

AGENDA

Regular Council Meeting
Tuesday, April 15, 2025, at 6:30 p.m.
Powassan Council Chambers
252 Clark Street, Powassan, ON

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

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

3. ROLL CALL

4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

6.1 – Jessica Dion, Baker Tilly- 2024 Auditor's Report

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

7.1 Regular Council Meeting of April 1, 2025

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

8.1 Powassan Maple Syrup Festival Committee – Minutes of March 26, 2025

8.2 Powassan Maple Syrup Festival Committee – Minutes of April 9, 2025

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 Powassan Nipissing Callander (PNC) Police Detachment Board – Minutes of January 27, 2024

10. STAFF REPORTS

10.1 Treasurer/Director of Corporate Services, B. Robinson – Commercial Recycling

10.2 Manager of Operations and Facilities, F. Schmeltz – Public Works Update

10.3 Clerk, A. Quinn – Revised Animal Control Bylaw

10.4 Treasurer/Director of Corporate Services, B. Robinson – RFP for Pool Repairs

10.5 Treasurer/Director of Corporate Services, B. Robinson – Reserve Funds Report

10.6 Treasurer/Director of Corporate Services, B. Robinson – Long-Term Capital Planning

10.7 Fire Chief, R. Giesler – Draft E&R By-law

10.8 Manager of Operations and Facilities, F. Schmeltz – Wastewater Capacity Update

11. BY-LAWS

12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 ADR Chambers – Municipality of Powassan Integrity Commissioner Annual Report 2024

13.2 Councillor Wand – Canoes for Scouts

13.3 Service Canada – Canada Summer Jobs Application/Agreement

14. CORRESPONDENCE

14.1 Ministry for Seniors and Accessibility – 2025 Ontario Senior of the Year Award

14.2 Ministry for Municipal Affairs and Housing – 2024 Financial Indicators Report

14.3 OCWA – 2025 Q1 Operations Report

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

17.1 Adoption of Closed Session Minutes of April 1, 2025

17.2 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.

17.3 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.

18. MOTION TO ADJOURN

**The Corporation of the
Municipality of Powassan**

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

December 31, 2024

The Corporation of the Municipality of Powassan

Financial Report

December 31, 2024

Management Report

Independent Auditor's Report

Consolidated Statement of Financial Position 1

Consolidated Statement of Operations and Accumulated Surplus 2

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Notes to the Consolidated Financial Statements 5-25

Management's Responsibility for the Consolidated Financial Statements

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

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

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

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

Treasurer
April 15, 2025

Independent Auditor's Report

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

Opinion

We have audited the consolidated financial statements of The Corporation of the Municipality of Powassan, which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations and accumulated surplus, cash flows, and change in net debt for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Municipality of Powassan as at December 31, 2024, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

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

Independent Auditor's Report (continued)

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

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

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

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

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

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

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

Independent Auditor's Report (continued)

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

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

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

North Bay, Ontario
April 15, 2025

CHARTERED PROFESSIONAL ACCOUNTANTS,
LICENSED PUBLIC ACCOUNTANTS

The Corporation of the Municipality of Powassan
Consolidated Statement of Financial Position
December 31, 2024

	<u>2024</u>	<u>2023</u>
Financial Assets		
Cash and cash equivalents (note 4)	\$ 2,262,740	\$ 1,882,927
Taxes receivable	408,818	497,791
Accounts receivable (note 5)	<u>595,450</u>	<u>440,548</u>
	<u>3,267,008</u>	<u>2,821,266</u>
Liabilities		
Accounts payable and accrued liabilities (note 7)	462,629	551,706
Deferred revenues - other (note 8)	164,794	60,043
Deferred revenues - obligatory reserve funds (note 9)	243,781	324,156
Municipal debt (note 10)	5,189,830	5,739,540
Employee future benefits payable (note 11)	139,703	138,910
Asset retirement obligations (note 12)	2,196,371	2,113,116
Contractual obligations (note 13)	<u>74,718</u>	<u>112,077</u>
	<u>8,471,826</u>	<u>9,039,548</u>
Net Debt	<u>(5,204,818)</u>	<u>(6,218,282)</u>
Non-Financial Assets		
Tangible capital assets (note 14)	20,351,864	20,770,724
Prepaid expenses	119,723	106,798
Inventories	<u>153,754</u>	<u>128,080</u>
	<u>20,625,341</u>	<u>21,005,602</u>
Accumulated Surplus (note 15)	<u>\$ 15,420,523</u>	<u>\$ 14,787,320</u>
Contingencies (note 16)		
Commitments (note 17)		

Approved by:

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

The Corporation of the Municipality of Powassan
Consolidated Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2024

	2024		2023
	Budget	Actual	Actual
	(Unaudited)		
Revenues			
Net taxation	\$ 4,449,735	\$ 4,483,755	\$ 4,116,623
User charges	1,440,341	1,748,186	1,568,665
Government grants and transfers - Provincial	1,146,352	1,154,839	1,234,584
Government grants and transfers - Federal	35,120	7,124	-
Other	148,902	108,256	140,134
Total revenues	7,220,450	7,502,160	7,060,006
Expenses			
General government	1,226,353	1,250,955	1,388,163
Protection services	1,168,765	1,164,921	1,163,707
Transportation services	2,174,675	2,151,395	2,011,417
Environmental services	897,952	1,001,788	914,830
Health services	249,007	245,432	239,447
Social and family services	286,713	285,353	274,592
Recreation and cultural services	1,159,702	1,320,581	1,092,940
Planning and development	111,805	109,605	114,439
Total expenses	7,274,972	7,530,030	7,199,535
Annual deficit before other	(54,522)	(27,870)	(139,529)
Other			
Government grants and transfers related to capital - Provincial	1,090,968	529,771	159,960
Government grants and transfers related to capital - Federal	187,700	131,302	305,797
	1,278,668	661,073	465,757
Annual surplus	1,224,146	633,203	326,228
Accumulated surplus, beginning of year	14,787,320	14,787,320	14,461,092
Accumulated surplus, end of year	\$ 16,011,466	\$ 15,420,523	\$ 14,787,320

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

The Corporation of the Municipality of Powassan
Consolidated Statement of Cash Flows
For The Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
Operating transactions		
Annual surplus	\$ 633,203	\$ 326,228
Cash and cash equivalents provided by (applied to)		
Non-cash items:		
Amortization of tangible capital assets	1,077,513	1,170,495
Loss on disposal of tangible capital assets	146,921	102,482
Accretion expense	83,255	79,819
Change in non-cash working capital balances		
Decrease in taxes receivable	88,973	238,160
Increase in accounts receivable	(154,902)	(17,387)
Increase (decrease) in accounts payable and accrued liabilities	(89,077)	188,495
Increase (decrease) in deferred revenues - other	104,751	(80,922)
Increase (decrease) in deferred revenues - obligatory reserve funds	(80,375)	27,622
Increase (decrease) in employee future benefits payable	793	(5,756)
Increase in prepaid expenses	(12,925)	(3,794)
Increase in inventories	(25,674)	(24,873)
Cash and cash equivalents provided by operating transactions	<u>1,772,456</u>	<u>2,000,569</u>
Investing transactions		
Change in mortgage receivable	-	43,145
Cash and cash equivalents provided by investing transactions	<u>-</u>	<u>43,145</u>
Capital transactions		
Acquisition of tangible capital assets	(806,224)	(589,577)
Proceeds on disposal of tangible capital assets	650	-
Cash and cash equivalents applied to capital transactions	<u>(805,574)</u>	<u>(589,577)</u>
Financing transactions		
Municipal debt repaid	(549,710)	(566,830)
Contractual obligations repaid	(37,359)	(37,359)
Cash and cash equivalents applied to financing transactions	<u>(587,069)</u>	<u>(604,189)</u>
Increase in cash and cash equivalents	379,813	849,948
Cash and cash equivalents, beginning of year	<u>1,882,927</u>	<u>1,032,979</u>
Cash and cash equivalents, end of year	<u><u>\$ 2,262,740</u></u>	<u><u>\$ 1,882,927</u></u>
Cash and cash equivalents is comprised of the following:		
Unrestricted cash	\$ 934,486	\$ 624,183
Internally restricted cash	<u>1,328,254</u>	<u>1,258,744</u>
	<u><u>\$ 2,262,740</u></u>	<u><u>\$ 1,882,927</u></u>

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

The Corporation of the Municipality of Powassan
Consolidated Statement of Change in Net Debt
For The Year Ended December 31, 2024

	<u>2024</u> <u>Budget</u> (Unaudited)	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
Annual surplus	\$ 1,224,146	\$ 633,203	\$ 326,228
Amortization of tangible capital assets	1,077,513	1,077,513	1,170,495
Proceeds on disposal of tangible capital assets	-	650	-
Loss on disposal of tangible capital assets	-	146,921	102,482
Acquisition of tangible capital assets	(1,817,475)	(806,224)	(589,577)
Change in prepaid expenses	-	(12,925)	(3,794)
Change in inventories	-	(25,674)	(24,873)
Decrease in net debt	484,184	1,013,464	980,961
Net debt, beginning of year	(6,218,282)	(6,218,282)	(7,199,243)
Net debt, end of year	<u>\$ (5,734,098)</u>	<u>\$ (5,204,818)</u>	<u>\$ (6,218,282)</u>

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies

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

(a) Basis of Consolidation

Consolidated Entities

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

Joint Local Boards

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

Powassan and District Union Library (64%)

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

(iii) Non-Consolidated Entities

The following joint local boards are not consolidated:

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(a) Basis of Consolidation (Continued)

(iv) Accounting for School Board Transactions

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

(b) Basis of Accounting

(i) Accrual Basis

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

(ii) Cash and Cash Equivalents

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

(iii) Deferred Revenues

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

(iv) Deferred Revenues - Obligatory Reserve Funds

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

(v) Employee Future Benefits

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vi) Asset Retirement Obligations

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

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

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

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

(vii) Segmented Information

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

General Government

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vii) Segmented Information (Continued)

Protection Services

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

Transportation Services

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

Environmental Services

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

Health Services

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

Social and Family Services

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

Recreation and Cultural Services

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

Planning and Development

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

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes and certain unconditional government transfers are apportioned based on each segment's expenses in proportion to total municipal expenses.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(viii) Non-Financial Assets

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

i) *Tangible Capital Assets*

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

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

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

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(viii) Non-Financial Assets (Continued)

ii) Inventories

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

iii) Prepaid Expenses

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

(ix) Taxation and Other Revenues

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

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

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

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

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

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

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(x) Government Grants and Transfers

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

(xi) Estimates

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

(xii) Financial Instruments

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

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

2. Measurement Uncertainty

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

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

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

3. Change in Accounting Policies

On January 1, 2024, the Municipality adopted the following standards on a prospective basis: PS 3400 *Revenue*, PSG-8 *Purchased Intangibles* and PS 3160 *Public Private Partnerships (P3s)*. The adoption of these standards had no impact on the opening balances.

Section PS 3400 *Revenue*, establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

Guideline PSG-8 *Purchased Intangibles*, provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

Section PS 3160 *Public Private Partnerships (P3s)*, provides specific guidance on the accounting and reporting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

4. Cash and Cash Equivalents

	<u>2024</u>	<u>2023</u>
Cash and cash equivalents	\$ 3,355,164	\$ 2,349,660
Outstanding cheques	<u>(1,092,424)</u>	<u>(466,733)</u>
	<u>\$ 2,262,740</u>	<u>\$ 1,882,927</u>

5. Accounts Receivable

	<u>2024</u>	<u>2023</u>
Federal government	\$ 95,895	\$ 78,633
Province of Ontario	76,859	2,129
User charges	154,851	135,220
Other	<u>267,845</u>	<u>224,566</u>
	<u>\$ 595,450</u>	<u>\$ 440,548</u>

6. Temporary Borrowing

The Municipality has authorized credit facilities totalling \$600,000, which is unsecured. As at December 31, 2024, the Municipality has utilized \$0 (2023 - \$0). The interest is calculated at the bank's prime lending rate.

7. Accounts Payable and Accrued Liabilities

	<u>2024</u>	<u>2023</u>
Federal government	\$ 10,794	\$ 7,141
Province of Ontario	2,414	1,635
Trade payables and accrued liabilities	404,246	494,822
Accrued interest	<u>45,175</u>	<u>48,108</u>
	<u>\$ 462,629</u>	<u>\$ 551,706</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

8. Deferred Revenues - Other

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

	Balance as at December 31, 2023	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2024
Northern Ontario Resource Development Support Fund	\$ 46,754	\$ 103,594	\$ 95,089	\$ 55,259
Ontario Trillium Foundation	-	83,500	-	83,500
Other	13,289	12,746	-	26,035
Total Deferred Revenues - Other	\$ 60,043	\$ 199,840	\$ 95,089	\$ 164,794

9. Deferred Revenues - Obligatory Reserve Funds

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

	Balance as at December 31, 2023	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2024
Canada Community - Building Fund	\$ 142,219	\$ 217,267	\$ 131,302	\$ 228,184
Ontario Community Infrastructure Fund	181,937	112,220	278,560	15,597
Total Deferred Revenues - Obligatory Reserve Funds	\$ 324,156	\$ 329,487	\$ 409,862	\$ 243,781

10. Municipal Debt

	2024	2023
Term loan, repayable in monthly instalments of \$3,751, including interest at the fixed rate of 3.90%, matured October 16, 2024	\$ -	\$ 33,577
Term loan, repayable in monthly instalments of \$6,161, including interest at the fixed rate of 6.20%, maturing August 31, 2025	303,621	356,810
Debenture loan, repayable in semi-annual instalments of \$86,958 including interest at the fixed rate of 3.88%, maturing October 15, 2025	168,982	331,594

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

10. Municipal Debt (Continued)

Term loan, repayable in monthly instalments of \$1,647, plus interest at the bank's prime lending rate plus 1.00%, maturing May 22, 2026	27,995	47,757
Term loan, repayable in monthly instalments of \$2,500, plus interest at the bank's prime lending rate plus 1.00%, maturing July 7, 2026	47,500	77,500
Term loan, repayable in monthly instalments of \$5,952, plus interest at the bank's prime lending rate plus 0.50%, maturing September 30, 2026	273,824	345,248
Term loan, repayable in monthly instalments of \$1,746, plus interest at the bank's prime lending rate plus 0.5%, maturing September 30, 2027	288,154	305,278
Debenture loan, repayable in semi-annual instalments of \$58,400, including interest at the fixed rate of 2.21%, maturing August 16, 2036	1,225,236	1,313,492
Debenture loan, repayable in semi-annual instalments of \$89,409 including interest at the fixed rate of 3.61%, maturing September 4, 2048	<u>2,854,518</u>	<u>2,928,284</u>
	<u>\$ 5,189,830</u>	<u>\$ 5,739,540</u>

The Municipality has an authorized revolving credit facility totalling \$1,000,000 to finance the purchase of long-term assets. As at December 31, 2024, the Municipality has utilized \$379,116 (2023 - \$356,810). The interest is calculated at the bank's prime lending rate plus 1.00% or a fixed rate for the balance of the term. Withdrawals are included in the above municipal debt.

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

2025	\$ 781,411
2026	420,546
2027	422,646
2028	330,253
2029	181,483
Thereafter	<u>3,053,491</u>
Total	<u>\$ 5,189,830</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

11. Employee Future Benefits Payable

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

	<u>2024</u>	<u>2023</u>
Accumulated sick leave entitlements	\$ 78,974	\$ 74,813
Vacation payable	<u>60,729</u>	<u>64,097</u>
	<u>\$ 139,703</u>	<u>\$ 138,910</u>

12. Asset Retirement Obligations

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 2,113,116	\$ 2,033,297
Accretion expense	<u>83,255</u>	<u>79,819</u>
Balance, end of year	<u>\$ 2,196,371</u>	<u>\$ 2,113,116</u>

The asset retirement obligation at year-end is as follows:

	<u>2024</u>	<u>2023</u>
Landfill	\$ 2,017,641	\$ 1,934,386
Asbestos removal	67,999	67,999
Septic system	32,481	32,481
Drinking water well and monitoring wells	<u>78,250</u>	<u>78,250</u>
Balance, end of year	<u>\$ 2,196,371</u>	<u>\$ 2,113,116</u>

Landfill

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

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

12. Asset Retirement Obligations (Continued)

	Estimated Remaining Capacity	Estimated Remaining Life	Post-Closure Care Activities	Inflation Rate	Discount Rate
2024					
Powassan	92.8% (712,400 m ³)	138 years	25 years	3.58%	4.30%
2023					
Powassan	93.4% (717,400 m ³)	139 years	25 years	3.58%	4.30%

Asbestos removal

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

Septic systems, drinking water wells and monitoring wells

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

13. Contractual Obligations

During 2006, the Municipality passed a resolution committing to pay \$37,359 per year for 20 years for the North Bay Regional Health Centre Hospital capital project. A formal agreement has been executed and payments commenced in 2007. The remaining balance of this commitment as at December 31, 2024 is \$74,718 (2023 - \$112,077).

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2024

14. Tangible Capital Assets

	Cost			Accumulated Amortization			Net Book Value	
	Balance, beginning of year	Additions	Transfers / Disposals	Balance, end of year	Balance, beginning of year	Amortization Disposals	Balance, end of year	
Land	\$ 443,247	\$ -	\$ -	\$ 443,247	\$ -	\$ -	\$ -	\$ 443,247
Land improvements	2,751,788	-	-	2,751,788	153,927	-	198,009	2,597,861
Buildings	10,514,846	7,817	(249,216)	10,273,447	3,500,172	(246,300)	3,460,298	7,014,674
Automotive equipment	2,134,738	35,840	(26,672)	2,143,906	1,506,241	(26,672)	1,567,731	628,497
Equipment	2,274,659	178,018	(18,734)	2,433,943	1,372,542	(13,190)	1,470,549	902,117
Computer hardware and software	99,257	-	-	99,257	87,271	-	95,228	11,986
Roads and bridges	14,118,891	485,728	(99,828)	14,504,791	8,354,282	(118,733)	8,717,560	5,787,231
Water and sewer	6,028,181	3,436	(51,887)	5,979,730	2,786,063	(51,887)	2,871,854	3,107,876
Assets under construction	165,615	95,385	(158,016)	102,984	-	-	-	102,984
	<u>\$ 38,531,222</u>	<u>\$ 806,224</u>	<u>\$ (604,353)</u>	<u>\$ 38,733,093</u>	<u>\$ 17,760,498</u>	<u>\$ (456,782)</u>	<u>\$ 18,381,229</u>	<u>\$ 20,351,864</u>
								<u>\$ 20,770,724</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

15. Accumulated Surplus

	<u>2024</u>	<u>2023</u>
Surplus		
Invested in tangible capital assets	\$ 20,351,864	\$ 20,770,724
General (see note (a) below)	(5,995)	(8,319)
Unfunded Liabilities		
Municipal debt	(5,189,830)	(5,739,540)
Employee future benefits payable	(139,703)	(138,910)
Asset retirement obligations	(2,196,371)	(2,113,116)
Contractual obligations	(74,718)	(112,077)
Total surplus	<u>12,745,247</u>	<u>12,658,762</u>
Reserves		
Special purpose reserves		
Water and sewer systems	753,276	695,396
Office, recreation and other	541,032	237,105
Public works equipment and infrastructure	856,001	752,172
Garbage and landfill	210,641	130,822
Eides principal	50,000	50,000
Gravel pit closure	64,427	63,164
Water contingency	142,438	142,438
Library	57,461	57,461
Total reserves	<u>2,675,276</u>	<u>2,128,558</u>
Accumulated Surplus	<u>\$ 15,420,523</u>	<u>\$ 14,787,320</u>

(a) General Deficit:

The general deficit of \$(5,995) (2023 - \$(8,319)) at the end of the year is comprised of the following:

	<u>2024</u>	<u>2023</u>
Opening balance	\$ (8,319)	\$ (326)
Annual surplus	633,203	329,027
Transfer to reserves	(546,718)	(487,495)
Net change in tangible capital assets	418,860	683,400
Decrease in unfunded liabilities	(503,021)	(530,126)
Powassan and District Union Public Library surplus	-	(2,799)
Closing balance	<u>\$ (5,995)</u>	<u>\$ (8,319)</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

16. Contingencies

Legal Matters

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

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

17. Commitments

The Municipality entered into a ten-year contractual agreement with Ontario Clean Water Agency (OCWA) from January 1, 2018 to December 31, 2027 for management, operation and maintenance of the municipal water system. The minimum commitment for OCWA services is \$199,305 per year.

The Municipality entered into an agreement with the Ontario Provincial Police from January 1, 2025 to December 31, 2025 to provide police services. The minimum commitment for police services is \$488,044 per year.

The Municipality entered into a ten-year agreement with Powassan Town Square Inc. from March 1, 2018 to February 29, 2028 to rent space for the Powassan & Area Family Health Team. The minimum commitment for the space is \$58,381 per year.

18. Operations of School Boards

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

	<u>2024</u>	<u>2023</u>
Taxation and user charges	<u>\$ 777,536</u>	<u>\$ 786,825</u>
Total amounts received or receivable	<u>777,536</u>	<u>786,825</u>
Requisitions	<u>777,536</u>	<u>786,825</u>
	<u>\$ -</u>	<u>\$ -</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

19. Contributions to Unconsolidated Joint Local Boards

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

	<u>2024</u>	<u>2023</u>
District of Parry Sound Social Services Administration Board	\$ 158,252	\$ 152,011
District of Parry Sound Land Ambulance	121,359	116,989
District of Parry Sound (East) Home for the Aged	127,101	122,581
North Bay Parry Sound District Health Unit	<u>110,919</u>	<u>107,686</u>
	<u>\$ 517,631</u>	<u>\$ 499,267</u>

20. Pension Agreements

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

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan ('the Plan') by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2024, the estimated accrued pension obligation for all members of the Plan was \$140,766 million (2023 - \$134,574 million). The Plan had an actuarial value of net assets at that date of \$137,853 million (2023 - \$130,372 million) indicating an actuarial deficit of \$2,913 million (2023 - \$4,202 million). The Plan is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed by the Municipality to OMERS for 2024 was \$130,273 (2023 - \$122,672) for current services and is included as an expense on the Consolidated Statement of Operations and Accumulated Surplus.

