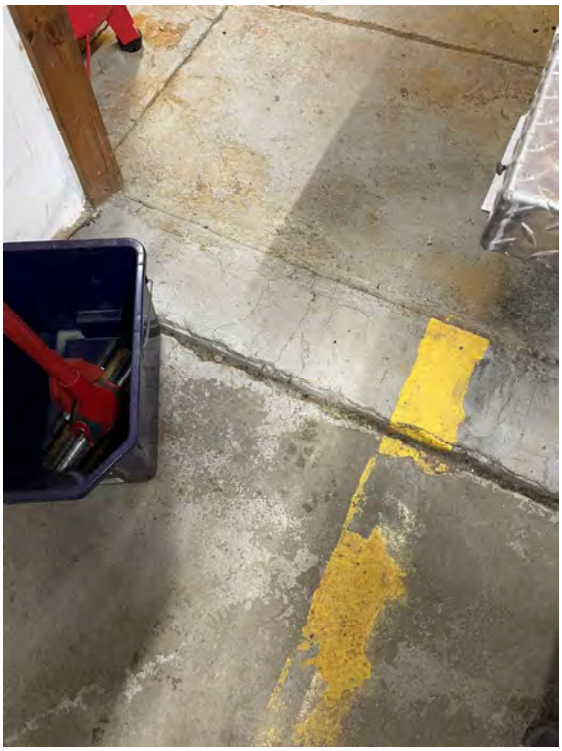
Photograph 1.1

Photograph 3.1.1



Photograph 3.1.2

Photograph 3.1.3



Photograph 3.1.4

Photograph 3.1.5

Photograph 3.1.6

Photograph 3.1.7

Photograph 3.1.8

Photograph 3.1.9

Photograph 3.1.10

Photograph 3.1.11

Photograph 3.1.12

Photograph 3.1.13

Photograph 3.1.14

Photograph 3.1.15

Photograph 3.1.16

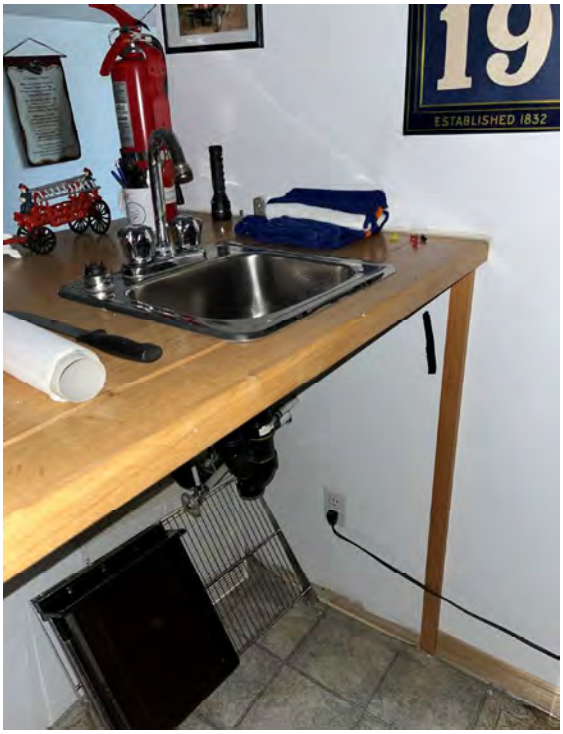
Photograph 3.1.17

Photograph 3.1.18

Photograph 3.1.19

Photograph 3.1.20

Photograph 3.2.1



Photograph 3.2.2

Photograph 3.2.3

Photograph 3.2.4

Photograph 3.3.1

Photograph 3.3.2

Photograph 3.3.3

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

TROUT CREEK SENIORS' FREINDSHIP CLUB

138 MCEACHERN STREET, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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01	June 7, 2024	Draft Report
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Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform Building Assessments of the three buildings at the Trout Creek Friendship Club. Although we were able to perform a visual review on the outside of the buildings, interior access to two of the buildings was not permitted on the day of our visit. We specifically reviewed the following three buildings:

- Friendship Club Main Building
- Seniors' Building (no interior access)
- Storage Garage (no interior access)

We visited the sites listed above in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. Overall photographs of the buildings have been included as Photograph 1.1, 1.2 and 1.3 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the buildings and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Municipality of Powassan operates a group of three buildings for its senior citizens, offering an environment for socialization and interaction in a community setting.

2.1 FREINDSHIP CLUB MAIN BUILDING

2.1.1 Structure & Building Envelope

The Friendship Club plan footprint is 37' x 26'-6" (1,600 square feet). The gable roof structure consists of wood framing spanning the full width of the building supported on perimeter wood stud load bearing walls. Without confirmation via intrusive testing, we postulate the building foundations consist of Insulated Concrete Forms (ICF) based on visual observation and the presence of continuous rigid insulation around the perimeter. We are unable to verify floor construction as we were not provided interior access at the time of the structural review. Further investigation can verify whether the floor is of wood/timber construction or a concrete slab-on-grade.

Roofing consists of asphalt shingles and aluminum siding over the sofit areas. The building is clad in vinyl siding with two residential grade access doors and residential grade windows.

2.1.2 Electrical

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J2856974.

Life safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. Independent fire and carbon monoxide detectors are installed at various locations in the interior.

The interior lighting consists of fluorescent pot lights. The exterior lighting consists of motion-activated outdoor flood lights.

2.1.3 Mechanical

Heating is provided to the building using a natural gas wall furnace and ten electric convection heaters. Cooling is provided to the building's community room using an outdoor condenser and an indoor wall mounted evaporator. Bathrooms are equipped with exhaust fans.

The domestic cold water for the building is from a well. The well services both this building and the fire hall. There is a natural gas instantaneous water heater providing domestic hot water to the building. The sanitary system was not determined.

2.2 SENIORS' BUILDING

2.2.1 Structure & Building Envelope

The Seniors' house plan footprint is 28'-6" x 14'-6" (414 square feet). The gable roof structure is believed to consist of wood framing spanning the full width of the building supported on perimeter wood stud load bearing walls. The raised wood floor is supported on timber blocking bearing on a concrete slab-on-grade below.

Roofing consists of asphalt shingles with aluminum siding over the sofit areas. The building is clad in vinyl siding with a residential grade entrance door with and windows.

2.2.1 Electrical – Not Reviewed access not available

2.2.2 Mechanical – Not Reviewed access not available

2.3 STORAGE GARAGE

2.3.1 Structure & Building Envelope

The small shed is a gable roof structure believed to consist of wood framing spanning the full width of the building supported on perimeter wood stud load bearing walls on a concrete slab-on-grade foundation.

Roofing consists of asphalt shingles with wood siding over the sofit areas. The building is clad in vinyl siding with a residential grade garage door.

2.3.2 Electrical – Not Reviewed access not available

2.3.3 Mechanical – Not Reviewed access not available

3 Findings

3.1 FRIENDSHIP CLUB MAIN BUILDING

3.1.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by architectural finishes including gypsum board walls ceilings. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was noted:

1. We observed localized damage to the existing vinyl siding and existing eavestroughs and downspouts (Photograph 3.1.1.1 to 3.1.1.4). It is believed the siding was damaged during regular landscape maintenance. The siding is likely brittle due to UV exposure over time. We recommend replacing the siding with a more durable siding such as pre-finished metal.

3.1.2 Electrical

Service

1. There is a flex conduit not securely attached to a rigid conduit outside of the building. (Photograph 3.1.2.1). This is an Ontario Electrical Safety Code violation and must be corrected immediately.

Additional

2. There is no carbon monoxide detector in the room where the natural gas water heater is located. Provide hardwired carbon monoxide detector as per section 6.2.12.2 of the current Ontario Building Code.

3.1.3 Mechanical

HVAC

1. The installation date of the natural gas furnace was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. We recommend the furnace be replaced at the end of its useful life.

2. There are ten electric convection heaters. Electric convection heater #6 appears to be defective (Photograph 3.1.3.1). An immediate replacement is recommended.

3. The installation dates of the remaining nine electric convection heaters were not determined. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend the heaters be replaced at the end of their useful life.

4. The installation date of the bathroom exhaust fans was not determined. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend the fans be replaced at the end of their useful life.

5. The outdoor natural gas piping is rusted and should be painted or coated as per section 6.16.1 of CSA B149.1. The way the gas piping is routed on the exterior, specifically under the door, not good practice and may be prone to damage. Either re-route the gas piping above the door (it looks like it would be tight) or consider underground, PE (yellow) piping. (Photograph 3.1.3.2).

6. The age of the cooling system could not be determined but the equipment appeared to be in reasonable condition. The equipment should be replaced after 10-15 years.

Plumbing

7. The installation date of the 199,000 BTUH instantaneous water heater was not determined. It appears to be in good condition. Hot water heaters typically last between 10-12 years. It is recommended the hot water heater is replaced as it is at the end of its useful life. We recommend communication with the authority having jurisdiction to determine if the natural gas water heater is required to be in a mechanical room.

3.2 SENIORS' BUILDING

3.2.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by architectural finishes at the exterior siding and roofing. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

1. We observed delaminated aluminum fascia likely due to snow and high winds (Photograph 3.2.1.1).

2. The building does not utilize eavestroughs throughout. New eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage.

3. As the existing building is supported on timber blocking, pests can get under the building floor system (Photograph 3.2.1.2). We recommend wire mesh be applied around the entire perimeter.

3.2.2 Electrical - Not Reviewed access not available

3.2.3 Mechanical – Not Reviewed access not available

3.3 STORAGE GARAGE

3.3.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by architectural finishes at the exterior including roofing and siding. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

1. We observed wood soffits and facias have deteriorated and are in need of replacement (Photographs 3.3.1.1 to 3.3.1.3).

2. We observed localized damage to the existing vinyl siding (Photograph 3.3.1.4). The siding is likely brittle due to UV exposure overtime. We recommend replacing the siding with a more durable pre-finished metal siding as a long-term maintenance solution.

Additional

3. Based on a visual review from the exterior, the exposed portion of slab-on-grade is cracked. Based on the comments above and the size of the structure, it may be more cost effective to replace with a new prefabricated garage shed (Photograph 3.3.1.5).

3.3.2 Electrical - Not Reviewed access not available

3.3.3 Mechanical – Not Reviewed access not available

4 Summary & Recommendations

In summary, the Trout Creek Seniors' Friendship Club buildings do not require much maintenance other than future siding, soffit and fascia repairs and/or replacements and pest protection for the Seniors Building.

Upon visual review of the accessible electrical and mechanical equipment, they appear to be in good condition aside from the deficiencies noted. The interior of the storage garage and seniors building were not accessible at the time of the site visit and as such, the mechanical and electrical items were not reviewable.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.1	Siding replacement	10+ years	$10,000
3.2.1.1	Fascia repairs and pest protection	Within 1 year	$800
3.3.1.1	Fascia and soffit repairs	Within 1 year	$1,200
3.3.1.2	Siding replacement	10+ years	$3,500
3.1.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	$1,000
3.1.2.2	Install carbon monoxide detector	Immediately	$500
3.1.3.1	Replace furnace	5-10 years	$8,500
3.1.3.2	Replace electric convection heater #6	Immediately	$1,000
3.1.3.3	Replace remaining convection heaters	5-10 years	$7,000
3.1.3.4	Replace bathroom exhaust fans	5-10 years	$1,000
3.1.3.6	Replace cooling system	5-10 years	$3,000
3.1.3.7	Replace hot water heater	5-10 years	$3,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1.1

Photograph 1.2

Photograph 1.3

Photograph 3.1.1.1

Photograph 3.1.1.2

Photograph 3.1.1.3

Photograph 3.1.1.4

Photograph 3.1.2.1

Photograph 3.1.3.1

Photograph 3.1.3.2

Photograph 3.2.1.1

Photograph 3.2.1.2

Photograph 3.3.1.1

Photograph 3.3.1.2

Photograph 3.3.1.3

Photograph 3.3.1.4

Photograph 3.3.1.5

TATHAM ENGINEERING

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2024 Powassan Building Assessments

POWASSAN LANDFILL SITE

40 PROUDFOOT ROAD, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform Building Assessments of the Landfill Site located at 40 Proudfoot Road in Powassan. We visited the in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. Overall photographs of the buildings have been included as Photograph 1.1 & 1.2 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the buildings and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan landfill site provides disposal services to its businesses and residents alike. The entrance to the facility is serviced by a waste disposal site toll building. The building plan foot print is 8'-6" x 11'-2" (170 square feet). The landfill complex also houses a waste disposal site garage and office building. The building footprint is 23' x 40'-8" (1,725 square feet).

The buildings consist of the following areas, which are referenced in the report:

1. Site Toll Building: Serviced by one attendant.
2. Garage and Office Building: Open garage single bay area with small unoccupied office on-grade and mezzanine above.
3. Exterior: The exterior of the buildings includes the building façades, pitched roofs, roll-up door and access doors and windows:

2.1 WASTE DISPOSAL SITE TOLL BUILDING

2.1.1 Structure & Building Envelope

The small gable roof structure consists of wood roof framing spanning the full width of the building from ridgeline to the perimeter wood stud load bearing walls. The main floor consists of wood joist construction supported on wood blocking.

The pitched roof is metal clad with aluminum siding over the soffit areas. The building envelope is clad with metal siding. It has one residential grade entrance door and a vinyl window.

2.1.2 Electrical

The electrical panel in this building is 100-amp, 120/240-volt. It is assumed this panel is fed from the main 200A panel in the storage building.

Interior lighting consists of a round A19 bulb with extruding plastic reflector.

It appears no fire alarm, fire detectors, emergency lighting, emergency exit signs, or exterior lighting have been installed.

2.1.3 Mechanical

Heating is provided to the building using an electric wall heater.

There is a portable emergency eyewash unit in the building.

2.2 SITE GARAGE AND OFFICE BUILDING

2.2.1 Structure & Building Envelope

The gable roof structure consists of pre-engineered wood trusses at 24” on center, spanning the full width of the building, supported on perimeter 6x6 post and beam construction at 8’ spacing and 12” diameter concrete pier foundations. Infill walls are of 2x6 stud construction sheathed in plywood to lateral resist wind load. A slab-on-grade floor is only in the office area, with the remainder of the garage area provided with a granular base floor.

The pitched roof is metal clad with aluminum siding over the soffit areas. The building envelope is clad with metal siding. It has two exterior entrance doors, two windows and two roll-up doors either side of the single bay storage area.

2.2.2 Electrical

The incoming electrical service size is 200-amp, 120/240-volt, single phase. The electrical meter number is J2855962.

There is an exterior surface mounted wall-pack light. Interior lighting consists of a combination of fluorescent tube wraps and LED high bay luminaires.

It appears no fire alarm, fire detectors, emergency lighting, or emergency exit signs have been installed.

2.2.3 Mechanical

Heating is provided to the office area of the building with two electric baseboard heaters. The garage section of the building is unheated. There is an outhouse on site plumbed to a holding tank.

3 Findings

3.1 WASTE DISPOSAL SITE TOLL BUILDING

3.1.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by architectural wood sheathing finishes on both walls and ceilings. We observed the following signs of structural distress.

1. The timber blocking beneath the suspended timber floor has shifted, likely due to settlement of the subgrade (Photograph 3.1.1.1). We recommend realigning the timber blocking supports and relevelling the floor as may be required.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was noted:

2. The metal cladding and aluminum sofit have been impacted and locally damaged at several locations (Photograph 3.1.1.2). We recommend completing localized repairs or recladding the exterior of the toll building in conjunction with other repairs.
3. There is an abandoned rectangular opening in the metal cladding which was temporarily covered (Photograph 3.1.1.3). If the opening is not required by divisions 15 & 16, we recommend it be sealed watertight to adequately protect the building.

Additional

4. Based on the typical life expectancy for an unconditioned building of this nature, and the observed impact damage to the exterior, we expect moisture and settlement damage will worsen and recommend planning for replacement of the building within the next ten years.

3.1.2 Electrical

The existing electrical systems appear to be functioning as intended. We did not observe any signs of distress in these systems.

3.1.3 Mechanical

HVAC

1. The installation date of the electric wall heater was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend the heater is replaced as it is at the end of its useful life.
2. Ventilation is provided through natural means by way of opening the sash or door.

Plumbing

3. The site contact mentioned the portable emergency eyewash unit leaks when it is filled. This equipment needs to be replaced and a bucket provided for collecting drainage as per the manufacturer's installation guidelines.

3.2 SITE GARAGE AND OFFICE BUILDING

3.2.1 Structure & Building Envelope

Structure

The building main structural framing was visually assessed from floor level at the interior. We did not observe any signs of structural distress or deterioration.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

1. The metal cladding has been impacted and locally damaged at several locations (Photograph 3.2.1.1 to 3.2.1.4). We recommend completing localized repairs as required to adequately protect the building envelope.
2. Portions of the roof aluminium fascia has been blown off due to high winds (Photograph 3.2.1.5). We recommend the replacement of missing portions to adequately protect the building envelope.

Additional

1. As an optional improvement to the functionality and longevity of the building, we recommend a slab-on-grade be designed and installed in the garage area to provide a proper working surface (Photograph 3.2.1.6). Moreover, a finished floor provides for a sealed envelope at the base of the building negating the need for pest control measures (Photograph 3.2.1.7).

3.2.2 Electrical

1. There is exposed wiring inside of the building (Photograph 3.2.2.1). It appears the wiring is part of the telecommunications system and does not impose a safety risk.

3.2.3 Mechanical

HVAC

1. The installation date of the electric baseboard heaters was not available. The cover for one of the baseboard heaters has been removed (Photograph 3.2.3.1). Aside from the removed cover, the heaters appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is ten years. We recommend the heaters are replaced as is at the end of their useful life.

Plumbing

2. There is a basic outhouse on site not heated, and the toilet is in fair condition given the installation.

Additional

3. Mechanical ventilation is required. An HRV with a pre and post heater should be installed to provide conditioned outdoor air to the space and exhaust stale air to outside.
4. Install a toxic gas monitoring system with exhaust fan and intake to properly ventilate the space to section 6.2.2.3 of the current OBC.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements with the exception of the floor support at the Toll Building as noted. They appear to be in fair condition and performing adequately. We did find instances of damaged building envelope elements limited to metal side primarily due to impacts and normal wear and tear. Considerations should be made regarding the replacement of the Toll Building within the next ten years. Moreover, we recommend a slab-on-grade be added to the garage building for an improved working surface for equipment storage occupancy.

