

AGENDA

**Regular Council Meeting
Tuesday, October 21, 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, under the terms of the Robinson-Huron Treaty of 1850 and the Williams Treaties of 1923. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude towards the Indigenous peoples for their past and present stewardship over these lands, waterways, and resources. May we continue to honour their history, culture, and teachings as we work towards reconciliation."

3. ROLL CALL

4. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

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

7.1 Regular Council Meeting of October 7, 2025

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 District of Parry Sound Social Services Administration Board – October 2025 CAO's Report

10. STAFF REPORTS

10.1 Clerk, A Quinn – Hummel Bridge Update

10.2 Manager of Operations, T. Keefe – Flooring Replacement at Sportsplex

10.3 Manager of Operations, T. Keefe – Community Speed Review

10.4 Manager of Operations, T. Keefe – Trout Creek Community Centre Winter Operation Plan, 2025-2026 Season – draft

11. BYLAWS

12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 Township of Nipissing – Resolution regarding Eastholme Home for the Aged Board of Management

13.2 Councillor Britton – 2025 Northeast Planning Workshop

13.3 Ontario Clean Water Agency – Powassan Water and Wastewater Quarterly Operations Report (July 1-September 30, 2025)

13.4 Almaguin Community Economic Development - Invitation to join ACED under a 2-year interim agreement

13.5 Councillor Hall – Bell Canada issues in Trout Creek

14. CORRESPONDENCE

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

17.1 Adoption of Closed Session Minutes of October 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.

18. MOTION TO ADJOURN



**Regular Council Meeting
Tuesday, October 7, 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: Allison Quinn, Clerk
Treavor Keefe, Manager of Operations

Presentations: June Keevil – the importance of working together for the preservation of beavers and their habitat

Disclosure of Monetary Interest and General Nature Thereof: None.

2025-295

Moved by: D. Britton Seconded by: L. Patey
That the agenda of the Regular Council Meeting of October 7, 2025, be approved, with the following:

Item 8.2 be changed to Item 9.3 under Minutes and Reports from Appointed Boards; and,

The addition of:

Item 17.4 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and under Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees; and,

Item 13.6 Financials for Q3.

Carried

2025-296

Moved by: L. Patey Seconded by: R. Hall
That the minutes of the Regular Meeting of Council of September 16, 2025, be adopted.

Carried

2025-297

Moved by: R. Hall Seconded by: M. Wand
That the minutes from the Municipal Recreation Committee meeting of June 26, 2025, be received.

Carried

2025-298

Moved by: M. Wand Seconded by: D. Britton
That the minutes from the Powassan and District Union Public Library Board meeting of May 26, 2025, be received.

Carried

- 2025-299** Moved by: D. Britton Seconded by: L. Patey
That the minutes from the Powassan and District Union Public Library meeting of June 7, 2025, be received. **Carried**
- 2025-300** Moved by: L. Patey Seconded by: R. Hall
That the minutes from the Powassan Nipissing Callander Police Detachment Board meeting of June 23, 2025, be received. **Carried**
- 2025-301** Moved by: R. Hall Seconded by: M. Wand
That the memo from Fire Chief R. Giesler, regarding replacement of the Powassan Fire Departments dial-over phone system be received; and,

FURTHER that staff be directed to replace the system as set out in the memo. **Carried**
- 2025-302** Moved by: M. Wand Seconded by: D. Britton
That Bylaw 2025-19, being a Bylaw to Establish Schedules of Retention and Disposition for all Records Maintained by the Municipality of Powassan,

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and passed as such in open Council this 7th day of October 2025 for the immediate wellbeing of the Municipality. **Carried**
- 2025-303** Moved by: D. Britton Seconded by: L. Patey
That Bylaw 2025-20, being a Bylaw to Adopt Purchasing Policies and Procedures for the Municipality of Powassan,

Be **READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and passed as such in open Council this 7th day of October 2025 for the immediate wellbeing of the Municipality. **Carried**
- 2025-304** Moved by: L. Patey Seconded by: R. Hall
Whereas the Council for the Municipality of Powassan has reviewed the Powassan Drinking Water System Financial Plan; and,

Therefore, Be It Resolved that Council of the Corporation of the Municipality of Powassan:
1. **Receives** the report dated October 7, 2025, regarding the Powassan drinking Water System Financial Plan for the period 2025-2030.
2. **Confirms** that the Powassan Drinking Water System is financially viable and approves the Powassan Drinking Water System Financial Plan for the period 2025-0230.
3. **Directs** that the approved Powassan Drinking Water System Financial Plan be submitted to the Ministry of Municipal Affairs and Housing; and,
4. **Authorizes** the Clerk to provide notice advising the public of the availability of the financial plan on the municipality's website. **Carried**
- 2025-305** Moved by: D. Britton Seconded by: M. Wand
That the report from Councillor R. Hall regarding Hummel Bridge Planning, be received. **Carried**
- 2025-306** Moved by: R. Hall Seconded by: D. Britton
That the report from Councillor Patey regarding Business Improvement Grant Initiative, be received. **Carried**

2025-307

Moved by: M. Wand

Seconded by: D. Britton

That report from Councillor Patey regarding a Bottle Return Initiative to Support Recreation, be received.

Carried

2025-308

Moved by: D. Britton

Seconded by: R. Hall

Whereas the tragic events of October 7, 2023, was not the beginning, but only a chapter in the ongoing occupation of the people of Palestine by the Israeli government.

Whereas in September 16, 2025, the United Nations Commission of Inquiry declared the actions of the Israeli Government toward the people of Palestine a Genocide.

Whereas October 1, 2025, the Israeli Government took 443 Peace Activists from around the world hostage in International Waters. Activists who were delivering food and baby formula to the starving people of Palestine. Some of these Activists were Canadian Citizens.

Whereas on September 21, 2025, at the United Nations General Assembly, the Prime Minister of Canada recognized Palestine and supports the creation of a sovereign Palestinian state.

Whereas Canada must stand up for what is right and protect innocent people.

Therefore, the Municipality of Powassan calls on the Government of Canada to follow up their September 21st words with actions and;

Therefore, the Municipality of Powassan calls on the Government of Canada to demand an end to the Genocide of the Palestinian people today.

Therefore, the Municipality of Powassan calls on the Canadian Government to provide food, medicine aid and demand that aid be allowed into Palestine and delivered to the starving people through the United Nations Food Agencies.

The Municipality of Powassan demands the safe return of all of the 443 Activists immediately.

Carried

2025-309

Moved by: L. Patey

Seconded by: D. Britton

That the correspondence dated September 26, 2025, from the Office of the Solicitor General, regarding Ontario Provincial Police Cost Recovery Model Amendments, be received.

Carried

2025-310

Moved by: R. Hall

Seconded by: M. Wand

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

17.1 Adoption of Closed Session Minutes of September 16, 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.

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

Carried

- 2025-311

Moved by: L. Patey Seconded by: D. Britton
That Council now reconvenes to regular session at 8:54 p.m.

Carried
- 2025-312

Moved by: M. Wand Seconded by: R. Hall
That Council now adjourns at 8:54 p.m.

Carried

Mayor

Clerk



Chief Administrative Officer's Report

October 2025

Mission Statement

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

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District of Parry Sound Municipal Association Meeting



On Friday, September 26th, I attended the District of Parry Sound Municipal Association meeting at the Orrville Community Centre in Seguin Township. There were approximately 100 people in attendance, primarily elected officials, ministries, agencies and municipal staff from all municipalities in the District of Parry Sound. I was pleased to see several members of our board in attendance.

‘Everyday Impact’

We recently received some wonderful feedback from a community partner who had the opportunity to observe our Integrated System Navigator, Kylee, in action, and we couldn’t be more proud to share it!

The community partner wrote:

“I had the pleasure of sitting in on a collaborative meeting with Kylee today. We met with one of Tiffany and Kylee’s mutual clients. The meeting was set to get everyone on the same page, and ensure the client was aware of the expectations of his participation in his job search.

I wanted to let you know, Kylee did a phenomenal job. She had an excellent balance between being directive but showing empathy. She was very clear about the expectations and gave many examples of how to behave/improve the client’s chances of success. She even went as far as using analogies with topics the client is interested in for the examples. The meeting ended well with the client agreeing to participate fully.

Those types of meetings are not easy, and can very quickly lead to escalation of behaviour, but she was able to keep him calm, and listening/participating.

She did a great job, and thought you might appreciate hearing it.”

~ Agilec



Feedback like this speaks volumes about the impact our staff have every day. Kylee’s ability to be both clear and compassionate not only supported the client but also strengthened our partnerships within the community.

Way to go, Kylee!

Human Resources Update

There's no summer slowdown in Human Resources! The HR department experienced a very active and productive summer, supporting both day-to-day operations and longer-term strategic initiatives. Below is a summary of activity and key statistics for the last quarter:

Recruitment & Staffing

- 19 job postings were managed, including both internal and external opportunities.
- 5 new hires joined the organization, each completing two full-day orientation sessions.
- HR also facilitated orientation for 2 returning employees.
- Year-to-date, we have welcomed 29 new hires in 2025.
- Our current workforce stands at 169 employees, with an average tenure of 9.90 years, reflecting the long-term commitment of our staff.

Performance & Development

- HR coordinated and supported 35 performance reviews this quarter.
- In July and August, all employees were given the opportunity to participate in Pronouns 101 Training. This training focused on:
 - The importance of pronouns and inclusive language.
 - Addressing common misconceptions around gender-neutral pronoun usage.
 - How to respectfully ask for someone's pronouns.
 - Best practices when mistakes occur.

'This initiative supports our organizational values of respect and inclusivity, reinforcing a positive and welcoming workplace culture.

- In September, HR facilitated First Aid/CPR recertification for 8 employees, supporting workplace health and safety and licensing requirements.

Labour Relations

We have commenced the required Pay Equity Maintenance and are awaiting engagement from OPSEU to proceed.

Employee Well-Being

With World Mental Health Day approaching on October 10th, it is important to highlight the growing global concern regarding mental health. The World Health Organization has identified an epidemic-level crisis in mental health and well-being, which directly impacts productivity, innovation, work quality, absenteeism, turnover, and disability rates.

We are grateful that our organization continues to prioritize employee well-being through initiatives such as the Employee Assistance Program (EAP) and other mental health supports. These efforts are crucial in ensuring that employees feel valued, supported, and equipped to thrive at work.

Acknowledgment

The achievements of this past quarter were made possible through the hard work, dedication, and commitment of the HR team. Their efforts continue to play a vital role in strengthening our workforce, sustaining our culture, and ensuring the well-being of all employees.

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District Aug 2025

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	1	1	0	5	7	14
Toddler (18-30M)	11	7	5	25	27	75
Preschool (30M-4Y)	16	11	26	23	48	124
# of Active Children	28	19	31	53	82	213

With the graduation of many preschoolers this month and the transition of older toddlers to the preschool spaces, programs were able to bring new children off the wait list. After all the enrollments were confirmed, the Directly Operated Child Care Programs were able to fill all available spaces and keep enrollment steady. The Home Child Care Program now has 19 active homes with the addition of one provider on the east. The program continues to invest in recruitment initiatives focusing on the West Parry Sound municipalities.

School Age Programs

Aug 2025

Location	Enrollment
Mapleridge Summer Program	12
Home Child Care	41
# of Active Children	53



The Mapleridge Summer Program had an extremely successful summer, operating at capacity. The staff engaged the children in outdoor learning experiences and community events.

Inclusion Support Services Aug 2025

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	3	0	0	0
Toddler (18-30M)	6	12	18	24	0	2	0
Preschool (30M-4Y)	11	40	51	49	3	3	1
School Age (4Y+)	0	14	14	26	0	0	4
Monthly Total	17	65	82		3	0	0
YTD Total	34	77		102	18	37	13

The Resource Consultants have 82 children on the active caseload for the month of August, 17 children are being seen through the EarlyON Child and Family Centres and 65 children are receiving services through their licensed child care programs. There has been a slight increase in referrals as new children are entering child care programs during the month to replace children graduating to the school system.

EarlyON Child and Family Programs— Aug 2025

Activity	May 2025	Jun 2025	Jul 2025	Aug 2025	YTD
Number of Child Visits	1075	864	754	1348	7463
Number of Unique Children Attending			188 YTD		
Number of Adult Visits	831	688	582	951	5774
Number of Unique Adults Attending			132 YTD		
Number of Professionals (NEW stat July 2025)			21	25	46
Number of Virtual Programming Events	6	10	8	10	64
Number of Engagements through Social Media	129	117	102	85	905
Number of Views through Social Media	11,253	14,644	21,627	19,900	148,786

In July EarlyON digital sign in through OneHSN was implemented in the Parry Sound, South River and Burk's Falls locations. Staff were trained during a recent team meeting and were supported by IT as well as the Child Care Service Management team to get families enrolled. This will allow EarlyON to capture a larger variety of stats.

Funding Sources for District Wide Childcare Spaces - Aug 2025

Funding Source - Active	# of Children	# of Families
CWELCC*	31	30
CWELCC Full Fee	214	209
Extended Day Fee Subsidy	2	2
Fee Subsidy	16	14
Full Fee	25	22
Ontario Works	1	1
Total	289	278

Funding Source - New	# of Children	# of Families
CWELCC*	4	4
CWELCC Full Fee	52	51
Extended Day Fee Subsidy	1	1
Fee Subsidy	3	3
Full Fee	18	16
Ontario Works	0	0
Total	78	75

Exits	# of Children	# of Families
Fee Subsidy	2	2
CWELCC Full Fee	0	0
Extended Day Fee Subsidy	0	0
Fee Subsidy	3	3
Full Fee	0	0
Ontario Works	0	0
Total	5	5

Quality Assurance - Child Care Service Management

Over the summer of 2025, the quality assurance supervisor visited more than 15 recreational programs across the District of Parry Sound to examine and evaluate the quality of care, learning experiences, and implementation of policies and procedures. A standardized quality assessment tool was used to review both the physical learning environment and the practices of educators, ensuring children's healthy development and safety. Following each visit, operators received a summary report highlighting strengths and providing recommendations to support reflection and continuous program improvement.

Preparation is underway for a full-day professional development session scheduled for October 24, 2025. Approximately 120 educators from across the district are expected to attend. With the child care sector facing high levels of burnout and staff turnover, the session will place a strong emphasis on self-care and mental wellness. Discovery Professional Learning will facilitate the interactive training, which will focus on building passionate, pedagogical, and playful cultures.

Currently, 23 supervisors along with program team leads in child care programs across the district are participating in a three-part leadership training series. This training is designed to support leaders in balancing compliance and quality demands while inspiring their teams of educators. The series is intended to be transformative, providing participants with clarity, confidence, and connection in their leadership roles.

We also continue to prioritize inclusion for children with special needs in licensed child care and early years programs, with the goal of fostering authentic, caring relationships between children, peers, and educators. To date, Special Needs Resource funding has been approved for seven programs across the district, enabling many children to actively and meaningfully participate in programming.

Fee subsidy remains a vital support system for families in need within our communities. Currently, 278 families in the District of Parry Sound are receiving subsidized child care funding. This demonstrates the continued need for financial support despite the implementation of CWELCC and highlights the importance of strengthening community supports for early learning and child care.

The District of Parry Sound Child Care Application Portal was launched on July 24, 2024. Since implementation, operators and child care service management staff have been working to "clean" the Application Portal by removing duplicates, training staff and assisting families with updating their profiles.

Data for August 2025

Number of Unique Children on the Application Portal

707

Children who Identify as Indigenous

74

Children Identifying Francophone Relatives

48

Prenatal Children

107

Unique Children

- includes children waiting for care and those who are placed in care but have applied to other child care centres/programs. (ie: currently in an infant space and have also applied for JK/SK after school program) - Or - includes all children who have completed an application for child care

Unique Children Waiting for Care

309

Waiting for Care

- This number represents the unique children who are currently applied for care. This includes children who may already be placed in a program and have applied to another. This also includes the number of children pre-registered for future care.

Year, Month

Multiple selections

Month

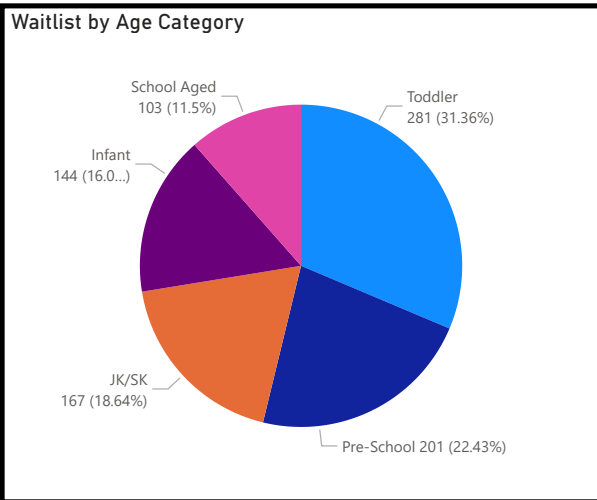
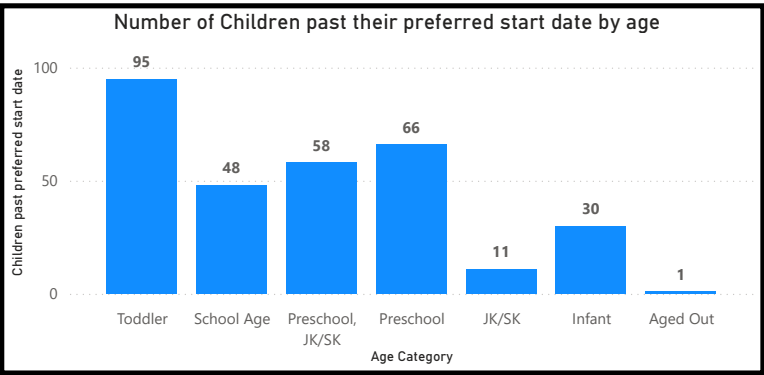
August

Additions to Application Portal

61

Total Number of Children past preferred start date (Unique)

344

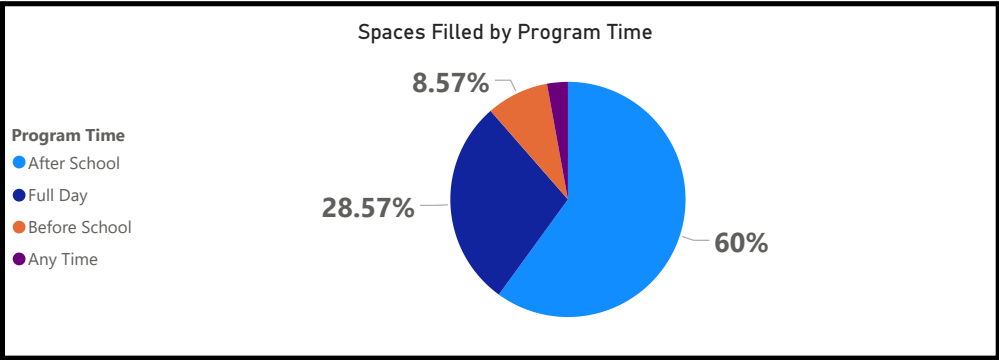
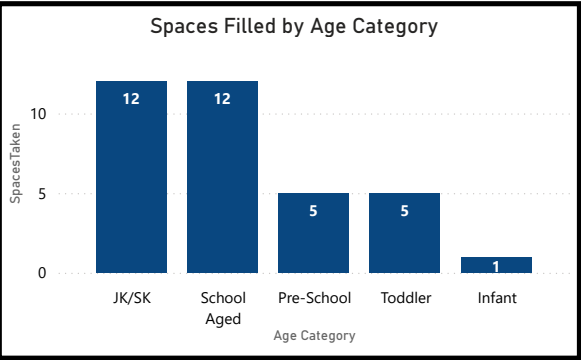