On January 1, 2024 the yearly maximum pension earnings increased to \$68,500 from \$66,600 in 2023. The contributions are calculated at a rate of 9.0% (2023 - 9.0%) for amounts up to the yearly maximum pension earnings stated above and at a rate of 14.6% (2023 - 14.6%) for amounts above the yearly maximum pension earnings.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

21. Financial Instruments

Risks arising from financial instruments and risk management

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

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

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

Liquidity risk

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

Market risk

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

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2024

22. Budget Figures

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

	<u>2024</u>	<u>2023</u>
Budget By-law surplus for the year	\$ -	\$ -
Add: Acquisition of tangible capital assets	1,817,475	1,537,760
Municipal debt repaid	549,932	566,723
Contractual obligations repaid	37,359	37,359
Contributions to reserves	162,532	6,483
Less: Amortization of tangible capital assets	(1,077,513)	(1,170,495)
Contributions from reserves	<u>(265,639)</u>	<u>(246,296)</u>
Budget surplus per statement of operations and accumulated surplus	<u>\$ 1,224,146</u>	<u>\$ 731,534</u>

23. Comparative Figures

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

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2024

24. Segmented Information

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	2024 Total
Revenues									
Net taxation	\$ 744,881	\$ 693,652	\$ 1,281,048	\$ 596,515	\$ 146,142	\$ 169,913	\$ 786,340	\$ 65,264	\$ 4,483,755
User charges	22,655	124,302	-	878,381	46,932	-	668,516	7,400	1,748,186
Government grants and transfers - Provincial	180,076	167,691	309,695	209,310	35,330	41,077	195,882	15,778	1,154,839
Government grants and transfers - Federal	7,124	-	-	-	-	-	-	-	7,124
Other	193,508	3,588	(96,441)	2,570	630	732	3,388	281	108,256
Total revenues	<u>1,148,244</u>	<u>989,233</u>	<u>1,494,302</u>	<u>1,686,776</u>	<u>229,034</u>	<u>211,722</u>	<u>1,654,126</u>	<u>88,723</u>	<u>7,502,160</u>
Expenses									
Salary, wages and employee benefits	633,804	338,793	737,700	62,603	-	-	353,772	-	2,126,672
Materials, contracted services, rents, and financial expenses	421,759	213,718	782,053	763,440	9,325	-	822,020	109,605	3,121,920
Interest on long term debt	128,674	53,023	20,742	12,954	-	-	550	-	215,943
Transfers to other governments and the public	-	470,351	-	-	232,278	285,353	-	-	987,982
Amortization of tangible capital assets	66,718	89,036	610,900	162,791	3,829	-	144,239	-	1,077,513
Total expenses	<u>1,250,955</u>	<u>1,164,921</u>	<u>2,151,395</u>	<u>1,001,788</u>	<u>245,432</u>	<u>285,353</u>	<u>1,320,581</u>	<u>109,605</u>	<u>7,530,030</u>
Annual surplus (deficit) before other	<u>(102,711)</u>	<u>(175,688)</u>	<u>(657,093)</u>	<u>684,988</u>	<u>(16,398)</u>	<u>(73,631)</u>	<u>333,545</u>	<u>(20,882)</u>	<u>(27,870)</u>
Other									
Government grants and transfers related to capital - Provincial	-	-	373,650	41,456	-	-	114,665	-	529,771
Government grants and transfers related to capital - Federal	-	-	131,302	-	-	-	-	-	131,302
Annual surplus (deficit)	<u>\$ (102,711)</u>	<u>\$ (175,688)</u>	<u>\$ (152,141)</u>	<u>\$ 726,444</u>	<u>\$ (16,398)</u>	<u>\$ (73,631)</u>	<u>\$ 448,210</u>	<u>\$ (20,882)</u>	<u>\$ 633,203</u>

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2024

24. Segmented Information (Continued)

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	2023 Total
Revenues									
Net taxation	\$ 793,738	\$ 665,396	\$ 1,150,109	\$ 523,091	\$ 136,913	\$ 157,009	\$ 624,932	\$ 65,435	\$ 4,116,623
User charges	20,590	98,531	-	801,652	45,139	-	597,301	5,452	1,568,665
Government grants and transfers - Provincial	264,777	178,164	307,949	201,075	36,659	42,040	186,399	17,521	1,234,584
Other	192,333	4,370	(64,289)	2,679	701	804	3,201	335	140,134
Total revenues	1,271,438	946,461	1,393,769	1,528,497	219,412	199,853	1,411,833	88,743	7,060,006
Expenses									
Salary, wages and employee benefits	727,052	312,763	664,137	43,900	-	-	353,511	-	2,101,363
Materials, contracted services, rents, and financial expenses	455,995	220,465	641,056	688,351	9,943	-	573,737	114,439	2,703,986
Interest on long term debt	138,856	56,840	23,945	20,698	-	-	2,666	-	242,995
Transfers to other governments and the public	-	481,429	-	-	224,675	274,592	-	-	980,696
Amortization of tangible capital assets	66,260	92,220	682,279	161,881	4,829	-	163,026	-	1,170,495
Total expenses	1,388,163	1,163,707	2,011,417	914,830	239,447	274,592	1,092,940	114,439	7,199,535
Annual surplus (deficit) before other	(116,725)	(217,246)	(617,648)	613,667	(20,035)	(74,739)	318,893	(25,696)	(139,529)
Other									
Government grants and transfers related to capital - Provincial	-	-	159,960	-	-	-	-	-	159,960
Government grants and transfers related to capital - Federal	-	-	305,797	-	-	-	-	-	305,797
Annual surplus (deficit)	\$ (116,725)	\$ (217,246)	\$ (151,891)	\$ 613,667	\$ (20,035)	\$ (74,739)	\$ 318,893	\$ (25,696)	\$ 326,228



Comparative Analysis

Corporation of the Municipality of Powassan
December 31, 2024

Presented by Jessica Dion, CPA, CA
April 15, 2025
Prepared by Baker Tilly SNT





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Independent Auditor's Report - excerpt

Opinion

We have audited the financial statements of the Corporation of the Municipality of Powassan, which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, cash flows and change in net debt for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation of the Municipality of Powassan as at December 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Statement of Financial Position

	Actual 2024	Actual 2023	Over (Under) Prior Year	Comments
Financial Assets				
Cash and cash equivalents	\$ 2,262,740	\$ 1,882,927	\$ 379,813	increase in cash provided by annual surplus offset by changes in receivables and payables
Taxes receivable	408,818	497,791	(88,973)	collection efforts undertaken during the year to reduce balance
Accounts receivable	<u>595,450</u>	<u>440,548</u>	<u>154,902</u>	\$74k ICIP grant receivable, other receivables have increased due to timing of receipts - mostly commercial users
	<u>3,267,008</u>	<u>2,821,266</u>	<u>445,742</u>	
Liabilities				
Accounts payable and accrued liabilities	462,629	551,706	(89,077)	timing of payments resulting in decrease
Deferred revenues - other	164,794	60,043	104,751	Ontario Trillium Foundation Grant of \$83,500 carried forward to next year
Deferred revenues - obligatory reserve funds	243,781	324,156	(80,375)	most of the OCIF funds spent, CCBF partially carried forward to next year
Municipal debt	5,189,830	5,739,540	(549,710)	annual repayments
Employee future benefits payable	139,703	138,910	793	reasonable
Asset retirement obligations	2,196,371	2,113,116	83,255	annual accretion expense
Contractual obligations	<u>74,718</u>	<u>112,077</u>	<u>(37,359)</u>	annual repayments
	<u>8,471,826</u>	<u>9,039,548</u>	<u>(567,722)</u>	
Net Debt	<u>(5,204,818)</u>	<u>(6,218,282)</u>	<u>1,013,464</u>	
Non-Financial Assets				
Tangible capital assets	20,351,864	20,770,724	(418,860)	\$806k in additions (various roads, boiler replacement, playground equipment) offset by \$1.1M in amortization and \$147k loss on disposal of assets (various roads)
Prepaid expenses	119,723	106,798	12,925	increase in insurance premiums
Inventories of supplies	<u>153,754</u>	<u>128,080</u>	<u>25,674</u>	increase in sand on hand
	<u>20,625,341</u>	<u>21,005,602</u>	<u>(380,261)</u>	
Accumulated Surplus	<u>\$ 15,420,523</u>	<u>\$ 14,787,320</u>	<u>\$ 633,203</u>	

Statement of Operations

	Budget 2024	Actual 2024	Actual 2023	Over (Under) Budget	Comments
Revenues					
Net taxation	\$ 4,449,735	\$ 4,483,755	\$ 4,116,623	\$ 34,020	reasonable
User charges	1,440,341	1,748,186	1,568,665	307,845	increase in building permits, ice rentals and programming, environmental fees
Government grants and transfers	1,181,472	1,161,963	1,234,584	(19,509)	reasonable
Other	<u>148,902</u>	<u>108,256</u>	<u>140,134</u>	<u>(40,646)</u>	loss on disposal of assets (roads) offset by better than expected interest earned on bank accounts
	<u>7,220,450</u>	<u>7,502,160</u>	<u>7,060,006</u>	<u>281,710</u>	
Expenses					
General government	1,226,353	1,250,955	1,388,163	24,602	reasonable
Protection services	1,168,765	1,164,921	1,163,707	(3,844)	reasonable
Transportation services	2,174,675	2,151,395	2,011,417	(23,280)	reasonable
Environmental services	897,952	1,001,788	914,830	103,836	\$83k accretion expense is not budgeted
Health services	249,007	245,432	239,447	(3,575)	reasonable
Social and family services	286,713	285,353	274,592	(1,360)	reasonable
Recreation and cultural services	1,159,702	1,320,581	1,092,940	160,879	expenses was budgeted as capital assets but recorded as expenses as it was maintenance type items on the community centres (arenas) and not prolonging the useful life
Planning and development	<u>111,805</u>	<u>109,605</u>	<u>114,439</u>	<u>(2,200)</u>	reasonable
	<u>7,274,972</u>	<u>7,530,030</u>	<u>7,199,535</u>	<u>(255,058)</u>	
Annual deficit before other	(54,522)	(27,870)	(139,529)	26,652	
Other					
Government grants and transfers related to capital	<u>1,278,668</u>	<u>661,073</u>	<u>465,757</u>	<u>(617,595)</u>	watermain replacement project not completed therefore grant funding not received
Annual surplus	<u>\$ 1,224,146</u>	<u>\$ 633,203</u>	<u>\$ 326,228</u>	<u>\$ (590,943)</u>	

Statement of Operations - Expenses

	Budget 2024	Actual 2024	Actual 2023	Over (Under) Budget	Comments
Salaries, wages and benefits	\$ 2,067,850	\$ 2,126,672	\$ 2,101,363	\$ 58,822	reasonable
Interest on long-term debt	214,059	215,943	242,995	1,884	reasonable
Materials, contracted services, rents, and financial expenses	2,926,178	3,121,920	2,703,986	195,742	\$83k accetion expense; expenses was budgeted as capital assets but recorded as expenses as it was maintenance type items on the community centres (arenas) and not prolonging the useful life
External transfers	989,372	987,982	980,696	(1,390)	reasonable
Amortization	<u>1,077,513</u>	<u>1,077,513</u>	<u>1,170,495</u>	<u>-</u>	reasonable
	<u>\$ 7,274,972</u>	<u>\$ 7,530,030</u>	<u>\$ 7,199,535</u>	<u>\$ 255,058</u>	

Budget Reconciliation

	Budget 2024	Actual 2024	Comments
Municipal Surplus	\$ -	\$ -	
Adjustments for PSAB compliance			
Municipal debt repaid	549,932	549,710	reasonable
Contractual obligations repaid	37,359	37,359	
Accretion expense	-	(83,255)	not budgeted
Change in employee future benefits payable	-	(793)	
Acquisition of tangible capital assets	1,817,475	806,224	\$806k in additions (various roads, boiler replacement, playground equipment)
			watermain replacement was not completed in 2024
Proceeds on disposal of tangible capital assets	-	(650)	
Loss on disposal of tangible capital assets	-	(146,921)	disposal of roads that have been replaced/repared
Amortization of tangible capital assets	(1,077,513)	(1,077,513)	reasonable
Reduction of general deficit	-	2,324	
Contributions to reserves	<u>(103,107)</u>	<u>546,718</u>	annual surplus plus the change in tangible capital assets
Surplus per financial statements	\$ <u>1,224,146</u>	\$ <u>633,203</u>	

Reserves

	Actual 2024	Actual 2023
Water and sewer systems	\$ 753,276	\$ 695,396
Office, recreation and other	541,032	237,105
Public works equipment and infrastructure	856,001	752,172
Garbage and landfill	210,641	130,822
Eides principal	50,000	50,000
Gravel pit closure	64,427	63,164
Water contingency	142,438	142,438
Library	<u>57,461</u>	<u>57,461</u>
	<u>\$ 2,675,276</u>	<u>\$ 2,128,558</u>



Benchmarking

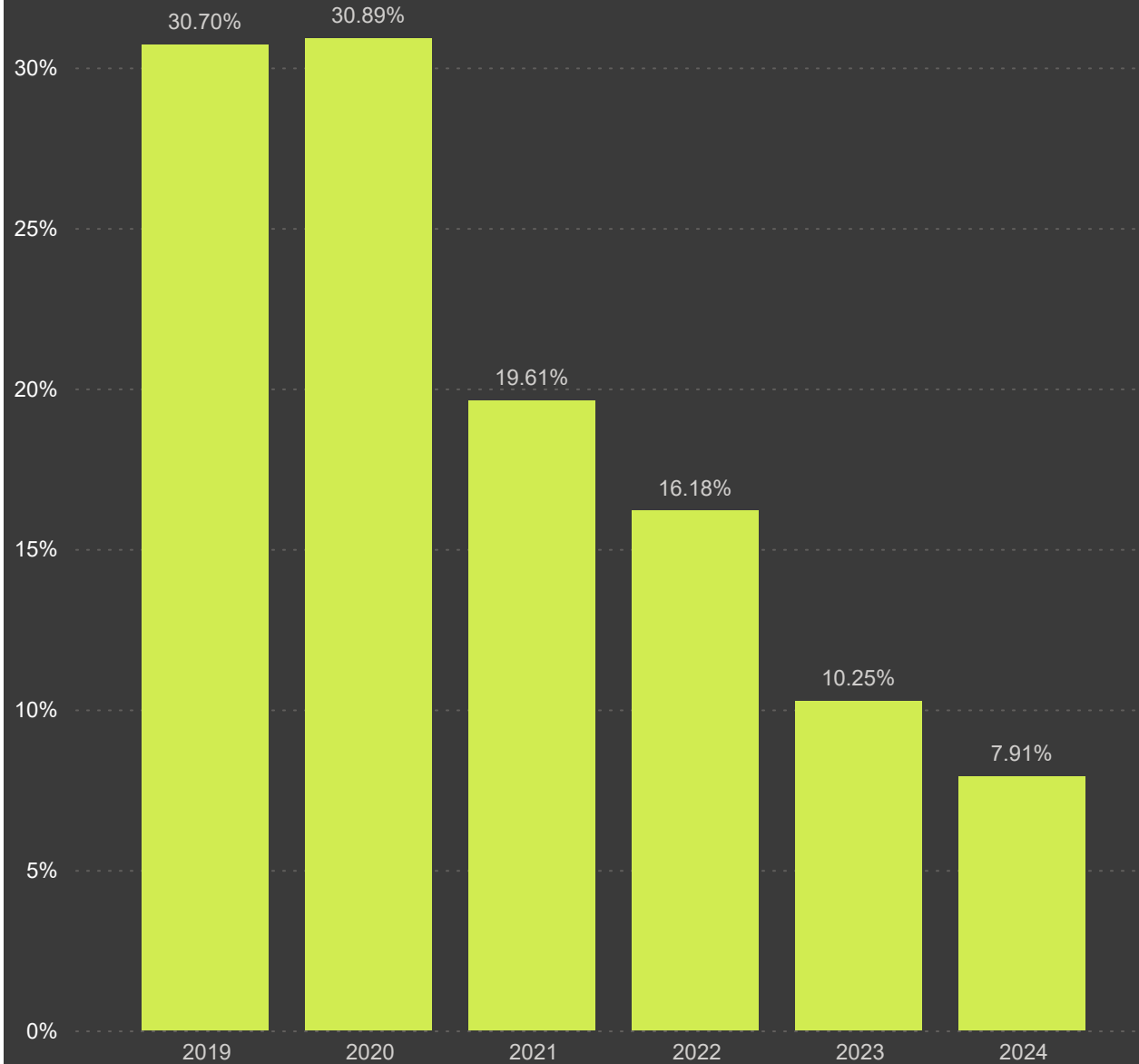
DISCLAIMER

THE FOLLOWING BENCHMARKING SLIDES HAVE BEEN PREPARED BY
BAKER TILLY SNT LLP/S.R.L.

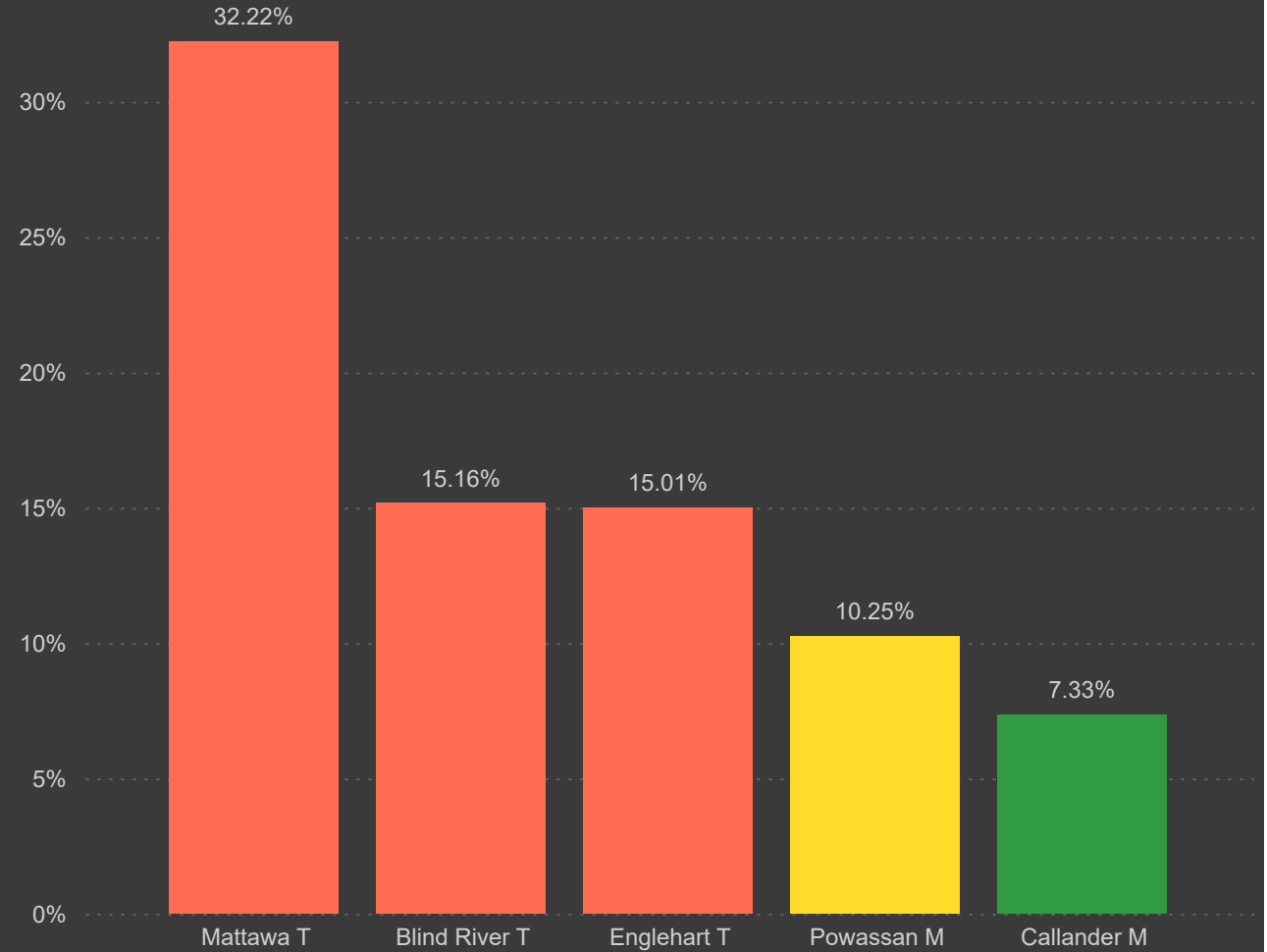
THE INFORMATION CONTAINED IN THE FOLLOWING BENCHMARKING
SLIDES HAS NEITHER BEEN AUDITED NOR REVIEWED.