In general, the mechanical and electrical equipment is in fair condition. The leaking eyewash unit in the toll building should also be addressed immediately for worker safety. A toxic gas monitoring system should be added to the site garage to comply with the Ontario Building Code.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.1	Timber blocking support replacement	Within 1 year	$2,000
3.1.1.2	Localized metal siding repairs	Within 1 year	$1,500
3.1.1.3	Metal closure and interior finishes	Within 1 year	$800
3.1.2.1-4	Repair impacts on metal siding	Within 1 year	$5,000
3.1.2.5	Replace metal fascia	Within 1 year	$2,500
3.1.3.1	Replace Electric Wall Heater	5-10 years	$1,500
3.1.3.2	Replace Portable Eyewash Unit	Immediately	$1,000
3.2.3.1	Replace Electric Baseboard Heaters	5-10 years	$1,000
3.2.3.2	Install Toxic Gas Monitoring System (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	$20,000

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Appendix A: Photographs

Photograph 1.1

Photograph 1.2

Photograph 3.1.1.1

Photograph 3.1.1.2

Photograph 3.1.1.3

Photograph 3.2.1.1

Photograph 3.2.1.2

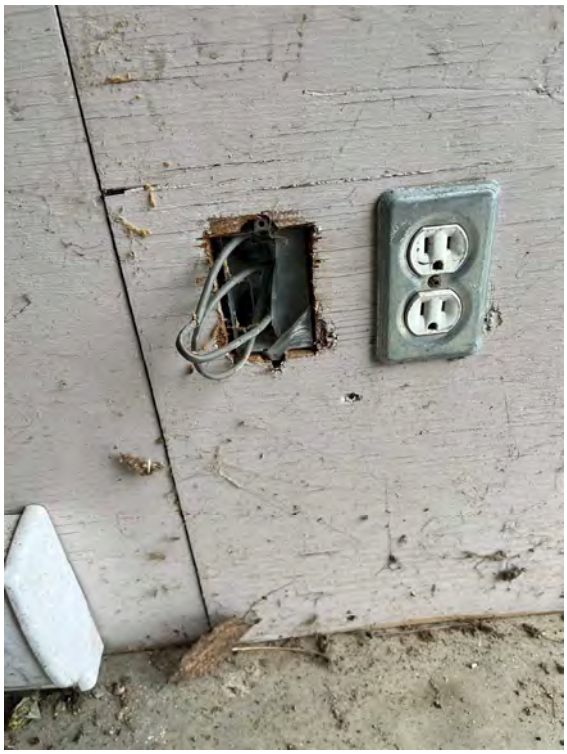
Photograph 3.2.1.3

Photograph 3.2.1.4

Photograph 3.2.1.5

Photograph 3.2.1.6

Photograph 3.2.1.7



Photograph 3.2.2.1

Photograph 3.2.3.1

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

POWASSAN PUBLIC WORKS DEPARTMENT

750 & 756 MAIN STREET, POWASSAN

Municipality of Powassan

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform Building Assessments for three Public Works Department facilities located at 750 and 756 Main Street. We specifically reviewed the following three buildings:

- Public Works Shop – South Himsworth
- Public Works Garage/Office/Lunch Room – South Himsworth
- Public Works Storage Shed – South Himsworth

We visited the sites listed above in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. Overall photographs of the buildings have been included as Photograph 1.1, 1.2 and 1.3 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the buildings and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Municipality of Powassan Public Works Department is responsible for maintenance of parks and public buildings, storm sewer management and road and sidewalk maintenance. The department operates and maintains various buildings to facilitate these roles throughout the municipality.

2.1 PUBLIC WORKS SHOP – SOUTH HIMSWORTH

2.1.1 Structure & Building Envelope

The Public Works Shop current plan footprint is approximately 63' x 50' (3,950 square feet). The original construction consists of a 40'(W) x 50'(L) gable roof building constructed utilizing timber and glulam post and beam moment frame construction spanning the full 40' width. The orthogonal direction encompasses cross bracing for lateral load resistance. The posts are supported on concrete piers. The perimeter is infilled with block wall construction and a concrete slab-on-grade serves as the working floor surface for the shop. A subsequent pre-engineered building renovation was constructed to expand the facility, adding a second bay. The addition increased the width by approximately 20' and is of shed roof steel moment frame construction. Although it is attached to the original structure, it resists lateral loads in both directions independently of the original structure.

The building envelope consists of metal roof, aluminum soffits and metal cladding throughout except at the back façade of the original structure which is still clad in its original wood siding. The building envelope on the back façade is reliant on a large double barn sliding door which is inoperable. Access to the facility is via two large overhead garage doors, two access doors and three windows.

2.1.2 Electrical

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J2880389.

Life safety exit signage, emergency lighting remote heads and battery units are installed throughout the building.

Exterior lighting consists of wall packs. Interior lighting consists of fluorescent tube wraps.

It appears no fire alarm, carbon monoxide and fire detectors are installed.

2.1.3 Mechanical

Heating is provided to the building using natural gas radiant tube and unit heaters. A well is used to provide non-potable domestic cold water to the building. There is an electric hot water tank providing domestic hot water to the building. The sanitary drainage for the building goes to a holding tank located outside of the building.

2.2 PUBLIC WORKS GARAGE/OFFICE/LUNCH ROOM – SOUTH HIMSWORTH

2.2.1 Structure & Building Envelope

The Public Works garage footprint plan is approximately 30'(W) x 60'(L) (700 square feet). The gable roof structure consists of a pre-engineered steel moment resisting A-frame construction spanning the full width of the building. Cross bracing elements provide lateral load resistance in the orthogonal direction. The steel construction is supported on reinforced concrete foundations and a slab-on-grade.

The roof is metal clad with aluminum siding, eavestroughs and downspouts over the soffit areas. The building is clad in metal siding with two bay overhead garage doors, a single pedestrian access door and two windows.

2.2.2 Electrical

The incoming electrical service size is 200-amp, 120/240-volt, single phase. The electrical meter number is J2880388.

Life safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. A battery carbon monoxide detector and battery smoke detector/strobe was installed in the lunch room.

Exterior lighting consists of surface mounted wall pack lights. Interior lighting consists of a combination of fluorescent tube wraps, and open socket A19 style luminaries.

It was noted, no fire alarm system was installed.

2.2.3 Mechanical

Heating is provided to the building using a natural gas radiant tube heater and a unit heater. There is also an electric baseboard heater in the washroom. There is an exhaust fan in the bathroom.

A well is used to provide non-potable domestic cold water to the building. There is a natural gas hot water tank providing domestic hot water to the building. The sanitary drainage for the building goes to a holding tank. Trench drains serve the garage area.

2.3 PUBLIC WORKS STORAGE SHED – SOUTH HIMSWORTH

2.3.1 Structure & Building Envelope

The storage shed plan footprint is 28' (W) x 20'(L) (700 square feet). The gable roof structure consists of wood rafters and collar ties spanning the full width of the building to supports at the perimeter wood stud load bearing walls bearing directly on a concrete slab-on-grade.

Roofing consists of asphalt shingles and aluminum siding over the soffit areas. The building is clad in vinyl siding with a single garage overhead door, a residential grade access door, and two windows.

2.3.2 Electrical

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J2880391.

The interior lighting consists of fluorescent tube wraps.

It was noted there was no emergency lighting, exit signs, exterior lighting, fire alarm, or fire detectors found.

2.3.3 Mechanical

There is no mechanical equipment present in this building.

3 Findings

3.1 PUBLIC WORKS SHOP – SOUTH HIMSWORTH

3.1.1 Structure & Building Envelope

Structure

The building main structural framing was visually assessed from the interior of the building. We did not observe any signs of structural distress except as noted:

1. We observed the slab-on-grade has cracked and settled at two corners of the original building (Photograph 3.1.1.1 and 3.1.1.2) We recommend the affected slabs be removed, the sub-base inspected by a geotechnical engineer to determine if there is any settlement under the building foundations or whether the settlement is limited to the slab-on-grade alone. Following the study, the slab-on-grade can be reinstated on properly compacted subgrade.

2. We visually observed from grade level an existing glulam beam has been cut to provide clearance for an overhead door system. The beam has been reinforced with two steel channels (Photograph 3.1.1.3). Unless the Municipality has records, this modification has been reviewed by a structural engineer, we recommend a detailed analysis to ensure the reinforced beam can carry the intended live loads as per the requirements of the current Ontario Building Code (OBC).

3. The column bases in the addition portion of the building have corroded at various locations. (Photograph 3.1.1.4 and 3.1.1.5). We recommend all column bases and baseplates be sandblasted to remove corrosion, reinforced if required and painted with rust-proof paint to a height of 3'-0" to protect the bases of the columns from structural degradation. We recommend this work is performed under the supervision of a structural engineer so structural integrity of baseplates, welds, and anchor bolts can be verified.

4. We observed deterioration and damage to the concrete block perimeter wall (Photograph 3.1.1.6 and 3.1.1.7). We recommend the block wall units be repaired and replaced locally as required and damaged or cracked mortar be repointed as required. Structural Item 3.1.1.1 noted above must be reviewed in conjunction with this repair recommendations in the areas where the slab has settled. More extensive repairs may be required at the areas of settlement if the foundation are affected.

5. We observed a concrete pier supporting a timber post is not straight and appears to be overloaded We recommend the applied load and footing size be verified by a structural engineer, and the foundation/pier be replaced if required (Photograph 3.1.1.8).

Exterior

The exterior of the building was observed from grade at the perimeter. The following was noted:

6. We observed numerous instances of localized damage to the metal siding due to impacts (Photograph 3.1.1.9 to 3.1.1.15). It appears there is not enough clearance around the building to install protection measures, so we recommend the cladding is repaired regularly as part of a maintenance plan. Although unsightly, given the use of the facility, we recommend repairs only when the damage has pierced or ruptured the envelope rather than based on aesthetics alone.
7. We recommend the back façade of the original building be reclad in metal siding to adequately protect the framing (Photograph 3.1.1.16 and 3.1.1.17). Repair or removal of the inoperable barn doors should be considered in this process.
8. We observed some missing soffit and flashing, likely due to high winds (Photograph 3.1.1.18 to 3.1.1.20). Additionally, the building does not have an eavestrough system throughout (Photograph 3.1.1.6). Installation of eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage.

3.1.2 Electrical

1. There is exposed wiring at the fuel filling station outdoors (Photograph 3.1.2.1). This is an Ontario Electrical Safety Code violation and must be corrected immediately.

Additional:

2. Provide hardwired carbon monoxide detectors in all areas where fuel fired appliances are located as per section 6.2.12.2 of the OBC.

3.1.3 Mechanical

HVAC

1. The installation date of the natural gas radiant tube heaters was not available. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 21 years. We recommend the heaters are replaced as is at the end of their useful life.

2. The installation date of the natural gas unit heater was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 14 years. We recommend the heater is replaced as it is at the end of its useful life.

Plumbing

3. The installation date for the 3kW, 18-gallon, electric hot water tank was not available. It appears to be in good condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tank is replaced as it is at the end of its useful life.

Additional:

4. Due to the potential for air contaminants in the space, its recommended to direct vent the combustion air for the unit heater, to increase the longevity of the equipment.
5. Install a toxic gas monitoring system, exhaust fan, and intake, to properly ventilate the shop according to article 6.2.2.3 of the OBC.
6. The bathroom is required to be exhausted as per section 6.2.3.8 of the OBC. An exhaust fan should be installed.
7. No thermostatic mixing valve was found at the hot water tank or at the sinks where checked. Install a thermostatic mixing valve as per section 7.6.5 of the OBC.
8. The domestic hot water piping is uninsulated for the first 2.5 m downstream of the hot water tank as per OBC article 12.3.1.4.
9. The laundry sink in the bathroom is without a trap and is improperly vented (Photograph 3.1.3.1). The vent needs to terminate in open air outside of the building as per section 7.5.4 of the OBC, an air admittance valve installed in accordance with OBC article 7.5.9.2 may be considered if connection to a vent is not practical.
10. The laundry sink in the bathroom also requires a trap as per section 7.4.5 of the OBC.
11. Install a drip pan under the hot water tank as a best practice to protect from leaking. T&P relief valve and discharge piping were not observed and should be added.
12. A portable ventilation unit should be provided for the welding bench in accordance with the industrial ventilation handbook.

3.2 PUBLIC WORKS GARAGE/OFFICE/LUNCH ROOM – SOUTH HIMSWORTH.

3.2.1 Structure & Building Envelope

Structure

The building main structural framing was visually assessed from the building interior. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

1. The existing metal cladding has been damaged due to impacts. Although unsightly, the performance is unaffected (Photograph 3.2.1.1 to 3.2.1.3).

3.2.2 Electrical

1. There is a carbon monoxide detector in the room where the natural gas radiant tube heater is located, but not where the natural gas unit heater is located. Provide hardwired carbon monoxide detectors in all areas where fuel fired appliances are located as per section 6.2.12.2 of the OBC.

3.2.3 Mechanical

HVAC

1. The installation date of the radiant tube heater was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 21 years. We recommend the heater is replaced as it is at the end of its useful life.
2. The installation date of the natural gas unit heater was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend the heater is replaced as it is at the end of its useful life.
3. The installation date of the baseboard heater was not available. It appears to be past its working life and should be replaced.
4. The flue vent cap for the unit heater is damaged (Photograph 3.2.3.1). This should be replaced immediately.
5. The installation date of the bathroom fan was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 25 years. We recommend the fan is replaced as it is at the end of its useful life.

Plumbing

6. The 36,000 BTUH, 40-gallon, natural gas hot water tank has a manufactured date of 2018. It appears to be in good condition. Hot water tanks typically last between 10-12 years. We recommend the hot water tank is replaced as it is at the end of its useful life.
7. The p-trap on the bathroom sink is corroded (Photograph 3.2.3.2). Any corroded plumbing piping should be replaced within 1 year.
8. The trench drains in the vehicle bay appear to be in good condition. This equipment typically lasts between 25 years. We recommend the trench drains are replaced at the end of their useful life.

Additional:

9. Install a toxic gas monitoring system, exhaust fan, and intake, to properly ventilate the space according to article 6.2.2.3 of the OBC.
10. Due to the potential for air contaminants in the space, its recommended to direct vent the combustion air for the unit heater, to increase the longevity of the equipment.
11. No thermostatic mixing valve was found at the hot water tank or at the sinks, where checked. Install a thermostatic mixing valve as per section 7.6.5 of the OBC.
12. The domestic hot water piping is uninsulated for the first 2.5 m downstream of the hot water tank. Insulation is required as per OBC article 12.3.1.4.
13. Radiant tube heaters require a minimum distance to combustibles based on the manufacturer's installation specifications. Further review with the manufacturer is required to ensure the existing installation is adequate.

3.3 PUBLIC WORKS STORAGE SHED – SOUTH HIMSWORTH

3.3.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by metal finishes at the interior and exterior. We did not observe any signs of structural distress, however, we recommend the following be reviewed further:

1. We visually observed the grade on the southeast corner of the shed has been increased since construction of the building (Photograph 3.3.1.1 to 3.3.1.3). The building walls were likely not designed to support this condition, therefore we recommend the building and retaining wall be structurally reviewed to determine whether it can support the lateral earth

pressure at this location. Additionally, it appears earth is pressed up against a sheet of plywood and siding, therefore we recommend the building be locally waterproofed in the affected area.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

2. We observed localized damage to the existing vinyl siding (Photograph 3.3.1.4), likely as a result of regular landscape maintenance. The siding is likely brittle due to UV exposure over time. We recommend replacement with a more durable siding.
3. The building does not have a system of eavestroughs throughout (Photograph 3.3.1.5). Eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage.

3.3.2 Electrical

Existing electrical systems appear to be functioning as intended. We did not observe any signs of distress in these systems.

3.3.3 Mechanical

There is no mechanical equipment in this building.

4 Summary & Recommendations

In summary, of the three Public Works facilities, the priority, following the immediate recommendations pertaining to geotechnical and structural investigations, is the Public Works Shop – South Hampton. This facility requires some investment with respect to slab-on-grade settlement repairs and building envelope improvements to adequately protect it into the future. The Public Works Garage/Office and Lunch Room facility is in good repair and other than some minor cladding repairs denoted as optional, there are no other recommendations. The Public Works Storage Shed requires a review in relation to the lateral earth pressure it is being subjected to. Note, we have also recommended eavestroughs and rainwater leaders for the buildings where these are missing, as future improvement measures.

In general, the mechanical systems need to be updated to be in alignment with Ontario Building Code. There is no toxic gas monitoring system in the storage garages and buildup and should be addressed. The electrical systems are in a reasonable state given the ages of the buildings.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.1	Slab-on-grade repairs and geotech	Within 1 years	$18,000
3.1.1.2	Modified beam structural review	Immediately	$1,200
3.1.1.3	Column and baseplate corrosion repairs	Within 1 year	$7,500
3.1.1.4	Concrete block repairs	2 to 3 years	$10,000

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.5	Concrete pier review	Immediately	$1,200
3.1.1.6	Localized cladding Repair	Within 1 year	$8,000
3.1.1.7	Back façade new cladding	5-10 years	$20,000
3.1.1.8	soffit & flashing repairs, eavestroughs & rainwater leaders	Within 1 year	$10,000
3.2.1.1	Localized cladding repairs	Optional	$7,500
3.3.1.1	Lateral load structural review	Immediately	$1,600
3.3.1.2	Cladding replacement	5-10 years	$11,000
3.3.2.3	Eavestrough and rainwater leaders	2 to 3 years	$4,500
3.1.2.1	Investigate exposed conduit and cable and ensure power has been disconnected and make safe terminations.	Immediately	$1,000
3.1.2.2	Install carbon monoxide detectors	Immediately	$500
3.2.2.1	Install carbon monoxide detectors	Immediately	$500
3.1.3.1	Replace radiant tube heaters	5-10 years	$6,000
3.1.3.2	Replace natural gas unit heater	5-10 years	$3,000
3.1.3.3	Replace hot water tank	5-10 years	$1,000
3.1.3.4	Install Combustion Air Venting for Gas Unit Heater	Immediately	$1,000
3.1.3.5	Install Toxic Gas Monitoring System (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	$20,000
3.1.3.6	Install Bathroom Exhaust Fan	Immediately	$750
3.1.3.7	Install Thermostatic Mixing Valve	Immediately	$750
3.1.3.8	Install Insulation for Plumbing Piping	Immediately	$500

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.3.9	Terminate vent outdoors or install air admittance valve	Immediately	$1,000
3.1.3.10	Install trap for laundry sink	Immediately	$500
3.2.3.1	Replace radiant tube heater	5-10 years	$3,000
3.2.3.2	Replace gas unit heater	5-10 years	$3,000
3.2.3.3	Replace electric baseboard heater	Immediately	$750
3.2.3.4	Replace unit heater flue vent cap	Immediately	$500
3.2.3.5	Replace bathroom exhaust fan	5-10 years	$750
3.2.3.6	Replace hot water tank	5-10 years	$4,000
3.2.3.7	Replace corroded p-trap	Immediately	$500
3.2.3.8	Install toxic gas monitoring system (including exhaust fan, intake and exhaust louvers, motorized dampers)	Immediately	$20,000
3.2.3.9	Install combustion air venting for gas unit heater	Immediately	$1,000
3.2.3.10	Install thermostatic mixing valve	Immediately	$750
3.2.3.11	Install insulation for plumbing piping	Immediately	$750