Year

2025

Month

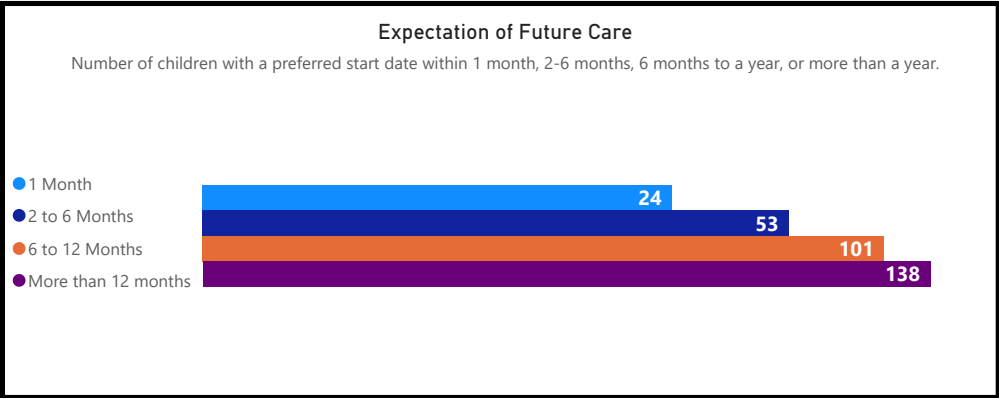
August

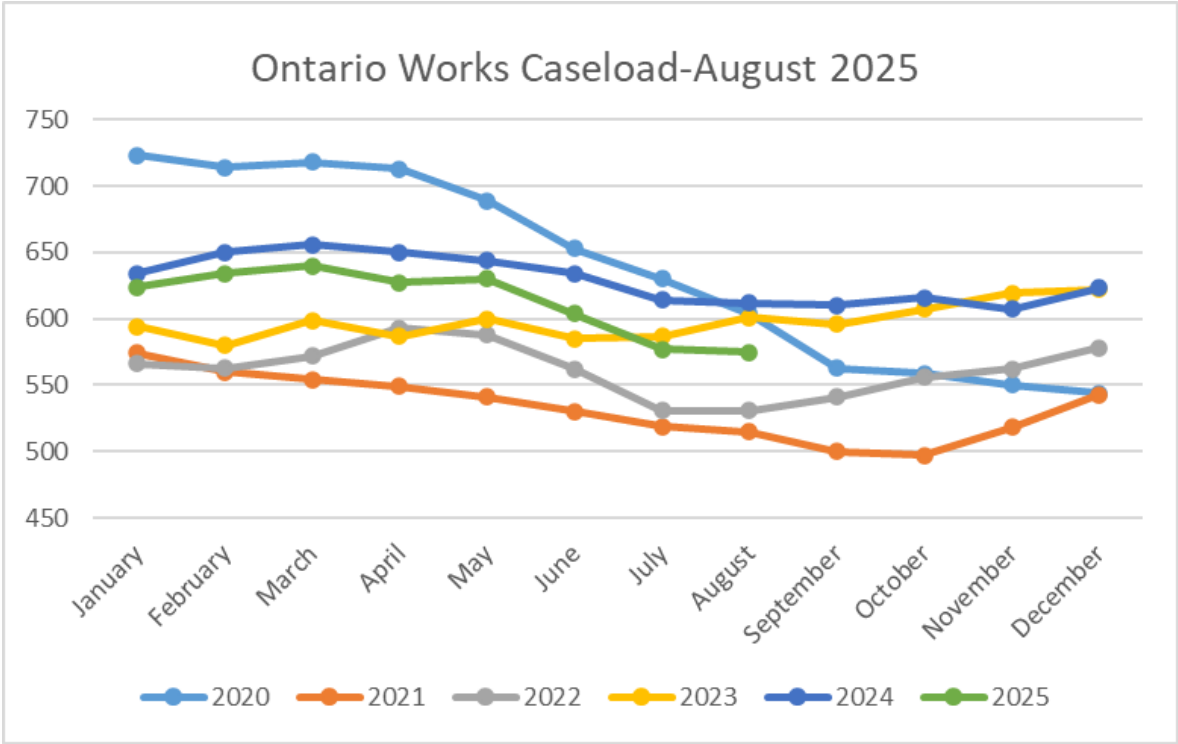


Children Placed	Spaces Filled
35	35

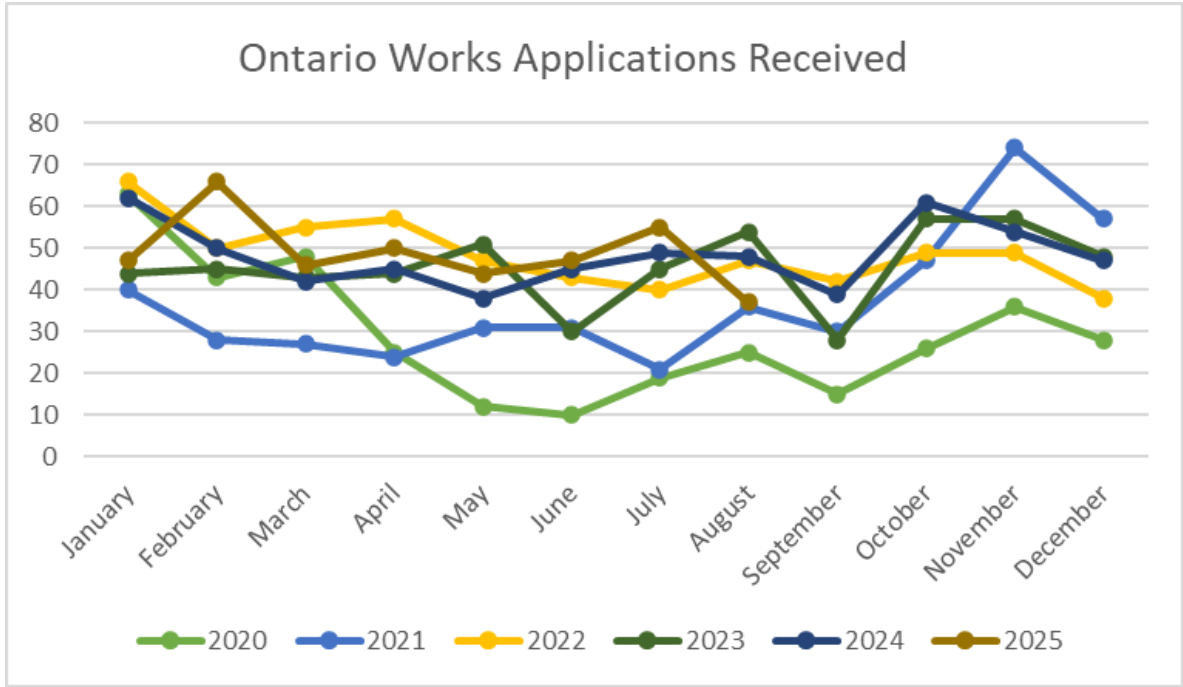
Children Placed - The number of unique children placed in a program.

Spaces Filled - The number of spaces filled by a child. A child may be placed in more than one space, ie: before school space and after school space.

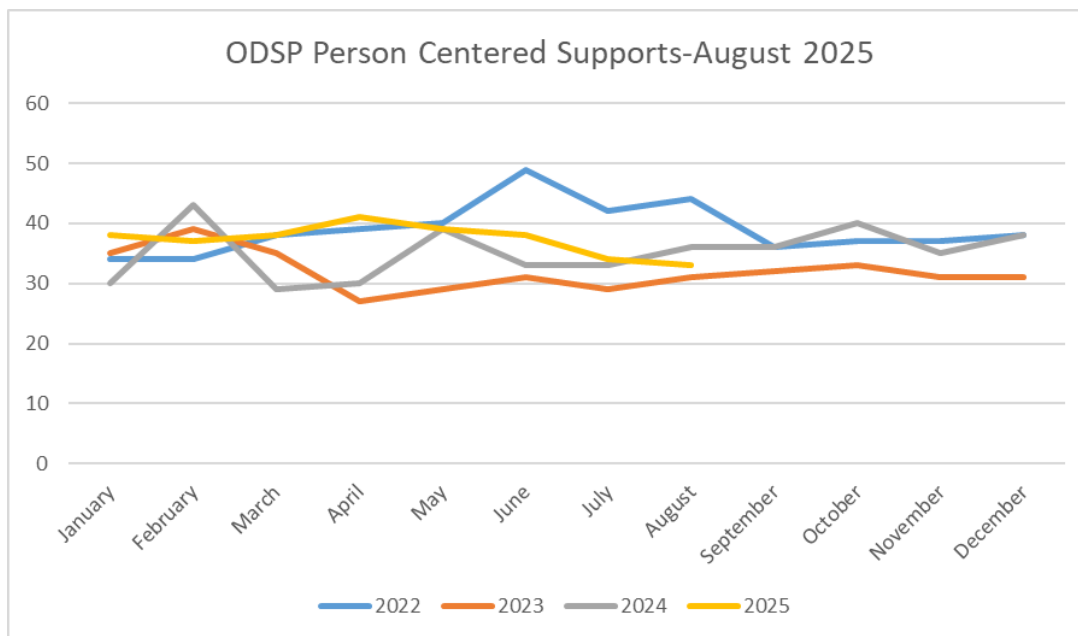




**Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office
Ontario Works Applications Received**



ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continues to hold steady at **575 cases (878 beneficiaries)**. We are providing **33** ODSP participants Person-Centred Supports. We also have **59** Temporary Care Assistance cases. **37** applications were received through the province's Ontario Works Intake Unit (OWIU).

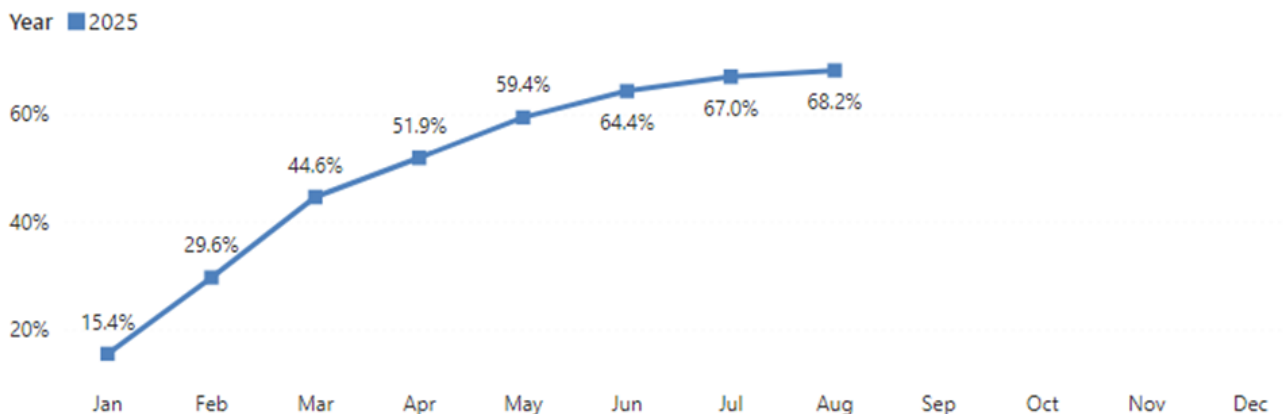
Employment Services Transformation & Performance Outcomes

On March 1st, 2025, as part of the province's Employment Services Transformation, we officially entered Integrated Employment Services model (IES) along with our Northeast DSSAB partners with our new Service System Manager College Boreal. This means that employment assistance for Social Assistance recipients now moves under the Employment Ontario umbrella. We are responsible for providing Person Centered Supports to SA Recipients in 4 Support Pillars.

- Crisis & Safety-homelessness, personal safety
- Health-medical, mental health counselling, addiction treatment
- Life Skills-Literacy and Basic Skills such as budgeting, time management
- Community Supports-Housing, transportation and legal support

% with an Action Plan created

Percentage of OW + NDA Members with mandatory participation requirements...



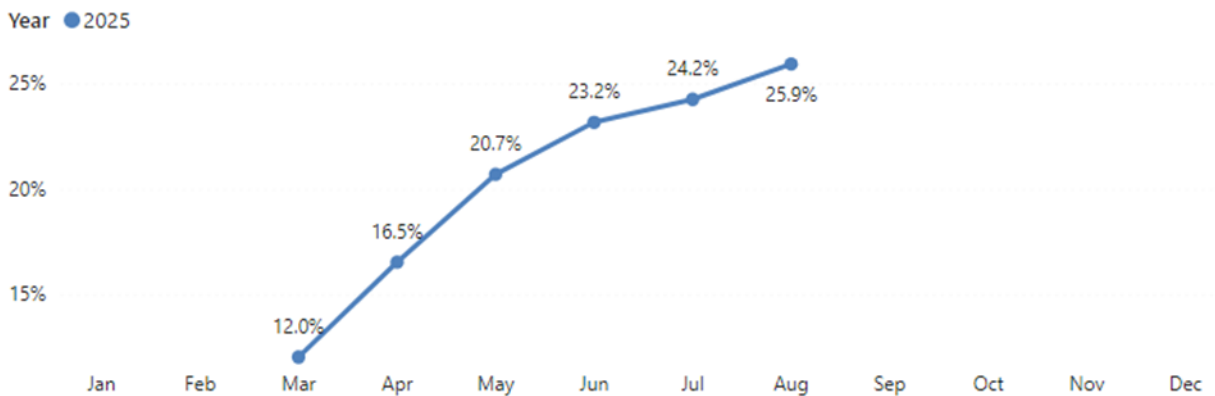
Provincial Average— 71.5%

Target-100%

**NDA refers to ODSP participants

Referrals to Employment Ontario

Percentage of OW + NDA Members with mandatory participation requirements...



Provincial Average 22.4%

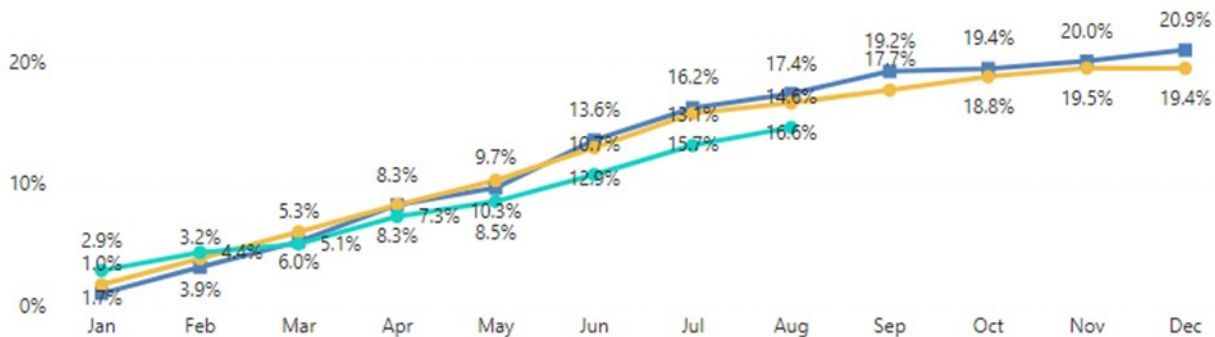
Target 32%

**NDA refers to ODSP participants

% Exiting to Employment

Percentage of Ontario Works cases exiting to employment (Cumulative Year-to-Date)

Year ■ 2023 ■ 2024 ■ 2025



Provincial Average 7.4%

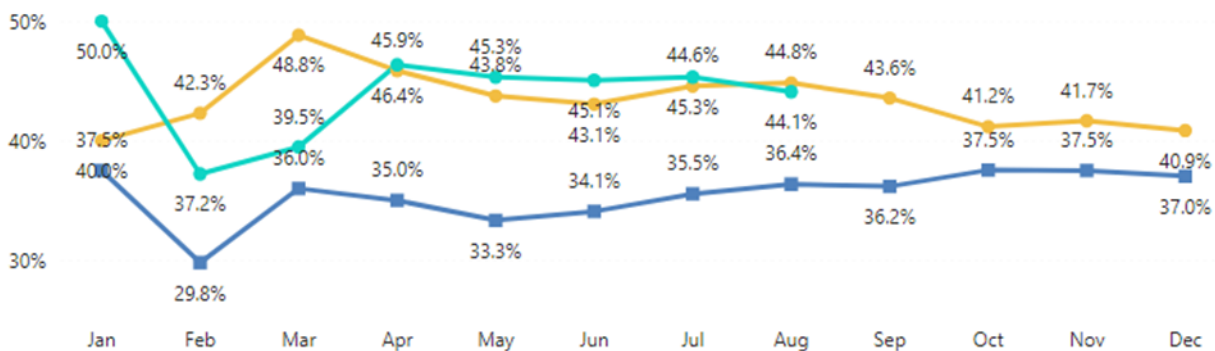
Target 22%

**NDA refers to ODSP participants

% of OW Cases Exit the Program and Return within One Year

Percentage of Ontario Works cases who exit the program and return within one year

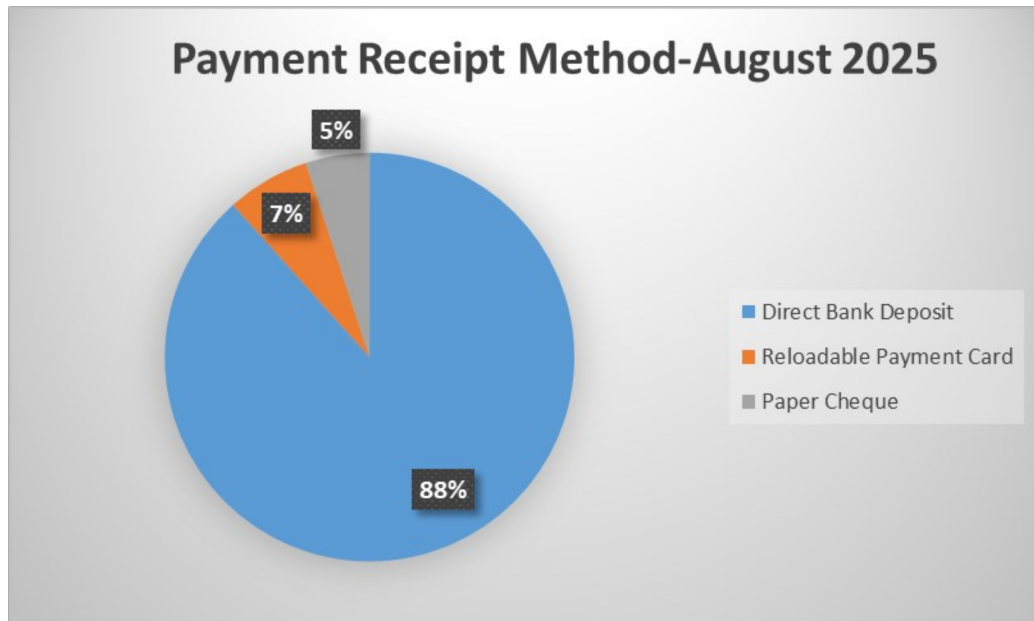
Year ■ 2023 ■ 2024 ■ 2025



Provincial Average: 31.7%

Target: 35%

DBD Enrollment



Income Support & Stability Update

Our Housing Loss Prevention Strategy involves the coordination of appropriate services and the provision of consistent and on-going weekly or bi-weekly supports, required by the individual to succeed in preventing homelessness and achieving and maintain life stabilization goals. From the period of April

Housing Status

Clients who identify as experiencing homelessness, or at immediate risk of homelessness

2025	August	YTD
Experiencing Homelessness	1	33
At Risk of Homelessness	1	124
On the By Name List	1	20

April 1 – August 30, 2025

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
Aug	8	34

Provincial Priority Groups

Case Type

Clients working with Income Support and Stability.
New and active files

2025	August	YTD
Chronic Homelessness	2	7
Youth Age 16-25	2	8
Indigenous		2
Provincial Institution	1	2

2025 -August	New Families	Returning Families	Single Person	Returning Single Person
At Risk of Homelessness	2	3	4	13
Experiencing Homelessness			1	
On the By Name List				
YTD	10	31	24	124

Type of Assistance Provided:

2025	AUGUST				YTD
	ODSP	Ontario Works	Low Income Senior	Low Income non-senior	
Prevention interventions before housing loss occurs	9	1		3	69
Prevention with ongoing case management	3	5	1		127
Rapid Resolution			1		5
Diversion					1
Eviction Prevention					
Food Security					2
TOTAL	9	6	2	3	204

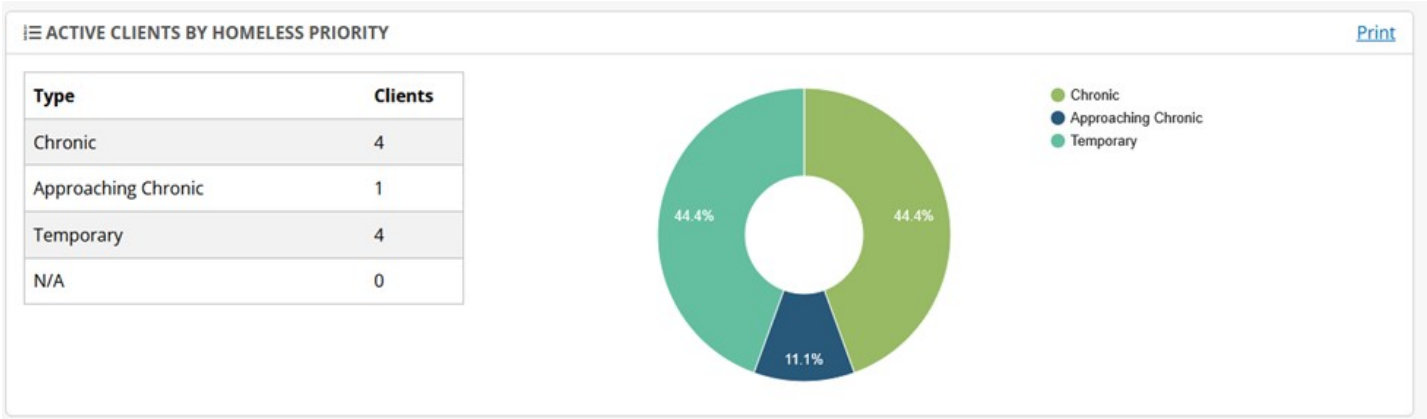
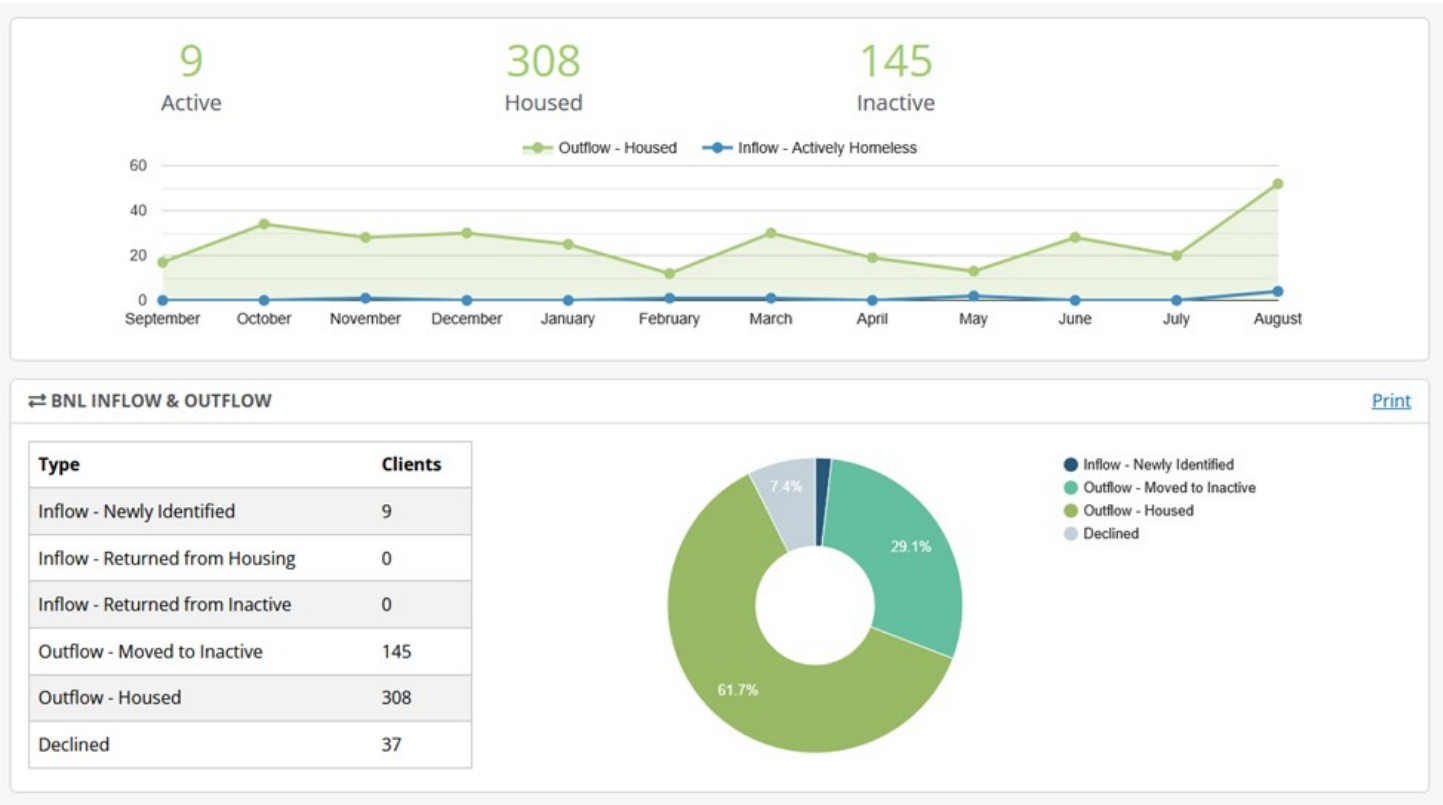
Household Income Sources and Issuance from Homelessness Prevention Programs Funding (HPP)

Reason for Issue	Total	YTD	Income Source	Total	YTD	HPP	YTD
Rental Arrears	\$4,995.00	\$73,899.63	Senior	2	27	\$2,178.00	\$20,470.41
Utilities/Firewood	\$6,719.04	\$48,364.76	ODSP	12	73	\$9,211.85	\$57,852.80
Transportation	\$50.00	\$1686.83	Ontario Works	6	97	\$3,569.77	\$73,026.23
Food/Household/Misc.	\$6,234.30	\$34,004.72	Low Income	3	15	\$3,038.72	\$9,831.97
Emergency Housing		\$3,162.47	TOTAL				\$161,184.41
Total	\$17,998.34	\$161,184.41					

April 1 – August 30, 2025

By-Name List Data (September 1, 2021– August 31, 2025)

The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access. As we standardize our definition of homelessness across our team and partners, we have been reviewing our By Name List data to ensure consistency. This explains the sharp decrease for this month.