Historical Values



Municipal Comparison



Risk Levels

High: >15% Moderate: 10% to 15% Low: < 10%



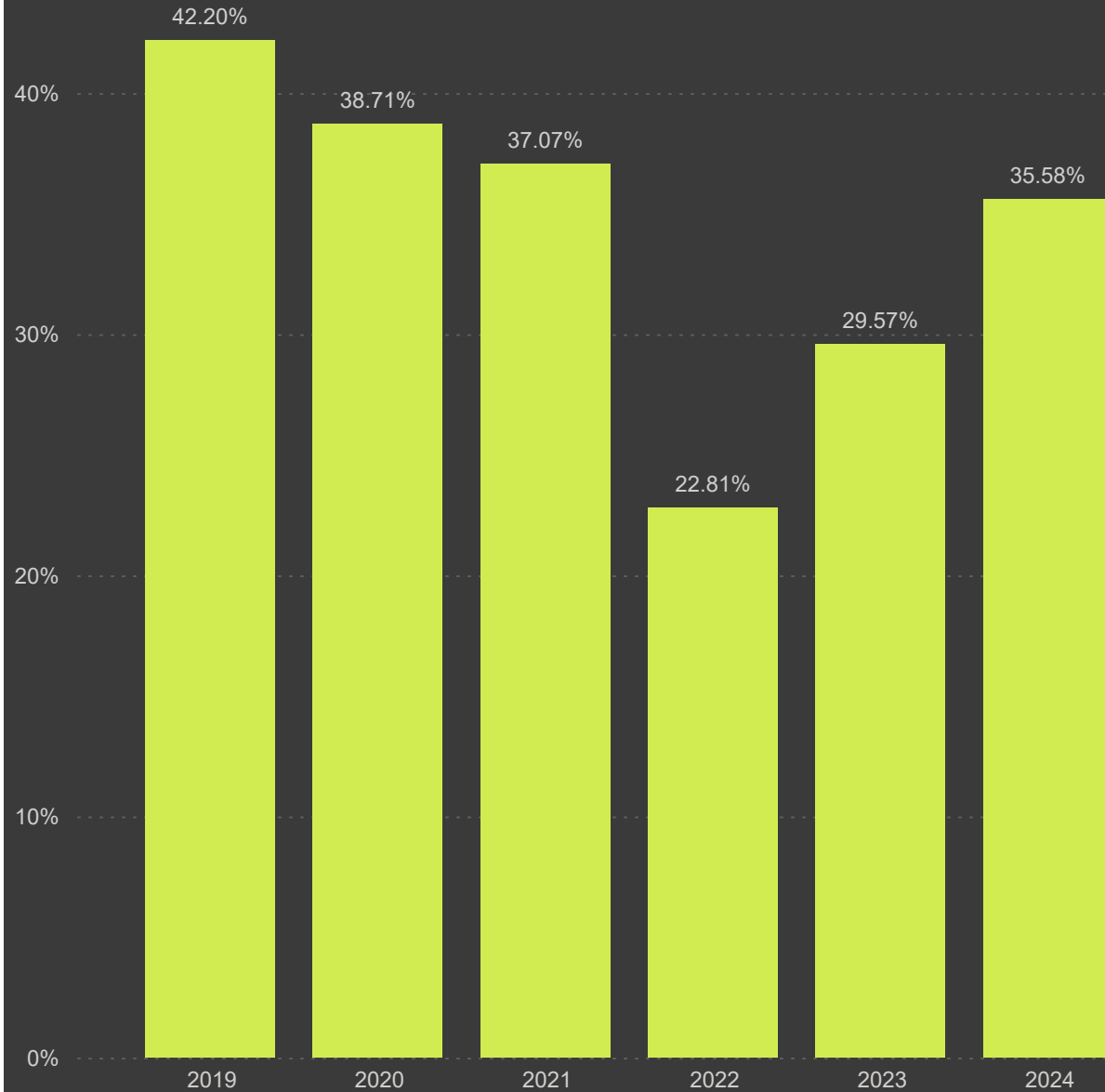
bakertilly

Total Reserves Ratio

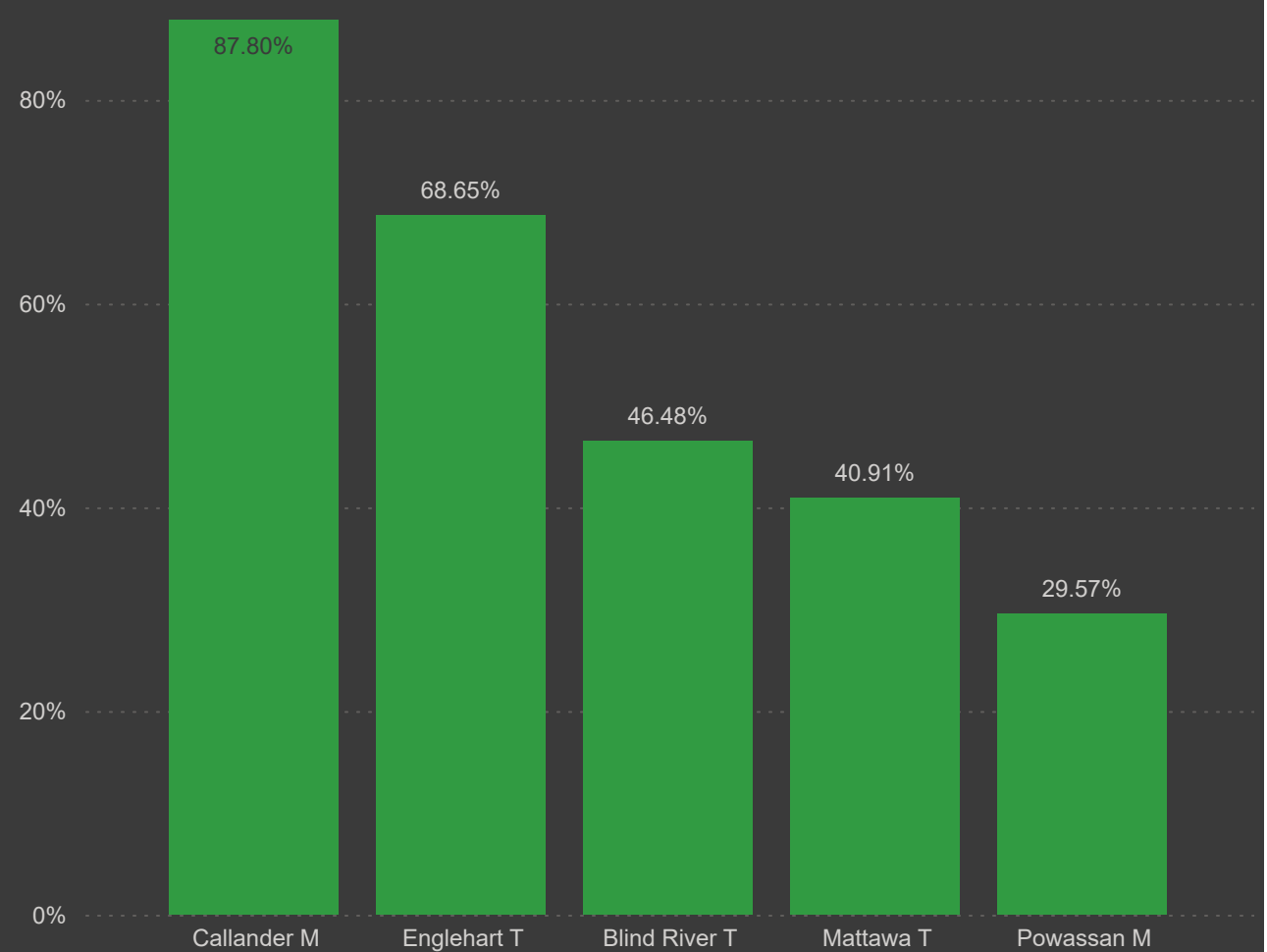
2023



Historical Values



Municipal Comparison



Risk Levels

Low: > 20%

Moderate: 10% to 20%

High: < 10%



Home



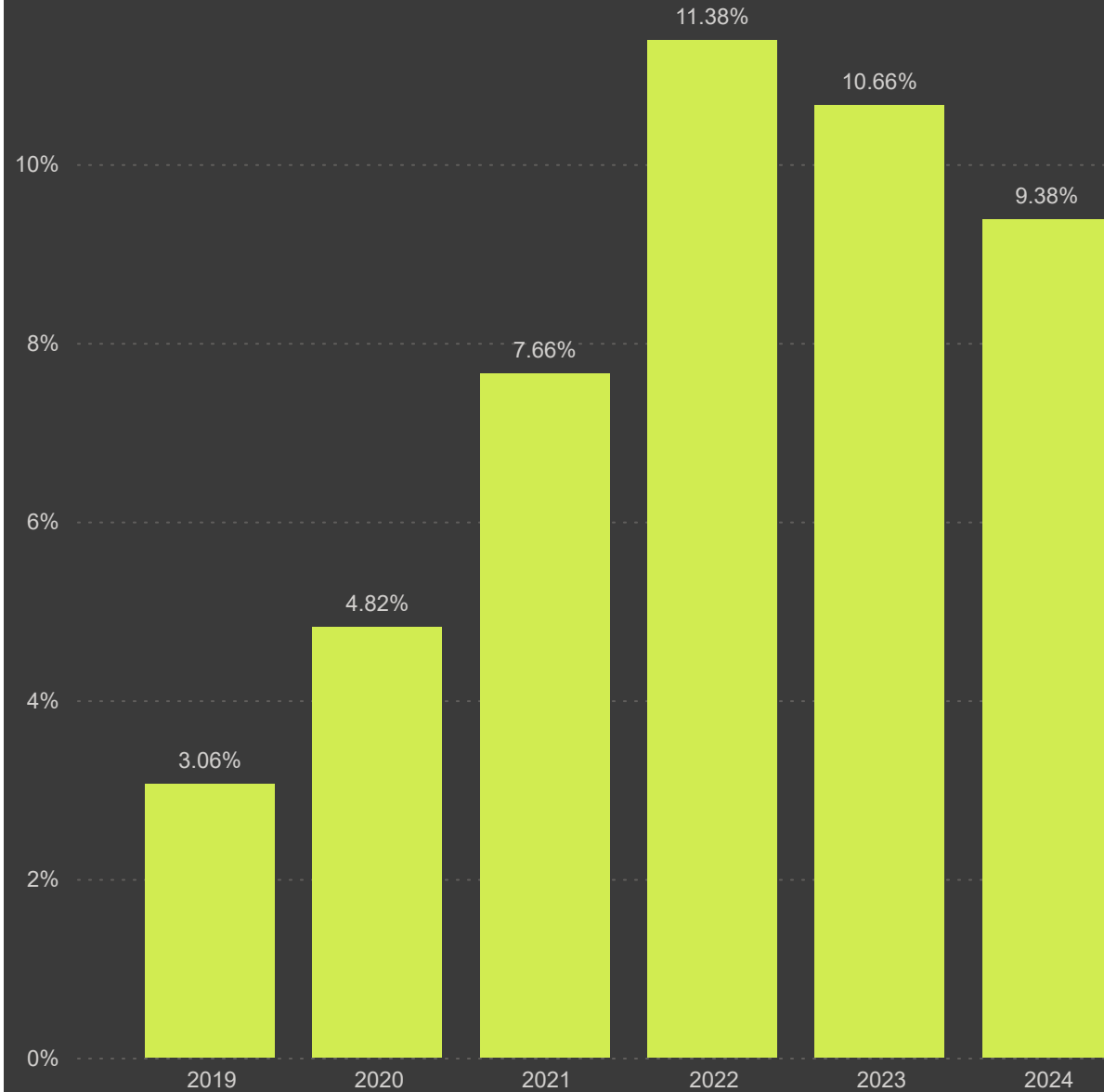
bakertilly

Debt Servicing Ratio

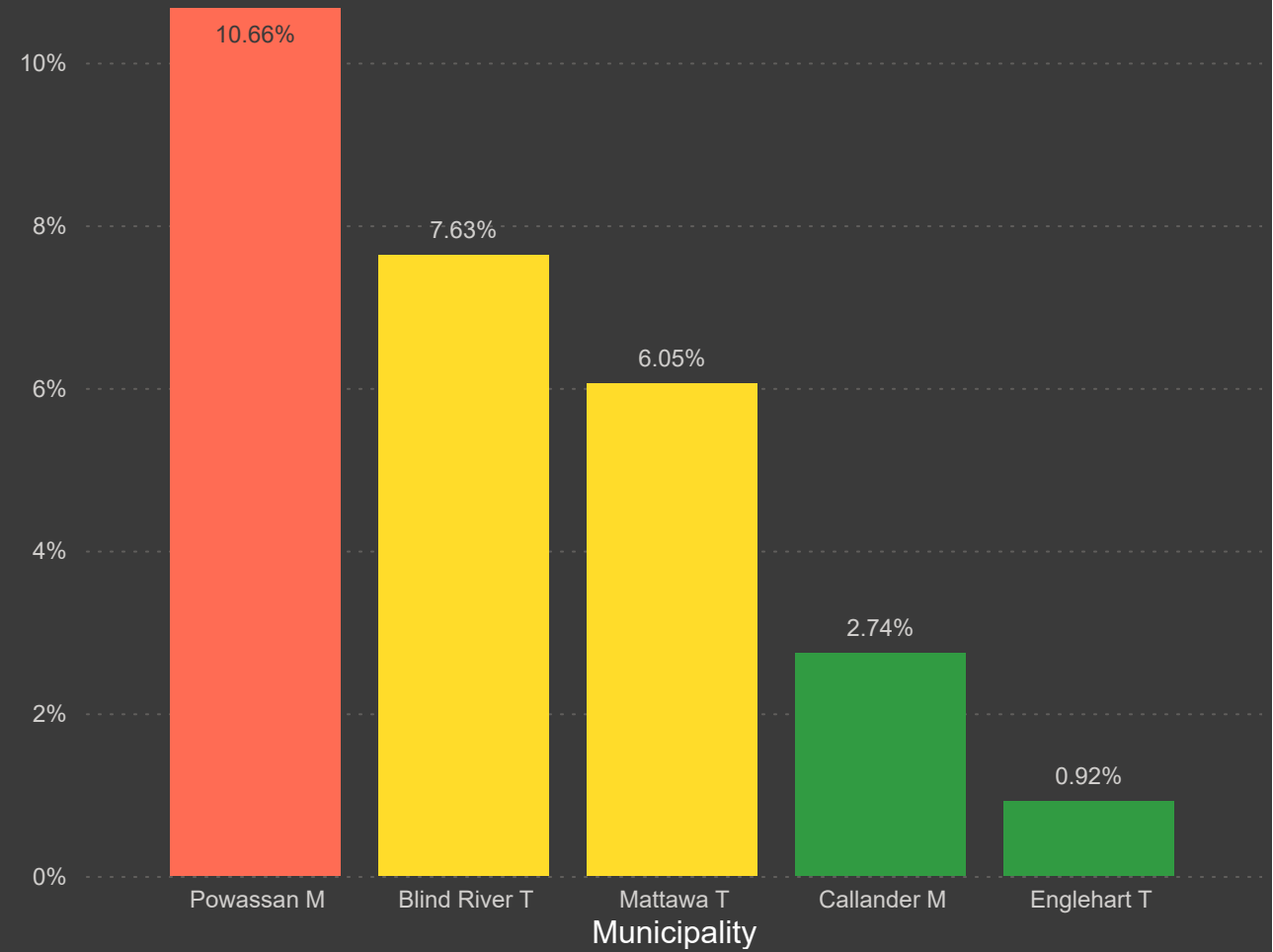
2023



Historical Values



Municipal Comparison



Risk Levels

High: >10%

Moderate: 5% to 10%

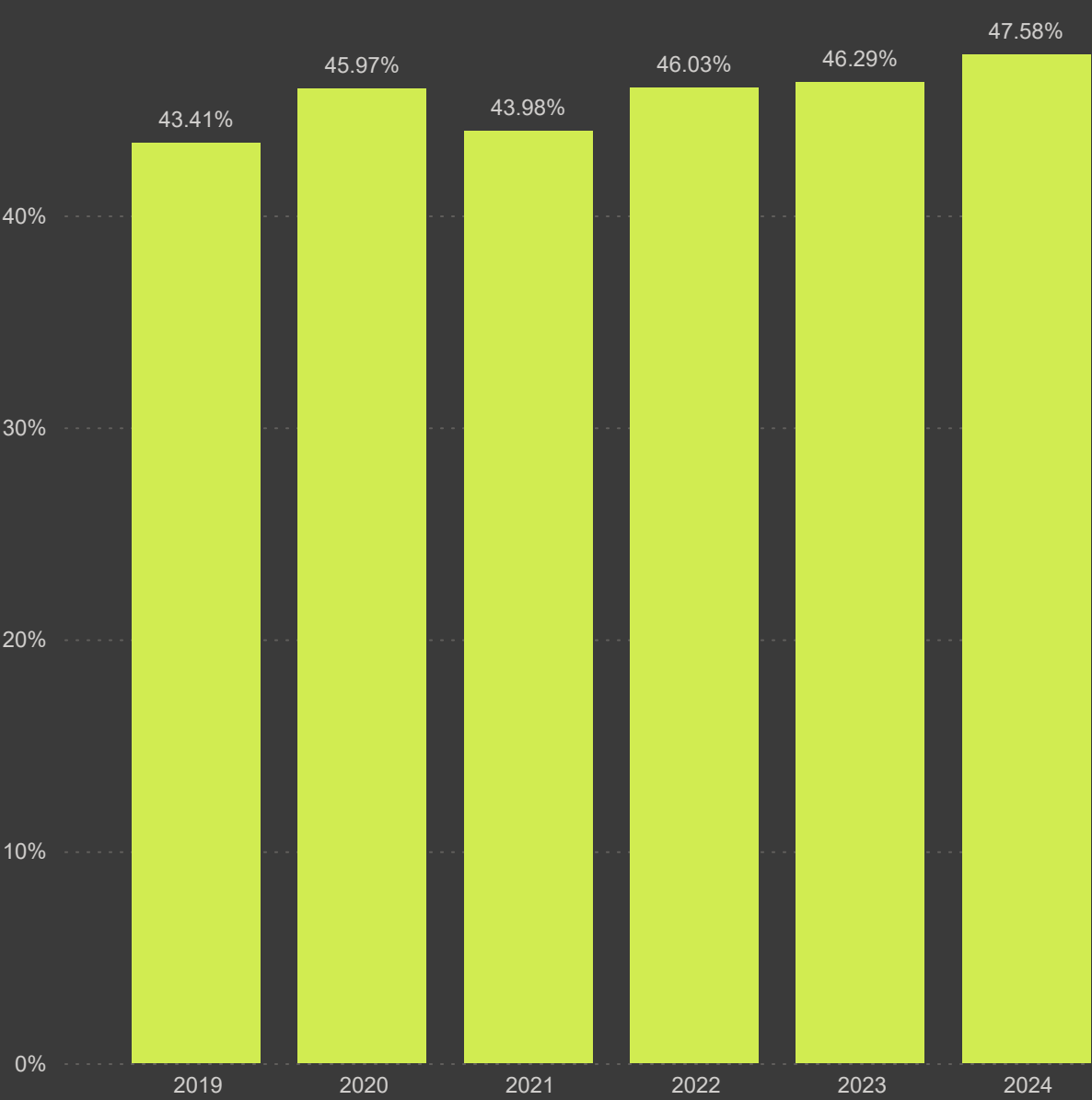
Low: < 5%

Asset Consumption Ratio

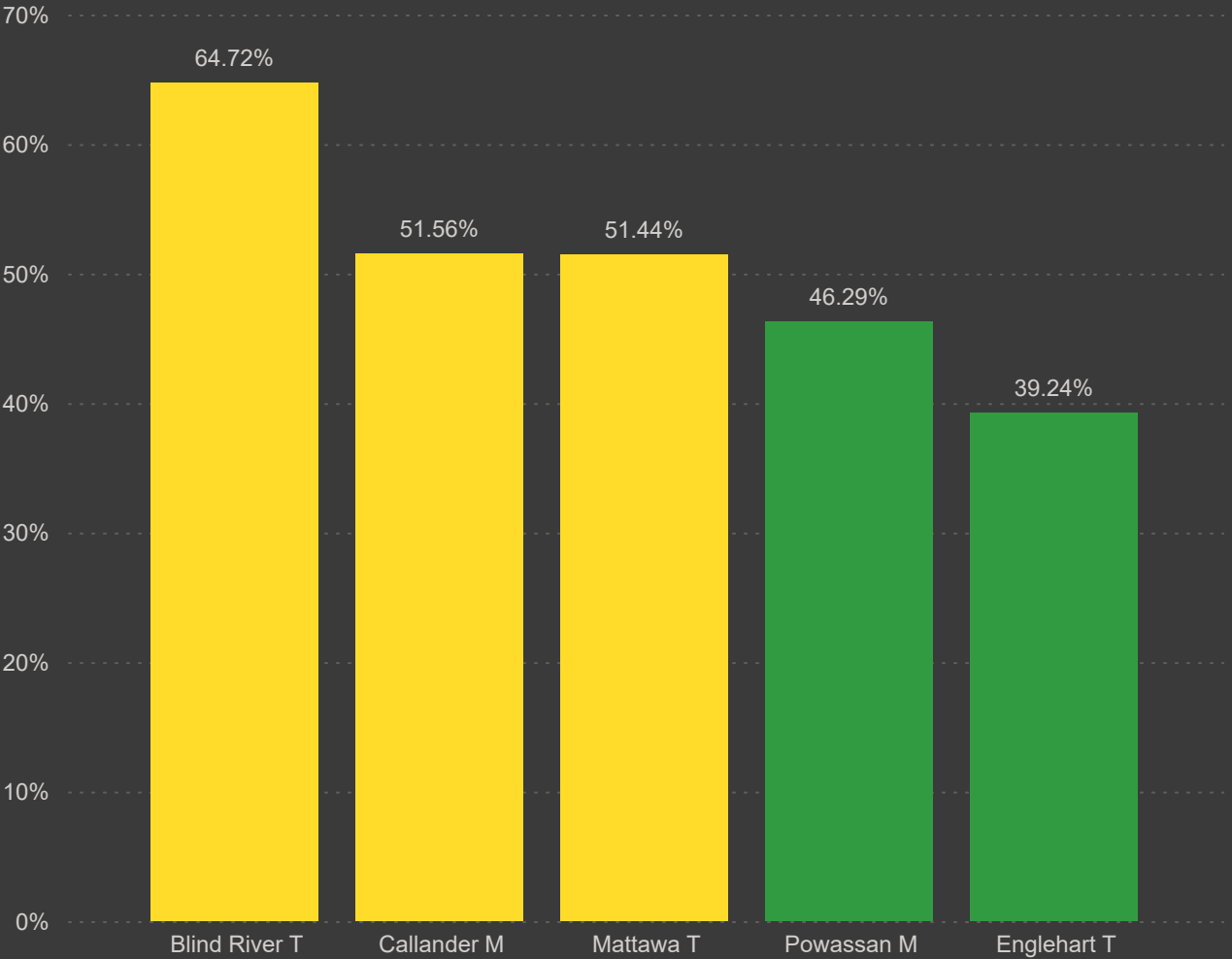
2023

▼

Historical Values



Municipal Comparison



Risk Levels

Low: < 50%

Moderate: 50% to 75%

High: >75%

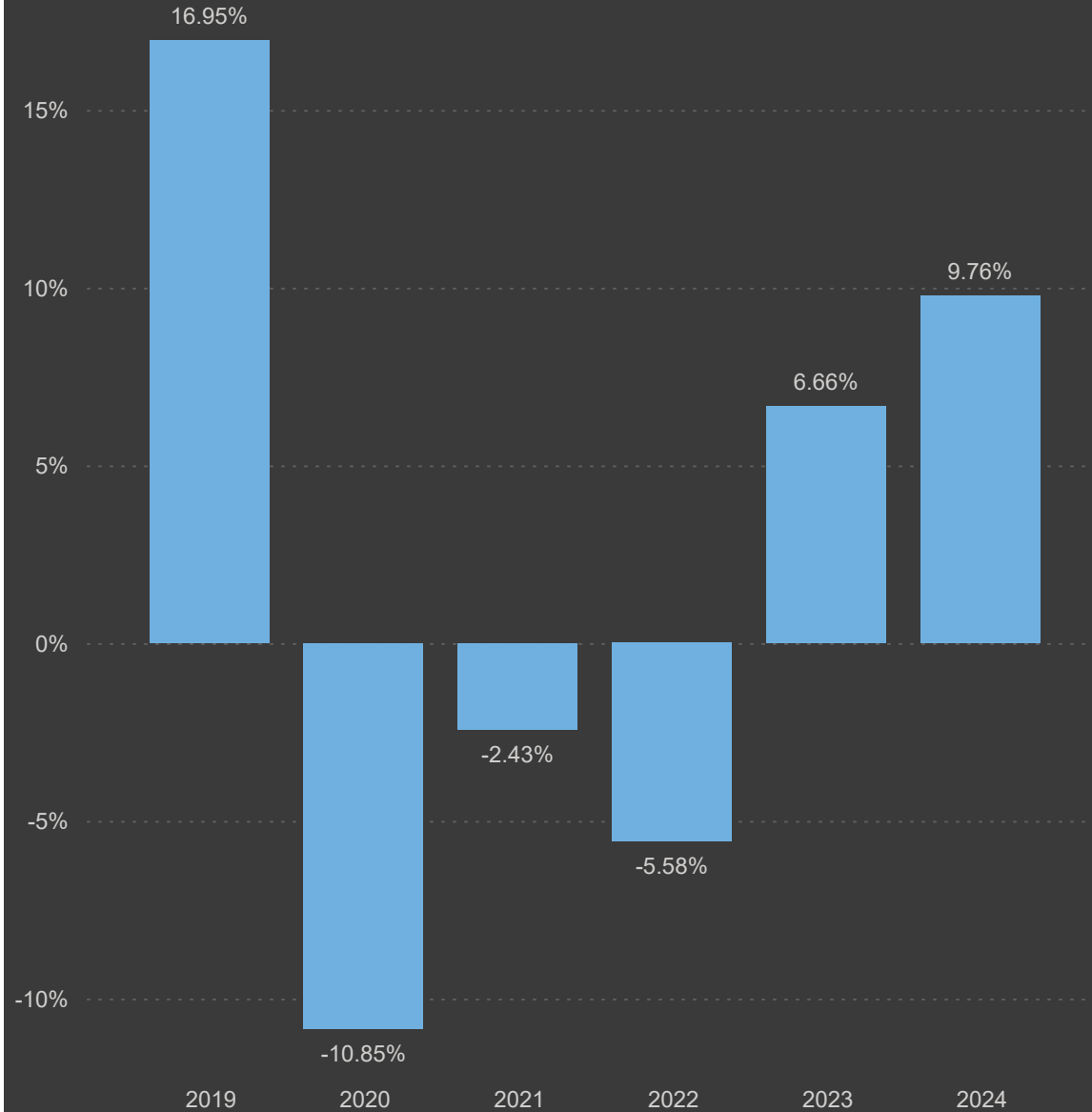


bakertilly Operating Surplus Ratio

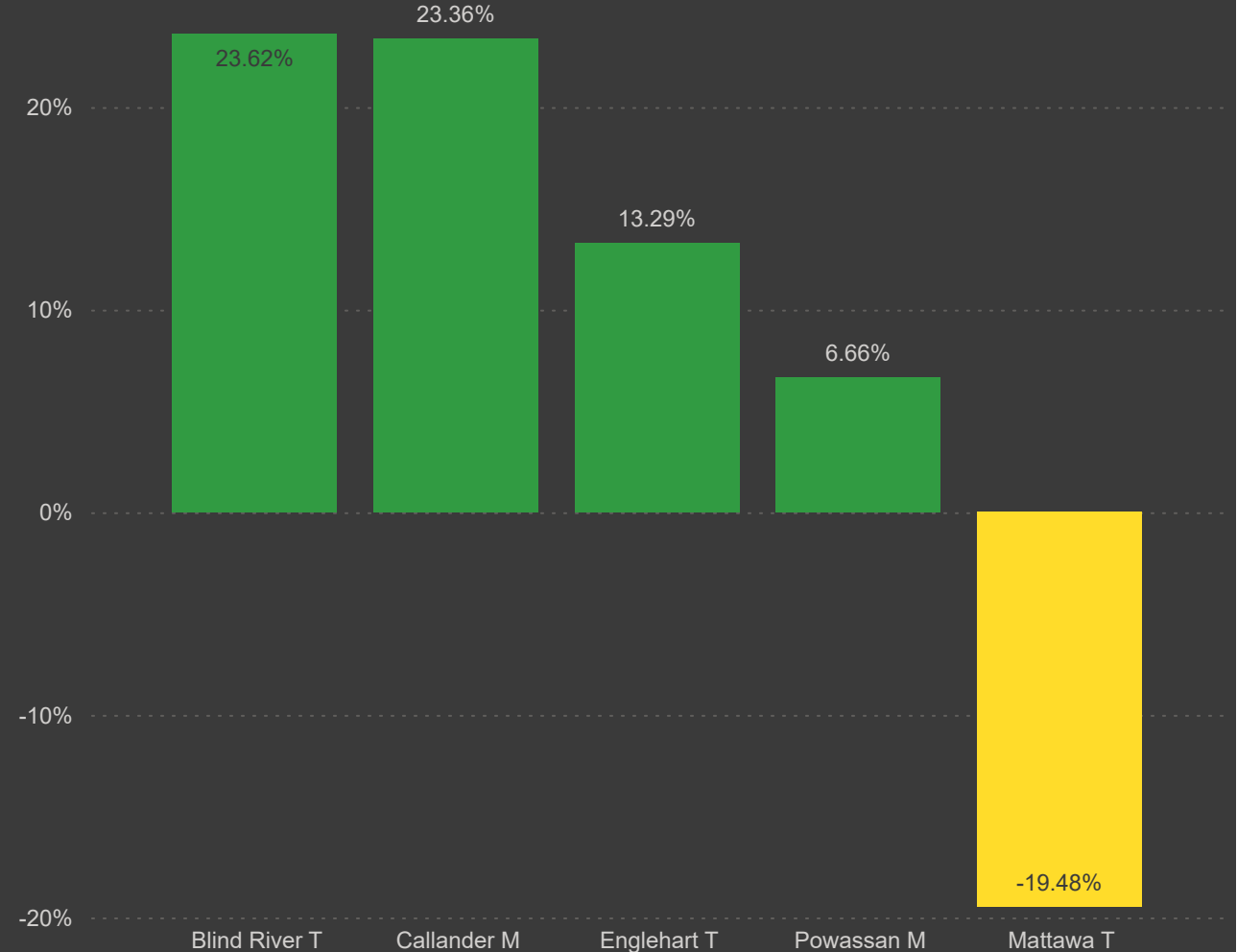
2023



Historical Values



Municipal Comparison



Risk Levels

High: < -30%

Moderate: -1% to -30%

Low: > -1%



Conclusion

Should any member of Council wish to discuss or review any matter addressed in this report or any other matters related to financial reporting, please do not hesitate to contact us at any time.

This presentation is preserved in our working paper file and serves as documentary evidence that the matters noted in this communication have been addressed.



Thank you





Regular Council Meeting
Tuesday, April 1, 2025, 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: None.

Disclosure of Monetary Interest and General Nature Thereof: None.

2025-94 Moved by: L. Patey Seconded by: R. Hall
That the agenda of the Regular Council Meeting of April 1, 2025, be approved. **Carried**

2025-95 Moved by: R. Hall Seconded by: D. Britton
That the minutes of the Regular meeting of Council of March 18, 2025, be adopted. **Carried**

2025-96 Moved by: D. Britton Seconded by: M. Wand
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of February 18, 2025, be received. **Carried**

2025-97 Moved by: M. Wand Seconded by: R. Hall
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the Hummel Bridge Repairs, be received; and,

FURTHER that Council formally requests the Township of Nipissing to participate in the preparation studies for the Hummel Bridge replacement project. **Carried**

2025-98 Moved by: R. Hall Seconded by: L. Patey
That the memo from Treasurer/Director of Corporate Services, B. Robinson, regarding the second 2025 Budget Meeting, be received; and,

FURTHER that the second Budget Meeting be set for April 14, 2025, at 6:30pm. **Carried**

2025-99 Moved by: L. Patey Seconded by: M. Wand
That Bylaw 2025-06, being a Bylaw to amend Bylaw 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands described in Con.1, Part Lot 26 Plan PSR 1995, Part 2, PCL 10770 NS (49 Highway 522), in the Municipality of Powassan,

Be READ a FIRST and SECOND time on the 18th day of March 2025 and to be READ a THIRD and FINAL time and considered passed as such in open Council on the 1st day of April 2025. **Carried**

2025-100 Moved by: M. Wand Seconded by: R. Hall
That Bylaw 2025-07, being a Bylaw to set the annual remuneration to be paid to the Mayor, Deputy Mayor, and Councillors,

Be READ a FIRST and SECOND time on the 18th day of March 2025 and to be READ a THIRD and FINAL time and considered passed as such I open Council on the 1st day of April 2025. **Carried**

2025-101 Moved by: R. Hall Seconded by: M. Wand
That the Report dated March 24, 2025, from Planscape to Powassan Council recommending approval subject to standard conditions, be received.