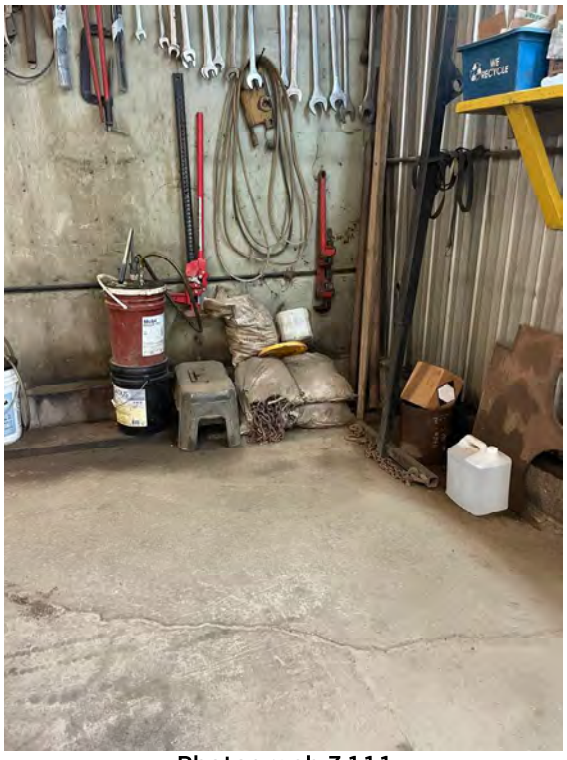
The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

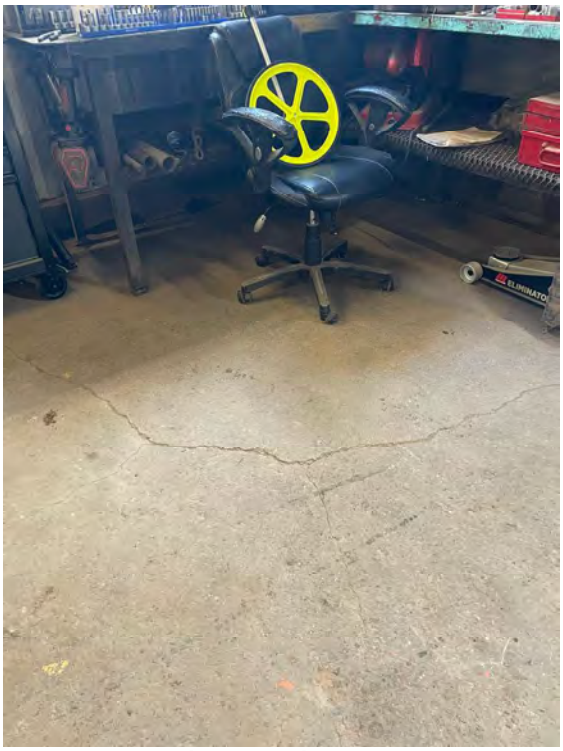
Photograph 1.1

Photograph 1.2

Photograph 1.3



Photograph 3.1.1.1



Photograph 3.1.1.2

Photograph 3.1.1.3

Photograph 3.1.1.4

Photograph 3.1.1.5

Photograph 3.1.1.6

Photograph 3.1.1.7

Photograph 3.1.1.8

Photograph 3.1.1.9

Photograph 3.1.1.10

Photograph 3.1.1.11

Photograph 3.1.1.12

Photograph 3.1.1.13

Photograph 3.1.1.14

Photograph 3.1.1.15

Photograph 3.1.1.16

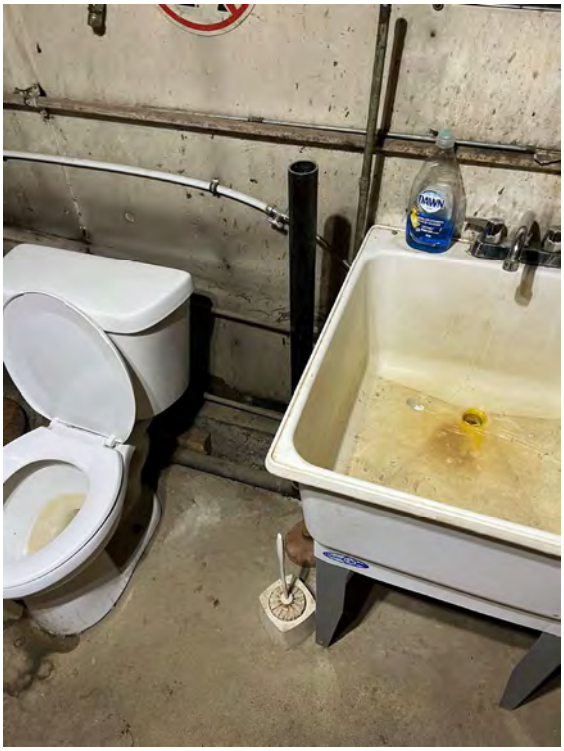
Photograph 3.1.1.17

Photograph 3.1.1.18

Photograph 3.1.1.19

Photograph 3.1.1.20

Photograph 3.1.2.1



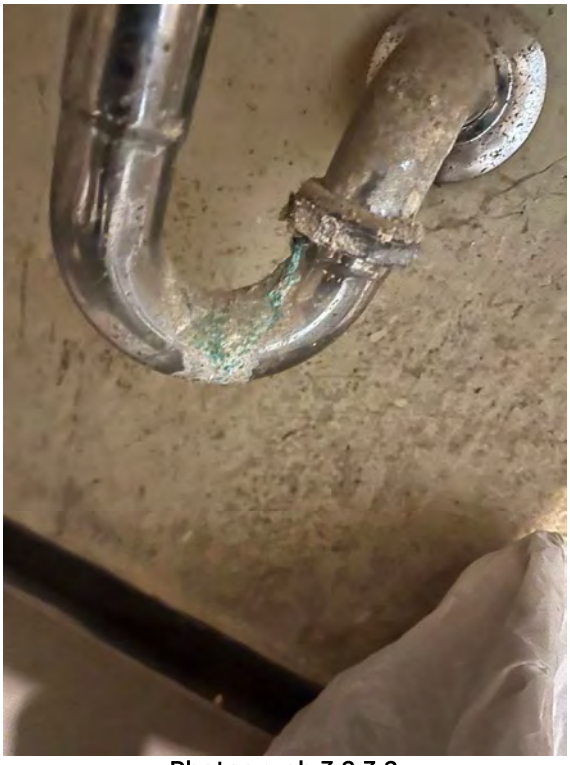
Photograph 3.1.3.1

Photograph 3.2.1.1

Photograph 3.2.1.2

Photograph 3.2.1.3

Photograph 3.2.3.1



Photograph 3.2.3.2

Photograph 3.3.1.1

Photograph 3.3.1.2

Photograph 3.3.1.3

Photograph 3.3.1.4

Photograph 3.3.1.5

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

POWASSAN & DISTRICT UNION PUBLIC LIBRARY

324 CLARK STREET, POWASSAN

Municipality of Powassan

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform a Building Assessment of the Powassan & District Union Public Library, located at 324 Clark Street in Powassan. We visited the site in April, 2024 and spoke with Chief Building Official, Mark Martin to identify any areas of concern and provide details on operating procedures. An overall photograph of the building has been included as Photograph 1.1 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the building and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Powassan & District Union Public Library has evolved and seen multiple renovations over the original site location with major construction in 1977, and the present configuration completed in 1982. The building plan footprint is approximately 34'-6" x 61-8" (2,700 square feet).

The building consists of the following areas, which are referenced in the report:

1. Ground Floor Library: The ground floor serves as the main library use and includes ancillary spaces.
2. Basement Level: The lower level serves as an assembly area for the library and contains maintenance rooms. It is accessible from the main floor with interior stairs and a barrier-free elevator.
3. Exterior: The exterior of the building includes the building façade, pitched roofs, and two emergency exit stairs providing egress from the basement level (north and west walls).

2.1 STRUCTURE & BUILDING ENVELOPE

The pitched roof structure consists of wood joists spanning the full width of the building from the ridgeline to the perimeter load-bearing wood stud walls. The main floor consists of wood joists supported on perimeter foundation walls of concrete construction. The main floor joists interior spans are approximately 12' and are supported by two bays of transverse steel beams, which are supported on steel posts at 12' on centre.

The pitched roof utilizes asphalt shingles and aluminum siding over the sofit areas. The building envelope is clad with a brick veneer and aluminum siding above.

The two exterior basement exit stairs appear to be constructed with concrete block retaining walls. All exposed exterior foundation walls are parged.

2.2 ELECTRICAL

The incoming electrical service size is 400-amp, 120/208-volt, three phase, 4-wire. The electrical meter number is J2998507.

Life safety exit signage, emergency lighting remote heads and battery units are installed throughout the building. Independent fire and carbon monoxide detectors are installed at various locations in the interior.

Exterior lighting consists of a combination of soffit pot lights and surface mounted wall-pack lighting. Interior lighting consists of a combination of fluorescent tube wraps, pot lights, and open socket A19 style luminaires.

It appears no fire alarm system is installed at the site.

2.3 MECHANICAL

Heating is provided to the building using a natural gas forced air furnace. Supply and return air terminal devices are located throughout the building to circulate the conditioned air. There are also standalone electric heaters at various locations throughout the building.

Cooling is provided to the building using a central air conditioner with an outdoor condenser and an indoor evaporator installed in the furnace ducting. The cooling system utilizes the same supply and return air terminal devices as the furnace.

Outdoor air is provided to the building using an HRV and is using timed ventilation control with 20 minutes of outdoor air being brought in and 40 minutes of recirculated air. It appears that the washrooms are exhausted by independent exhaust fans.

The domestic cold water for the building is supplied from the municipal service and is equipped with a water meter. There is an electric hot water tank providing domestic hot water to the building. The sanitary drainage system is connected to the municipal service.

3 Findings

3.1 STRUCTURE & BUILDING ENVELOPE

Structure

The building main structural framing was not directly assessed as it was concealed by architectural finishes including gypsum wall board walls and acoustical drop ceilings. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was noted:

1. The age of the asphalt shingle roof could not be determined, however, the roofing appeared to be in fair condition with some localized damage at various locations along the perimeter (Photograph 3.1.1). We recommend completing localized repairs until the roof is scheduled for a complete replacement within the next 10 years.
2. The building does not utilize eavestroughs throughout except at the front east and west elevations (Photograph 3.1.2 and 3.1.3). The existing eavestroughs are in poor condition and in need of replacement. New eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage.
3. Existing brick veneer expansion joint sealants have deteriorated and are in need of replacement including new backer rod (Photograph 3.1.4).
4. Brick and door frame deterioration was noted at the basement exit doors. Replace damaged brick unit to match existing, route and seal cracked parging at top of door to prevent water egress, paint doors and frames to protect from weathering and apply new sealant complete with backer rod around door frames (Photograph 3.1.5 to 3.1.7).
5. The condition of the exterior stairwells poses various slip and trip hazards. Power wash and parge existing stairwell block walls, refasten and paint handrails (Photograph 3.1.8 and 3.1.9).

3.2 ELECTRICAL

Lighting

1. Interior lighting fluorescent tube luminaires have multiple units without housing covers which may be a concern if the fluorescent tube is exposed to damage (Photograph 3.2.1). Replace existing cover wraps for wrap around luminaires.

Power Distribution

2. Exterior receptacles do not appear to be GFCI protected and not current code compliant for in-use weatherproof covers (Photograph 3.2.2). Confirm GFCI protection on outdoor power receptacles and provide new extra duty in-use weatherproof cover plate to replace existing, damaged cover.

3.3 MECHANICAL

HVAC

1. The installation date of the natural gas furnace was inferred to be November 2012 based on the gas tag. It appears to be in reasonable condition given its age. As per ASHRAE guidelines, the life expectancy of this equipment is 18 years. Replacement is recommended in six years.
2. The electric forced fan heater in the entrance vestibule is missing a control knob which should be replaced within one year, but otherwise the heater appears to be in good condition (Photograph 3.3.1). The installation date was not available. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. It is recommended the heater is replaced as is at the end of its useful life.
3. The installation date of the two electric baseboard heaters was not available, but they appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 10 years. It is recommended the heaters are replaced as is at the end of their useful life.
4. The installation date of the electric convection heater was not available, but it appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. It is recommended the heater is replaced as is at the end of its useful life.
5. The installation date of the outdoor 4-ton air conditioning condenser unit and corresponding indoor evaporator unit was estimated from the manufacture date of March 2012. The system appears to be in reasonable condition given its age. The evaporator coil was not accessible for review. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. Replacement is recommended in eight years.
6. The HRV (heat recovery device) did not have a manufacture date visible, and in lieu of other documentation it would be reasonable to expect the installation year is the same as the furnace in 2012. The HRV appears to be in good condition. HRV units typically last between 10-12 years although may last longer provided there is yearly maintenance. It is recommended the HRV is replaced as it is at the end of its useful life.

Plumbing

7. The hot water tank shows a manufactured date of November 2020. Hot water tanks typically last between 10-12 years. It is recommended the hot water tank is replaced as it is at the end of its useful life in 8 years.
8. Plumbing fixtures appeared to be in good working condition and typically last up to 25 years. It is recommended they are replaced at the end of their useful life.

Additional

9. A pre-heater on the outside air duct to the HRV was not found and would prevent the HRV from entering defrost mode. Further investigation is required to confirm if the HRV was designed at a higher capacity to allow for sufficient ventilation when considering the recirculation of air during the defrost cycle. A post-heater is also recommended to increase the discharge air temperature off of the HRV to a minimum of 12 degC.
10. Noted a bottle was being used with a hose attached to act as a temporary drain for storm water. Install an adequate drainage system if required (Photograph 3.3.3).
11. Install expansion tank as per Ontario Building Code (OBC) section 7.6.1.16 code requirement and backflow preventer as per OBC section 7.6.2.2 code requirement on the main incoming domestic cold-water system.
12. The domestic hot water piping is uninsulated for the first 2.5 m downstream of the hot water tank as per OBC article 12.3.1.4.
13. The outdoor natural gas piping is rusted and should be painted or coated as per section 6.16.1 of CSA B149.1-20 (Photograph 3.3.2) This item is part of general repair/maintenance.
14. HRV exhaust and outdoor air intake louvres are not installed to meet the minimum distance requirements of the equipment manufacturer and ASHRAE 62.1. CSA B149.1 also requires 6 ft minimum from a flue gas exhaust pipe discharge (i.e., furnace) and an outdoor air intake (i.e., HRV) and it doesn't appear the distances are being met.
15. Install a drip pan under the hot water tank as a best practice to protect from leaking. T&P relief valve and discharge piping was not observed and needs to be added with the discharge piping terminating indirectly into a floor drain.

4 Summary & Recommendations

In summary, we did not observe any evidence of distress with respect to the building primary structural elements. They appear to be in good repair and performing adequately. We did find varying levels of deterioration of elements of the building envelope. These include localized roofing repairs and the addition of eavestroughs and downspouts to protect the roof structure and to improve site drainage to adequately protect the exterior foundation walls below. The brick veneer is in good condition, however, we did observe some damaged bricks and failed sealant at the expansion joints, which are at the end of their useful life. We also recommend exterior door and frame repairs along with new parging and handrail repairs and/or replacements as required at the two basement exterior egress stairs.

In general, the mechanical and electrical systems were in reasonable condition given the age of the equipment. The furnace, air conditioner, and HRV are at the end of their useful life and should be replaced when funding is available. There are some code related items on the wet services to be rectified in accordance with the safe water drinking act of 2002. There are a few lights missing covers although these do not pose an immediate concern.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include elements still functional, but which may fail very soon due to age, elements still functional although not optimally, and elements no longer functioning but which do not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on assumed labour and materials required to complete each item and typical average hourly construction rates and material costs. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1	Localized asphalt roof repairs	Immediate	$2,000
3.1.2	New eavestroughs throughout	Within 1 year	$6,000
3.1.3	Brick veneer sealant	Within 1 year	$1,500
3.1.4	Exterior basement door repairs	2-3 years	$8,000
3.1.5	Parging and handrail repairs at basement stairs	2-3 years	$5,000
3.2.1	Replace existing cover wraps for wrap around luminaires	Within 1 year	$500
3.2.2	Replace Exterior GFCI receptacles and cover plates	Immediate	$500
3.3.1	Replace furnace	5-10 years	$8,500
3.3.2	Replace electric forced fan heater	5-10 years	$1,500
3.3.3	Replace electric baseboard heaters	5-10 years	$1,500
3.3.4	Replace electric convection heater	5-10 years	$,1500
3.3.5	Replace air conditioner	5-10 years	$6,000
3.3.6	Replace HRV	2-3 years	$5,000
3.3.7	Replace electric hot water tank	5-10 years	$1,000
3.3.8	Replace plumbing fixtures	5-10 years	$5,000
3.3.9	Install pre-heater on HRV	Immediate	$2,000
3.3.11	Install expansion tank and backflow preventor	Immediate	$2,000
3.3.12	Install Insulation on domestic hot water piping	Immediate	$1,500

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence,

there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

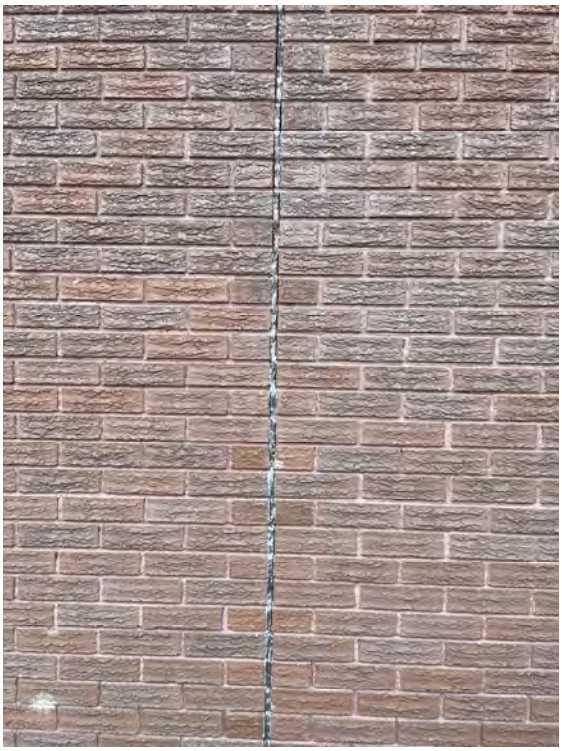
Appendix A: Photographs

Photograph 1.1

Photograph 3.1.1

Photograph 3.1.2

Photograph 3.1.3



Photograph 3.1.4

Photograph 3.1.5

Photograph 3.1.6

Photograph 3.1.7

Photograph 3.1.8

Photograph 3.1.9

Photograph 3.2.1

Photograph 3.2.2

Photograph 3.3.1

Photograph 3.3.2

Photograph 3.3.3

TATHAM ENGINEERING

Enhancing our communities

2024 Powassan Building Assessments

WATER & SEWER PUMPHOUSES AND RESERVOIR SHED

VARIOUS LOCATIONS, POWASSAN

Municipality of Powassan

File 224503-2 | June 20, 2024

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Issue	Date	Description
01	June 7, 2024	Draft Report
02	June 20, 2024	Final Report

Document Contents

Appendices

1 Introduction

Tatham Engineering Limited (Tatham) was retained to perform Building Assessments of water and sewer pumphouses and reservoir sheds at various locations within Powassan. We specifically reviewed the following three buildings:

- Fairview Lane Well Pumphouse
- Clark Street Sewer Pump/Lift House
- McRae Water Reservoir Shed

We visited the sites listed above in April, 2024 and spoke with Public Works Foreman, Trevor Tenant to identify any areas of concern and provide details on operating procedures. Overall photographs of the buildings have been included as Photograph 1.1, 1.2 and 1.3 in Appendix A.