Income Support & Stability Update

Employment Ontario/OW EST Launch Party – To support our transition to Integrated Employment Services, the East Income Support & Stability team spent a morning with our EO partners – AGILEC & Employment North. The morning was spent reviewing the client life cycle from the Employment side through CAMS and the common assessment piece and then a client life cycle from the Ontario Works side through SAMS and the common assessment. We did some team building ice breakers, some time to network and meet new staff and ask questions about what each other does. It was a great morning, and it was decided that we would do something like this again in 6 months.



Income Support & Stability Update

Community Clinics – ISN's in South River started their community clinics in Kearney, South River, Sprucedale, Port Loring, Powassan, Sundridge, Callander, Emsdale, Novar and Magnetawan. The purpose is to bring information and application processes directly to clients in their communities. These clinics encompass all things related to low-income programs such as Ontario Electricity Support Program, Canada Dental Care Plan, LEAP, ID support, Income Tax Prep and Health Care connect for clients without a physician. ISN's will also answer general questions about Ontario Works and Homelessness Prevention Program eligibility. So far, these clinics have started to bring awareness to all community members and dates are already firmed up to do it again in October.



New HPP Application Launch – Income Support and Stability Team implemented a new HPP application through Microsoft forms that is more streamlined and less chance for errors. It will gather all the data we need for homelessness and priority groups for BNL. This data will no longer need manual intervention to collect relevant parts that will align with our work with Org Code to end Chronic Homelessness in the District.



Jeff -College Boreal Conference in Sudbury – The Director of Income Support & Stability attended the College Boreal Conference in Sudbury September 16th and 17th. He was also part of panel with other network catchment partners discussing the transition to Integrated Employment Services and it's impacts on staff and clients.

Housing Programs Update

Social Housing Centralized Waitlist Report august 2025

	East Parry	West Parry	Total
Seniors	53	136	189
Families	170	491	661
Individuals	573	175	748
Total	776	802	1598
Total Waitlist Unduplicated			438



SPP = Special Priority Applicant

Social Housing Centralized Waitlist (CWL) 2024 - 2025 Comparison Applications and Households Housing from the CWL

Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2025	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	3		2	1		Jan	9	0	0	2	
Feb	5		11	1		Feb	8	0	2	3	
Mar	7		3	3		Mar	9	1	4	1	
Apr	10	1	7			Apr	6	1	10		
May	4	1	5	1		May	11		1	2	
June	1		15	3		June	12	2	1	2	
July	9	1	19			July	14			2	1
Aug	9	1	21			Aug	9	1	1	2	1
Sept	6		16	2		Sept					
Oct	6		9	4		Oct					
Nov	10	1	17	3		Nov					
Dec	11		6	3	2	Dec					
Total	81	5	131	21	2	Total	78	5	19	14	2

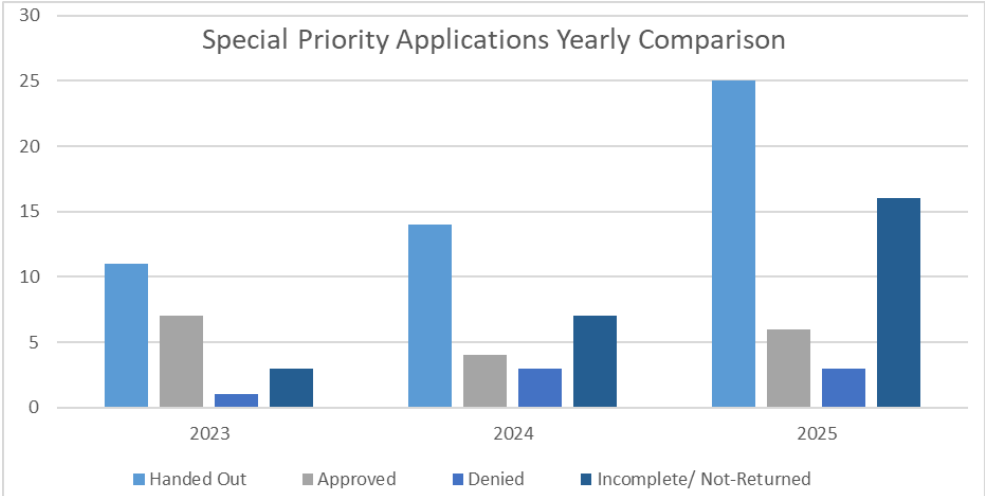
We saw nine approved applications to the centralized waitlist in August. There was one application removed due to arrears with a community housing provider, and two applicants were housed, one being a special priority applicant. There was also one new approved special priority application approved in August.

Housing Programs Update

The third quarter of 2025 has flown by! Housing Programs have been busy preparing for several upcoming events. We continued to work on preparing to go live with the online centralized waitlist for Rent-Geared-to-Income housing. We connected with another service manager in Ontario who has recently gone live with their online waitlist applications, and they have been a great support to us in terms of providing correspondence examples, as well as applicant instruction examples. We also completed re-certification training alongside the Tenant Services team. This training provided the opportunity to see how tenants of our local housing corporation can complete their annual income and asset reviews online through the tenant portal. The next step is to create and implement training sessions for the tenants before going live with this process.

Housing Programs got out on the road to assist some of our rent supplement tenants with completion of their annual income and asset reviews. This is always a great opportunity to continue building relationships with the clients we serve, and we hope to build on this over the next year as we see more rent supplements being established.

Housing Programs has seen a significant increase to all applications and inquiries that we receive. Many people, as well as our community partners, are reaching out to us regularly looking for any kind of housing assistance, whether it be funding to support high market rents, or affordable along with rent-geared-to-income housing. There has been a substantial increase in requests for Special Priority Placement (SPP) applications from those in our district, as well as outside of it, with over half of the requests being made in the third quarter of 2025. The chart below shows a comparison of applications provided, approved, incomplete and denied over the last few years.



Housing Service Manager recently received communication from the Ministry of Municipal Affairs and Housing regarding COHB (Canada Ontario Housing Benefit) allocation. This program offers a financial subsidy to eligible applicants and assists with the cost of their housing needs. The Housing Service Manager’s role is to ensure there is no outstanding Community Housing arrears, and they meet the income testing requirements before forwarding them on to the Ministry of Finance for a final determination of eligibility and processing. This year’s target is to process 20 applications.

The work that the Housing Programs team does can be difficult as we hear accounts of abuse, homelessness and despair daily, but our team always keeps a positive outlook. We are always looking for ways in which we can offer support to those waiting on waitlists whether it be through a referral to an internal program, or a connection to a community partner, or just time spent listening.

Parry Sound District Housing Corporation**August 2025**Activity for Tenant Services

	Current	YTD
Move outs	1	15
Move in (centralized waitlist along with internal transfers)	4	21
L1/L2 hearings	1	11 (correction from last month)
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	0	5
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	2	7
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	1	1
N7 Filed with the LTB – notice of eviction for willful damage to unit	1	1
Repayment agreements NEW (formal & informal)	3	15
No Trespass Order	0	0
Tenant Home Visits/Wellness checks	39	340
Mediation/Negotiation/Referrals	28	152
Tenant Engagements/Education	4	21

Tenant Services Update

Summer was a busy time for Tenant Services, as we collaborated with Maintenance on annual unit inspections which went all through spring and summer finishing up in September. This was a very good learning experience for all and TS/Maint. Got together afterward to troubleshoot some of the units of greatest concern for things like tenant damages, hoarding, and housekeeping issues. Out of this meeting we came up with plans of action and have been implementing them since...some LTB notices, some referrals, and some regular and frequent check-ins to monitor progress with cleaning up.

Over the summer Tenant Services hosted 2 tenant BBQs, one East and one West. We had children's crafts and face painting, food, and a fire truck to give tours and talk about fire safety. They were well attended and appreciated by participants.

The fall edition of the Tenant Services Newsletter has been created and is attached to this report.

In partnership with Housing Programs, Tenant Services is planning National Housing Day events in November on each side of the district – we will have community partner booths set up and some food to honour the day and provide information and housing-related resources to the community.

Property Maintenance Update

Over the past couple of months, inspections have been successfully completed on all Parry Sound District Housing facilities, including The Meadowview – NOAH. These inspections have enabled the Maintenance Department to compile an up-to-date database in Maintenance IQ, detailing the current condition of all tenant units and properties. This data is proving invaluable in helping us make more informed decisions regarding work orders and prioritizing maintenance needs.

This initiative has also fostered stronger collaboration between Tenant Services and Maintenance, allowing us to work together more effectively to deliver the best possible outcomes for our tenants.

The Maintenance Department was pleased to support and attend the recent tenant BBQ hosted by the Tenant Services Department. It was a great opportunity to connect with tenants we don't often see and to answer questions about the maintenance request process.

Additionally, all winter grounds tenders for DSSAB's west properties closed at the end of September and will soon be awarded to the successful bidders.

We were also proud to host another joint training session with the Parry Sound Fire Department. This collaborative effort continues to strengthen our emergency preparedness and ensure the highest level of service for our tenants.

Property Maintenance

August 2025

Pest Control		3 Buildings are currently being monitored monthly for bedbugs. There is 1 active unit.
Vacant Units	6	5 one-bedroom, 1- multiple bedrooms (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	9	5 market, 4 affordable units available
After Hours Calls	16	Monitoring station offline, smoke alarm battery, plumbing leaks, AC unit condensation, tenant dispute, lost key down elevator shaft, contractor entry lock out, OPP inquiry, septic pump repair
Work Orders	97	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings
Purchase Orders	85	Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC properties
Fire Inspections	1	Annual fire suppression inspection completed on a 6-storey senior building
Annual Inspections	50	Annual inspections continue across the district
Incident Reports		

Capital Projects

This summer was marked by significant progress on remediation, structural improvements, and infrastructure upgrades. The following sections highlight major areas of work, key accomplishments, and upcoming priorities.

Hazardous Material Remediation and Water Damage Repairs

Between July and September, several units were remediated for asbestos and mould. Nine units were completed in July, with further abatement projects taking place in August and September. Attic abatement began at additional sites in late September. These projects have resulted in restored and re-occupied units following clearance inspections. Additionally, winter ice damming remediations and scheduled eavestrough replacements across the district are now finalized.

Plumbing, HVAC, and Duct Maintenance

District-wide duct cleaning was successfully completed in August, ensuring healthier living environments. Backflow preventers were installed at several sites. Site meetings were also held to review improvements to water shut-off valves and the potential installation of water meters.

Doors, Siding, Painting, and Cosmetic Upgrades

Progress was made on exterior enhancements this quarter. New doors were manufactured and installed by early September, while siding replacement began in mid-August and was completed in September. Painting projects were carried out at several locations, including exterior balconies and rust remediation. Further cosmetic upgrades are currently under review.

Generator and Electrical Work

Significant electrical work advanced this quarter. Generator repairs were completed and passed inspection, with the final exhaust fabrication at one site pending. Electrical panel upgrades were finalized in July. Options for a new generator installation at a childcare facility are also under review.



View of a completed siding replacement project

Roofing and Eavestrough Projects

Roofing inspections and replacements progressed throughout the district. Major replacement projects at a community facility and an apartment building were completed in August, with minor finishes anticipated for October. Late September also saw attic abatement begin at another site. Budget adjustments continue to be monitored for future phases.



View of a roof replacements being completed a DSSAB and Housing facility

Social Media Stats

Facebook –District of Parry Sound Social Services Administration Board	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Page Followers	721	731	738	749	749	770
Post Reach this Period (# of people who saw post)	7739	3660	3159	11,121	11,941	5,904
Post Engagement this Period (# of reactions, comments, shares)	788	40	501	77	75	37

Facebook -Esprit Place Family Resource Centre	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Page Followers	217	220	225	225	225	229
Post Reach this Period (# of people who saw post)	998	1214	100	580	815	1,314
Post Engagement this Period (# of reactions, comments, shares)	65	94	22	10	0	27

DSSAB LinkedIn Stats https://bit.ly/2YyFHIE	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Followers	525	537	548	551	558	561
Search Appearances (in last 7 days)	131	187	371	205	132	122
Total Page Views	34	37	52	35	22	26
Post Impressions	632	843	650	660	715	235
Total Unique Visitors	19	21	29	20	12	14

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Followers	103	104	104	105	107	109
# of accumulated posts	64	65	65	65	66	69

STAFF REPORT

To: Council
From: Clerk, A. Quinn
Re: Hummel Bridge Repair Update

RECOMMENDATION:

That the memo from Clerk, A. Quinn, be received for information purposes.

ANALYSIS:

As mentioned in previous reports, the Township of Nipissing is taking the lead on the Hummel Bridge project. The following update was provided to staff:

Studies that can be completed now are in progress. The goal is still to have the project shovel ready for 2026 and then proceed when funding becomes available.

Below is the list of studies from the May 20, 2025, report.

Summary: Study Name	Priority	Estimate
Cultural Heritage Evaluation Report/Heritage Impact Study	1	\$ 7,500
Archaeological Studies Stage 1 and Stage 2 (if required)	1	\$ 5,000
Schedule B Environmental Assessment	2	\$12,000
Legal/Topographic Survey	3	\$ 7,500
Species and Risk Screening/DFO Request for Project Review	4	\$ 7,500
Detailed Design Component	4	\$40,000
Soil Characterization Report *completed with project, included in RFP process – may be less as excess soils can be placed at either municipality's landfill sites.	4	\$15,000



STAFF REPORT

To: Council
From: Trevor Keefe – Manager of Operations
Re: Flooring Replacement – Sportsplex (Voodoos Contractual Space)

Update Summary

Staff have met with the Powassan Voodoos owner and team representatives to review the flooring replacement plans within their contracted space at the Sportsplex. The meeting ensured coordination of the schedule and materials to minimize disruption to team operations during the hockey season.

The stair and landing replacement work is currently underway. The deteriorated carpet has been removed, and installation of new skate safe tile flooring will be completed as part of this phase. A drawing is attached highlighting, in red, the current works.

The specialty flooring material required for the arena environment has been ordered. Due to its custom nature, delivery is expected to take approximately 6–8 weeks. Once received, the remaining installation will be completed promptly.

The remainder of the flooring work in the upstairs rooms, main area, change room, and shower hallway is planned for the offseason. This portion of the project will be brought back to Council for discussion and direction prior to issuing a competitive RFP process to ensure alignment with Council priorities and budget considerations.



STAFF REPORT

To: Council
From: Manager of Operations – Trevor Keefe
Re: Speeding Concerns – Community Speed Review

RECOMMENDATION:

That Council receive this report for information, and that staff proceed with a review of posted speed limits, signage, and potential traffic calming or deterrent measures throughout Powassan and Trout Creek, with findings and recommendations to be presented to Council at a future meeting.

ANALYSIS:

The Municipality has received several complaints from residents regarding speeding along Main Street, particularly in the areas north toward Valleyview and south toward Chiswick Line. These concerns highlight public safety risks and community unease regarding driver behaviour within key residential and commuter corridors.

A recent speed study (attached) conducted within the North Hill speed zone recorded average vehicle speeds ranging between 40–50 km/h, with some very high top speeds of 148 km/h outbound and 129 km/h inbound. While the average speeds indicate general compliance, these extreme cases demonstrate that a portion of motorists are travelling well above the posted limit, creating safety concerns for pedestrians and other drivers. In response, staff will undertake a detailed review of existing posted speed limits, roadway geometry, and signage along Main Street and throughout Powassan and Trout Creek. This review will identify opportunities to enhance speed compliance and road safety through a combination of regulatory, educational, and physical measures.

The evaluation will include consideration of updated or additional signage, radar speed feedback signs, enhanced pavement markings, and other potential traffic calming options. While lowering posted speed limits is sometimes viewed as a practical response, it is not always the most effective or sustainable solution. Roadway design, driver expectations, and enforcement feasibility must all be considered to ensure that any measures implemented are appropriate and effective.

This review will also position the Municipality to better align with future infrastructure and road safety funding opportunities. By collecting data and identifying priority areas for speed management or traffic calming, staff will be able to support future applications to programs such as NORDS, OCIF, or FedNor/NOHFC community infrastructure streams. Establishing a clear understanding of where safety concerns exist will ensure that any future funding requests are supported by data and endorsed by Council.

Staff will report back to Council with findings and recommendations once the review has been completed.

North Hill Speed Campaign

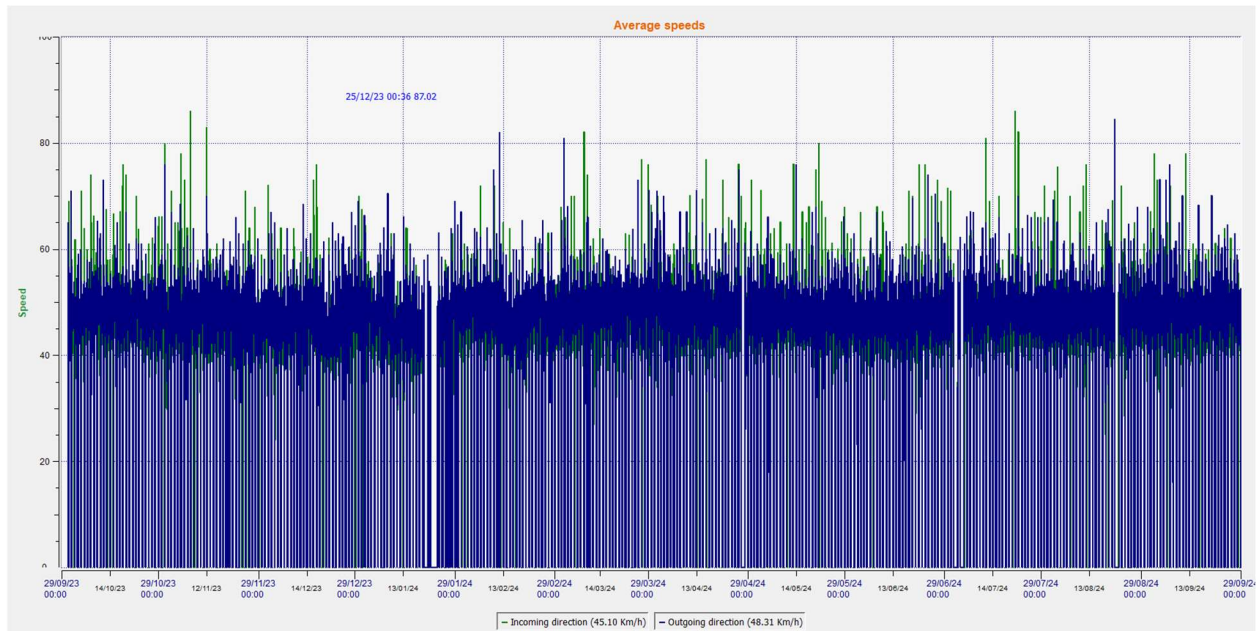
From Oct 1, 2023 thru Oct 1, 2025

(2 year comparison)