THAT Powassan Council concurs with the requested Consent and asks that the following conditions be applied by the North Almaguin Planning Board (NAPBoard) in rendering its approval of Consent Application B12/Powassan/2025:

- a) That a driveway entrance permit for a new lot fronting on Park Lane be obtained from the Municipality of Powassan
 - b) Confirmation from local school boards that school bus service is available at the subject location.
 - c) Confirmation that the new lot can provide a 0.5 ha building envelope outside of the MDS calculation or
 - d) Removal of the barn if no MDS calculation is submitted for the barn on the retained lot.
- Carried**

2025-102 Moved by: L. Patey Seconded by: D. Britton
That the Report dated March 24, 2025, from Planscape to Powassan Council recommending approval subject to standard conditions, be received.

THAT Powassan Council concurs with the requested Consent and asks that the following conditions be applied by the North Almaguin Planning Board (NAPBoard) in rendering its approval of Consent Application B13/Powassan/2025:

- a) Legal merge of the severed lot on title with the abutting parcel as described.
- Carried**

2025-103 Moved by: D. Britton Seconded by: R. Hall
That the Report dated March 24, 2025, from Planscape to Powassan Council recommending approval subject to standard conditions, be received.

THAT Powassan Council concurs with the requested Consent and asks that the following conditions be applied by the North Almaguin Planning Board (NAPBoard) in rendering its approval of Consent Application B14/Powassan/2025:

- a) That a driveway entrance permit for a new lot fronting on Park Lane be obtained from the Municipality of Powassan.

b) Confirmation from local school boards that school bus service is available at the subject location.

c) That the applicant enters into a formal agreement with the Municipality to be added on title.

Carried

2025-104

Moved by: R. Hall

Seconded by: M. Wand

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

17.1 Adoption of Closed Session Minutes of January 7, 2025

17.2 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.

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

Carried

2025-105

Moved by: D. Britton

Seconded by: L. Patey

That Council now reconvenes to regular session at 7:49pm.

Carried

2025-106

Moved by: L. Patey

Seconded by: R. Hall

That council now adjourns at 7:49pm.

Carried

Mayor

Clerk

**POWASSAN MAPLE SYRUP FESTIVAL
COMMITTEE MEETING MINUTES
MARCH 26, 2025**

Call to order:

Meeting called to order at 6:10 pm. with the following members in attendance:

Christine Wendover / Leo Patey / Mike Odrowski / Monika Gibbings / Angela Ashford / Diane Cole / Mike Odrowski

Municipal staff in attendance: Kim Bester

Call to Order – Moved by Monika / Seconded by Christine– **Carried**

1. Review of the Feb. 19 2025 minutes – Moved by Monika / Seconded by Angela - **Carried.**

2. **Maple Producers** –

3. **Old Business** –

4. **New Business** –

- a) Vendors - We don't have quite as many vendors as past years but applications are still coming in.
- b) Sponsorship Monies is less than \$1000 at this point.
- c) We received notification that we will be receiving a bit over \$12,000 to enlarge the Kidz Zone, etc. We have not yet heard from Experience Ontario.
- d) Budget Update was provided
- e) Leo will be taking Maple to three local schools in April to distribute coloring pages and candies. The coloring pages will also include a summary of Maple Syrup Festival activities on the flip side.
- f) Leo has not heard back from indigenous group so they probably won't participate this year
- g) The committee decided to move Indoor Vendors to the Sportsplex. This will allow us to accommodate over 45 vendors, instead of the 24 we could accommodate inside 250 Clark.
- h) The committee didn't feel that we would have any use for the Northern Comfort trailer.

Other Discussions:

- a) Monika asked if the tents and stage could be delivered by Public Works on Friday late afternoon so that everything could be set up that night. She will require approximately 6 cement blocks to hold the tents down. Public Works will also provide chairs to the stage area on Saturday morning.
- b) Diane has 8 volunteers so far. We will organize a Volunteer Meet and Greet for April where interested volunteers can meet with Diane to discuss potentially assisting at the festival.
- c) We will provide pancake breakfast vouchers for all volunteers.
- d) We need to ensure that we have a sign at the offsite parking area (and promote) the fact that all vehicles need to be off of the property by shortly after 4 – as gates will be locked then.

- e) The Foodbank will share a space with or adjacent to Christine inside the Sportsplex.
- f) We will ask St. Joseph's church if we can allocate some of their parking to Accessible with signage – Kim to contact the City of North Bay to ask if we may borrow signage again this year. Public Works would pick up Thursday-Friday.
- g) The Library will be doing the taffy on ice – they have provided their poster showing activities – we will promote on Facebook and our website.
- h) Lori will purchase candy and donate some for the Maple visit to the schools and/or for Maple to distribute the day of the festival.
- i) Angela / Diane to assist Christine on Thursday evening – marking out vendor spots.
- j) We will need to figure out where Glendale Farms is being situated down by the Sportsplex ballfield and where Clarence Nadrofsky's nephew will be doing the boiling demonstration and branding (Lori to coordinate with him).
- k) We will provide balloons for the Girl Guide leaders to put up along the fence around the ball diamond. They will charge \$5 to each child to enter which will provide all day unlimited access to the bouncy castles and the games, etc.

Motion to end the meeting at 7:00 pm – moved by Christine, seconded by Monika. **Carried**

Next meeting – Wed., April 9, 2025 – 6:10 pm

Minutes approved by: _____
Mike Odrowski, Chair

Recorded by : _____
Kimberly Bester, Secretary

POWASSAN MAPLE SYRUP FESTIVAL COMMITTEE MEETING
MINUTES
APRIL 9, 2025

Call to order:

Meeting called to order at 6:15 pm. with the following members in attendance:

Christine Wendover / Leo Patey / Monika Gibbings / Angela Ashford / Diane Cole

Municipal staff in attendance: Kim Bester

Call to Order – Moved by Monika / Seconded by Christine– **Carried**

1. Review of the March 26, 2025 minutes – Moved by Monika / Seconded by Angela - **Carried.**

2. **Maple Producers –**

3. **Old Business –**

4. **New Business –**

- a) Vendor Update – We have approximately 170 Vendor spaces allocated (47 inside the Sportsplex and the rest on Main Street and in the Food Court on Clark/Main)
- b) Sponsor Update – total sponsor revenue so far is approximately \$2900. There are other donations pending however.
- c) Funding Update – we have not yet heard back regarding our Experience Ontario application. At this time it probably is too late to plan the Maple Week and additional events. IF possible, we might be able to push the funding to next March as a week leading up to the festival.
- d) Budget Update – We currently show about \$6,000 in profit. We do have vendor applications and sponsorship monies still coming in so this should end up being higher.
- e) Maple the moose visit to schools – Leo and Maple visited St. Gregory's, Maple Ridge and South Shore Schools. They handed out about 600 coloring sheets (with events included on the back side) along with maple candies. They were very enthusiastically received. They also visited local businesses on Main Street that same day. Photos were put on the Facebook page of their visits. Maple also visited Bella Hill, Sugarstone and Long's on the Maple Weekend, and participated in the First Tapping at Matthews. The Committee decided to provide our mascot with a small present in recognition of our appreciation for his assistance. Maple will need an assistant the day of the Festival to hand out the decals that the Decal Shop is providing as an in-kind donation and the maple candies. Kim to discuss with Kathy Hogan.
- f) Bella Hill and Long's Maple Syrup donated the candies for the school tours and for the day of the festival.

g) Other Discussions –

- a. Volunteers and Committee members will be provided with tokens for a free pancake breakfast.
- b. Diane is meeting with Volunteers Thursday evening to discuss responsibilities and placement on the festival day. We will need 2 people at the offsite parking lot, 2 on Clark St. and 2 just south of the bridge on Main. Volunteers could also be used Friday evening (after 7 pm) to assist with putting the stage and tents up. And, we could also use assistance that morning after 7 am to finalize these. Darryl Bradley will assist inside the Sportsplex. Volunteers will be provided with lanyards and safety vests. Kim will reach out to Council and staff members to determine if anyone can also assist that day.
- c. Andy has been managing the lumberjack competition – we have 2 teams registered so far with another one pending. Shirts have been ordered and Bernie Penney will deliver to our office.
- d. Leo would like to organize a community clean up (especially for Main / Clark and around the Sportsplex). Last year the scouts assisted with this.
- e. We will put a sandwich board up on King St. advertising that the Kidz Zone is now outside the Sportsplex (bouncy castles and games managed by the Guides inside the ballfield) and Glendale Farms and the sap boiling demo outside the fence (west side of Main).
- f. We will put posters inside 250 Clark (bus drop off) – advertising various components of the festival (Lumberjacks / Musical Entertainment / Kidz Zone / pancake breakfasts, etc.) Sarah will also be here in the foyer with information on municipal recreational programs and to provide information / assistance.
- g. Vendors are once again donating items for our prize baskets – to assist with having demographic information provided. We will put one poster for this with Christine inside the Sportsplex / one inside 250 Clark and will provide sheets for people to provide their demographic information at the 3 pancake breakfasts and the baked bean lunch.
- h. IDA drugs will require access to their back parking lot for their pharmacist to park on the day of the festival. Potentially a volunteer at the stage that morning can go there to assist in moving the barricade on King and Edward so that he has access.
- i. Radios will be provided to the fire department and the offsite parking volunteers. Diane will bring her own. Committee members should provide Kim with their cell numbers so that a list of contact numbers can be distributed to members.
- j. Public Works will be asked to bring sandbags or cement blocks (20) to the stage area Friday night – along with the stage and tents (from the Ag. Society). These items need to be removed Saturday after the festival is over so that the laundromat has full access Sunday morning.
- k. Shaun to be advised of issue with ramps leading onto the ice surface last year (we need to put something along sides of these so people don't walk/fall off).
- l. Kim to prepare posters for distribution in the community and elsewhere. Monika will pick some up / JoAnn will pick some up / Kim will distribute in Trout Creek. Other committee members who can distribute are to contact Kim.

Motion to end the meeting at 7:25 pm – moved by Christine, seconded by Monika. **Carried**

Next meeting –To be Determined – in June for post festival wrap up.

Minutes approved by: _____
Leo Patey, Co Chair

Recorded by : _____
Kimberly Bester, Secretary

**NORTH BAY OPP DETACHMENT BOARD 3
PNC Police Services Board**

MEETING MINUTES

Monday, January 27, 2025, at 6:00 p.m.

Powassan Municipal Office, 250 Clark Street, Powassan

Members Present:

Councillor Kirkey, Nipissing Municipal Representative

Councillor Carr, Callander Municipal Representative - Electronically

Shawn Mahoney, Nipissing Community Representative

Keri Tache, Callander Community Representative

Non-Members Present:

Inspector McMullen, North Bay OPP Representative

Staff:

Allison Quinn

Absent with regrets:

Marta Hughes-Bernard, Powassan Community Representative

Councillor Wand, Powassan Municipal Representative

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Land Acknowledgement

3. Disclosure of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof

None.

4. Adoption of the Agenda - Resolution 2025-01

Moved by: S. Kirkey Seconded by: J. Carr

That the agenda of the PNC Detachment Board meeting of January 27, 2025 be approved.

Carried

5. Approval of Past Minutes - Resolution 2025-02

Moved by: K. Tache Seconded by: S. Kirkey

That the minutes of the PNC Detachment Board meeting of November 25, 2024, be adopted.

Carried

6. Presentations/Delegations

Inspector McMullen gave a presentation on crime statistics for the Detachment Board 3 area:

- There has been no significant increase in crime statistics
- There is a Mobile Crisis Response team of one nurse and one officer; plans to include another nurse for evenings and weekends
- Some officers have been trained on responding to commercial vehicle issues
- March is Anti Fraud month, and the Canadian Anti-Fraud Centre will be putting on seminars for those who request it – A. Quinn to contact.

7. Business Arising from Previous Minutes

7.1 One Drive Set up – SharePoint has been set up and is being tested with the group.

7.2 Procedural Bylaw Approval – Resolution 2025-03

Moved by: K. Tache Seconded by: S. Kirkey

That the updated Procedural Bylaw be adopted.

Carried

7.3 Draft Electronic Participation in PNC Board Meetings – Resolution 2025-04

Moved by: S. Kirkey Seconded by: K. Tache

That the draft Electronic Participation in PNC Board Meetings Policy be received for review and that any changes be sent to staff by February 18, 2025.

Carried

7.4 Insurance Update – A. Quinn is waiting on another quote to come in.

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8. New Business

8.1 Ontario Association of Police Services Board Membership – Resolution 2025-05

Moved by: J. Carr Seconded by: S. Kirkey

That the PNC Board join the OAPSB for the cost of \$1,166.

Carried

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That the draft Procedural Bylaw be received for review and that any changes be sent to staff by January 2, 2025.

Carried

9. Reports

Included with Inspector McMullen's presentation.

10. Correspondence

10.1 Ministry of Solicitor General – Ontario offsetting OPP Cost Increases for small and rural municipalities – Resolution 2025-07

Moved by: S. Kirkey Seconded by: J. Carr

That the correspondence from the Ministry of Solicitor General regarding offsetting OPP cost increases for small and rural municipalities, be received.

Carried

10.2 Ontario Association of Police Services Board – Convention Information – Resolution 2025-06

Moved by: K. Tache Seconded by: S. Mahoney

That the correspondence from the Ontario Association of Police Services Boards regarding the 2025 convention, be received; and FURTHER that Councillor Carr and Councillor Kirkey attend.

Carried

- The discussion above included budget expenses and how the Board will share finances. A. Quinn to bring a resolution to the next meeting.

11. Addendum

None.

12. Closed Session

None.

13. Next Meeting

The next meeting will be held Monday, March 24, 2025

14. Adjournment – Resolution 2025-08

Moved by: S. Kirkey Seconded by: J. Carr

That the PNC Detachment Board meeting of January 27, 2025, be adjourned at 7:00 pm.

Carried



STAFF REPORT

To: Council
From: Treasurer/Director of Corporate Services
Re: Commercial Recycling Pickup

RECOMMENDATION:

Received for information purposes. Direction to be provided as per the below.

ANALYSIS:

At the January 21, 2025 regular meeting, staff brought forth a report regarding the change of recycling collection providers under the Producer Responsibility system, which the Municipality will be transitioning to effective September 16, 2025. At that meeting, staff were directed to obtain additional information regarding the continued collection of recycling from commercial businesses, which would be exempted from collection under the new system.

Staff have received one preliminary quote from a potential supplier, in the amount of \$58,872 annually for bi-weekly collection services. At present, the net cost of the recycling program is approximately \$79,200 annually. Note that the quote for commercial collection may change as the scope of work gets clarified, and it is unclear what, if any, costs may be borne by the Municipality at the landfill once the transition is complete.

First and foremost, this is a level of service decision by Council if it wishes to continue providing curbside recycling services to its commercial businesses. If Council chooses not to, any savings realized through the transition process could be rolled into expanding our infrastructure renewal program. However, there is likely an expectation from our commercial taxpayers that this service be covered through the annual levy, which may be difficult to pull back from.

If Council elects to continue providing this service, staff recommend the issuance of an RFP to find a supplier. While it makes sense to partner with Emterra Environmental, the new proponent of the residential collection system, for this, the manner in which the transition has been rolled out in neighbouring communities causes concern that this cannot be accomplished without delays or disruption to the service.



To whom it may concern,

As per your request we have completed the quote for non-eligible commercial materials for the municipality of Powassan. For Bi-weekly pick up for an average of 18-20 businesses the monthly fee of 4460.00. All non-eligible must be accessible at the curb on the determined date for pick up by 7am.

Roll Off services to the landfill for a dump and return bin on an on call basis 625.00 plus 100.00 per metric ton processing fee.

10% fuel surcharge and taxes will apply to all services

If you have any questions, please feel free to contact us at anytime

Regards

A handwritten signature in black ink that reads 'Angèle Labonté'.

Angèle Labonté
Operation Manager



STAFF REPORT

To: Council
From: F. Schmeltz, Manager of Operations
Re: Public Works Update

That the Public works update be received for information purposes.

UPDATE:

This report provides an update of recent Public Works activities outside routine maintenance and work items.

Public Works Activities

Well Repair: A water line broke at the public works building. Public Works staff and a local contractor repaired the line.

Catch Basin Maintenance and culvert thawing: Public Works thawed five culverts and cleared all catch basins in the municipality to allow proper thaw water management to prevent localized flooding.

Gravel Road repair:

- O'Connor Line 12 loads of gravel applied
- Genesee Lake Road 4 loads of gravel applied

Landfill Maintenance: Operations rented a bulldozer to level and compact the large pile of garbage that had built up at the landfill. Additionally, Public Works built a gravel pad at the landfill to stabilize an area that had become muddy during the spring thaw.

Load Restrictions: Half load limits were initiated on March 11. Also load and speed limit signs were placed at the O'Connor and Hunt line culvert locations.



STAFF REPORT

To: Council
From: Clerk, A. Quinn
Re: Revised Draft Animal Control Bylaw

RECOMMENDATION:

That the draft Bylaw regarding Animal Control be received for review and that any comments or changes be sent to staff by April 30, 2025.

ANALYSIS:

At the December 3, 2024, Regular Meeting of Council the first draft of the proposed new Animal Control Bylaw was reviewed. Staff were asked to reach out to local kennel owners for input. The draft Bylaw has been revised based on comments received.

**** PLEASE NOTE:** User Fee Bylaw 2023-16 will need to be updated as well as the Provincial Offences fees, once the draft Bylaw is approved. Those fees will be included in the Bylaw when the final version is brought forward for reading.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NUMBER 2025-XX

A Bylaw of The Corporation of the Municipality of Powassan to regulate and govern animals including exotic animals within the Municipality

WHEREAS Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 (“The Municipal Act, 2001”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority under the Act;

AND WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 10 (2) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a single-tier municipality may pass bylaws respecting matters including animals;

AND WHEREAS Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a single-tier municipality may pass bylaws respecting matters within the spheres of jurisdiction set out therein;

AND WHEREAS, the Council of The Corporation of the Municipality of Powassan deems it expedient to enact a bylaw to license, regulate and govern animals, including exotic animals within the Municipality;

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

1. DEFINITIONS

For the purpose of this Bylaw:

1.1. “AGGRESSIVE DOG” - means a dog which, in the opinion of the Municipal Law Enforcement Officer or their designate, has demonstrated excessive and/or unprovoked aggression, or is of a threatening disposition causing concern for public safety.

1.2. “ANIMAL” - means any non-human vertebrate or invertebrate, and includes but is not limited to reptiles, arachnids, domestic animal including but not limited to canines and felines, domestic fowl, an animal raised for commercial purposes, an animal kept as a working animal or for hobby purposes such as breeding, showing or sporting, a household pet, an exotic animal, livestock, pigeons, wild animals and birds, but excludes ducks, geese, swans or other animals that naturally inhabit an urban centre, a park, environmentally protected land or open space.

1.3. “COMPETENT PERSON” - means a person having the strength and capacity to securely control a dog to not permit or allow unwanted contact with another person or animal.

1.4. “DOG” - means any member of the species Canis Familiaris.

1.5. “DOG OFF LEASH RECREATION AREA” – means a specific confined area designated by Council, from time to time, where a dog owner is permitted to allow their dog to run at large and is not required to leash such dog.

1.6. “DOMESTIC CAT” - shall mean a feline which would customarily share human habitat, and which would normally be considered dependent on humans for food and shelter. Shall not include a feline considered to be wild or indigenous to a species which would normally be considered wild.

1.7. “DOMESTIC FOWL” – means any feathered vertebrate animal living in or near the habitations of humans and not being wild; shall include, but not be limited to hens, chickens, ducks, geese, turkeys but shall not include pigeons, songbirds or vertebrates commonly kept as domestic pets such as parrots, budgies, cockatiels etc.

1.8. “GRANDFATHERED” – means the lawful keeping of any animal, currently prohibited under the provisions of this Bylaw, provided such animal was lawfully kept prior to the prohibition and where the keeping of such animal has been uninterrupted for any period of time since the prohibition.

1.9. “IMPOUND” – means to confiscate, confine, hold or take possession.

1.10. “KENNEL” – means a place or confine where pure breed dogs are bred and/or raised and registered in the register for the Canadian Kennel Club but may include the boarding or temporary housing of domestic animals.

1.11. “MUNICIPALITY” – means The Corporation of the Municipality of Powassan.

1.12. “MUNICIPAL LAW ENFORCEMENT OFFICER” – means a person appointed under the authority of the Police Services Act for the purpose of enforcing bylaws.

1.13. “OWNER” – means any person who owns, possesses, harbours or has custody of an animal and, where the owner is a minor, the person responsible for the custody of the minor. Shall also include a person who is temporarily the keeper of the animal.

1.14. “PHYSICALLY DISABLED PERSON”– means a person with any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes a brain injury, any degree or paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, or physical reliance on a dog guide or other animal or in a wheelchair or other remedial appliance or device including but not limited to crutches or braces.

1.15. “POLICE WORK DOG” – means a dog trained to aid law enforcement officers and is being used for police work purposes.

1.16. “POUND” – means premises that are used for the confinement, maintenance or disposal of animals that have been impounded pursuant to this Bylaw.

1.17. “POUNDKEEPER” – means such person, service or agency designated or appointed to maintain and administer the premises and facilities operated as a pound.

1.18. “PROOF” – means documentation signed by a qualified veterinarian attesting to the age and breed of the animal together with vaccination history, the name and address of the qualified veterinarian administering such medical services and the dates such services were administered, all documentation submitted shall be to the satisfaction of the Municipality.

1.19. “PUREBRED DOG” – means a breed of dog officially recognized by the Canadian Kennel Club or other competent authority.

1.20. “REGISTER / REGISTRATION” – means to register your dog or cat pursuant to the requirements in this Bylaw.

1.21. “REGISTRATION FEE” – means a fee charged by the Municipality for a dog or cat tag where such dog or cat has not previously been registered by the current owner in the Municipality of Powassan.

1.22. “RESIDENTIAL DWELLING UNIT” – means a suite of rooms used or intended to be used as a housekeeping unit by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

1.23. “RUNNING AT LARGE” – means an animal found in any place other than the premises of the owner or person having care, custody or control of the animal and not secured by a leash.

1.24. “SECURE FENCING” – means a fencing of adequate height, size, gauge, and maintained in order to prevent the intended animal from exiting the property, either from jumping over, digging under, or any other means. Gates must be equipped with self-closing and self-latching devices, and locks should be located outside or inside the gate at the owner's discretion.

1.25. “SERVICE DOG” – means a dog that has been certified by a nationally recognized organization or association in aiding a person by means of, guiding, hearing or providing the necessary emotional therapy to a person with a disability or impairment.

1.26. “SOCIETY” – means the Ontario Society for the Prevention of Cruelty to Animals

1.27. “UNINTERRUPTED” – means that the animal has not been sold, has not expired, has not been given away, has not been away from the applicant owner within the limits of

the Municipality, or has not resided together with the applicant owner or otherwise outside the limits of the Municipality for a period of time exceeding 60 days.

1.28. “VISUALLY IMPAIRED” - means a person that possesses vision of less than 6/60 on a Snellen Acuity Test in their better eye after the best possible correction or has a field vision of acuity of less than 20 degrees.

2. DOG TAG REGISTRATION

2.1. Every owner of a dog over the age of six (6) months shall make application to register the dog with the Municipality, or its agent, and provide particulars pertaining to the dog and its owner in order to facilitate the registration of such dog.

2.2. Every owner of a dog shall pay to the Municipality a registration fee in accordance with the fees established and set out in the Municipality ’s Fees Bylaw.

2.3. Every owner of a dog shall, upon application to register a dog, or as otherwise required by the Municipality, produce proof that the dog has current inoculation with a rabies vaccine at the time of application for such dog tag or certify at the time of application that the dog has current inoculation with a rabies vaccine.

2.4. The Municipality shall not issue a dog tag until the applicable registration fee has been paid in full and proof or owners’ certification of inoculation with a rabies vaccine has been provided to the satisfaction of the Municipality.

2.5. Where proof or owner’s certification of inoculation has been provided, the registration fee has been paid and necessary application information has been received for the registration of such dog, the Municipality shall issue for each dog, a serially numbered tag and shall cause such information, as provided, to be recorded.

2.6. Every owner shall affix to their dog a valid tag issued by the Municipality in accordance with this Bylaw and shall keep such tag affixed on the dog at all times when the dog is not on the owner’s property.

2.7. No tag or registration shall be transferable, and the tag shall become void upon the sale, death or other means of disposal of the dog so registered, including but not limited to relocating the dog’s home outside the geographical boundaries of the Municipality.

2.8. Every tag issued by the Municipality shall be renewed annually before the first day of January.

3. REPLACEMENT DOG TAG

3.1. Every owner of a dog, having lost the dog’s registration tag shall immediately make application to the Municipality and pay to the Municipality a replacement fee in accordance with the fees established and set out in the Municipality ’s Fees Bylaw for the replacement

of such tag, and shall, upon request, provide any information as may be required by the Municipality.

4. NUMBER OF DOGS

4.1. No owner shall have more than two (2) dogs in any residential dwelling unit, or any structure used for commercial, industrial or institutional purposes within the Municipality.