The primary purpose of this assessment was to review and document the existing condition of the buildings and to identify and quantify major defects which may require significant investment for repair or replacement over the next ten years. Our inspection is limited to observations made from visual evidence. No dismantling of any architectural finishes was performed. No destructive or non-destructive testing was undertaken. No calculations were completed to verify the suitability of the original design or existing conditions. The recommendations and our associated cost estimates are based on a visual survey of the portions of the buildings accessed during our investigation.

Expenditures for capital items, which are considered to be regular maintenance or operation in nature, have been excluded (note: items with an estimated replacement value of less than $500 are considered maintenance items). Cost estimates represent our opinion of probable cost and are provided for budget purposes only. Actual costs for work recommended can only be determined after the completion of a detailed investigation, preparation of repair specifications and tendering. The scope of work recommended in this report must be confirmed with a more detailed site investigation prior to implementation.

The ‘Estimate of Service Lives of Various System Components’ table from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Handbook was used to establish reasonable baselines for useful service life of various mechanical system components including boilers, fans, pumps, and other equipment. ASHRAE defines service life as the time during which a particular system or component remains in its original service application. In addition, recommended replacement of the equipment may be for any reason including but not limited to failure, general obsolescence, reduced liability, excessive maintenance cost, and

changed system requirements due to such influences as building characteristics, energy prices, or environmental considerations.

The generator system was not reviewed as part of the scope of work and would require a separate review of the CSA B139 and associated TSSA adoption documentation.

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Elements Reviewed

- Structure: exposed structural elements at the roof, walls, floors, and foundations;
- Interior: overall review of interior spaces to note any areas of deterioration or distress;
- Exterior: roofing materials, veneer/siding, windows, exterior doors;
- Electrical: overall lighting, incoming service and panel boards;
- Mechanical: HVAC, plumbing, and sanitary sewer systems; and
- Fire & Life Safety Systems: smoke alarms and exit signs.

2 Description

The Municipality of Powassan operates infrastructure related to water and wastewater systems. The infrastructure requires pumping stations and these are enclosed within small buildings and sheds to house the equipment and protect it from the elements.

2.1 FAIRVIEW LANE WELL PUMPHOUSE

2.1.1 Structure & Building Envelope

The pumphouse plan footprint is 18' x 13'-3" (415 square feet). The gable roof structure consists of wood framing spanning the full width of the building supported on perimeter load bearing wood stud walls. The foundations consist of concrete block around a concrete slab-on-grade floor.

Roofing consists of asphalt shingles and aluminum siding over the soffit areas. The building is clad in vinyl siding with an insulated hollow metal double entrance door.

2.1.2 Electrical

The incoming electrical service size is 200-amp, 120/347-volt, three phase, 4-wire. The electrical meter number is J3579351.

There are emergency lighting remote heads with a battery unit in the building.

It appears no fire alarm system or life safety exit lights are installed.

There is an outdoor diesel generator with a sub-base mounted tank.

Interior lighting consists of fluorescent tube wraps. Exterior lighting consists of a combination of a surface mounted wall-pack light.

2.1.3 Mechanical

The process piping system was not evaluated as this is outside the scope of this visual assessment.

Heating is provided to the building using electric ceiling fan heaters. There is a dehumidifier serving the pump house. There is an exhaust fan and intake louver system to provide ventilation to the space.

The domestic cold water for the building is from the municipal service. The domestic hot water for the sink and eyewash is provided from an instantaneous electric water heater. There is an

emergency eyewash station. It is unclear where the sanitary drainage system for the building goes.

There is an outdoor diesel generator with a sub-base mounted fuel tank.

2.2 CLARK STREET PUMPHOUSE

2.2.1 Structure & Building Envelope

The sewer pump/lift house plan footprint is 11'-8" x 14'-9" (345 square feet). The gable roof structure consists of wood framing spanning the full width of the building supported on perimeter load bearing wood stud walls. Concrete foundation walls surround a concrete slab-on-grade floor.

Roofing consists of metal sheet roofing and aluminum siding over the soffit areas. The building is clad in metal siding with a residential grade double entrance door with a window transom above.

2.2.1 Electrical

The incoming electrical service size is 200-amp, 120/347-volt, three phase, 4-wire. The electrical meter number is J3579350.

It was noted no fire alarm, fire detectors or emergency exit lights were found. There are emergency lighting remote heads with a battery unit in the building. There is an independent carbon monoxide detector. There is a natural gas generator installed in the building.

Interior lighting consists of open socket A19 style fluorescent luminaries. Exterior lighting consists of a combination of a surface mounted wall-pack light.

2.2.2 Mechanical

An indoor natural gas standby generator is located inside the building. Heating is provided from a natural gas cabinet heater. There is a ventilation system for the generator. The ventilation system consists of an intake air louver and motorized damper, and an exhaust air louver and motorized damper. There is also a modulating damper on the side of the generator exhaust air plenum.

2.3 MCRAE WATER RESERVIOR SHED

2.3.1 Structure & Building Envelope

The small shed is a prefabricated unit with plan footprint of 7'-8" x 7'-8" (60 square feet) believed to be of steel construction.

The building has four lifting eyes on the roof and is bolted to a slab on grade via four base connection plates with two fasteners each.

The cladding appears to be fiberglass and access is via a single door complete with a vision panel.

2.3.2 Electrical

The incoming electrical service size is 200-amp, 120/240-volt, single phase, 3-wire. The electrical meter number is J3394185.

Interior lighting consists of fluorescent tube wraps.

It was noted there was no fire alarm, fire detectors, emergency lighting, emergency exit signs, or exterior lighting found. There is an outdoor natural gas generator installed on site.

2.3.3 Mechanical

The process piping system was not evaluated as this is outside the scope of this visual assessment.

Heating is provided to the building using an electric heater. An exhaust fan and intake louver system to provide ventilation to the space. There is an indoor natural gas standby generator.

3 Findings

3.1 FAREVIEW LANE WELL PUMPHOUSE

3.1.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by architectural finishes at the walls and ceilings. We did not observe any signs of structural distress except as noted:

1. We observed some deterioration and damage to the concrete block foundation wall (Photograph 3.1.1.1 and 3.1.1.2). we recommend the block wall units be repaired and replaced locally as required with damaged or crack mortar to be repointed as required. Partial removal of vinyl siding and excavation may be required in order to complete the repairs.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was noted:

2. We observed localized damage to the existing vinyl siding (Photograph 3.1.1.3 and 3.1.1.4). It is believed the siding was damaged during regular landscape maintenance. The siding is likely brittle due to UV exposure overtime. We recommend replacing the siding with a more durable siding such as pre-finished metal.
3. The exposed block foundation wall should be parged to protect it from weathering following repairs outlined in structural item 1 above (Photograph 3.1.1.5).
4. The asphalt shingles are showing signs of age and deterioration at the ridge (Photograph 3.1.1.6). We recommend the roof be scheduled for replacement.
5. The building has no eavestrough system throughout (Photograph 3.1.1.6). New eavestroughs and downspouts will direct water away from existing building foundations and improve the overall site drainage.

3.1.2 Electrical

1. We observed exposed wiring at the exterior (Photograph 3.1.2.1). It appears the wiring is part of the telecommunications system and does not impose a safety risk.

3.1.3 Mechanical

HVAC

1. The two electric ceiling fan heaters were installed in 2016. They appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. Replacements are recommended in 5 years or at the end of their useful life.
2. The 70 pints/day dehumidifier has a manufactured date of 2017. It appears to be in good condition. Dehumidifiers typically last around 5-10 years although may go longer provided there is yearly maintenance.
3. The exhaust fan is an outdoor wall-mounted style. The age of the fan was not available; however, it appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. We recommend the fan is replaced at the end of its useful life.
4. The age of the motorized dampers for the ventilation system were not determined, however, they appear to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 20 years. We recommend the dampers are replaced at the end of their useful life.

Plumbing

5. Corrosion has occurred on the RPZ backflow preventor and there is no drain connected to it (Photograph 3.1.3.1). We recommend the RPZ backflow preventor be replaced immediately and a proper drainage system is installed for it.
6. After testing the instantaneous electric hot water heater, it was noted there was no increase in temperature of the water flowing through the eyewash. A red light located on the water heater turned on when the eyewash was activated, indicating there is power supplied to the heater. We recommend a review take place to determine why tepid water is not being delivered, or the heater is replaced with a hot water tank sized to deliver the required tepid water as per ANSI Z358.1-2014 “American National Standard for Emergency Eyewash and Shower Equipment”.
7. The age of the eyewash was not determined. It appears to be in good condition. Eyewash units typically last up to 25 years. We recommend the eyewash be replaced at the end of its useful life.
8. Corrosion was noted on some of the domestic water piping (Photograph 3.1.3.2). Any corroded plumbing piping should be replaced immediately.

9. There is a drain from process equipment not connected correctly as per the current Ontario Building Code 7.4.2.1, an indirect drain with 1" air gap, trap and trap seal primer should be added to prevent sewer gases from escaping and prevent leaks. (Photograph 3.1.3.3).

Additional

10. Sodium hypochlorite, which is a corrosive chemical, is not in it's own room. Typically, these systems are located in a separate room that is ventilated. An architect should be consulted and walls should be constructed around the space with an exhaust fan and outdoor air intake provided.

11. There are two incoming supply lines each equipped with a back flow preventer. One is an RPZ style, the other is DCVA. Based on the service, both should be RPZ.

3.2 CLARK STREET PUMPHOUSE

3.2.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by metal interior finishes at the walls and ceilings. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

12. The existing metal cladding has been damaged due to impact (vehicle or other equipment). Although unsightly, the performance is unaffected. Access may be restricted with the use of a compound fence and/or bollards as protection measures (Photograph 3.2.1.1).

3.2.2 Electrical

Existing electrical systems appear to be functioning as intended. We did not observe any signs of distress in these systems.

3.2.3 Mechanical

1. Installation date of the natural gas cabinet heater was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend the heater is replaced at the end of its useful life.

2. The age of the motorized dampers for the standby generator ventilation system were not available, however, they appear to be in good condition. As per ASHRAE guidelines, the life

expectancy of this equipment is 20 years. We recommend the dampers are replaced at the end of their useful life.

Additional

3. The insulation on the generator flue venting is in poor condition (Photograph 3.2.3.1). For the safety of the workers in the building, we recommend replacing the insulation. Further review is required as the exhaust flue venting most likely needs to be ULC listed. It looks like it is carbon steel piping.

3.3 MCRAE WATER RESERVOIR SHED

3.3.1 Structure & Building Envelope

Structure

The building main structural framing was not directly assessed as it was concealed by metal interior finishes at the walls and ceilings. We did not observe any signs of structural distress.

Exterior

The exterior of the building was observed from grade at the perimeter. The following was observed:

1. The access door glass vision panel is broken and temporary plywood backing has been provided to secure the shed (Photograph 3.3.1.1). We recommend a new tempered glass vision panel be provided to protect the building envelope from water infiltration. If security is a concern, an alternate door can be supplied and installed without a vision panel.
2. During the door repair or next planed maintenance window, we recommend cleaning and painting the existing reservoir shed and apron slab (Photograph 3.3.1.2). We assume graffiti has been partially covered by a temporary paint repair. Additionally, we observed what appears to be pine resin/and or mildew on the roof of the shed and moss and mildew on the base of the apron slab. Use appropriate cleaners and pressure wash the shed and apron slab and repaint as required.

3.3.2 Electrical

Existing electrical systems appear to be functioning as intended. We did not observe any signs of distress in these systems.

3.3.3 Mechanical

1. The installation date of the electric wall heater was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 13 years. We recommend the heater is replaced at the end of its useful life.
2. The installation date of the exhaust fan was not available. It appears to be in good condition. As per ASHRAE guidelines, the life expectancy of this equipment is 15 years. We recommend the exhaust fan is replaced at the end of its useful life.
3. The natural gas piping for the generator appears to be in good condition.

Additional

4. The exhaust fan currently operates from a manual switch. The Installation of a thermostat to start the exhaust fan when the room temperature exceeds an acceptable level is recommended. This will protect the electrical equipment in the room from overheating.
5. Sodium hypochlorite, which is a corrosive chemical, is not in its own room. Typically, these systems are located in a separate room that is ventilated. An architect should be consulted, and walls should be constructed around the space with an exhaust fan and outdoor air intake provided.

4 Summary & Recommendations

In summary, the Fairview Well Pumphouse, is in need of the most repairs. We recommend this is a priority since structural repairs have been recommended. The Clark Street Pumphouse does not require any remedial repairs, however, we have recommended protection measures be reviewed if the Municipality deems it appropriate. In relation to our recommendations, security requirements should be reviewed for the McRae Water Reservoir Shed as well as it appears it may have been vandalized in the past.

The process piping systems were not evaluated as they were out of the scope for this visual assessment. Fairview Well Pumphouse has a plumbing item to be addressed although the mechanical systems are otherwise in reasonable condition. Clark Street Pumphouse mechanical systems are also in reasonable condition. We recommend both locations have a process engineer review the installations for opinion of condition. Aside from exposed wiring in the Fairview Well pumphouse, the electrical equipment in these buildings appears to be in good condition.

We recommend the maintenance and repairs outlined in Table 1. Items identified as requiring immediate attention are those items representing health and safety risks, could affect use of the building, or which could cause costlier damage if not addressed. Short-term items are suggested to be replaced within the next two to three years. These include equipment still functional, but which may fail very soon due to age, equipment still functional although not optimally, and equipment no longer functioning but does not require immediate attention.

The table includes high level cost estimates for each repair item. The estimates were prepared based on an assumed amount of labour and materials required to complete each item and typical average hourly construction rates and material costs were used. Where engineering is recommended, an estimate of the fee is included. We note costs could vary depending on time of year, availability of contractors, and the specific construction methods and materials used.

Table 1: Cost Estimates for Recommended Repairs

FINDINGS	DESCRIPTION	TIMEFRAME	COST ESTIMATE
3.1.1.1	Concrete Block Repairs	Within 1 years	$7,000
3.1.1.2	Replace siding	2-3 years	$22,000
3.1.1.3	Parging	Within 1 year	$2,000
3.1.1.4	New asphalt shingle roof	2-3 years	$8,000
3.1.1.5	Eavestroughs and downspouts	2-3 years	$3,000
3.2.1.1	Optional Compound Fence / Bollards	Optional	$4,500
3.3.1.1	Vision panel / Door replacement	Immediately	$2,500
3.3.1.2	Cleaning / Painting	Optional	$800
3.1.3.1	Replace electric ceiling fan heaters	5-10 years	$6,000
3.1.3.2	Replace dehumidifier	5-10 years	$3,000
3.1.3.3	Replace exhaust fan	5-10 years	$2,000
3.1.3.4	Replace motorized dampers	5-10 years	$6,000
3.1.3.5	Replace RPZ backflow preventer	Immediately	$1,000
3.1.3.6	Investigate hot water heater issue	Immediately	$1,000
3.1.3.7	Replace eyewash unit	5-10 years	$1,000
3.1.3.8	Replace corroded plumbing piping	Immediately	$1,000
3.2.3.1	Replace natural gas cabinet heater	5-10 years	$1,500
3.2.3.2	Replace motorized dampers (Intake, exhaust, and modulating)	5-10 years	$9,000
3.3.3.1	Replace electric wall heater	5-10 years	$1,500
3.3.3.2	Replace exhaust fan	5-10 years	$2,000
3.3.3.4	Install thermostat	Within 1 year	$1,000

The contents of this report are based on professional judgement given the information available (i.e., visual observation). While this evaluation is the result of professional care and competence, there is no warranty expressed or implied, and nothing in this report should be construed as a guarantee. As a result, this report may be used as a tool for making financial decisions including future capital expenditure planning.

Appendix A: Photographs

Photograph 1.1

Photograph 1.2

Photograph 1.3

Photograph 3.1.1.1

Photograph 3.1.1.2

Photograph 3.1.1.3

Photograph 3.1.1.4

Photograph 3.1.1.5

Photograph 3.1.1.6

Photograph 3.1.2.1

Photograph 3.1.3.1

Photograph 3.1.3.2

Photograph 3.1.3.3

Photograph 3.2.1.1

Photograph 3.2.3.1

Photograph 3.3.1.1

Photograph 3.3.1.2

To: Council
From: Treasurer/Director of Corporate Services
Re: Groundskeeping Services

RECOMMENDATION:

That the memo from Treasurer/Director of Corporate Services B. Robinson be received; and further that staff be directed to further explore Option C- Parks Division Creation for the 2025 fiscal year.

ANALYSIS:

At the meeting of June 18, 2024, staff were asked to explore options for modifying the system by which the grounds at our parks, facilities, and cemeteries are maintained. The following report outlines the current system used, and two alternatives for consideration.

Current Process
At present, all groundskeeping is performed by the Public Works staff. For the spring months, mowing is completed based on the availability of staff and other priorities that emerge. A total of 455 man-hours, or an average of ~57 per week, was allocated to this in the eight spring weeks of 2024. Three summer students are brought on at the end of June, and average 25 hours each per week over the 10-week summer. They are accompanied during this period by one of the Public Works Assistants.

The costs for this approach are as follows:

Staff Wages	$41,125.95
Amortization	5,519.60
Fuel	8,411.76
Maintenance	3,500.00
Total Costs	$58,557.31

Contracted Services
Staff brought a prospective contractor around to all municipally-maintained spaces, and were provided with an estimate for the work. This contractor has estimated a time requirement of 80 hours to complete one cycle of the Municipality, at a cost of $5,900.00, or $6,003.84 after tax.

If the properties were maintained bi-weekly, assuming 10 rounds per year, this would compute to a total cost of $60,038.40 per year. However, while the level of service would be higher in the spring months than at present, the summer maintenance standards would be lower as the properties are serviced weekly once the summer students are onboarded. Assuming the potential of up to a 20% savings from the estimate at tender, and anywhere between 10 and 15 cuts per season, the total cost of outsourcing could be anywhere between $48,030.72-$90,057.60 per season.