Prepared by: Terry Lang

Prepared Oct 15, 2025

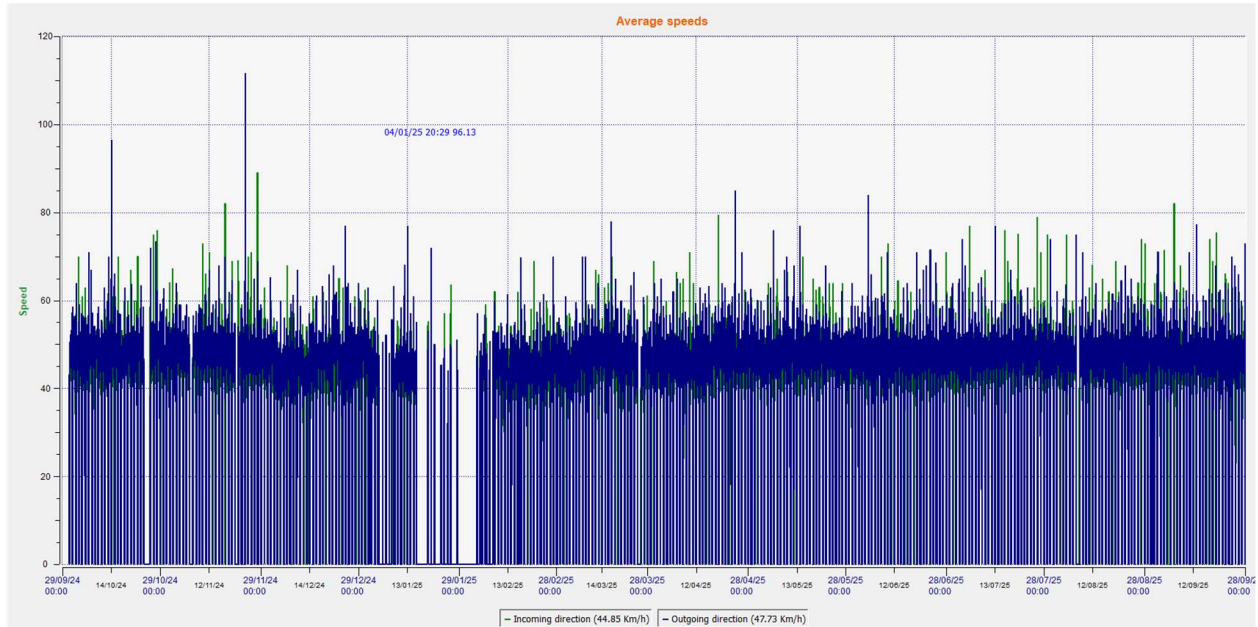
Average Speeds: Oct 1, 2023-Oct 1, 2024



Average Incoming (North to South): 45.1 km/hr

Average outgoing (South to North): 48.31 kmp/hr

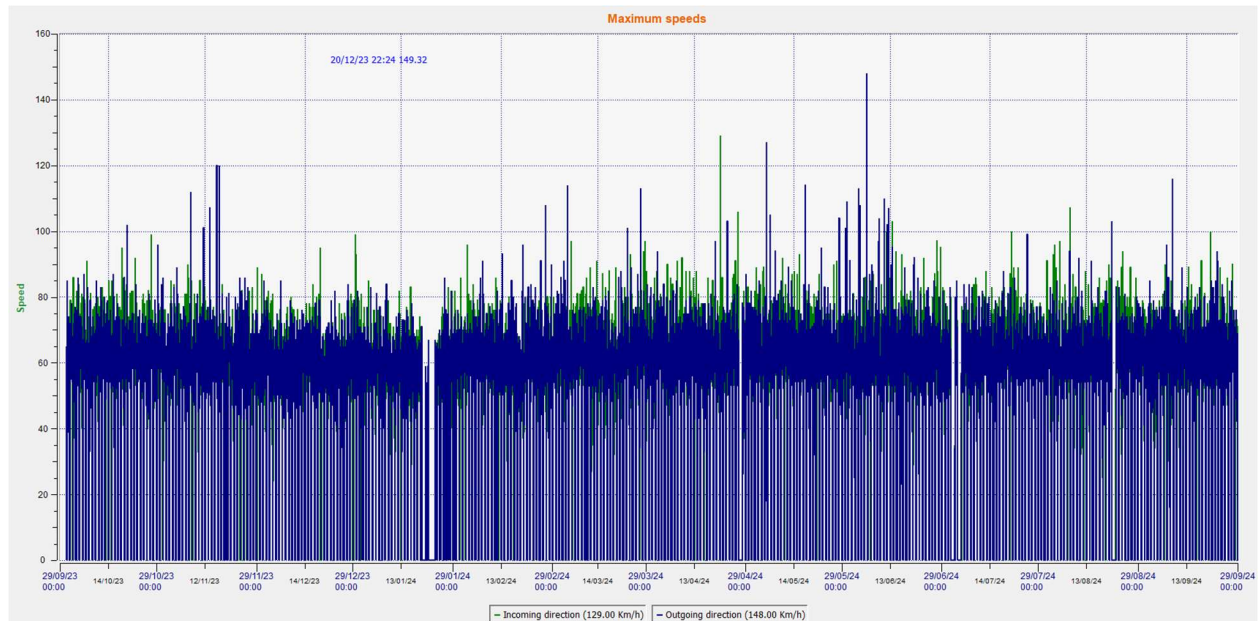
Average Speeds: Oct 1, 2024-Oct 1, 2025



Average Incoming (North to South): 44.85 km/hr

Average outgoing (South to North): 47.73 kmp/hr

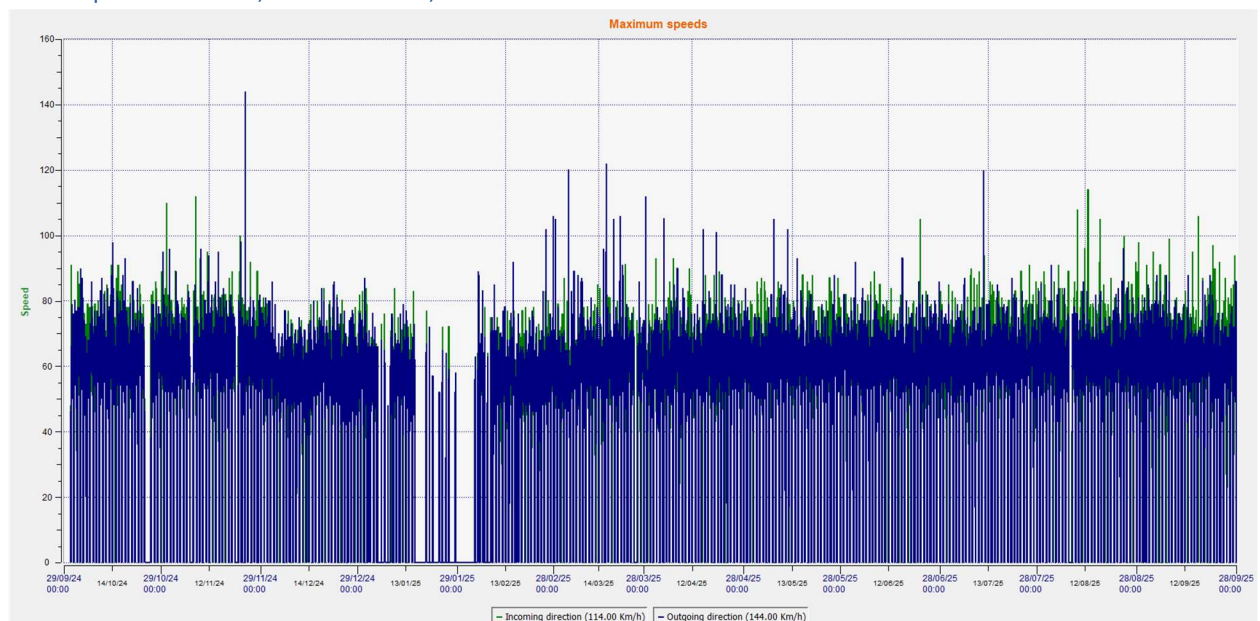
Max Speeds Oct 1, 2023-Oct 1, 2024



Max Incoming (North to South): 129.00km/hr

Max outgoing (South to North): 148.00 kmp/hr

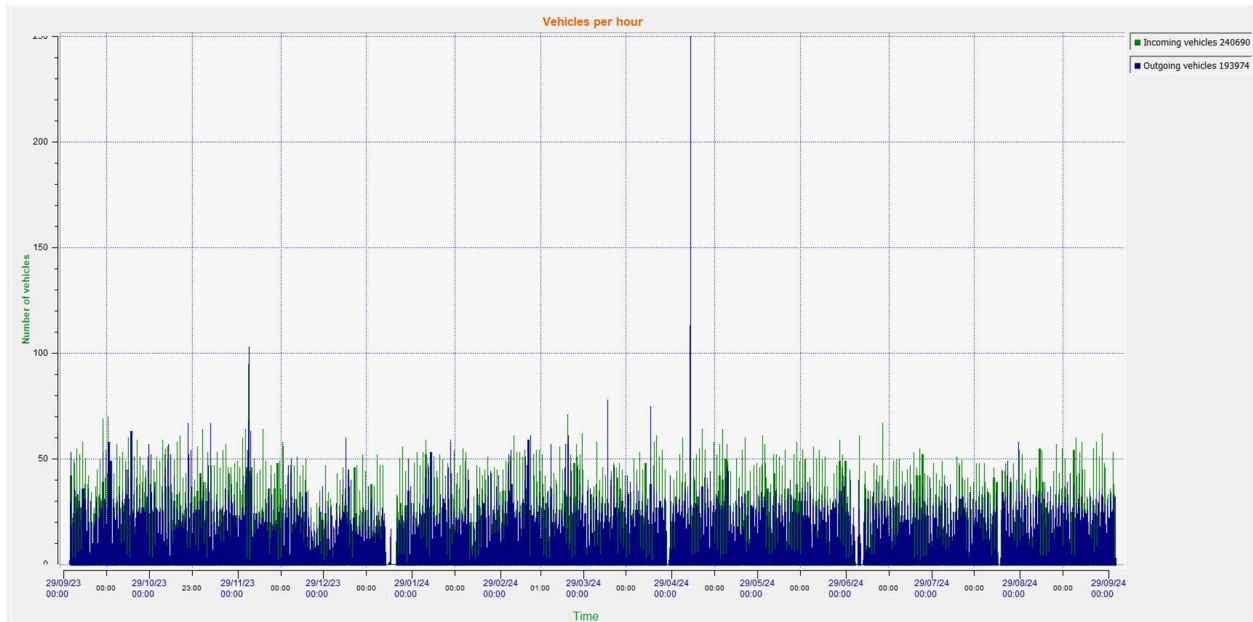
Max Speeds Oct 1, 2024-Oct 1, 2025



Max Incoming (North to South): 114.00km/hr

Max outgoing (South to North): 144.00 kmp/hr

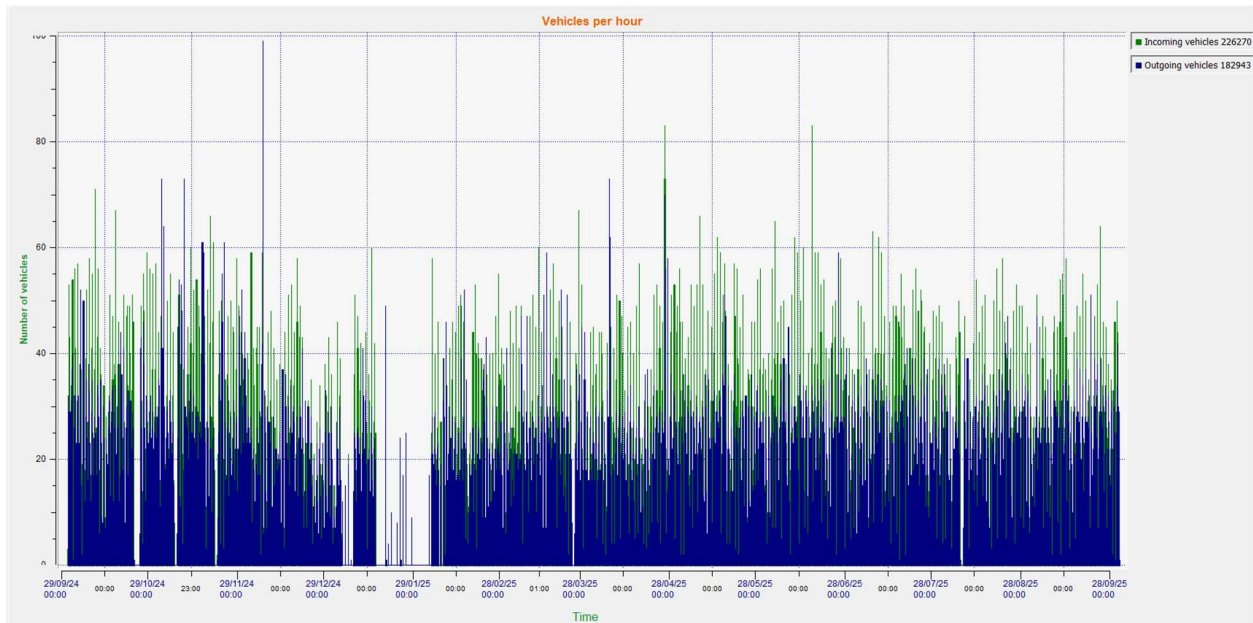
Number of Vehicles Oct 1, 2023 – Oct 1, 2024:



Total vehicles south bound 240,690 (avg 659 / day)

Total vehicles North Bound 193,974 (Avg 531 / day)

Number of Vehicles Oct 1, 2024 – Oct 1, 2025:

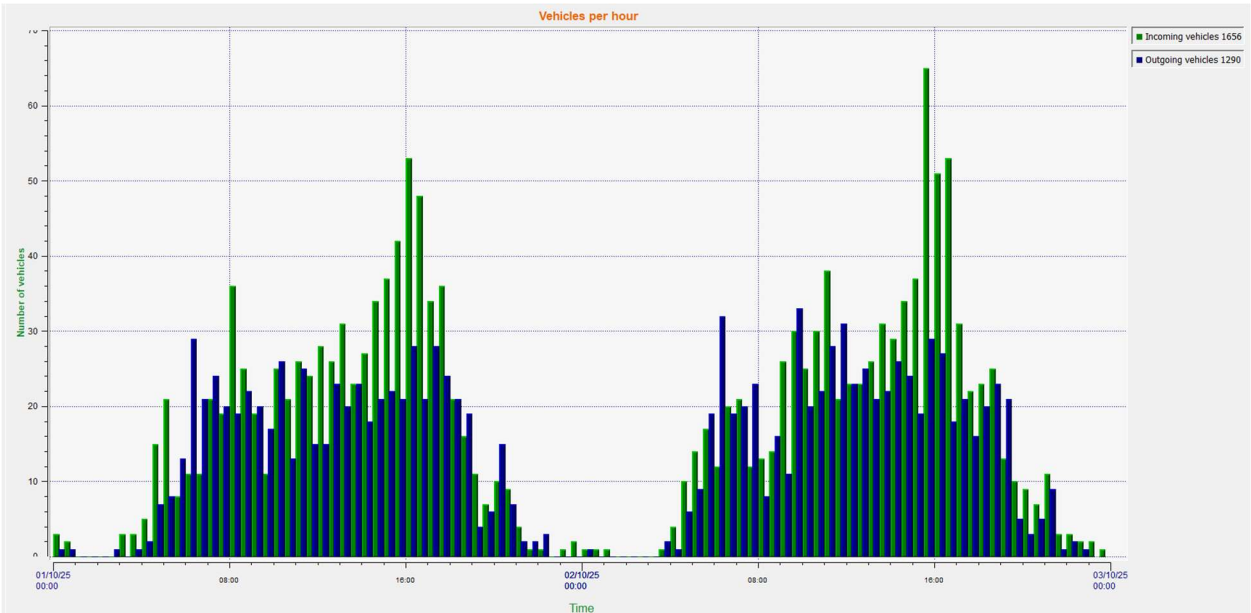


Total vehicles south bound 226,270 (avg 620 / day)

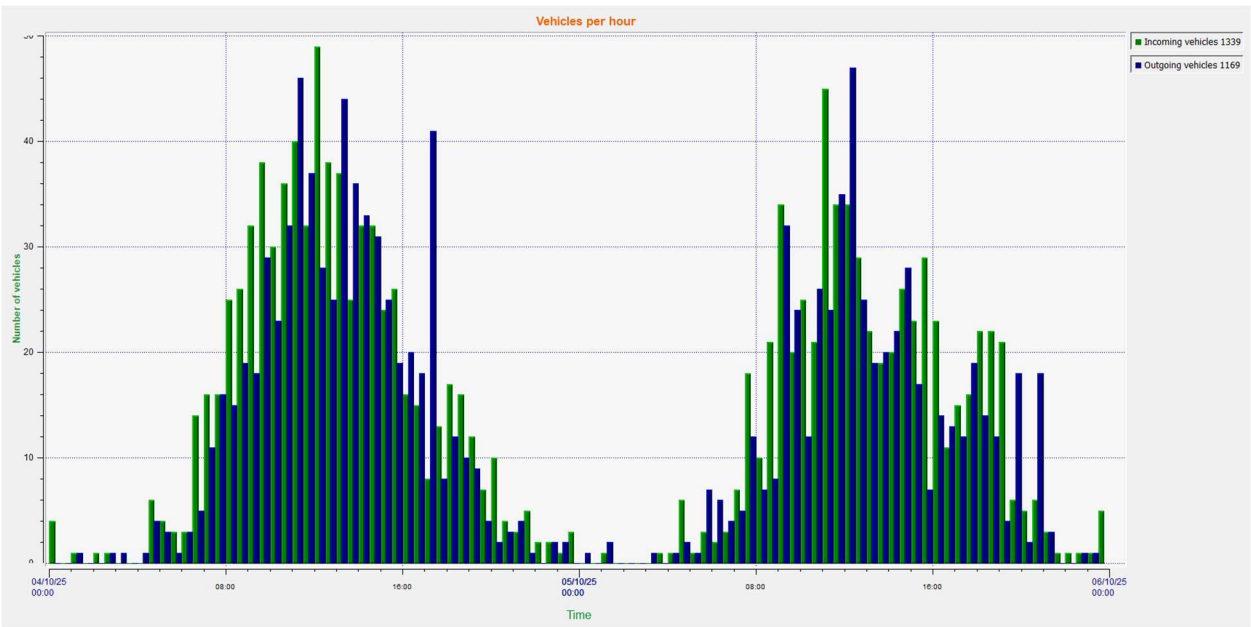
Total vehicles North Bound 182,943 (Avg 501 / day)

(a few missing days of data due to extreme cold temperatures in February)

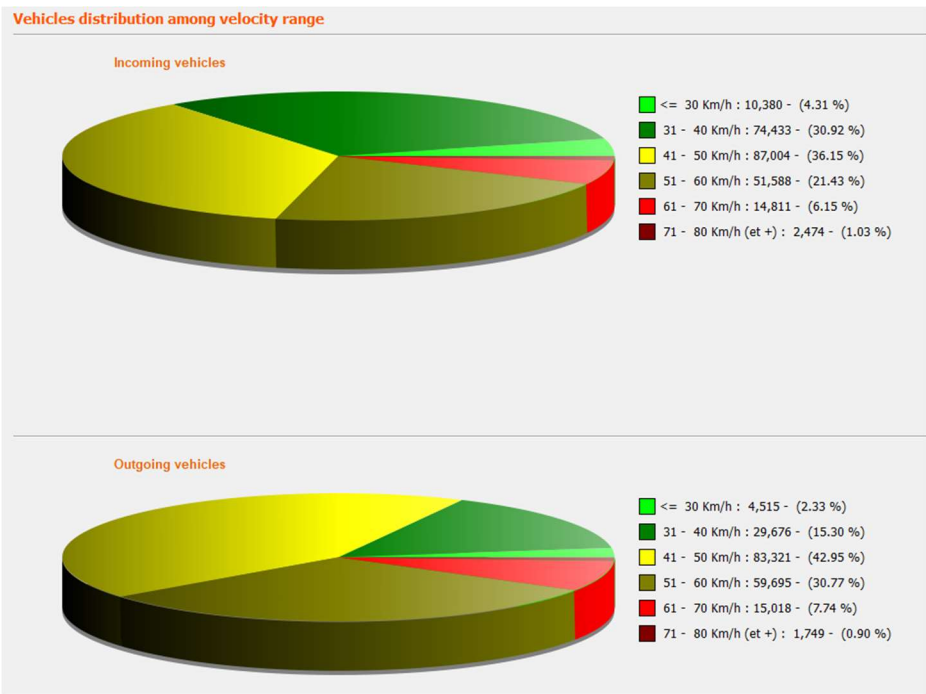
Typical 2 day vehicle distribution by time of day: (weekday)



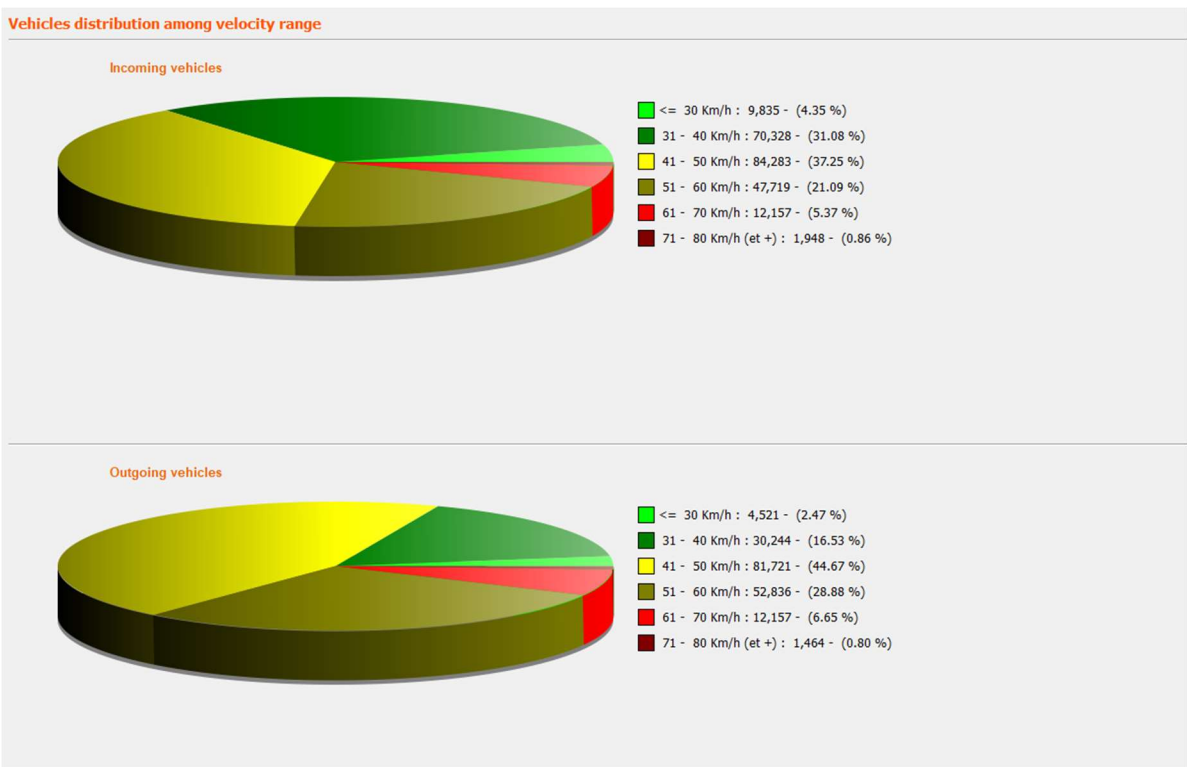
Typical 2 day vehicle distribution by time of day: (weekend)