Section 4 (1) does not apply to:

- a) the operation of a kennel licensed under the provisions of this Bylaw and operated for the purposes of breeding or boarding animals;
- b) an animal hospital owned and operated by a veterinarian licensed by the Ontario Veterinarian Association;
- c) a pet store licensed in accordance with the provisions of municipal bylaws;
- d) a shelter or pound of the Ontario Society for the Prevention of Cruelty to Animals or local Humane Society; or
- e) dogs under the age of six (6) months.

5. CONTROL OF DOGS

5.1. No owner of a dog shall allow their dog to run at large.

5.2. Notwithstanding Article subsection 5.1, no owner of any dog shall allow their dog to run at large in a Dog Off Leash Recreational Area as defined in this Bylaw, unless:

- a) a Municipality of Powassan dog tag is affixed to the dog, and,
- b) a current rabies vaccination tag is affixed to the dog.

5.3. No owner of a dog shall allow their dog to trespass on private or public property even when on a leash.

5.4. No person shall allow a leash to extend beyond a length of six (6) feet and such leash must be held or restrained by a competent person who can reasonably control the dog.

5.5. No owner shall leave a dog unattended within any permitted public park area.

5.6. A dog shall not be considered running at large if it is a police dog as defined in this Bylaw, or for training under the control of its owner or designate and does not pose a threat to public safety.

5.7. Any dog found running at large pursuant to the provisions of this Bylaw may be impounded by any Municipal Law Enforcement Officer or other duly appointed officer and delivered to the Pound.

5.8. Any person may capture any dog running at large on their property and deliver the same to a Municipal Law Enforcement Officer or other duly appointed officer, who may impound the said dog.

5.9. A Municipal Law Enforcement Officer or other duly appointed officer may enter on any public property, or on private property with the consent of the owner or tenant of the property, for the purpose of impounding or otherwise detaining any dog found running at large pursuant to the provisions of this Bylaw.

5.10. Every owner of a dog shall immediately remove any excrement left by such dog on public or private lands not being the property of the dog owner, within the Municipality, and shall dispose of such excrement in a sanitary manner.

5.11. Notwithstanding Section 5.10., proof that the owner is either a visually impaired person or a physically disabled person shall constitute a defense to the prosecution of such an offence.

6. CONTROL OF AGGRESSIVE DOGS

6.1. Where a dog has been declared an aggressive dog by the Municipal Law Enforcement Officer or a Court of a competent jurisdiction the owner of the dog shall restrain the dog at all times.

6.2. Where a dog has been declared aggressive as per Section 6.1, and that dog is on the property of the owner, the owner of the dog shall restrain such dog by ensuring that:

- a) the dog is secured so as to meet its environmental needs and in such a manner with secured fencing, as to prevent the dog from leaving the owners property; and,
- b) such fencing prevents the dog from having contact with any person who has not consented to being in contact with the dog.

6.3. Where a dog has been declared aggressive as per Section 6.1 and that dog is at a place other than the property of the owner, the owner of the dog shall restrain such dog by ensuring that:

- a) the dog is leashed and muzzled in accordance with the provisions of this Bylaw; and,
- b) the dog is under the control of the owner at all times so as to prevent the dog from having any contact with any person who has not consented to being in contact with the dog.

7. DOG BITES OR ATTACKS

7.1. Where a dog has bitten or attacked any person or domestic animal or is alleged to have bitten or attacked any person or domestic animal, the Municipal Law Enforcement Officer or other duly appointed officer may issue an Order to the owner of the dog requiring that the dog be kept muzzled at such times as set out in the Order. Such Order shall set out the conditions of muzzling and the owner of the dog shall comply with all conditions of the Order. The Order shall remain in effect until an action under the provisions of the Dog Owners' Liability Act has concluded or until it is deemed by the Municipal Law Enforcement Officer or other duly appointed officer that the dog in question is otherwise innocent of such a bite or attack.

7.2. Where a dog has bitten or attacked any person or domestic animal, a proceeding may be commenced by the Municipality against the owner of the dog to seek an Order of the Court necessary for the protection of the public under the provisions of the Dog Owners' Liability Act, R.S.O. 1990, c. D.16 and any amendments thereto.

8. SEIZING AND IMPOUNDING

8.1. A Pound shall be established which complies with the Animals for Research Act, R.S.O. 1990, c. A.22, the Ontario S.P.C.A. Act, R.S.O. 1990, c. O.36, 59/09, 60/09 as well as Regulations of the Ministry of Agriculture and Food, and under the care and control of the Pound keeper, whose duty it shall be to impound all dogs found running at large contrary to this Bylaw which have not been returned to their owner and brought to them and to dispose of the same in accordance with the Animals for Research Act. The Pound keeper shall keep a record and report as required to the Municipal Clerk of all dogs impounded, how they were disposed, the amount collected for impound fees, and the proceeds of sales.

8.2. It shall be the duty of the Municipal Law Enforcement Officer or other duly appointed officer, to impound or otherwise detain all dogs running at large pursuant to this Bylaw and,

- a) impound the dog and then return the dog to the owner, if known; or,
- b) impound the dog, subject to the right of the owner to redeem the dog.

8.3. The owner or agent of the owner may:

- a) redeem the dog upon payment of any registration fee and/or other applicable fees; or,
- b) redeem the dog from the pound within five (5) days (exclusive of statutory holidays and Sundays) after the date of impound. Any owner redeeming a dog from the pound shall pay all applicable registration fees, impound fees, animal control

service fees and maintenance fees as established and set out in the Municipality's Fees Bylaw and all other fees associated with the impounding of the dog, prior to the release of such dog by the pound to the owner.

8.4. If the dog is not redeemed from the pound within the time set out in Section 8.3, the dog shall become the property of the pound keeper who may sell the dog or dispose of it as the pound keeper deems fit, and in either event aforesaid, no damages or compensation shall be recovered by the owner on account of the disposition of the dog.

8.5. It shall be the duty of the Pound keeper to care for all animals after they have been impounded pursuant to the Animals for Research Act, R.S.O 1990, c. A.22 or any other applicable Act, as may be amended.

8.6. All impound fees and maintenance fees shall be retained by the Pound keeper or as prescribed under contract.

8.7. All registration fees and animal control services fees collected on behalf of the Municipality by any authorized agent shall be remitted to the Municipality monthly, along with any monthly reports.

8.8. Any unpaid fees or charges, included interest on the unpaid balance will be added to the dog owner's property tax roll as per the User Fees Bylaw.

9. DOGS RUNNING AT LARGE - INJURED

9.1. Where an injured dog is detained for running at large and requires the immediate services of a qualified veterinarian or should be destroyed due to such injuries without delay for humane reasons, the Municipal Law Enforcement Officer or other duly appointed officer may deliver the injured dog to a qualified veterinarian for care or to euthanize the dog as soon after impounding or otherwise detaining the dog as they think fit and shall notify the owner, if known. Where such injured dog has been delivered to a qualified veterinarian for care, the owner of the dog shall be responsible for any and all costs or charges associated with the services provided by the veterinarian. No damages or compensation shall be recoverable by the owner or any other person. If the injured dog is not claimed by the owner or their agent, the dog will be placed in an animal rescue or fostering facility.

10. KENNELS

10.1. All new kennels subsequent to the passage of this Bylaw must comply with the regulations outlined in this Schedule prior to getting a license. Existing, non-conforming licensed kennels are 'grandfathered'.

10.2. Any new applicant for a kennel license, not previously issued, must first obtain confirmation that the property location of such kennel complies with the requirements of the Municipality's Zoning Bylaw. Kennels are only a permitted use in rural zones within the municipality. Notice of the application shall be given to all assessed owners of property lying within a 2.2 km radius of the applicant's proposed kennel location. Property owners within this defined area shall be given the opportunity to comment on the granting of a kennel license. The granting of the license will be determined by Council, in conjunction with the Municipal Law Enforcement Officer or other duly appointed officer. All kennels shall also be governed by the Code of Practice for Canadian Kennel Operators.

10.3. No kennel shall operate within the Municipality without a Municipal Kennel License and all dogs in a kennel must have some form of id (i.e. microchip, tattoo or a license/tag) and proof of their rabies vaccination.

10.4. Only one Registered Commercial Kennel license will be issued per location.

10.5. Where an existing Kennel ceases to exist for a period of one (1) year, or the owner fails to pay the licensing fee as per Schedule "A" of this Bylaw, the use will be deemed to have been discontinued. Refunds for partial year operations will not be issued.

10.6 If the ownership of the property of an existing Kennel changes, the new owner must apply for a new Kennel licence. If the property was non-conforming and 'grandfathered in' the new applicant must follow proper procedure to meet the Municipality's Zoning Bylaw which may include an application for a Zoning Amendment.

10.7. Every person operating a Kennel which has been approved by the Municipal Law Enforcement Officer or other duly appointed officer for the Municipality of Powassan, shall annually and not later than April 1st in each year apply to obtain a license from the municipality to operate a Kennel and shall pay the license application fee set out in Schedule "A" to this Bylaw. An inspection by the Municipal Law Enforcement Officer and/or designate shall be made as required, but at a minimum of every year. Upon a successful inspection being done, a kennel license will be issued and tags issued for each dog who is not micro chipped or tattooed.

10.8. No new Kennels shall be permitted to operate or be licensed within the Municipality of Powassan unless they are situated in a Rural (RU) Zone on a lot of five (5) acres or greater and conform to all the regulations outlined in this Bylaw and any other applicable building or zoning bylaws of the Municipality.

10.9. A Kennel shall be constructed in such a manner that:

- a) the building shall conform to the Ontario Building Code Act that was in place at the time of construction, and be maintained in such a manner as to be free from damage;
- b) the building shall be separated and enclosed and shall not be attached to a dwelling unit or any other building which is or can be used for human habitation;

- c) the building shall have a floor of concrete or other impermeable material and shall have a drain opening constructed as a plumbing fixture, and such floor shall be thoroughly cleaned daily, or more often if necessary;
- d) the building shall be maintained in a sanitary, well ventilated, clean condition and free from offensive odors;
- e) outside runs and inside pens must be provided for each canine housed;
- f) outdoor facilities must include a securely fenced area of sufficient size for the breed(s) and number of dogs on the premises to run in and must include areas of shade and shelter;
- g) Secure Fencing shall be of a design that will reasonably deter children from climbing it to gain access to the fenced in area and that will secure the enclosed dog from digging or jumping its way out of or otherwise escaping from the enclosed yard. If a fence contains an opening for access, the opening shall be closed with a gate(s) which shall provide protection equivalent to the fence and shall be equipped with self-closing, self-latching devices, and located at the top of the gate(s). Locks shall be located outside or inside of the gate(s) at the owner's discretion;
- h) feces/waste may be disposed of either on-site, in a manner that does not attract vermin or flies, which may be a contributing factor to illness with dogs, or alternatively at the Municipal Landfill. Disposal at the Landfill must follow Waste Management Bylaw 2023-17;
- i) the building shall have windows that may be opened for proper ventilation OR have a mechanical ventilation device in working order which changes the air at least two (2) times each hour;
- j) in-house kennels must have sufficient indoor and outdoor facilities to ensure that the dogs can be provided with appropriate exercise and socialization;

10.10. All canines shall be:

- a) maintained in secure, sanitary, well-bedded, well-ventilated, naturally clean quarters which are maintained and kept at a healthful temperature at all times;
- b) kept in appropriate, adequately sized pens/cages, when crated for periods of time or overnight, that allow the animal to extend its legs to their full extent, to stand or sit, to turn around or lie down in a fully extended position; and, constructed solely of metal, wire, wood, and concrete blocks with impermeable concrete floors; and,
- c) adequately fed and watered periodically each day and kept in a clean and healthy condition free from vermin and disease;
- d) alleyways and service aisles between pens and cages must be wide enough to permit safe and efficient movement of people, animals, and equipment;

e) the base of any outside pen shall be covered with a minimum three (3) to (4) inches of suitable stone or constructed of impermeable concrete. The perimeter and dividing individual runs of such an area shall be constructed with a galvanized chain link or welded mesh fence having a minimum height of six (6) feet and shall be deemed part of the building. All fences must comply with the regulations set out in Section 1.24 of this Bylaw. Outside runs will be no less than four (4) feet in width and no less than ten (10) feet in length and shall be fenced.

10.11. For safety purposes, an evacuation plan should be posted on site, and in all in-house kennels. All kennels should be able to be evacuated quickly in an emergency. The number of dogs kept should be limited to that which can easily and safely be transported for any emergency evacuation by the people on site.

10.12. The Municipality of Powassan may suspend or revoke a kennel license issued to any individual/licensee who:

a) has past breaches of this Bylaw, or

b) has failed to comply with the requirements of:

(i) this Bylaw or other applicable bylaws of the Municipality of Powassan; or,

(ii) any other Municipal Corporation or of any statute, order-in-Council or Regulation of the Legislature of the Province of Ontario; or,

(iii) the Parliament of Canada or any Agency, Board or Commission thereof, in, upon or in connection with the operation of a Kennel or in relation to which such license was issued; or,

(iv) has any outstanding fines imposed under the Provincial Offences Act R.S.O. 1990 Chapter P.33, as amended, for the contravention of any provision of this Bylaw or any other Municipal bylaw or Provincial statute where such fine is associated with an offence arising out of the conduct, operation or activity within or in conjunction with the Kennel.

11. ANIMAL CONTROL SERVICE FEES

11.1. Where a Municipal Law Enforcement Officer or other duly appointed officer impounds or otherwise detains a dog found running at large, contrary to the provisions of this Bylaw, and the owner of such dog is known, the Municipal Law Enforcement Officer or other duly appointed officer may return the dog to the owner.

11.2. Where the dog is returned to the owner, the Municipal Law Enforcement Officer or other duly appointed officer may issue an Animal Control Services Fee to the owner of the dog and the owner of the dog shall pay such fee as established and set out in the

Municipality's User Fees Bylaw. Such fee shall be paid to the Municipality within seven (7) days of the return of the dog to the owner.

11.3 Unpaid Fees and Charges, including any interest on the unpaid balance will be added to the tax roll of the owner as per the User Fees Bylaw.

12. RABIES

12.1. Where any animal is suspected of rabies, the Health Protection and Promotion Act, R.S.O. 1990, c. H.7 and any amendments shall apply.

12.2. Where a dog has bitten or attacked any person or animal, and where such dog, in the opinion of the Municipal Law Enforcement Officer or other duly appointed officer, is displaying symptoms of rabies and the dog is believed to be a danger or threat of danger to the safety of any person as a result of suspected rabies, the Municipal Law Enforcement Officer or other duly appointed officer may immediately kill the dog found running at large without notifying any person or without permitting any person to reclaim the dog or without offering it for sale. No damages or compensation shall be recovered by the owner or any person on account of its killing regardless of whether the results of any rabies tests are positive or not.

12.3. Where an animal other than a dog, is, in the opinion of the Municipal Law Enforcement Officer or other duly appointed officer, believed to be rabid and is believed to be a danger or threat of danger to the safety of any person as a result of suspected rabies, the Municipal Law Enforcement Officer or other duly appointed officer may immediately kill the animal without notifying any person or without permitting any person to reclaim the animal or without offering it for sale. No damages or compensation shall be recovered by the owner or any other person on account of its killing regardless of whether the results of any rabies tests are positive or not.

13. CAT REGISTRATION

13.1. An owner of a cat over the age of six (6) months may make application to register the cat with the Municipality or its agent. An owner of a cat choosing to make application shall provide particulars pertaining to the cat and its owner in order to facilitate the registration of such cat.

13.2. The owner of a cat choosing to make application to register a cat shall pay to the Municipality a registration fee in accordance with the fees established and set out in the Municipality's User Fees Bylaw.

13.3. An owner of a cat shall, upon choosing to make application for a cat tag, or as otherwise required by the Municipality, produce proof that the cat has current inoculation

with a rabies vaccine at the time of application for such cat tag or certify at the time of application that the cat has current inoculation with a rabies vaccine.

13.4. The Municipality shall not issue a cat tag until the applicable fees have been paid in full and proof or owners' certification of inoculation with a rabies vaccine has been provided to the satisfaction of the Municipality.

13.5. Where proof or owner's certification of inoculation with a rabies vaccine has been provided, all applicable fees have been paid, and the necessary application information has been received for the registration of such cat, the Municipality shall issue for each cat, a serially numbered tag and shall cause such information, as provided, to be recorded.

13.6. Every owner of a cat, who has obtained a tag from the Municipality, should affix such tag to their cat and should keep such tag affixed on their cat at all times when the cat is not on the owner's property.

13.7. No tag or registration shall be transferable, and the tag shall become void upon the sale, death or other means of disposal of the cat so registered including but not limited to relocating the cat's home outside of the geographical boundaries of the Municipality.

14. REPLACEMENT CAT TAG

14.1. Every owner of a cat who has chosen to obtain a cat tag and having lost the cat tag can make application to the Municipality and pay to the Municipality a replacement fee in accordance with the fees established and set out in the Municipality's User Fees Bylaw for the replacement of such tag, and shall, upon request, provide any information as may be required by the Municipality.

15. NUMBER OF DOMESTIC CATS

15.1. No person shall have more than six (6) cats in any residential dwelling unit within the Municipality.

15.2. Section 15.1. does not apply to:

- (a) a premises licensed under the provisions of municipal bylaw and operated for the purpose of breeding or boarding;
- (b) an animal hospital owned and operated by a veterinarian licensed by the Ontario Veterinarian Association;
- (c) a pet store licensed in accordance with the provisions of municipal bylaws;
- (d) a shelter or pound of the Ontario Society for the Prevention of Cruelty to Animals or local Humane Society; or,
- (e) cats under the age of six (6) months.

16. CONTROL OF CATS

16.1. No owner of a cat shall allow their cat to run at large.

16.2. No owner of a cat shall allow their cat to trespass on private or public property even when on a leash.

16.3. No owner of a cat shall allow a leash to extend beyond a length of six (6) feet and such leash must be held or restrained by a competent person who can reasonably control the cat.

16.4. Any person may capture any cat running at large on their property and may contain such cat for delivery to the Municipal Law Enforcement Officer or other duly appointed officer, who may impound the said cat.

16.5. For the purpose of this section “contain” shall include but not be limited to the cat being held within a container such as a cat carrier or a small room in the home not occupied by obstructions so as to prevent the Municipal Law Enforcement Officer or duly appointed officer from retrieving the cat.

16.6. Every person capturing a cat running at large on their property shall, following the capture of the cat for delivery to the Municipal Law Enforcement Officer or other duly appointed officer, ensure that the cat is provided with the necessities of life including but not limited to food, water and shelter until such time as the animal is received by the Municipal Law Enforcement Officer or other duly appointed officer.

16.7. A Municipal Law Enforcement Officer or other duly appointed officer may enter on any public property, or on private property with the consent of the owner or tenant of the property, for the purpose of impounding or otherwise detaining any cat found running at large pursuant to the provisions of this Bylaw.

16.8. Every owner of a cat shall immediately remove any excrement left by such cat on public or private lands not being the property of the cat owner, within the Municipality, and shall dispose of such excrement in a sanitary manner.

16.9. Notwithstanding Section 16.8., proof that the owner is either a visually impaired person or a physically disabled person shall constitute a defense to the prosecution of such an offence.

17. SEIZING AND IMPOUNDING OF CATS

17.1. A Pound shall be established which complies with the Animals for Research Act, the Ontario S.P.C.A. Act as well as Regulations of the Ministry of Agriculture and Food, and under the care and control of the Pound keeper, whose duty it shall be to impound all cats delivered found to be running at large contrary to this bylaw which are brought to him and which have not been returned to their owner, to dispose of the cats in accordance with the Animals for Research Act. The Pound keeper shall keep a record and report as required

to the Municipal Clerk of all cats impounded, how they were disposed, the amount collected for impound fees, and the proceeds of sales.

17.2. It shall be the duty of the Municipal Law Enforcement Officer or other duly appointed officer, to impound or otherwise dispose of all cats found running at large pursuant to Section 17.1. by:

- (a) impound the cat and then return the cat to the owner, if known; or,
- (b) impounding the cat, subject to the right of the owner to redeem the cat.

17.3. The owner may:

- (a) redeem the cat and upon return of the cat to the owner, make payment of any applicable fees; or,
- (b) redeem the cat from the pound within five (5) days (exclusive of statutory holidays and Sundays) after the date of impound. Any owner redeeming a cat from the pound shall pay all applicable impound fees and maintenance fees as established and set out in the Municipality's User Fees Bylaw and all other fees associated with the impounding of the cat, prior to the release of such cat.

17.4. If the cat is not redeemed from the pound within the time set out in Section 17.3., the cat shall become the property of the Pound keeper who may sell the cat or dispose of it as they deem fit, and in either event aforesaid, no damages or compensation shall be recovered by the owner on account of the disposition of the cat.

17.5. Any unpaid fees or charges including interest on the unpaid balance will be added to the cat owner's property tax roll as per User Fees Bylaw.

18. EXOTIC ANIMALS

18.1. No person shall own, harbour, possess, keep, sell, or offer for sale any animal listed below as a pet or for any other purpose or for any period of time:

- (a) all non-human primates (such as gorillas and monkeys);
- (b) all felids, except the domestic cat;
- (c) all canids, except the domestic dog;
- (d) all mustelids (including but not limited to skunks, weasels, otters, badgers, etc. but not including the domestic ferret);
- (e) all procyonidae (including but not limited to racoons);
- (f) all marsupials (including but not limited to kangaroos and opossums);
- (g) all bats;

- (h) all ursids (bear);
- (i) all hyaenas;
- (j) all snapping turtles;
- (k) all elephants;
- (l) all snakes of the families pythonidae and boidae;
- (m) all poisonous or venomous snakes;
- (n) all poisonous or venomous arachnids (including but not limited to spiders);
- (o) all poisonous or venomous lizards;
- (p) all crocodilians (including but not limited to alligators and crocodiles);or,
- (1) any endangered species as defined by the Canadian Wildlife Service. 17.2.0.0.0

18.2. Notwithstanding subsection 18.1., the prohibition shall not apply to:

- (a) circuses;
- (b) premises operated by the Ontario S.P.C.A. or local Humane Society;
- (c) a veterinary hospital under the control of a licensed veterinarian;
- (d) anyone holding a licence under any statute of the Legislature of Ontario or the Government of Canada, which permits the keeping of animals under stated conditions;
- (e) any animal being displayed or exhibited for a set period of time in a municipally sanctioned event which is operated in accordance with all bylaws of the municipality; or,
- (f) the premises of an Institution of Education where such animals are being kept for research, study or teaching purposes, or on premises registered as Research Facilities under the Animals for Research Act, R.S.O. 1990, c. A.22, as amended.

19. ANIMALS - OTHER

19.1. No person shall keep any fox(es) within the limits of the Municipality, except in a licensed zoological park or menagerie.

19.2. No person shall keep any mink within the limits of the Municipality, except in a licensed zoological park or menagerie.

19.3. Domestic animals, not including dogs, cats, and domestic fowl as defined by this Bylaw, must be contained, when not kept indoors, within the owner's property by means of Secure Fencing or other reasonable method including but not limited to pens and flight cages so as to not disturb or hinder any neighbouring properties from the enjoyment of such property.

20. EXEMPTIONS

20.1. The Municipal Law Enforcement Officer or the Clerk of The Corporation of the Municipality of Powassan may grant an exemption to any person from any provision of this Bylaw and impose conditions for such exemption as may be considered reasonable and necessary, provided such exemption does not interfere with the general integrity of this Bylaw.

21. ENFORCEMENT

21.1. A Municipal Law Enforcement Officer, Provincial Offences Officer, Police Officer, or other duly appointed individual shall enforce the provisions of this Bylaw.

21.2. No person shall obstruct, hinder, or otherwise interfere with a Municipal Law Enforcement Officer, Provincial Offences Officer, Police Officer or other duly appointed individual in the lawful carrying out of their duties and responsibilities under the provisions of this Bylaw.

21.3. If a Municipal Law Enforcement Officer is satisfied that this Bylaw has been contravened, the Officer may make an order known as an Order to Discontinue Activity, requiring the person who contravened the Bylaw, or who caused or permitted the contravention, to discontinue the contravention. An Order to Discontinue Activity shall set out:

- (a) the address of the property on which the contravention occurred;
- (b) the date of the contravention;
- (c) the reasonable particulars of the contravention of the Bylaw; and,
- (d) the date by which there must be compliance with the order.

21.4. The Order to Discontinue Activity may be served personally on the person to whom it is directed or by regular mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be effected by registered mail to the corporate mailing address.

21.5. Pursuant to section 436 of the Municipal Act, 2001, an Officer may enter onto Land at any reasonable time for the purpose of carrying out an inspection to determine whether or not:

- (a) this Bylaw is being complied with;
- (b) a direction or order of the Municipality made pursuant to the Municipal Act, 2001 or any successor thereof or made pursuant to a bylaw of the Municipality is being complied with; or

(c) an order made pursuant to Section 431 of the Municipal Act, 2001 which prohibits the continuation of repetition of an offence is being complied with.

22. SEVERABILITY

22.1. Should any section of this Bylaw be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding and shall be read as if the offending section or part had been struck out.

23. PENALTIES

23.1. Every person who contravenes any provision of this Bylaw is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O 1990, c P.33, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

23.2. When a person has been convicted of an offence under this Bylaw:

(a) the Ontario Court of Justice, or

(b) any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

24. REPEAL

That Bylaw 2020-14 regarding dogs be repealed.