The issuance of a formal tender would be required to determine true costs for this approach.

Developing a Parks Division
A second alternative for consideration would be to have a dedicated Parks employee year-round, who would work at the arenas during the ice season and take over grass mowing in the summer, including managing the summer students. This

employee would likely be placed on Band 2 of the pay scale, two tiers below a Public Works Assistant, and this would free up Public Works staff to focus on other tasks while adding stability to the arena staff complement.

If this option were pursued, the Municipality could set that employee's schedule to include weekends, which would then provide staff coverage week-round and, potentially, reduce weekend call-ins. Further, summer students could be onboarded on weekends at the beginning of May, and move to full-time hours once their school year has ended.

Under this approach, and utilizing the same assumptions for hours as the current process, the total wages cost under this approach would be $42,042.34, an increase of approximately $900 from present. This is largely due to the addition of benefits for another employee position, itself costing ~$5,500. However, this approach should yield the highest level of service throughout the season.

Other Considerations

The comparison as outlined above is not a true at-level comparison, as the outsourcing option would maintain properties bi-weekly as opposed to weekly. If Council were to determine that a bi-weekly schedule is adequate, the staff wages cost outlined in each in-house option would be reduced accordingly. This would likely be achieved by reducing the number of summer students brought on each year.

The in-house options carry the potential for higher costs in unforeseen circumstances such as equipment breakdowns. However, this is offset by the Municipality retaining control over its processes.

Pending a Council decision on its level of service expectations for groundskeeping, staff are recommending that the option to hire a dedicated, year-round Parks employee be pursued for next season. We believe this option will allow our properties to be maintained at their highest condition, at the best value for Municipal taxpayers.

AGREEMENT FOR HOUSEHOLD WASTE PICK-UP, SHORT-TERM

This agreement is between:

Township of Nipissing

And

Municipality of Powassan

This agreement is for the Municipality of Powassan to assume weekly household garbage pick-up and processing from the Township of Nipissing residences listed below beginning on July 17, 2024 until the Hummel Bridge is re-opened for public use of vehicular traffic.

Households: 1929 Hemlock Road
80 Schlosser Line
114 Schlosser Line
196 Schlosser Line
266 A & B Schlosser Line
402 Schlosser Line

Cost per bag of household waste picked up to be $3.25, per the User Fee Charges in place within the Municipality of Powassan.

The Municipality of Powassan shall maintain a record of total bags collected from the affected households and invoice the Township of Nipissing as required.

This agreement does not include the pick-up of blue box recycling materials. Recycling materials are not to be included in household garbage placed out for pick-up.

This agreement will be dissolved upon the re-opening of the Hummel Bridge for public use of vehicular traffic.

Per Resolution: Per Resolution:

_____ _____

The Municipality of Powassan
The Heart of Good Living

250 Clark Street
P.O. Box 250
Powassan, Ontario P0H 1Z0

Tel: (705) 724-2813
Fax: (705) 724-5533

office@powassan.net
www.powassan.net

Traffic Numbers and Speed Reports

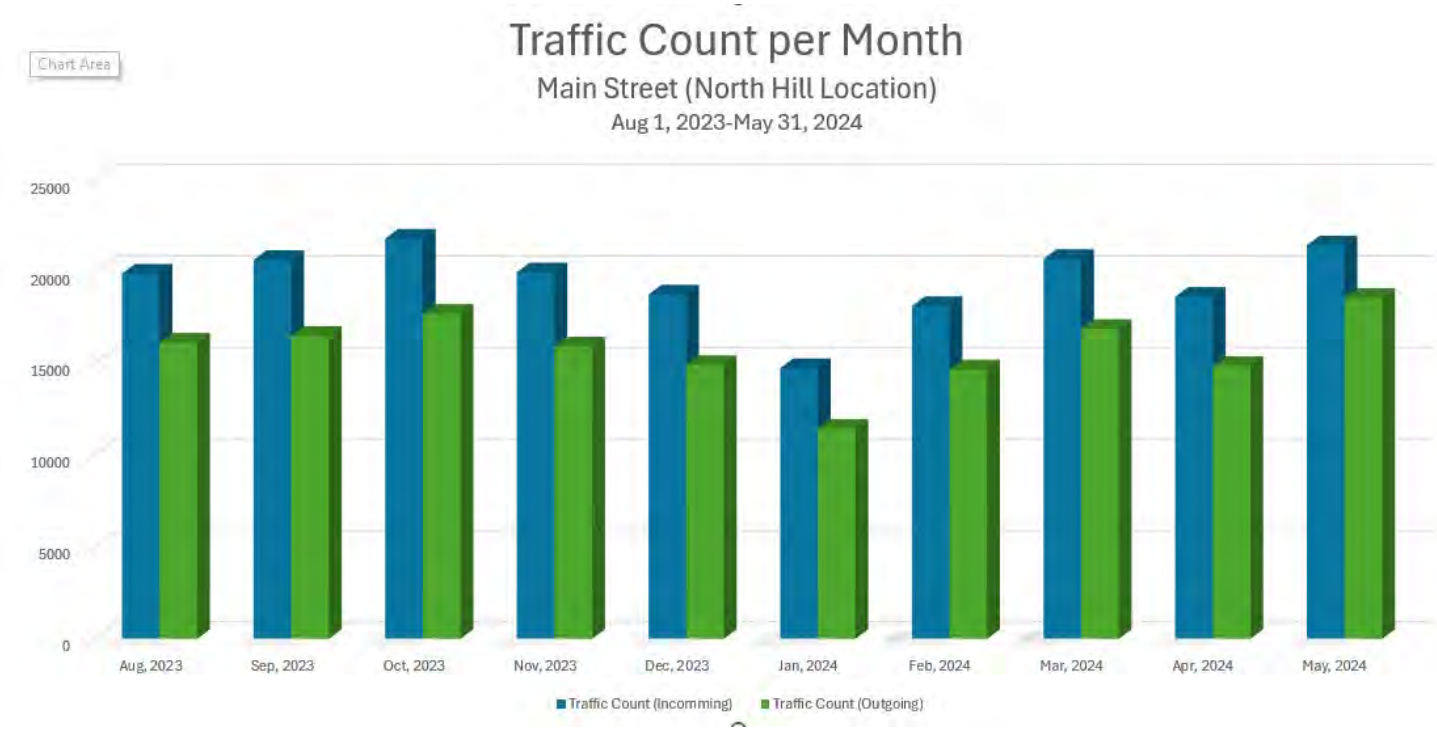
Main Street (North Hill Location)

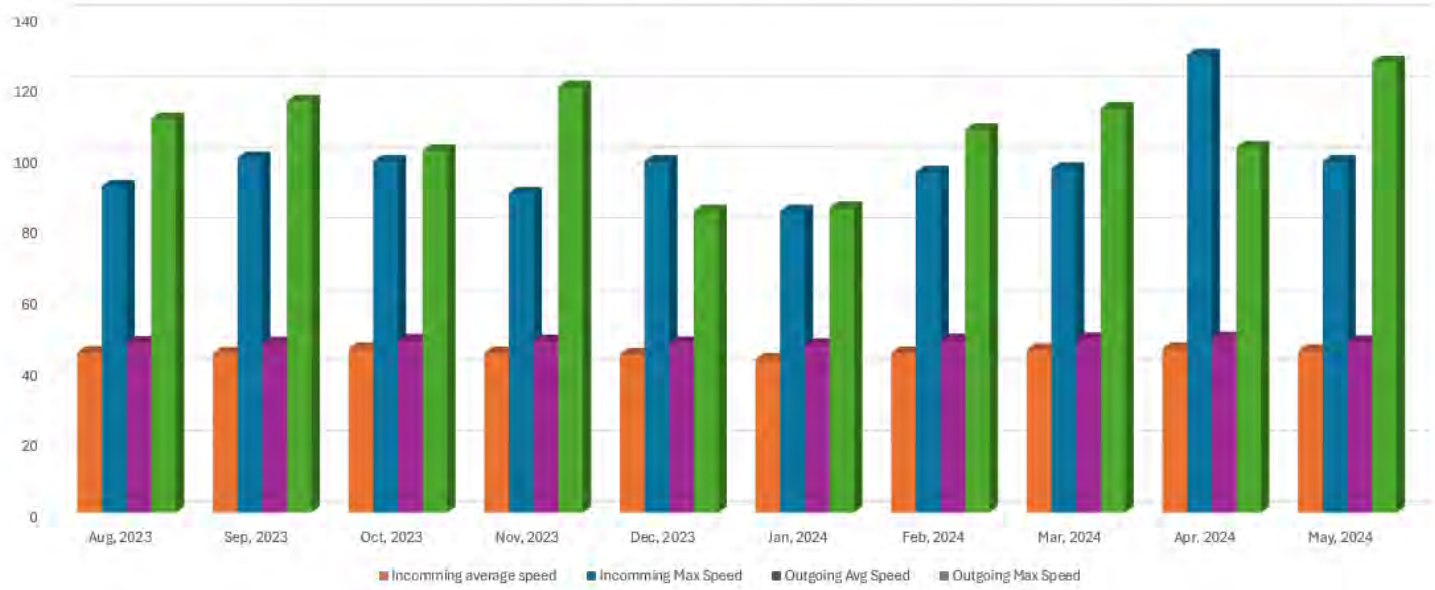
The unit was put in place Aug 1, 2023 and is still in place
This report looks at Aug 1, 2023 thru May 31, 2024

Incoming Traffic (10 months):
Traffic Count: 195,249
Average Speed: 54.89 km/hour
Maximum Speed recorded: 129 km/hour

Outgoing Traffic (10 months):
Traffic Count: 158.111
Average Speed: 48.33 km/hour
Maximum Speed recorded: 127 km/hour

Monthly Breakdown for the period:




Average and Maximum Speeds Recorded per month
Main Street (North Hill Location)
Aug 1, 2023-May 31, 2024
140
120
100
80
60
40
20
0
Aug, 2023
Sep, 2023
Oct, 2023
Nov, 2023
Dec, 2023
Jan, 2024
Feb, 2024
Mar, 2024
Apr, 2024
May, 2024
Incomming average speed
Incomming Max Speed
Outgoing Avg Speed
Outgoing Max Speed

The Municipality of Powassan

NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING
TO INFORM THE PUBLIC OF A ZONING BY-LAW AMENDMENT

TAKE NOTICE that the Council for The Corporation of the Municipality of Powassan has received a complete application under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to inform the public of a proposed Zoning By-law Amendment.

The public meeting is being held for the application described below to enable interested members of the public to understand and comment on a proposed Zoning By-law Amendment.

DATE AND LOCATION OF PUBLIC MEETING

File #:	2024-02
Date:	Tuesday, JULY 30, 2024
Time:	6:00 pm
Location:	Municipality of Powassan – 250 Clark Street

DETAILS OF THE ZONING BY-LAW AMENDMENT

The purpose and effect of the proposed Zoning By-Law Amendment is to amend the Restricted Area Zoning (By-Law No. 2003-38), as amended, for the lands described as PCL 10849 NS, Part Lot 15, Concession 15 (Civic Address: 18 McCharles Line), in the Municipality of Powassan.

The application, if approved, would rezone the subject land from Rural (RU) to **Rural Exception 15 (RU-15)**, to permit a motor-cycle repair use and a reduced rear yard setback of 10.5 m for a proposed garage.

ADDITIONAL INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION

A key map showing the land to which the proposed amendments apply is provided with this notice. The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the applicant's proposed Zoning By-law Amendment. Any person who participates in the meeting shall be afforded an opportunity to make representations in respect of the application. Additional information is available for review at the Municipal Office.

If a person or public body does not make written submissions to the Municipality of Powassan before the proposed By-law is passed, the person or public body is not entitled to appeal the decision of the Municipality of Powassan to the Ontario Land Tribunal.

If a person or public body does not make written submissions to the Municipality of Powassan before the proposed By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

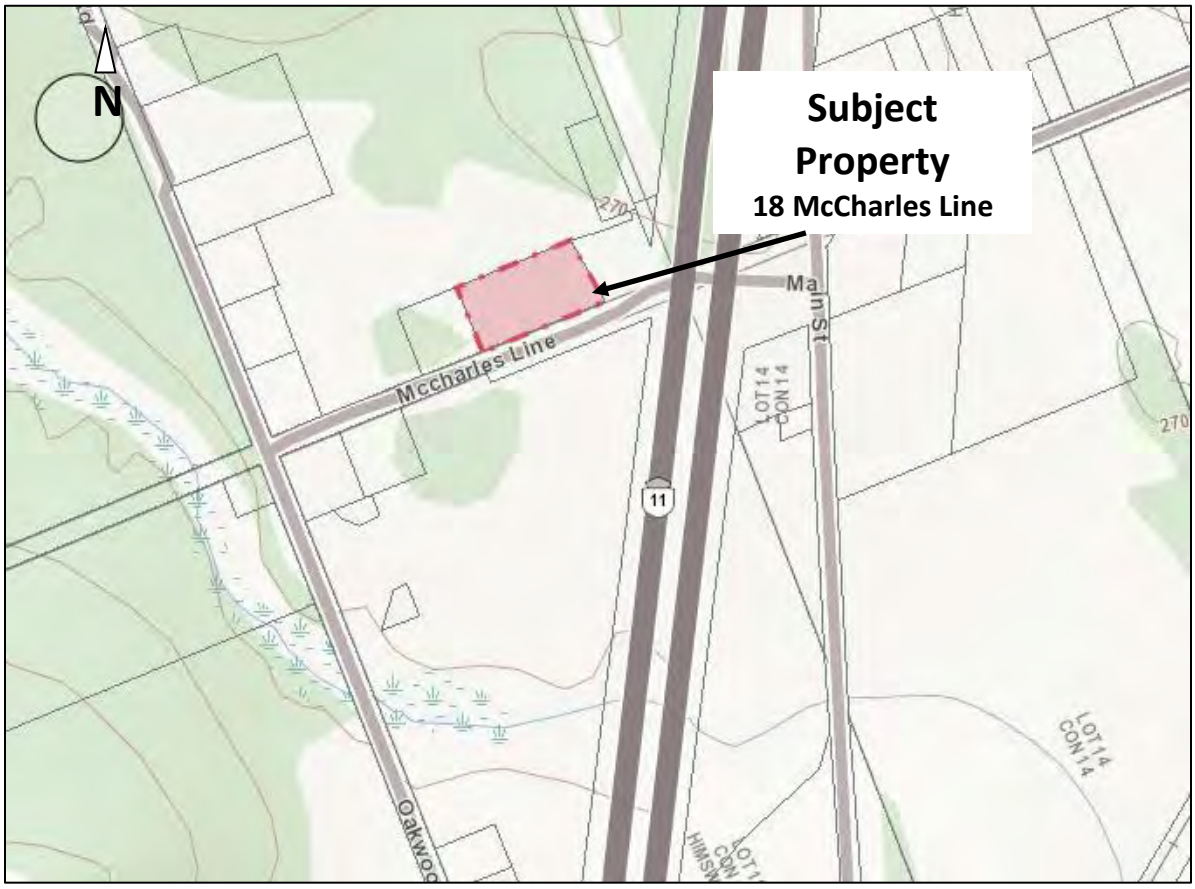
If you wish to be notified of the decision of the Council for the Corporation of the Municipality of Powassan in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Municipality of Powassan at P.O. Box 250, 250 Clark Street, Powassan, Ontario, P0H 1Z0.

Additional information regarding the proposed amendment is available to the public for inspection at the Municipality of Powassan Municipal Office located at 250 Clark Street on Monday-Tuesday, Thursday or Friday, between the hours of 8:30 a.m. and 4:30 p.m. please call (705) 724-2813, extension 238.

Mailing Date of this Notice: JULY 11, 2024

Kimberly Bester, Deputy-Clerk
Municipality of Powassan
kbester@powassan.net

Location Map



COUNCIL MEMO

To: Council
From: Randy Hall
Re: Update Animal Control
Date: July 11th., 2024

RECOMMENDATION:

Discussion regarding Animal Control in the Municipality of Powassan.

BACKGROUND:

Currently we only have the means to properly handle stray dogs.

The Municipality of Powassan

COUNCIL MEMO

To: Council
From: Randy Hall
Re: Parking and Sidewalks along Valley View East, Bridge St. to Main St. (Safety Concerns)
Date: July 11th., 2024

RECOMMENDATION:

Discussion regarding Parking and Sidewalks along Valley View East, from Bridge St. to Main St. (Safety Concerns) in the Municipality of Powassan.

BACKGROUND:

Currently this street is used extensively for parking (both sides of Valley View East) when any major event is at the Sportsplex and therefore leaving no place for pedestrians to walk.

Powassan and District Union Public Library

July 8, 2024

Mayor Peter McIsaac
Municipality of Powassan
250 Clark Street
Powassan, ON P0H 1Z0

Dear Mayor McIsaac and Council members,

Thank you, on behalf of the Powassan & District Union Public Library Board and myself, for sending us your second installment payment for library fees.

The Budget Committee is currently considering every avenue to balance the budget within this year's-imposed increase. The third and final Library Fees Invoice, reflecting the total 2024 fees will be sent prior to the September 30th.

Thank you for your continued support.

Sincerely,

Marie Rosset

Marie Rosset, CEO
Powassan & District Union Public Library

Ministry of Natural Resources

Resource Development Section
Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles

Section du développement des ressources
Direction general de l 'elaboration et des politiques sur les risqué
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Ontario

RE: Streamlining of approvals under the *Aggregate Resources Act* and supporting policy

Greetings,

Further to my letter dated May 29th, 2023, I am writing to inform you that a decision notice has been posted regarding the "Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals" (ERO #019-6767).

The Ministry of Natural Resources has made changes under the *Aggregate Resources Act* to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed (subject to conditions). The ministry has also implemented a new policy for amending an existing aggregate licence, permit or site plan where approval by the ministry is required.

On August 18, 2023, Ontario Regulation 244/97 was amended to add additional site plan changes that can be made without ministry approval when certain conditions and eligibility criteria are met. For a complete list of these changes, conditions and eligibility criteria, please refer to section 7.2 of the regulation, which can be viewed at: https://www.ontario.ca/laws/regulation/970244

In addition, the ministry has introduced a new amendment policy that clarifies the requirements and approach to public notification and consultation, as well as provides direction on the requirements when applying for an amendment, and guides ministry decision-making for amendment applications (including what constitutes significant and non-significant amendments). Effective immediately, this policy replaces 14 existing aggregate policies and procedures. For a complete list, please refer to the decision notice.

To view the complete details of this decision, please click on the link above or visit the Environmental Registry of Ontario at ero.ontario.ca and search for ERO number 019-6767.

If you have any questions regarding these changes, please contact us by email at aggregates@ontario.ca.