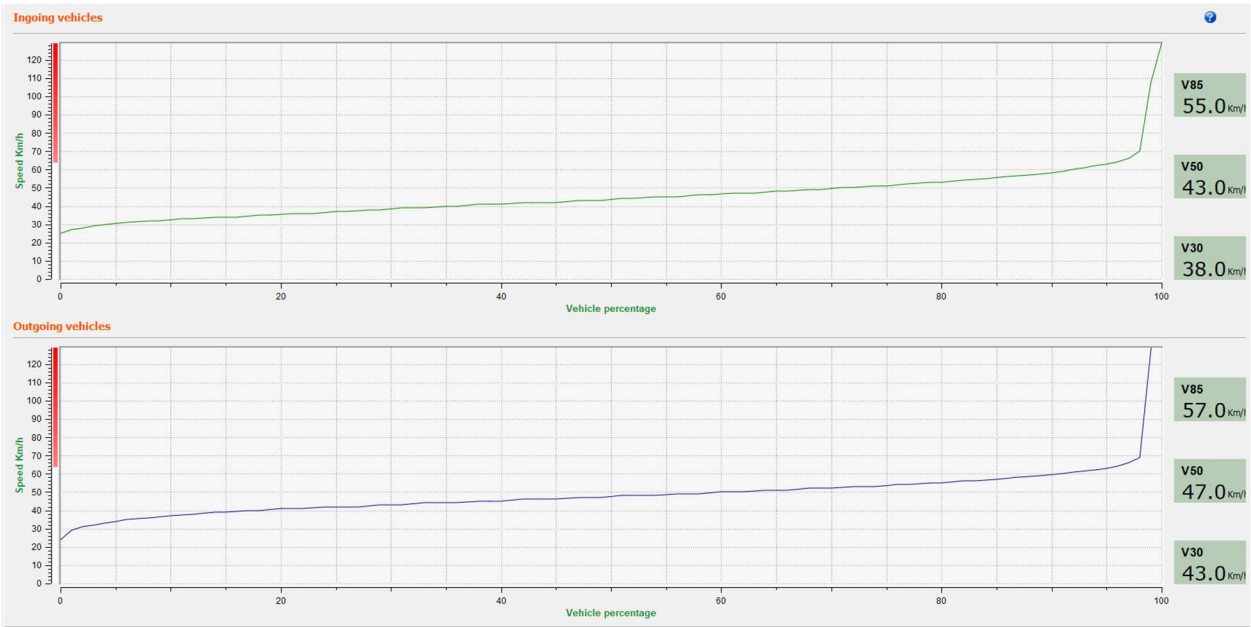
Distribution by velocity range Oct 1, 2023 – Oct 1, 2024



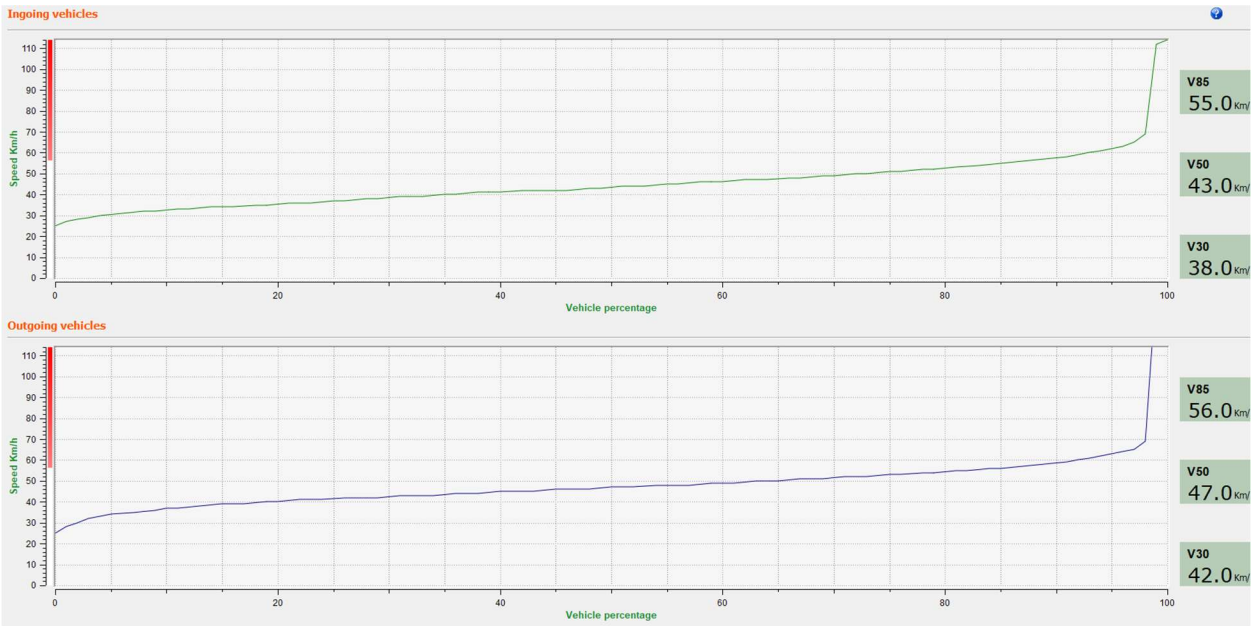
Distribution by velocity range Oct 1, 2024 – Oct 1, 2025



Distribution Oct 1, 2023- Oct 1, 2024:



Distribution Oct 1, 2024- Oct 1, 2025:



Top speeders and time of day Oct 1, 2023-Oct 1, 2024:

	Date	Number of measurements	Number of vehicles	Average speed	Maximum speed	Direction
1	05/06/2024 16:30	25	25	52.08	148.00	Outgoing
2	21/04/2024 04:30	4	4	73.00	129.00	Incoming
3	05/05/2024 14:00	195	195	44.73	127.00	Outgoing
4	17/11/2023 12:30	30	30	51.30	120.00	Outgoing
5	16/11/2023 17:00	25	25	47.16	120.00	Outgoing
6	08/09/2024 17:00	14	14	52.29	116.00	Outgoing
7	17/05/2024 14:00	30	30	48.53	114.00	Outgoing
8	04/03/2024 18:00	21	21	51.48	114.00	Outgoing
9	03/06/2024 06:30	28	28	50.29	113.00	Outgoing
10	27/03/2024 11:30	23	23	51.39	113.00	Outgoing
11	08/11/2023 15:00	24	24	51.96	112.00	Outgoing
12	11/06/2024 06:30	31	31	51.42	110.00	Outgoing
13	30/05/2024 16:30	30	30	52.47	109.00	Outgoing
14	03/06/2024 17:30	25	25	51.44	108.00	Outgoing
15	26/02/2024 19:00	12	12	53.83	108.00	Outgoing
16	07/08/2024 21:00	9	9	56.67	107.00	Incoming
17	12/06/2024 11:30	17	17	49.71	107.00	Outgoing
18	14/11/2023 13:00	21	21	52.95	107.00	Outgoing
19	26/04/2024 15:30	45	45	51.64	106.00	Incoming
20	06/05/2024 17:30	13	13	51.00	105.00	Outgoing
21	09/06/2024 15:30	22	22	47.41	104.00	Outgoing
22	28/05/2024 05:00	12	12	54.08	104.00	Outgoing
23	20/08/2024 21:00	4	4	84.50	103.00	Outgoing
24	13/06/2024 18:30	27	27	46.67	103.00	Incoming
25	23/04/2024 10:30	27	27	48.07	103.00	Outgoing
26	12/06/2024 05:00	9	9	55.78	102.00	Outgoing
27	19/10/2023 21:00	17	17	52.29	102.00	Outgoing

Top speeders and time of day Oct 1, 2024-Oct 1, 2025:

	Date	Number of measurements	Number of vehicles	Average speed	Maximum speed	Direction
1	24/11/2024 06:30	3	3	111.67	144.00	Outgoing
2	16/03/2025 12:00	19	19	52.53	122.00	Outgoing
3	11/07/2025 10:30	27	27	52.63	120.00	Outgoing
4	04/03/2025 13:00	14	14	49.21	120.00	Outgoing
5	12/08/2025 23:30	6	6	61.33	114.00	Incoming
6	28/03/2025 16:00	45	45	46.73	112.00	Outgoing
7	08/11/2024 19:00	31	31	47.97	112.00	Incoming
8	30/10/2024 21:30	6	6	56.33	110.00	Incoming
9	09/08/2025 16:30	19	19	47.21	108.00	Incoming
10	16/09/2025 04:30	7	7	53.29	106.00	Incoming
11	20/03/2025 17:00	25	25	53.08	106.00	Outgoing
12	27/02/2025 21:30	21	21	51.10	106.00	Outgoing
13	16/08/2025 17:00	14	14	49.07	105.00	Incoming
14	21/06/2025 19:30	13	13	50.92	105.00	Incoming
15	07/05/2025 10:30	16	16	51.75	105.00	Outgoing
16	03/04/2025 09:00	18	18	50.17	105.00	Outgoing
17	18/03/2025 15:30	12	12	55.75	105.00	Outgoing
18	28/02/2025 14:30	27	27	50.96	105.00	Outgoing
19	16/03/2025 11:00	59	59	50.41	103.00	Outgoing
20	11/05/2025 19:30	8	8	59.75	102.00	Outgoing
21	15/04/2025 12:30	16	16	49.00	102.00	Outgoing
22	25/02/2025 15:00	24	24	48.17	102.00	Outgoing
23	19/04/2025 13:30	30	30	50.50	101.00	Outgoing
24	24/08/2025 04:30	4	4	58.75	100.00	Incoming
25	22/11/2024 17:30	31	31	46.29	100.00	Incoming
26	07/09/2025 04:30	6	6	52.67	99.00	Incoming
27	28/08/2025 17:30	30	30	47.07	98.00	Incoming

Trout Creek Community Centre – Winter Operational Plan (2025–2026)

Reference: Tacoma Engineers Inc. – Condition Assessment Report No. 1: Phase 1

Temporary Wood Posts

(Project No. TE-45355-25, August 29, 2025)

Objective

To ensure safe winter operations of the Trout Creek Community Centre (TCCC) by implementing the recommendations outlined in the Tacoma Engineers structural assessment report.

1. Roof Snow Load Monitoring

Tacoma Recommendation: Install snow depth indicators at 18 inches (450 mm) on the roof. When snow exceeds that height, remove it carefully and evenly to avoid unbalanced loading. If 24 inches (600mm) of snow accumulates on the roof, the building will be closed to the public until the accumulation is removed.

Operational Actions:

- Install visible snow depth markers before the first major snowfall.
- Implement a snow monitoring log maintained by arena staff.
- Record snow levels after each snowfall event.
- When accumulation exceeds the indicators, engage the contracted snow-removal company to safely and evenly remove snow.
- A qualified contractor for roof snow removal will be procured by November 15, 2025.
- Retain all records of snow-depth readings and removal activities for reference.

Target Completion:

- Install indicators – November 15, 2025
- Contractor in place – November 15, 2025
- See sample pic of marker placements – One pilon will be placed centre roof on both sides of the roof. Four markers will be placed on each rake of the roof.

Responsible: Manager of Operations / Arena Supervisor

2. Structural Observation & Reporting

Tacoma Recommendation: If cracks, settlement, or distress are observed, operations must cease immediately until a professional engineer reviews and clears the structure.

Operational Actions:

- Arena staff will remain alert for signs of distress such as cracks, movement, or unusual noises.
- Any such signs must be reported immediately to the Manager of Operations.
- The Manager of Operations will contact Tacoma Engineers (or another structural engineer) to inspect and assess as required.

Target Completion: Ongoing

Responsible: Manager of Operations / Arena Supervisor / Arena Staff

3. Future Structural Review

A Phase 2 Structural Assessment by Tacoma Engineers is underway (Fall 2025) to evaluate long-term structural performance, roof-truss capacity, and foundation adequacy.

Operational Actions:

- Continue coordinating with Tacoma Engineers during the Phase 2 assessment.
- Review and implement any additional recommendations once the Phase 2 report is finalized.
- Maintain all related documentation and correspondence for future reference.

Target Completion: Fall/Winter 2025-2026

Responsible: Manager of Operations

4. Snow Management Around the Building

Operational Actions:

- Staff will ensure snow is not piled directly against the building to prevent excess pressure on the foundation and reduce moisture infiltration.
- Snowbanks will be relocated away from the walls to promote drainage and prevent ice buildup near entrances and exits.
- After each snowfall, staff will inspect the perimeter to maintain clear pathways and ensure safe access.

Responsible: Arena Staff / Public Work Supervisor

5. Summary Timeline

Action	Responsible	Target Date	Status
Install roof snow-depth markers	Manager of Operations / Arena Supervisor / Public Works	Nov 15, 2025	☐
Procure and confirm roof snow removal contractor	Manager of Operations	Nov 15, 2025	☐
Begin snow monitoring log	Arena Staff	Ongoing	☐
Monitor for visual/structural distress	Arena Staff	Ongoing	☐
Phase 2 Engineering Report	Manager of Operations	Fall 2025	☐

6. Additional Operational Components

Communication & Notification Protocol

- Arena staff will immediately notify the Manager of Operations / Clerk if roof snow accumulation is nearing 18 inches.
- If visible structural distress occurs, the building will be closed and Tacoma Engineers contacted immediately.
- A contact list (names, phone numbers, and after hours details) will be appended to this plan.

Roof Snow Removal Safety Procedure

- All workers must use proper fall protection equipment and follow confined area safety protocols.
- Arena staff will record date, time, weather, and visual inspection notes after each removal.
- Municipal staff will verify roof conditions before and after removal for documentation.

Documentation & Recordkeeping

- All inspection checklists, snow monitoring logs, and contractor reports will be stored in a central folder at the municipal office.

Contingency / Temporary Closure Procedure

- If roof distress occurs and Tacoma Engineers cannot attend immediately, the facility will remain closed until clearance is provided by a qualified engineer.
- Closure decisions will be made jointly by the Clerk / Manager of Operations and the Arena Lead Hand, and communicated to Council as soon as practicable.

Attachments

- Sample Pictures of marker placement
- Attachment A: Contact List (key personnel, engineer, contractor) (TBD)
- Attachment B: Snow Monitoring Log Template (TBD)
- Attachment C: Structural Distress Occurrence Report (process) (TBD)



Picture above are examples of marker placement only!

One cone on each side of the roof – centre of roof

One marker on each rake of the roof – Total of four

Attachment B – Snow Monitoring Log Template

Trout Creek Community Centre – Roof Snow Monitoring Log

Date	Time	Weather Conditions	Snow Depth (in)	Exceeds Indicator? (Y/N)	Action Taken (if any)	Staff Initials

Instructions:

- Visually measure snow depth at roof indicators after each significant snowfall (>10 cm).
- Record immediately after storm ends or once safe access is available.
- If snow exceeds 18 inches (45 cm), contact the snow-removal contractor and record the date/time of removal.
- File completed logs in the Operations Office binder or shared folder.



Resolution no. 2025 - _____

Date: October 21, 2025

Moved by:

Seconded by:

That correspondence dated October 7, 2025, from the Township of Nipissing be received; and,

FURTHER that the Municipality of Powassan supports the appointment of Mayor Yemm to the Eastholme Board of Management for the remainder of the Council term.

Carried

Defeated

Deferred

Lost

Mayor

Recorded Vote: Requested by _____

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Randy Hall			Mayor Peter McIsaac		
Councillor Markus Wand					
Councillor Dave Britton					
Councillor Leo Patey					



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: October 7, 2025

NUMBER: R2025- 177

Moved by *KIRKEY*

Seconded by *SCOTT*

THAT we accept the resignation of Tom Piper as the Township of Nipissing representative to the Eastholme Home Board of Management and appoint DAVE YEMM to represent Area 1 on the Eastholme Home Board of Management for the remainder of the Council term.

For Against

CHALAPENKO
FOOTE
KIRKEY
SCOTT
YEMM

Carried

Mayor: Dave Yemm

Mayor & Council
Township of Nipissing

Good Afternoon:

I am writing this letter to inform you that I am resigning my position on the Eastholme Board of Management effective today September 17, 2025.

I am resigning today after the Board's September meeting so the next Eastholme meeting won't be until October 22nd. Hopefully this will give council the time to select my replacement and get the necessary support from Powassan and Callander.

I would like to thank the Municipalities of Nipissing, Powassan & Callander for giving me this opportunity. As well, I will gladly help my replacement with their training as a new Board member.

Thank you again,
Tom Pipes



SAVE THE DATE

Municipal Services Office - North
Ministry of Municipal Affairs and
Housing

2025 Northeast Planning Workshop

Date: November 13, 2025 (8:45 to 4:30 pm) and November 14, 2025 (8:45 am to 1:00 pm)

Location: Lionel E. Lalonde Centre, Greater Sudbury (Azilda) – In Person Only

The Northern Municipal Services Office is currently preparing for its Northeast Planning Workshop. Please mark your calendars so you don't miss out on important planning updates and training!

Agenda:

While the final agenda is still taking shape, it is sure to include something for everyone – from the beginner planner to the more advanced. Our speakers will tackle current and interesting topics where you will be encouraged to interact and share some of your relevant successes and challenges. All who attend will leave inspired with a greater understanding of current planning issues and practices. Please see a list of topics and speakers below as a preview to this event.

Who Should Attend:

This one-and-a-half-day session will be of interest to municipal clerks and/or municipal planners, economic development officers, chief building officials, consultants, partner ministries and agencies, planning committee members, and legal professionals who are involved in land use planning.

Registration form:

Please register by 4pm on October 24, 2025 using this link: [2025 Registration Form](#)
Please note that you should receive an automatic response that you are registered after you complete the form.

Payment information:

Payment: A \$70.00 (cheque only) registration fee includes lunch and light snacks for the two days. Please make the cheque payable to the Minister of Finance.

Please note: Given the rotating strikes with Canada Post, we will accept cheques at the workshop.

Mail to: Ministry of Municipal Affairs and Housing, 159 Cedar Street, Suite 401, Sudbury ON, P3E 6A5

Workshop Preview: Topics and Speakers

Developing Lakeshore Lands. Presented by David Welwood, Senior Planner & Practice Lead, J. L. Richards

Shovels in the ground: a spotlight on northern municipal initiatives to increase housing: Timmins' women's transitional housing development with Fort Albany First Nation. Presented by Cindy Welsh, Manager of Planning at the City of Timmins.

Crime Prevention Through Environmental Design. Presented by Andrew Bialek, Superintendent of Parks, City of Greater Sudbury.

OMAFRA: Planning Through an Agricultural Lens. Presented by Ken Mott and Hannah Chartrand.

Into to Short Term Accommodations. Presented by Patrick Townes & Graham Richards, MHBC

MMAH Legislative updates. Presented by Zeinab Seifpour, MSO-North Staff.

Northern Ontario Trivia. Presented by MSON-North Staff.

Underused Planning Tools. Presented by Megan Grant, Team Lead, MSO-North Staff.

Inquiries:

MSONorth@ontario.ca or Arielle.Zamdvaiz@Ontario.ca

We look forward to seeing you!

SYSTEM OVERVIEW

July 1st to September 30th , 2025

OPERATIONAL HIGHLIGHTS

Drinking Water System

- The water treatment system operated well during the third quarter.
- Repaired a 4" A/C watermain break on Elm St.
- Repaired a 4" A/C watermain break on Edward St.
- Hydrant on Valleyview DR. W. was bagged out of service. The municipality requested our services to repair it. Parts are on order.

Wastewater Treatment

- The wastewater treatment system performed well during the third quarter.
- Lagoon treatment completed.

CAPITAL PLAN PROGRESS

Drinking Water System

- N/A

Wastewater Treatment

- N/A

ASSET MANAGEMENT

See Appendix A - Work Order summary for water treatment plant (WTP)

See Appendix B - Work Order summary for wastewater treatment lagoon (WWTL)

CALL-OUT SUMMARY

See Appendix C – Call-out Report for WTP

See Appendix D – Call-out Report for WWTL

REGULATORY

- All drinking water samples required under O. Regulation 170/03 were collected and tested in the third quarter of 2025 and all results fell within regulatory limits.