That Bylaw 2013-27 regarding large animals be repealed.

That Bylaw 2006-34 regarding cats be repealed.

25. FORCE AND EFFECT

THAT this Bylaw shall come into force and take effect immediately upon passing.

READ a **FIRST** and **SECOND** time on the ____ 2025 and to be **READ** a **THIRD** and **FINAL** time and considered passed in open Council on the ____ 2025.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

SCHEDULE "A"

Animal Control Fees

Spayed/Neutered, First Dog:	\$ 16.00
Spayed/Neutered, Each Additional Dog:	\$ 21.00
Unaltered, First Dog:	\$ 26.00
Unaltered, Each Additional Dog:	\$ 37.00
Spayed/Neutered, First Cat:	\$16.00
Spayed/Neutered, Each Additional Cat:	\$21.00
Unaltered, First Cat:	\$26.00
Unaltered, Each Additional Cat:	\$37.00
Kennel Licence (fewer than 10 dogs):	\$160.00
Kennel Licence (11 or more dogs):	\$260.00
Replacement of lost tag:	\$ 5.00
Bail – First Offence:	\$ 35.00
Second Offence:	\$ 45.00
Third and Subsequent Offences:	\$ 60.00
Impound Fees (per day):	\$ 25.00



STAFF REPORT

To: Council
From: Treasurer/Director of Corporate Services
Re: RFP for Pool Repairs

RECOMMENDATION:

That the memo from Treasurer/Director of Corporate Services B. Robinson be received; and further that Council approve the proposal submitted by RECA Vinyl Works Inc. for repairs to the Powassan Lion's Pool.

ANALYSIS:

In the fall of 2024, the Municipality was approved for a grant through the Ontario Trillium Foundation for repairs to the Powassan Lion's Pool, specifically for deck and pool bottom repairs. This grant provided for 100% of total project costs up to \$170,500.

At the February 4, 2025 regular meeting, Council approved the issuance of an RFP for the work in advance of the budget being approved, to ensure that this could be completed on time for the upcoming season.

The RFP closed on April 9, 2025. We received interest from two companies, but ultimately only one proposal was received from RECA Vinyl Works in the amount of \$135,711.77 plus tax. The estimate provided in the RFP package is attached to this memo.

Note that, rather than being a straight replacement of the concrete pool bottom, this proposal calls for a relining of the pool with a PVC membrane. The membrane would come with a limited 15-year warranty to remain watertight under normal operating conditions. While this is a different approach, staff believe that it will still serve the same purpose of extending the useful life of that asset.

Staff will discuss further the 'Optional Add-On' items as outlined in the proposal, and have latitude in the RFP to negotiate an amended scope of work as appropriate. However, staff are seeking direction to work with this company to complete the necessary repairs to the Powassan Lion's Pool in advance of the 2025 summer season.

Estimate

21 Lazio St, Whitby, Ontario L1R 3A3

ruben@recavinyllworks.com

416-834-5024

www.recavinyllworks.com



Estimate for

Powassan Community Pool

250 Clarke street, Powassan

Brayden Robinson

Treasurer/Director of Corporate Services

brobinson@powassan.net

Payable to

14655559 Canada Inc

March 21 2025

Project

Pool Liner

HST

779178615RT001

Description	Qty	Unit price	Total price
Travel Expenses, rentals, hotels, etc.			
Car, Rentals, Hotels, Per diem - 24 nights X 4 rooms			\$12,000.00
Materials			
1.80mx20m rolls of light blue or white PVC liner membrane	11	\$2,499.00	\$27,489.00
1.80mx25m rolls of Dark blue PVC liner membrane for pool boarder	0	\$2,499.00	\$0.00
1.80mx 10m rolls of anti-slip light blue or white PVC liner	0	\$1,199.00	\$0.00
Geotextile Undelay	3	\$735.99	\$2,207.97
Aqua bond 3000	10	\$168.75	\$1,687.50
Stainless steel 2"X60" welding strips packs of 12 pieces	3.1	\$540.98	\$1,677.04
Stainless steel fasteners nails 200 per box	3	\$199.99	\$599.97
Liquid PVC Seam sealer 1L	10	\$99.90	\$999.00
Black 4" stirp for the delineation edge depth markers 4" X 25M	1	\$294.99	\$294.99
Black smooth racing lane lines and T's 250mm X 25M "Optional add on"	0	\$795.99	\$0.00
Geotextile Adhesive 5 Gallon pales	8	\$787.05	\$6,296.40
6" smooth liner for butt joint welds	0	\$650.00	\$0.00
PVC Cleaner 1L	10	\$95.99	\$959.90
Tiles around perimeter	0		\$0.00
Replace skimmer grates with new simmer 3/16 stainless steel guards	0	\$550.00	\$0.00
Waste bin removal of old liner	0		\$0.00
Dangerous goods, materials freight Delivery to site.			\$1,500.00
Labour			\$50,000.00
Pool deck Concrete an expansion joints repairs			\$30,000.00
Recommended Optional Add Ons			
Remove & Replace pool deck skimmers with vinyl approved units	0	\$4,500.00	\$0.00
Recommended Railing stanchions with vinyl approved units for railings	0	\$850.95	\$0.00
Remove & replace with vinyl approved lane rope brass anchors	0	\$875.25	\$0.00
water inlets with vinyl approved units	0	\$825.99	\$0.00
Replace Main Drains with vinyl approve units	0	\$4,800.00	\$0.00

Exclusions

Electrical bonding's or groundings, cooping edge. Delays due to weather.

Payment Terms

30% up front to secure materials. 20% after geotextile is in the pool, 20% upon sealing of the pool with liquid PVC 20 % up on completion.

WE STAND BEHIND OUR WORK 10% HOLD BACK FOR ANY DEFICIENCIES TO BE PAID 30 DAYS AFTER SATISFACTION.

Subtotal \$135,711.77

HST \$17,642.53

\$153,354.30



STAFF REPORT

To: Council
From: Treasurer/Director of Corporate Services
Re: Reserves and Reserve Funds Report

RECOMMENDATION:

Received for information purposes.

ANALYSIS:

In 2023, Council adopted By-law 2023-21 to establish a framework for the management and administration of municipal reserves and reserve funds. As a component of this By-law, the Treasurer is required to report annually to Council, in conjunction with the annual audited financial statements, a report summarizing the current reserve balances relative to target objectives, and to consider the establishment and/or closure of reserve and reserve fund accounts.

By way of reminder, a 'reserve fund' refers to monies set aside for a specific purpose, required either by Provincial legislation (e.g., OCIF) or Municipal By-law (e.g., water and sewer reserve funds). Reserves are appropriations from net revenue that do not require the physical segregation of money or assets.

As of December 31, 2024, the Municipality has reserve fund balances as follows:

Reserve Fund Name	Type	Balance as of 12/31	Target Balance
Gas Tax Reserve Fund	Obligatory	\$228,183.84	n/a
OCIF Reserve Fund	Obligatory	\$15,596.52	n/a
EIDES Reserve Fund	Discretionary	\$50,000.00	\$50,000
Wastewater Capital Reserve Fund	Discretionary	\$341,213.79	\$554,000
Water Capital Reserve Fund	Discretionary	\$412,061.68	\$701,000
Water/Wastewater Rate Stabilization Reserve	Discretionary	\$142,438.06	\$146,000

The Water and Wastewater reserve funds are funded at 63.9% of their target balances. Note that the capital fund balances are established using 2022 replacement cost values as per the Asset Management Plan; therefore, the true gap is larger than it appears at first glance. These target balances will be updated as a component of the 2025 Asset Management Plan development.

With respect to reserves, the December 31, 2024 balances are as follows:

Reserve Name	Balance as of 12/31	Target Balance
Election Reserve	\$12,500.00	\$25,000
Gravel Pit Closure Reserve	\$64,427.26	\$64,500
Infrastructure Renewal Reserve	\$685,109.70	\$2,930,000
Landfill Closure Reserve	\$210,641.45	\$302,000
Operating Contingency Reserve	\$304,633.04	\$626,000
Working Capital Reserve	\$394,789.54	\$1,565,000

Overall, general reserves are funded at 30.3% of target levels. As with the reserve funds, note that the target balance of the Infrastructure Renewal Reserve is set using 2022 Asset Management Plan values and will also need to be updated this year.

To put these figures into perspective, the Municipality has approximately 3 weeks of cash flow in its Working Capital Reserve, and one quarter of one year's annual capital requirement based on 2022 replacement values in its Infrastructure Renewal Reserve.

As is reflected in the Auditor's report, the Municipality has begun making progress over the past couple of years in building back its reserve and reserve fund balances. However, these remain extremely deficient relative to our target benchmarks as well as levels held by comparator municipalities. The Municipality will need to continue to make a concerted effort, both via the provisions of its Surplus Management Policy and through careful annual budgeting, to ensure a proper balance is struck between long-term financial stability and immediate levels of service needs.



STAFF REPORT

To: Council
From: Treasurer/Director of Corporate Services
Re: Long Term Capital Planning

RECOMMENDATION:

Received for information purposes.

ANALYSIS:

In 2018, the Province adopted O. Reg. 588/17 to advance the state of asset management planning at the municipal level. This regulation contained a series of deadlines for municipalities to develop and implement improved asset management planning practices. Under this regulation, a strategic asset management policy was introduced in 2019, and an asset management plan containing information on the condition and current usage of existing infrastructure assets was adopted in 2023.

As the next stage of this regulation, by July 1, 2025 municipalities are required to adopt a new plan which contains proposed levels of service, and lifecycle management and financial strategies. This plan will then need to be reviewed annually moving forward.

Coinciding with this, under O. Reg 453/07 the municipality is required to submit a financial plan for the renewal of its Municipal Drinking Water License. This document must be approved by resolution of Council prior to the renewal deadline in October 2025.

Although in past years the development of these plans has been sourced to external consultants, staff believes that these are best completed in-house through a collaborative effort between department heads and Council, to allow for a more thorough understanding of local conditions and, ideally, a document that can be used to inform future budgeting and infrastructure management decisions.

At this stage, this memo is being provided for information purposes only. These plans will be a major focus of staff in the 2025 calendar year, and work will begin in earnest once budget deliberations are completed. A series of special meetings will likely be required over the coming months, for the establishment and review of levels of service targets and asset prioritization.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NUMBER 2025-XX

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT FOR THE MUNICIPALITY OF POWASSAN.

WHEREAS Section 2 of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances, and to appoint a community safety officer or team or establish a fire department to discharge its responsibilities;

WHEREAS Section 5 of the Fire Protection and Prevention Act provides that the Council of a municipality may establish, maintain and operate a fire department for the municipality and that the fire department shall provide fire suppression services and may provide other fire protection services;

WHEREAS Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide;

WHEREAS Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

WHEREAS Section 425 of the Municipal Act provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

WHEREAS Section 446 of the Municipal Act provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

WHEREAS the Council of the Municipality of Powassan deems it desirable and necessary to amend and update its by-law to establish and regulate a fire department for the Municipality of Powassan;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE Municipality of Powassan HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. In this by-law, unless the context otherwise requires:
 - (a) "Approved" means approved by Council.
 - (b) "Automatic Aid" means an approved agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
 - (c) "Auxiliary Member" means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration.
 - (d) "Corporation" means The Corporation of the Municipality of Powassan.
 - (e) "Council" means the Council of the Municipality of Powassan.
 - (f) "Deputy Fire Chief" means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
 - (g) "Emergency Management and Civil Protection Act" means Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.
 - (h) "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
 - (i) "Fire Department" means the fire department for the Municipality.
 - (j) "Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation.
 - (k) "Firefighter" means the Fire Chief and any other person employed in or appointed to the Fire Department to undertake Fire Protection Services and includes a Volunteer Firefighter.
 - (l) "Fire Protection and Prevention Act" means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.

- (m) "Fire Protection Services" includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- (n) "Limited Service" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, concurrent calls, limited water supply, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- (o) "Member" means any person employed by or appointed by the Fire Chief to the Fire Department and assigned to undertake Fire Protection Services, and includes Full-time staff, Officers, Volunteer Firefighters, Auxiliary Members and administrative staff.
- (p) "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- (q) "Mutual Aid" means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- (r) "Obstruction" means to hinder, obstruct or interfere with or attempt to hinder, obstruct or interfere with a person doing anything that the person is authorized to do within this legislation.
- (s) "Officer" means Fire Chief, Deputy Fire Chief, Captain, and any other person designated by the Fire Chief to supervise Firefighters.
- (t) "Volunteer Firefighter" means a Volunteer Firefighter as defined by the Fire Protection and Prevention Act and includes an Auxiliary Member.

ESTABLISHMENT

2. A Fire Department for the Municipality of Powassan to be known as the "Powassan Fire Department" is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

DEPARTMENT STRUCTURE

3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
4. Each division of the Fire Department shall be the responsibility of the Fire Chief and shall be under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on division activities under their supervision and shall carry out all orders of the Fire Chief.
5. The Fire Chief shall have the authority to effect necessary Fire Department operations.
6. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
7. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Fire Prevention Officers, Training Officers, Health & Safety Coordinators, Officers, Volunteer Firefighters, and other members deemed necessary by and appointed by the Fire Chief to provide Fire Protection Services.
8. The Fire Department shall be structured in conformance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.
9. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Volunteer Firefighters shall be determined by Council in conformance with the provisions of Part IX of the Fire Protection and Prevention Act.
10. The Fire Department shall adhere to all legislative requirements and applicable standards that may impact the delivery of fire protection services, including, but not limited to the Fire Protection and Prevention Act, the Occupational Health

and Safety Act, Ministry of Labour Fire Service Section 21 Guidance Notes, Ontario Fire Marshal Directives, municipal policies and other legislation, regulations and standards that may apply and as may be amended from time to time.

11. The general responsibilities of each Powassan Fire Department position shall be reflected in job descriptions that will be maintained as current as roles, responsibilities, accountability and authority changes.
12. The Fire Department maintains the authority to carry out necessary department operations to deliver approved fire protection and prevention services as outlined in the Fire Protection and Prevention Act.
13. The Fire Department mission, vision, goals and objectives are as stated in Schedule "D" attached hereto and forming part of this by-law.

APPROVED SERVICES AND PROGRAMS

14. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act and set out in Schedule "B" attached hereto and forming part of this by-law.
15. The delivery of fire protection services shall be guided by a Community Risk Assessment, which shall identify the hazards and risks for the Municipality of Powassan.

LIMITED SERVICE

16. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, limited water supply, adverse climate conditions, topographical and geographical configuration, unposted municipal addresses, concurrent or multiple calls, failure of owners to maintain driveways or other accesses, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.
17. Emergency responses to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including:
 - a) The ability of such road, lane or driveway to support and accommodate fire apparatus and equipment;
 - b) The failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, lane or driveway to maintain such road, lane or driveway in a condition that is passable by fire apparatus and equipment.
18. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

19. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
 - (a) That, in the opinion of the Fire Chief or designate, may threaten property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
 - (b) In a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid;
 - (c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;
 - (d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program;
 - (e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

20. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6 (3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including delivery of approved services and programs.
21. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
22. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
 - (a) Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
 - (b) Reporting to Council as required by the Fire Protection and Prevention Act and Emergency Management and Civil Protection Act.
 - (c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
 - (d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
 - (e) Recommending to Council amendments to this by-law and any other by-law of the Corporation that the Fire Chief considers relevant.
 - (f) Developing, establishing, and implementing policies, standard operating guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
 - (g) Periodically reviewing, revising, or revoking as required, all policies, standard operating guidelines, general orders, and rules of the Fire Department.
 - (h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
 - (i) The proper care and protection of all Fire Department property.
 - (j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Municipality and other municipalities.
 - (k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all members of the Fire Department.
 - (l) Appointment, subject to approved hiring policies, of any qualified person as a member of the Fire Department.
 - (m) The conduct and discipline of all members of the Fire Department, including disciplinary actions which may range from reprimand to dismissal.
 - (n) Keeping an accurate record of all incidents responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required in a manner consistent with records management policies of the Corporation and retaining such records as prescribed by records retention policies and statutory requirements.
 - (o) Enforcement of the Ontario Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
 - (p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable regulation or statute.
 - (q) Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
 - (r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.

23. The Fire Chief shall be responsible for coordinating the Municipality of Powassan Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
24. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

POWERS

25. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
26. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
 - (a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention, including property standard by-laws.
 - (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - (d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
 - (e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act.
27. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of his/her powers or duties to the Deputy Fire Chief or any Officer or member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or member so delegated shall have all the powers and shall perform all duties as delegated.

RECOVERY OF COSTS

28. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation may recover the costs incurred by the Fire Department for taking such actions from the owners of the property or vehicle as the case may be.
29. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act, the Fire Protection and Prevention Act and the Forest Fire Prevention Act in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation as may be amended from time to time.
30. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law shall be charged interest in accordance with the applicable Fees and Charges Bylaw of the Corporation.
31. If a property owner who is charged a fee under this by-law fails to pay the fee, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Municipality of Powassan registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

VOLUNTEER FIREFIGHTER EMPLOYMENT

32. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this Bylaw, and subject to approved recruitment policies.
33. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

OBSTRUCTION

34. No person shall obstruct, hinder, or interfere with the Fire Chief or any member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act.

OFFENCES

35. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

SEVERABILITY

36. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

REPEAL

37. By-law No. 2001-21, as amended, of the Corporation of the Municipality of Powassan be hereby repealed.

38. Notwithstanding Section 39, the appointments of the Fire Chief, the Deputy Fire Chief, and all other members of the Fire Department that were in force and effect on the day on which the ancestor by-law is repealed shall survive and remain in force and effect after that by-law is repealed.

SCHEDULES

39. All attached schedules, policies and other documents are deemed to be an integral part of this bylaw.

FORCE AND EFFECT

40. This By-law shall come into force and effect on the day on which it is passed.

ENACTED AND PASSED THIS xxth DAY OF April 2025 as witnessed by the Corporate Seal of the Municipality of Powassan and the hands of its proper Officers duly authorized in that behalf.

THE CORPORATION OF THE Municipality of Powassan

Mayor _____

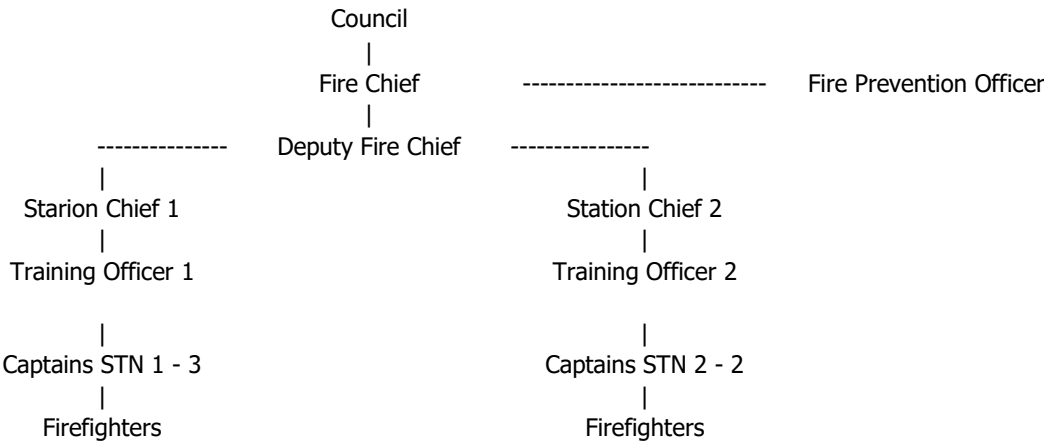
Clerk _____

READ A FIRST AND SECOND TIME THIS 6th DAY OF MAY 2025. READ A THIRD TIME AND PASSED AS READ THIS 20th DAY OF MAY 2025.

Schedule "A" By-Law No. 2025-XX

POWASSAN FIRE DEPARTMENT ORGANIZATIONAL CHART

The Fire Department shall be structured in conformance with the following Fire Department Organizational Chart:



Schedule "B" By-Law No. 2025-XX

POWASSAN FIRE DEPARTMENT APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Basic Firefighting Services:

(a) The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments as revised from time to time.

B.1.2 Structural Firefighting Services:

(a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.

(b) Interior Search and Rescue – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.

(c) Interior Fire Suppression (Offensive Operations) – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to contain the fire and prevent further loss of property.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided

(d) Exterior Fire Suppression (Defensive Operations) – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

- There shall be no expected rescue component with this service.
- Service shall be provided to prevent fire spread to adjacent areas.
- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.

B.1.3 Rural Firefighting Operations:

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.
- B.1.4 Vehicle Firefighting Services:
- Service shall be provided to control and extinguish vehicle fires.
- B.1.5 Grass, Brush, and Forest Firefighting Services:
- Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, Standard for Wildland Fire Management.
- B.1.6 Marine Firefighting Services:
- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.
- B.1.7 Automatic Aid Response Services:
- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.
- B.1.8 Mutual Aid Response Services:
- Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the Kenora District pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.
- B.1.9 Tiered Medical Assistance Services:
- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Parry Sound Emergency Medical Services and the Municipality of Powassan.
- B.1.10 Ambulance Assistance Services:
- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.
- B.1.11 Police Assistance Services:
- Service shall be provided to assist Police with emergency and nonemergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.
- B.1.12 Public Assistance Services:
- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.
- B.1.13 Public Hazard Assistance Services:
- (a) Carbon monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies.
 - (b) Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.
 - iii. Flood emergencies
- B.1.14 Vehicle Accident Services:
- The Fire Department shall respond to vehicle accidents to provide the following services:
 - vi. Stabilizing the scene of the accident;
 - vii. Stabilizing the vehicles involved in the accident;
 - viii. Providing aid to injured or trapped persons;
 - ix. Mitigating adverse effects to the natural environment.
- B.1.15 Vehicle Extrication Services:

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- B.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:
- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.
- B.1.17 Highway Incident Services:
- Fire Protection Services shall be provided to provincial highways.
 - Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.
- B.1.18 Hazardous Materials Response Services:
- Service shall be provided at the Operations Level in accordance with NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, and services by Operations Level Responders that require missionspecific competencies with respect to product control.
 - Hazardous materials response services at the NFPA 1072 Technician Level shall **not be provided** by the Fire Department.
- B.1.19 Water and Ice Rescue Services:
- (a) Surface Water Rescue – Service shall be provided at the Shore based level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations.
 - (b) Swift Water Rescue – **shall not be provided** by the Fire Department.
 - (c) Ice Rescue – **shall not be provided** by the Fire Department.
 - (d) Dive rescue – **shall not be provided** by the Fire Department.
 - (e) Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, **shall not be provided** by the Fire Department.
- B.1.20 Urban Search and Rescue Services:
- Service shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
 - Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department.
- B.1.21 Rope Rescue Services:
- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
 - Rope rescue services at the Technician Level **shall not be provided** by the Fire Department.
- B.1.22 Confined Space Rescue Services:
- Service shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
 - Confined space rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department.
- B.1.23 Trench Rescue Services:
- Service shall be provided at the Awareness Level, and the Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
 - Trench rescue services at the Technician Level **shall not be provided** by the Fire Department.
- B.1.24 Cave, Mine, and Tunnel Rescue Services:
- Service shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

- Cave, mine, and tunnel rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

B.1.25 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

B.1.26 Industrial and Machinery Rescue Services:

- **Service shall not be provided** at the Operations Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

B.1.27 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the approved Municipality of Powassan Emergency Management Program.

B.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

B.2 Fire Prevention and Public Education

B.2.1 Fire Inspection Services:

- (a) Conducting complaints inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.
- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Systems checking, testing and approval.
- (g) Enforcing code compliance.
- (h) Enforcing municipal by-laws.
- (i) Reviewing and confirming adherence to the Open Air Burn Bylaw.
- (j) Laying orders and/or charges as prescribed by the Fire Protection and Prevention Act.
- (k) Supporting any prosecutions, including appearances in court.
- (l) Issuing permits.
- (m) Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

- (a) Providing fire and life safety public education programs.
- (b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- (c) Distributing public safety messaging to the media.
- (d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

- (a) Determining cause and origin of fires and explosions.
- (b) Assessing code compliance.
- (c) Determining effectiveness of built-in suppression features.
- (d) Determining compliance with building standards.
- (e) Interacting with police, fire investigators, and other agencies.

- (f) Supporting criminal prosecutions, including appearances in court.

B.2.4 Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comment on new construction and renovation plans.
- (c) Reviewing and providing comment on subdivision and development agreements.
- (d) Reviewing and providing comment on site plans.
- (e) Reviewing and providing comments on consent and minor variance applications.
- (f) Inspecting sites of approved plans to determine compliance.

B.2.5 Risk Assessment Services:

- (a) Conducting community fire risk assessments.
- (b) Compiling, analyzing and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

B.2.6 Consultation Services:

- (a) Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire starting programs.
- (b) Consulting with architects, engineers, planners, and builders.
- (c) Interacting with building departments.
- (d) Interacting with other government agencies.
- (e) Providing input into fire prevention policy development.

B.2.7 Assistant to the Fire Marshal Services – Fire Prevention:

- (a) Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

B.3 Emergency Planning

B.3.1 Pre-Incident Planning Services:

- (a) Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-Incident Planning.

B.3.2 Community Emergency Management Planning Services:

- (a) Collaborating with the development, review, revision, and implementation of the approved Municipality of Powassan Emergency Plan.