Sincerely,

Jennifer Keyes,
Director, Development and Hazard Policy Branch

Ministry of Natural Resources

Resource Development Section
Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles

Section du développement des ressources
Direction general de l 'elaboration et des politiques sur les risqué
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Ontario

Objet : **Rationalisation des approbations en vertu de la *Loi sur les ressources en agrégats* et politique connexe**

Madame, Monsieur,

Pour faire suite à ma lettre datée du 29 mai 2023, je vous écris aujourd'hui afin de vous informer de l'affichage d'un avis de décision concernant les « modifications proposées à la *Loi sur les ressources en agrégats*, au Règlement de l'Ontario 244/97 pour étendre les activités d'auto-déclaration et une nouvelle politique concernant les modifications aux approbations d'agrégats existantes » (REO nº 019-6767).

Le ministère des Richesses naturelles et des Forêts a apporté des modifications en vertu de la *Loi sur les ressources en agrégats* afin d'élargir la liste des changements mineurs ou courants au plan d'implantation d'une mine ou d'une carrière existante qui peuvent faire l'objet d'une auto-déclaration (sous réserve de certaines conditions). Il a également adopté une nouvelle politique relative aux modifications aux licences, aux permis ou aux plans d'implantation existants pour des agrégats lorsque l'autorisation ministérielle est requise.

Le 18 août 2023, le Règlement de l'Ontario 244/97 a été modifié afin que d'autres changements puissent être apportés au plan d'implantation sans devoir demander l'autorisation du ministère lorsque certaines conditions et des critères d'admissibilité sont respectés. Pour obtenir la liste complète des modifications, conditions énoncées et critères d'admissibilité, veuillez consulter l'article 7.2 du Règlement, au www.ontario.ca/fr/lois/reglement/970244.

La nouvelle politique adoptée par le ministère précise les exigences et l'approche à suivre pour les consultations et les avis publics, fournit des directives en ce qui a trait à la présentation d'une demande de modification et oriente le processus décisionnel du ministère pour les demandes de modification, notamment quant à ce qui constitue une modification importante ou non. En vigueur immédiatement, cette politique remplace 14 politiques et procédures sur les agrégats existantes. Pour en obtenir la liste complète, veuillez consulter l'avis de décision.

Pour connaître tous les détails de cette décision, veuillez cliquer sur le lien ci-dessus ou consulter le Registre environnemental de l'Ontario (ero.ontario.ca) et rechercher le numéro 019-6767. Si vous avez des questions concernant ces modifications, veuillez nous écrire à aggregates@ontario.ca.

Cordialement,

Jennifer Keyes
Directrice, Direction general de l 'elaboration et des politiques sur les risqué

From: Colin Best
To: Allison Quinn
Subject: AMO Advocacy on Homelessness Encampments
Date: July 3, 2024 11:27:33 AM

AMO Advocacy on Homelessness Encampments

Dear Clerks and Heads of Council of Municipal Governments Across Ontario:

The AMO President and Board is requesting that this letter be shared with all elected council members and administrative heads (i.e., CAO, City Manager) in your municipality. Please post as an information item in your next council meeting agenda.

On behalf of its municipal members, the Association of Municipalities of Ontario (AMO) is urgently calling for provincial and federal leadership and action to address the growing crisis of homelessness encampments in communities across Ontario.

On July 2nd, AMO released a new policy paper Homeless Encampments in Ontario: A Municipal Perspective detailing the state of this crisis and evidence-based actions that must be taken.

Municipal governments are at the front lines of the homelessness crisis without the resources or tools to support our residents and communities. We are asking the provincial and federal governments to work collaboratively with each other and municipalities. These are complex issues that require comprehensive responses from all orders of government working together.

For further resources and information, please visit www.amo.on.ca

Sincerely,

Colin Best

President, Association of Municipalities of Ontario (AMO)

Association of Municipalities of Ontario

July 2, 2024

Homeless Encampments in Ontario:

A Municipal Perspective

Introduction

As homelessness escalates in its scope, visibility, and complexity, communities in Ontario are seeing a rise in homeless encampments. In 2023, at least 1400 homeless encampments existed in Ontario's communities.[1] Their existence is not unique to large urban centres and can now be found in all types of communities including urban, small town, rural, and northern Ontario.

Encampments are the latest expression of a homelessness crisis decades in the making. These encampments are a tragic result of cracks in the foundations of our housing, health, and social systems and are a public policy failure by successive provincial and federal governments. A lack of intergovernmental cooperation and integration of effort, and insufficient supply of affordable housing have compounded matters.

While municipalities did not create the homelessness crisis, they are being forced to manage it without the resources or tools to sufficiently respond. Municipalities are often caught balancing the important needs of unsheltered people living in encampments, who deserve to be treated with empathy and respect, and a responsibility to ensure our communities are safe and vibrant places for all residents.

Concrete solutions to this crisis are needed now. Provincial and federal governments need to take responsibility for the policy decisions that have led to this crisis and take a leadership role in finding solutions. This must include substantial new investments and policy changes to address the root causes of homelessness, stave off the growth in encampments, and connect people already living in encampments with the supports they need right now.

This abdication of leadership has meant that municipalities and citizen groups are increasingly looking to the courts for guidance. This leads to adversarial approaches and increases complexity in a way that puts us farther behind. Municipalities need clear guidance from the provincial government regarding how to address encampments when resource realities and the rights of groups and individuals appear to be at odds.

In a province as prosperous as Ontario, homeless encampments cannot be the best we can do for our residents, communities, and businesses. We know we have the capacity to solve this problem. All that we need is the resolve.

[1] AMO Survey of Municipal Service Managers and DSSABs, December 2023

Ontario Municipalities Are Committed to Meeting Rights Obligations

Municipalities have long understood the critical importance of housing in the health, safety, and well-being of individuals and families.

Ontario's municipalities are also fully committed to meeting all their obligations under the *Charter* and the *Ontario Human Rights Code*. But in the context of substantial growth in needs and declining resources, interpretations of what these obligations are, and how to meet them are increasingly at odds.

In responding to homeless encampments, many municipalities are following guidelines provided by experts in rights-based approaches[2], including the importance of:

- Meaningfully engaging with individuals living in encampments, including ongoing good faith discussions with as many encampment residents as possible to understand concerns and provide supports;
- Exploring viable alternatives to encampment evictions or removals, such as offering alternative housing solutions – like tiny homes, shelters, rent supplements or re-locating encampments from dangerous or inappropriate sites;
- Supporting encampment residents' access to essential services, such as drinking water, waste management, and sanitation facilities;
- Respecting encampments residents' belongings; and
- Working with encampment residents and police forces to develop and implement encampment safety protocols.

Many municipalities across Ontario have implemented innovative approaches to encampments that have improved circumstances for both encampment residents and the broader community.

[2] The Shift Municipal Engagement Guidance, Homeless Encampments – The Shift, 2023

Case Study 1:

Municipality A – a regional municipality – found an alternative to a large encampment on municipal land. There were health and safety risks resulting from fires, pests, unsanitary conditions and serious criminal activity and unsanitary conditions. To protect the residents and to prevent further damage to the property, the upper tier municipality worked with a lower tier municipality and participating community partners to find an interim housing solution. A supervised transitional housing site was established on municipal land with 50 cabins to provide temporary shelter. On-site services help residents meet basic needs, connect to services and permanent housing options. These efforts are complemented by a new Council-approved and funded plan to end chronic homelessness.

Case Study 2:

Municipality B – a northern municipality with a large Indigenous population – implemented a protocol to manage encampments on public property with an explicit commitment to a rights-based approach. It requires that the municipality exhaust options for engaging with and moving each individual to a safer indoor space before encampment removal is considered. Respect for and protection of Indigenous rights is a key commitment. The protocol outlines the roles and responsibilities of various municipal players, centering the provision of services around the principles of housing first and the safety of encampment and broader community residents. The local District Social Services Administration Board collaborates to provide support services such as outreach, emergency shelter and housing help assistance.

Case Study 3:

Municipality C – a large municipality – focused on a human rights-based outreach to meet the basic needs of high acuity unsheltered homeless individuals through an innovative service hub and mobile depot model. This approach was implemented within the context of a Whole of Community System Response, building upon a robust existing emergency shelter and housing supports system and provision of new mental health and addictions services plus 600 highly supportive housing units. Encampment health and safety review protocols are in place to guide municipal staff and community partners when supporting and managing encampments in a way that balances the public and private interests of public spaces while allowing for temporary shelter. This includes identifying situations where encampments are able to remain with supports and situations where they are restricted or significant interventions including removal are required. It also sets out rules for inhabitants of encampments to ensure health and safety (e.g. limiting the size and not allowing open fires or combustibles). These protocols also allow for identification of any challenges, unmet needs and/or resources required to respond to and support social and health service care planning.

But almost five years out from the beginning of the pandemic, many municipalities with long-term encampments are experiencing an erosion of community will, trust and buy-in for solutions. Tensions arise between individual and community obligations when municipalities respond to encampments. There is often a lack of consensus between what encampment residents need, what community members want, what human rights advocates are calling for, and what municipalities believe they must do to fulfill their roles and responsibilities to all residents.

Some people living in encampments refuse offers of shelter or housing options, opting to continue living in an outdoor encampment for various reasons. There are situations when it is necessary to re-locate and/or remove encampments and find other alternative options.

It is not a sustainable, long-term solution for municipalities to allow the normalization of encampments. Municipalities need to act in the best interests of the homeless and their communities to find other solutions.

Municipalities Need Flexibility to Respond to Complexity

Municipalities recognize the challenging circumstances that lead people to end up in encampments. These community members have complex needs that municipalities do their best to meet, with the same respect, dignity, and compassion afforded to all municipal residents.

But municipal responsibilities go beyond supporting encampment residents. Municipal governments are responsible for ensuring community health and safety through public health, by-law enforcement, paramedicine, fire, and policing services.

Homeless encampments are mostly unplanned environments without the infrastructure and amenities to make them healthy and safe places for the inhabitants residing there. As a result, the proliferation of homeless encampments can result in substantial risks to both encampment residents and the broader community.

This is why municipalities have by-laws to prohibit certain activities on properties that may cause personal injury or damage to the lands. This often includes bans on camping and erecting unauthorized structures. Municipalities are also obligated to exercise powers under the *Fire Protection and Prevention Act* to remove or reduce an immediate threat to life. Municipally-led public health agencies work to prevent transmission of infectious diseases, while municipal police forces must enforce the Criminal Code to ensure public safety.

Meeting all these obligations in a way that respects everyone's rights and needs is not always straight forward, and frequently requires significant judgement as situations can quickly become complex:

Case Study 1:

Municipality X – a mid-sized city with a significant student population – had a significant encampment in a major public park for over two years. At its largest, the site housed over 100 residents and included many unsafe structures. Violence and illegal activity, including fentanyl trafficking, became common place as policing became dangerous and ineffective. Numerous serious fires created threats to life and inflicted major damage. Outreach workers continued to provide health and support services and repeatedly offered alternative housing options to all individuals in the encampment. While many residents were successfully transitioned into housing, a number refused to leave unsafe structures.

Case Study 2:

Municipality Y – a large upper tier municipality – experienced an encampment of approximately 50 people established on municipal land used to support public transit. The municipality quickly mobilized intensive community social service resources and incurred significant costs to provide security and regular site clean-up. Despite efforts to meet the needs of residents, it was determined that the conditions at the encampment, including fires, pests, unsanitary conditions, and serious criminal activity posed a risk to health and safety as well as damage to the land, so removal was sought. Alternative shelter and housing solutions to the encampment were provided, including 50 new transitional housing units.

Case Study 3:

Municipality Z – a northern urban community – had many encampments in parks, roads and private property. After an encampment resident tragically died after creating a fire inside their tent, municipal fire services educated residents about how to stay warm in a safe manner, but the risks remained. Municipal law enforcement officers work together with social services staff first to connect with the residents to seek a resolution. The approach is open, transparent, and outlined publicly in a municipal protocol. In addition, a guidance document was developed by a third-party expert in homelessness service delivery planning. There is an emphasis on finding solutions through housing and other support services to resolve encampment situations. Council is going further to implement a plan to end chronic homlessness by 2030.

Municipal governments across Ontario experience challenges ensuring the health and wellness of inhabitants of encampments. First responders such as paramedics are often called in response to emergency situations or to provide community paramedicine services. Encampment inhabitants have had serious health conditions including life threatening ones. People have been hospitalized and, in a few cases, even died. Health risks come from extreme weather exposure, carbon monoxide poisoning, fires, and from smoke inhalation because of the use of heating and cooking devices within tents and other structures. Others have suffered from frostbite, resulting in amputations of fingers and toes.

In many of these circumstances, removal of encampments was deemed necessary to preserve the safety of both the residents of the encampments and the broader community.

Municipalities understand that alternative shelter options must be identified before removing encampments. They understand that in some circumstances, the ongoing existence of an encampment might be the best option – regardless of implications for others' access to parks, manageable safety concerns, or impacts on businesses and community quality of life. They understand the need to educate their staff, officials, and the broader public on the rights that all residents have.

However, a categorical ban on encampment removals under any circumstance or a sense that enforcement does not have a role in encampments management simply doesn't reflect the complex situation in which Ontario finds itself. Pretending otherwise does a disservice to the many dedicated municipal staff and officials who find themselves trying to rectify an untenable situation.

Federal and Provincial Government Leadership Is Needed Now

Municipalities have an important role to play contributing to solutions to homelessness and supporting those in encampments. But the scope of action and investment required to adequately address encampments far outstrips municipal fiscal capacity and jurisdiction.

Provincial Action Required

Progress on encampments depends primarily on action and leadership from provincial government to address the root causes of homelessness, namely:

- **Growing Income Insecurity:** Across the province, a growing number of Ontarians can no longer afford the basic necessities of life. In Ontario, 45% of tenant households spend 30% or more of their total income on shelter. This is the highest rate across the country. By 2025, approximately 160,000 households will spend more than 50% of their income on rent, putting their housing at risk and increasing the likelihood of them becoming homeless. Food bank use in Ontario has skyrocketed, increasing 42% over the past 3 years alone. One-third of these visitors were using food banks for the first time, including growing numbers of workers.[3] When people can't afford to pay rent and feed themselves and their families, they aren't able to work, take care of their kids, or contribute to the community. Despite recent increases to the Ontario Disability Support Program (ODSP) rates, in real terms ODSP and Ontario Works rates have never been lower, having not kept up with inflation for decades. Outdated and overly complicated rules keep people in poverty. Increasing social assistance rates and transforming social assistance to better help people to get back on their feet and fully participate in the economy will be a critical part of making progress on homeless encampments.

Social Assistance – Currently, because they do not have shelter costs, people who are homeless are not entitled to receive shelter benefits. This means that homeless people on ODSP/OW receive around $500/$400 less per month than the average monthly rates ($1308/$733). Amending OW and ODSP policies to provide the shelter allowance to homeless individuals is a key way that the province can make progress on homelessness.

[3] Feed Ontario – The Hunger Report (2022).

- **Insufficient supply of deeply affordable housing:** Deeply affordable housing includes a range of approaches – from government-owned buildings, to rent subsidies, to non-profit housing and co-operative developments — to provide housing for individuals who are unable to afford market rents. It is a smart way to invest tax dollars in community well-being and economic prosperity by providing people with dignity, opportunity, and a better quality of life. The wait list for government subsidized housing assistance in 2018 was 215,000 people. According to recent Canada Housing Renewal Association study, an additional 143,225 units of deeply affordable community housing is needed in Ontario by 2030 just to meet the OECD average.[4]

  Most social housing stock in Ontario has been made possible by past significant federal and provincial investments, primarily between the 1960s and 1990s. However, provincial commitment has been limited since downloading responsibility for social housing to municipalities in the 1990s. Ontario remains the only jurisdiction in Canada where social housing is a municipal responsibility. Each year, municipalities spend approximately $1 billion in connection with provincial housing programs.[5] During the pandemic, many municipalities invested in additional deeply affordable housing assistance to meet demand. Property taxpayers, including people on fixed incomes, cannot support the kinds of investments needed to keep up with demand.

The National Housing Strategy lays a good foundation for action. However, the recent temporary federal-provincial disagreement on the proposed Ontario provincial action plan put over $350 million in NHS funding at risk, highlighting a fundamental lack of intergovernmental alignment and the overall disconnect between community housing needs, targets, and resources. There is a need to fundamentally re-think the way that community housing is funded in Ontario. Collaboration and integration of effort to a shared commitment to end homelessness is absolutely required.

[4] Deloitte, Canadian Housing and Renewal Association and Housing Partnership Canada: The Impact of Community Housing on Productivity, 2023.

[5] Financial Accountability Office of Ontario – Ontario's Housing and Homelessness Programs (2021)

- **Inadequate Approach to Mental Health and Addictions:** Ontario is also experiencing a mental health and addictions crisis that intersects with and contributes to homelessness. People with poor mental health are more vulnerable; homelessness exacerbates mental illness – a tragic and costly cycle. Approximately 30-35% of those experiencing homelessness and up to 75% of women experiencing homelessness struggle with mental illnesses.[6] Ontario's Roadmap to Wellness program was a step forward in addressing mental health and addictions challenges in Ontario. But progress has been slow, waitlists for addictions treatment programs remain far too long, and government action has not focused enough on people with complex social needs and the importance of integrating health and social supports. Inconsistent access to mental health and addictions services across the province results in gaps for many rural and northern communities that prevent progress on homelessness.

Supportive Housing – Supportive Housing is deeply affordable housing with on-site supports that helps individuals achieve housing stability, preventing a return to homelessness, especially for people with mental health conditions and addictions. Significantly more supportive housing units are need urgently. Estimates of the shortfall of units in 2017 range from between 30,000 to 90,000.[7]

[6] www.homelesshub.ca/about-homelessness/topics/mental-health#:~:text=People%2520with%2520mental%2520illness%2520experience,experiencing%2520homelessness%252C%2520have%2520mental%2520illnesses

[7] Wellesley Institute – Supportive Housing in Ontario: Estimating the Need (2017)

It will take years to reverse the systemic issues created by decades of policy choices made by successive provincial governments. In the interim, provincial leadership and investment is required to:

- **Expand the emergency shelter system:** Emergency shelters already under strain are ill-equipped to respond to increasing demands driven by growing numbers of asylum-seekers and sky-rocketing rents.

- **Establish Homeless Encampment Guidance:** Provincial guidance is urgently needed to ensure an appropriate and consistent approach to encampments in a complex and evolving legal and policy landscape. The abdication of leadership by the provincial government and resulting adjudication by the courts is costly and slow, creating unclear and unrealistic expectations, and feeding divisions at the community level. Establishing and reinforcing principles and parameters at a provincial level, consistent with the statutory obligations, will allow municipalities to focus on what they do best – providing services to citizens aligned with local needs and circumstances – without the impossible task of reconciling provincial policy choices at odds with group or individual rights.

- **Cost-match federal encampment funding:** The 2024 Federal Budget announced an additional $250 million in dedicated funding to addressing encampments with a call out to provinces and territories to cost match this investment. The provincial government must heed this call and provide the matching funds.