- No Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections conducted this quarter.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed July 16, 2025.
- Statistics Canada Water Usage Survey
- Annual flow meter verifications completed on August 13, 2025
- All required sewage samples required under the system's ECA collected and tested in the third quarter of 2025.
- Lagoon treatment completed

INCIDENTS AND COMPLAINTS

Powassan Drinking Water System

Incident	N/A
Date	
Details	

Powassan Wastewater System

Incident	N/A
Date	
Details	

HEALTH AND SAFETY

- Staff training completed Psychological Hazards
- Staff training completed on SDS/MSDS.
- Staff Training completed on OCWA's STOP Program

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

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4620446	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	7/1/25 12:00 AM	7/24/25 12:30 PM	7/24/25 12:30 PM	Critical Building Intrusion Alarm Testing (1m) 6033 - July 24, 2025 Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF
4629520	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	7/1/25 12:00 AM	7/24/25 12:32 PM	7/24/25 12:32 PM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -July 24, 2025 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started on the second attempt. The generator ran properly and power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool- down period the generator shut down. *Note: the air filter cover was removed to ensure better starting on next run.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4635355	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	7/2/25 12:00 AM	7/24/25 12:39 PM	7/24/25 12:39 PM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on July 24, 2025. The Cl2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. WIN911 Alarming and the HMI (via Telus) provided notification to the on call operator. The Cl2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low Cl2/instrument alarm, alarm dialer and well pump interlock.
4635807	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S- HYPO FEED PUMP	6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	7/2/25 12:00 AM	7/24/25 12:33 PM	7/24/25 12:33 PM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on July 24, 2025 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4635909			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	7/2/25 12:00 AM	7/24/25 12:41 PM	7/24/25 12:41 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the well house was performed by Dan Finnigan on July 24, 2025 following the low chlorine alarm test and probe maintenance. The chlorine analyzer was compared to the hand-held analyzer before the well pumps were allowed to restart. Online analyzer: 2.51 mg/L Free Cl2 Handheld analyzer: 1.63 mg/L Free Cl2 The online analyzer was adjusted accordingly. The new slope after calibration was 104%
4637365	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	7/2/25 12:00 AM	7/24/25 12:35 PM	7/24/25 12:35 PM	TPM Inspection/Maintenance (1m) 6033 - July 24, 2025 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4637388	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	7/2/25 12:00 AM	7/24/25 12:37 PM	7/24/25 12:37 PM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -July 24, 2025 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1794 Oil Level = Full Coolant Temp=181 Deg.F Battery Voltage= 13.7V Oil Pressure 60 psi Fuel level = approximately 6.5 inches Hrs at start: 8523 hr 47 min Hrs at stop: 8525 hr 19 min Exhaust Temp = 580 Deg. F
4638551	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	7/2/25 12:00 AM	7/24/25 08:13 PM	7/24/25 08:13 PM	WISKI Review (1m) 6033 - WISKI Review (1m) for the month of June 2025 was completed on July 22, 2025 by Dan Finnigan. Correction were made for chlorine residuals from testing, etc. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4649580	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	7/2/25 12:00 AM	7/24/25 12:44 PM	7/24/25 12:44 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 -The analyzer at the reservoir failed last month and OCWA is currently waiting on Powassan to approve the expense of another probe to replace it.
4662415			Powassan Ground Water Well System	OPER	Compliance	0		DWQMS Re Accreditation Audit (onsite + plan and report)	COMP		7/16/25 11:07 AM	7/16/25 11:07 AM	DWQMS Audit Details - DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017 (Re-certification) Paul Cartlidge / 14May2025 / Onsite: 0.75days & Offsite: 0.25days
4665675	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 11:22 AM	8/29/25 11:22 AM	Critical Building Intrusion Alarm Testing (1m) 6033 - August 28, 2025 Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4674079	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 11:11 AM	8/29/25 11:11 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -August 28, 2025 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started on the first attempt. However, the generator did not transfer properly to the building until the throttle was moves around a little. After that, the generator ran properly, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool- down period the generator shut down.
4679651	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 11:27 AM	8/29/25 11:27 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on August 28, 2025. The Cl2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. WIN911 Alarming and the HMI (via Telus) provided notification to the on call operator. The Cl2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low Cl2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

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

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Location: 6033*

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WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4679906	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 10:14 AM	8/29/25 10:14 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on August 28, 2025 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)
4680031			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 11:30 AM	8/29/25 11:30 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the well house was performed by Dan Finnigan on July 24, 2025 following the low chlorine alarm test and probe maintenance. The chlorine analyzer was compared to the hand-held analyzer before the well pumps were allowed to restart. Online analyzer: 1.79 mg/L Free Cl2 Handheld analyzer: 1.48 mg/L Free Cl2 The online analyzer was adjusted accordingly. The new slope after calibration was 85% or 2.04 mA/ppm (within spec).

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4681267	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 11:24 AM	8/29/25 11:24 AM	TPM Inspection/Maintenance (1m) 6033 - August 28 2025 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
4681272	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 11:19 AM	8/29/25 11:19 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -August 28, 2025 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1788 Oil Level = Full Coolant Temp=179 Deg.F Battery Voltage= 13.7V Oil Pressure 59 psi Fuel level = approximately 6.5 inches Hrs at start: 8712 hr 43 min Hrs at stop: 8714 hr 22 min Exhaust Temp = 595 Deg. F

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4689911	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	8/1/25 12:00 AM	8/29/25 11:16 AM	8/29/25 11:16 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -The reservoir chlorine analyzer is currently Out of Service. OCWA is still waiting on approval from the municipality to replace the faulty Cl2 sensor.
4710341			Powassan Ground Water Well System	CAP	Refurbish/ Replace/Repair	0		Service install 48 Big Bend rd Powassan 6033	COMP		8/14/25 07:30 AM	8/14/25 02:00 PM	Service install 48 Big Bend rd Powassan 6033 -New service install 48 Big Bend rd. Tap 1" service into 6" ac watermain. clean fittings and main with lavo 6. install curbstop. flush and check cl2 residual 0.65. TF Aug 14/25
4711221			Powassan Ground Water Well System	CAP	Refurbish/ Replace/Repair	0		Service install 503 Valley view dr Powassan 6033	COMP		8/25/25 08:45 AM	8/25/25 08:45 AM	Service install 503 Valley view dr Powassan 6033 -use tapping machine to install 1" line at 503 valley view dr., flush and check cl2 res. 0.88 free. TF Aug 21/25
4712584	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 11:01 AM	9/24/25 11:01 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -September 22, 2025 Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF

Workorder Summary Report

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

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				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4721703	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 10:58 AM	9/24/25 10:58 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -September 22, 2025 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started on the fourth attempt. The generator ran properly and power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.
4728315	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 11:06 AM	9/24/25 11:06 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on September 22, 2025. The Cl2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. WIN911 Alarming and the HMI (via Telus) provided notification to the on call operator. The Cl2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low Cl2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4728538	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 10:32 AM	9/24/25 10:32 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on September 22, 2025 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (tested and working) 9. Emergency Eyewash (tested and working)
4728640			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 11:04 AM	9/24/25 11:04 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the well house was performed by Dan Finnigan on September 22, 2025 following the low chlorine alarm test and probe maintenance. The chlorine analyzer was compared to the hand-held analyzer before the well pumps were allowed to restart. Online analyzer: 2.31 mg/L Free Cl2 Handheld analyzer: 1.78 mg/L Free Cl2 The online analyzer was adjusted accordingly. The new slope after calibration was 102% or 2.43 mA/ppm (within spec).

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4729925	0000258554	PUMP DIAPHRAGM #2 CHEMICAL S-HYPO FEED PUMP	6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 10:41 AM	9/24/25 10:41 AM	TPM Inspection/Maintenance (1m) 6033 -September 22, 2025 Reviewed trending to ensure both submersible well pumps are operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
4729930	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 10:35 AM	9/24/25 10:35 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -September 22, 2025 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1800 Oil Level = Full Coolant Temp=179 Deg.F Battery Voltage= 13.7V Oil Pressure 60 psi Fuel level = approximately 6.25 inches Hrs at start: 9003 hr 06 min Hrs at stop: 9005 hr 04 min Exhaust Temp = 540 Deg. F
4740418	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	9/1/25 12:00 AM	9/24/25 11:22 AM	9/24/25 11:22 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -***The reservoir chlorine analyzer is currently Out of Service. OCWA is still waiting on approval from the municipality to replace the faulty Cl2 sensor.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix B - Work Order Summary for WWTL

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4629504	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	7/1/25 12:00 AM	7/9/25 11:40 AM	7/9/25 11:40 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 - July 9, 2025 Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator started on the 1st attempt. RPM's= 1800 Oil Level = Full Coolant Temp=180 Deg.F Battery Voltage= 12.4 V Oil Pressure 59 psi Hrs at start: 567.90 Hrs at stop: 568.48
4635122	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	7/2/25 12:00 AM	7/9/25 11:28 AM	7/9/25 11:28 AM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on July 9, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Jul 1, 2025 12:00 AM
Report End Date: Sep 30, 2025 11:59 PM
Location: 5747*
Work Order Type: CAP,CORR,OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4635132	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	7/2/25 12:00 AM	7/9/25 11:29 AM	7/9/25 11:29 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on July 9, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
4635162	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	7/2/25 12:00 AM	7/9/25 11:30 AM	7/9/25 11:30 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on July 9, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
4635261			5747, Powassan WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	7/2/25 12:00 AM	7/9/25 11:33 AM	7/9/25 11:33 AM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on July 9, 2025 which consisted of checking/ verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (tested and working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor (not functioning)

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4635300			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	7/2/25 12:00 AM	7/9/25 11:35 AM	7/9/25 11:35 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on July 9, 2025. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory’s Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
4635305			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	7/2/25 12:00 AM	7/9/25 11:36 AM	7/9/25 11:36 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on July 9, 2025. Both sewage pumps were turned off in “hand” and the wet well level was allowed to rise until the High Level alarm setpoint was reached. The Telus alarm was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal.
4638568			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	7/2/25 12:00 AM	7/24/25 08:15 PM	7/24/25 08:15 PM	WISKI Review (1m) 5747 - WISKI Review (1m) for the month of June 2025 was completed by Dan Finnigan. All values were checked, lab data entries were reviewed, and this Work Order closed off.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4674063	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	8/1/25 12:00 AM	8/29/25 09:47 AM	8/29/25 09:47 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 -August 28, 2025 Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator started on the 1 st attempt. RPM's= 1800 Oil Level = Full Coolant Temp=180 Deg.F Battery Voltage= 12.2 V Oil Pressure 58 psi Hrs at start: 568.80 Hrs at stop: 569.30
4679488	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	8/1/25 12:00 AM	8/27/25 09:38 AM	8/27/25 09:38 AM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 - Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on August 18, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4679498	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	8/1/25 12:00 AM	8/27/25 09:39 AM	8/27/25 09:39 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 - Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on August 18, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
4679542	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	8/1/25 12:00 AM	8/27/25 09:40 AM	8/27/25 09:40 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on August 18, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4679593			5747, Powassan WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	8/1/25 12:00 AM	8/29/25 09:33 AM	8/29/25 09:33 AM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on August 28, 2025 which consisted of checking/ verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (tested and working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor (not functioning)
4679604			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	8/1/25 12:00 AM	8/29/25 09:44 AM	8/29/25 09:44 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on August 28, 2025. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4679609			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	8/1/25 12:00 AM	8/29/25 09:45 AM	8/29/25 09:45 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on August 28, 2025. Both sewage pumps were turned off in “hand” and the wet well level was allowed to rise until the High Level alarm setpoint was reached. The Telus alarm was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal.
4682196			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	8/1/25 12:00 AM	10/5/25 05:27 PM	10/5/25 05:27 PM	WISKI Review (1m) 5747 - WISKI Review (1m) for the month of July 2025 was completed by Dan Finnigan. All values were checked, lab data entries were reviewed, and this Work Order closed off.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4721687	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	9/1/25 12:00 AM	9/24/25 09:30 AM	9/24/25 09:30 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 -September 22, 2025 Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: *Note: The generator started on the 1 st attempt. RPM's= 1800 Oil Level = Full Coolant Temp=178 Deg.F Battery Voltage= 12.3 V Oil Pressure 58 psi Hrs at start: 569.40 Hrs at stop: 569.80
4728205	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	9/1/25 12:00 AM	9/9/25 09:59 AM	9/9/25 09:59 AM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 03, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations. The Un-treated contents composite sample was collected prior to lagoon chemical treatment.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4728223	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	9/1/25 12:00 AM	9/9/25 10:01 AM	9/9/25 10:01 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 03, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations. The Un-treated contents composite sample was collected prior to lagoon chemical treatment.
4728242	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	9/1/25 12:00 AM	9/9/25 10:02 AM	9/9/25 10:02 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 03, 2025. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations. The Un-treated contents composite sample was collected prior to lagoon chemical treatment.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4728257			5747, Powassan WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	9/1/25 12:00 AM	9/24/25 09:32 AM	9/24/25 09:32 AM	Health And Safety Inspection (1m) 5747 -Dan Finnigan conducted the monthly H&S Inspection on September 22, 2025 which consisted of checking/verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (tested and working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor (not functioning)
4728268			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	9/1/25 12:00 AM	9/24/25 09:33 AM	9/24/25 09:33 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on September 22, 2025. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4728273			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	9/1/25 12:00 AM	9/24/25 09:57 AM	9/24/25 09:57 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on September 22, 2025. Both sewage pumps were turned off in “hand” and the wet well level was allowed to rise until the High Level alarm setpoint was reached. The Telus alarm was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal.
4731110			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	9/1/25 12:00 AM	10/5/25 05:28 PM	10/5/25 05:28 PM	WISKI Review (1m) 5747 - WISKI Review (1m) for the month of August 2025 was completed by Dan Finnigan. All values were checked, lab data entries were reviewed, and this Work Order closed off.
4759382			Powassan Wastewater Treatment Lagoon	PM	Predictive Maintenance	0		Powassan Clark St Flow Meter Verification/Calibration 2025	COMP		9/3/25 01:41 PM	9/3/25 01:41 PM	Powassan Clark St Flow Meter Verification/Calibration 2025 -On September 03/2025 at 11 am. Don Michaud performed annual flow meter verification for Powassan Clark st. sewage lift station. Flow meter ok. Passed at 91.92% ok within the Max. Permissible Error of +/- 15%.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4759388			Powassan Wastewater Treatment Lagoon	PM	Compliance	0		Powassan St Gregory Sewage List Station Flow Meter Verification/ Calibration. 2025	COMP		9/3/25 01:46 PM	9/3/25 01:46 PM	Powassa st Gregory Sewage List Station Floe Meter Verification/ Calibration. 2025 -On September 03/2025 at 11:30 am. Don Michaud performed annual flow meter verification for Powassan Clark st. sewage lift station. Flow meter ok. Passed at 92.8% ok, within the Max. Permissible Error of +/- 15%.
4762244			Powassan Wastewater Treatment Lagoon	OPER	Predictive Maintenance	0		Powassan Fall 2025 Lagoon Treatment	COMP		10/1/25 03:17 PM	10/1/25 03:17 PM	Powassan Fall 2025 Lagoon Treatment - September 23, 2025 Treated North Cell with 1500 Imperial Gallons of Ferric Sulfate Treated Old Cell with 700 Imperial Gallons of Ferric Sulfate



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix C - Call-out Report for WTP

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 6033*

Work Order Type: CALL,EMER

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4762202			Powassan Ground Water Well System	EMER	Compliance	0		Powassan DWS Watermain Break Repair at 227 Edward St. North	COMP		9/15/25 09:52 AM	9/15/25 09:52 AM	Powassan DWS Watermain Break Repair at 227 Edward St. North -Called for a watermain break via Public Works at approximately 09:00. Massive water loss led to low reservoir alarms. Arrived onsite and categorized the break as Category 2, Non-reportable. Notified MOH as a curtesy, assisted with the repair and collected a bacti sample following the repair and flushing. Prepared the report and forwarded the bacti results to the MOH as requested.



Ontario Clean Water Agency
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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix D - Call-out Report for WWTL

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CALL,EMER

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4660443			5747, Clark SPS	CALL	Compliance	0		Powassan Clark St Stn High Wet Well Level Alarms	COMP		7/7/25 03:50 AM	7/7/25 01:30 PM	Powassan Clark St Stn High Wet Well Level Alarms -03:50--Received Telus notification of Clark Street High Wet Well Level alarm 04:22--Received and acknowledged notification from WIN911 for High Wet Well Level. 04:23--Logged onto Wonderware remotely to review trending and operations: Wet well level has barely reached blanking range but forecast calls for light rain in the near future and well level is trending downward. Will monitor remotely. 06:19--Received and acknowledged notification from WIN911 for High Wet Well Level. 06:25--Logged onto Wonderware remotely to review trending and operations: Wet well level is pumping down and rain event has ended. No overflow is suspected but will confirm onsite later today. 13:20--Confirmed this morning's rain event did not result in any overflow or bypass of station.

Workorder Summary Report

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

Report End Date: Sep 30, 2025 11:59 PM

Location: 5747*

Work Order Type: CALL,EMER

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4662947			5747, Powassan WWTL	CALL	Compliance	0		Powassan Communications Loss	COMP		7/16/25 04:34 PM	7/17/25 10:30 AM	Powassan Communications Loss -Wed, July 16, 2025 16:34--Received and acknowledged WIN911 alarm for Powassan Clark Street Heartbeat alarm 17:00--Logged onto Wonderware remotely to review trending and check comms following WIN911 alarms: all data is bad for Clark Street and St. Gregory Stations. IT is looking into issues. Will check back later but a site visit may be required. 21:30--Logged onto Wonderware remotely to review trending and check comms following WIN911 alarms: all data is still bad for Clark Street and St. Gregory Stations. 22:00--Depart for Powassan to attempt to get Outpost comms back 23:15--Powered down and restarted Outpost panel and SCADA pack several time to try to get comms back. 23:30--Observed both pumps operating normally. Station is running as it should and wet well is at normal levels. Will contact IT in the morning to investigate Outpost comm issues. Thursday July 17, 2025 08:00--Notified Dale (OCWA IT) regarding comm loss at Powassan Sewage stations. 10:30--Comms have now been restored at Clark Street and St. Gregory Stations. No further action required.

Report Start Date: Jul 1, 2025 12:00 AM
Report End Date: Sep 30, 2025 11:59 PM
Location: 5747*
Work Order Type: CALL,EMER
Work Order Class:

[illegible]



Ontario Clean Water Agency
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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix E - Performance Assessment Report Water

6033 POWASSAN DRINKING WATER SYSTEM 220000576

	7 / 2025	8/ 2025	9/ 2025	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
Flows							
Raw Flow: Monthly Total - RW1 - Raw Well 1 (m³)	7,150.27	6,929.11	5,592.00	19,671.38			
Raw Flow: Monthly Total - RW2 - Raw Well 2 (m³)	7,187.78	7,591.48	5,861.69	20,640.95			
Raw Flow: Monthly Avg - RW1 - Raw Well 1 (m³)	230.65	223.52	186.40		213.52		
Raw Flow: Monthly Avg - RW2 - Raw Well 2 (m³)	231.86	244.89	195.39		224.05		
Raw Flow: Monthly Max - RW1 - Raw Well 1 (m³)	280.67	290.37	264.86			290.370	
Raw Flow: Monthly Max - RW2 - Raw Well 2 (m³)	291.76	512.72	594.03			594.030	
Raw Flow: Monthly Total - RW - Raw Water - Total (m³)	14,338.05	14,520.59	11,453.69	40,312.33			
Raw Flow: Monthly Avg - RW - Raw Water - Total (m³)	462.52	468.41	381.79		437.57		
Raw Flow: Monthly Max - RW - Raw Water - Total (m³)	530.03	609.60	655.23			655.230	
Turbidity							
Raw: Max Turbidity - RW1 - Raw Well 1 (NTU)	0.090	0.090	0.100			0.100	
Raw: Max Turbidity - RW2 - Raw Well 2 (NTU)	0.100	0.080	0.100			0.100	
Chemical Parameters							
Treated: Max Nitrite - TW2 - TW2 (mg/L)	< 0.003				<	< 0.003	<
Treated: Max Nitrate - TW2 - TW2 (mg/L)	1.110					1.110	
Distribution: Max THM - DW - Distribution (µg/l)	3.300					3.300	
Distribution: Max HAA - DW - Distribution (µg/l)	< 5.300				<	< 5.300	<
Chlorine Residuals							
Treated: Min Free Cl2 Resid - TW - Treated Water (mg/L)	0.965	0.946	0.909				0.909
Treated: Max Free Cl2 Resid - TW - Treated Water (mg/L)	2.517	2.561	2.319			2.561	
Dist: Min Free Cl2 Resid - DW - Distribution (mg/L)	1.390	1.400	1.300				1.110
Dist: Max Free Cl2 Resid - DW - Distribution (mg/L)	1.530	1.640	1.690			1.620	
Bacti Samples Collected							
Raw Bacti: # of samples - RW1 - Raw Well 1	4	4	5	13			
Raw Bacti: # of samples - RW2 - Raw Well 2	4	4	5	13			
Treated Bacti: # of samples - TW1 - TW1	2	1	3	6			
Treated Bacti: # of samples - TW2 - TW2	2	3	2	7			
Dist Bacti: # of samples - DW - Distribution	12	12	16	40			
Dist HPC: # of samples - DW - Distribution	4	4	5	13			
Treated Bacti: # of TC exceedances - TW1 - TW1	0	0	0	0			
Treated Bacti: # of TC exceedances - TW2 - TW2	0	0	0	0			
Treated Bacti: # of EC exceedances - TW1 - TW1	0	0	0	0			
Treated Bacti: # of EC exceedances - TW2 - TW2	0	0	0	0			
Dist Bacti: # of TC exceedances - DW - Distribution	0	0	0	0			
Dist Bacti: # of EC exceedances - DW - Distribution	0	0	0	0			



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix F – Performance Assessment Report Wastewater

5747 POWASSAN WASTEWATER TREATMENT LAGOON 110000613

	7 / 2025	8 / 2025	9 / 2025	<--Total-->	<--Avg-->	<--Max-->
Flows						
Raw Flow: Total - Raw m³/d	15,840.80	12,074.80	10,845.30	38,760.90		
Raw Flow: Total - St Gregory m³/d	384.40	302.60	341.80	1,028.80		
Raw Flow: Total - Clark Street m³/d	15,456.40	11,772.20	10,503.50	37,732.10		
Raw Flow: Avg - Raw m³/d	510.99	389.51	361.51		421.31	
Raw Flow: Avg - St Gregory m³/d	12.40	9.76	11.39		11.18	
Raw Flow: Avg - Clark Street m³/d	498.59	379.75	350.12		410.13	
Raw Flow: Max - Raw m³/d	1,076.30	512.50	408.00			1,076.30
Raw Flow: Max - St Gregory m³/d	20.40	12.90	20.60			20.60
Raw Flow: Max - Clark Street m³/d	1,055.90	499.60	395.60			1,055.90
Raw Flow: Count - Raw m³/d	31.00	31.00	30.00	92.00		
Raw Flow: Count - St Gregory m³/d	31.00	31.00	30.00	92.00		
Raw Flow: Count - Clark Street m³/d	31.00	31.00	30.00	92.00		
Biochemical Oxygen Demand: BOD5						
Raw: Avg BOD5 - Raw mg/L	113.00	242.00	294.00		216.33	294.00
Raw: # of samples of BOD5 - Raw	1.00	1.00	1.00	3.00		
Total Suspended Solids: TSS						
Raw: Avg TSS - Raw mg/L	121.00	151.00	196.00		156.00	196.00
Raw: # of samples of TSS - Raw	1.00	1.00	1.00	3.00		
Total Phosphorus: TP						
Raw: Avg TP - Raw mg/L	3.24	2.79	3.22		3.08	3.24
Raw: # of samples of TP - Raw	1.00	1.00	1.00	3.00		
Nitrogen Series						
Raw: Avg TKN - Raw mg/L	26.50	23.00	33.70		27.73	33.70
Raw: # of samples of TKN - Raw	1.00	1.00	1.00	3.00		

October 7, 2025

Addressed to:
Almaguin Municipal Councils & Staff

Subject: Invitation to Two-Year Interim Joint Services Agreement

Dear Council Members & Staff,

The Almaguin Community Economic Development (ACED) Board, operating under the administration of the Township of Armour, are pleased to present the opportunity for municipalities to enter a two-year interim joint services agreement for regional economic development services.