B.4 Fire Department Administration

B.4.1 Planning and Development Services:

- (a) Strategic planning.
- (b) Evaluating Fire Department programs and services.
- (c) Projecting station locations and reallocations.
- (d) Determining staffing levels and assignments.
- (e) Developing policies, procedures & standard operating guidelines.
- (f) Coordinating with other emergency services.
- (g) Coordinating with other municipal departments.

B.4.2 Financial Services:

- (a) Coordinating with the Corporation's Finance Department for financial services.

- (b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- (c) Providing input into levels of service based on available funding.
- (d) Developing and administering operating and capital budgets.
- (e) Identifying alternative sources of revenue and fees for services.
- (f) Initiating cost recovery measures.
- (g) Purchasing.

B.4.3 Records Management Services:

- (a) Documenting Fire Department activities.
- (b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- (c) Complying with all applicable freedom of information legislation, including the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.45, as amended, or successor legislation.

B.4.4 Department Human Resources Services:

- (a) Recruitment, selection, promotion, and retention of staff.
- (b) Performance evaluation.
- (c) Career development.
- (d) Job classifications.
- (e) Performance management.

B.4.5 Customer Relations Services:

- (a) Environmental scanning, anticipating pressures and developing communication strategies.
- (b) Enhancing public image of the Fire Department and its staff.
- (c) Developing and maintaining inter-agency relationships.

B.4.6 Health and Safety Services:

- (a) Implementing a Fire Department health and safety program.
- (b) Implementing a joint health and safety committee for the Fire Department.
- (c) Implementing an occupational exposure program.
- (d) Establishing a Designated Officer program with respect to communicable disease regulations.

B.4.7 Legal Services:

- (a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- (b) Prosecuting offences under applicable by-laws and statutes.
- (c) Coordinating the services of solicitors and legal counsel.

B.5 Communications

B.5.1 Dispatch Services:

- (a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- (b) Liaising with dispatch centres.
- (c) Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- (d) Monitoring Fire Department dispatch centre performance and resolving any service issues.

B.5.2 Technology Services:

- (a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- (b) Developing specifications for Fire Department radios, communications devices and systems, and computers.
- (c) Arranging for interface capabilities with other data systems.

B.6 Training and Education

B.6.1 Training Program Standards:

- (a) Providing a training program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- (b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- (c) Providing a training program for technical rescue operations that conforms to NFPA 1006, Standard for Technical Rescuer Professional Qualifications.
- (d) Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- (e) Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners.
- (f) Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- (g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist.
- (h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- (i) Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.

B.6.2 Providing Access to Training Facilities:

- (a) Coordinating access to appropriate training facilities.
- (b) Delivering hands-on training to staff.

B.6.3 Providing Station Training:

- (a) Delivering curriculum specific to operational and strategic needs.
- (b) Providing supervisory training drills.

B.6.4 Program Development Services:

- (a) Developing trainers.
- (b) Coordinating core training curriculum.
- (c) Providing officer training and development.
- (d) Developing specialized staff development programs.

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services:

- (a) Maintaining fleet and equipment (both routine and emergency).
- (b) Providing periodic inspection and testing programs.
- (c) Complying with the requirements of provincial regulations.
- (d) Providing annual pump capacity and certification testing.
- (e) Providing annual aerial device testing.

- (f) Developing specifications for new apparatus and equipment.
- (g) Acceptance testing of new apparatus and equipment.
- (h) Maintaining, testing, and calibrating specialized equipment.

B.7.2 Facilities Maintenance Services:

- (a) Providing routine cleaning and housekeeping of fire stations.
- (b) Arranging for maintenance and repair of fire station infrastructure.
- (c) Providing input regarding design and construction of fire stations.

Schedule "C" By-Law No. 2025-XX

**POWASSAN FIRE DEPARTMENT VOLUNTEER FIREFIGHTER TERMS
AND CONDITIONS OF EMPLOYMENT**

The employment of Volunteer Firefighters shall be governed by the following:

C.1 EMPLOYMENT REQUIREMENTS

C.1.1 The employment of Volunteer Firefighters shall be governed by the Employment Standards Act, 2000, S.O. 2000, c.41, as amended, and the Ontario Human Rights Code, RSO 1990, c. H.19, as amended.

C.1.2 To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall to the satisfaction of the Fire Chief:

- (a) Be at least 18 years of age.
- (b) Be medically fit to perform the duties of a Firefighter and produce a medical evaluation report from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- (c) Be physically fit to perform the duties of a Firefighter and successfully complete a physical ability test.
- (d) Provide a police record check which includes a Vulnerable Sector Check indicating no record of conviction or exceptional disclosure of non-conviction information of any specified offence set out in Section 1 of Ontario Regulation 350/18 enacted under the Police Record Checks Reform Act, 2015, S.O. 2015, c. 30.
- (e) Possess a valid Ontario Class "G" driver's licence with a driving record that indicates responsible and safe driving behaviour and provide a current Ministry of Transportation driver's abstract, and work to obtain a "DZ" driver's license within 3 years of becoming a firefighter.
- (f) Reside and/or work in the Municipality or within proximity acceptable to the Fire Chief to a Municipal fire station and able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
- (g) Complete and successfully pass all written, oral, and physical examinations, including certification as Firefighter I and Firefighter II in accordance with NFPA 1001, Standard for Fire Fighter Professional Qualifications (applies to all firefighters starting after the date this by-law is enacted).
- (h) Have the ability to meet the attendance requirements for emergency responses, training, and other required activities as prescribed by the Fire Department Attendance Policy.

- C.1.3 Every newly appointed Volunteer Firefighter shall complete a term of probation of 12 months wherein he or she shall successfully complete all training and examinations and shall meet all attendance and performance expectations as may be required by the Fire Chief.
- C.1.4 At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary Firefighter shall successfully complete all training and examinations and shall meet all attendance and performance expectations during the additional probationary period.
- C.1.5 Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified member of the Fire Department in accordance with approved recruitment policies.
- C.1.6 The Fire Chief may dismiss any Probationary Firefighter who fails to successfully complete any required training or examinations, fails to meet any requirement of the Fire Department or any obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory.
- C.1.7 The Fire Chief may promote, from time to time, any qualified member in order to maintain a sufficient complement of Officers in accordance with the approved Fire Department Organizational Chart.
- C.1.8 In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the Workplace Safety and Insurance Act, 1997 as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:
- (a) Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
 - (b) Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming his/her fitness to perform the duties of Firefighter.
 - (c) Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a physical ability test starting at an age determined by the Fire Chief and periodically thereafter.
- C.1.9 Every Volunteer Firefighter who is required to carry out any Emergency Response program or service as set out in Appendix "B" of the By-Law to Establish and Regulate a Fire Department shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or a physical ability test at such times as the Fire Chief may reasonably require.
- C.1.10 If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions it deems necessary in respect of the Volunteer Firefighter's employment subject to the Corporation's duty to accommodate pursuant to the Ontario Human Rights Code.

C.2 REMUNERATION

C.3 BENEFITS

- C.3.1 All Volunteer Firefighters shall receive on-duty volunteer firefighters' accidental death, disability, and illness insurance benefits paid by the Corporation to an approved level of coverage.

C.4 EMPLOYMENT INSURANCE (EI)

- C.4.1 Hours worked as a Volunteer Firefighter are generally not deemed to be insurable under the Employment Insurance Act and are exempt from Employment Insurance premium deductions.

C.5 CANADA PENSION PLAN (CPP)

- C.5.1 Hours worked as a Volunteer Firefighter are generally not deemed to be pensionable under the Canada Pension Plan and are exempt from Canada Pension Plan contribution deductions.

C.6 ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (OMERS)

- C.6.1 Volunteer Firefighters are not eligible to join the OMERS pension program.

C.7 WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) COVERAGE

- C.7.1 For the purposes of the Workplace Safety and Insurance Act, 1997, and the regulations enacted thereunder, Volunteer Firefighters and Auxiliary Members of the Fire Department shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.
- C.7.2 The Corporation shall maintain coverage for Volunteer Firefighters and Auxiliary Members according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

C.8 ATTENDANCE

- C.8.1 All Volunteer Firefighters shall meet the attendance requirements for emergency responses, training, and other required activities prescribed by the Fire Department Attendance Policy as established by the Fire Chief.
- C.8.2 The attendance of every Volunteer Firefighter shall be reviewed periodically in accordance with the Fire Department Attendance Policy.
- C.8.3 In the case that a Volunteer Firefighter's attendance does not meet the requirements of the Fire Department Attendance Policy, the following attendance management steps shall apply and be documented:
- 1st step: The Firefighter shall attend a Counselling Meeting with the Deputy Chief and their Platoon Captain to identify the attendance deficiency, discuss available assistance, and determine appropriate corrective actions;
 - 2nd step: Upon a subsequent failure to meet attendance requirements within two (2) years of Step 1, the Firefighter shall attend a Counselling Meeting with the Deputy Chief and their Platoon Captain and shall be issued a Written Notice;

3rd step: Upon a subsequent failure to meet attendance requirements after Step 2 and within two (2) years of the Step 1 Counselling Meeting, the Fire Chief shall review the circumstances and may take appropriate action up to and including Termination of employment.

C.8.4 Failure to meet the attendance requirements set out by the Fire Department Attendance Policy, except in accordance with a statutory leave of absence or a voluntary leave of absence approved by the Fire Chief, shall constitute a breach of the terms of the Volunteer Firefighter Service Agreement between the Volunteer Firefighter and the Corporation.

C.8.5 In the case that a Volunteer Firefighter has no subsequent failures to meet attendance requirements within two (2) years of the Step 1 Counselling Meeting, the records of the attendance management steps shall be removed from the Firefighter's file.

C.9 GENERAL DUTIES AND RESPONSIBILITIES

C.9.1 All Volunteer Firefighters shall conduct themselves in conformance with the By-law to Establish and Regulate a Fire Department, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

C.10 DISCIPLINE AND DISCHARGE

C.10.1 The Fire Chief may take disciplinary action up to and including dismissal of any Volunteer Firefighter for misconduct, including an infraction of any provision of the By-law to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure, operating guideline, order, directive, or rule of the Fire Department.

C.10.2 In the case of misconduct by a Volunteer Firefighter, the following progressive steps of disciplinary action shall apply and shall be documented in the Firefighter's employment records, except in cases of serious misconduct wherein one or more steps may be omitted at the discretion of the Fire Chief:

1st step: Verbal reprimand by the Deputy Fire Chief;

2nd step: Written letter of reprimand by the Deputy Fire Chief;

3rd step: Suspension for up to sixty (60) days by the Fire Chief;

4th step Termination of employment.

C.10.3 Any record of verbal or written disciplinary reprimand shall be removed from the Firefighter's employment records after a period of eighteen (18) months in which there have been no further disciplinary action(s).

C.10.4 Any Volunteer Firefighter found guilty by a court having jurisdiction of any specified offence set out in Section 1 of Ontario Regulation 350/18 enacted under the Police Record Checks Reform Act, 2015, S.O. 2015, c.30 shall be discharged.

C.10.5 Any Volunteer Firefighter who does not complete the probationary period may be discharged.

C.10.6 In the case that a Volunteer Firefighter who has completed the probationary period is discharged for just cause, the Firefighter shall be advised in writing by the Municipality of the reason for such discharge.

C.11 LEAVES OF ABSENCE

- C.11.1 Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the Employment Standards Act, 2000.
- C.11.2 A Volunteer Firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to six (6) months, and such requests shall not be unreasonably denied.
- C.11.3 All requests for a voluntary leave of absence must be submitted in writing to the Deputy Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her discretion, may waive this notice period.
- C.11.4 A request for a second or subsequent leave of absence within twelve (12) months of a previous leave of absence shall be evaluated on a case-by-case basis.

C.12 TERMINATION

- C.12.1 The employment relationship between a Volunteer Firefighter and the Municipality may be terminated in the following ways:
- (a) Resignation: A Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or designate.
 - (b) Termination with Cause: The Municipality may terminate the employment of a Volunteer Firefighter for just cause without notice or payment in lieu of notice at any time during the course of employment.
 - (c) Termination Without Cause: The employment of a Volunteer Firefighter may be terminated without cause at any time by the Municipality, at its sole discretion for any reason, by providing the Volunteer Firefighter with the minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which he or she is entitled under the Employment Standards Act, 2000. In addition, the Municipality shall continue to pay its share of the Volunteer Firefighter's benefits, if any, for the duration of the notice of termination period, pursuant to the Employment Standards Act, 2000.

Schedule "D" By-Law No. 2025-XX

**POWASSAN FIRE DEPARTMENT MISSION, VISION, GOALS AND
OBJECTIVES**

Mission Statement:

The mission of the Powassan Fire Department is to protect the lives and property of our citizens and visitors by providing prompt and professional service in the event of fire, accident, emergency, disaster or any other event which may threaten the public welfare.

We will serve the community through fire and accident prevention, education and the immediate response to emergencies.

Vision Statement:

We will provide high quality and caring service to those who live in, work in and visit our Municipality - safely, efficiently and effectively.

Goals & Objectives:

- Provide a timely response for all requests for service
- Provide highly trained and skilled staff
- Reduce the incidence of injury, loss of life and property damage by providing public education programs and fire prevention services
- Conform to legislation, regulations, standards and policies thereby mitigating liabilities/losses to the Municipalities' assets
- Be responsive to local economics so that our service model reflects the needs of the community we serve
- Maintain the highest standard of integrity in the conduct of providing public service
- Treat all persons with respect, compassion and dignity

Core Values:

- 1) Integrity
- 2) Honesty
- 3) Accountability
- 4) Teamwork
- 5) Innovation
- 6) Service Excellence



STAFF REPORT

To: Council
From: Operations
Re: Sewer Upgrade Requirements

That the sewer requirements update be received for informational purposes.

PURPOSE:

This report provides an update on the Municipality's wastewater system following discussions with the Ontario Clean Water Agency (OCWA) regarding the 2021 Wastewater Capacity report and the 2024 Annual Lagoon and Wastewater Collection System performance report.

BACKGROUND:

In 2021, a Wastewater Capacity Assessment was completed, identifying that projected development within the Municipality would bring the systems usage beyond the 80 % capacity threshold, a level at which the Municipality would need to submit a plan forward to the Ministry of Environment. At that time, the system usage was calculated to be 61% of the rated capacity.

OCWA has since completed the 2024 Annual Sewage Treatment Lagoon and Collection System performance report. The report shows a current system usage of **53.9% of rated capacity**.

Although the 2021 projected development theoretically could have moved the system to the 80% threshold, much of the development has been delayed. The municipality added a 50-unit (Meadowview) building and 4 single family dwellings, according to issued building permits, to the system. At the current capacity approximately 200 new single-family dwellings can be added to our current system before reaching the 80% threshold.

Operations realizes the 2021 report mentioned 61% capacity, and the 2024 report after significant addition is 7% lower. Operations feels an independent study should be completed on potential lagoon upgrades. Operations has received budgetary pricing of between \$20,000 and \$25,000 to complete a capacity and upgrade study on the lagoons.

Operations recommends the following:

1. Complete a lagoon upgrade study.
2. Continue to monitor capacity levels annually in collaboration with OCWA.
3. Monitor development and proceed cautiously.
4. Investigate and mitigate water infiltration into the sewage system.
5. Investigate potential aeration and more frequent lagoon releases per year to increase capacity.
6. Complete advanced planning (based on development) to allocate finances toward future sewer expenditures including the necessary studies, applications, and expansion of the system.



ADR
CHAMBERS

Integrity Commissioner Office
for Municipality of Powassan

MICHAEL MAYNARD
Integrity Commissioner
Municipality of Powassan
E-mail: integrity@adr.ca

March 31, 2025

Sent by e-mail to:

Mr. Brayden Robinson
Treasurer/Director of Corporate Services
brobinson@powassan.net

Re: IC-35477-0325: Municipality of Powassan Integrity Commissioner Annual Report for the operating period of December 19, 2023 to December 18, 2024

Dear Mr. Robinson:

Thank you for the opportunity to act as the Integrity Commissioner (or “IC”) for the Municipality of Powassan (the “Municipality”) over the past year. In accordance with the terms of the agreement with the Municipality, and pursuant to section 223.6(1) of the *Municipal Act, 2001*, we are providing our annual report for the operating period of December 19, 2023 to December 18, 2024.

As you know, the IC’s role is to help Members of Council (“Members”) ensure that they are performing their functions in accordance with the Municipality’s Code of Conduct (the “Code”) and the *Municipal Conflict of Interest Act* (the “MCIA”). The Integrity Commissioner is available to educate and provide advice to Members on matters governing their ethical behaviour and compliance with the Code and the MCIA.

The Integrity Commissioner is also responsible for receiving, assessing, and investigating appropriate complaints respecting alleged breaches of the Code or the MCIA.

Requests for Advice

During this operating period, the Integrity Commissioner received and responded to one request for advice.

Code of Conduct Complaints

During this operating period, no Code of Conduct complaints were received.

Billing

In accordance with our contract with the Municipality, the billings for the operating period, commencing December 19, 2023 and ending December 18, 2024, totaled \$3,310.90

Final Comments

We look forward to assisting the Municipality and its Members of Council in contending with the issues that may arise in connection with the administration of its Code of Conduct in the coming year.

Yours truly,

A handwritten signature in black ink, appearing to read 'M. Maynard', with a stylized flourish at the end.

Michael Maynard,
Office of the Integrity Commissioner for the Municipality of Powassan



COUNCIL MEMO

To: Mayor and Council
From: Councillor Markus Wand
Re: Canoes for Scouts
Date: April 15, 2025

RECOMMENDATION:

That Council immediately donate the canoes that the municipality has in its possession, to the 1st Powassan Scouting Group, so that they are available for their first canoe trip of the season

BACKGROUND:

Approximately 2 years ago, the local Scouts leadership approached staff regarding purchasing the 3 canoes (two plastic, one cedar strip) that had been donated by a local resident several years ago. They have been stored in one of the municipal sea containers since receiving the canoes and have not been used much or at all.

At the time, staff indicated that before they could be sold, they needed to be declared as surplus, and the proper bidding procedure be opened for the Scouts to bid on and hopefully get the canoes, which did not occur. After a year had passed, another attempt was made by the Scouts to get the ball rolling on obtaining the canoes from the municipality as surplus and again that process stalled. An email from a few weeks ago from the Scouts on this topic to staff has gone unanswered.

Given that the canoes were donated to the municipality, that the municipality does not appear to have any use for them, that the Scouts are a community youth group focused on building skills and positive youth development, and that the Scouts have an immediate need for the canoes, I do not think the municipality should be charging for these canoes.

From: SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>

Sent: Thursday, April 10, 2025 12:55:12 PM

To: Brayden Robinson <brobinson@powassan.net>

Subject: Canada Summer Jobs Application / Agreement

*****This is a system generated email. Please do not reply to this address. Contact information can be found in the email below.*****

2025/04/10

Brayden Robinson
The Corporation of the Municipality of Powassan
250 CLARK ST.
POWASSAN ON P0H 1Z0

Project Number: # 020305009

Constituency: Nipissing-Timiskaming

Subject: Canada Summer Jobs Application/Agreement

We are pleased to inform you that your Canada Summer Jobs (CSJ) application for funding has been approved. Please note that the amount of approved funding may differ from the amount you requested in your application.

You will find additional details on the approved job(s), duration of work and funding by consulting your agreement in your [Grants and Contributions Online Services](#) (GCOS) account. **For your agreement to be valid, you must confirm that you agree with it by clicking on Sign Agreement in your GCOS account.** Only costs incurred during the job period specified in the agreement may be eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates.

Please note, you must advise us immediately if:

- The information you provided on your application has changed.
- Changes occur during the period of your agreement.
- You are unable to hire a youth.
- You intend to withdraw from the CSJ agreement.

Please review the information provided below to learn about the documents required to fulfill your agreement, the information you must provide to participants, and your obligations as a CSJ recipient.

Required Documents

1. The **Employer and Employee Declaration** must be completed through your GCOS account within seven days of the beginning of the CSJ funded employment. This form enables Service Canada to validate your compliance with the [Articles of Agreement](#). In order to submit this form online, the corresponding [Employee Consent Form](#) must be completed and signed by each employee who will be participating in the project. **No advance or payment will be sent** until Service Canada has received the Employer and Employee Declaration and confirmed the youth's eligibility. Failure to submit the Employer and Employee Declaration may result in **the termination of your project**.
2. Submit the **Grants and Contributions Direct Deposit Request** and attach a copy of your void cheque through your GCOS account if you would prefer to have payments made with direct deposit.
3. The [mandatory questionnaire](#) is part of the close-out of your agreement. Once you have completed the questionnaire, you will receive a **confirmation number** that you will need **to provide when submitting your final payment claim**.
4. The **Payment Claim and Activity Report** is used to request payments and report on your project activities and must be submitted through your GCOS account no later than 30 days after the last CSJ funded employee completes their employment. If your report is not received within the allotted 30 days, **we may not reimburse you and your project may be terminated**. We may also consider any advances we have issued as overpayments.

Participant Information

You must provide all CSJ funded participants with the following document attached under the name “*Participant Contact Sheet*.” This document contains important employment information such as:

- A link to the [Young Workers website](#), which provides important information concerning health and safety, employee rights, employment laws and more. Please discuss it with them as part of their initial orientation in addition to your workplace-specific health and safety orientation and training.
- A link to the [Youth Participant Questionnaire](#).
- The contact information of Service Canada to address questions and concerns.

If you indicated in your application that you intend to employ a youth who self-identifies as being part of groups which are underrepresented or have additional barriers to the labour market, you are expected to make all reasonable efforts to do so. Your recruitment and hiring plans may be monitored to determine if they reflect what was indicated in your application. For more information on how to support these youth, please consult Job Bank: [Hire a diverse workforce](#).

Agreement Requirements

You are expected to comply with the [Articles of Agreement](#). Please review them carefully as they are legally binding. You are also expected to employ your CSJ funded participant(s) in

the job(s) described in the agreement, for at least the number of hours and weeks indicated in your agreement. Additionally, you are expected to pay participants, at a minimum, the hourly wage specified in your agreement. Failure to meet the conditions of the agreement **may lead to the termination of your project.**

Posting of Approved Projects

Information about approved projects will be posted on the [Canada Summer Jobs web page](#). The information posted will include your organization's name and email address. Additionally, all positions approved by CSJ will be advertised on the [Job Bank: Youth](#) site. If there are errors in your Job Bank posting or you would like your Job Bank posting removed after hiring a youth, please contact us.

Please include your project number in all future correspondence.

If you have any questions, please contact us at (647) 524-2613.

Sincerely,

Khan, Hania
Service Canada
STN DON MILLS, P.O. BOX 538
NORTH YORK ON M3C 0N9
hania.khan@servicecanada.gc.ca

Enclosures

Employment Information for Canada Summer Jobs Participants

Welcome to the [Canada Summer Jobs](#) (CSJ) program! Your employer has given you this document provided by CSJ to help you navigate your summer work experience.

Young Workers

As a participant in the CSJ program, you must review the [Young Workers website](#). This site provides important information about health and safety, employee rights, employment laws and more.

Starting to Work

If this is your first job or if you would like to know more about taxes and the forms you need, visit [Starting to Work](#) by the Canada Revenue Agency. You can learn about why you need a social insurance number (SIN), when to fill out a TD1 form, and what's on your pay stub and T4 slip.

Participating in CSJ

To make sure you are eligible for CSJ, your employer will ask you to fill out a form at the start of your job. This form allows us to collect important information on who is participating in CSJ and will require your social insurance number, date of birth, and residency status.

Youth Participant Questionnaire

Please fill out the anonymous [Youth Participant Questionnaire](#) at the end of your summer job to give feedback on your experience with CSJ.

Canada Summer Jobs Contact Information

You have the right to a safe, inclusive, and healthy work environment, free from harassment and discrimination. If you feel that your workplace does not meet these standards, you can:

- Send us an email anytime to: ESDC.CSJ.YouthParticipant-JeuneParticipant.EEC.EDSC@servicecanada.gc.ca. Make sure you include your name, your phone number, the name of the organization you work for, and your questions or concerns.
- Call us at 1-800-935-5555 to speak to a Service Canada representative. You can reach us Monday through Friday (excluding holidays) between 8:00am and 8:00pm Eastern Time.

Stay tuned! Canada Summer Jobs will be sending you an email with additional resources to learn about career planning, taxes, and more!

From: [Ontario Honours And Awards \(MCM\)](#)
Subject: 2025 Ontario Senior of the Year / Prix de la personne âgée de l'année de l'Ontario
Date: April 8, 2025 6:04:27 PM

**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 (Ontario) M7A 1S5



April 2025

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to [nominate](#) an exceptional local senior for the 2025 Ontario Senior of the Year Award.

This award provides each municipality the opportunity to honour one outstanding senior for their contributions to enriching the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2025.

For more information on how to submit a nomination online, please visit the [Ontario Senior of the Year](#) webpage. Once your nomination is submitted, a personalized certificate with your nominee's name will be sent to you. I encourage you to present this certificate to your nominee in June during Seniors Month.

The Ontario government is proud to celebrate Seniors Month with municipalities across the province. Seniors generously give their time, knowledge and expertise making Ontario the best place in this country to live and work. It is important to take the time to celebrate our older population and acknowledge their invaluable contributions.

If you have any questions regarding the 2025 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at OntarioHonoursAndAwards@ontario.ca.

Thank you for supporting the civic engagement of your local seniors.