Federal Government

AMO applauds important demonstrations of federal government leadership on non-market housing and homelessness, including the 2018 National Housing Strategy, the 2019 Reaching Home Initiative, and most recently elements of the 2024 Canada's Housing Plan, including the Affordable Housing Fund, the Rapid Housing Initiative and the Rental Protection Fund.

Sustained, concerted, significant action across all governments is needed, however, to truly make progress. The federal Parliamentary Budget Officer has determined that the funding is still insufficient to meet the target of reducing chronic homelessness by 50%. This will require additional investments of $3.5 billion a year across Canada. This is 7 times the current funding level. Recent federal-provincial disagreements in the context of the National Housing Strategy highlight the need for stronger inter-governmental collaboration on community housing and homelessness across all three orders of government.

AMO supports the federal Housing Advocate's call for a federally-led National Encampments Response Plan. This Plan must, however, preserve municipal flexibility and respect provincial (and in turn, municipal) heads of power, jurisdiction and rights. This is necessary to meet broader responsibilities and respond to specific circumstances

effectively. It cannot include recommendations from the federal Housing Advocate's report such as a ban on forced removals in any circumstances.

How Can Municipalities Navigate in the Interim?

While provincial and federal action is urgently required, municipal governments are responding to immediate needs in their community that cannot be delayed by insufficient support from other orders of government.

An evolving legal landscape and the proliferation of guidance from different sources about how municipalities should respond to homeless encampments can create challenges for municipalities and service partners trying to assess options.

Individuals do not have a right to camp anywhere they choose on public lands, at any time. Nor do those who decline appropriate alternative shelter options have a right to continue to reside in encampments.

Municipal governments must implement solutions that are effective, appropriate, feasible, practical, and in compliance with Ontario and Canadian law including but not limited to human rights legislation. For example, in contrast to some guidance, municipal police forces cannot be ordered by municipal councils to stop enforcing the Criminal Code by decriminalizing drug use in encampments. Municipal police forces also cannot abdicate their public safety responsibilities, which is incompatible with suggestions to fully de-centre policing as a municipal response.

Some guidance has stated categorically that municipalities must stop all removals on public lands, going beyond current legal obligations. The Shift's Homeless Encampments: Municipal Engagement Guidance was developed in collaboration with municipalities, housing and health experts and provides helpful and practical advice.

While each municipality faces unique facts and circumstances that require independent legal assessments and advice, considering these key factors as they make hard decisions about the best options for their communities can help municipalities to mitigate legal risks:

- **Alternative shelter options for individual encampment residents are critical:** Removing encampments from public lands when there is no alternative shelter space for encampment residents has been found to violate the *Charter* right to life, liberty and security of the person. Alternative shelter options include spaces in emergency shelters or alternative tenting locations, among others. It is not the case that municipalities must demonstrate capacity for all homeless individuals within a municipality to clear an encampment, but it is important that each individual in the encampment under consideration for removal have a specifically identified shelter option.

- **Location of alternative shelter options:** An important factor in whether alternative shelter locations are appropriate is their accessibility to services – such as food banks, health services, or sanitation facilities – that provide the basic necessities of life. Ways to enable access to these services – such as public transit or mobile service delivery options – should be considered.

- **Public use of occupied space:** How public lands where encampments have arisen are designated for use is an important factor. Encampments located in major parks that are heavily accessed by the public are different from encampments located on empty lots. The degree to which the presence of an encampment impedes public use of space may be a relevant factor, particularly from a public safety perspective.

- **Protected groups and homeless encampments:** *The Ontario Human Rights Code* prohibits actions that discriminate against people based on protected grounds like race, disability, and sex in social areas that include housing and services. Because of the over-representation of groups such as Indigenous people, people with mental health and substance use conditions, or gender-diverse individuals in homeless encampments, there is an elevated risk that actions related to homeless encampments can create or exacerbate disadvantage based on prohibited grounds.

Ultimately, municipalities should be:

- Assessing risk to the unsheltered homeless, community residents and the municipality and identify actions to mitigate them.
- Assessing compliance of planned actions with the *Charter* and the *Ontario Human Rights Code* by consulting legal counsel.
- Providing outreach to people living in homeless encampments and engaging them about solutions about their individual circumstances.
- Engaging and developing solutions with people with lived experience of homelessness to ensure the proposed approach is appropriate and responsive to the needs and experiences of people experiencing homelessness.
- Focusing on the needs of and appropriately engaging Indigenous People in the community, given their over-representation in the homeless population, must inform the response.

Conclusion

Homeless encampments are the most recent symptom of much deeper system failures that are compromising the foundations of our social and economic prosperity.

It's time for the provincial and federal governments to play a leadership role in solving this crisis and addressing the root causes of homelessness.

Ontario's municipalities are ready to work with provincial and federal partners to end both homeless encampments and chronic homelessness in Ontario.

Disclaimer: This document is not to be construed as the provision of specific legal advice for local situations. Municipalities and organizations should seek legal counsel's advice on questions regarding compliance with applicable laws. This document does not attempt to comprehensively cover every possible situation that may arise with encampments and is timely at the date of its publication. Municipal governments should endeavour to keep apprised of developments in law, and to learn from each other what works and what does not with the circumstances of their local situation.

Association of Municipalities of Ontario (AMO)
155 University Ave., Suite 800, Toronto, ON M5H 3B7

Telephone direct:	416-971-9856
Fax:	416-971-6191
Toll-free in Ontario:	1-877-4-AMO-LAS (1-877-426-6527)
E-mail:	amo@amo.on.ca
Website:	www.amo.on.ca

Municipality of Tweed Council Meeting
Council Meeting

Resolution No. 229
Title: Councillor P. Valiquette
Date: Tuesday, April 23, 2024

Moved by P. Valiquette
Seconded by J. Palmateer

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;

AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/ wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets;

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract O.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed $9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and $534 million to Ottawa for the repatriation of Hwy 174;

AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately $428 million;

AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Municipality of Tweed call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca), Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.

Carried

West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution # 2024-147

Title: Resolution seeking support re: Champlain Bridge Rehabilitation

Date: June 4, 2024

Moved by: Councillor Georges Pharand

Seconded by: Councillor Roch St. Louis

WHEREAS the Champlain Bridge, located on the King's Highway 17, west of the Town of Sturgeon Falls in the Municipality of West Nipissing is integral infrastructure to the Trans-Canada Highway network and also serves as a connecting link to Highway 64;

AND WHEREAS Highway 17 is a critical link in the Trans-Canada highway network, with Average Annual Daily Traffic (AADT) of over 14,000 travelers;

AND WHEREAS the majority of the traffic is provincial traffic, using the Trans-Canada highway for transporting goods and services in Ontario which, if shut down or restricted, would result in a 123km detour.

AND WHERERAS in 2021 an agreement was entered into between the Municipality and the Ministry of Transportation for the design of the rehabilitation or replacement of the Champlain Bridge, which design indicated that the bridge should be replaced at the anticipated cost of $30,000,000.

AND WHEREAS Municipality of West Nipissing does not have the financial resources to undertake a project of this magnitude without assistance;

AND WHEREAS the Province has previously recognized the financial burden placed on municipalities, forced to maintain Provincial Infrastructure, by removing the burden of the Don Valley Parkway, and the Gardner Express Way from the City of Toronto;

BE IT THEREFORE RESOLVED THAT the Province of Ontario recognize the Champlain Bridge as critical provincial infrastructure and assume responsibility for its replacement;

BE IT FURTHER RESOLVED THAT if the assumption of the Bridge by the province cannot be undertaken, that the Province provide financial and operational assistance to the Municipality of West Nipissing for the undertaking of the replacement of the Champlain Bridge;

BE IT FURTHER RESOLVED THAT all northeastern municipalities served by the Highway 17 as well as the Association of Municipalities of Ontario (AMO), Rural Ontario Municipalities Association (ROMA), Ontario Good Roads Association (OGRA) and the Federation of Northern Ontario Municipalities (FONOM) be requested to support the Municipality of West Nipissing's request by submitting letters of support to the Ministry of Transportation.

CARRIED

West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #	2024-147
Titre:	Résolution demandant de l'aide pour la réfection du pont Champlain
Date:	le 4 juin 2024

Proposé par:	Councillor Georges Pharand
Appuyé par:	Councillor Roch St. Louis

ATTENDU QUE le pont Champlain, situé sur la route royale 17, à l'ouest de la ville de Sturgeon Falls dans la municipalité de Nipissing Ouest, fait partie intégrante de l'infrastructure du réseau routier transcanadien et sert également de lien avec la route 64 ;
ET ATTENDU QUE la route 17 est un lien essentiel du réseau routier transcanadien, avec un trafic journalier annuel moyen (TJAM) de plus de 14 000 voyageurs ;
ET ATTENDU QUE la majorité du trafic est provincial, utilisant la route transcanadienne pour le transport de biens et de services en Ontario qui, s'il est fermé ou restreint, résulterait en un détour de 123 km.
ET ATTENDU QU'en 2021, une entente a été conclue entre la municipalité et le ministère des Transports pour la conception de la remise en état ou du remplacement du pont Champlain, laquelle a indiqué que le pont devrait être remplacé au coût prévu de 30 000 000 $.
ATTENDU QUE la municipalité de Nipissing Ouest n'a pas les ressources financières nécessaires pour entreprendre un projet de cette envergure sans aide ;
ET ATTENDU QUE la province a déjà reconnu le fardeau financier imposé aux municipalités, forcées d'entretenir l'infrastructure provinciale, en retirant à la ville de Toronto le fardeau de la promenade Don Valley et de la voie express Gardner ;
IL EST DONC RÉSOLU QUE la province de l'Ontario reconnaisse que le pont Champlain est une infrastructure provinciale essentielle et qu'elle assume la responsabilité de son remplacement ;
IL EST EN OUTRE RÉSOLU QUE si la province ne peut assumer la responsabilité du pont, qu'elle fournisse une aide financière et opérationnelle à la municipalité de Nipissing Ouest pour le remplacement du pont Champlain ;
IL EST EN OUTRE RÉSOLU QUE toutes les municipalités du nord-est desservies par la route 17 ainsi que l'Association des municipalités de l'Ontario (AMO), l'Association des municipalités rurales de l'Ontario (ROMA), l'Ontario Good Roads Association (OGRA) et la Fédération des municipalités du Nord de l'Ontario (FONOM) soient priées d'appuyer la demande de la municipalité de Nipissing Ouest en soumettant des lettres d'appui au ministère des Transports.

ADOPTÉ

PLANSCAPE
BUILDING COMMUNITY THROUGH PLANNING

File #2024-02 June 6, 2024

Planning Report – EIDE, 532 Main Street, Part Lot 15, Concession 12, PT Lot 7, PT Station Grounds, Block E Plan No. 44, RP 42R-22331 (Himsworth) in the Municipality of Powassan

Introduction – Proposal Description

A Zoning By-law Amendment application has been submitted to rezone lands that were approved to be added to 532 Main Street through a lot addition. A severance application (file no. B4/POWASSAN/2023) was approved on February 2, 2023 to enlarge an existing lot. The severed lot addition does not have the same zoning as the benefiting lot to be enlarged (532 Main Street) and a condition of the severance requires approval of a Zoning By-law Amendment to rezone the lot addition to be consistent with the existing zoning of 532 Main Street.

The proposed rezoning will change the zoning of the severed parcel (file no. B4/POWASSAN/2023) from CV1- 3H (Village Commercial One Exception Three) to RM-4 (Multiple Residential Exception Four). The lot addition is vacant land with the intention of being used for parking to serve 532 Main Street and no further development is proposed.

Location and Lot Description

The subject lands will become known municipally as 532 Main Street, Powassan and are legally described as Part Lot 15, Concession 12, Part of Lot 7, Part of Station Grounds, Block E Registered Plan No. 44, RP 42R-22331, Municipality of Powassan.

The subject lands are approximately 156 m² with no frontage or existing development. The location of the subject lands is shown in Figure 1 and Figure 2.

FIGURE 1. GENERAL LOCATION MAP

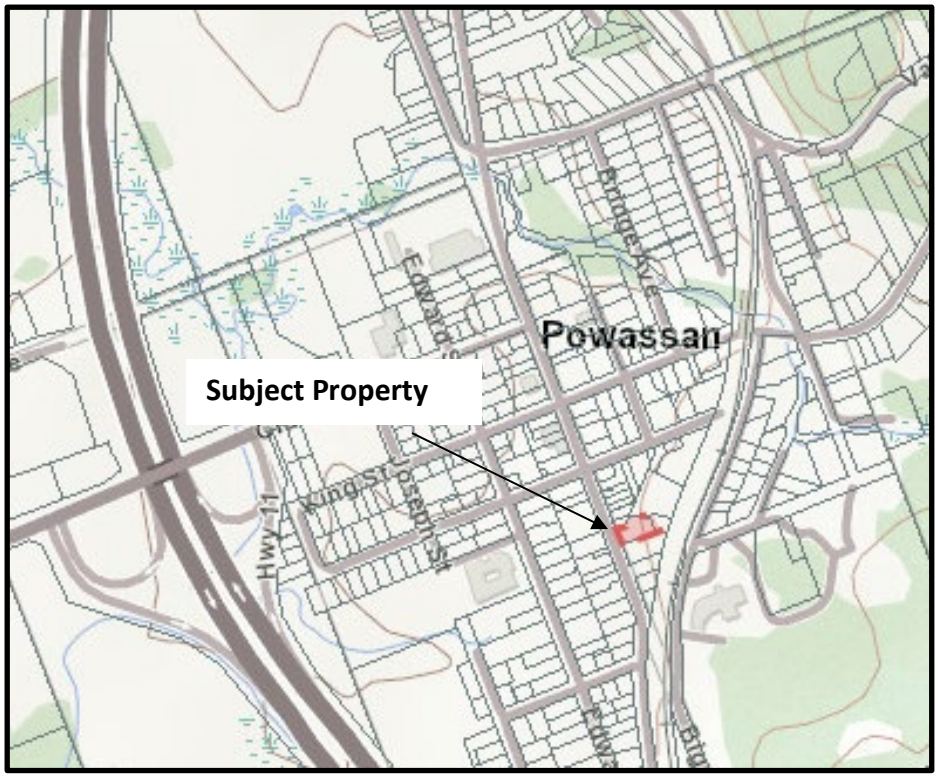
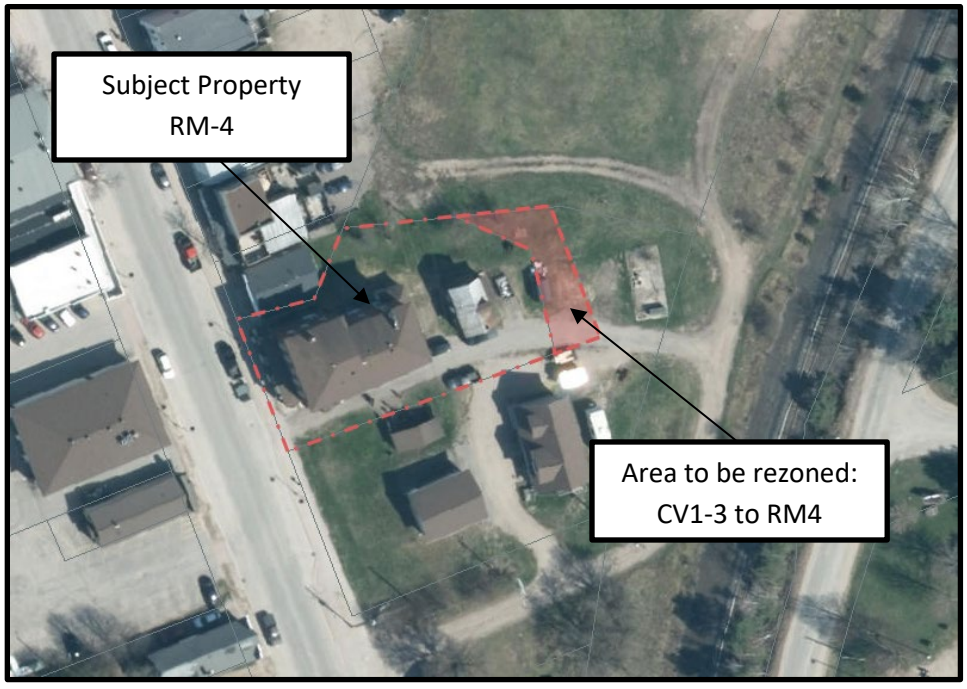


FIGURE 2. DETAILED AERIAL MAP



Provincial Policy Statement, 2020

The subject lands are located in a Settlement Area and the PPS supports a range of uses including residential uses within Settlement Areas. The previous lot addition has no impact on the settlement area of Powassan, and the rezoning is to recognize the existing residential uses of the benefiting property.

The proposed zoning amendment has been reviewed against the applicable policies within the 2020 PPS and it is consistent.

Growth Plan for Northern Ontario, 2011

The Growth Plan for Northern Ontario is a 25-year plan that provides guidance to align provincial decision-making and investment for economic and population growth in Northern Ontario. The proposed amendment is consistent with the applicable policies of the Growth Plan.