ACED was established in 2019 based upon the shared realization of the value of multi-municipal collaboration, effort, and investment in the provision of economic development services. Between 2015 and 2019, regional municipalities and the Almaguin Highlands Chamber of Commerce, supported by strong relationships and generous financial support from Federal and Provincial Partners, worked together to set a [strategic foundation through evidence-based planning](#). From this foundation, sub-regional economic development partners reduced the duplication of efforts by strategically collaborating on various local and regional initiatives that drove measurable success. The creation of ACED marked a significant achievement and milestone that continues to reflect the commitment to, and benefits from, shared efforts and investments made towards encouraging economic growth and sustainability throughout the region and its many unique and vibrant communities. Attached to this invitation is a brief overview of ACED for your review.

Through 2025, the ACED Board and Department have worked to create a series of positive changes within their service delivery model which include, in addition to this agreement, reducing costs, enhancing communication, and increasing local support for ACED member organizations.

Participating in the Two-Year Interim Agreement is an opportunity for your municipality to:

- Gain access to [existing ACED Services](#), including business & investment support services, tourism and quality of life promotion, community support services, and inclusion in regional level projects.
- Benefit from reduced costs as a result of the current conditional contribution agreement with FedNor through the Community Investment Initiative for Northern Ontario (CIINO) Stream.
- Inform the creation of a new multi-year strategic plan for the Almaguin Region with your local priorities and perspectives.
- Shape the future and sustainability of economic development services within the Almaguin Region.



The cost to become an ACED member is contingent on the total number of members; in short, more members equal lower costs. Various draft contribution rate scenarios have been attached to this invitation for Council's consideration. Schedule A of the agreement states the cost sharing model that determines how individual contributions are calculated.

The ACED Board respectfully requests that this invitation, along with the Draft Two-Year Joint Services Agreement for Economic Development Services and associated attachments be added to the next regular Council/Board meeting agenda for consideration. Should any Council or Board wish to receive a delegation from ACED, please contact David Gray, Director of Economic Development.

Sincerely,

Chris Nicholson

ACED Chair, Joly Township Councillor Chris Nicholson, ACED Chair
On Behalf of ACED

Rod Ward

Armour Township Mayor
On behalf of Armour Township (serving as the administering municipality)

Schedule A - Draft Contribution Rate Scenarios

The figures provided below are intended to serve as an example of what contributions may look like under the new agreement based on various membership levels. It is important to note that actual contribution rates will be calculated once all municipalities have made their decision and communicated it to the administering municipality.

Figure 1A – Scenario with 14 Partners

Municipality	Tax Levy 2024	0.35% of Tax Levy	Difference /Municipality
Perry	\$ 3,848,017.56	\$ 13,468.06	\$ 29,805.94
Armour	\$ 3,201,570.00	\$ 11,205.50	\$ 20,729.51
Strong	\$ 3,035,099.28	\$ 10,622.85	\$ 18,940.15
McMurrich/Monteith	\$ 2,160,272.00	\$ 7,560.95	\$ 16,398.05
Sundridge	\$ 1,922,304.00	\$ 6,728.06	\$ 12,555.94
South River	\$ 1,366,381.00	\$ 4,782.33	\$ 14,713.67
Burk's Falls	\$ 1,491,745.00	\$ 5,221.11	\$ 13,989.89
Joly	\$ 880,625.00	\$ 3,082.19	\$ 5,595.81
Ryerson (2023)	\$ 2,345,528.00	\$ 8,209.35	
Kearney	\$ 4,596,666.00	\$ 16,088.33	
Magnetawan	\$ 5,983,907.00	\$ 20,943.67	
Powassan	\$ 4,500,387.00	\$ 15,751.35	
Machar	\$ 2,509,174.00	\$ 8,782.11	
AHCC		\$ 10,000.00	
		\$ 142,445.87	

Figure 1B – Scenario with 9 Partners & one non-voting member donation

Municipality	Tax Levy 2024	0.711% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 27,359.40	\$ 15,914.60
Armour	\$ 3,201,570.00	\$ 22,763.16	\$ 9,171.84
Strong	\$ 3,035,099.28	\$ 21,579.56	\$ 7,983.44
McMurrich/Monteith	\$ 2,160,272.00	\$ 15,359.53	\$ 8,599.47
Sundridge	\$ 1,922,304.00	\$ 13,667.58	\$ 5,616.42
South River	\$ 1,366,381.00	\$ 9,714.97	\$ 9,781.03
Burk's Falls	\$ 1,491,745.00	\$ 10,606.31	\$ 8,604.69
Joly	\$ 880,625.00	\$ 6,261.24	\$ 2,416.76
Ryerson (2023)	\$ 2,345,528.00	\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 142,311.76	

Figure 1C – Scenario with 7 partners & one non-voting member donation

Municipality	Tax Levy 2024	0.846% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 32,554.23	\$ 10,719.77
McMurrich/Monteith	\$ 2,160,272.00	\$ 18,275.90	\$ 5,683.10
Armour	\$ 3,201,570.00	\$ 27,085.28	\$ 4,849.72
Strong	\$ 3,035,099.28	\$ 25,676.94	\$ 3,886.06
Sundridge	\$ 1,922,304.00	\$ 16,262.69	\$ 3,021.31
Joly	\$ 880,625.00	\$ 7,450.09	\$ 1,227.91
Ryerson		\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 142,305.13	

ACED & Regional Economic Development Overview

Almaguin Community Economic Development (ACED) represents a multi-municipal effort to provide economic development services throughout the Almaguin Highlands Region. While ACED is the current face of regional economic development, there is a clear and demonstrable history of collaborative economic development efforts in Almaguin that has, and continues to, drive observable growth in the region.

This information package is intended to serve several key purposes:

1. Provide a functional understanding of who ACED is.
2. Review the history of collaborative economic development in the Almaguin Highlands, including the investments that have been in, and attracted to, the region.
3. Define the services that ACED provides within the regions with some highlights of services and initiatives to-date.
4. Illustrate how municipal partners can best utilize and benefit from ACED's services.

Who is ACED, and what do they do?

In April of 2019, municipal partners formed ACED as the first-ever multi-staff, fully regional, economic development services department. After years of successful multi-municipal partnerships, such as the Central Almaguin Economic Development Association, Burk's Falls & Area Economic Development, or EcoDev, regional partners developed a regionally inclusive economic development plan and formed ACED. This marked a significant milestone.

ACED operates as a shared services department that is comprised of the ACED Board and ACED staff. The ACED Board was established to oversee ACED Staff and provide direction based on regionally shared goals, objectives and interests. ACED currently (as of 2025), has three staff roles, which are

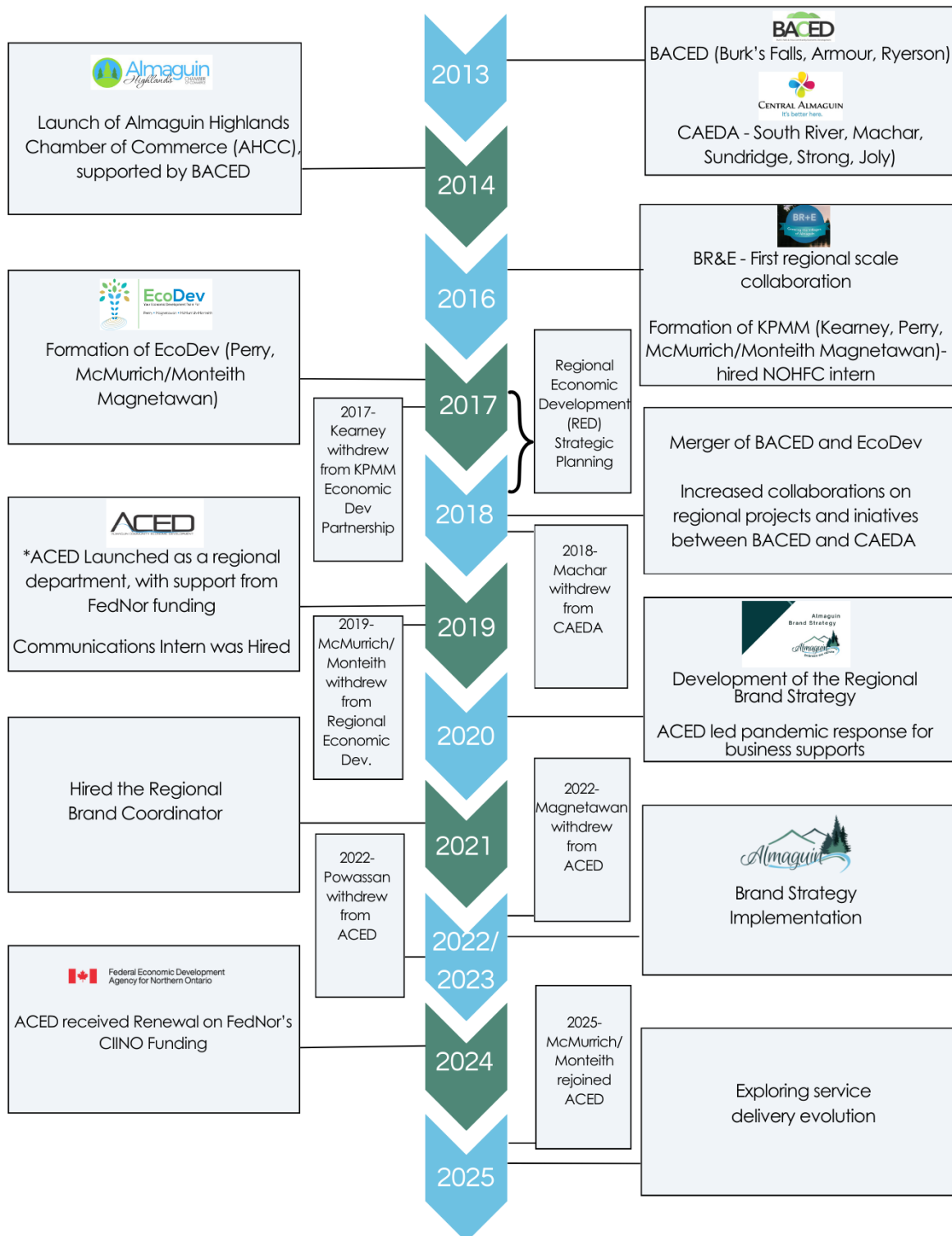
- Director of Economic Development (.5FTE for 2025)
- Economic Development Officer
- Communications and Marketing Officer.

Organizational Structure

ACED operates under a shared services agreement, which is currently undergoing the first major update since 2019. ACED is administered by the Township of Armour, who provides services such as human resources, financial administration (including grants and payroll), office space, etc. The ACED Board interfaces with the Armour Township Council through providing recommendations (via resolution) which are implemented through complimentary council decisions.

REGIONAL ECONOMIC DEVELOPMENT TIMELINE

This timeline highlights key milestones in collaborative economic development initiatives across the Almaguin region, showcasing growth, partnerships, and strategic planning from 2013–2025



*ACED Launched with the following partners: Powassan, South River, Strong, Sundridge, Joly, Magnetawan, Ryerson, Burk's Falls, Armour, Perry

ACED & Regional Funding History and Highlights

The following summary provides an at-a-glance perspective of the investments and partnership funds invested into regional initiatives and economic development departments over the 12-year period from 2013 to 2025. Several points to consider:

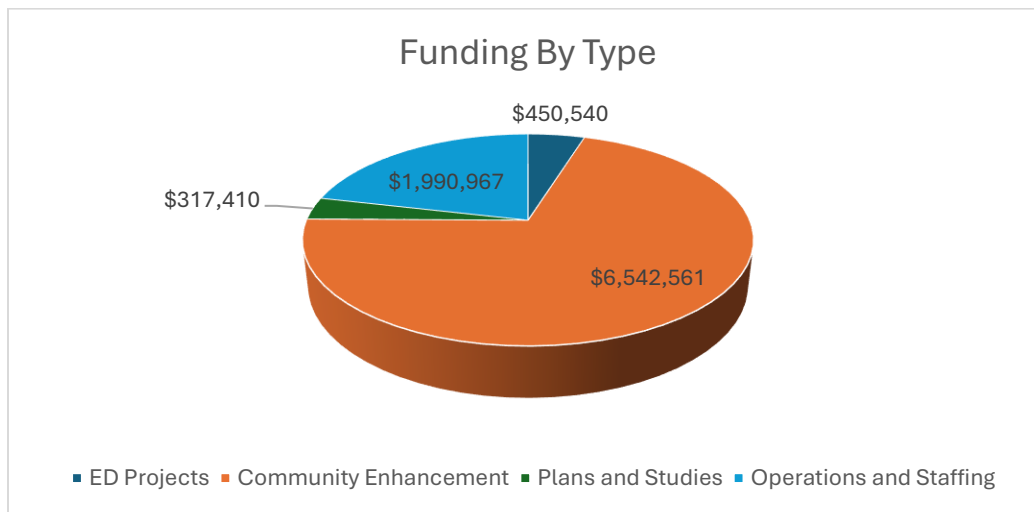
1. These totals include funding for initiatives that occurred prior to ACED; however, represent projects that benefited multiple municipalities (including fully regional projects).
2. Totals include both ACED/ ED Staff led and supported applications.
3. Municipal contributions only reflect the application portion of approved grants and do not include municipal contributions to ACED operating budgets.

Public Sector Funding

Senior Government Funding (Approved grant funds secured)	Municipal Contributions ¹ (Municipal / Applicant portion)	Total Invested in Local Economic Development Initiatives (public sector)
\$6,181,091.00	\$3,120,387.00	\$9,301,478.00

1 – Municipal contribution amounts were not provided for some projects where staff provided direct application support.

Figure 1 - Funding Breakdown by Type



Private Sector Funding – High Level Total

Senior Government Funding (Approved grant funds secured)	Applicant Investment (Estimated)	Total known investment
\$4,991,652	\$6,425,652	\$11,417,304

*These figures represent large projects where ACED Staff supported all or some of the application process (including letters of support, etc.)

Defining ACED's Services

The term 'economic development' can evoke a wide range of perceived definitions and an even wider range of expected activities or desired results. Objectively, nearly anything that happens in a municipality that involves a financial transaction and/or the delivery or procurement of a service impacts the economy (local and/or regional). ACED's workplans are broken up in to five distinct categories, or focus areas, that broadly define the work that ACED Staff perform.

1. Business Support & Development
 - ✓ One on one support for start-ups, expansions, developments, and general business needs.
 - ✓ Promotes local business through shop local campaigns and the online regional business directory (as well as other promotional and marketing efforts)
2. Economic Development Planning
 - ✓ Creation and execution of strategic plans & studies at both the regional and local levels.
 - ✓ Click Here to view [ACED's Guiding Documents](#) for examples
3. Community Development
 - ✓ Providing supports for municipalities and community organizations such as grant writing support, volunteerism supports, and other functions.
 - ✓ Supports fundraising for the development or improvement of community facilities.
4. Tourism Marketing & Promotion
 - ✓ Administers the Explore Almaguin digital presence ([Website](#), [socials](#), etc.).
 - ✓ Produces engaging tourism content and campaigns.
 - ✓ Supports the development of joint marketing initiatives with local businesses and brand ambassadors.
5. Special Projects & Events

ACED Staff create annual workplans, which are approved by the ACED Board. Staff report on the progress of activities through monthly reports provided to the Board, as well as with an annual report.

Another important function of ACED is that the department serves as a critical connecting link to numerous support agencies and their representatives. Agencies include, but are not limited to: FedNor, The Ministry of Northern Development, NECO Community Futures, The Business Centre NPS, IION, Explorer's Edge (RTO12), The Labour Market Group, BlueSky, The Almaguin Chamber of Commerce.

How can Municipalities best utilized ACED services?

ACED operates best when all partners and stakeholders are working together. This involves open and dynamic communication and information sharing between Councils and the Board, and Municipal Staff and ACED staff.

Keep open lines of communication

- Maintain open communication with ACED.
- Update ACED on projects, events, developments, or land for sale.
- Refer start-ups to ACED for support.
- Councillors and staff may contact ACED for information at any time.
- Invite ACED to present at Council or community meetings to share updates and opportunities on a yearly basis.

Stay informed on ACED-led projects

- Review ACED monthly reports and ask questions as needed.
- Give input on ACED's annual Workplan during year-end planning.
- Partner with ACED on regional marketing campaigns to promote local assets and tourism.

Promote our Rotating Office Days

- Post ACED monthly office dates on municipal social media.
- If needed, arrange and share alternative dates.

Engage us to assist with funding applications

- Contact ACED for help with grant applications for municipal or regional assets.
- Support may include drafting, letters of support, and regional data from ACED plans/studies.
- Share municipal infrastructure plans with ACED early to explore funding and partnership opportunities.



TWO-YEAR INTERIM JOINT SERVICE AGREEMENT

This Agreement made effective this 1 day of January, 2026

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PERRY

(Hereinafter referred to as "Perry")

- and -

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH
MONTEITH**

(Hereinafter referred to as "McMurrich Monteith")

- and -

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

(Hereinafter referred to as "Armour")

- and -

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

(Hereinafter referred to as "Sundridge")

- and -

THE ALMAGUIN HIGHLANDS CHAMBER OF COMMERCE

(Hereinafter referred to as "the Chamber")

- and -

THE CORPORATION OF THE TOWNSHIP OF STRONG

(Hereinafter referred to as "Strong")

- and -

THE CORPORATION OF THE TOWNSHIP OF JOLY

(Hereinafter referred to as "Joly")

WHEREAS the Municipal Act, S.O. 2001,c.25, S.20(1), allows a municipality to enter into an agreement with one or more municipality to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their boundaries;

AND WHEREAS the Municipal Act, S.O. 2001,c.25, S.20(2), allows a municipality to provide the matter in accordance with the agreement anywhere that any of the municipalities or local bodies have the power to provide the matter;

AND WHEREAS Perry, Armour, McMurrich/Monteith, Sundridge, the Almaguin Highlands Chamber, Strong, and Joly wish to jointly provide economic development services to the region;

AND WHEREAS the above-named member organizations recognize municipalities or other parties listed below as non-voting members based on their support of the delivery of economic development services or programs by providing a donation in support of the annual budget.

Non-voting members:

The Township of Ryerson.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of good and other valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, the receipt whereof is hereby acknowledged, the parties hereto hereby covenant, promise and agree with each other as follows:

DEFINITIONS

1. In this Agreement including in the recitals above,
 - (a) **"ACEDDB Meeting"** means a meeting between the appointed representatives of each Member Party, with a quorum of half the representatives plus one;
 - (b) **"Act"** means the *Municipal Act*, 2001, S.O. 2001, c.25;

- (c) **“Administer”** means to provide the Economic Development Services to the public in accordance with Applicable Law, and **“Administration”** has the same meaning;
- (d) **“Administering Municipality”** means the Member Party that has been chosen by the Member Parties to administer the Economic Development Services;
- (e) **“Administrative Services”** means those services as set out in section 8 of this Agreement;
- (f) **“Agreement”** means this Joint Service Agreement and all Schedules and Exhibits attached to this Agreement;
- (g) **“Almaguin Community Economic Development” (ACED)** is the name given to the regional economic development entity formed by the participating Member Parties.
- (h) **“Almaguin Community Economic Development Department Board” (ACEDDB)**, is a committee composed of appointed representatives from all of the Member Parties who have agreed to participate and fund the Almaguin Community Economic Development (ACED).
- (i) **“Almaguin Community Economic Development Department (ACEDD)”** performs the work needed to strengthen the local economy and diversify the municipal tax base. They recruit new businesses, retain existing ones, and assist businesses when they can expand operations locally.
- (j) **“Applicable Law”** means any applicable statute, ordinance, decree, regulation or by-law or any rule, circular, directive, license, consent, permit, authorization, concession or other approval issued by any Government Authority which has appropriate jurisdiction;
- (k) **“Business Days”** means any day other than a Saturday, Sunday or statutory holiday;
- (l) **“Calendar Days”** means consecutive days, including Saturday, Sunday or statutory holiday;
- (m) **“Capital Expenditure”** means any expenditure related to machinery, equipment, vehicles and furniture reported as a tangible capital asset on the audited financial statement of the Economic Development Services;
- (n) **“Capital Items”** means machinery, equipment, vehicles and furniture required to provide Economic Development Services;
- (o) **“Director of Economic Development”** (the Director) means the municipal employee hired to manage the ACEDD.
- (p) **“Economic Development Services”** means all services related to the provision of economic development;
- (q) **“Emergency”** means any unplanned event, activity, circumstance that constitutes a threat to the operation of the Service and/or requires the stoppage of the delivery of the Economic Development Services, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;
- (r) **“Expenditure”** means any funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;
- (s) **“Government Authority”** means any government, regulatory authority, ministry, board, department, court or other law, regulation or rule-making entity, having jurisdiction or authority over the matter in issue, but excludes a municipality or any of its local boards;

- (t) **“Member Party(ies)”** means each organization or municipality which is party to this agreement;
- (u) **“Net Cost”** means all operating, capital and real property capital expenditures for Economic Development Services less all revenues generated by the Economic Development Services including, but not limited to, government grants, user fees, rents, sales and donations and **“Net Costs”** has the same meaning;
- (v) **“Non-voting member”** means a municipality or organization which makes a yearly contribution to ACED but does not have a vote on the ACED Board. The yearly contribution would not exempt the municipality or organization from the ACED fees for services.
- (w) **“Real Property”** means land, land improvement and any building or buildings erected upon the land used to provide Economic Development Services;
- (x) **“Real Property Capital Expenditure”** means any expenditure related to land, land improvements and buildings reported as a tangible capital asset on the audited financial statements of the Economic Development Services;
- (y) **“Report”** means that Report referred to in clause 8(f) of the Agreement, in the form required by the Administering Municipality and **“Reporting”** has the same meaning;

TERM OF THE AGREEMENT

- 1 This Agreement takes effect when approved by all Member Parties and will expire on December 31, 2027.
2. If one of the Member Parties requests a renegotiation of this Agreement, this Agreement will remain in place until a new agreement is in force and effect unless the expiry date of this agreement is reached prior to the end of the negotiation.
3. Upon receipt of a notice of withdrawal from another Member Party, a Member Party shall call an ACEDDB Meeting to discuss such notice and to consider steps that may be taken to either engage the dispute resolution provisions of this Agreement or to terminate this Agreement and prepare for dissolution related to the Economic Development Services. Should remaining member parties agree to continue sharing ACEDD services in the absence of the withdrawing party, the ACEDD shall not be dissolved; however, the withdrawal provisions under schedule B shall apply to the withdrawing party.