Sincerely,

A handwritten signature in black ink that reads "Raymond Cho".

Raymond Cho
Minister for Seniors and Accessibility

**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 (Ontario) M7A 1S5



Avril 2025

Monsieur le Maire / Madame la Mairesse, Préfet/Préfète et Membres du Conseil :

Je vous écris pour vous inviter à [soumettre une candidature](#) pour le Prix ontarien de la personne âgée de l'année 2025.

Ce prix donne à chaque municipalité l'occasion d'honorer une personne âgée exceptionnelle de sa localité pour les contributions qu'elle a apportées à l'enrichissement de la vie sociale, culturelle et civique de sa communauté.

La date limite de soumission des candidatures est le 30 avril 2025.

Pour obtenir de plus amples renseignements concernant la façon de soumettre une candidature en ligne, veuillez visiter la page Web du [Prix ontarien de la personne âgée de l'année](#). Une fois que vous aurez soumis une candidature, un certificat personnalisé avec le nom de votre candidat(e) vous sera envoyé. Je vous encourage à le présenter à votre candidat(e) en juin pendant le Mois des aînés.

Le gouvernement de l'Ontario est ravi de célébrer le Mois des aînés avec les municipalités de toute la province. Les personnes âgées ont généreusement donné leur temps, leurs connaissances et leur expertise pour faire de cette province le meilleur endroit au pays où vivre et travailler. Il est important que nous prenions le temps de célébrer nos aînés et leurs précieuses contributions.

Si vous avez des questions au sujet du Prix ontarien de la personne âgée de l'année 2025, veuillez communiquer avec le Secrétariat des distinctions et prix de l'Ontario à l'adresse : OntarioHonoursAndAwards@ontario.ca

Merci d'avance pour votre soutien à l'engagement civique de vos aînés locaux.

Cordialement,

A handwritten signature in black ink that reads 'Raymond Cho'.

Raymond Cho
Ministre des Services aux aînés et de l'Accessibilité

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Powassan M

Date Prepared:	27-Jan-25
MSO Office:	Northeast
Prepared By:	Paul Prosperi
Tier	ST

2023 Households:	1,315
2023 Population	3,346
2024 MFCL Index	6.4

Median Household Income:	66,133
Taxable Residential Assessment as a % of Total Taxable Assessment:	82.4%
Own Purpose Taxation:	4,075,872

SUSTAINABILITY INDICATORS

Indicator	Ranges		Actuals	North - Population > 2500 <= 10000		Level of Risk
				Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2019	30.7%	8.6%	10.3%	HIGH
		2020	30.9%	8.8%	10.7%	HIGH
		2021	19.6%	6.3%	8.6%	HIGH
		2022	16.2%	6.5%	9.0%	HIGH
		2023	10.2%	6.9%	7.5%	MODERATE
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2019	-102.4%	22.8%	6.0%	HIGH
		2020	-101.8%	28.8%	19.1%	HIGH
		2021	-113.7%	41.4%	31.7%	HIGH
		2022	-101.5%	24.6%	28.2%	HIGH
		2023	-104.6%	13.6%	11.1%	HIGH
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2019	42.2%	46.1%	48.1%	LOW
		2020	38.7%	49.3%	54.8%	LOW
		2021	37.1%	54.7%	61.5%	LOW
		2022	22.8%	52.5%	59.6%	LOW
		2023	29.6%	46.5%	49.6%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2019	37.4%	330.9%	388.1%	MODERATE
		2020	6.4%	464.0%	454.9%	HIGH
		2021	10.8%	414.0%	525.8%	HIGH
		2022	284.4%	326.7%	390.3%	LOW
		2023	341.3%	277.8%	374.9%	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2019	3.1%	3.9%	4.7%	LOW
		2020	4.8%	4.7%	5.0%	LOW
		2021	7.7%	4.1%	4.6%	MODERATE
		2022	11.4%	3.7%	4.7%	HIGH
		2023	10.7%	2.7%	3.8%	HIGH
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2019	43.4%	49.0%	48.4%	LOW
		2020	46.0%	49.0%	49.6%	LOW
		2021	44.0%	51.1%	50.4%	LOW
		2022	46.0%	51.5%	50.7%	LOW
		2023	46.3%	51.6%	54.1%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2019	17.0%	15.4%	15.1%	LOW
		2020	-10.8%	12.9%	12.2%	MODERATE
		2021	-2.4%	14.9%	14.8%	MODERATE
		2022	-5.6%	16.6%	19.5%	MODERATE
		2023	6.7%	21.5%	17.6%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Powassan M

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCl) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCl is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. (Note: the MFCl index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Powassan M

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	$\text{SLC } 70\ 0699\ 01 / (\text{SLC } 26\ 9199\ 03 - \text{SLC } 72\ 2899\ 09)$
Net Financial Assets or Net Debt as % of Own Source Revenues	$\begin{aligned} &\text{SLC } 70\ 9945\ 01 / (\text{SLC } 10\ 9910\ 01 - \text{SLC } 10\ 0699\ 01 - \text{SLC } 10\ 0899\ 01 - \\ &\text{SLC } 10\ 1098\ 01 - \text{SLC } 10\ 1099\ 01 - \text{SLC } 10\ 1811\ 01 - \text{SLC } 10\ 1812\ 01 - \text{SLC } 10\ 1813\ 01 - \\ &\text{SLC } 10\ 1814\ 01 - \text{SLC } 10\ 1830\ 01 - \text{SLC } 10\ 1831\ 01 - \text{SLC } 12\ 1850\ 04) \end{aligned}$
Total Reserves and Reserve Funds as a % of Municipal Expenses	$(\text{SLC } 60\ 2099\ 02 + \text{SLC } 60\ 2099\ 03) / (\text{SLC } 40\ 9910\ 11 - \text{SLC } 12\ 9910\ 03 - \text{SLC } 12\ 9910\ 07)$
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	$\text{SLC } 70\ 0299\ 01 / (\text{SLC } 70\ 2099\ 01 + \text{SLC } 70\ 2299\ 01)$
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	$(\text{SLC } 74\ 3099\ 01 + \text{SLC } 74\ 3099\ 02) / (\text{SLC } 10\ 9910\ 01 - \text{SLC } 10\ 1831\ 01)$
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	$\text{SLC } 51\ 9910\ 10 / \text{SLC } 51\ 9910\ 06$
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	$\begin{aligned} &(\text{SLC } 10\ 2099\ 01 - \text{SLC } 10\ 1831\ 01) / (\text{SLC } 10\ 9910\ 01 - \text{SLC } 10\ 0699\ 01 - \\ &\text{SLC } 10\ 0899\ 01 - \text{SLC } 10\ 1098\ 01 - \text{SLC } 10\ 1099\ 01 - \text{SLC } 10\ 1811\ 01 - \text{SLC } 10\ 1812\ 01 - \\ &\text{SLC } 10\ 1813\ 01 - \text{SLC } 10\ 1814\ 01 - \text{SLC } 10\ 1830\ 01 - \text{SLC } 10\ 1831\ 01 - \text{SLC } 12\ 1850\ 04) \end{aligned}$

SYSTEM OVERVIEW

January 1st to March 31st , 2025

OPERATIONAL HIGHLIGHTS

Drinking Water System

- The water treatment system operated well during the first quarter.

Wastewater Treatment

- The wastewater treatment system performed well during the first quarter.
- Powassan Clark St station bypass during snowmelt and rain.

CAPITAL PLAN PROGRESS

Drinking Water System

- New spare free chlorine residual analyzer installed complete with alarming.
- Removed a mess of electrical wires that served no use.
- Outdoor facility lighting was replaced at the wellhouse.

Wastewater Treatment System

- Clark St. generator would not start. Starter was burnt out and needed to be repaired. Solenoid was repaired. Radiator was flushed. Water tank heater was replaced.
- Outdoor facility lighting was replaced at the Clark St station.

ASSET MANAGEMENT

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

CALL-OUT SUMMARY

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

REGULATORY

- All drinking water samples required under O. Regulation 170/03 were collected and tested in the first quarter of 2025 and all results fell within regulatory limits.
- 2024 annual report completed January 20, 2025.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed January 14, 2025.
- Permit to take Water (PTTW) reporting completed March 13, 2025.
- No Ministry of Labour (MOL) inspections conducted this quarter.
- Ministry of the Environment Conservation and Parks (MECP) inspection completed on February 4, 2025. One non-compliance identified during the review period, both resolved. Final inspection rating 96.79%.
- All required sewage samples required under the system's Environmental Compliance Approval (ECA) were collected and tested in the first quarter of 2025.
- 2024 annual sewage report completed March 11, 2025.
- Annual WSER reporting completed February 4, 2025.

INCIDENTS AND COMPLAINTS

Powassan Drinking Water System

Incident	N/A
Date	
Details	

Powassan Wastewater System

Incident	Clark Street Pump Station
Date	March 16, 2025
Details	SAC Ref No.: 1-J10000 Date & Time: March 16, 2025 @ 0300 hrs (estimated) Termination: March 17, 2025 @ 0300 hrs (estimated) Duration: 24 hours Approximate volume: 480 m³ (estimated) Details/Cause of Incident: Hydraulic overload of the Sewage Lift Station due to rapid snow melt and seasonal precipitation. Subsequently began overflowing with the waste stream flowing into Genesee Creek in Powassan (waste stream was super chlorinated with pucks). Corrective & Preventative Actions: Super Chlorination pucks placed in path of waste stream. Reporting: Incident was reported to appropriate authorities as required. Reporting: Verbal report to MOH and SAC, written reports to MOH, SAC, EC, local MECP and Owner.

HEALTH AND SAFETY

- Staff training completed on WHMIS.
- Staff training completed on Hot Work Management.
- Staff training completed on Oxygen Deficiency and Gas Hazards.

POWASSAN DRINKING WATER SYSTEM PERFORMANCE

See Appendix E – Performance Assessment Report Water

POWASSAN WASTEWATER TREATMENT LAGOON – WASTEWATER FLOW SUMMARY

See Appendix F – Performance Assessment Report Wastewater

Appendix A - Work Order Summary for WTP

Report Start Date: Jan 1, 2025 12:00 AM Report End Date: Mar 31, 2025 11:59 PM Location: 6033* Work Order Type: CAP,CORR,OPER,PM Work Order Class:									
Description	WorkOrder		PM Schedule		Workorder Details				A/F
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	
M/TER 6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	1/1/25 12:00 AM	1/28/25 08:00 AM	1/28/25
S 6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	1/1/25 12:00 AM	1/28/25 08:03 AM	1/28/25

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder		PM Schedule		Workorder Details						
Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	A F
M/TER	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	1/1/25 12:00 AM	1/28/25 08:07 AM	1/28/25

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Mar 31, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

		WorkOrder		PM Schedule		Workorder Details					
Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	A	F
	6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	1/1/25 12:00 AM	1/28/25 08:09 AM	1/28/25	
	6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	1/1/25 12:00 AM	1/28/25 08:14 AM	1/28/25	

Report Start Date: Jan 1, 2025 12:00 AM Report End Date: Mar 31, 2025 11:59 PM Location: 6033* Work Order Type: CAP,CORR,OPER,PM Work Order Class:									
Description	Location Description	WorkOrder		PM Schedule		Workorder Details			
		Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
DIESEL GENERATOR	6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	1/1/25 12:00 AM	1/28/25 08:17 AM
	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	1/1/25 12:00 AM	1/28/25 08:20 AM

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start
6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	1/1/25 12:00 AM 1/9/25 07:36 PM
6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	1/1/25 12:00 AM 1/28/25 08:22 AM

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start
Powassan Ground Water Well System	CORR	Refurbish/ Replace/Repair	0		Powassan Distribution Service Line Repair and Watermain Isolation	COMP	1/13/25 08:57 AM 1/13/25
6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	2/1/25 12:00 AM 3/3/25 11:18 AM 3/3/25
6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	2/1/25 12:00 AM 2/13/25 10:02 AM 2/13/25

Report Start Date: Jan 1, 2025 12:00 AM Report End Date: Mar 31, 2025 11:59 PM Location: 6033* Work Order Type: CAP,CORR,OPER,PM Work Order Class:									
Description	WorkOrder		PM Schedule		Workorder Details				
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	A F
M/TER 6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	2/1/25 12:00 AM	3/3/25 11:21 AM	3/3/25

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details			
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	2/1/25 12:00 AM	3/3/25 11:19 AM
6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	2/1/25 12:00 AM	3/3/25 11:30 AM

Report Start Date: Jan 1, 2025 12:00 AM Report End Date: Mar 31, 2025 11:59 PM Location: 6033* Work Order Type: CAP,CORR,OPER,PM Work Order Class:									
Description	Location Description	WorkOrder		PM Schedule		Workorder Details			
		Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
DIESEL GENERATOR	6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	2/1/25 12:00 AM	3/3/25 11:23 AM
	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	2/1/25 12:00 AM	3/3/25 11:26 AM

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start
6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	2/1/25 12:00 AM 2/13/25 01:56 PM
6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	2/1/25 12:00 AM 2/13/25 10:00 AM
6033, Powassan WTP	CORR	Refurbish/ Replace/Repair	0		Powassan Well House Hypo Pump and Chlorine Analyzer parts for repair and maintenance	COMP	3/6/25 01:17 PM 3/6/25

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start
M/ TER 6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	3/1/25 12:00 AM 3/21/25 04:49 PM
S ace Road 6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	3/1/25 12:00 AM 3/21/25 05:08 PM

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder		PM Schedule		Workorder Details						
Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	A F
M/TER	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	3/1/25 12:00 AM	3/21/25 05:17 PM	3/21/25

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details			
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	3/1/25 12:00 AM	3/21/25 04:50 PM
6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	3/1/25 12:00 AM	3/21/25 05:20 PM

Report Start Date:	Jan 1, 2025 12:00 AM
Report End Date:	Mar 31, 2025 11:59 PM
Location:	6033*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details			
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	3/1/25 12:00 AM	3/21/25 04:53 PM
DIESEL 6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	3/1/25 12:00 AM	3/21/25 04:56 PM

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Mar 31, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

Description	WorkOrder		PM Schedule		Workorder Details			
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	3/1/25 12:00 AM	3/24/25 04:33 PM
IT-601 6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	3/1/25 12:00 AM	3/21/25 05:11 PM

Appendix B - Work Order Summary for WWTL

Report Start Date:	Jan 1, 2025 12:00 AM
Report End Date:	Mar 31, 2025 11:59 PM
Location:	5747*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details			
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
5747, Powassan WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	1/1/25 12:00 AM	1/16/25 10:20 AM
5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	1/1/25 12:00 AM	1/16/25 10:21 AM

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details			
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	1/1/25 12:00 AM	1/16/25 10:23 AM
5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	1/1/25 12:00 AM	1/10/25 04:12 PM

Report Start Date: Jan 1, 2025 12:00 AM Report End Date: Mar 31, 2025 11:59 PM Location: 5747* Work Order Type: CAP,CORR,OPER,PM Work Order Class:									
Description	WorkOrder		PM Schedule		Workorder Details				
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	A F
5747, Clark SPS	CORR	Refurbish/ Replace/Repair	0		Powassan Clark Street Pumping Station Generator Diagnosis, Repair and Service	COMP		4/2/25 09:27 AM	4/2/25

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder			PM Schedule		Workorder Details					
Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	AF
L.L 01 POWASSAN 5747, Clark SPS, Facility Street		PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	2/1/25 12:00 AM	3/3/25 11:05 AM	3/3/25
L.L 01 POWASSAN 5747, Powassan WWTL, Process		PM	Inspection	1	MONTHS	Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747	COMP	2/1/25 12:00 AM	2/7/25 03:12 PM	2/7/25

Report Start Date:	Jan 1, 2025 12:00 AM
Report End Date:	Mar 31, 2025 11:59 PM
Location:	5747*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

		WorkOrder		PM Schedule		Workorder Details			
Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
L 02 L 02 ASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	2/1/25 12:00 AM	2/7/25 03:13 PM
		PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	2/1/25 12:00 AM	2/7/25 03:14 PM
5747, Powassan WWTL		PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	2/1/25 12:00 AM	3/3/25 11:08 AM

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start
5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	2/1/25 12:00 AM 3/3/25 11:07 AM
5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	2/1/25 12:00 AM 3/3/25 11:10 AM
5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	2/1/25 12:00 AM 2/13/25 01:55 PM

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Mar 31, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

WorkOrder		PM Schedule		Workorder Details						
Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	AF
CLARK SPS 5747 Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	3/1/25 12:00 AM	3/19/25 10:18 AM	3/19/25
		PM	Inspection	1	MONTHS	Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747	COMP	3/1/25 12:00 AM	3/19/25 10:05 AM	3/19/25

Report Start Date:		Jan 1, 2025 12:00 AM	
Report End Date:		Mar 31, 2025 11:59 PM	
Location:		5747*	
Work Order Type:		CAP,CORR,OPER,PM	
Work Order Class:			

		WorkOrder		PM Schedule		Workorder Details			
Description		Type	Class	FEQ	Units	Work Order Description		Status	Schedule Start
L 02 L 02 ASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747		COMP	3/1/25 12:00 AM
									3/19/25 10:07 AM
L 03	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747		COMP	3/1/25 12:00 AM
									3/19/25 10:08 AM

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details			
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start
5747, Powassan WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	3/1/25 12:00 AM	3/19/25 10:10 AM
5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	3/1/25 12:00 AM	3/19/25 10:11 AM
5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	3/1/25 12:00 AM	3/19/25 10:16 AM

Report Start Date:		Jan 1, 2025 12:00 AM	
Report End Date:		Mar 31, 2025 11:59 PM	
Location:		5747*	
Work Order Type:		CAP,CORR,OPER,PM	
Work Order Class:			

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start
5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	3/1/25 12:00 AM 3/13/25 02:31 PM

Appendix C – Call-out Report for WTP

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Mar 31, 2025 11:59 PM

Location: 6033*

Work Order Type: CALL,EMER

Work Order Class:

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start
6033, Powassan WTP	CALL	Compliance	0		Powassan WS Auxillary#3 Alarm (Well Pump Fail Alarm)	COMP	3/13/25 02:02 AM 3/13/25

Appendix D - Call-out Report for WWTL

Report Start Date: Jan 1, 2025 12:00 AM	
Report End Date: Mar 31, 2025 11:59 PM	
Location: 5747*	
Work Order Type: CALL,EMER	
Work Order Class:	

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start
5747, Faireview SPS	CALL	Compliance	0		Powassan Wonderware Communication/Heartbeat Alarm	COMP	1/19/25 08:15 AM
							1/19/25

Report Start Date: Jan 1, 2025 12:00 AM Report End Date: Mar 31, 2025 11:59 PM Location: 5747* Work Order Type: CALL,EMER Work Order Class:									
Description	WorkOrder		PM Schedule		Workorder Details				
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	AF
KER 02 AN VIEW PS 5747, Powassan WWTL, Facility	CALL	Compliance	0		Powassan Clark St. SLS High Wet Well & By-pass	COMP		3/15/25 11:30 AM	3/17/25

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Mar 31, 2025 11:59 PM

Location: 5747*

Work Order Type: CALL,EMER

Work Order Class:

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Mar 31, 2025 11:59 PM

Location: 5747*

Work Order Type: CALL,EMER

Work Order Class:

Description	WorkOrder		PM Schedule		Workorder Details		
	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start Actual Start

Appendix E - Performance Assessment Report Water

6033 POWASSAN DRINKING WATER SYSTEM 220000576

	1 / 2025	2 / 2025	3 / 2025	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
Flows							

Raw Flow: Monthly Total - RW1 - Raw Well 1 (m³)	7,306.67	6,843.45	7,443.97	21,594.09			
Raw Flow: Monthly Total - RW2 - Raw Well 2 (m³)	7,019.43	6,071.17	6,981.06	20,071.66			
Raw Flow: Monthly Avg - RW1 - Raw Well 1 (m³)	235.70	244.41	240.13		240.08		
Raw Flow: Monthly Avg - RW2 - Raw Well 2 (m³)	226.43	216.83	225.20		222.82		
Raw Flow: Monthly Max - RW1 - Raw Well 1 (m³)	290.76	460.86	349.04			460.860	
Raw Flow: Monthly Max - RW2 - Raw Well 2 (m³)	280.78	266.28	340.46			340.460	
Raw Flow: Monthly Total - RW - Raw Water - Total (m³)	14,326.10	12,914.62	14,425.03	41,665.75			
Raw Flow: Monthly Avg - RW - Raw Water - Total (m³)	462.13	461.24	465.32		462.90		
Raw Flow: Monthly Max - RW - Raw Water - Total (m³)	506.55	535.97	518.58			535.970	

Turbidity

Raw: Max Turbidity - RW1 - Raw Well 1 (NTU)	0.100	0.100	0.090			0.100	
Raw: Max Turbidity - RW2 - Raw Well 2 (NTU)	0.100	0.100	0.090			0.100	

Chemical Parameters

Treated: Max Nitrite - TW2 - TW2 (mg/L)	0.003			<	<	0.003	<
Treated: Max Nitrate - TW2 - TW2 (mg/L)	1.090					1.090	
Distribution: Max THM - DW - Distribution (µg/l)	4.900					4.900	
Distribution: Max HAA - DW - Distribution (µg/l)	5.300			<	<	5.300	<

Chlorine Residuals

Treated: Min Free Cl2 Resid - TW - Treated Water (mg/L)	1.028	0.803	1.100				0.803
Treated: Max Free Cl2 Resid - TW - Treated Water (mg/L)	2.727	2.689	2.254			2.727	
Dist: Min Free Cl2 Resid - DW - Distribution (mg/L)	1.460	1.540	1.590				1.420
Dist: Max Free Cl2 Resid - DW - Distribution (mg/L)	1.770	2.120	2.030			2.120	

Bacti Samples Collected

Raw Bacti: # of samples - RW1 - Raw Well 1	4	4	4	12			
Raw Bacti: # of samples - RW2 - Raw Well 2	4	4	4	12			
Treated Bacti: # of samples - TW1 - TW1	1	2	2	5			
Treated Bacti: # of samples - TW2 - TW2	3	2	2	7			
Dist Bacti: # of samples - DW - Distribution	12	12	12	36			
Dist HPC: # of samples - DW - Distribution	4	4	4	12			
Treated Bacti: # of TC exceedances - TW1 - TW1	0	0	0	0			
Treated Bacti: # of TC exceedances - TW2 - TW2	0	0	0	0			
Treated Bacti: # of EC exceedances - TW1 - TW1	0	0	0	0			
Treated Bacti: # of EC exceedances - TW2 - TW2	0	0	0	0			
Dist Bacti: # of TC exceedances - DW - Distribution	0	0	0	0			
Dist Bacti: # of EC exceedances - DW - Distribution	0	0	0	0			

Appendix F - Performance Assessment Report Wastewater

Performance Assessment Report

From 01/01/2025 to 31/03/2025

5747 POWASSAN WASTEWATER TREATMENT LAGOON 110000613

1 / 2025 2/ 2025 3/ 2025 <--Total--> <--Avg--> <--Max-->

Flows

Raw Flow: Total - Raw m³/d	14,574.40	10,755.40		0.00	25,329.80			
Raw Flow: Total - St Gregory m³/d	434.50	359.20		0.00	793.70			
Raw Flow: Total - Clark Street m³/d	14,139.90	10,396.20		0.00	24,536.10			
Raw Flow: Avg - Raw m³/d	470.14	384.12		0.00	429.32			
Raw Flow: Avg - St Gregory m³/d	14.02	12.83		0.00	13.45			
Raw Flow: Avg - Clark Street m³/d	456.13	371.29		0.00	415.87			
Raw Flow: Max - Raw m³/d	682.90	426.60		0.00				682.90
Raw Flow: Max - St Gregory m³/d	18.00	15.70		0.00				18.00
Raw Flow: Max - Clark Street m³/d	668.70	413.20		0.00				668.70
Raw Flow: Count - Raw m³/d	31.00	28.00		0.00	59.00			
Raw Flow: Count - St Gregory m³/d	31.00	28.00		0.00	59.00			
Raw Flow: Count - Clark Street m³/d	31.00	28.00		0.00	59.00			

Biochemical Oxygen Demand: BOD5

Raw: Avg BOD5 - Raw mg/L	194.00	242.00		112.00		182.67		242.00
Raw: # of samples of BOD5 - Raw	1.00	1.00		1.00	3.00			

Total Suspended Solids: TSS

Raw: Avg TSS - Raw mg/L	183.00	177.00		95.00		151.67		183.00
Raw: # of samples of TSS - Raw	1.00	1.00		1.00	3.00			

Total Phosphorus: TP

Raw: Avg TP - Raw mg/L	4.52	3.34		1.69		3.18		4.52
Raw: # of samples of TP - Raw	1.00	1.00		1.00	3.00			

Nitrogen Series

Raw: Avg TKN - Raw mg/L	36.70	27.40		13.70		25.93		36.70
Raw: # of samples of TKN - Raw	1.00	1.00		1.00	3.00			

April 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1 Council	2	3	4	5
6	7	8	9 MAPLE SYRUP MEETING NBMCA	10 DSSAB	11	12
13	14 Budget Meeting	15 Council Golden Sunshine Housing Copr.	16 Eastholme	17	18 Good Friday - Office Closed	19
20	21 Easter Monday Library Board	22	23 Recreation Committee	24	25	26 Maple Syrup Festival
27 Maple Hill Sap Run	28	29	30	May 1	2	3