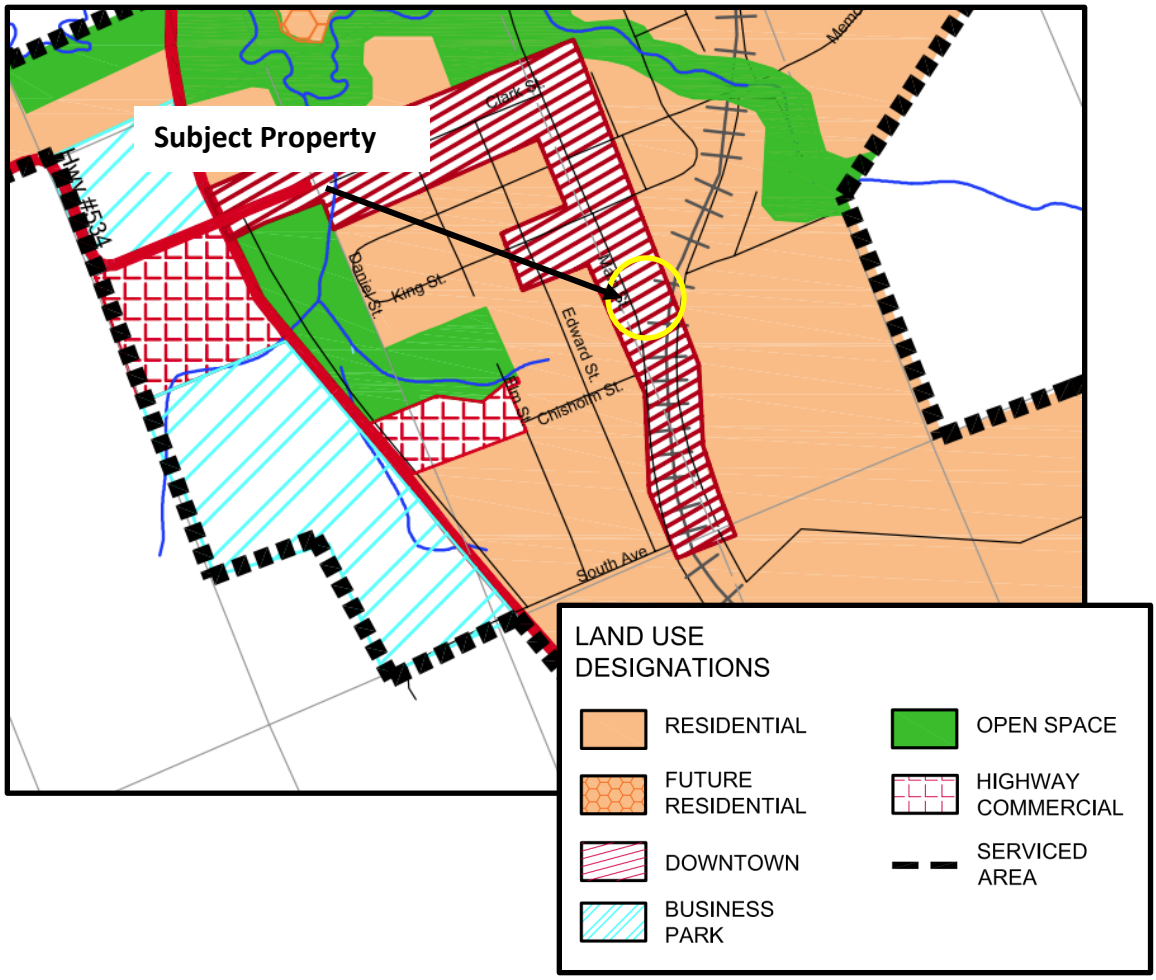
Municipality of Powassan Official Plan, October 2003

The subject property is located within the "Downtown" designation on Schedule C – Land Use Designations, Figure 3 Section 5.4.1 of the Official Plan proved a wide range of permitted uses where:

> *…commercial, institutional and residential uses shall be encouraged within the Downtown Designation. These uses can occur as a single use in a single building or as mixed uses within a building.*

The proposed amendment has been reviewed against the applicable policies of the Official Plan and is found to conform to the overall intent and policy direction.

FIGURE 3. OFFICIAL PLAN RURAL DESIGNATION

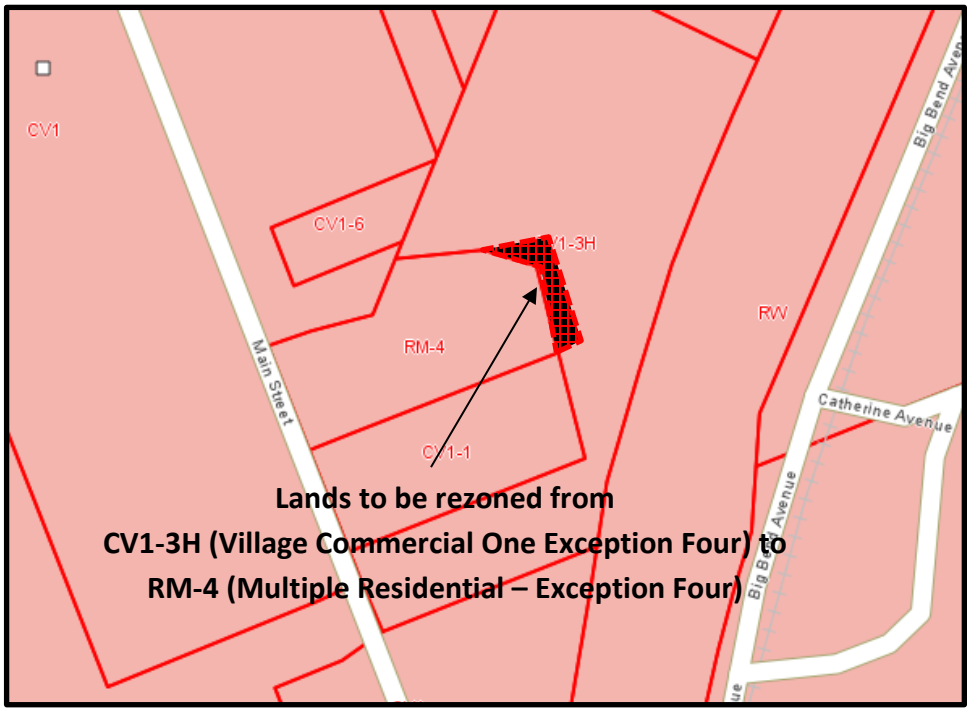


Zoning By-law 2003-38

The subject lands are currently zoned Village Commercial One – Exception Three (CV1-3H) on schedule B of the Zoning By-law. The zoning exception exclusively permits the use of an Adult Residential Home as per By-law No. 2018 – 40.

The proposed Zoning By-law Amendment will rezone the approximate 156 m² to Multiple Residential Exception Four (RM-4) that permits a "Residential Home" and other permitted uses as identified in Section 4.3 of the Zoning By-law. The proposed zone change is described in Figure 4.

FIGURE 4. PROPOSED ZONE CHANGE



Additionally, the lot addition was intended for on-site parking for 532 Main Street and parking provisions of Section 3.21 of the Zoning By-law.

In 2011, By-law No. 2011-34 rezoned 532 Main Street to permit a "Residential Home" and to provide zoning relief that recognizes a minimum frontage of 24 metres, a minimum front yard of 0 metres and minimum rear yard of 25 metres. By-law No. 2011-34 will remain.

Recommendation

The Zoning By-Law amendment is consistent with the PPS and Growth Plan, conforms to the Official Plan and will eliminate the split zoning resulting from the recently approved lot addition. The amendment will create consistent zoning over the entire lot and is considered good planning and to be in the public interest.

Respectfully Submitted,

PLANSCAPE INC.

Ryan Lloyd B.E.S.
Planning Consultant

Rian Allen M.Sc., MCIP, RPP
Planning Consultant

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2024-18

(EIDE)

Being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands located in Part Lot 15, Concession 12, PT Lot 7 Station Grounds Block E, RP 42R-22331 Part 1, Municipality of Powassan (532 Main Street, Powassan).

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

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

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

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

1. Schedule 'B' to Zoning By-law No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as Part Lot 15, Concession 12, PT Lot 7 Station Grounds Block E, RP 42R-22331 Part 1 (532 Main Street, Powassan), Municipality of Powassan from Village Commercial One Exception Four (CV1-3H) to Multiple Residential Exception Four (RM-4) as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.

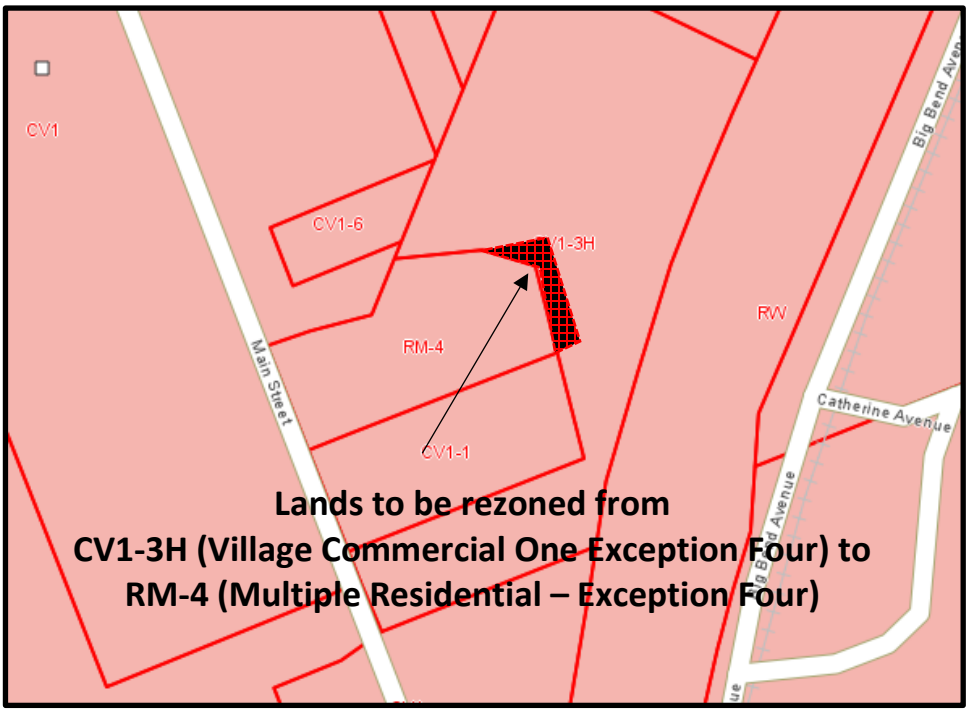
2. This Bylaw shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

READ a **FIRST** and **SECOND** time on the 16th day of July 2024 and to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council on the 13th day of August 2024.

_____ _____

Mayor Clerk

Schedule 'A-1'


CV1
CV1-6
V1-3H
RM-4
RW
CV1-1
Main Street
Big Bend Ave
Catherine Avenue
Big Bend Avenue
Lands to be rezoned from
CV1-3H (Village Commercial One Exception Four) to
RM-4 (Multiple Residential – Exception Four)

POWASSAN MAPLE SYRUP FESTIVAL
COMMITTEE MEETING MINUTES
JUNE 27, 2024

Call to order:

Meeting called to order at 6:10 pm. with the following members in attendance:

Christine Wendover / Angela Ashford / Diane Cole / Leo Patey / Mary Heasman / Lori Costello / Joanne Long / Mike Odrowski / Andy Straughan

Municipal staff in attendance: Kim Bester

Call to Order – Moved by Mary / Seconded by Lori – **Carried**

1. Review of the April 17, 2024 minutes – Moved by Angela / Seconded by Christine - **Carried.**

2. **Maple Producers** –

   Maple sales were a bit down but probably cause of weather forecast which impacted the number of attendees.

   Summer tour is July 17th – the producers thanked the festival committee for their $100 donation towards this and asked if they could borrow 6 sandwich boards for this event.

3. **New Business** –

   a) 2024 Final Budget – the budget year to date numbers have been pretty much finalized – we anticipate that we will break even. This includes the $12,817.48 cost for municipal staff.
   b) Demographic Summaries – information was compiled using the ballots provided for our basket draws and the information provided by our local pancake breakfast providers. We had close to 200 people provide information which showed that approximately 25% of our attendees come from further than 40 km away and are considered to be "tourists" under funding parameters. This information will be used next year when we apply for funding for the 2025 festival.
   c) Lumberjack Update – we had 4 teams compete in the amateur component of our Lumberjack show. The Trout Creek Feed Store, Ontario Woodlot Association and Sugarstone Maple Syrup provided prizes, on top of the $900 in prize money which we gave out. These groups will be added to our sponsorship list on our website and on our letterhead.
   d) Refunds for Vendors – Approximately $310.00 was refunded to indoor vendors who were located inside 250 Clark and unfortunately had to be allocated smaller spaces than the 10x10s they'd paid for inside the Sportsplex. No refunds were given for vendors who had paid but then didn't attend.
   e) Maple Syrup Festival Bank Account – We currently have $2,117.27 remaining in this account, after three vendors who had paid in 2019 were refunded, subsequent to an email that was sent to those who's 2019 vendor fees we still held. It was decided that we will keep this account open, to be used when vendors issue cheques to the Festival Committee (instead of the Municipality), as is often the case. These monies will also be used, if required, later on. Committee members suggested we reach out to Shirley

Nadrofsky to ask if she might be interested in selling Clarence's big boiling pot. If purchased, this would be used for the sap boiling demonstration at later festivals.

f) Clarence Nadrofsky donation – Members agreed to donate $100 from the festival bank account to a charity of Shirley's choice, in Clarence's memory.

g) Comments / Suggestions:

- Advertise amateur competition earlier if possible to draw in more competitors.
- Need the bleachers and additional garbage cans at Lumberjack event site next year.
- We should use the stage more throughout the day to announce when events are taking place, where the food court is, etc.
- We should have sandwich boards throughout the festival grounds with the itineraries of the day's events listed. Volunteers should also be provided with these so that attendees have someone to go to with questions.
- The bus drivers can coordinate trips through their 2 way radios – to ensure that they aren't running at the same time and to avoid delays in pickups at both the offsite parking and 250 Clark.
- A ballot box should be put at the offsite parking area to encourage more people to provide demographic information.
- All vendors should be told to bring sufficient weight to tether their tents, in the case of high winds.
- It would be better to have a bigger tent for the offsite parking area.
- The food court area seemed to work well, and the tents/tables supplied by St. Joseph's church were great. The Masonic Lodge did report lower revenue, because of the location of the food court, and because one of the emergency service providers had set up right in front of them.
- Both the Powassan United church and Chinese restaurant were also blocked by food vendors – so we'll have to ensure that doesn't happen next year.
- We need to consider providing lunch or meal vouchers for our volunteers next year.
- Given that the voodoo schedule every year might preclude the use of the Sportsplex for indoor vendors – we should plan NOT to use it, and instead decrease the number of indoor spaces we can provide – at 250 Clark. Indoor vendors should be given a heads up in October-November that when vendor forms are live, that we will have a smaller number of available spaces.
- We need to try and move some vendors down toward the Sportsplex – to draw people to the Lumberjack show, etc. If we are able to organize the sap boiling demonstration or antique car/tractors, these would be located here too.
- We should consider advertising in the Sudbury area, as many attendees to the festival travel here from there. This could be done via a print ad, radio ad and through Facebook focused advertising.
- We should make sure we have a CBC interview prior to the 2025 festival.
- It would be good to have the moose mascot attend a few Voodoo games in the Spring to advertise the festival.
- Thank you letters to be sent to both Melissa Hughes and Evan Hughes for providing the use of the laundromat and offsite parking area.
- Mary Heasman advised that she will no longer be participating on the committee but is willing to assist next year, if needed.

Motion to end the meeting at 7:15 pm – moved by Christine, seconded by Lori. **Carried**

Next meeting - Wednesday, Sept. 18, 2024 – 6:10 – Elm meeting Room

Minutes approved by: _____
Mike Odrowski, Chair

Recorded by : _____
Kimberly Bester, Secretary

Ministry for Seniors and Accessibility

Minister

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

Ministère des Services aux aînés et de l'Accessibilité

Ministre

College Park
777, rue Bay
5e étage
Toronto ON M7A 1S5

Ontario

June 19, 2024

The Municipality of Powassan
250 Clark Street,
Powassan, ON P0H 1Z0

Dear Kimberly Bester:

Re: Seniors Community Grant Program 2024-25
Transfer Payment Ontario (TPON) Case #: 2024-03-1-2394216299

Congratulations, I am pleased to inform you that your application to the 2024-25 Seniors Community Grant Program has been approved for up to $24,962 in funding, pending finalization of an agreement between your organization and the Province of Ontario. The funding will be subject to the terms and conditions in that agreement.

Ministry staff will be in touch with you soon to provide you with details about your approved funding.

At this time, please do not publicly disclose any information regarding your funding until you have received confirmation from Ministry staff that you are able to do so. If you wish to make a public media announcement related to this funding, please advise ministry staff and await confirmation that you are able to do so.

We hope to be able to announce this exciting project in June as part of Ontario's Seniors Month celebrations.

I am truly inspired by your organization's values, dedication and support of seniors and accessibility in Ontario, and I wish you much success with your project.

Sincerely,

Raymond Cho

Hon. Raymond Cho
Minister for Seniors and Accessibility

The Municipality of Powassan

Resolution no. 2024 - _____

Date: July 16, 2024

Moved by:

Seconded by:

That the correspondence from the District of Parry Sound Social Services Administration Board (DSSAB) regarding Area 6 Board Vacancy and Resolution No. 2024/06/225 from the Municipality of Callander, be received; and,

THAT, Council supports the appointment of Councillor Smit from the Municipality of Callander as the new DSSAB Area 6 representative; and,

FURTHER THAT staff send a copy of this resolution to DSAAB, the Municipality of Callander and the Township of Nipissing.

_____ Carried _____ Defeated _____ Deferred _____ Lost

_____
Mayor

Recorded Vote: Requested by_____

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

From: JJ Blower
To: admin@nipissingtownship.com; Ashley Bilodeau; Allison Quinn
Subject: DSSAB Board Vacancy
Date: June 28, 2024 10:49:42 AM

Good morning,

Please be advised of a vacancy on the DSSAB Board representing Area Six.
Representatives in this area are to be jointly appointed by the 3 municipalities they represent by way of Council Resolution. The Municipalities represented in Area Six are the Municipality of Powassan, the Municipality of Callander, and Nipissing Township.

Area Six is currently represented as follows:

	REPRESENTATIVE	MUNICIPALITY
1	Mayor Peter McIsaac	Municipality of Powassan
2	VACANT	

We look forward to receiving a resolution from each municipality, jointly appointing one (1) new member to fill this vacancy.
Please send those resolutions to jblower@psdssab.org.

Regards,

JJ Blower
Communications Officer (She/Her)
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District of Parry Sound
Social Services
Administration Board

Callander

MUNICIPALITY OF CALLANDER Tuesday, June 25, 2024

Moved by Councillor ___ Carr ___ Dell ✓ McMartin ___ Smit

Seconded by Councillor ___ Carr ___ Dell ___ McMartin ✓ Smit

RESOLUTION NO. 2024/06/225

THAT Council acknowledge receipt of Report No. 2024-071 ADMIN: Resignation from DSSAB – Area 6 Representative, and

1.That Council accept Councillor Dell's resignation from the DSSAB,

2.That Council appoint Councillor Smit as the new DSSAB Area 6 Representative,

3.That Council direct staff to inform DSSAB, the Municipality of Powassan and the Township of Nipissing of such information,

4.That Council accept Councillor Smit's resignation from the Implementation and Beautification Advisory Committee (IBAC), and

5.That Council appoint Councillor Dell to the IBAC.

_____

Mayor

CARRIED / DEFEATED / AMENDED / DEFERRED

Recorded Vote (Upon Request of Councillor_____)

PECUNIARY INTEREST		RECORDED VOTE	
MEMBER OF COUNCIL	☑	YEA	NAY
Mayor Noon			
Councillor Carr			
Councillor Dell			
Councillor McMartin			
Councillor Smit			

Four Seasons of Reasons

July 2024

July 2024

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

August 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1 Canada Day Celebrations Office Closed	2 PUBLICMEETING-EIDE	3 NAPB	4	5	6
7	8	9	10	11 DSSAB	12	13
14	15 Library Board Meeting	16 Council GSMNP	17 Eastholme Board	18	19	20
21	22	23	24	25	26	27
28	29	30 Public Meeting - McCharles	31	Aug 1	2	3