ECONOMIC DEVELOPMENT SERVICES

Ownership, Operation and Maintenance

4. The Administering Municipality shall operate and maintain the assets associated with the Economic Development Services it administers in good condition and in accordance with Applicable Law.
5. “ACEDDB has the authority, by resolution, to amend this agreement to add or subtract “Member Party(ies)”, when an organization or municipality wishes to join or leave ACED.”

Administration, Cost Sharing, Oversight and Reporting

6. The Administering Municipality for the Economic Development Services shall be The Municipal Corporation of the Township of Armour.
7. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality are as follows:
 - (a) Operation in compliance with Applicable Law;

- (b) Staffing, through employees, contractors or agents, as the Administering Municipality deems appropriate within budget restraints, in accordance with its policies and procedures and Applicable Law;
 - (c) Ensure that policies and procedures are in place with respect to procurement, employment, health and safety, asset management, fees and charges, and record retention, all in compliance with Applicable Law;
 - (d) Reporting to and communicating with any government ministry or agency, including but not limited to the Ontario Ministry of the Environment and Climate Change, the Ontario Ministry of Municipal Affairs, the Office of the Fire Marshal of Ontario and the Ontario Ministry of Finance, as may be required by Applicable Law;
 - (e) Maintain financial records and report to the other Member Parties as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities; and
 - (f) Reporting, on a monthly basis, in the form required by the Administering Municipality, to the other Member Parties.
8. The Administering Municipality shall not charge any additional fees to the other Member Parties to Administer the Economic Development Services.

BUDGETS AND FINANCIAL REPORTING

9. The Director shall prepare, on an annual basis, a draft operating and a capital budget for the Economic Development Services.
- (a) Such draft budgets shall be presented at the October ACEDDB Meeting of each calendar year and once reviewed, shall be presented for consideration to each Member Party. Each Member Party shall report to the other Member Parties the outcome of such consideration within ten (10) Business Days of the date of each Member Party's next regular meeting.
 - (b) Based on the comments received the Director shall prepare a final budget proposal and forward it to the other Member Parties by the last Friday in January of each year.
 - (c) Each Member Party shall bring a resolution to the February ACEDDB Meeting indicating whether or not it supports the budget.
 - (d) The yearly budget must receive approval from a majority of the Member Parties before it can be implemented.
10. If a majority of the Member Parties do not agree to a proposed budget, the contributions from all Member Parties to the budget shall not change from the most recently approved budget until a majority of the Member Parties agree to the proposed budget.
11. From the time the annual budget is approved by a majority of the Member Parties, the Administering Municipality, shall provide, every six (6) months thereafter, in writing, a budget-to-actual report to the ACEDDB.
12. Once the budget is approved by a majority of the Member Parties the following will apply:
- (a) Any change(s) to the approved budget which would increase the net total of the approved budget shall require the approval of a majority of the Member Parties in order to be implemented. The Member Party requesting such change shall notify the other Member Parties with an explanation of the requested change and shall request that an ACEDDB meeting be held within fifteen (15) Calendar Days of such request.

- (b) An overspending of the budget does not constitute a change to the budget but shall be reported by the Director to the ACEDDB with an explanation of and reason(s) for the overspending.
- 13. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, and it shall provide a copy of its audited financial statements to the other Member Parties within ten (10) Business Days after they are placed on an agenda to be considered by the Administering Municipality.

ADMINISTRATION OF COST SHARING

- 14. The Net Cost of the Economic Development Services shall be shared annually as set out in **Schedule “A”** to this Agreement.
- 15. The Administering Municipality shall invoice the other Parties quarterly for their share of the Economic Development Services and such invoices are due within thirty (30) Calendar Days.
- 16. After the annual audit is complete the Administering Municipality shall either invoice or refund the other Member Parties the difference between the budgeted amount paid by each Member Party and the actual amount to be paid as determined by the audit.
 - (a) The ACEDDB may, by a majority vote, divert any operating surplus to the ACED reserve held by the Administering Municipality which can be applied to future budgets, programs, or as applicant contributions to shared funding agreements.

INSURANCE

- 17. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability, environmental liability and property damage. Such policy shall:
 - (a) Have inclusive limits of not less than five million dollars (\$5,000,000.00) for injury, loss or damage resulting from any one occurrence;
 - (b) Name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement; and
 - (c) Include a non-owned automobile endorsement.
- 18. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, automobile liability insurance in the amount of two million dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.
- 19. If the Administering Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding, it shall, within five (5) Business Days provide a copy of such to the other Member Parties.

EMERGENCY SITUATIONS

- 20. From time to time Emergencies may arise and in such circumstances the Member Parties shall cooperate to the best of their abilities with regard to public communication about the impact of the Emergency and the Administering Municipality shall take the lead on the response to the Emergency.

RESOLUTION OF DISPUTES

- 21. Where a disagreement or dispute arises between any or all of the Member Parties with respect to the interpretation, construction, meaning or effect of this Agreement an ACEDDB Meeting shall be scheduled by the Administering Municipality for the

sole purpose of discussing the disagreement or dispute in an attempt to resolve such disagreement or dispute.

22. The Member Parties shall resolve any disagreement or dispute by a majority vote of the Member Parties.

TERMINATION OF AGREEMENT/WITHDRAWAL

23. If any Member Party wishes to withdraw from participation in the shared delivery of Economic Development Services and wishes to terminate the Agreement it shall first bring a notice of intention to the Board for consideration and discussion. Municipalities wishing to withdraw must provide a minimum of one (1) year notice in writing to the administrating municipality.
24. If notice to terminate this Agreement/withdraw from the shared delivery of Economic Development Services is given, the Member Party giving such notice may reverse such decision within the one-year notice period.

DISSOLUTION

25. If one or more of the Member Parties wishes to be removed from the sharing of Economic Development Services such that this Agreement is terminated and the shared Services arrangement is dissolved, in accordance with the provisions of this Agreement, the assets and liabilities shall be distributed in accordance with the provisions set out in **Schedule “B”** to this Agreement.

NOTICE

26. Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been properly given when delivered personally, by facsimile transmission, or by electronic mail with the sender’s name, address, electronic mail address and telephone number included and confirmation of receipt is provided (which confirmation shall not be unreasonably withheld by any Member Party) as follows:

Township of Perry
Attention: Clerk
1695 Emsdale Road, P.O. Box 70
Emsdale, ON P0A 1J0
Fax: 705-636-5759
info@townshipofperry.ca

Township of Armour
Attention: Clerk
56 Ontario St, P.O. Box 533
Burk’s Falls, On P0A 1C0
Fax: 705-382-2068
clerk@armourtownship.ca

Township of McMurrich Monteith
Attention: Clerk
3 William Street,
Sprucedale, ON P0A 1Y0
Fax: 705-685-7901
clerk@mcmurrichmonteith.com

Village of Sundridge
Attention: Clerk
110 Main Street, Box 129
Sundridge, ON P0A 1Z0
Fax: 705-384-
admin@sundridge.ca

Chamber of Commerce
Attention: Executive Director
113B Yonge Street, Box 544
Burk’s Falls, ON P0A 1C0
almaguinhighlandschamber@gmail.com

Township of Strong
Attention: Clerk
28 Municipal Lane, Box 1120
Sundridge, ON P0A 1Z0
Fax: 705-384-7874
clerk@strongtownship.com

Township of Joly
Attention: Clerk
871 Forest Lake Road
Sundridge, ON P0A 1Z0
Fax: 705-384-0845
clerk.administrator@townshipofjoly.com

27. Any notice or communication delivered personally shall be deemed to have been received by the addressee on the day upon which it is delivered. Any notice delivered or sent by facsimile or electronic mail transmission shall be deemed to have been received by the addressee on the next business day after the notice is sent by facsimile or electronic mail transmission. Any Member Party may change its notice information for the purpose of this Agreement by directing a notice in writing of such change to the other Member Parties at the above addresses and thereafter such changed information shall be effective for the purposes hereunder.

FORCE MAJEURE

28. Whenever and to the extent that the Administering Municipality is unable to fulfil, or is delayed or restricted in the fulfilment of, any obligation hereunder in respect of the supply or provision of Economic Development Services because of circumstances beyond its reasonable control, the Administering Municipality shall be relieved from the fulfilment of such obligation so long as such cause continues. In such event the Administering Municipality will immediately notify the Member Parties, and each will work together to communicate with the public and explore options for the provision of the Economic Development Services.

GENERAL PROVISIONS

Severability and Jurisdiction

29. If any provision of this Agreement is determined by a Court of competent jurisdiction to be illegal or beyond the power, jurisdiction, or capacity of any Member Party bound hereby, such provision shall be severed from this Agreement and the remainder of this Agreement shall continue in full force and effect and in such case, the parties agree to negotiate in good faith to amend this Agreement in order to implement the intentions as set out herein. It is agreed and acknowledged by the Member Parties that each is satisfied as to the jurisdiction of each Member Party to enter into this Agreement. The Member Parties agree that they shall not question the jurisdiction of any Member Party to enter into this Agreement nor question the legality of any portion hereof, nor question the legality of any obligation created hereunder and the Member Parties, their successors and assigns are and shall be estopped from contending otherwise in any proceeding before a Court of competent jurisdiction or any administrative tribunal.

Legislative Change

30. References in this Agreement to any legislation (including but not limited to regulations and by-laws) or any provision thereof include such legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

Entire Agreement

31. This Agreement constitutes the entire agreement between the Member Parties hereto with respect to the subject matter hereof and supersedes any prior agreements, undertakings, declarations or representations, written or verbal, in respect thereof.

Laws of Ontario

32. This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

Headings and Wording

33. The inclusion of headings in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
34. In this Agreement, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders.

35. Any section, clause or provision in this Agreement shall be deemed to be severable should it be declared invalid by a court of competent jurisdiction and said severed section, clause or provision shall not be taken to invalidate the remaining provisions of this Agreement.
36. It is agreed that the Member Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Member Parties, and no presumption or burden of proof shall arise favouring or disfavouring any Member Party by virtue of the authorship of any of the provisions of this Agreement.
37. This Agreement shall not be modified or amended except with the written consent of a majority of Member Parties and no modification or amendment to this Agreement binds any Member Party unless in writing and executed by the Member Party intended to be bound.
38. No Member Party shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Member Parties. Any such assignment shall not relieve any Member Party of its obligations herein. This agreement shall be binding upon and ensure to the benefit of the parties and their successors and permitted assigns and heirs.
39. No Member Party shall call into question, directly or indirectly, in any proceedings whatsoever, in law or in equity, before any court or before any administrative tribunal, the right of the Member Parties, or any of them, to enter into this Agreement, or the enforceability of any term, agreement, provision, covenant or condition contained in this Agreement, and this clause may be pled as estoppel as against any such Member Party in such proceedings.
40. The Schedules attached hereto which form part of this Agreement are as follows:
- Schedule “A” - Costing Sharing
- Schedule “B” - Dissolution of Assets

The Remainder of this page has been left intentionally blank

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement, made and effective as of the ____ day of _____, 2019.

**The Corporation of the
Township of Perry**

Reeve or Mayor

Clerk

**The Corporation of the
Village of Sundridge**

Reeve or Mayor

Clerk

**The Almaguin Highlands
Chamber of Commerce**

President

**The Corporation of the
Township of Joly**

Reeve or Mayor

Clerk

**The Municipal Corporation of
the Township of Armour**

Reeve or Mayor

Clerk

**The Corporation of the
Township of Strong**

Reeve or Mayor

Clerk

**The Corporation of the
Township of McMurrich/Monteith**

Reeve or Mayor

Clerk

**SCHEDULE A
COST SHARING & FUNDING**

OPERATING BUDGET COST SHARING

The annual Net Operating Cost of the Economic Development Services shall be divided between Member Parties according to an equal flat-rate percentage of each municipality's prior year taxation tax levy.

The Contribution for the Almaguin Highlands Chamber of Commerce shall be fixed at \$10,000 each year unless otherwise agreed upon in writing by each party.

ADDITIONAL FUNDING

Donations: Non-member municipalities may at their discretion provide annual donations to support the activities of ACED. These donations do not entitle non-members to a vote nor inclusion in regional ACED programs or services. Inclusion of non-member municipalities in programs or services shall be at the discretion of the ACEDDB. Donating municipalities may be recognized as non-voting members of the ACEDDB at the discretion of the Board.

Service Fees: The Administrating Municipality has, per the direction of the ACEDDB, adopted various fees for services provided by ACED staff to non-member municipalities and/or businesses or organizations in non-member municipalities. Through this agreement, these fees may be revised and amended by the ACEDDB from time to time. Final amendments will be implemented by the Administrating Municipality.

SCHEDULE B

DISSOLUTION & WITHDRAWAL

DISSOLUTION OF ACEDD

Upon dissolution of shared Economic Development Services or termination of the Agreement, the assets for the Economic Development Services shall be evaluated and liquidated. The proceeds from the liquidation of the assets shall be distributed to the Member Parties on the same share basis as the cost sharing described in Schedule A.

WITHDRAWAL OF ACEDD MEMBER PARTY

Upon the withdrawal of an ACEDD Member Party, the withdrawing party shall not be entitled to any of the assets or future liabilities of ACEDD.



NECO

Community Futures Development Corporation
Société d'aide au développement des collectivités

September 29, 2025

David Gray, Director of Economic Development
Almaguin Community Economic Development
56 Ontario Street
Burk's Falls, ON P0A 1C0

Via Email

Re: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

NECO Community Futures Development Corporation (NECO CFDC) has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing financial assistance to small and medium sized businesses and other business counselling services within the region, NECO CFDC has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Our geographic area supports both Nipissing East and East Parry Sound regions, and with only two staff in the NECO CFDC office located in North Bay, we reach out on a regular basis to ACED staff and vice versa.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. As was stated above NECO serves private businesses in your area through our loans program for start-ups and expansions.

Over and above the private sector investments, NECO CFDC also has project specific funds for not-for-profits, municipalities, and other organizations. NECO CFDC has worked with ACED to collaborate efforts, benefits, or initiatives in your region. Past supports specific to Almaguin Highlands have included: the annual RED Gala, Taste of Almaguin, ACED Regional Support Program (during the pandemic), Almaguin Staycation (during the pandemic), The Business Centre's

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Recovery Support (during the pandemic), The Business Centre's Triple A program (during the pandemic), Win this Space Burk's Falls, Bay Works Virtual Job Fair 2022, annual Powassan Maple Syrup Festival, annual International Women's day in partnership with WORC (South River), Heritage Festival 2023, HoneyFest & Great Pumpkin Tour, Almaguin Maple Syrup Festival (Sundridge), Almaguin Highlands Health Council, Ontario Maple Syrup (OMSPA) Convention and Summer Tour 2024, AHCC – Women's Day in Almaguin, Explore South River, Burk's Falls Theatre, just to name a few.

It is our observation that our partnership with ACED has generated significant value to our clients as well as assisted us with carrying out our mandate across the Almaguin Highlands. We try our best to get to in-person events in your region; however, that is not always possible with our limited resources, and as such our connection with ACED is especially important for providing us with updates and leads on clients.

On behalf of NECO Community Futures Development Corporation, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact me at the NECO office, 705-476-8822 ext 100 or via email at pcarr@neco.on.ca

Sincerely,
NECO Community Futures Development Corporation



Patti Carr
Executive Director

October 2, 2025

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

The Business Centre Nipissing Parry Sound has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing entrepreneurial and small business services within the region, The Business Centre has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. Specifically, The Business Centre has worked with ACED to identify and support young entrepreneurs through our Summer Company program, full time businesses through our advisory services and Starter Company Plus program, and to deliver business related training throughout Almaguin, focusing on a variety of topics including cash flow management, business plan development, marketing and AI. Many of our clients are referred to The Business Centre through ACED staff and thus, our partnership with ACED has generated significant value to our clients, as well as assisted us with carrying out our mandate across the Almaguin Highlands.

On behalf of The Business Centre Nipissing Parry Sound, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, feel free to contact me at your convenience.

Sincerely,

Jennifer Nickerson

Jennifer Nickerson
Executive Director
The Business Centre Nipissing Parry Sound
705-474-0400 x 2523
jnickerson@tbcnps.ca



The Labour Market Group

Guiding partners to workforce solutions.

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development
Delivered Via Email:

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

The Labour Market Group has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing workforce development and labour market information services within the region, the Labour Market Group has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. Specifically, the Labour Market Group has worked with ACED to initiate and implement regional Business Retention and Expansion initiatives, the Economic Development Gala event and, more recently, has been a supporting party to their regional housing initiative. It is our observation that our partnership with ACED has generated significant value to our clients as well as assisted us with carrying out our mandate across the Almaguin Highlands.

On behalf of the Labour Market Group, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact Stacie Fiddler, Executive Director at your convenience.

Kind Regards,

Stacie Fiddler, MBA
Executive Director

101 Worthington Street East • Suite #238 • North Bay, ON • P1B 1G5 • 705-474-0812

Nipissing ————— Parry Sound



Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON, P0A 1C0

c/o David Gray, CAO/Director of Economic Development
Delivered Via Email: director@explorealmaguin.ca

RE: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

Discovery Routes has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As an organization that collaborates with community-based trail partners across the region to grow and improve trail networks supporting health, tourism, strong communities, and nature appreciation, Discovery Routes has greatly benefited from the existence of Almaguin Community Economic Development (ACED) and the support of its staff.

Since its creation, ACED has served as a important point of contact for Discovery Routes, connecting our organization and local grassroots trail groups, including the Forgotten Trails Association, Almaguin Community Trails, and Almaguin in Motion, to regional programs such as collaborative marketing initiatives and community events. Together, we have worked to advance the Explore Almaguin brand by developing and promoting outdoor experiences across the region for cycling, hiking, paddling, and winter activities such as dog sledding and snowshoeing. Through this partnership, we have helped position the Almaguin Highlands as a destination for outdoor adventure, supported the creation of trail maps that showcase the region, and strengthened connections between trail networks and tourism.

Our partnership with ACED has provided meaningful value to residents and visitors alike and has been instrumental in helping Discovery Routes fulfill its mission across the Almaguin Highlands. On behalf of Discovery Routes, we offer our full support in principle for ACED and the Two-Year Interim Joint Services Agreement.

Should you have any questions regarding our support, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "J McCourt".

Jennifer McCourt,
Executive Director

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

Innovation Initiatives Ontario North (IION) has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a support agency providing business advisory services & funding programs to innovative businesses within the region, IION has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and their staff.

Since its inception, ACED has been a valuable partner and point of contact for IION, fostering strong connections between our organizations. Through their efforts, ACED has played a vital role in linking local businesses with IION's programs and resources. Our collaboration with ACED has enabled us to connect businesses to both public and private funding opportunities, as well as B2B networking events that support growth and innovation. We are especially grateful for ACED's active involvement in IION's Step Forward Entrepreneurs Program (SFEP), where their team serves on the selection committee. Their deep knowledge of the Almaguin Region provides critical insights that ensure local businesses are well-positioned to access and benefit from the granting opportunities available through IION.

We deeply appreciate ACED's ongoing collaboration and commitment to supporting entrepreneurs and driving regional economic development.

On behalf of IION, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact me at your convenience.

Sincerely,

Matthew Doherty

Matthew Doherty
Executive Director, IION
matt@iion.ca / 705-845-0616



COUNCIL MEMO

To: Council
From: Councillor Hall
Re: Bell Canada in Trout Creek
Date: October 21, 2025

RECOMMENDATION:

That staff write a letter to Bell Canada to rectify any outstanding installation issues and more information on the Bell Fibe service area.

BACKGROUND:

I'm asking that staff reach out to Bell for answers around getting the fibre service and some installation issues that were supposed to be rectified.

October 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 28	29	30	Oct 1	2 Maple Syrup Festival Committee	3	4
5	6	7 Council	8 NBMCA	9 DSSAB	10	11
12	13 Thanksgiving - Office Closed	14	15 Eastholme	16	17	18
19	20 Library Board	21 Council Golden Sunshine Housing Copr.	22	23 Recreation Committee	24 TC Booster Club Halloween dance	25
26	27 Police Detachment Board	28	29	30	31 Powassan Firehall Halloween event	Nov 1

November 2025

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 26	27	28	29	30	31	Nov 1
2	3	4 Council	5	6	7	8
9	10	11 Remembrance Day - Office Closed	12 NBMCA	13 DSSAB	14	15
16	17 Library Board	18 Council Golden Sunshine Housing Copr.	19 Eastholme	20	21	22
23	24	25	26	27	28	29
30	Dec 1	2	3	4	5	6